#### Southwest Vermont Regional Technical School District (SWVRTSD) 1 Regional Governing Board Special Meeting Minutes: May 8, 2008 2 3 Conference Room, Career Development Center 4 Committee Members Present: Gloria Alexander: Claude DeLucia: Kevin Goodhue: Rickey 5 Harrington (left at 6:20); Leon Johnson (arrived at 5:05); Fran Kinney; Frank Lamb, Chair; 6 Ed Letourneau. 7

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Staff and Others Present: Wes Knapp, SVSU Superintendent (left at 6:25); Greg Lewis, CDC Business Manager; Bob Montgomery, Assistant Director (left at 5:35); Sean Marie Oller, MAU Chair (arrived at 5:15, left at 6:25); Donna Oyama, Director; John Waller, Benner Reported (arrived at 5:27).

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Recorder: Barb Schlesinger

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Lamb called the Special Meeting to order at 5:00PM by noting this meeting was called for the purpose of reviewing and acting upon the Agenda items: Purchases, Cosmetology Instructor and the Business Law as a Pre-tech course.

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# **Purchases**

Alexander moved and Letourneau seconded a motion to approve the request.

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Lewis's Financial Report, dated April 24, 2008, was presented. Per Johnson's request, the following items were discussed individually:

25 26 A. Final Payment for the bulldozer: \$43,715.85

This item has already been approved and does not need to be included.

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1. School-wide Server purchase (4): \$14,418.43 Ovama noted that the warranties on the six current servers were about to expire.

system and sound system: \$13,500.

for the Board to support.

Knapp inquired as to the specs on the quoted servers. Oyama noted that they were available. Harrington expressed that Lawler's opinion should be trusted.

Oyama noted that the purchase was part of the Program's five-year plan. Harrington

expressed that needed Program equipment purchases was the most important thing

2. Equipment for Video Productions of three (3) cameras, two (2) editing stations, light

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3. Unifund software and training or technical support as needed: \$35,977. Harrington noted that this was an updated quote from the one presented at the joint Finance/ Education meeting of May 1. Oyama expressed that this quote (May 8) is for the software version that has the same capabilities as SVSU's.

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Knapp expressed his contention, stating he had worked very hard to get CDC the ability to use the software for almost nothing through SVSU's license. Knapp disagreed that the software was the same version as SVSU. "It's a waste of money and a move backwards." Knapp expressed that the only advantage of CDC having the software in-house would be for CDC to screen spreadsheets from SVSU and the Superintendent. By CDC having the software in-house, there would be problems

with the HR and payroll services contracted through SVSU. SVSU will renege on doing CDC's payroll if this plan is followed.

Oyama noted that with her discussion with the Unifund representative, this was not the case. Discussion as to the shortcomings of the current setup, with SVSU as the host, and autonomy followed. Consensus was that the Unifund representative should be brought before the Board for further investigation and discussion.

4. Chairs for the Assembly Room and six program classrooms (170): \$6,000.00 Oyama explained the need for the chairs. Discussion as to whose responsibility it was regarding maintenance of such items at CDC followed. At present there is no one responsible for monitoring facility equipment. The disposal of the old chairs was also discussed with the possibility of selling as either scrap or "as is".

Clinical cart: Pharmacology Pulse Oximeter: \$3,675.
 Oyama referred to the 5-Year Equipment Plan spreadsheet, noting the cart was year 1's purchase request.

6. Furniture for Assistant Director: \$2,000.

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7. Repair dust collection system (Building Trades): \$1,000.

Oyama explained the basic repair needed. Johnson questioned if this amount would be enough. Neither Lamb nor Johnson want to "nickel and dime" this repair.

8. Washer and dryer (Cosmetology): \$1,700.

Oyama noted that CDC is currently contracting out for laundry service for this Program. With more students next year it would be better to do the necessary laundry in-house. Johnson inquired if the equipment was energy efficient (T5) and noted that energy efficient purchases resulted in money back from the State.

Harrington moved and Alexander seconded an amendment to remove Unifund Item (Number 3) from the requests. All were in favor.

Johnson moved and Kinney seconded a motion to strike the Para piece (Item 7). All were in favor.

Vote was taken on the original motion as amended (removal of the Unifund item) to buy these items (Numbers 1,2,4,5,6,8,9). All were in favor.

Johnson moved and Harrington seconded a motion to have the Business Manager move the monies at the top (\$129,523.48) to the proper accounts to make the purchases. After discussion as proper procedure and policy, Lamb called for vote to authorize this money to be transferred. All were in favor.

Lamb noted that the Board had until June 30 to spend the remaining unspent monies if they are not to be spent on the Unifund program. Discussion retuned to the Unifund and the problems CDC has with it. Knapp will speak with the representative, attempt to correct the issues and report back to the Board at the May regular meeting.

Johnson moved and Kinney seconded a motion to do whatever is necessary to make the current Unifund system work. All were in favor except Letourneau who voted Nay.

## II. Approve a .75 FTE Cosmetology Instructor.

Oyama explained the structure of Cosmetology's staffing contracts, classroom hours, and Program enrollment (both current and projected). Oyama noted that the Program would require an additional .75 teacher, however, a para would no longer be required. Money for this additional instructor would come from a grant. Discussion as to the structure and classroom hours of the program at Essex and Burlington as compared to CDC, and contract requirements concerning teacher hours followed.

Alexander moved and Letourneau seconded a motion to create the position. All were in favor except Kinney who voted Nay.

# Agroecology Instructor

Upon review of projected Program enrollment, Oyama determined that a Program instructor should be held off for another year. Oyama noted there is a need for a .5 Instructor for the two classes offered; Plants and Flowers class (50 min) and Bio-Agriscience (90 min). This position will have to be posted and interviewed for.

Letourneau moved and Goodhue seconded a motion to approve the hiring of a .5 Instructor. All were in favor.

# III. Approve Business Law as a Pre-tech foundation class.

Oyama noted this was a general class appropriate for all Programs. Lee-Clark would be the instructor; therefore there would be no need to hire someone new.

Alexander moved and Goodhue seconded a motion to approve Business Law as a Pre-tech class. All were in favor.

At 6:30PM the Board unanimously agreed to adjourn.