

1 Southwest Vermont Regional Technical School District (SVRTSD)
2 Finance Committee Meeting Minutes, Monday, September 26, 2016
3 RGB members present-Jim Boutin, Rickey Harrington and Leon Johnson
4 CDC represented by Supt./Dir. Mike Lawler, Asst. Dir; Meg Honsinger and Business
5 Manager, Stephanie Mulligan

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7 Recorder: Sandra Redding

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9 At 9:20 AM, Jim Boutin asked for nominations for chair of this committee. Fran Kinney
10 and Rickey Harrington were suggested. Rickey graciously accepted the leadership
11 position.

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13 Initial discussion revolved around the Adult Education program and leadership of said
14 program. It was noted that the Education/Strategic Planning committee, after much
15 discussion, decided to recommend to the full board, (which it did at the September
16 meeting), that the Assistant Director, Meg Honsinger, who has been handling many of the
17 Adult Ed situations since the former assistant director resigned, should be assigned this
18 task with compensation for the remainder of the school year. The full board agreed to this
19 arrangement with the suggestion the Finance committee meet to discuss further details.
20 This committee will consider the job requirements, time already spent, future time needed
21 and how many staff will be involved to keep the program operational. A re-evaluation will
22 take place in May of 2017 to prepare for the future of the program. At this time, key staff
23 involved to assist this program are the administrative personnel, guidance coordinator,
24 business department and secretarial support. As we go forward, accurate job
25 responsibilities and descriptions will need to be developed. Time requirements,
26 contractual positions, stipend amounts and state funding are areas of interest to the
27 committee. It was suggested that a \$10,000. stipend would be fair for the present assistant
28 director who has been handling many of the needs of ACE since August and has added at
29 least 4-5 hours a week and will continue to do so for the remainder of this school year.
30 Further discussion is needed as to stipends for other affected staff. The committee then
31 agreed to go into executive session at 10:10 AM for further discussion on
32 personnel/finances. Meeting came out of executive session at 10:55 AM. Finance
33 committee will recommend the following one time stipends to full board:

- 34 • M. Honsinger \$10,000.
- 35 • M. Lawler 2,500.
- 36 • T. Pasternack 2,500.
- 37 • D. Carey 1,500.
- 38 • S. Mulligan 1,000.

39 Again, it was noted that the Adult Education program will be re-assessed in May, 2017 to
40 determine its roll at the CDC and in our community.

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42 The Manufacturing program was the next topic of discussion. Jobs in this field are always
43 plentiful and well paying. Community members have often stated the need for CPT and 3D
44 printer technicians. The committee members expressed their thanks for Adam
45 Cannistraci's tour of the program area and for the depth of his interest, progress and
46 knowledge of the specifics in this area. The committee would like to find the proper
47 financing to assist Adam as he determines the future needs for this program. Upgrading
48 is essential to keep current with the fast moving pace of this industry. A quick snapshot
49 of the needs and costs to help expand this program properly results in the hoped for fast
50 tracking of acquiring updated equipment and re-assignment of machinery in the shop
51 itself. It may be possible to re-build the welding area to add to this program's appeal. We
52 may need up to \$72,000. to get the area truly established again. There may be money
53 available from several sources to start this process sooner rather than later. Some
54 money may be shifted from adult ed and other money could be available thru the
55 equipment grant. May need to address a policy concerning the moving of monies. Can't
56 move money from specific grants to other programs. Need to be pro-active this year and

1 re-distribute next year. It was noted that a solid CPT program would also assist Adult Ed
2 and possibly, increase enrollment. Business Manager, Stephanie Mulligan, mentioned in
3 conjunction with funding a possible \$85,000. amount in purchases for this program, that
4 she would suggest some monies from equipment grant, some from under-used salaries
5 and leave some money as a cushion. In thinking ahead for next year's budget, we may
6 have to build money into the budget for additional positions depending on the results of
7 this year's handling of the adult ed program. We would like to keep the tuition as flat as
8 possible, but this may be difficult as we have NEA and ESP negotiations ahead.
9

10 The committee decided to request RIPs for the machinery that is needed for the
11 Manufacturing program. Ms. Mulligan will prepare the RIP as soon as possible as it may
12 take a bit of time to get thru the whole process. We will endeavor to assist the
13 Manufacturing program to stay more current as to the needs of this community and the
14 trends of the manufacturing community.
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16 Next meeting of this committee will be Monday, October 17, 2016 at 9 AM. (Meeting has
17 been changed to 6:30 PM.)
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19 Meeting adjourned at 11:05 AM
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