

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: August 18, 2014**

3 Assembly Room, Career Development Center
4

5 Board Members present: Jim Boutin; Kevin Goodhue; Rickey Harrington; Jackie Kelly;
6 Michael Lawler; Ed Letourneau; John MacDonald.
7

8 Board Members absent: Gloria Alexander; Jessica Gulley-Ward; Leon Johnson; Fran
9 Kinney; Heidi Pickering.
10

11 CDC Staff, Administration and Students present: Catherine Butler; Taylor Brewer; Marie-
12 Pierre Huguet; Jennifer Morgan-Hall; Stephanie Mulligan; Sandra Redding; Kathy
13 Slade; Emily Stadnik.
14

15 Videotaping: CAT-TV
16

17 Recorder: Barb Schlesinger
18

19 **Call to Order and Welcome**

20 Chairman Boutin called the meeting to order at 6:30pm, noted a quorum of board members
21 were present and welcomed all.
22

23 Chairman Boutin introduced the special guests present this evening, three of the four
24 National Gold Medal winners from this years SkillsUSA competition in St Louis, recently
25 graduated Medical Professions students Catherine Butler, Taylor Brewer and Emily Stadnik.
26 The forth student, Mariah Armstrong, was not able to attend. The winners expressed their
27 thanks for the opportunity and spoke briefly as to how their team was formed, CDC's
28 placement in the State competition, how they prepared for the competition(s), the actual
29 competition, how their CDC experience prepared them to win and what they have gained
30 through all these experiences. All four will be entering college this fall with plans to enter
31 the medical professions.
32

33 Instructor Slade gave insight to the changes in the competition over the ten years she has
34 been going and noted CDC has brought home medals in six of those years.
35

36 Chairman Boutin noted the key points employed by this experience: online, collaborative,
37 and cooperative learning.
38

39 **Public Comments**

40 Kathy Slade once again brought up the Coop position that was cut in May to half-time and
41 asked if the monies have been found to restore to full time. She spoke of the recent
42 Bennington Banner article that reported on an NSK internship – the direct result of a coop
43 setup by Klein.
44

45 Chairman Boutin responded the item was still on the agenda for discussion.
46

47 **Committee Reports**

48 **▪ Education/ Facilities**

49 Chairman Boutin reported the committee met on June 16, July 28 and August 11.

1 Committee Chair Letourneau reported that the Coop, Engineering, Business and
2 Sustainable Foods programs have been discussed. The committee will recommend
3 Cosmetology be at .75 time as required by the State, Coop at .5 (based on money), and that
4 Engineering be suspended for one year (the instructor search resulting in no qualified
5 applicants that would be a good fit). The committee plans to continue studying STEM,
6 which is a state priority.

7
8 ▪ **Finance**

9 Chairman Boutin reported the committee met June 16 and reviewed year end finances and
10 what is available for this school year's programs.

11
12 ▪ **Strategic Planning**

13 The committee did not meet, however, Chairman Boutin received a call from committee
14 chairman Alexander who is concerned and wants a meeting with Director/ Superintendent
15 Michael Lawler, Marie-Pierre Huguet, and Jim Boutin.

16
17 **Consent Agenda**

18
19 **Warrants**

20 **PAYROLL**

- 21 - SWVRTSD Payroll Warrant # 27 6/27/2014 in the amount of \$ 2,088.26
22 - SWVRTSD Payroll Warrant # 1050 6/27/2014 in the amount of \$ 82,490.94
23 - SWVRTSD Payroll Warrant # 28 6/27/2014 in the amount of \$ 6,522.86
24 - SWVRTSD Payroll Warrant # 1051 6/27/2014 in the amount of \$164,126.08
25
26 - SWVRTSD Payroll Warrant # 1 7/25/2014 in the amount of \$ 341.77
27 - SWVRTSD Payroll Warrant # 1000 7/25/2014 in the amount of \$ 17,475.98
28 - SWVRTSD Payroll Warrant # 10005 7/25/2014 in the amount of \$ 50.00
29 - SWVRTSD Payroll Warrant # 1001 7/25/2014 in the amount of \$ 59,556.14
30 - SWVRTSD Payroll Warrant # 1002 7/25/2014 in the amount of \$ 16,735.00
31 VOID check # 8075 7/3/2014 \$ (50.00)
32
33 - SWVRTSD Payroll Warrant # 1004 8/18/2014 in the amount of \$ 16,537.96

34
35 **Harrington moved and Goodhue seconded the motion to approve the Payroll**
36 **Warrants. Hand vote was taken with all in attendance voting in favor.** There was no
37 discussion.

38
39 **VENDOR**

- 40 - SWVRTSD Vendor Warrant # 1052 6/27/2014 in the amount of \$ 121,864.06
41
42 - SWVRTSD Vendor Warrant # 1003 7/25/2014 in the amount of \$ 204,640.54
43
44 - SWVRTSD Vendor Warrant # 1005 8/14/2014 in the amount of \$ 22,503.63
45

46 **Harrington moved and Johnson seconded the motion to approve the Vendor**
47 **Warrants. Hand vote was taken with all in attendance voting in favor.** There was no
48 discussion.

1 **Minutes**

- 2 - Minutes of the June 16, 2014 Regional Governing Board Meeting

3
4 **Kelly moved and Harrington seconded the motion to accept the June 16, 2014 Full**
5 **Board minutes. Hand vote was taken with all in attendance voting in favor.** There was
6 no discussion.

7
8 **Revenue & Expenses** *(June 1 through June 30, 2014 and July 1, 2014 through July 31, 2014)*

9 There was brief discussion concerning the transportation cost for Arlington. Mulligan
10 responded this line is for all transportation, we receive state reimbursement and reported we
11 get enough to cover the expense. This line 'title' will change for the coming year to better
12 reflect the nature of the expense – all transportation.

13
14 **Director/ Superintendent's Report**

15 Boutin introduced our new Director/ Superintendent and reported Mr Lawler has just
16 received his Superintendent license, making him the youngest superintendent in the state.
17 Lawler:

- 18 - Congratulated the SkillsUSA team.
19 - Spoke of a June seminar he attended which centered on CTE curriculum. STEM
20 was talked about as well as new ways to do things.
21 - Thanked the board for their support.
22 - Reported school starts in one week with teachers beginning next Monday with three
23 days of in-service.
24 - Announced the new CDC website which went live July 1st. The new site has a new
25 look, similar content and allows for secure login. The technology piece is
26 "Blackboard"; the app (owned by CDC) is free and is available for both android and
27 ios. Lawler gave a demonstration of the new site. There was brief discussion as to
28 the power and possibilities of this app for grades, assignments and communication
29 between parents, teachers and students.
30 - Reported the greenhouse has been delivered for Sustainable Foods and is currently
31 in storage, with construction to begin this fall. He noted the Middle School is excited
32 to have the CDC on campus.

33
34 **Chairman's Report**

35 Boutin reported:

- 36 - He has been working extensively with the committees
37 - This past week he again met with the Bennington Select Board
38 - Spoke briefly of the proposed development on Silver Street and SVSU
39 Superintendent's appeal to the Select board for ample time and info to do research.

40
41 **Agenda Change**

42 Boutin requested that several of the Action items be acted upon now, the board then enter
43 Executive Session and the remainder of the Action Items be acted upon following. All were
44 in agreement.

45
46 **Action Items**

47 **▪ Allocation**

48 There is no update available presently. Mulligan explained certain expenses are based on
49 square foot, others are on FTE/ student count. MAU has not yet billed for the student based

1 ones. We will be meeting with the SVSU Business Manager and Finance Committee to
2 review the Agreement.

3
4 **No Action this evening.**

5 ▪ **Nominations - Faculty**

- 6
7 ✓ Guidance Coordinator

8
9 **Harrington moved and Goodhue seconded a motion to approve the nomination of**
10 **Rebecca Susan Jones as Guidance Coordinator.**

11
12 It was noted there were seven applicants and four were interviewed. Kelly noted the
13 nominee has taught at the college level and will be able to move students up.

14
15 **Hand vote was taken with all in attendance voting in favor.**

16
17 **Executive Session**

18 **At 7:06pm, Letourneau moved and Harrington seconded a motion to enter Executive**
19 **Session to discuss 1) Contract and 2) Personnel/ Program Adjustments. Hand vote**
20 **was taken with all in attendance voting on favor.**

21
22 **At 8:26pm, Goodhue moved and MacDonald seconded a motion to exit Executive**
23 **Session. All were in favor.**

24
25 **Action Items (II)**

26
27 ▪ **Resignations**

28 Lawler reported on two resignations: 1) the second Cosmetology Instructor and 2) the
29 Business Management Instructor.

30
31 **MacDonald moved and Goodhue seconded to accept the resignations. Hand vote**
32 **was taken with all in attendance voting in favor to accept.**

33
34 ▪ **Administration Contracts**

35
36 **Goodhue moved and MacDonald seconded the motion to accept the four contracts.**

37
38 Superintendent Lawler then read the position, annual salary and expiration year:

- 39
40 - Assistant to the Business Manager \$36,900 1 year
41 - Business Manager \$43,890 exp 2016
42 - IT Hardware \$57,475 exp 2016
43 - Assistant Director Adult Education \$77,200 new 3 yr; exp 2017

44
45 **Hand vote was taken with all in attendance voting in favor.**

46
47 ▪ **Program Adjustments**

- 48 - Engineering

1 **Letourneau moved and MacDonald seconded a motion to suspend the Engineering**
2 **program for one year. Hand vote was taken with all in attendance voting in favor.**

- 3
4 - Communications Tech

5
6 **Letourneau moved and MacDonald seconded a motion to suspend Communications**
7 **Tech for one year. Hand vote was taken with all in attendance voting in favor.**

8
9 It was noted there were no applicants when the position was posted.

- 10
11 - Cosmetology

12
13 **Letourneau moved and MacDonald seconded a motion to increase the second**
14 **Cosmetology position to .75 to comply with State regulations. Hand vote was taken**
15 **with all in attendance voting in favor.**

16
17 It was noted there were applicants for the position but time was needed for interviews.

18
19 **Adjournment**

20
21 **At 8:34pm Kelly moved and Letourneau seconded a motion to Adjourn. All were in**
22 **favor.**

23
24 Respectfully submitted,

25
26 Barb Schlesinger

27 August 24, 2014

28
29 **Dropbox:**

- 30 - Minutes of the June 16, 2014 Regional Governing Board Meeting
31 - Minutes of the August 11, 2014 Education/ Facilities Committee Meeting
32 - Minutes of the July 28, 2014 Education/ Facilities Committee Meeting
33 - Minutes of the June 16, 2014 Education/ Facilities Committee Meeting
34 - Minutes of the June 16 2014 Finance Committee Meeting
35 - SWVRTSD Payroll Warrant # 27 & 1050 & 28 & 1051
36 - SWVRTSD Payroll Warrant # 1 & 1000 & 10005 & 1001 & 1002
37 - SWVRTSD Payroll Warrant # 1004
38 - SWVRTSD Vendor Warrant # 1052
39 - SWVRTSD Vendor Warrant # 1003
40 - SWVRTSD Vendor Warrant # 1005
41 - Revenue & Expenses Reports
42 - Nominations: Guidance Coordinator
43 - Cash Flow Statements