

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: November 17, 2014**

3 Assembly Room, Career Development Center

4
5 Board Members present: Jim Boutin; Jessica Gulley-Ward; Rickey Harrington; Leon
6 Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau; Michael Lawler; John MacDonald.

7
8 Board Members absent: Gloria Alexander; Kevin Goodhue; Heidi Pickering.

9
10 Others present: Marie-Pierre Huguet, Stephanie Mulligan (CDC administration).

11
12 Videotaping: CAT-TV

13
14 Recorder: Barb Schlesinger

15
16 **Call to Order and Welcome**

17 Chairman Boutin called the meeting to order at 6:30pm, noted tonight was a Regular
18 meeting and that a quorum was present.

19
20 **Public Comments**

21 Chairman Boutin called for comments; there were none.

22
23 **Committee Reports**

24 Chairman Boutin noted the committee chair for Strategic Planning was absent this evening
25 and Strategic Planning was the only committee that has met in the past month.

26
27 Policy committee chair Leon Johnson reported their committee has yet to set a meeting
28 date.

29
30 **Consent Agenda**

31
32 **Minutes**

- 33 - Minutes of the October 20, 2014 Regional Governing Board Meeting

34
35 **Kinney moved and Harrington seconded to approve the minutes of the October 20,**
36 **2014 Full Board meeting as presented.**

37
38 MacDonald brought to attention an error: Alan Baker (who spoke under Public Comments at
39 the meeting) was entered in the Minutes incorrectly as Alan 'Bishop'. Minutes of that
40 meeting are corrected to reflect the correct last name as Baker. (*Page 1 – lines 9, 21, 23,*
41 *and 26*)

42
43 **Hand vote was taken with all in attendance voting in favor to accept the corrected**
44 **minutes.**

45
46 **Warrants**

47 **PAYROLL**

- 48 - SWVRTSD Payroll Warrant # 9 10/30/2014 in the amount of \$ 1,533.40
49 - SWVRTSD Payroll Warrant # 1016 10/30/2014 in the amount of \$ 65,575.98

- 1 - SWVRTSD Payroll Warrant # 10 11/17/2014 in the amount of \$ 7,042.48
- 2 - SWVRTSD Payroll Warrant # 1018 11/17/2014 in the amount of \$ 61,734.03

3

4 **Kinney moved and Harrington seconded the motion to approve Payroll Warrants # 9,**
5 **#1016, #10, #1018.**

6

7 Letourneau asked if the payees on Warrants # 9 and #10 were substitutes. Mulligan replied
8 yes, for the most part they were.

9

10 **Hand vote was taken with all in attendance voting in favor of approval.** There was no
11 further discussion.

12

13 **VENDOR**

- 14 - SWVRTSD Vendor Warrant # 1017 10/30/2014 in the amount of \$ 76,055.38

15

- 16 - SWVRTSD Vendor Warrant # 1019 11/17/2014 in the amount of \$ 44,096.56

17

18 **Harrington moved and Kinney seconded the motion to approve Vendor Warrants**
19 **#1017 and #1019.**

20

21 Questions were raised on the following items and answered by Mulligan:

22 #1017, page 4 KAG Renewable Response: Dept of Labor pass-along for Adult Ed

23 #1019, page 2 Bennigton Town (Police) Response: Represents a summary of hours.

24 #1019, page 6 Professional Development Response: CDC reimburses up to three
25 credits. This was approved by administration.

26

27 **Hand vote was taken with all in attendance voting in favor of approval.** There was no
28 further discussion.

29

30 **Cash Flow Statements** (October 2014)

31 There were no comments.

32

33 **Revenue & Expenses** (October 1 through October 31, 2014)

34 There were no comments.

35

36 **Adult Education Revenue & Expenses** (October 1 through October 31, 2014)

37 Mulligan noted there was no need for board approval of these documents; payments are
38 now integrated into the warrants.

39

40 **Director/ Superintendent's Report**

41 Lawler:

- 42 - Gave his screen presentation, *The Director's Telegraph*. 'Articles' included reports
43 on:
 - 44 ➤ Culinary taking third place at the NECI Competition. The three competing
45 CDC students: Zach Clermont, Jessie Willette and Mckaliegh Reynolds were
46 each awarded \$1,000 scholarships and a knife kit.
 - 47 ➤ The outdoor classroom at the MAUMS campus is almost complete. Building
48 Trades students have been very involved in this project which will be tied in
49 with the new Sustainable Foods program.

- Building Trades and Forestry are still working on the greenhouse for the Sustainable Foods program (located on the MAUMS campus). The frame is up and the walls are almost complete.
- On October 23, the Design and Fabrication students visited the Mack campus in Arlington for the full day.
- Business Management students participated in a 'Shark Tank' with a proposal for a third floor corner store. This proposal, and the students, will be coming to the board at the January meeting.
- Medical Professions and Forensic students attended and participated in a Virtual Autopsy in the CDC assembly room: the class was taught by a pathologist from St Louis University. The State of Vermont is subsidizing these virtual field trips which are conducted in real time. It is hoped that this was the first of many.
- Superintendent Lawler attended a joint VSBA and VSA 2.5 day conference in Lake Morey. Dr Bill Daggett led the conference. Topics included teacher leadership, digital classrooms, open meeting law, policy and government, and collective bargaining.
- Lawler and four instructors will be attending the ACTE's national conference entitled Career Tech Vision 2014, for professional development.
- Enrollment numbers: Lawler handed out a 4 page hard copy of this section of his report to the board members. The report covers total daytime enrollment by program, by short block introductory class, by individual year 2012 -> 2015 (including notes on programs no longer offered) and a statewide look comparing FTE of the technical centers in Vermont. Lawler gave an in-depth explanation of these reports and allowed for q&a from the board members.

Johnson expressed that this report is in accordance with policy.

Marie-Pierre Huguet provided a one-page handout and gave a similar report on Adult education enrollment. She also elaborated on the criteria for offered courses. She spoke of CDC offering the first 'blended' course in the state, Pharmacy Tech, in which the class is taught both face-to-face and online. Huguet commended the Department of Labor for their support and noted workforce training is growing. There was discussion including Huguet, Mulligan and the board members concerning cost of classes, fee structure, grant money, scholarships, and instructor compensation.

Mulligan reported that last year's tuition to the sending schools was over by 6.1%. This overage was due to a reduction in staff. Mulligan will be either refunding or applying toward this year's tuition the percentage balance required by the State.

Lawler reported he is in successful talks with MAUHS Principal Maguire regarding swapping/ trading classroom 222. This classroom has everything needed for Medical Professions. This 'swap' will be coming to the board soon for approval. Having the room will open up the possibility of the LNA program being available to students at the age of 16, enabling them to graduate high school with a certificate. The room that will be 'swapped' is currently used for storage, not classes.

The budget process has begun with all the instructors having submitted their budgets last Friday electronically. Mulligan hopes to have the budget ready for board

1 approval at the December meeting.

2
3 The redesigned Co-op, now known as 'Workplace Learning', had its first advisory
4 meeting last week. Their goal is to increase the number of students exposed to the
5 workplace. There will be a presentation at next month's meeting, with the program
6 set to begin in January 2015.

7 8 **Chairman's Report**

9 Boutin:

- 10 - Reported Marie-Pierre Huguet and himself attended a recent Bennington Select
11 Board meeting where Huguet gave a presentation on our Adult Education program.
12 The highlights were the Pharmacy Tech and LNA programs. The Select board was
13 in support of the CDC efforts.
- 14 - In response to Mr Baker's questions at the last board meeting, Jim read a letter to be
15 sent to Mr Baker which addressed his questions and concerns. Boutin's letter notes
16 the website has been corrected to include the Sustainable Foods program,
17 counselors at the sending schools have been made aware of the program and as to
18 the inventory, the majority has been distributed to both Forestry and Forensics, with
19 some miscellaneous items in storage.
- 20 - Also at last month's meeting, Joe Duffy spoke about the discontinuance of Artificial
21 Intelligence. Mr Duffy's concerns have been passed to the Education Committee for
22 their response regarding policy and declining programs enrollment numbers.

23 24 **Executive Session**

25
26 **At 7:45pm Kinney moved and Johnson seconded a motion to enter Executive Session**
27 **for Administration Contract. Hand vote was taken with all in favor.**

28
29 **At 8:10pm Kinney moved and MacDonald seconded a motion to exit Executive**
30 **Session. All were in favor.**

31 32 **Action Items**

33 **▪ Service Position Nominations (3)**

34 These were pulled to be acted on at the December meeting.

35 36 **▪ Administration Nomination**

37 This was pulled to be acted on next month. The Superintendent was given direction to
38 proceed with this item.

39 40 **▪ Financial Management Statement**

41 Mulligan reported Lawler had completed a questionnaire for the State Auditor. The board
42 needed to see this questionnaire (with the superintendent's responses) within two months
43 time. She reported no action needs to be taken.

44 45 **▪ Appointment of Clerk**

46 Mulligan reported the Bennington Select Board has appointed Cassandra Barbeau as
47 Bennington Town Clerk. The board needs to take action if they would like to due likewise
48 and appoint her as Clerk for the Southwest Vermont Regional Technical School District.
49 Mulligan has posed the question to counsel as to if this appointment is until March elections

1 or for the remainder of Tim Corcoran's term.

2
3 **Kinney moved and Johnson seconded the motion to appoint Cassandra Barbeau as**
4 **Clerk for the Southwest Vermont Regional Technical School District. Hand vote was**
5 **taken with all in attendance voting in favor.**

6
7 **Other**

8 Letourneau noted the State has new regulations regarding accounting codes. Mulligan
9 noted they have yet to be distributed and also will not be implemented this year.

10
11 **Adjournment**

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13 **At 8:16pm Kinney moved and Johnson seconded a motion to Adjourn. All were in**
14 **attendance voted in favor.**

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16 Respectfully submitted,

17
18 Barb Schlesinger
19 November 23, 2014

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21
22
23 **Dropbox:**

- 24 - Minutes of the September 15, 2014 Regional Governing Board Meeting
- 25 - Minutes of the October 23, 2014 Strategic Planning Committee Meeting
- 26 - SWVRTSD Payroll Warrants # 9 & # 1016
- 27 - SWVRTSD Payroll Warrants # 10 & # 1018
- 28 - SWVRTSD Vendor Warrant # 1017
- 29 - SWVRTSD Vendor Warrant # 1019
- 30 - Revenue & Expenses Reports
- 31 - Adult Education Revenue & Expenses
- 32 - Treasurer's Report
- 33 - Nomination – Assistant Director
- 34 - Appointment of School Clerk

35
36 **To be added:**

- 37 - Superintendent Lawler's four-page enrollment hand out
- 38 - Assistant Director Adult Education one-page enrollment hand out