

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: January 15, 2015**

3 Assembly Room, Career Development Center
4

5 Board Members in attendance: Jim Boutin; Kevin Goodhue; Jessica Gulley-Ward; Leon
6 Johnson; Jackie Kelly; Ed Letourneau; John MacDonald; Heidi Pickering.
7

8 Board Members absent: Gloria Alexander; Fran Kinney.
9

10 Others present: Meg Honsinger, Marie-Pierre Huguet, Michael Lawler; Stephanie Mulligan
11 (CDC administration); Kathy Slade (Instructor).
12

13 Videotaping: CAT-TV
14

15 Recorder: Barb Schlesinger
16

17 **Call to Order and Welcome**

18 Chairman Boutin called this Regular meeting to order at 6:30pm.
19

20 **Public Comments**

21 Chairman Boutin called for comments; there were none.
22

23 **Committee Reports**

24 Chairman Boutin noted we had an aggressive agenda this evening; he then thanked
25 administration and the Finance committee for their good work in preparing a budget that he
26 was proud to present.

27 * Strategic Planning

28 Boutin reported on the committee's activities in light of Committee chair Alexander's
29 absence this evening: The committee met last week and finalized the Mission,
30 Philosophy and Goals document. They will now move on to systematically looking at
31 the eighteen (18) program areas of study and adult ed. They will be relying on input
32 from program advisors for this task. Administration will prioritize the results and pass
33 along their recommended changes to the Education, Finance and Policy committees.
34 The objective is to complete this task by July 1, 2015.
35

36 * Policy

37 Committee chair Johnson reported the committee has completed two (2) policies for
38 this evening: Policy #3110C Activity Accounts has been reviewed and no changes
39 are necessary and Policy # 7300C Participation at Board Meetings is an action item
40 to be voted on for Warning this evening. Johnson noted a policy for Enterprise
41 Funds is in development.
42

43 * Finance

44 Committee chair Goodhue reported Business Manager Mulligan will report on the
45 budget later in the meeting. He expressed his pleasure in administration and the
46 teachers doing a great job with bringing in the budget with only a .5% increase.
47 Boutin noted the teachers are getting very good at it.
48
49

1 **Consent Agenda**

2
3 **Minutes**

- 4 - Minutes of the December 15, 2015 Regional Governing Board Meeting

5
6 **Goodhue made motion and Johnson seconded to approve the minutes of the**
7 **December 15, 2014 Full Board meeting.**

8
9 **Hand vote was taken with all in attendance voting in favor of accepting these minutes.**
10 **Boutin announced the vote was unanimous.** There was no discussion.

11
12 **Warrants**

13 **PAYROLL**

- 14 - SWVRTSD Payroll Warrant # 13 12/30/2014 in the amount of \$ 2,320.42
15 - SWVRTSD Payroll Warrant # 1025 12/30/2014 in the amount of \$ 67,429.91
16
17 - SWVRTSD Payroll Warrant # 14 12/30/2014 in the amount of \$ 173.15
18 - SWVRTSD Payroll Warrant # 1026 12/30/2014 in the amount of \$ 79,533.97

19
20 **VENDOR**

- 21 - SWVRTSD Vendor Warrant # 1027 12/30/2014 in the amount of \$ 69,906.65
22
23 - SWVRTSD Vendor Warrant # 1028 1/12/2015 in the amount of \$ 16,217.03
24
25 - SWVRTSD Vendor Warrant # 1029 1/13/2015 in the amount of \$ 475.00

26
27 **Goodhue moved and Macdonald seconded the motion to approve Payroll Warrants**
28 **#13, #1025, #14, and #1026 and Vendor Warrants #1027, #1028 and #1029.**

29
30 Letourneau asked of Warrant #1027, page 13 Messersmith Manufacturing; Mulligan replied
31 this was an allocated expense for the wood chip boiler.

32
33 **Hand vote was taken with all in attendance voting in favor of approval. Boutin noted**
34 **the vote was unanimous.** There was no further discussion.

35
36 **Revenue & Expenses, Cash Flow**

37 There were no comments.

38
39 **Director/ Superintendent's Report**

40 Lawler:

- 41 ➤ Noted there were changes in regards to how items could be viewed in the
42 dropbox; all reports will now be a landscape format.
43 ➤ Reported he would not be giving a full presentation this evening in order that
44 the focus would be the budget.
45 ➤ Welcomed Meg Honsinger, CDC's new Assistant Director. Meg spoke briefly
46 about her career path, noted she had been at MAUHS for twelve years
47 wearing many hats in guidance, including Director. She has a good working
48 relationship with Superintendent Lawler and is very familiar with the CDC.
49 She expressed her awe of the CDC instructors and their knowledge and

1 professional and voiced she wished she had had a similar opportunity
2 when she was in high school.

- 3 ➤ Noted we are halfway through the academic year and have some new short
4 blocks beginning January 26.
- 5 ➤ Reported Vermont Act 77 (2013) will require PLP (Personalized Learning
6 Plans) for all students by 2017. We need to make sure the CDC has a seat
7 at the table while these individualized plans are developed.
- 8 ➤ Spoke of the new documents Strategic Planning developed and noted it is
9 imbedded in the new Program of Studies.
- 10 ➤ Read an email sent to Instructor Haskins from NATEF (National Automotive
11 Technicians Education Foundation informing him that the automotive
12 program has completed its midpoint compliance review and continues to
13 meet the standards. Lawler expressed he is very proud of the program. He
14 also reported the alignment upgrade which includes a scanner, was delivered
15 today; the students will now be able to address newer model steering
16 systems. Chairman Boutin also expressed his pride in the instructors and
17 students.

18 *Budget*

19 Lawler reported the budget process centered on a zero based increase. This
20 year, the entire process was done electronically. He thanked the instructors for
21 their input in making this a success. The final budget came in with a .499%
22 decrease from last year; tuition to sending schools will increase 1.66%. Lawler
23 then handed over budget discussion to Business Manager Mulligan –
24

25 Mulligan reported FY 2016 total warned expenditures to be \$3,653,898. She
26 reported programs account for 31%, benefits for 17.3% and administration for
27 10.5%. Discussion followed with the following topics being touched upon:
28 summer program and the pooling of expenses, bulk purchasing, retraction of
29 retirement incentives (no retirements), sending school tuition, and the building
30 trades increase/ funding source.
31

32 **Chairman's Report**

33 **Boutin:**

- 34 - Spoke of Building Trades and the future direction of the program. Habitat for
35 Humanity will be locating the last house built (inside, on campus) in Pownal. He
36 reported Habitat would like to continue with this arrangement and there is a
37 possibility of CDC students becoming involved with the plumbing, heating and
38 electrical aspects of construction. Boutin noted that if we continue in the direction of
39 building sectional homes on campus, we need to address the 'storage' issue which
40 includes security, MAU and Town DRB approval for a slab and fencing and fire
41 compliance. Goodhue will help with meeting zoning and fire compliance.
42

43 Brief discussion followed regarding cost(s) associated with a slab and fence, if the
44 cost were included in the budget, responsibility of the associated cost, locating the
45 slab in the grassy area where the former media center building was and having the
46 structure be visible to the public.
47
48
49

1 **Action Items**

2 ▪ **Mission Statement, Philosophy and Goals**

3 Letourneau commented on Statement seven of Philosophy: ‘We are partners with the home
4 and larger community. . .’, expressing that home is larger than parents.

5
6 **Harrington moved and Goodhue seconded Board approval of the Mission Statement,
7 Philosophy and Goals. Hand vote was taken with all in attendance voting in favor.**

8 Boutin noted the vote was unanimous.

9
10 ▪ **FY 2016 Budget**

11 Mulligan reported the budget, as presented at this evening’s meeting, represents a decrease
12 of approximately \$19,000.

13
14 **Harrington moved and Johnson seconded a motion to approve the FY 2016 budget of
15 \$3,653,898. Hand vote was taken with all in attendance voting in favor.** Boutin noted
16 the vote was unanimous. This approved, revised budget is to be posted to the website.

17
18 ▪ **FY 2016 Announced Tuition Approval**

19 Mulligan noted that once the tuition is announced it cannot be changed. Cycling the
20 November 2014 reconciled enrollment numbers into the rolling six-semester FTE count
21 results in 2016 tuition being calculated at \$14,495.16, an increase of 1.66% from the FY
22 2015 \$14,258.83.

23
24 **Johnson moved and Harrington seconded a motion to announce the FY 2016 tuition
25 at \$14,495.16. Hand vote was taken with all in attendance voting in favor.** Boutin noted
26 the vote was unanimous.

27
28 ▪ **New Short Block: Infant Care**

29 This proposed class will use programmable dolls to simulate real-life infants. There are
30 fifteen scenarios that can be employed and the dolls use wireless technology. Lawler noted
31 the idea for this class came from Instructor Peters. MacDonald commented everyone
32 should take this course with Boutin further commenting this will be very helpful to the
33 community.

34
35 **Letourneau moved and MacDonald seconded the motion to approve the Infant Care
36 short block class. Hand vote was taken with all in attendance voting in favor.** Boutin
37 noted the vote was unanimous.

38
39 ▪ **DECA Field Trip: Burlington VT**

40 2/8 → 2/10 Burlington VT 11 students

41
42 Lawler noted DECA is an active club. This field trip is to attend the annual State
43 conference. Comments included noting the trips were budgeted for and supplemented by
44 fundraising. Johnson noted these clubs were the equivalent of sports teams; MacDonald,
45 who has attended recent events, called them amazing and noted the kids worked hard.

46
47 **Johnson moved and Goodhue seconded the motion to approve the February 2015
48 DECA Field Trip. Hand vote was taken with all in attendance voting in favor.** Boutin
49 noted the vote was unanimous.

- 1 ▪ **Cosmetology Field Trip: NYC**
2 3/9 → 3/10 New York City 5 students

3
4 Lawler noted this field trip is a yearly event.

5
6 Johnson called attention to the chaperone's names not being spelled out on the request: the
7 document needs to be complete with full names. Lawler supplied the names the initials
8 represented: JMH is Jennifer Morgan Hall and DM is Donna Maloney.

9
10 **Johnson moved and MacDonald seconded the motion to approve the March 2015**
11 **Cosmetology Field Trip. Hand vote was taken with all in attendance voting in favor.**
12 Boutin noted the vote was unanimous.

- 13
14 ▪ **Warning: Policy #7300C Participation at Board Meetings**

15
16 **Johnson moved and Harrington seconded the motion to Warn Policy #7300C**
17 **Participation at Board Meetings. Hand vote was taken with all in attendance voting in**
18 **favor.** Boutin noted the vote was unanimous.

19
20 **Other**

21 Chairman Boutin spoke of the Legislative Breakfast he attended last Monday. These
22 breakfasts are normally held on the first Monday of the month at the SVSU Central office at
23 7:45am. This past Monday our four legislators were present; this year we have
24 representation on the Education Committee at both the House and Senate which allows our
25 concerns to be easily passed along. This year the legislators will be looking at finance
26 reform and block grants.

27
28 **Adjournment**

29
30 **At 7:26pm Johnson moved and Letourneau seconded a motion to Adjourn. All were**
31 **in attendance voted in favor.**

32
33 Respectfully submitted,

34
35 Barb Schlesinger
36 January 18, 2015

37
38
39 **Dropbox:**

- 40 - Minutes of the December 15, 2014 Regional Governing Board Meeting
41 - Minutes of the November 24, 2014 Strategic Planning Committee Meeting
42 - Minutes of the December 15, 2014 Policy Committee Meeting
43 - Minutes of the December 15, 2014 Finance Committee Meeting
44 - Minutes of the December 2014 Finance Committee Meeting
45 - SWVRTSD Payroll Warrants # 13 & # 1025
46 - SWVRTSD Payroll Warrants # 14 & # 1026
47 - SWVRTSD Vendor Warrant # 1027
48 - SWVRTSD Vendor Warrant # 1028
49 - SWVRTSD Vendor Warrant # 1029

- 1 - Cash Flow Statements
- 2 - Revenue & Expenses Reports
- 3 - DECA Field Trip Request
- 4 - Cosmetology Field Trip Request
- 5 - Policy #7300C
- 6 - Policy #3110C
- 7 - Our Mission Statement, Philosophy and Goals

8

9 Distributed at meeting:

- 10 - SWVRTSD Budget Request FY2016 (*Rev 1.12.15*)
- 11 - SWVRTSD FY2016 Announced Tuition