

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: May 18, 2015**

3 Assembly Room, Career Development Center  
4

5 Members Present: Gloria Alexander; Jim Boutin; Jessica Gulley-Ward; Rickey Harrington  
6 (post executive session\*/ left at 7:35); Leon Johnson; Jackie Kelly; Fran Kinney (post  
7 executive session\*/ left at 7:35); Ed Letourneau; John MacDonald  
8

9 Members Absent: John Gauthier; Heidi Pickering

10  
11 GoTo Meeting Attendees: None this evening  
12

13 Staff and Others Present: Meg Honsinger; Marie-Pierre Hugué, Wendy Klein;  
14 Superintendent Michael Lawler, Bruce Lee-Clark; Stephanie Mulligan, Kathy Slade.  
15

16 Videotaping: CAT-TV  
17

18 Recorder: Barb Schlesinger  
19

20 **Call to Order/ Welcome**

21 Chairman Boutin called the meeting to order at 6:30, noted a quorum was present and  
22 requested an Agenda change with Executive Session to be held first.  
23

24 **Executive Session**

25  
26 **At 6:31 Letourneau moved and Johnson seconded a motion to enter Executive**  
27 **Session for the purpose of personnel evaluation. Hand vote was taken with all in**  
28 **attendance voting in favor.**  
29

30 **At 6:55 Kelly moved and Alexander seconded a motion to exit Executive Session.**  
31 **Hand vote was taken with all in attendance voting in favor.**

32 \*At this time Harrington and Kinney joined the open meeting.  
33

34 No action was taken at this time.  
35

36 **Public Comments**

37 Bruce Lee-Clark spoke on the benefits of returning the Work Based Learning instructor  
38 position to full time. Bruce cited

- 39 1) Consistent contact for students
- 40 2) Day-to-day knowledge of student(s) and employer situations
- 41 3) That what is best for students is ultimately what is best for Vermont.  
42

43 Lee-Clark concluded by noting to do this job well requires more than a part-time position:  
44 our reputation is also on the line.  
45

46 Chairman Boutin asked at this time to reserve the right for the Board to ask questions of Ms  
47 Klein later in the meeting.

48 Harrington noted that he and Kinney are also in negotiations this evening and may have to  
49 step out at some point during the meeting.

1 **Consent Agenda**

2 **Minutes**

- 3 - Minutes of the April 20, 2015 Regional Governing Board Meeting

4  
5 **Harrington moved and Johnson seconded a motion to accept the minutes of the April**  
6 **20, 2015 meeting. Hand vote was taken with all in attendance voting in favor.** Boutin  
7 announced the vote was unanimous.

8  
9 **Warrants**

10 **PAYROLL**

- 11 - SWVRTSD Payroll Warrant # 22 4/29/2015 in the amount of \$ 135.76  
12 - SWVRTSD Payroll Warrant # 1044 4/29/2015 in the amount of \$ 70,532.39  
13 - SWVRTSD Payroll Warrant # 1045 4/29/2015 in the amount of \$ 344.48  
14 - SWVRTSD Payroll Warrant # 24 5/18/2015 in the amount of \$ 475.26  
15 - SWVRTSD Payroll Warrant # 1047 5/18/2015 in the amount of \$ 69,454.20

16  
17 **Harrington moved and Johnson seconded a motion to approve Payroll Warrants #s**  
18 **22, 1044 and 1045 (April 29, 2015) and #s 24, 1047 (May 18, 2015). Hand vote was**  
19 **taken with all in attendance voting in favor.** Boutin announced the vote was unanimous.

20  
21 **VENDOR**

- 22 - SWVRTSD Vendor Warrant # 1046 4/29/2015 in the amount of \$ 90,412.68  
23 - SWVRTSD Vendor Warrant # 1048 5/18/2015 in the amount of \$ 52,779.26

24  
25 **Harrington moved and Kinney seconded a motion to approve Vendor Warrants #1046**  
26 **(April 29, 2015) and #1048 (May 18, 2015). Hand vote was taken with all in attendance**  
27 **voting in favor.** Boutin announced the vote was unanimous.

28  
29 Kelly inquired about the SmartBoard purchase with Mulligan noting this item is not part of  
30 the Warrants and will be brought up during Action Items later this evening.

31  
32 **Revenue & Expenses, Cash Flow**

33 Chairman Boutin called for questions regarding these financial documents; none were  
34 raised.

35  
36 **Committee Reports**

37 Chairman Boutin noted that minutes for both the Strategic Planning and Education/ Facilities  
38 committee meetings were in the Dropbox.

39  
40 • **Strategic Planning**

41 Committee chair Alexander spoke of

- 42 - The recent AAUW lunch and tour and thanked Marie-Pierre and Teresa  
43 O'Loughlin for their exceptional job of organizing and hosting the event. Gloria  
44 reported the committee would like to see more such events with invites  
45 extending to the Northshire and area young professional groups.  
46 - Assessment of programs and their future. This is an ongoing process which will  
47 need to be passed along to the Education committee for their input.  
48 - The establishment of the fourth Thursday of every month, 2:30pm, as Strategic  
49 Planning's meeting date/ time.

1 • Education

2 Committee chair Letourneau spoke briefly of the committee's May 5<sup>th</sup> meeting topics of  
3 discussion, which included:

- 4 - The work based learning (WBL) position
- 5 - Infomatics (to replace Cisco)
- 6 - Arlington and Burr and Burton's participation. B&B has recently changed their  
7 scheduling, resulting in it now being more in-line with the CDC's.

8  
9 **Action Items**

10 ■ **Adult Education Assistant to Full Time**

11 Superintendent Lawler noted the money for this has been budgeted for, with Mulligan  
12 adding the budget is for full time next year (FY2016) and funding is partial local and  
13 partial Adult Ed.

14  
15 **Alexander moved and MacDonald seconded a motion to approve changing the  
16 position of Adult Education Assistant to full time.**

17  
18 Discussion was opened by Chairman Boutin, who noted, as discussed before, how  
19 demanding the growth of the LNA and Pharmacy Tech programs been on Huguet.  
20 Harrington questioned if there was a new evaluation in place to encompass this  
21 proposed change to a fulltime position. Superintendent Lawler noted both the job  
22 description and evaluation for the position (as part-time) where in the dropbox with the  
23 thought being they would be expanded upon. Johnson compared to the chicken/ egg  
24 dilemma, and voiced he preferred the position be defined rather than voting to approve  
25 based on expectations. MacDonald asked if overtime was authorized; it is.

26  
27 **Consensus was to rescind the motion and hold off vote for approval until a full time  
28 job description for the position is presented.**

29  
30 ■ **Nomination of Adult Education Assistant**

31 Superintendent Lawler reported the previous Adult Ed assistant has resigned and the  
32 nominee, who is a newly hired ACE instructor (Advanced MS Office and social media),  
33 has been helping Huguet. Huguet concurred and expressed her approval of the  
34 nominee.

35  
36 **Harrington moved and Kinney seconded a motion to approve hiring Tina Cook as  
37 part-time Administrative Assistant for Adult and Continuing Education (ACE).**

38  
39 It was questioned as to if 'fulltime' status will be achieved by overtime until full time  
40 position approved next month. There was also a question regarding if this position falls  
41 under ESP contract; this will be looked into.

42  
43 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
44 was unanimous.

45  
46 ■ **Nomination of Diversified Agriculture/ Sustainable Foods Instructor**

47 Lawler noted the nominee's resume was in the dropbox. He further listed some of  
48 what Amie Francoeur brings: she is a certified teacher, has taught summer camp, has  
49 CSA involvement and was a coordinator for YouthBuild.

1 **Harrington moved and Kinney seconded a motion to approve hiring Amie Francoeur**  
2 **as Diversified Agriculture/ Sustainable Foods Instructor.**

3  
4 There was brief discussion as to the summer Ag program being separate from this  
5 instructor position; Lawler reported it had not been discussed but is a possibility.  
6 Johnson noted there is already a job description for the summer position.

7  
8 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
9 was unanimous.

10  
11 **▪ Nomination of School Guidance Coordinator**

12 Superintendent Lawler gave a brief bio of the nominee noting he is from Nevada and  
13 currently working in Beijing.

14  
15 **Harrington moved and Kinney seconded a motion to approve hiring Thomas**  
16 **Pasternack as CTE School Counseling Coordinator.**

17  
18 Kelly raised the question of criminal background checks with Lawler responding the  
19 online check has been done, the nominee will be stateside mid-June and the full  
20 background check will be completed before school starts. Lawler also noted the  
21 nominee will be onboard mid-August; he is not a replacement for the vacant position  
22 which will remain unfilled for the rest of this school year.

23  
24 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
25 was unanimous.

26  
27 **▪ Work Based Learning Coordinator**

28 The Education committee had recommended this come before the full board; Chairman  
29 Letourneau commented that after giving it thought, he feels it should go back to the  
30 Education committee to perhaps include summer work and the creation of an evaluation  
31 process.

32  
33 Discussion followed concerning what numbers of students are involved in other tech  
34 centers (Lawler reported 50 – 70 percent in some form), using those numbers,  
35 reasonable expectations at 50% would be approximately 150 students (based on  
36 enrollment), the importance of a full-time coordinator (Alexander cited her work as field  
37 work coordinator at SVC), the inclusion of a summer program in the job description, first  
38 year Advisory board for WBL, student evaluations (Klein offered seminar students are  
39 evaluated by their supervisor), the need for a formal job description (Klein interjected  
40 there already is a State approved job description which the board approved a revised  
41 version of several years ago. She also noted there is an approved teachers contract –  
42 the only thing different is the summer aspect).

43  
44 Several board members voiced their support. Additional comments included possible  
45 need for changes re the teacher's contract and the evaluation process. Chairman Boutin  
46 recommended it back to committee for direction based on tonight's discussion.

47  
48 Harrington and Kinney excused themselves for negotiations midway through the  
49 discussion (7:35pm). No motion was made, nor action taken, this evening.

1           ▪ **Adoption of SREB Informatics**

2  
3 **Letourneau read the following motion which Johnson seconded:**

4       **1) To adopt the new Informatics Curriculum/Program, effective for the 2016-2017**  
5       **school year.**

6       **2) Additionally, the teacher assigned to the class must have completed an**  
7       **appropriate training program specific to the curriculum to be taught prior to the**  
8       **start of the 16-17 school year, and the Superintendent to fully comply with the**  
9       **Memorandum of Understanding as outlined in the Advanced Career Application**  
10       **with SREB.**

11 **AND**

12 **3) To discontinue the current curriculum/offering referred to as the Cisco-based**  
13 **computer-networking academy, effective June 30, 2016**

14  
15 Letourneau noted certain training needs to be met and the current students should be  
16 allowed to finish CISCO; year one students will be made aware of the change.  
17 Superintendent Lawler noted Informatics is less specific than CISCO, it provides  
18 different avenues of IT and is more Cloud centric. This switch would represent  
19 significant change in the CDC computer offerings and would involve mandatory SREB  
20 training.

21  
22 Discussion followed with Kelly commenting Informatics is more STEM based and  
23 encompasses engineering and Lawler noting it was more project based learning than  
24 CISCO.

25  
26 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
27 was unanimous.

28  
29           ▪ **Purchases**

30 Superintendent Lawler noted these purchases were mainly Perkins funded, however,  
31 because they are for amounts in excess of \$5,000, policy calls for them to be brought to the  
32 Board for approval.

33  
34           **1. Sawmill**

35           An RFP was published in the paper; three bids were received. Perkins will  
36           provide the funding. The current machinery is very small and has manual  
37           setup; the new mill is safer and automated. The sawmill comes with training  
38           and will be delivered the end of June/ early July.

39  
40 **Johnson moved and Alexander seconded the motion to approve the sawmill**  
41 **purchase, as represented by TimberKing's quote of \$35,090.00. Hand vote was taken**  
42 **with all in attendance voting in favor.** Boutin announced the vote was unanimous.

43  
44           **2. Pocket Nurse**

45           This purchase will be funded by Perkins. The four items included will provide  
46           real, relevant technology. Instruction manuals are included, and the instructor  
47           is already familiar with the items.

48  
49 **Johnson moved and MacDonald seconded the motion to approve the Pocket Nurse**

1 **purchase in the amount of \$7,799.96. Hand vote was taken with all in attendance**  
2 **voting in favor.** Boutin announced the vote was unanimous.

3  
4 **3. Audio-Video Corporation**

5 This purchase consists of a smartboard for Room 156, the new LNA lab.  
6 Funding for this purchase will be from Adult Education.

7  
8 **Kelly moved and Johnson seconded the motion to approve the purchase in the**  
9 **amount of \$6,396.00. Hand vote was taken with all in attendance voting in favor.**  
10 Boutin announced the vote was unanimous.

11  
12 Letourneau offered a thank you to Adult Education for paying. Huguet  
13 announced that this coming Wednesday, Adult Education was holding there  
14 Annual Supper.

15  
16 **4. Tiger Direct Purchase**

17 This purchase is for thirteen laptops for Room 156, which will also come out of  
18 Adult Education funding. This purchase did not go out to bid.

19  
20 **Johnson moved and Kelly seconded the motion to approve the purchase of the**  
21 **thirteen laptops in the amount of \$12,645.87. Hand vote was taken with all in**  
22 **attendance voting in favor.** Boutin announced the vote was unanimous.

23  
24 **5. Symquest Purchase**

25 Superintendent Lawler reported this purchase is for network monitoring and  
26 was budgeted for last year (to happen last summer), that did not happen and  
27 the aging infrastructure needs to be replaced now. The purchase includes two  
28 host servers (one to be utilized as a virtual backup) that will be on a five year  
29 cycle and also the licensing and training to support them. The purchase will be  
30 paid for from the local budget.

31  
32 **Kelly moved and MacDonald seconded the motion to approve the Symquest purchase**  
33 **in the amount of \$13,182.00. Hand vote was taken with all in attendance voting in**  
34 **favor.** Boutin announced the vote was unanimous.

35  
36 **Director/ Superintendent's Report**

37 Superintendent Lawler spoke on the following:

- 38 - The annual Awards Dinner will be held June 2, 2015, 6:00pm at the Bennnigton Elks  
39 Club. There will approximately forty awards given out that evening.
- 40 - This month's Student of the Month is Fletcher Loomis of the Forestry program.
- 41 - The Forestry program recently participated in the Game of Logging; although they  
42 received certification for their skills, the student leader did not win.
- 43 - On May 15 an in-service day was held. The morning session focused on  
44 planning/next year's Perkins grant and grey book changes. The afternoon session  
45 involved collaborative work at the MAUMS greenhouse site; the raised beds are now  
46 all built.
- 47 - The second year Innovation grant has been applied for and we will hear from the  
48 State by the end of the school year.
- 49 - The upgrades made to the facility: the front entry is now handicap accessible and

- 1 LED lights have also been installed.  
2 - This past Saturday (May 16) four students and two teachers attended the TED  
3 conference in NYC. Lawler commented the event is likened to the 'ultimate brain  
4 spa'.

### 6 **Chairman's Report**

7 Chairman Boutin spoke briefly on the following:

- 8 - Workforce readiness; State Education, Labor and Commerce will collaborate next  
9 year to better utilize the centers for career development.  
10 - The house being built for Habitat for Humanity will be leaving for its site in Pownal  
11 May 26<sup>th</sup>. Students are working at the site now preparing for its arrival.  
12 - Welcoming Glenda Cresto, the new principal at MAUHS. He requested  
13 Superintendent Lawler invite her tour our campus and attend a RGB meeting. Jim  
14 would like to continue with a good working relationship with MAU.

### 16 **Adjournment**

17 **At 8:15pm Johnson moved and ALEXander seconded a motion to Adjourn. All in**  
18 **attendance were in favor.**

19  
20 Respectfully submitted,

21  
22 Barb Schlesinger  
23 May 25, 2015

### 25 **Dropbox:**

- 26 - Agenda  
27 - Minutes of the April 20, 2015 Regional Governing Board Regular Meeting  
28 - Minutes of the April 27, 2015 Strategic Planning Committee Meeting  
29 - Minutes of the May 5, 2015 Education/ Facilities Committee Meeting  
30 - SWVRTSD Payroll Warrant # 22 & 1044 & 1045  
31 - SWVRTSD Payroll Warrant # 24 & 1047  
32 - SWVRTSD Vendor Warrant # 1046  
33 - SWVRTSD Vendor Warrant # 1048  
34 - Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow  
35 - Nominations  
36 o Administrative Assistant – ACE: part time job description  
37 o Administrative Assistant – ACE: nominee's resume  
38 o Administrative Assistant – ACE: nomination form  
39 o CTE School Counseling Coordinator: nomination form  
40 o CTE School Counseling Coordinator: nominee's resume  
41 o Diversified Agriculture/ Sustainable Foods Instructor: nomination form  
42 o Diversified Agriculture/ Sustainable Foods Instructor: nominee's resume  
43 - Purchases – Supporting Documents  
44 o Summary  
45 o TimberKing quote  
46 o Pocket Nurse quote  
47 o Audio-Video Corporation quote  
48 o TigerDirect quote  
49 o SymQuest estimate