

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

3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; John Gauthier; Rickey Harrington; Leon Johnson;
6 Jackie Kelly; Fran Kinney; Ed Letourneau; John MacDonald; Heidi Pickering.

7
8 Members Absent: Jim Boutin

9
10 GoTo Meeting Attendees: Jessica Gulley-Ward

11
12 Staff and Others Present: Meg Honsinger; Marie-Pierre Huguette, Wendy Klein;
13 Superintendent Michael Lawler, Stephanie Mulligan, Kathy Slade; Alan Walther.

14
15 Videotaping: CAT-TV

16
17 Recorder: Barb Schlesinger

18
19 **Call to Order/ Welcome**

20 Vice-Chairman Harrington called the meeting to order at 6:35 and welcomed all.

21
22 **Public Comments**

23 Harrington then called for comments: none were brought forward.

24
25 **Auditor's Report – Bonadio Group**

26 Business Manager Mulligan distributed copies of the June 30, 2014 Bonadio Group
27 independent audit to the board members.

28
29 Alan Walther, Partner of the group, briefly summarized for the board this year's audit
30 findings as follows:

- 31 ➤ Walther referred the Board to the Table of Contents and noted the five main
32 sections. He then spoke of page 36, a one page summary that gives this audit the
33 highest level: there were no material weaknesses or instances of non-compliance.
34 He voiced this was a very favorable.
- 35 ➤ Walther explained that pages 3 – 13 are an overview in layman's terms,
- 36 ➤ Page 14: Statement of Net Position reflects everything in entirety – full accrual
37 method: Total assets = 1,915,113, Total Liabilities = 392,786, Total Net Position =
38 \$1,522,327
- 39 ➤ Page 15: Statement of Activities – full accrual. Total expenses = 3,430,644, Total
40 revenue = 2,331,025 Total
- 41 ➤ Page 16: Balance Sheet. Walther noted this report references governmental funds.
- 42 ➤ Page 33: Compares Budget vs Actual (General Fund)
- 43 ➤ Pages 34/ 35 covers the Independent Audit report on compliance which is required.

44
45 Walther called for questions. Letourneau asked why student activity funds were considered
46 liabilities and also inquired if the State would be requiring schools to deposit money.

47
48 **Kelly moved and Alexander seconded a motion to accept the Audit.**

1 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
2 **affirmative vote. Harrington announced the vote was unanimous.**

3
4 **Consent Agenda**

5 **Minutes**

- 6 - Minutes of the May 18, 2015 Regional Governing Board Meeting

7
8 **Kinney moved and Johnson seconded a motion to accept the minutes of the May 18,**
9 **2015 meeting.**

10
11 **Hand vote was taken with all in attendance voting in favor excepting Pickering who**
12 **abstained. Gulley-Ward voiced her affirmative vote.** Harrington announced the vote
13 was unanimous. There was no discussion.

14
15 **Warrants**

16 **PAYROLL**

- 17 - SWVRTSD Payroll Warrant # 25 5/29/2015 in the amount of \$ 1,494.97
18 - SWVRTSD Payroll Warrant # 1049 5/29/2015 in the amount of \$ 68,031.89
19 - SWVRTSD Payroll Warrant # 26 6/15/2015 in the amount of \$ 2,284.87
20 - SWVRTSD Payroll Warrant # 1051 6/15/2015 in the amount of \$ 63,237.25

21
22 **Kinney moved and Johnson seconded a motion to approve Payroll Warrants #s 25,**
23 **1049 (May 29, 2015) and #s 26, 1051 (June 15, 2015).**

24
25 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
26 **affirmative vote.** Harrington announced the vote was unanimous. There was no
27 discussion.

28
29 **VENDOR**

- 30 - SWVRTSD Vendor Warrant # 1050 5/29/2015 in the amount of \$144,606.97
31 - SWVRTSD Vendor Warrant # 1042 6/15/2015 in the amount of \$ 30,198.76

32
33 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants #1046**
34 **(April 29, 2015) and #1048 (May 18, 2015).**

35
36 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
37 **affirmative vote.** Harrington announced the vote was unanimous. There was no
38 discussion.

39
40 **Revenue & Expenses, Cash Flow**

41 Harrington called for comments; none were voiced.

42
43 **Committee Reports**

- 44 • Education/ Facilities

45 Committee chair Letourneau reported that at their committee meeting, held just prior to
46 this meeting, the job description for the Work Based Learning Coordinator (WBLC) was
47 discussed at length. He noted the committee proposed the job description be sent to the
48 full board and also that the time period (expand to included work during summer and
49 holiday) be discussed with the union.

1 • Policy

2 Committee chair Johnson reported at their 4pm meeting this afternoon, the committee
3 reviewed Policy #C6141 and #C5085 and talked about the attendance policy to be
4 warned for the August RGB meeting. Johnson noted the committee will be reviewing
5 older policies.

6
7 • Finance

8 Harrington reported they have yet to meet but need to in order to elect a chair.
9 Consensus is the committee will meet in August at 5:30pm.

10
11 **Action Items**

12 ▪ **Work Based Learning Coordinator**

13
14 **Kinney moved and Johnson seconded a motion to accept the Work Based Learning**
15 **Coordinator job description with two changes: Number 3 to include areas of strength**
16 **and to add a Number 12.**

17
18 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
19 **affirmative vote.** Harrington announced the vote was unanimous. There was no
20 discussion.

21
22 ▪ **Adoption of Perkins Grant**

23 Lawler asked for the Board's acceptance of the Perkins grant FYY 2016 new allocation
24 of \$185,325 to be used for Project (s) 1, 2 and 3 as presented in the dropbox.

25
26 **Johnson moved and Kinney seconded a motion to accept the adoption of the Perkins**
27 **Grant.**

28
29 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
30 **affirmative vote.** Harrington announced the vote was unanimous. There was no
31 discussion.

32
33 ▪ **Dishwasher Purchase**

34 Lawler noted this is the final Perkins grant purchase. It will be used by the Culinary
35 program. The selected machine is more modern, comes with a booster hot water heater
36 and relies on heat rather than chemicals for disinfecting. The price of the machine is
37 \$7,196.80. The old machine will go back to the cleaning service that provided it for use.

38
39 **Johnson moved and Kinney seconded a motion to approve the purchase of the**
40 **dishwasher.**

41
42 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
43 **affirmative vote.** Harrington announced the vote was unanimous. There was no further
44 discussion.

45
46 ▪ **Nomination of Fulltime Administrative Specialist (Adult Education)**

47 Lawler reported the job description has been clarified and reflects the position having
48 changed from .5 to full.

1 **Johnson moved and Alexander seconded a motion to approve the nomination of Tina**
2 **Cook for the position of Fulltime Administrative Specialist (ACE).**

3
4 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
5 **affirmative vote.** Harrington announced the vote was unanimous. There was no
6 discussion.

7
8 **▪ Tiger Direct – Laptop Purchases**

9 Lawler reported the Center has an aging fleet of technology and is behind the eight-ball.
10 The quote in the dropbox is for 40 units and will be paid for from the local budget.

11
12 **Johnson moved and Kinney seconded a motion to approve the purchase of forty (40)**
13 **laptops as quoted by Tiger Direct.**

14
15 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
16 **affirmative vote.** Harrington announced the vote was unanimous.

17
18 **▪ Tiger Direct – Replacement Towers**

19 Lawler reported the purchase quoted is for forty (40) refurbished towers only – no
20 monitors, keyboards etc are needed. He noted there are 350 – 400 machines in the
21 center and that we need to budget yearly for cyclical replacement.

22
23 **Johnson moved and Kinney seconded a motion to approve the purchase of forty (40)**
24 **towers as quoted by Tiger Direct.**

25
26 Discussion followed, which included:

- 27 * Operating System: these items come with Windows 7 Professional, which is still fully
28 supported for schools and institutions. It was noted that the programs at the Center
29 use software that is configured for Windows 7, an upgrade in OS would create
30 problems at this time.
31 * The age of the Center's computers: Some in use are seven years old. The hope is
32 to get on a 3-4 year replacement cycle.
33 * The computers being purchased: the towers are off-lease machines that have been
34 refurbished, therefore, much cheaper.

35
36 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
37 **affirmative vote.** Harrington announced the vote was unanimous.

38
39 **▪ Daycare Lease**

40 Lawler noted the current lease expires July 1, 2015. The only change is the staggered
41 increase in rent for the three year period from \$1,400/ 1,500/ 1,600 to \$1,700/ 1,800/
42 1,900 respectively. He also noted this is not a loss for the Center; Growing Up Right
43 provides an onsite lab for the Human Services program.

44
45 **Johnson moved and Kinney seconded a motion to approve the three year lease for**
46 **Growing Up Right.**

47
48 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
49 **affirmative vote.** Harrington announced the vote was unanimous.

- 1 ▪ **Policy # 7300C for Adoption: *Public Participation at Board Meetings***

2
3 **Kinney moved and Johnson seconded a motion to approve the adoption of Policy #**
4 **7300C.**

5
6 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
7 **affirmative vote.** Harrington announced the vote was unanimous. There was no
8 discussion.

- 9
10 ▪ **Policy # 6141C for Warning: *Computer, Network and Internet Acceptable Use***

11
12 **Kinney moved and Johnson seconded a motion to Warn of Policy # 6141C.**

13
14 **Hand vote was taken with all in attendance voting in favor. Gulley-Ward voiced her**
15 **affirmative vote.** Harrington announced the vote was unanimous. There was no
16 discussion.

17
18 Johnson reported that Policy #C5085: *Search and Seizure* would be brought forth at the
19 next meeting.

20
21 Letourneau reported that to take action on Work based Learning requires it be warned for
22 the next meeting.

23
24 **Director/ Superintendent's Report**

25 Superintendent Lawler noted:

- 26 - Last Friday was graduation, this coming Thursday and Friday are half-days and the
27 fall semester begins August 24.
28 - Part of the Perkins Grant is Industry Recognized Credentials. CDC program
29 students received the following:
- | | |
|--|---------------------------|
| 30 • Medical Certification (First Aid) | 29 students |
| 31 • Manufacturing | 11 students |
| 32 • OSHA10 Certification | 46 students |
| 33 • Advanced logging | 26 students |
| 34 • Nail Technician Certification | 15 students |
| 35 • ServSafe Certification | 17 students |
| 36 • Microsoft Office Certification | 8 students |
| 37 • Auto Repair | 32 (total certifications) |
| 38 • Dual Enrollment (CCV) | 38 credits |
- 39 - SkillsUSA will again be attending Nationals, and wished them well.
40 - The Sustainable Foods and Agriculture summer program will not be held this year.
41 - The New Experiences Camp is well underway. It will be held the last week in July
42 and 30 students will participate.

43
44 Marie Pierre Huguet (ACE) reported the LNA class had an 87% passing rate. The
45 Pharmacy had 100%; the student passed on first try. Lawler further reported the LNA room
46 is 99.9% complete.

47
48 **Chairman's Report**

49 Chairman Boutin was not in attendance this evening: no report was given by Vice-chair

1 Harrington.

2
3 **Executive Session**

4
5 **At 7:25pm Letourneau moved and Alexander seconded a motion to enter Executive**
6 **Session for Personnel – Superintendent Evaluation. Hand vote was taken with all in**
7 **attendance voting in favor.**

8
9 **At 8:05pm Johnson moved and Kinney seconded a motion to exit Executive Session.**
10 **Hand vote was taken with all in attendance voting in favor.**

11
12 ***Action resulting:***

13
14 **Johnson moved and Kinney seconded a motion to raise the salary of the**
15 **Superintendent/ Director to \$95,000 for the coming year. Hand vote was taken with all**
16 **in attendance voting in favor.**

17
18 **Adjournment**

19 **At 8:07pm Kinney moved and Johnson seconded a motion to Adjourn. All in**
20 **attendance were in favor.**

21
22 Respectfully submitted,

23
24 Barb Schlesinger

25 June 21, 2015

26
27
28 **Dropbox:**

- 29 - Agenda
- 30 - Minutes of the May 18, 2015 Regional Governing Board Regular Meeting
- 31 - SWVRTSD Payroll Warrant # 25 & 1049
- 32 - SWVRTSD Payroll Warrant # 26 & 1051
- 33 - SWVRTSD Vendor Warrant # 1050
- 34 - SWVRTSD Vendor Warrant # 1042
- 35 - Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow
- 36 - Action Item Documents:
 - 37 o Tiger Direct
 - 38 o Dishwasher
 - 39 o Nomination Form ACE
 - 40 o Support Staff Evaluation Rubric/ Blank Evaluation Form and Administrative
 - 41 o Specialist Job Description
 - 42 o Draft WBL Job Description
 - 43 o Policy # 6141C
 - 44 o Policy # 7300C
 - 45 o Perkins Application
 - 46 o Daycare Lease
 - 47 o Superintendent Evaluation
 - 48 o Bonadio & Co LLP Independent Audit