

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: September 21, 2015**

3 Assembly Room, Career Development Center

4 Online: <http://global.gotomeeting.com/join/302589733>

5 Phone: 1-312-757-3119 or toll free 1-877-309-2070

6
7 Members Present: Gloria Alexander; John Gauthier; Rickey Harrington; Leon Johnson;
8 Jackie Kelly; Fran Kinney; John MacDonald;

9
10 Members Absent: Jim Boutin; Jessica Gulley-Ward; Ed Letourneau; Heidi Pickering.

11
12 GoTo Meeting Attendees: None this evening

13
14 Staff and Others Present: Kiah Morris, Meg Honsinger, Marie-Pierre Huguet, Superintendent
15 Michael Lawler, Stephanie Mulligan.

16
17 Videotaping: CAT-TV

18
19 Recorder: Barb Schlesinger

20
21 **Call to Order/ Welcome**

22 Vice-Chairman Harrington called the meeting to order at 6:40 and welcomed all.

23
24 **Public Comments**

25 State Representative and Alliance for Community Transformations Director Kiah Morris
26 spoke of the long standing collaborative with CDC facility allowing youth an active voice in
27 their community. Involved instructors in particular are Barb Gorbaty, Tim Foley, Bruce Lee-
28 Clark and Wendy Klein. Representative Morris spoke of two projects in particular:

- 29 1. Kids Consignment – students learn about business funding by conducting twice
30 yearly consignment sales. On October 4, students will be visiting Halfmoon NY for
31 the Pass It On Children's Consignment Sale to learn more about the model used.
32 Plans for the spring involve students participating in the Troy NY spring sale.
- 33 2. Bennington County Prescription Drug Task Force – at the end of school last year
34 several pre-law students testified before legislature as to the effect legalization of
35 marijuana will have on youth. Students are working to continue add a voice to policy
36 and to advocate proactively in preventing youth participation in substance use.

37 Kiah offered her praise and thanks to the CDC board, faculty and students.

38
39 **Executive Session**

40
41 **At 6:48pm Kinney moved and Johnson seconded a motion to enter Executive Session**
42 **for personnel. Hand vote was taken with all present voting in favor.** Harrington noted
43 the vote was unanimous.

44
45 **At 7:01pm, Kinney moved and Johnson seconded a motion to exit Executive Session.**
46 **Hand vote was taken with all present voting in favor.** Harrington noted the vote was
47 unanimous. No action was taken.

1 **Consent Agenda**

2 **Minutes**

- 3 - Minutes of the August 18, 2015 Regional Governing Board Meeting

4
5 **Alexander moved and Johnson seconded a motion to accept the minutes of the August 18, 2015 meeting. Hand vote was taken with all present voting in favor.**

6
7 Harrington noted the vote was unanimous. There was no discussion.

8
9 **Warrants**

10 **PAYROLL**

- 11 - SWVRTSD Payroll Warrant # 1005 8/31/2015 in the amount of \$ 25,364.80
12 - SWVRTSD Payroll Warrant # 5 8/31/2015 in the amount of \$ 2,960.51
13 - SWVRTSD Payroll Warrant # 1006 8/31/2015 in the amount of \$ 67,069.91
14
15 - SWVRTSD Payroll Warrant # 6 9/21/2015 in the amount of \$ 2,264.95
16 - SWVRTSD Payroll Warrant # 1008 9/21/2015 in the amount of \$ 62,824.97

17
18 **Kinney moved and Johnson seconded a motion to approve Payroll Warrants numbered 1005, 5 and 1006 (August 31, 2015) and those numbered 6 and 1008 (September 21, 2015). Hand vote was taken with all present voting in favor.**

19
20
21 Harrington announced the vote was unanimous. There was no discussion.

22
23 **VENDOR**

- 24 - SWVRTSD Vendor Warrant # 1007 8/31/2015 in the amount of \$ 101,282.53
25 - SWVRTSD Vendor Warrant # 1009 9/21/2015 in the amount of \$ 165,212.81

26
27 **Kinney moved and MacDonald seconded a motion to approve Vendor Warrants numbered 1007 (August 31, 2015) and 1009 (September 21, 2015). Hand vote was taken with all present voting in favor.** Harrington announced the vote was unanimous.
28
29
30 There was no discussion.

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

33 Vice-Chairman Harrington noted these documents were in the dropbox; there were no
34 comments on the materials.

35
36 **Committee Reports**

- 37 ✓ Strategic Planning

38 Committee chair Alexander spoke briefly of last month's meeting when they discussed
39 the faculty/ staff in-service and the community leaders' luncheon at the country club.

40 She also touched on the CDC presence in the Northshire. Gloria noted the next meeting
41 will be on Thursday, September 24 at 2:30pm.

42
43 **Action Items**

- 44 ▪ **Field Trip - Forestry**

45 Superintendent Lawler noted this is an out-of-state, overnight trip therefore needs board
46 approval.

1 ✓ Forestry 9/24 -> 9/25 North River & Paul Smiths NY 10 students
2 **Kinney moved and Johnson seconded a motion to approve the Forestry field trip.**
3 **Hand vote was taken with all present voting in favor.** Harrington announced the vote
4 was unanimous. There was no discussion.

5
6 ▪ **Resignation**

7 Superintendent Lawler reported para Ashley Coon has submitted a letter of resignation.

8
9 **Johnson moved and Kinney seconded a motion to accept the resignation. Hand vote**
10 **was taken with all present voting in favor.** Harrington announced the vote was
11 unanimous. There was no discussion.

12
13 ▪ **Nomination of Para Professional**

14 This item was tabled.

15
16 ▪ **Copier**

17 Superintendent Lawler reported this item was originally put out to bid (anticipated cost was
18 over \$10,000). The recommended quote falls below the \$10,000 threshold.
19 Recommendation to the board is for a three (3) year lease with Symquest, which includes
20 3000 pages per month, at \$258.91 per month.

21
22 **Johnson moved and Kinney seconded a motion to approve the recommended three-**
23 **year lease with SymQuest. Hand vote was taken with all present voting in favor.**
24 Harrington announced the vote was unanimous. There was no discussion.

25
26 ▪ **Bank Account Resolution**

27 Mulligan requested a resolution of the board authorizing the treasurer to open two (2) new
28 scholarship accounts at Peoples Bank.

29
30 **Johnson moved and MacDonald seconded a motion authorizing treasurer Strohmaier**
31 **to open two new bank accounts at Peoples Bank. Hand vote was taken with all**
32 **present voting in favor.** Harrington announced the vote was unanimous. There was no
33 discussion.

34
35 ▪ **Warn Policies**

36 Committee chairman Johnson introduced by number and title the policies for warning this
37 evening:

38
39 ✓ **Policy # 1090C: Use of School Facilities**

40
41 **Kinney moved and Alexander seconded a motion to approve the Warning of Policy**
42 **#1090C. Hand vote was taken with all present voting in favor.** Harrington announced
43 the vote was unanimous. There was no discussion.

44
45 ✓ **Policy #4100C: Alcohol and Drug Free Workplace**

46
47 **Kinney moved and MacDonald seconded a motion to approve the Warning of Policy**
48 **#4100C. Hand vote was taken with all present voting in favor.** Harrington announced
49 the vote was unanimous. There was no discussion.

- 1 ✓ **Policy #4200C: Health Insurance Portability and Accountability Act**
2 **Compliance**

3
4 **Kinney moved and MacDonald seconded a motion to approve the Warning of Policy**
5 **#4200C. Hand vote was taken with all present voting in favor.** Harrington announced
6 the vote was unanimous. There was no discussion.

- 7
8 ✓ **Policy #6160C: Humane Handling and Card of Animals in Schools**

9
10 **Kinney moved and Gauthier seconded a motion to approve the Warning of Policy**
11 **#6160C. Hand vote was taken with all present voting in favor.** Harrington announced
12 the vote was unanimous. There was no discussion.

- 13
14 ✓ **Policy #5004C: Prevention of Harassment, Hazing and Bullying of**
15 **Students**

16
17 **Kinney moved and Alexander seconded a motion to approve the Warning of Policy**
18 **#5004C. Hand vote was taken with all present voting in favor.** Harrington announced
19 the vote was unanimous. There was no discussion.

20
21 **Superintendent's Report**

22 Superintendent Lawler:

- 23 - Thanked Alexander for her segue into his report this evening
24 - Reported that on the first two days of school, August 25 and August 26, Lynda
25 Jackson (TCTW) was here for a site development workshop visit. Four focus areas
26 were covered: 1) Work-based learning, 2) Recruitment and Retention, 3) Attendance
27 and 4) Advisory Committee. Lawler noted the areas are intended to be worked on
28 over five years; initial focus will be on areas 1 and 2, work based learning and
29 recruitment and retention.

30
31 A luncheon for community leaders was also held on August 25 at the country club
32 which 62 staff, instructors and business leaders attended. A brief presentation was
33 given and then six questions were asked of the luncheon attendees with their
34 responses compiled in a report. Lawler read through the following questions asked
35 along with highlighted responses:

- 36 1. Was there anything sated in the presentation that you didn't know about
37 the CDC or surprised you?
38 2. What are the top three skills/ attributes you want in an employee?
39 3. What can we do together to make CDC students ready for work and/ or
40 post secondary, trade schools, community college, 4-year institutions?
41 4. How can the CDC strengthen our partnerships with business, industry and
42 community?
43 5. How can we collaborate to insure that more students at CDC have
44 opportunities to experience Work Based Learning?
45 6. What do you perceive to be the strengths and areas of improvement for
46 the CDC?

47 Lawler commented that this is a good first step towards learning what the
48 community thinks.

49

1 Presented a video that was shown by Lynda entitled *Entitlement Creed* depicting
2 sound bytes of graduating students and employees as to what they feel they are
3 entitled to. Emphasis was placed on work ethics, employer expectations/ standards
4 and 21st century workplace skills.

5
6 Lawler returned to the four areas of focus and explained how the goals were
7 developed by faculty. He noted 30/60/90 day draft plans were being developed for
8 Work-based learning and Recruitment and Retention. Also noted was the building
9 has capacity for another 110 students.

10
11 Additionally, four focus teams with team leaders, assigned tasks and end of year
12 goals have been formed: Work-based learning, Recruitment and Retention, Safety
13 and student recognition, awards and events.

14
15 Brief discussion followed as to focus areas of professional development measurables and
16 expansion of locations/ businesses to participate in work based learning sites.

- 17
18 - Reported that to date, 139 students have been exposed to work-based learning in
19 the first 3 ½ weeks of school. A list if of participating community businesses was
20 presented and read. Lawler gave a shout-out to Hemmings and their museum.
21 - Showed our Facebook page which includes posts from the Hemmings field trip,
22 human services, medical professions, forestry, Bennington Rescue squad and
23 sustainable Foods and Culinary.
24 - Spoke of the Northshire expansion. Bruce Lee-Clark is piloting Forensics in Arlington
25 during fourth period which is going well. A full program is anticipated to be
26 implemented in Arlington next year if all goes well. Additionally, the Manchester
27 library has offered space.
28 - Huguet reported the LNA Cohort Session Four in now in session. She noted the new
29 Adult Education brochure is available and the catalog is out, as well as giving contact
30 information for the viewers. Marie Pierre also highlighted some of the new offerings.

31
32 **Chairman's Report**

33 There was none this evening.

34
35 **Other**

36 There was none this evening.

37
38 **Adjournment**

39 **At 7:40pm Kinney moved and Johnson seconded a motion to Adjourn. All in**
40 **attendance were in favor.**

41
42 Respectfully submitted,

43
44 Barb Schlesinger
45 September 28, 2015

1 **Dropbox:**

- 2 - Agenda
- 3 - Minutes of the August 17, 2015 Regional Governing Board Regular Meeting
- 4 - SWVRTSD Payroll Warrant # 1005 & 5 & 1006
- 5 - SWVRTSD Payroll Warrant # 6 & 1008
- 6 - SWVRTSD Vendor Warrant # 1007
- 7 - SWVRTSD Vendor Warrant # 1009
- 8 - Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow
- 9 - Action Items
 - 10 o Field Trip (Forestry)
 - 11 o Para resignation
 - 12 o Copier
 - 13 o Phone System Quotes (3)
- 14 - Policy Documents
 - 15 o Educational Records Draft
 - 16 o #5265C Educational Files and Records
 - 17 o #4327 Family and Medical Leave
- 18 - Policy Documents for Warning
 - 19 o #5004C
 - 20 o #6160C
 - 21 o #4100C
 - 22 o #4200C
 - 23 o #1090C

24
25 **Distributed at Meeting**

- 26 o Focused Areas of Professional Development (1pg)
- 27 o List of work based learning sites to date (1pg)
- 28 o Community Event, August 25, 2015 Report (3pgs)

29