

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 19, 2015**

3 Assembly Room, Career Development Center
4 Online: <http://global.gotomeeting.com/join/208415917>
5 Phone: 1-312-757-3119 or toll free 1-877-309-2070

6
7 Members Present: Gloria Alexander; Jim Boutin; John Gauthier; Jessica Gulley-Ward;
8 Rickey Harrington; Leon Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau; Heidi
9 Pickering.

10
11 Members Absent: John MacDonald

12
13 GoTo Meeting Attendees: None this evening

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

17
18 Videotaping: CAT-TV

19
20 Recorder: Barb Schlesinger

21
22 **Call to Order/ Welcome**

23 Chairman Boutin called the meeting to order at 6:32 and welcoming those present and the
24 CAT-TV audience.

25
26 **Public Comments**

27 Chairman Boutin asked if the public could also participate via GoTo Meeting;
28 Superintendent Lawler confirmed they could. Boutin encouraged the public to take
29 advantage.

30
31 **Consent Agenda**

32 **Minutes**

- 33 - Minutes of the September 21, 2015 Regional Governing Board Meeting

34
35 **Kinney moved and Alexander seconded a motion to accept the minutes of the**
36 **September 21, 2015 meeting as corrected** (*page 4, line 36: replace sated with stated*).

37
38 **Hand vote was taken with all present voting in favor except Boutin, Gulley-Ward,**
39 **Letourneau and Pickering who abstained.** There was no further discussion.

40
41 **Warrants**

42 **PAYROLL**

- 43 - SWVRTSD Payroll Warrant # 7 9/28/2015 in the amount of \$ 73,788.13
44 - SWVRTSD Payroll Warrant # 1010 9/28/2015 in the amount of \$ 920.13
45
46 - SWVRTSD Payroll Warrant # 8 10/19/2015 in the amount of \$ 311.37
47 - SWVRTSD Payroll Warrant # 1012 10/19/2015 in the amount of \$ 65,473.35

1 **Kinney moved and Harrington seconded a motion to approve Payroll Warrants**
2 **numbered 7 and 1010 (September 28, 2015) and those numbered 8 and 1012 (October**
3 **19, 2015).**

4
5 **Hand vote was taken with all present voting in favor.** Chairman Boutin announced the
6 vote was unanimous. There was no discussion.

7
8 **VENDOR**

- 9 - SWVRTSD Vendor Warrant # 1011 9/28/2015 in the amount of \$ 59,739.49
10 - SWVRTSD Vendor Warrant # 1013 10/19/2015 in the amount of \$ 62,582.13

11
12 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants**
13 **numbered 1011 (September 28, 2015) and 1013 (October 19, 2015).**

14
15 **Hand vote was taken with all present voting in favor.** Chairman Boutin announced the
16 vote was unanimous. There was no discussion.

17
18 **Revenue & Expenses, Cash Flow**

19 Chairman Boutin noted these documents were in the dropbox; there were no comments on
20 the materials. Boutin noted budget planning is due to begin and inquired of Business
21 Manager Mulligan if she had an outline of the best way to proceed.

22
23 Mulligan reported she has already met with Superintendent Lawler, and is on track, having
24 already communicated with the instructors. She also noted the process will be the same as
25 last year. She recommends a Finance Committee meeting before the November RGB
26 meeting.

27
28 **Committee Reports**

29 ✓ Strategic Planning

30 Committee chair Alexander reported the committee discussed the community luncheon
31 and areas for improvement. They also worked on school improvement (Goals/
32 Strategies/ Actions). The committee will meet again November 16th at 5:30pm, right
33 before the monthly RGB meeting.

34
35 ✓ Educational

36 Committee chair Letourneau reported the committee did not meet this past month.
37 Chairman Boutin requested they meet before budget.

38
39 ✓ Policy

40 Committee chair Johnson reported the committee will meet next Monday at 3:00pm for
41 continued review of policies.

42
43 **Action Items**

44 ■ **Nominations**

45 ✓ **Adult Education Administrative Specialist**

46 This item was removed.

47
48 ✓ **Vo-Tech Specialist**

49 Superintendent Lawler reported Frank Nolin is the nominee for the Vo-Tech

1 specialist position, replacing Ashley Coon. Lawler noted Nolin is a substitute
2 teacher at the Center, has thirty-five years of experience with HosCot and is
3 known to us.
4

5 **Kinney moved and Johnson seconded a motion to accept the nomination of Francis**
6 **Nolin.**
7

8 Alexander inquired about Nolin's license with Lawler providing Nolin has a CDL and is set to
9 begin working on his specialized licensure.
10

11 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
12 unanimous. There was no further discussion.
13

14 **▪ Adoption of Policies**

15 Committee chairman Johnson introduced by number and title summary the policies for
16 adoption this evening and noted there have been no further changes on any since being
17 warned:
18

19 ✓ **Policy # 1090C: Use of School Facilities**
20

21 **Kinney moved and Harrington seconded a motion to approve the Adoption of Policy**
22 **#1090C.**
23

24 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
25 unanimous. There was no discussion.
26

27 ✓ **Policy #4100C: Alcohol and Drug Free Workplace**
28

29 **Kinney moved and Harrington seconded a motion to approve the Adoption of Policy**
30 **#4100C.**
31

32 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
33 unanimous. There was no discussion.
34

35 ✓ **Policy #4200C: Health Insurance Portability and Accountability Act**
36 **Compliance (HIPPA)**
37

38 **Kinney moved and Harrington seconded a motion to approve the Adoption of Policy**
39 **#4200C.**
40

41 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
42 unanimous. There was no discussion.
43

44 ✓ **Policy #6160C: Humane Handling and Card of Animals in Schools**
45

46 **Kinney moved and Harrington seconded a motion to approve the Adoption of Policy**
47 **#6160C.**
48

49 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was

1 unanimous. There was no discussion.

2
3
4 ✓ **Policy #5004C: Prevention of Harassment, Hazing and Bullying of**
5 **Students**

6
7 **Kinney moved and Harrington seconded a motion to approve the Adoption of Policy**
8 **#5004C.**

9
10 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
11 unanimous. There was no discussion.

12
13 **Superintendent's Report**

14 Superintendent Lawler:

- 15 - Asked Marie-Pierre to report on Adult Education. Assistant Director Huguet noted
16 the LNA class was at Crescent Manor today beginning their offsite section. She
17 further noted classes are going well, although enrollment is a bit lower but steady; we
18 are doing very good compared to other tech centers on Vermont. Marie-Pierre also
19 reminded the Board and audience about the addition of Spanish instruction at the
20 Center.
- 21 - Turned to Assistant Director Meg Honsinger for an update on Act 77: Flexible
22 Pathways to Graduation, which includes 1) developing personal learning plans, 2)
23 proficiency based graduation and 3) proficiency based learning. Honsinger gave
24 examples as to what each of the three areas entails and noted that she and
25 Superintendent Lawler began meeting with MAU last year to ensure the Center has
26 input in these areas.

27
28 She also touched on the school improvement plan, the eighteen indicators, focus
29 groups, work based learning, recruitment retention, the recent student survey in
30 regards to their perception on proficiency based graduation requirements, and a
31 recent interview which has led to more involvement with MAU.

32
33 Honsinger noted she has met with Sean Marie Oller and Tim Holbrook and has
34 spoken to industry credentials, telling them what we can do and is continually getting
35 the CDC name out there so it can be seen how we fit into student's personalized
36 learning plans.

37
38 Meg gave two examples of student learning integration:

- 39 1. The Sustainable Agriculture teacher has opened her space to the high
40 school science teacher and students for different lab experiments. This
41 allows them to learn by doing.
- 42 2. The Building Trades teacher, Brian Coon has been co-teaching with MAU
43 math teacher Tim Kane since the beginning of the year. Kane commented
44 recently that his past students are taking their classroom geometry and
45 really learning by doing. Honsinger expressed that the more we can partner
46 with sending schools the better for the students.

47
48 There was brief discussion as to the mechanics of the individualized planning
49 beginning in the 9th grade, Career Week, 8th grade tour, timing of when

- 1 personalized plans are developed and the subsequent 'phase-in' of the Act, how
2 plans will be managed and the importance of having more than one person being
3 involved with these plans.
- 4 - Spoke of the implementation of the personalized learning plans (PLP) and listed the
5 five goals/ focus areas of the draft Recruitment and Retention document:
 - 6 1. Improve and be consistent with tracking students enrolled
 - 7 2. Improve relationships with guidance counselors
 - 8 3. Increase presence in the middle school
 - 9 4. Reduce 2nd semester loss by 50%
 - 10 5. Increase FTE by 10%

11 He also noted that we already do proficiency based learning at the center and spoke
12 briefly on the two examples Meg had cited.

13
14 Lawler noted the one-year draft plan for Work Based Learning is in the Dropbox and
15 expanded on focus teams and the timeline, noting we are well on our way to meeting
16 the January/ February goal. He reported there have been 119 additional student
17 exposures since the last board meeting. Mike read through the barriers (page 2) and
18 noted the items on page 3 of the draft need to be a part of all programs at CDC. He
19 also spoke of CTSOs and the need for more participation. There was brief talk of the
20 two programs that present the most difficulty for placement, Video/ Theatre Arts and
21 Law Enforcement; both because of the nature of the programs.

- 22 - Passed out hard copies of two thank you letters received. The first was from Burr
23 and Burton Academy to the new Guidance Coordinator, Tom Pasternack.

24
25 The second thank you was from the local Delta Kappa Gamma chapter who visited
26 our campus on October 6th. Board member Gullely-Ward added her mother was
27 among the group that visited and reported the women raved of the tour. Lawler gave
28 credit to Tom and the three law enforcement honor students that acted as guides.

29
30 Superintendent Lawler brought to the Board's attention a press release focused on
31 collaboration between our Culinary Arts program and Grateful Hearts (Dale Coppin).
32 The students are taking surplus produce from area growers, processing it and then
33 packaging for local families. The first venture netted 80 gallons of soup.

34

35 **Chairman's Report**

36 Boutin spoke of the August 25th luncheon on which Superintendent Lawler reported on last
37 month. Jim voiced the reoccurring theme is that the community wants to be involved and
38 vice versa. He applauded Lawler for all he has done, noting it was well worth it. Jim also
39 thanked the members of the community for their help with placing students.

40

41 **Executive Session**

42 None this conducted this evening.

43

44 **Other**

45 None were brought forth this evening.

46

47 **Adjournment**

48 **At 7:15pm Kinney moved and Alexander seconded a motion to Adjourn. All in**
49 **attendance were in favor.**

1 Respectfully submitted,

2

3 Barb Schlesinger

4 October 25, 2015

5

6

7

Dropbox:

8

- Agenda

9

- Minutes of the September 21, 2015 Regional Governing Board Regular Meeting

10

- SWVRTSD Payroll Warrant # 7 & 1010

11

- SWVRTSD Payroll Warrant # 8 & 1012

12

- SWVRTSD Vendor Warrant # 1011

13

- SWVRTSD Vendor Warrant # 1013

14

- Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow

15

- Action Items

16

o Vo-Tech Specialist nomination form

17

- Policy Documents for Adoption

18

o #5004C

19

o #6160C

20

o #4100C

21

o #4200C

22

o #1090C

23

- Superintendent Documents

24

o BBA Thanks

25

o CDC Recruitment Plan (draft)

26

o CDC WBL Plan (draft)

27

o Delta Kappa Gamma Thanks

28