

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: November 16, 2015**

3 Assembly Room, Career Development Center  
4 Online: <http://global.gotomeeting.com/join/669449933>  
5 Phone: 1-312-757-3119 or toll free 1-877-309-2070

6  
7 Members Present: Gloria Alexander; Jim Boutin; Leon Johnson; Jackie Kelly; Fran Kinney;  
8 Ed Letourneau; Heidi Pickering

9  
10 Members Absent: John Gauthier; Jessica Gulley-Ward; Rickey Harrington; John MacDonald

11  
12 GoTo Meeting Attendees: None this evening

13  
14 Staff and Others Present: Marie-Pierre Huguet, Superintendent Michael Lawler, Stephanie  
15 Mulligan

16  
17 Videotaping: CAT-TV

18  
19 Recorder: Barb Schlesinger

20  
21 **Call to Order/ Welcome**

22 Chairman Boutin called the meeting to order at 6:33, extended a welcome and noted a  
23 quorum of board members were present.

24  
25 **Public Comments**

26 Chairman Boutin called for comments; none were brought forth.

27  
28 **Consent Agenda**

29 **Minutes**

- 30 - Minutes of the October 19, 2015 Regional Governing Board Meeting

31  
32 **Kinney moved and Alexander seconded a motion to accept the minutes of the**  
33 **October 19, 2015 meeting.**

34  
35 **Hand vote was taken with all present voting in favor.** There was no discussion.

36  
37 **Warrants**

38 **PAYROLL**

- 39 - SWVRTSD Payroll Warrant # 9 10/29/2015 in the amount of \$ 1,887.33  
40 - SWVRTSD Payroll Warrant # 1014 10/29/2015 in the amount of \$ 71,994.56  
41  
42 - SWVRTSD Payroll Warrant # 10 11/16/2015 in the amount of \$ 3,442.73  
43 - SWVRTSD Payroll Warrant # 1016 11/16/2015 in the amount of \$ 66,540.40

44  
45 **Kinney moved and Johnson seconded a motion to approve Payroll Warrants**  
46 **numbered 9 and 1014 (October 29, 2015) and those numbered 10 and 1016 (November**  
47 **16, 2015).**

48  
49 **Hand vote was taken with all present voting in favor.** Chairman Boutin announced the

1 vote was unanimous. There was no discussion.

2  
3 **VENDOR**

- 4 - SWVRTSD Vendor Warrant # 1015 10/29/2015 in the amount of \$ 76,883.54
- 5 - SWVRTSD Vendor Warrant # 1017 11/16/2015 in the amount of \$ 19,227.69

6  
7 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants**  
8 **numbered 1015 (October 29, 2015) and 1017 (November 16, 2015).**

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

12  
13 **Revenue & Expenses, Cash Flow**

14 Chairman Boutin asked if there were any comments or concerns. None were brought forth.

15  
16 **Committee Reports**

17 ✓ Strategic Planning

18 Committee chair Alexander summarized the committee's October 19<sup>th</sup> minutes, focusing  
19 particularly on the August Community Luncheon questionnaire responses, which have  
20 resulted in the formation of four (4) focus groups: 1) Student Recognition, 2)  
21 Professional Development, 3) Safety and 4) Work Based Learning.

22  
23 Gloria also noted several possibilities for work-based learning in the Northshire: Second  
24 Chance, SV Art Center, both the Manchester and Martha Canfield libraries, Manchester  
25 Chamber of Commerce and GNAT. She also reported no date has been set for the next  
26 meeting.

27  
28 ✓ Policy

29 Committee chair Johnson reported the committee met November 9<sup>th</sup> and approved the  
30 previous meeting minutes, discussed the need for a FMLA policy and reviewed the  
31 Alcohol and Drug, Harassment of Employees and Search and Seizure policies. The next  
32 meeting is scheduled for December 14<sup>th</sup>.

33  
34 Chairman Boutin reminded the board that tonight we will be taking action to warn  
35 policies; the vote to adopt will be in thirty days, at the December meeting.

36  
37 ✓ Finance

38 Chairman Boutin noted committee chair Harrington was ill and then asked Mulligan for  
39 an update: Stephanie reported the committee has met and discussed the FY17 budget;  
40 their goal is to get the numbers to sending schools early, before their budgets are set.  
41 She added a timeline of the work to be done to the dropbox at the meeting. Mulligan  
42 reported the CDC teachers have submitted their requests: she and Superintendent  
43 Lawler will be getting together to review these this upcoming week.

44  
45 Mulligan noted our FTE count is down by eight (8). She reported this year's focus is to  
46 keep the tuition rate flat. Boutin expressed his confidence the goal is achievable and  
47 important.

48  
49 There was brief discussion in response to Kelly's question regarding if transportation is

1 included in tuition. Mulligan responded transportation is reimbursed by the state and  
2 nets to zero. Letourneau questioned if we could fund an engineering instructor.

3  
4 Upcoming meeting dates were set for December 3<sup>rd</sup>:

- 5 \* Finance Committee at 4:00pm to review line items
- 6 \* Joint Education/ Finance Committee meeting at 5:00pm

7  
8 Boutin reiterated they would like the budget to be set by the December 21, 2015 RGB  
9 meeting, thereby assuring the sending schools will be aware of the Center's tuition rate  
10 in advance of setting their budgets.

## 11 **Action Items**

### 12 **▪ Adoption of Policies**

13 Committee chairman Johnson introduced by number and title summary the policies for  
14 warning this evening:

#### 15 **✓ Policy # 4001C: Prevention of Harassment of Employees**

16  
17 **Kinney moved and Johnson seconded a motion to Warn required Policy #4001C.**

18  
19 There was brief discussion as to whether the policy mirrors MAU's along with the importance  
20 of consistency with regard to the nature of offsite work. Chairman Boutin reported the policy  
21 is standard, addresses employees, and asked if there were any specific instances of  
22 concern.  
23  
24

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

#### 28 **✓ Policy #5085C: Search and Seizure**

29  
30 Johnson noted changes involved what and how things can be searched for the protection of  
31 the individual and also defined what belongs to the school.  
32  
33

34 **Kinney moved and Alexander seconded a motion to Warn Policy #5085C.**

35  
36 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was  
37 unanimous. There was no discussion.

### 38 **▪ Bus Bids**

39 This item was pulled and will be on the December 16<sup>th</sup> regular meeting agenda.  
40  
41

### 42 **▪ Nominations**

#### 43 **✓ Adult Education Administrative Specialist**

44 Superintendent Lawler announced George Nolan has been nominated as a  
45 replacement for Tina Cook. Lawler noted there were twenty-four applicants of  
46 which seven were interviewed.  
47

48 **Kinney moved and Johnson seconded a motion to accept the nomination of George**  
49 **Nolan.**

1 Kelly asked about his background check being on file. Lawler summarized the two-prong  
2 test used for checks: first, an instant online followed by a nationwide fingerprint.

3  
4 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was  
5 unanimous. There was no further discussion.

### 6 7 **Superintendent's Report**

8 Superintendent Lawler:

- 9 - Spoke of the fall enrollment numbers in the Dropbox which were captured October  
10 19 and finalized November 15. These numbers represent 'kids in seats' and are  
11 broken out by program. The report does not include Work Based Learning because it  
12 is in itself an extension of the programs. This year there are a total of 411 students  
13 compared to last year's count of 416. Right now we have 154 FTEs; the State  
14 average is 162. There will be a full report at the December meeting.

15  
16 He explained the letter designation(s) in the time column are codes for class time  
17 length - not every student can enroll full time and some programs are more flexible;  
18 this is where we get the fluctuation in FTE count.

19  
20 Also noted:

- 21 • We have capacity for 600 students; therefore have seats available.  
22 • The enrollment numbers go down in the second semester  
23 • We have expanded this year to Arlington  
24 • There is the possibility of pre-law at BBA next year. The Academy has  
25 asked for programs onsite, in particular Medical Professions, Legal,  
26 Human Services and courses for early college. Primarily, these offerings  
27 would be targeted to the main student population.  
28 • Our approach to growth in the Northshire is to start slow and grow  
29 • That our new guidance coordinator, Tom Pasternack, is making great  
30 connections regionally.

31  
32 Letourneau brought up past discussions about New York students enrolling on a  
33 space available basis at local tuition. Boutin reported this came up in the Finance  
34 committee meeting and will be open for discussion at the December 3<sup>rd</sup> meeting.

- 35 - Announced Lynda Jackson (TCTW) will be providing an update December 21. He  
36 noted the Focus Team leaders met this morning and continued their work on the 30/  
37 60/ 90/ 1 yr goals and discussed additional strategies.  
38 - Gave an update on Work Based Learning, reporting there were 40 new scenarios  
39 since our last meeting. Lawler spoke of a local vehicle manufacturer, Lenco  
40 Armored Vehicles of Pittsfield MA, who brought a vehicle to campus. Many of the  
41 programs benefited from this experience including Auto, Law and Design. Following  
42 this event, students then visited the plant to tour. The students were really engaged!

43  
44 Marie-Pierre Huguet, Assistant Director of Adult Services spoke of:

- 45 - The recent Job and Career Expo sponsored by the Department of Labor, BCIC and  
46 UCS. Huguet reported there were 200 participants and that every year the event  
47 gets better.  
48 - The Career Tech Conference she will be attending in New Orleans later this week.  
49 She has been chosen to give an hour long presentation on the blended LNA course.

1 She voiced that it is quite an honor to be presenting on a national level. She then  
2 thanked the board for their support to Adult Education. Superintendent Lawler  
3 reported three would be going to this large conference and Chairman Boutin  
4 expressed his pride in having Marie-Pierre among the presenters.  
5

6 **Chairman's Report**

7 Boutin commented that our next month's meeting will have an aggressive agenda including  
8 the budget, Tech Centers That Work, bus purchase and enrollment. He expressed his  
9 thanks to the people on the various committees.  
10

11 Jim spoke briefly of continued outreach to the Northshire, noting there are a number of  
12 businesses up there. He expressed also that distance learning provides the possibility of  
13 additional FTEs. Boutin noted the possibility of more short blocks, thereby increasing  
14 student exposure to the Center, and continuation of the summer program. He concluded by  
15 expressing there is a lot on the table.  
16

17 **Executive Session**

18 None this held this evening.  
19

20 **Other**

21 Nothing was brought forth this evening.  
22

23 **Adjournment**

24 **At 7:19pm Kinney moved and Johnson seconded a motion to Adjourn. All in**  
25 **attendance were in favor.**  
26

27 Respectfully submitted,  
28

29 Barb Schlesinger

30 November 22, 2015  
31

32 **Dropbox:**

- 33 - Agenda(s): Full Board 11/16 - Finance Committee 11/16 - Policy Committee 11/9
- 34 - Minutes of the October 19, 2015 Regional Governing Board Regular Meeting
- 35 - Minutes of the November 9, 2015 Policy Committee Meeting
- 36 - Minutes of the August 17, 2015 Policy Committee Meeting
- 37 - Minutes of the October 19, 2015 Strategic Planning Committee Meeting
- 38 - SWVRTSD Payroll Warrant # 9 & 1014
- 39 - SWVRTSD Payroll Warrant # 10 & 1016
- 40 - SWVRTSD Vendor Warrant # 1015
- 41 - SWVRTSD Vendor Warrant # 1017
- 42 - Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow
- 43 - Timeline for Budget Vote and Board Member Election March 2016
- 44 - Action Items
  - 45 o Adult Education Administrative Specialist nomination form
  - 46 o Policy Documents for Warning
  - 47 o #4001C Prevention of Harassment of Employees
  - 48 o #5085C Search and Seizure
- 49 - Superintendent Documents - Fall Enrollment Report by Teacher 10-19-2015