

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: January 11, 2016**

3 Assembly Room, Career Development Center
4 Electronically: <http://global.gotomeeting.com/join/843386957>
5 Phone: toll free (US) 1-877-309-2070 or +1 (669) 224-3319

6
7 Members Present: Gloria Alexander; Jim Boutin; Jon Gauthier; Rickey Harrington; Leon
8 Johnson; Jackie Kelly; Superintendent Michael Lawler; Ed Letourneau; John
9 MacDonald; Heidi Pickering

10
11 Members Absent: Jessica Gulley-Ward; Fran Kinney

12
13 GoTo Meeting Attendees: None this evening

14
15 Call In Attendees: None this evening

16
17 Administration Present: Meg Honsinger; Marie-Pierre Huguet, Stephanie Mulligan

18
19 Videotaping: CAT-TV

20
21 Recorder: Barb Schlesinger

22
23 **Call to Order/ Welcome**

24 Chairman Boutin called the January 11, 2016 Regional Governing Board meeting to order at
25 6:34, extended a welcome and noted a quorum was present.

26
27 **Public Comments**

28 Chairman Boutin called for comments; none were brought forth this evening. He reminded
29 the public they could participate by either calling in or by connecting via GoTo Meeting.
30 Those numbers are included in and published with the meeting agenda/ warning.

31
32 **Consent Agenda**
33 **Minutes**

- 34 - Minutes of the December 21, 2015 Regional Governing Board Meeting

35
36 **Johnson moved and MacDonald seconded a motion to accept the minutes of the**
37 **December 21, 2015 meeting.**

38
39 **Hand vote was taken with all present voting in favor, except Pickering who abstained.**
40 Chairman Boutin commented on the excellent job done summarizing the SREB section.

41
42 **Warrants**

43
44 **PAYROLL**

- 45 - SWVRTSD Payroll Warrant # 14 01/11/2016 in the amount of \$ 181.01
46 - SWVRTSD Payroll Warrant # 1023 01/11/2016 in the amount of \$ 80,320.52

47
48 **Alexander moved and Johnson seconded a motion to approve Payroll Warrants**
49 **numbered 14 and 1023 (dated January 11, 2016)**

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

3
4 **VENDOR**

- 5 - SWVRTSD Vendor Warrant # 1024 01/11/2016 in the amount of \$ 46,108.87

6
7 **Johnson moved and Gauthier seconded a motion to approve Vendor Warrant**
8 **numbered 1024 (dated January 11, 2016).**

9
10 Chairman Boutin inquired of the payment made to RK Miles (page 10) for the Lake Paran
11 project. Mulligan explained there had been misunderstanding with Miles as to who should
12 have been billed. Lake Paran has reimbursed the Center for this amount. By handling the
13 error promptly and in this manner, Mulligan reported our account remains in good standing.

14
15 **Hand vote was taken with all present voting in favor.** Chairman Boutin announced the
16 vote was unanimous.

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

19 Chairman Boutin noted the reports were self explanatory and asked if there were any
20 comments or concerns. None were brought forth.

21
22 **Committee Reports**

- 23 ✓ Strategic Planning

24 Chairperson Alexander reported the committee meeting was exciting and
25 Superintendent Lawler will add more later this evening. She talked briefly of corporate
26 sponsorship and how this would benefit the CDC, students and business organizations.
27 She also noted the meeting minutes will be in the next board packet.

- 28
29 ✓ Policy

30 Committee chair Johnson reported they met today and reviewed minutes. Leon reported
31 the committee has received a response to their request for input from VSBA and will be
32 revamping the policy (#1025C). They also reviewed policies:

- 33 2200C Antidiscrimination
34 3060C Professional Development
35 3100C Transportation
36 3010C Mandatory Drug and Alcohol Testing of Transportation Employees

37
38 Chairman Boutin commented the Leon was doing quite the job, Johnson responded it
39 was a committee effort.

40
41 **Action Items**

- 42 ▪ **Field Trip**

43 DECA Burlington VT 2/7 → 2/9 8 Students

44
45 Superintendent Lawler noted this is an annual trip with the students usually
46 returning with awards.

47
48 **Harrington moved and Johnson seconded a motion to approve the February 2016**
49 **DECA field trip to Burlington VT.**

1 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
2 unanimous. There was no discussion.

3
4 ▪ **Adoption of Policy**

5 Policy # 1000C: Policy Development and Adoption Process

6
7 **Harrington moved and Johnson seconded a motion to Adopt Policy #1000C.**

8
9 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
10 unanimous. There was no discussion.

11
12 ▪ **Retirement**

13 Johnson commented on Sebborn's retirement letter, noting Adrian has been
14 teaching at the Center a long time and a note of appreciation from the board
15 would be appropriate. Lawler commented that the same was true for Gabrus,
16 who submitted his retirement notice for last meeting.

17
18 **Harrington moved and Johnson seconded a motion to accept the retirement**
19 **notification of Adrian Sebborn, instructor of Network Academy, Artificial Intelligence**
20 **et al.**

21
22 **Hand vote was taken with all present voting in favor, excepting Letourneau who**
23 **abstained.**

24
25 ▪ **Engineering Position**

26
27 **Harrington moved and Johnson seconded a motion to not fill the Engineering**
28 **Instructor position for FY 2017.**

29
30 Chairman Boutin reiterated that filing the instructor position was being delayed
31 for FY2017: the program was being kept. Brief discussion followed as to if
32 someone came forward, could money be found to fund the position. Mulligan
33 reported it is a possibility that some money could come from the contingency
34 fund, but it probably would not cover the position.

35
36 Kelley raised the possibility of mini grants being available to fund info and cyber
37 security classes in the interim period before we implement Infomatics. She
38 suggested looking 'outside the box' for police or justice grant monies. Discussion
39 followed as to the current limited amount of grants available, satisfying workforce
40 demands, *delayed* programs, the components of Infomatics, budgeting
41 constraints, cost of an additional class (approximately \$120,000) and the
42 possibility of employing college interns as instructors with Lawler interjecting that
43 instructors are bound by contract and must be licensed by the state.

44
45 Chairman Boutin spoke of the extreme difficulty being imposed on school boards
46 by the 2.9% spending cap. He expressed that the students are the ones paying
47 the price and called for removing the spending caps so that we might get back to
48 and carry on the business of educating our students in our county.

1 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
2 unanimous.

3
4 ▪ **Delay of Infomatics**

5
6 **Harrington moved and MacDonald seconded a motion to delay the implementation of**
7 **the Infomatics Program.**

8
9 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
10 unanimous. There was no discussion.

11
12 ▪ **Internal Control Checklist (Business Office)**

13
14 **Harrington moved and Johnson seconded a motion to review the Financial**
15 **Management Questionnaire.**

16
17 Mulligan explained this document is required by the Vermont state auditors. The
18 self assessment questionnaire is completed by the superintendent and then
19 signed off on by the board.

20
21 Superintendent Lawler noted administration is working on cross training and
22 Mulligan noted they are also working on spreading things out.

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

26
27 ▪ **FY 2017 Budget Adoption**

28
29 **Harrington moved and Johnson seconded a motion to accept the FY 2017 Budget as**
30 **presented.**

31
32 Discussion was initiated by Kelly who requested the final amount (\$3,437,005).
33 The amount represents a decrease of \$216,893 from last year and with tuition to
34 be set at \$14,469.46, a decrease of \$25.70 (0.18%). Committee chair Harrington
35 noted there is a projected reduction of students, therefore less FTE. He thanked
36 everyone for doing their jobs and lowering the budget to match lower enrollment.
37 Lawler noted the same pressure of lower enrollment is being experienced
38 statewide, and expressed he also feels everyone did a good job. Chairman
39 Boutin informed the audience the budget will be in the Annual Report and also on
40 the CDC's website.

41
42 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
43 unanimous.

44
45 **Superintendent's Report**

46 Superintendent Lawler:

- 47 - Reported Chairman Boutin had asked for a status report on Adult Education and its
48 enrollment; Lawler noted he could not recall a time when the board has received a
49 full report.

1 At this time Marie-Pierre Huguet, working from a slide, recapped enrollment numbers
2 for the period F13, F14 and F15. Huguet pointed out these numbers reflect evening
3 classes only. She noted the trend in declining enrollment is similar to the one being
4 experienced by the Center: she also noted in the past the VT Dept of Labor
5 requested custom programs but no more. She expressed she feels this is a
6 reflection on what is happening in the community as well as the VT training program
7 no longer contributing 40% toward tuition.
8

9 A second slide projected the changes in classes offered/ ran/ cancelled and number
10 of students over the same time period. Marie-Pierre reported currently the main
11 areas of interest are in the beginner computer classes, culinary offerings and medical
12 professions, specifically the LNA and pharmacy tech certification programs. She
13 also reported that class cancellations have declined with a new approach having
14 been developed whereas classes are not scheduled until the minimum number of
15 students needed are registered.
16

17 Huguet reported tuition has not increased in the past four years. At this point there
18 was brief discussion as to the amount of hours necessary for curriculum
19 development, difficulty in finding instructors, the benefit of an 'employment
20 opportunities' page on the Center's website, the procedure for vetting instructors and
21 the excellent potluck dinner celebration at the end of the year.
22

23 Next on the screen were slides showing how Adult Ed is financed. It was explained
24 that grant years are different than the school year; revenue is different for day/
25 evening students and, because of these facts, the numbers overlap. At this point
26 expenses continue to outrun revenue.
27

28 Additional discussion as to Department of Labor funding, other funding, extending
29 Cosmetology hours to enable certification, BCIC's feelers in regards to CNC training
30 and revenue offset. Also mentioned was the need for an annual budget, displaced
31 workers, putting an emphasis on adult enrichment and state reimbursement for the
32 Adult Ed position which is required by law but not fully funding. Harrington requested
33 Marie-Pierre come to a Finance Committee meeting for a good talk. Consensus of
34 the board is that Huguet is doing a good job.
35

36 Superintendent Lawler concluded by thanking Marie-Pierre and noting we now have
37 a three-year baseline and can track changes: semester enrollment updates will now
38 become routine.

- 39 - Reported that since the December 21st meeting, he has had the opportunity to visit
40 the Lake Paran site and reported it is quite an endeavor involving both Building
41 Trades and Forestry students.
- 42 - The Forestry students continue their work on the Bennington area trail and
43 footbridges.
- 44 - Passed along an invitation from Tim Foley to attend *A Night of One Act Plays* this
45 coming Wednesday and Thursday, the 13th and 14th at MAU. The program begins at
46 7:00pm. The plays were written by the students.
47
48
49

1 **Chairman's Report**

2 Boutin brought up board membership and passed out the Articles of the Board. He opened
3 discussion concerning length of term and how many members (currently an eleven member
4 board). At the last meeting when the topic was broached, members requested savings
5 figures and legality. Savings would be \$1500 per member decreased and the question
6 regarding legality has not been responded to yet by the School Board Association (Nicole
7 Mason).

8
9 Chairman Boutin cited Section 2 (page 5) which addresses staggered three year terms.
10 There was brief discussion as to how this is suppose to work and how it got muddled with
11 board members resigning and seats being filled for remainder of terms. Appointments
12 rather than being elected was mentioned as a way to get back on track.

13
14 Chairman Boutin then raised the topic of lowering the number of members sitting on the
15 board. Points raised were efficiency, intention of having a larger cross section of the county
16 represented, the intentions when the center became independent, state approved
17 governance, amount of school district we really cover (13) and the inability to mandate
18 representatives from each town/ district.

19
20 Further discussion followed as to how you would go about lowering the number of members
21 and if you could add back in the future. Letourneau voiced a change would have to be
22 approved by the legislature. The concern of member burn-out was raised, especially in light
23 of committee obligations. Chairman Boutin voiced this discussion would continue.

24
25 **Executive Session**

26 None this held this evening.

27
28 **Other**

29 Scheduling for the February 2016 board meeting was discussed. Consensus was for the
30 board to not meet in February and to reconvene March 21, 2016 for the annual Board
31 reorganization meeting.

32
33 Mulligan asked about a late January meeting to approve the Warning: Johnson noted last
34 year the chair and vice-chair went to the Town Clerk's Office.

35
36 **Adjournment**

37 **At 8:02pm Harrington moved to Adjourn. All in attendance were in favor.**

38
39 Respectfully submitted,

40
41 Barb Schlesinger
42 January 17, 2016

43
44 **Dropbox:**

- 45 - Agenda(s): Full Board 1/11 – Strategic Planning 1/11 - Policy Committee 1-11
- 46 - Minutes of the December 21, 2015 Regional Governing Board Regular Meeting
- 47 - Minutes of the October 19, 2015 Strategic Planning Committee Meeting
- 48 - Minutes of the December 14, 2015 Policy Committee Meeting
- 49 - SWVRTSD Payroll Warrant # 14 & 1023

- 1 - SWVRTSD Vendor Warrant # 1024
- 2 - Revenue & Expenses (Local Budget and Adult Ed), Statement of Cash Flow
- 3 - Action Items
 - 4 ○ Field Trip Request (DECA)
 - 5 ○ Retirement – Adrian Sebborn
 - 6 ○ #1000C Policy Development, Adoption and Dissemination
 - 7 ○ Financial Questionnaire
 - 8 ○ FY2017 Budget final
- 9 - Policy #3100C Transportation
- 10 - Policy #3060C Professional Development
- 11 - Policy #3101C Mandatory Drug & Alcohol Testing: Transportation Employees
- 12 - Policy #2200C Anti-Discrimination
- 13 - Adult Education Income/ Expense Sources
- 14 - ACE – Data Recap (enrollment & program)