

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: April 18, 2016**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/996045221>

5 Phone: toll free (US) 1-866-899-4679 or 1-224-501-3318

6
7 Members Present: Jim Boutin; Art Haytko; Leon Johnson; Jackie Kelly; Fran Kinney; Ed
8 Letourneau; John MacDonald; Heidi Pickering; Kenneth Swierad

9
10 Members Absent: Jon Gauthier; Rickey Harrington

11
12 Telephone Attendees: Bruce Lee Clark

13
14 Staff and Others Present: Bonadio Group (Alan Walther, Joseph Hero), Meg Honsinger,
15 Marie-Pierre Huguét, Superintendent Michael Lawler, Stephanie Mulligan, Sandy
16 Redding

17
18 Videotaping: CAT-TV

19
20 Recorder: Barb Schlesinger

21
22 **Call to Order/ Welcome**

23 Chairman Boutin called tonight's meeting to order at 7:04pm, noted a quorum was present
24 and welcomed all.

25
26 **Public Comments**

27 Chairman Boutin called for comments; none were brought forth at this time. He noted he
28 was anticipating a call in via GoTo (when the connection was established) and would return
29 to 'Comments' at that point.

30
31 After the Audit Presentation, Bruce Lee Clark phoned. He thanked Superintendent Lawler,
32 Business Manager Mulligan and Guidance Coordinator Pasternack for the work they have
33 done to expand to the Northshire. He thanked the Manchester and Arlington school districts
34 as well. Lee Clark noted that online and mixed course offerings from VTVLC are available in
35 both the Shires. He voiced his disappointment that full options would not be available at this
36 time to students and asked the board to do all they can to facilitate expansion and support
37 administration in their work to address the wellbeing of all students in the district.

38
39 Chairman Boutin reported he had met with the Education Commissioner and all avenues to
40 expand into the Northshire will be pursued. Boutin also noted the difficulty presented
41 because of district budgets having already been prepared. Going forward will involve work
42 with the Department of Education and legislature.

43
44 **Audit Presentation**

45 Alan Walther started by noting there is a new standard for pension liabilities and teacher's
46 VMERS. He then went on to the Table of Contents of the Draft Independents Auditor's
47 Report and noted the five sections. Pages one (1) and two (2), along with pages forty six
48 through forty eight (46 – 48) belong to the Auditors; the rest of the document is the district's.

1 Walther directed the board's attention to page 48, the Summary of the Auditor's Results.
2 This summary indicates the audit results were very favorable, having achieved the highest
3 level 'Unmodified' in all three categories. Walther further went through the report and
4 highlighted where the pension/ VMERS changes are now shown.

5
6 CPA Joseph Hero, who preformed the audit, directed the board to the Management Report,
7 noting all of last year's recommendations have been corrected. Prior year comments
8 included Program Income Accounts, Budget Transfers, Information Technology and Private
9 Purpose Funds. There is one current year comment: journal entries to be done on a
10 periodic (ie monthly) basis.

11
12 Chairman Boutin extended thanks to both Alan and Joseph.

13
14 **Consent Agenda**

15 **Minutes**

- 16 - Minutes of the March 21, 2016 Regional Governing Board Meeting

17
18 **Kinney moved and MacDonald seconded a motion to accept the March 21, 2016**
19 **minutes.**

20
21 **Hand vote was taken with all in attendance voting in favor of accepting the March 21st**
22 **minutes, excepting Pickering who abstained.** There was no discussion.

23
24 **Warrants**

- 25 - SWVRTSD Payroll Warrant # 20 3/30/2016 in the amount of \$ 2,055.53
26 - SWVRTSD Payroll Warrant # 1033 3/30/2016 in the amount of \$ 72,863.97
27
28 - SWVRTSD Payroll Warrant # 21 4/18/2016 in the amount of \$ 792.17
29 - SWVRTSD Payroll Warrant # 1035 4/18/2016 in the amount of \$ 88,379.15
30
31 - SWVRTSD Vendor Warrant # 1034 3/30/2016 in the amount of \$ 43,249.77
32 *Total reflective of post voided check(s) Warrant #1032: 17505 (\$16.20) and 17528 (\$14.99)*
33
34 - SWVRTSD Vendor Warrant # 1036 4/18/2016 in the amount of \$ 18,888.81

35
36 **Kinney moved and Swierad seconded a motion to approve Payroll Warrants #20,**
37 **#1033, #21, #1035 and Vendor Warrants #1034 and #1036.**

38
39 There was brief discussion as to a) if soda was being sold at the Campus store with
40 Superintendent Lawler reporting the store is in compliance with the Healthy Food Guidelines
41 and b) about the cost of drug testing with Lawler reporting we are in a federal pool that
42 conducts the quarterly testing onsite.

43
44 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
45 was unanimous.

46
47 **Cash Flow/ Revenue and Expenses**

48 Chairman Boutin noted the items, mostly from the Treasurer, were in the dropbox. There
49 were no comments.

1 **Committee Reports**

2 • Strategic Planning

3 Committee chair Letourneau reported their meeting this evening focused on
4 discussion regarding expanding Building Trades with the offset being converting
5 Sustainable Foods to an afterschool/ possibly summer program at this time. This
6 discussion was based on signup requests for Building Trades having increased
7 dramatically with requests for Sustainable Foods dwindling.

8
9 Chairman Boutin noted that for safety reasons, in order to meet the signup requests
10 the committee's consensus is to hire another BT instructor in lieu of a Sustainable
11 Foods instructor at this time. The thought is not to end the Sustainable Foods
12 program at this time, rather to downsize and possibly include with other programs at
13 the Center until it can grow into something more attractive.

14
15 **Kelly moved and Johnson seconded a motion to approve posting the hiring of an
16 additional Building Trades instructor in lieu of posting for a Sustainable Foods
17 Instructor.**

18
19 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
20 was unanimous.

21
22 • Committees

23 Chairman Boutin noted the committee assignments have been posted.
24

25 **Action Items**

26 Superintendent Lawler reported the Annual Equipment Grant is \$27,941 and noted this
27 money has to be spent in specific ways. Three purchases are before the board, the total
28 expenditure is slightly above the grant amount.

29
30 ▪ **Equipment Grant Purchases (Perkins)**

31 ✓ Automotive

32 * New Wheel Balancer (Hunter) \$13,387.29

33 * Tire changer (Hunter) \$10,772.07

34
35 ✓ Cosmetology

36 * Pedicure chair \$ 5,199.08

37
38 **Johnson moved and Kinney seconded the motion to approve the three (3) presented
39 Perkins Grant purchases.**

40
41 There was brief discussion as to the amount that triggers going out to bid which Chairman
42 Boutin reported was \$15,000 as set by VT statute. Also, Cosmetology licensure hours
43 attainable at the Center was brought up, with Superintendent Lawler noting that 500 hours
44 are transferable.

45
46 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
47 was unanimous.

1 ▪ **Network Switches**

2 Superintendent Lawler noted the switches were non-grant items and were the final piece
3 from last year's system upgrade. He reported when these are replaced, we will be in good
4 shape for the next three to five years.

5
6 **Johnson moved and Kinney seconded the motion to approve the purchase of network
7 switches. Hand vote was taken with all in attendance voting in favor.** Boutin
8 announced the vote was unanimous.

9
10 ▪ **Field Trips**

11
12 ✓ SkillsUSA Nationals 6/20 → 6/26 Louisville KY 6 students

13
14 **Johnson moved and Macdonald seconded a motion to approve the SkillsUSA Field
15 Trip.**

16
17 There was brief discussion of this Nationals event, including how students qualify to
18 compete. Superintendent Lawler noted he gave preliminary approval in order to secure
19 airline tickets at the best price. It was further noted the event is held after the school year
20 ends.

21
22 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
23 was unanimous.

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

26 Superintendent Lawler:

- 27 - Spoke further of SkillsUSA, noting twenty-one students attended the State
28 Championship in Burlington with ten receiving medals:
29 Gold Maria Salazar, Sierra White (*TV/ Video Production*)
30 Nicholas Armstrong, Mikayla Bentley, Katherine Doucette, Emily
31 Pascucci (*Health knowledge Bowl Team*)
32 Silver Sebastian Durfee, Nadine Morgan (*Digital Cinema Production*
33 *Team*)
34 Bronze Mary Hope Coffield, Shay Francis (*Digital Cinema Production*
35 *Team*)

36 The six gold winners will be attending the Nationals in Louisville in late June. Lawler
37 also showed the winning, one minute commercial video and congratulated all who
38 participated in the event.

- 39 - Reported the CDC was also winner of a multi-state film competition. Students
40 Sebastian Durfee, Thomas Tift and Jordan Peters won with their four minute
41 entry entitled '*Promposal! The Musical*'. A Youtube link is provided in dropbox.
42 - Suggested following on Facebook for all the up-to-date happenings at the
43 Center.
44 - Spoke briefly of activities in April at local elementary schools and the middle
45 school during Career Week. The focus was on CDC programs reaching out to
46 area fifth and sixth graders. Rave reviews were received as well as thank yous.
47 - Noted students were on Spring Break this week.
48 - Reported enrollment is nearly complete with significant interest in Building
49 Trades (63 requests) and Design and Fabrication (51 requests). He noted

1 Building Trades maximum class size is 16 students (20 with an aide).

2
3 Assistant Director for Adult and Continuing Education (ACE) Huguet then spoke of:

- 4 - The April 2016 publication of *Techniques* which features her article which
- 5 focuses on the development of a blended approach of instruction, specifically,
- 6 the Pharmacy Technician Certification program at the CDC. Marie-Pierre noted
- 7 all tech centers can share resources using this approach.
- 8 - The LNA program which is half-full, with a total of ten spots available.
- 9 - Summer custom courses that are being designed with Wendy Klein and
- 10 Culinary instructor Schmidt focusing on hotel and tourism.
- 11 - Two outreach events: the Transition Fair and the Career & Job event at the
- 12 River Street Firehouse this coming April 28th.

13
14 There was brief talk of the expansion of the LNA program with Marie-Pierre noting the

15 challenges of cohorts.

16
17 **Chairman's Report**

18 Boutin spoke briefly of

- 19 - Bruce Lee Clark's call-in this evening, commenting on the fifteen students ready to
- 20 go and at the last minute, the opportunity falling through because of funding. Jim
- 21 commented the current state structure of tech courses is full of hoops but we will
- 22 continue to try: the issue is not dead yet.
- 23 - Marie-Pierre's *Techniques* article, commenting that the blended approach of learning
- 24 is the wave of the future; it can be used in other areas, allows for reaching more
- 25 students and also college credit.
- 26 - His pride in the students, instructors and administration and what they are doing at
- 27 the CDC.
- 28 - The Center's website, svcdc.org, where he noted employment opportunities are
- 29 posted.

30
31 **Other**

32 There was no discussion.

33
34 **Adjournment**

35 **At 8:05pm Kinney moved and Johnson seconded a motion to Adjourn. All in**

36 **attendance were in favor.**

37
38 Respectfully submitted,

39
40 Barb Schlesinger

41 April 24, 2016

42
43 **Dropbox:**

- 44 - Minutes of the March 21, 2016 Reorganization Meeting
- 45 - SWVRTSD Payroll Warrant # 20 & 1033
- 46 - SWVRTSD Payroll Warrant # 21 & 1035
- 47 - SWVRTSD Vendor Warrant # 1034
- 48 - SWVRTSD Vendor Warrant # 1036
- 49 - Revenue & Expenses, Statement of Cash Flow

- 1 - Action Items:
- 2 o Dell Quote
- 3 o Automotive – Perkins Grant I
- 4 o Automotive – Perkins Grant II
- 5 o Cosmetology – Perkins Grant
- 6 o Field Trip – SkillsUSA
- 7 - Committee Membership Assignments
- 8 - Promposal Link/ poster
- 9 - VTVLC 2016-17 Catalog
- 10 - SkillsUSA Champs
- 11 - Rotary Thank You (Culinary/ Instructor Schmidt)
- 12 - Superintendent Program Update Report
- 13 - Bonadio Audit draft documents (2)
- 14