

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: June 20, 2016**

3 Assembly Room, Career Development Center
4 Electronically: <http://global.gotomeeting.com/join/940044933>
5 Phone: toll free (US) 1-866-899-4679 or +1-646-749-3117

6
7 Members Present: Jim Boutin; Art Haytko; Jackie Kelly; Rickey Harrington; Fran Kinney; Ed
8 Letourneau; John MacDonald; Kenneth Swierad

9
10 Members electronically: Heidi Pickering (7:03pm)

11
12 Members Absent: Leon Johnson; Jon Gauthier

13
14 Staff and Others Present: Assistant Director Meg Honsinger, Business Manager Stephanie
15 Mulligan

16
17 Videotaping: CAT-TV

18
19 Recorder: Barb Schlesinger

20
21 **Call to Order/ Welcome**

22 Chairman Boutin called tonight's meeting to order at 7:00pm, noted a quorum was present
23 and welcomed all who came this evening.

24
25 **Agenda Changes**

26 Chairman Boutin reported that Action Items 1) Copier Lease and 2) Nominations would be
27 removed from this evening's agenda.

28
29 **Public Comments**

30 Chairman Boutin called for public comments: none were brought forth.

31
32 **Consent Agenda**

33 **Minutes**

- 34 - Minutes of the May 16, 2016 Regional Governing Board Meeting

35
36 **Kinney moved and Harrington seconded a motion to accept the May 16, 2016 RGB**
37 **minutes.**

38
39 **Hand vote was taken with all in attendance voting in favor of accepting the May 16**
40 **minutes.** Boutin announced the vote was unanimous.

41
42 **Warrants**

- 43 - SWVRTSD Payroll Warrant # 24 5/31/2016 in the amount of \$ 689.86
44 - SWVRTSD Payroll Warrant # 1041 5/31/2016 in the amount of \$ 71,832.07
45
46 - SWVRTSD Payroll Warrant # 1042 6/20/2016 in the amount of \$ 65,573.11
47 - SWVRTSD Payroll Warrant # 26 6/20/2016 in the amount of \$ 1,413.98
48 - SWVRTSD Payroll Warrant # 1044 6/20/2016 in the amount of \$ 83,622.09
49 - SWVRTSD Payroll Warrant # 1045 6/20/2016 in the amount of \$134,951.13

1 **Harrington moved and Kinney seconded a motion to approve Payroll Warrants #24,**
2 **#1041, #1042, #26, #1044 and #1045.**

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

- 6
- 7 - SWVRTSD Vendor Warrant # 1043 5/31/2016 in the amount of \$ 89,022.51
- 8
- 9 - SWVRTSD Vendor Warrant # 1046 6/20/2016 in the amount of \$ 61,317.90

10
11 **Harrington moved and Kinney seconded a motion to approve Vendor Warrants #1043**
12 **and #1046.**

13
14 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
15 was unanimous. There was no discussion.

16
17 At this point, board member Pickering joined the meeting electronically.

18
19 **Cash Flow/ Revenue and Expenses**

20 Chairman Boutin noted the items were in the dropbox. There were no comments.

21
22 **Committee Reports**

23 Chairman Boutin reported there have been no meetings in the past month.

24
25 **Action Items**

26 **▪ Approval of Business Manager Position**

27 Board approval is needed to increase the Business Manager's position from .6 to 1.0
28 (fulltime). The budget, approved by the voters in March, supports this change.

29
30 **Kinney moved and Harrington seconded the motion to approve the Business Manager**
31 **position to 1.0 (fulltime).**

32
33 **Hand vote was taken with all in attendance voting in favor. Pickering also voted in the**
34 **affirmative.** Boutin announced the vote was unanimous.

35
36 Comments included noting the position, at .5, was not enough to carry the load required and
37 that the position now includes personnel in its job duties.

38
39 **▪ Copier Lease**

40 This item removed from this evening's agenda.

41
42 **▪ Computer Purchases**

43 Superintendent Lawler reported three quotes are before the Board; his recommendation is
44 the lowest bidder, PCM-Tiger Direct at \$18,662.40. The bid, which will upgrade two labs,
45 includes thirty (30) desktops, two (2) laptops and a printer. Lawler noted there are twenty
46 labs in the Center.

47
48 **Harrington moved and MacDonald seconded a motion to approve the PCM-Tiger**
49 **Direct bid for \$18,662.40.**

1 **Hand vote was taken with all in attendance voting in favor. Pickering also voted in the**
2 **affirmative.** Boutin announced the vote was unanimous.

3
4 ▪ **Nominations**

5 This item removed from this evening's agenda.

6
7 ▪ **Buildings Trades Truck**

8 Superintendent Lawler relayed that Instructor Coon has been using his own truck for
9 bringing tools and equipment to offsite class locations. In light of the projected expansion of
10 the Building Trades program, it makes sense the program have a CDC truck for these jobs.
11 Automotive instructor Haskins did research and located a used pickup at Upstate Auto Sales
12 where the Center has conducted business before. The pickup that he is recommending is
13 under \$15,000, therefore no bid is necessary.

14
15 **Harrington moved and Kinney seconded a motion to approve the purchase of a 2010**
16 **GMC pickup to be used by the Building Trades program.**

17
18 **Hand vote was taken with all in attendance voting in favor. Pickering also voted in the**
19 **affirmative.** Boutin announced the vote was unanimous.

20
21 ▪ **Bank Resolution**

22 Business Manager Mulligan reported a new account needs to be authorized by signature of
23 the board chair. This account is for the Summer Camp Scholarship monies (Idea Fund
24 Scholarship).

25
26 **Kinney moved and Harrington seconded a motion to approve the action of Board**
27 **Chair Boutin signing to authorize a new bank account for the summer camp**
28 **scholarship monies.**

29
30 Brief discussion followed as to having one account for all monies. Mulligan voiced she was
31 not sure that was legal, presently all accounts are separate. The main benefit of co-mingling
32 would be for convenience of the treasurer with regards to reconciliation. Harrington voiced
33 that he felt separate accounts were better and Mulligan concurred.

34
35 **Hand vote was taken with all in attendance voting in favor. Pickering also voted in the**
36 **affirmative.** Boutin announced the vote was unanimous.

37
38 **Director/ Superintendent's Report**

39 Superintendent Lawler:

- 40 - Referenced the recent Awards Banquet which was held May 31st at the Elks Lodge.
41 He then read the names of the SVCDC students who received scholarships and
42 awards and congratulated all the students.
43 - Spoke on the CTE 'numbers' handout in the dropbox. Lawler highlighted there are
44 seventeen regional centers in Vermont, having fourteen career clusters and a high
45 school graduation rate of 96%. He also reported that for the 2014/2015 school year
46 there were 2029 Work Based Learning (WBL) placements, 2566 dual enrollment
47 college credits and 3379 industry recognized credentials statewide.

48
49 There was brief discussion of the numbers represented in this statewide report, Act

1 77 and insuring students are aware of technical education, dual enrollment and
 2 college credit currently at no cost to students, and career clusters and the possibility
 3 of students being enrolled in more than one at a time if scheduling permits.
 4 - Spoke of the 5 Year FAUPL Performance data charts and graphs in the Dropbox.
 5 He first turned the Board's attention to the graphs which compared CDC's
 6 performance with the statewide target and the statewide actual. Lawler reported that
 7 overall we were very successful, placing above in reading and slightly below in math.
 8 Noted to, was that the number of students testing can skew results.

9

10 Brief discussion on the listed topics followed:

11

- * individual year low points

12

- * math goals, targets and performance at below 30%

13

- * NECAP scores; data on the number of students taking test(s)

14

- * The FAUPL results being used for Perkins

15

- Gave an update on the upcoming Summer Camps. Two camps are still open (the
 16 July 18–21 'Game Programming' and the August 1-5 'Building Wild Experience') and
 17 two have been cancelled (the 'Video Production' and the 'Young Hacks Academy').
 18 Lawler noted the programs were advertised on the Center's website, via social and
 19 print media and in all the area school. He explained this is our first year and we learn
 20 to be and do better.

21

22 Chairman Boutin reminded all that the Bennington Police Department will be
 23 conducting their camp on campus the week of July 25th. It is expected to be a mirror
 24 of last year's camp, with 30 students expected and transportation for the campers
 25 provided.

26

27

Chairman's Report

28

Boutin asked Letourneau for a rundown on the ESP contract negotiations; Letourneau
 29 reported that a tentative agreement, assuming the principal sign, has been reached for a
 30 one (1) year contract with a 2% wage increase. The rest of the negotiations have been put
 31 off until August/ September when a clearly picture of health care costs is available.

32

33

Boutin reported he was not able to attend the most recent Select Board meeting, however
 34 Superintendent Lawler did. Lawler noted Act 46 was discussed, but nothing specific to the
 35 CDC.

36

37

Chairman Boutin reminded the board they had granted permission to administration to move
 38 forward with both the roof and security update summer projects. Both have been taken care
 39 of. Lawler reported the security update began today and will result in a change for all as to
 40 traffic flow into the building.

41

42

Chairman Boutin reminded all there would be no July meeting, we will meet again in August.

43

44

Executive Session

45

- Contract (5)

46

47

**At 7:43pm Harrington moved and Kinney seconded a motion to enter executive
 48 session for the purpose of contracts.**

49

1 **Hand vote was taken with all in attendance in favor.**

2
3 Pickering attended electronically.

4
5 **At 8:23 motion was made by Kinney and seconded by MacDonald to exit executive**
6 **session.**

7
8 **Hand voted was taken with all in attendance voting in flavor.** Boutin announced the
9 vote was unanimous.

10
11 **Kinney moved and Harrington seconded a motion to approve the terms of the**
12 **Business Manager contract, including the change in the position to fulltime (1.0).**

13
14 **Hand voted was taken with all in attendance voting in flavor. Pickering also voted in**
15 **the affirmative.** Boutin announced the vote was unanimous.

16
17 **Harrington moved and Kinney seconded a motion to approve the terms of the IT Tech,**
18 **Assistant Director, Adult Ed, and Business Assistant's contracts.**

19
20 **Hand voted was taken with all in attendance voting in flavor. Pickering also voted in**
21 **the affirmative.** Boutin announced the vote was unanimous.

22
23 **Adjournment**

24 **At 8:25pm Kinney moved and Harrington seconded a motion to Adjourn. All in**
25 **attendance were in favor.**

26
27 Respectfully submitted,

28
29 Barb Schlesinger
30 June 26, 2016

31
32 **Dropbox:**

- 33 - Agenda/ Notice for the May 16, 2016 Regular RGB Meeting
- 34 - Minutes of the May 16, 2016 RGB Regular Meeting
- 35 - SWVRTSD Payroll Warrant # 24 & 1041
- 36 - SWVRTSD Payroll Warrant # 26 & 1042, 1044, 1045
- 37 - SWVRTSD Vendor Warrant # 1043
- 38 - SWVRTSD Vendor Warrant # 1046
- 39 - Revenue & Expenses, Statement of Cash Flow
- 40 - Action Items:
 - 41 o Computer/ Laptop Upgrades including printer
 - 42 o Truck Purchase
 - 43 o Bank Resolution
- 44 - Advisory Committee Agendas for June (Human Services, Medical Professions,
45 Cosmetology)
- 46 - Policy Agenda, Policy #5005 Draft, Possible Safety Policy topics doc
- 47 - State vs CDC Targets
- 48 - CTE Profile draft
- 49 - Five year FAUPL Performance Charts