

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: August 15, 2016**

3 Assembly Room, Career Development Center
4 Electronically: <http://global.gotomeeting.com/join/707257589>
5 Phone: toll free (US) +1-877.309.2070 or 1-224.501.3316

6
7 Members Present: Jim Boutin; Jon Gauthier; Rickey Harrington; Leon Johnson;
8 Jackie Kelly; Fran Kinney; Ed Letourneau; Kenneth Swierad

9
10 Members Absent: Art Haytko; John MacDonald; Heidi Pickering

11
12 CDC Administration Present: Superintendent/ Director Mike Lawler; Assistant Director Meg
13 Honsinger, Business Manager Stephanie Mulligan

14
15 Videotaping: CAT-TV

16
17 Recorder: Barb Schlesinger

18
19 **Call to Order/ Welcome**

20 Chairman Boutin called tonight's meeting to order at 7:00pm, thanked all for coming this
21 evening and noted a quorum was present. Boutin also reported we would be sticking with
22 the agenda as presented.

23
24 **Public Comments**

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

26
27 **Consent Agenda**
28 **Minutes**

- 29 - Minutes of the June 20, 2016 Regional Governing Board Meeting

30
31 **Kinney moved and Harrington seconded a motion to approve the June 20, 2016 RGB**
32 **minutes.**

33
34 **Hand vote was taken with all in attendance voting in favor of approving the minutes.**
35 Boutin announced the vote was unanimous.

36
37 **Warrants**

- 38 - SWVRTSD Payroll Warrant # 1 7/25/2016 in the amount of \$ 130.46
39 - SWVRTSD Payroll Warrant # 1000 7/25/2016 in the amount of \$ 18,789.98
40 - SWVRTSD Payroll Warrant # 2 7/25/2016 in the amount of \$ 150.17
41 - SWVRTSD Payroll Warrant # 1001 7/25/2016 in the amount of \$ 20,974.23
42
43 - SWVRTSD Payroll Warrant # 3 8/15/2016 in the amount of \$ 268.98
44 - SWVRTSD Payroll Warrant # 1003 8/15/2016 in the amount of \$ 25,257.95

45
46 **Johnson moved and Harrington seconded a motion to approve Payroll Warrants #1,**
47 **#1000, #2, #1001, #3 and #1003.**

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

1 was unanimous. There was no discussion.

- 2
- 3 - SWVRTSD Vendor Warrant # 1002 7/25/2016 in the amount of \$190,617.80
- 4
- 5 - SWVRTSD Vendor Warrant # 1004 8/15/2016 in the amount of \$ 18,646.08
- 6

7 **Harrington moved and Kinney seconded a motion to approve Vendor Warrants #1002**
8 **and #1004.**

9

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

12

13 Chairman Boutin reported he had reviewed and signed the July warrants, being no board
14 meeting was being held.

15

16 **Cash Flow/ Revenue and Expenses**

17 Chairman Boutin noted the items were in the dropbox. Mulligan reported they were
18 wrapping the annual reports today and were almost complete.

19

20 **Committee Reports**

21 **Executive Committee**

22 Chairman Boutin reported the committee met twice for final approval of the roofing job and
23 security work as they had been authorized to do by the board at the June meeting. Boutin
24 reported the projects are 100% complete (excepting final inspection) and that we ended up
25 getting two roofs for the price of one.

26

27 Discussion followed regarding public comments heard which indicated disapproval of MAU
28 and CDC operating separately rather than as one campus. Chairman Boutin reiterated that
29 we are our own school district, and by law, are required to go to bid independently. He
30 reported that MAU Director of Building and Grounds, Paul Dansereeau, was consulted
31 several times and he was totally satisfied. Mulligan reported ~ \$80,000 was the anticipated
32 cost for the first roof project, however both projects (essentially doubled the square footage)
33 were done for that amount. The money not spent will stay in Capital Improvement Fund.

34

35 **Action Items**

36 **▪ Nominations (2)**

- 37 ✓ Integrated Design/ Manufacturing/ Engineering Program Instructor
- 38 ✓ Para professional/ Technical Specialist

39

40 **Johnson moved and Harrington seconded the motion to approve the two**
41 **nominations.**

42

43 **Integrated Design/ Manufacturing/ Engineering Program Instructor**

44 Superintendent Lawler opened discussion with a brief bio of the nominee since he
45 graduated from MAU (CDC) in 2010. Lawler reported there were six applicants, five
46 were interviewed and expressed we are lucky to have Adam.

47

48 Harrington opened board discussion with the topic of background checks, which the
49 board went on to discuss in more detail including fingerprinting, FBI database, length

1 of time for results, states not sharing information, instructor licensure requirements,
 2 and if it is a showstopper if the fingerprint results are not back by when students
 3 return. Chairman Boutin noted that the hiring policy/ procedure has been followed,
 4 and this discussion should not be considered personal. It was also noted the
 5 candidate has taught evening classes at the Center.

6
 7 Also discussed was if the nominee's experience aligned with the program's goals.
 8 Lawler reported Adam, whose specialty is precision machinery, will be going in a
 9 new and different direction. He plans to be at the Board meeting next month and
 10 give a tour along with offering his recommendations.

11
 12 Boutin voiced he liked what Lawler is doing by letting new instructors explain what
 13 they plan on doing in their classrooms; they are the experts in their fields.

14
 15 **Hand vote was taken to approve the Integrated Design/ Manufacturing/ Engineering**
 16 **Program Instructor nominee, Adam Cannistraci, with all in attendance voting in favor.**

17 Boutin announced the vote was unanimous.

18
 19 Para professional/ Technical Specialist

20 Superintendent Lawler reported this position has been vacant since February and
 21 that the nominee has his CDL. It was noted too, that the numbers were inverted on
 22 the nomination form in reference to applications received/ interviewed.

23
 24 **Hand vote was taken to approve the Para professional nominee, Brian Foster, with all**
 25 **in attendance voting in favor.** Boutin announced the vote was unanimous.

26
 27 **▪ Resignations**

28 Assistant Director for Adult and Continuing Education

29 Marie-Pierre's resignation came just after the June 2016 RGB meeting: the
 30 Executive Committee met and accepted her resignation with regret. Today was her
 31 last day in the office.

32
 33 **Harrington moved and Johnson seconded a motion to accept the two resignations.**

34
 35 **Hand vote was taken to accept Huguet's resignation with all in attendance voting in**
 36 **favor.** Boutin announced the vote was unanimous.

37
 38 Business Instructor

39 Barb Gorbaty submitted her letter resignation this past week. Superintendent Lawler
 40 reported the position has been posted and there are three candidates so far. The
 41 hope is to have the position filled before school starts, with eighteen students
 42 enrolled. Former instructor Dick Addison has agreed to come in for the first several
 43 weeks if need be.

44
 45 **Hand vote was taken to accept Gorbaty's resignation with all in attendance voting in**
 46 **favor.** Boutin announced the vote was unanimous.

47
 48 **▪ Perkins Grant Approval**

49 Lawler asked for the Board's acceptance of the Perkins grant FY 2016 allocation of

1 \$185,325 to be used for Project (s) 1, 2 and 3 as presented in the dropbox.

2

3 **Harrington moved and Johnson seconded a motion to accept the Perkins Grant**
4 **submitted as presented.**

5

6 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
7 was unanimous.

8

9 There was brief conversation as to where the grant comes from, how it is allocated,
10 how the amount compared to last year, what happens if it isn't all spent and what the
11 monies are used for.

12

13 **Director/ Superintendent's Report**

14 Superintendent Lawler:

- 15 - Announced school for the teachers starts Wednesday, August 24, and the following
16 Monday, August 29, for the students.
- 17 - Spoke of the ten year NEASC review being due this coming spring. Linda Jackson
18 has recommended keeping this accreditation and will be coming in November to
19 help. He reported NEASC now has CTE Center standards. NEASC will conduct a
20 five day visit with ten – twelve people in attendance. Lawler noted this accreditation
21 process requires a lot of staff work.
- 22 - Gave a report on the five summer camp activities, which included:
 - 23 o Noting on July 25, twenty-four students attended the camp held in
24 partnership with the Bennington Police.
 - 25 o Noting the Bennington Banner covered the camps every day.
 - 26 o Reporting three camps were cancelled. Mike expressed there are many
27 opportunities in the area for students, this was the first year CDC
28 offered more camps and it was a learning experience; hopefully next
29 year attendance will grow.
 - 30 o Spoking of the Wild Building Camp, under the direction of Brian Coon
31 and Dave Dence, which ran in Pownal for five days, including an
32 overnight. Mike went every day. The project of the camp was to build a
33 lean-to. Timeline photos were posted daily on the Center's Facebook
34 page.
- 35 - Reported the anticipated second instructor for Building Trades will not be justifiable
36 for the coming year.
- 37 - Reported the instructors will be using a new online gradebook this coming semester
38 which is similar, but more advanced than that used prior.
- 39 - Expressed summer maintenance included an amazing job done on waxing the
40 campus floors.
- 41 - Reported the Campus Store has been renovated and painted and will be taking a
42 new direction this fall. The store will now be known as 321 Perk; there will be less
43 focus on products and more on beverages and soups. The Culinary program will be
44 more involved.
- 45 - Reported phase one of the security project has been completed: today the final
46 switch was installed in each office (both MAU and CDC) that allows for entire
47 campus lockdown from either.
- 48 - Noted that network health reports for June (96%) and July (99%) were in the
49 dropbox. Mike also reported all the replacement items recently approved by the

1 board have been completed. Chairman Boutin expressed a thank you to Sherri
2 Spangenberg for the job done.

3

4 Assistant Director Honsinger then spoke of

- 5 - Training attended in late June with Tom Pasternack (Guidance), and Superintendent
6 Lawler regarding career equity with respect to non-traditional students. She will be
7 meeting with Tom and Mike tomorrow to start developing plans for recruiting.
- 8 - Training attended in June with Superintendent Lawler and Campus Police Officers
9 entitled *In Plain Sight*. The training focused on identifying clothing and other
10 personal paraphernalia choices that could indicate drug/ alcohol usage.
11 Superintendent Lawler expressed that he felt this training opened eyes as to what is
12 in front of us and that it was great to go as a team.
- 13 - Training that Superintendent Lawler, Business Manager Mulligan and herself
14 attended centered on best practices regarding staff/ teacher evaluations. Meg
15 expressed she felt it was good, as the three 'new' administrators, that they attended
16 together.

17

18 **Other**

19 Board member Swierad informed all that the regional VSBA's meeting would be here on
20 October 11th at 5pm. He also reported VSBA's annual meeting would be held at Lake Morey
21 on October 21st and 22nd.

22

23 There was brief discussion about checking with Sandy with regards to registration, how
24 informative the Lake Morey event has been in the past and a request that the board be
25 briefed by whoever does attend when they return.

26

27 Swierad also commented upon the Dropbox and how he would like to have the same for the
28 BSD.

29

30 **Chairman's Report**

31 Chairman Boutin did not give a formal report this evening.

32

33 **Executive Session**

- 34 - Contract
- 35 - Personnel

36

37 **At 7:59pm Kinney moved and Harrington seconded a motion to enter executive**
38 **session for the purpose of contract and personnel.**

39

40 Chairman Boutin announced that the board would not conduct any business upon exit and
41 called for Other.

42

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

44

45 **At 8:49 motion was made by Letourneau and seconded by Johnson to exit executive**
46 **session.**

47

48 **Hand voted was taken with all in attendance voting in flavor.** Boutin announced the
49 vote was unanimous.

1 **Adjournment**

2 **At 8:50pm Kinney moved and Harrington seconded a motion to Adjourn. All in**
3 **attendance were in favor.**

4
5 Respectfully submitted,

6
7 Barb Schlesinger

8 August 22, 2016

9
10 **Dropbox:**

- 11 - Agenda/ Notice for the August 15, 2016 Regular RGB Meeting
- 12 - Minutes of the June 20, 2016 RGB Regular Meeting
- 13 - SWVRTSD Payroll Warrant # 1 & 1000
- 14 - SWVRTSD Payroll Warrant # 2 & 1001
- 15 - SWVRTSD Payroll Warrant # 3 & 1003
- 16 - SWVRTSD Vendor Warrant # 1002
- 17 - SWVRTSD Vendor Warrant # 104
- 18 - Revenue & Expenses, Statement of Cash Flow (June, July and cumulative)
- 19 - Action Items:
 - 20 o Nominations (2)
 - 21 o Resignations (2)
 - 22 o Perkins Grant
- 23 - Adult Fall Offerings
- 24 - Network Health Reports (June & July 2016)
- 25 - New Experiences Summer Camp pictures