

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 17, 2016**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/502060573>

5 Phone: toll free (US) 1.866.899.4679 access code 502-060-573 or +1 (571) 317-3117

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

9
10 Members Absent: Jon Gauthier; John MacDonald

11
12 CDC Administration and others present: Superintendent/ Director Mike Lawler; Assistant
13 Director Meg Honsinger; Business Manager Stephanie Mulligan

14 Videotaping: CAT-TV

15
16
17 Recorder: Barb Schlesinger

18
19 **Call to Order/ Welcome**

20 Chairman Boutin called the meeting to order at 7:00pm, thanked all for coming and noted a
21 quorum was present. Boutin noted both call-in numbers and electronic attendance
22 information is published with the meeting warning, allowing for public participation.

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 September 19, 2016 Regional Governing Board Meeting

30
31 **Kinney moved and Harrington seconded a motion to approve the September 19, 2016**
32 **RGB minutes.**

33
34 **Hand vote was taken with all in attendance, excepting Pickering who abstained,**
35 **voting in favor of approving the minutes.** There was no discussion.

36
37 **Warrants**

- 38 - SWVRTSD Payroll Warrant # 7 10/10/2016 in the amount of \$ 468.53
39 - SWVRTSD Payroll Warrant # 1010 10/10/2016 in the amount of \$ 73,015.89
40 - SWVRTSD Payroll Warrant # 1012 10/10/2016 in the amount of \$ 61,221.10

41
42 **Kinney moved and Harrington seconded a motion to approve Payroll Warrants #7,**
43 **#1010, and # 1012.**

44
45 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
46 was unanimous. There was no discussion.

- 47
48 - SWVRTSD Vendor Warrant # 1011 9/28/2016 in the amount of \$ 95,552.13
49 - SWVRTSD Vendor Warrant # 1013 10/17/2016 in the amount of \$ 27,302.22

1 **Johnson moved and Harrington seconded a motion to approve Vendor Warrants**
2 **#1011 and #1013.**

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 **Cash Flow/ Revenue and Expenses**

8 Chairman Boutin noted these detailed reports, which include Adult Education, were in the
9 dropbox. He further extended a thank you to Business Manager Mulligan.

10
11 **Committee Reports**

12 **Policy**

13 Committee chair Johnson reported the committee met October 13th to finalize the two
14 policies before the board tonight for warning.

15
16 **Policies for Adoption**

- 17 * C1030 School Safety

18 Johnson noted there were no changes since this policy was warned at the September
19 meeting:

20
21 **Kinney moved and Swierad seconded a motion to Adopt policy C1030, School Safety,**
22 **as published.**

23
24 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
25 unanimous. There was no discussion.

- 26
27 * 5005C Reporting of child and vulnerable adult abuse, sexual abuse and
28 sexual violence

29 Johnson noted there were no changes since this policy was Warned at the September
30 meeting:

31
32 **Kinney moved and Harrington seconded a motion to Adopt policy 5005C: Reporting**
33 **of child and vulnerable adult abuse, sexual abuse and sexual violence.**

34
35 **Hand vote was taken with all present voting in favor.** Boutin announced the vote was
36 unanimous.

37
38 There was brief discussion regarding if this policy is the same throughout the SVSU district,
39 with Johnson noting that it is.

40
41 **Policies for Warning**

- 42 * 4450C Employee Conflict of Interest

- 43
44 * 3150C Travel Reimbursement

45
46 **Kinney moved and Harrington seconded a motion to Warn policy 4450C: Employee**
47 **Conflict of Interest and 3150C: Travel Reimbursement.**

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

1 unanimous.

2
3 Business Manager Mulligan noted both of these policies were required in order to procure
4 federal funds. There was also brief discussion as to the wording of policy 3150C,
5 specifically section B, line 5 – ‘term’ should be terms and line 6, ‘apply’ should be applies (to
6 be determined).

7
8 Finance

9 Committee chair Harrington reported the committee met September 26 to review the
10 Manufacturing program request, specifically money for equipment allocation and also to
11 review duties of the Adult Education Assistant Director. The committee met again before
12 this evening’s meeting concerning these two items.

13
14 Discussion followed regarding the bid sheet, a summary of the bid history (vendor/ machine
15 brand/ price): Chairman Harrington reported the committee recommends Trident Machine
16 Tools’s quote of \$82,376 for two replacement Haas Toolroom Mills. Also discussed were
17 the large spread between quotes, disposal of the machines being replaced, software, use of
18 machines by the adult ed program, and the funding coming from the reserve equipment
19 fund.

20
21 Superintendent Lawler further noted it has been eight/ nine years since money has been put
22 into the manufacturing programs equipment; it was further noted new machines have not
23 been procured since 1996.

24
25 **Kinney moved and Harrington seconded a motion to accept to accept Trident**
26 **Machine Tool’s quote of \$82,376 for replacement of two Haas mills.**

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

30
31 Action Items

32 ▪ **Adult Education Consolidation**

33 Superintendent Lawler reported a proposed breakdown of duties and responsible
34 person(s) that supports consolidation of the position are in the dropbox. The duties
35 have been broken down into five categories: 1) support/ secretarial, 2)
36 administrative, 3) guidance, 4) financial and 5) oversight. The proposal is to
37 implement this consolidation through the end of the school year with an evaluation at
38 that time.

39
40 Discussion followed that included possible points to consider when evaluating
41 (tracking time dedicated to duties), criteria for reimbursement from the State for the
42 position, job duties that need to be met, and the position being salary (as opposed to
43 hourly) and being task driven.

44
45 Superintendent Lawler voiced stipends were to be discussed later during tonight’s
46 Executive Session with a vote upon return.

Director/ Superintendent's Report

Superintendent Lawler reminded the board and audience that his reports are snippets of the activities going on at the Center and by no means all encompassing. He went on to give the following snapshots of some of the past month's activities:

- On October 13th, twenty-eight females, primarily 11th and 12th grade students attended Women Can Do at Vermont Tech.
- Work Based Learning program (WBL) is moving full steam ahead following the plans put into place last year.
- October 15th was the day for a snapshot of enrollment for this semester: confirmed numbers will be back in November. Rough numbers of 'students in seats' is up: 463 for this year versus about 411 last year. FTE counts also factor in the time spent in seats.
- James Gulley, the new Law Enforcement instructor, has been going full bore with members of the State Police, Sheriff Department and Bennington Police having been in the classroom already. The students also visited the Police Academy and participated in role-playing.
- Culinary luncheons are available on Fridays at a cost of \$7.00 and are open to the public for dine in or take-out. The student-developed menus are posted on the Center's Facebook page.
- Forestry II class has cleared the road for the Habitat for Humanities project on North Branch St. The trees will be used for firewood for the Warms-wood program.
- Reported that he attended the Habitat meeting in Manchester along with the Building Trades instructor and two students; the hopes are to partner on a more permanent basis to build one of the homes off North Branch St.
- Read the thank you letter from Dr Mugits, principal of Molly Stark for Building Trades building the benches and picnic tables.

Assistant Director Honsinger then

- Gave an update of the Certified Production Technician program. She reported Melanie Letourneau (Department of Labor) and Jeanie Jenkins (CCV) met with Design and Fabrication students last Friday and presented information explaining the evening course starting in early November. Students who do enroll will be ready for employment when they graduate. Meg has been reaching out to recent grads as well.
- Spoke of having contact with Bennington Health and Rehab. They would like to partner with the center in the LNA program.
- Reported she is currently developing ads to recruit teachers for CDL training, welding and also a RN to take over administration of the LNA program.
- Noted she would be meeting with Peter Lynch, the Vermont Fire Academy, this coming Friday to discuss the possibilities of a Fire Fighter I course locally.
- Relayed that many former Adult Education teachers have come forward with a rekindled interest in teaching again.
- Reported she continues to meet with community groups. This past Wednesday she met with two transition counselors at United Counseling Services, who work with young adults helping with the transition from high school to the workforce. This could be a natural fit for both the Center's day and evening programs.

Brief conversation followed regarding the possibilities of partnerships with

1 Bennington Health and Rehab and also Southern Vermont College.

2

3 **Chairman’s Report**

4 Chairman Boutin remarked on the Bennington Banner article on the Reading Boards made
5 by the Building Trade students for the Monument Elementary school reading program. He
6 also commented on the Building Trades future involvement with Habitat for Humanity and
7 the opportunity the students will have learning all aspects of a building project. Jim
8 commented favorably on last month’s presentation by manufacturing and noted next month
9 Law Enforcement will present. In the future, other programs will do likewise. In conclusion,
10 Jim noted the hours for the Friday luncheons (10:45 – 12:30), noted they were not available
11 to students and reported that between 30 to 50/60 lunches have been sold, depending on
12 the menu.

13

14 **Executive Session**

15

16 **At 7:46pm Kinney moved and Harrington seconded a motion to enter Executive
17 Session for personnel and contracts.**

18

19 **Hand vote was taken with all in attendance were in favor.**

20

21 **At 8:21pm Kinney moved and Swierad seconded a motion to exit Executive Session.**

22

23 **Hand vote was taken with all in attendance were in favor.**

24

25 **Harrington moved and Kinney seconded a motion to set stipends for the duties of
26 Adult Education as follows:**

27	Assistant Director	\$10,000
28	Guidance	\$ 2,500
29	Business Manager	\$ 1,500
30	Assistant Business Manager	\$ 1,500
31	Superintendent	\$ 2,500

32

33 **Hand vote was taken with all in attendance were in favor.** Boutin announced the vote
34 was unanimous.

35

36 **Adjournment**

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

39

40 Respectfully submitted,

41

42 Barb Schlesinger
43 October 24, 2016

44

45 **Dropbox:**

- 46 - Agenda/ Notice for the October 17, 2016 Regular RGB Meeting
- 47 - Minutes of the September 19, 2016 RGB Regular Meeting
- 48 - Minutes of the September 26, 2016 Finance Committee Meeting
- 49 - Minutes of the September 13, 2016 Policy Committee Meeting

- 1 - Minutes of the October 13, 2016 Policy Committee Meeting
- 2 - SWVRTSD Payroll Warrant # 7 & 1010 & 1012
- 3 - SWVRTSD Vendor Warrant # 1011
- 4 - SWVRTSD Vendor Warrant # 1013
- 5 - Revenue & Expenses, Statement of Cash Flow (September)
- 6 - Action Items:
 - 7 o Adult Education Breakout of Key Duties
 - 8 o Bid Sheet – Design & Fabrication – Vertical Machining Centers (2)
- 9 - Policies for Adoption (2)
 - 10 o C5005 Reporting of Child & Adult Abuse, Sexual Abuse & Sexual Violence
 - 11 o C1030 School Safety
- 12 - Policies for Warning (2)
 - 13 o 4450C Employee Conflict of Interest
 - 14 o 3150C Travel Reimbursement
- 15 - Molly Stark Thank You
- 16