

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: January 23, 2017**

3 Assembly Room, Career Development Center  
4 Electronically: <http://global.gotomeeting.com/join/294503853>  
5 Dial in: 1.877.309.2070 (toll free US)  
6 +1.312.757.3119  
7 access code 294-503-853  
8

9 Members Present: Jon Gauthier; Rickey Harrington; Art Haytko; Leon Johnson; Jackie  
10 Kelly; Fran Kinney; Ed Letourneau; John MacDonald; Kenneth Swierad  
11

12 Members Absent: Jim Boutin  
13

14 Members attending electronically: Heidi Pickering  
15

16 CDC Administration and others present:

17 Superintendent/ Director Mike Lawler; Assistant Director Meg Honsinger; Business  
18 Manager Stephanie Mulligan  
19

20 Videotaping: CAT-TV  
21

22 Meeting Recorder: Barb Schlesinger

23 **Call to Order/ Welcome**

24 Vice Chairman Harrington called the meeting to order at 7:00pm and welcomed everyone.  
25

26 **Public Comments**

27 Harrington called for comments; Johnson suggested that the board approve the agenda in  
28 light of conforming to open meeting laws. No changes to the warned agenda were brought  
29 forth.  
30

31 **Consent Agenda**

32 **Minutes**

- 33 - Minutes of the December 19, 2016 Regional Governing Board Meeting  
34

35 **Kinney moved and MacDonald seconded a motion to approve the December 19, 2016**  
36 **RGB minutes.**  
37

38 **Hand vote was taken with all in attendance, excepting Pickering who voiced her**  
39 **abstention, voting in favor of approving the minutes.** Letourneau commented the  
40 minutes should reflect who is attending electronically and their vote.  
41

42 **Warrants**

- 43 - SWVRTSD Payroll Warrant # 13 12/22/2016 in the amount of \$ 1,831.59  
44 - SWVRTSD Payroll Warrant # 1022 12/22/2016 in the amount of \$ 76,240.72  
45  
46 - SWVRTSD Payroll Warrant # 14 01/23/2017 in the amount of \$ 166.72  
47 - SWVRTSD Payroll Warrant # 1023 01/23/2017 in the amount of \$ 66,588.05  
48 - SWVRTSD Payroll Warrant # 1025 01/23/2017 in the amount of \$ 65,565.72  
49

1 **Kinney moved and Swierad seconded a motion to approve Payroll Warrants #13,**  
2 **#1022, #14, #1023 and # 1025.**

3  
4 **Hand vote was taken with all in attendance, including Pickering, voting in favor of**  
5 **approving the Payroll Warrants.** Harrington announced the vote was unanimous. There  
6 was no discussion.

- 7
- 8 - SWVRTSD Vendor Warrant # 1024 01/10/2017 in the amount of \$ 61,526.12
- 9
- 10 - SWVRTSD Vendor Warrant # 1026 01/23/2017 in the amount of \$ 38,541.71
- 11 *Minus voided check #18343, \$7,390.00*
- 12 

Net Warrant \$ 31,151.71
- 13

14 **Kinney moved and MacDonald seconded a motion to approve Vendor Warrants #1024**  
15 **and #1026.**

16  
17 **Hand vote was taken with all in attendance, including Pickering who voiced her**  
18 **assent, voting in favor of approving the Vendor Warrants.** Harrington announced the  
19 vote was unanimous. There was no discussion.

20  
21 **Cash Flow/ Revenue and Expenses**

22 Vice Chairman Harrington reported he reviewed the reports and everything looks fine.

23  
24 **Committee Reports**

25 **Policy**

26 Committee chair Johnson reported the committee had not met.

27  
28 **Strategic Planning/ Education**

29 Committee chair Letourneau reported the committee had not met.

30  
31 **Finance**

32 Committee chair Harrington reported the committee had not met.

33  
34 **Action Items**

35 **• Warning of Ballot/ Budget**

36 Business Manager Mulligan reported that we are in the correct time frame for the  
37 Board signing this evening. Letourneau reiterated the budget increase was kept to  
38 0.58%.

39  
40 **Kinney moved and MacDonald seconded a motion to accept the SVRTSD #V009 –**  
41 **Warning of Annual Meeting.**

42  
43 **Hand vote was taken with all in attendance, including Pickering who voiced her**  
44 **assent, voting in favor of the Warning of Annual Meeting.** Harrington announced the  
45 vote was unanimous. There was no discussion.

1           • **Field Trip Approval (3)**

2           Superintendent Lawler noted all the trips were overnights and are before the board  
3           this evening in light of there being no February RGB meeting.

4  
5           Cosmetology 2   3/13/2017 -> 3/14/2017           6 students           NYC

6  
7           **Johnson moved and Kinney seconded a motion to approve the Cosmetology trip to  
8           NYC.**

9  
10          **Hand vote was taken with all in attendance, including Pickering who voiced her  
11          assent, voting in favor.** Harrington announced the vote was unanimous. There was no  
12          discussion.

13  
14          Culinary           3/24/2017 -> 3/25/2017           3 students           New Rochelle NY

15  
16          **Kinney moved and Johnson seconded a motion to approve the Culinary trip to  
17          Monroe College, New Rochelle, NY.**

18  
19          **Hand vote was taken with all in attendance, including Pickering who voiced her  
20          assent, voting in favor.** Harrington announced the vote was unanimous. There was no  
21          discussion.

22  
23          DECA           2/9/2017 -> 2/10/2017           11 students           S Burlington VT

24  
25          **Kinney moved and Johnson seconded a motion to approve the DECA State  
26          Competition trip in S Burlington VT.**

27  
28          **Hand vote was taken with all in attendance, including Pickering who voiced her  
29          assent, voting in favor.** Harrington announced the vote was unanimous. There was no  
30          discussion.

31  
32          • **Nomination**

33          Superintendent Lawler reported there were twenty-two applicants for the Accounts  
34          Payable/ Payroll Clerk position formerly held by Deborah Carey. Of these, seven  
35          were interviewed with Catherine Vosburgh being nominated for the position.

36  
37          **Kinney moved and Johnson seconded a motion to approve the nomination of  
38          Catherine Vosburgh for the position of Accounts Payable/ Payroll Clerk.**

39  
40          **Hand vote was taken with all in attendance, including Pickering who voiced her  
41          assent, voting in favor.** Harrington announced the vote was unanimous. There was no  
42          discussion.

43  
44          **Superintendent's Report**

45          Assistant Director Honsinger led off the report by:

- 46                  • Noting the first day of the Spring semester went smoothly.  
47                  • Speaking of the work being done with MAU to define Anatomy and Physiology  
48                  as a science credit. Having MAU recognizes the CDC class, second year  
49                  Medical Professions students would be able to claim the credit for the class they

1 are taking rather than have to retake. This would eliminate the need to take the  
2 class twice and allow students to take additional science credits.

- 3 • Reporting the SREB National Guidance workshop will be attended by a team  
4 which includes Honsinger, Klein, and Pasternack (CDC) along with Kimball  
5 (MAU), Dobert (Hoosick Falls) and a representative from Burr and Burton  
6 Academy. As in the past, the team will return home with a 'product'. Briefly  
7 discussed was that the CDC, as the SREB partner is responsible for the cost  
8 which is paid by federal (not local) monies.
- 9 • Reporting CDC will be contracting out with Allstar Trucking to provide CDL  
10 training locally.
- 11 • Noting the LNA program has begun its eighth cohort.
- 12 • Speaking of the numerous Adult Education courses starting in the next two  
13 weeks. In particular Meg mentioned computer classes, english for the  
14 workplace, auto-cad, conversational Italian and cake decorating. There was  
15 brief discussion as to putting the schedule on the Center's website and online as  
16 well as the possibility of placing a small ad on the front of the local paper. Other  
17 avenues suggested were local broadcast (WBTV and CAT TV) as well as  
18 *Manchester News Guide* and the Chamber's Facebook page. Superintendent  
19 Lawler noted Honsinger is working on integrating adult education with the  
20 regular CDC.
- 21 • Reporting briefly on work with SVSU in regards to developing an excel course  
22 and data team.

23  
24 Superintendent Lawler than reported on:

- 25 • The new semester enrollment numbers: initial actual students are 452 (382 in  
26 2016). The fall 2016 number was 459. There are seven full additional sections  
27 this spring. In classes that were overfilled, students chose to shift the class  
28 taken rather than not enroll therefore were retained.
- 29 • New machines have arrived for Manufacturing Technologies. The process took  
30 6.5 hours and a compressed video is in the Dropbox. A tentative revisit for the  
31 board is planned for April.
- 32 • The ways students are recognized. Lawler listed the annual awards ceremony,  
33 students of the month, and brought forth a new distinction – every student who  
34 has completed a program will be recognized with program colored cords, to be  
35 presented to students at their MAU graduation. This coming spring,  
36 approximately one hundred and seventy-five (175) students of the Class of 2017  
37 will be eligible.
- 38 • Arlington High School's confirmation of Medical Professions, Prelaw and  
39 Forensics being offered next year.
- 40 • The likelihood of Hoosick Falls students attending the center next year looks  
41 very good. Programs of interest are Manufacturing, Medical Professions and  
42 Culinary.
- 43 •

44 Brief discussion followed centered on if classroom space was adequate for future  
45 enrollment. Topics included were the future of distance learning, blended learning, offsite  
46 instruction and the legislature's input as to leveraging our 25 seats from distance learning.

#### 47 48 **Chairman's Report**

49 Vice chairman Harrington noted three board seats are up for election this March: John

1 Macdonald, himself and Chairman Boutin's terms are expiring. Harrington referred those  
2 interested in running to see the Bennington Town Clerk; petitions are due by January 30.

3  
4 **Executive Session**

5 None this evening.

6  
7 **Other**

8 Nothing was brought forth this evening.

9  
10 **Adjournment**

11 **At 7:41pm Kinney moved and Letourneau seconded a motion to Adjourn. All in**  
12 **attendance were in favor.**

13  
14 Respectfully submitted,

15  
16 Barb Schlesinger  
17 January 29, 2016

18  
19 **Dropbox:**

- 20 - Agenda/ Notice for the January 23, 2017 Regular RGB Meeting  
21 - Minutes of the December 19, 2016 Regular RGB Meeting  
22 - SWVRTSD Payroll Warrant # 13 & # 1022  
23 - SWVRTSD Payroll Warrant # 14 & #s 1023/ 1025  
24 - SWVRTSD Vendor Warrant # 1024  
25 - SWVRTSD Vendor Warrant # 1026  
26 - Revenue & Expenses, Statement of Cash Flow (December & Cumulative)  
27 - Action Items:  
28     o SVRTSD #V009 – Warning of Annual Meeting  
29     o Field Trips (3)  
30     o Nomination Form – Accounts Payable/ Payroll Clerk  
31 - ACTE FAQ (2)  
32 - Video – arrival of Manufacturing Technologies new machines