

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: March 20, 2017**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/438078813>

5 Phone: toll free (US) 1-866-899-4679 or +1-312-757-3117 Access Code 438-078-813

6  
7 Members Present: Jessica Gulley-Ward; Rickey Harrington; Art Haytko; Leon Johnson;  
8 Jackie Kelly; Fran Kinney; Ed Letourneau

9  
10 Members Absent: John MacDonald; Heidi Pickering; Kenneth Swierad

11  
12 GoTo Meeting Attendees: Jon Gauthier (7:03 to 7:10 – no voting)

13  
14 Staff and Others Present: Superintendent Michael Lawler; Assistant Director Meg  
15 Honsinger; Business Manager Stephanie Mulligan; Sandy Redding, Office Manager;  
16 Alan Walther, Bonadio Group

17  
18 Videotaping: CAT-TV

19  
20 Recorder: Barb Schlesinger

21  
22 **Call to Order**

23 Superintendent Lawler called this annual reorganization meeting to order at 7:02 pm and  
24 requested an agenda order change with Executive Session being moved to the first item,  
25 Introduction of Board Members to follow and Public Comments to follow Reorganization.

26  
27 **Executive Session**

28  
29 **Harrington moved and Johnson seconded to enter Executive Session for the purpose**  
30 **of personnel/ contract.**

31  
32 **Hand vote was with all in attendance voting in favor.**

33  
34 **At 7:10 pm motion was made by Letourneau and seconded by Johnson to exit**  
35 **Executive Session.**

36  
37 **Hand vote was with all in attendance voting in favor.** No action was taken.

38  
39 **Board Reorganization/ Introduction**

40 At this time, Superintendent Lawler called for the members to introduce themselves, offered  
41 congratulations and a welcome back.

42  
43 **▪ Chair**

44 Superintendent Lawler called for nominations for Chair:

45  
46 **Kelly moved and Johnson seconded a motion nominating Rickey Harrington as Chair.**

47  
48 Hearing no other nominations,

1           **Kinney moved and Johnson seconded the motion to close nominations for**  
2           **Chairman. Hand vote was taken with all in attendance voting in favor.**

3  
4           **Hand vote was taken on the nomination of Harrington with all in attendance voting in**  
5           **favor. The motion of Rickey Harrington as Board Chair carried.**

6  
7           Harrington expressed his thanks.

8  
9           ▪   **Vice-Chair**  
10           Chairman Harrington called for nominations for Vice-Chair:

11  
12           **Harrington moved and Kinney seconded the motion nominating Letourneau for Vice-**  
13           **Chair.**

14  
15           Hearing no other nominations,

16  
17           **Kinney moved and Johnson seconded the motion to close nominations for**  
18           **Vice-Chair. Hand vote was taken with all in attendance voting in favor.**

19  
20           **Hand vote was taken on the nomination of Letourneau for Vice-Chair with all in**  
21           **attendance excepting Letourneau, who abstained, voting in favor. The motion of Ed**  
22           **Letourneau as Vice-Chair carried.**

23  
24           ▪   **Clerk**  
25           Chairman Harrington called for nominations for Clerk:

26  
27           **Kinney moved and Gulley-Ward seconded the motion to nominate Kelly as Clerk.**

28  
29           Hearing no other nominations,

30  
31           **Kinney moved and Gulley-Ward seconded the motion to close nominations.**  
32           **Hand vote was taken with all in attendance voting in favor.**

33  
34           **Hand vote was taken on the nomination with all in attendance excepting Kelly, who**  
35           **abstained, voting in favor. The motion of Jackie Kelly as Clerk carried.**

36  
37           ▪   **Meeting Dates, Time, Location**

38  
39           **Dates:**  
40           At this time, Sandy Redding passed a handout containing the proposed meeting  
41           schedule, committee signup sheet and Code of Ethics for school board members,  
42           requesting that board members get back to her regarding committee choices. She  
43           also asked of the April meeting date, which falls during spring break week.

44  
45           After brief discussion, which included January and February dates as well as input  
46           from administration **consensus was that the April meeting would be held on**  
47           **April 24**, and the January and February dates will be determined at later in the  
48           year.

49

1 **Time:**

2  
3 **Kinney moved and Gulley-Ward seconded a motion to set the meeting time at 6:00pm.**

4  
5 Brief discussion included mention of the several board members outside activities,  
6 subcommittee meetings being schedule prior to full board meetings, and the  
7 convenience for members of the community to attend.

8  
9 **Hand vote was taking with all in attendance voting in favor of meeting time being set**  
10 **at 6:00pm excepting Johnson, who voted nay. The motion carried.**

11  
12 **Location:**

13 The meetings will continue to be held at the CDC Assembly Room.

14  
15 **▪ Paper of Record**

16  
17 **Kinney moved and Johnson seconded the motion for the Bennington Banner to**  
18 **remain Paper of Record.**

19  
20 **Hand vote was taken with all in attendance voting in favor.** There was no discussion.

21  
22 **▪ Off Warrant Signers**

23  
24 **Johnson moved and Kinney seconded the motion to authorize the Officers of the**  
25 **Board to sign warrants.**

26  
27 **Hand vote was taken with all in attendance voting in favor.**

28  
29 **▪ Committee Choices**

30 It was noted the Superintendent Evaluation/ Contract Negotiations committee's  
31 membership was the Executive Committee (chair, vice chair, and clerk).

32  
33 **Kinney moved and Johnson seconded the motion to continue with the Executive**  
34 **Committee being responsible for Superintendent Evaluation and also contract**  
35 **negotiations.**

36  
37 **Hand vote was taken with all in attendance voting in favor.** Harrington announced the  
38 vote was unanimous.

39  
40 **▪ School Board Code of Ethics**

41 Chairman Harrington noted this was being passed around for signing.

42  
43 Redding asked that members verify their contact information and notify her of any changes.

44  
45 **Public Comments**

46 None were brought forth.

47  
48 **Audit Presentation**

49 Alan Walther started by noting the annual audit is as of June 30, 2016. He then summarized

1 the five sections of the audit:

- 2 1. Independent Auditor's Report
- 3 2. Management Discussion and Analysis
- 4 3. Financial Statements
- 5 4. Required Supplementary Information
- 6 5. Other Required Report

7  
8 Walther further explained their role is to review

- 9 1) the school district's financial statements and provide an opinion
- 10 2) the districts internal controls and report on and
- 11 3) if the district is in compliance with laws and regulations and report on.

12 He then gave examples of the types of tests performed.

13  
14 Walther directed the board to the audit results (page 47). He noted that the report issued  
15 was 'Unmodified', which is the highest level given and read through the findings:

16 Section 1 – Summary of Auditor's results

- 17 • There were no material weakness(es) identified
- 18 • No significant deficiency(ies) identified
- 19 • No noncompliance material to the financial statements noted

20 Section 2- Financial Statement Findings

- 21 • None

22  
23 Walther suggested board members read pages 3-13, which give a good overall comparison  
24 of fiscal years 2015/ 2016. He then quickly went through the audit report and highlighted the  
25 Financial Statements, Balance Sheet, and funds/ assets (pages 14 thru 17) and on page 42,  
26 items in the general fund balance.

27  
28 In closing, Letourneau noted that the building is owned by MAU: Walther responded the  
29 figure reflects the equipment, which is property of the Center. Chairman Harrington then  
30 offered thanks to Mr Walther.

### 31 32 **Consent Agenda**

#### 33 **Minutes**

- 34 - Minutes of the January 23, 2017 Regional Governing Board Meeting

35  
36 **Kinney moved and Johnson seconded a motion to accept the January 23, 2017**  
37 **minutes.**

38  
39 **Hand vote was taken with all voting in favor of accepting the January 23<sup>th</sup> minutes**  
40 **excepting Gulley-Ward, who abstained.**

- 41  
42 - Minutes of the March 6, 2017 Regional Governing Board Annual Meeting

43  
44 **Kinney moved and Johnson seconded a motion to accept the Annual Meeting**  
45 **minutes.**

46  
47 Kelly commented on Charlie Gingo's questions at the meeting regarding special education.  
48 There was brief discussion as to the home schools being responsible for special education,  
49 Act 77 and Flexible Pathways.

1 **Hand vote was taken with all voting in favor of accepting the Annual Meeting minutes**  
2 **excepting Gulley-Ward, who abstained.**

3  
4 **Warrants**

5 **PAYROLL**

- 6 - SWVRTSD Payroll Warrant # 16 2/2/2017 in the amount of \$ 1,160.99
- 7 - SWVRTSD Payroll Warrant # 1027 2/2/2017 in the amount of \$ 58,958.77
- 8 - SWVRTSD Payroll Warrant # 17 2/16/2017 in the amount of \$ 7,906.88
- 9 - SWVRTSD Payroll Warrant # 1029 2/16/2017 in the amount of \$ 68,411.21
- 10
- 11 - SWVRTSD Payroll Warrant # 19 3/2/2017 in the amount of \$ 1,296.96
- 12 - SWVRTSD Payroll Warrant # 1032 3/2/2017 in the amount of \$ 58,952.49
- 13
- 14 - SWVRTSD Payroll Warrant # 20 3/16/2017 in the amount of \$ 2,037.54
- 15 - SWVRTSD Payroll Warrant # 1034 3/16/2017 in the amount of \$ 59,177.19
- 16

17 **Kinney moved and Johnson seconded a motion to approve Payroll Warrants #16,**  
18 **#1027, #17, #1029, #19, #1032, #20 and # 1034.**

19  
20 **Hand vote was taken with all voting in favor.** Harrington announced the vote was  
21 unanimous. There was no discussion.

22  
23 **VENDOR**

- 24 - SWVRTSD Vendor Warrant # 1028 2/7/2017 in the amount of \$ 20,369.23
- 25
- 26 - SWVRTSD Vendor Warrant # 1030 2/17/2017 in the amount of \$ 54,769.65
- 27
- 28 - SWVRTSD Vendor Warrant # 1031 2/21/2017 in the amount of \$ 200.00
- 29
- 30 - SWVRTSD Vendor Warrant # 1033 3/2/2017 in the amount of \$ 68,992.85
- 31
- 32 - SWVRTSD Vendor Warrant # 1035 3/17/2017 in the amount of \$ 90,697.48
- 33

34 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants #1028,**  
35 **#1030 and #1031, #1032 and #1035.**

36  
37 **Hand vote was taken with all in attendance voting in favor.** Harrington announced the  
38 vote was unanimous. There was no discussion.

39  
40 **Cash Flow/ Revenue and Expenses**

41 Chairman Harrington noted the items were in the dropbox. There were no comments.

42  
43 **Committee Reports**

44 None this evening. Sandy will email non-present members for their preferences.

45  
46 **Action Items**

47  
48 **▪ Field Trips**

- 49 ✓ FBLA 3/21 → 3/22 Lake Morey VT 12 students

1	✓ Pre-Law	4/3 → 4/5	Washington DC	16 students
2				
3	✓ SkillsUSA	4/4 → 4/5	Burlington VT	20 students
4				
5	✓ DECA	4/25 → 4/30	Anaheim CA	10 students
6				

7 **Kelly moved and Kinney seconded a motion to approve the four presented Field**  
8 **Trips.**

9  
10 Superintendent Lawler noted these clubs are the ‘sports teams’ of our school. There was  
11 brief discussion as to the instructors evaluating the students, chaperones not being judges  
12 at the events and the funding of these trips.

13  
14 **Hand vote was taken with all in attendance voting in favor.** Harrington announced the  
15 vote was unanimous.

16  
17 **Director/ Superintendent’s Report**

18 Superintendent Lawler:

- 19 • Thanked the voters for approving the budget in the recent districtwide election
- 20 • Spoke of Hoosick Falls students returning to the Center next year. Interest has been  
21 expressed by seventy-two students, Lawler feels that ten to twelve students will  
22 actually attend. The main programs that interest has been expressed in are the  
23 Forestry, Automotive and Manufacturing.
- 24 • Reported US Senator Bernie Sanders toured the center last Friday, spending time in  
25 the manufacturing area. Sanders expressed interest in the new machinery which is  
26 American made. While on campus, Sanders also gave a thirty-minute speech, the  
27 message of this being ‘doing what you believe in’.
- 28 • Reported the March 2017 issue of *Northern Logger* features an article that speaks of  
29 the woodlot project the Forestry program is involved in. This project will run thru the  
30 end of the school year.
- 31 • Reported the Habitat for Humanity project has stalled a bit due to the weather. The  
32 goal is now to finish this upcoming school year.
- 33 • Reported the initial FTE numbers (162) have increased by 22 from last spring> He  
34 attributed this increase to more shorts blocks and greater flexibility.

35  
36 Assistant Director Honsinger reported on Adult Education:

- 37 • She spoke of much interest in the CDL offering. Currently there is a holdup: AllStar is  
38 in the process of connecting with the Vermont Department of Motor Vehicles.
- 39 • She spoke of more interest in the Computer, Manufacturing and Conversational  
40 Italian offerings.
- 41 • Spoke of a new offering, Self Defense, to begin the end of April.

42  
43 Superintendent Lawler reported that board member Heidi Pickering is stepping down due to  
44 work and scheduling conflicts. He spoke of Article III, Section 8 of the board’s bylaws that  
45 call for the vacancy to be filled in thirty days. If an election were to be held, the term would  
46 only be until the next regular election (March 2018).

47  
48 Harrington offered there were two options: 1) form a committee to review resumes or 2)  
49 appoint who the board chooses. The next highest vote getter from the recent election was

1 suggested.

2

3 Discussion followed as to the logistics of option 2, with Harrington noting that is how he  
4 joined the board.

5

6 **Kelly moved and Johnson seconded a motion to reach out to the fourth person on the  
7 ballot and ask if they were willing to be appointed.**

8

9 **Hand vote was taken with all in attendance voting in favor.** Superintendent Lawler will  
10 reach out to the fourth candidate.

11

12 Discussion turned to the need to update the board's bylaws and processes. Gulley-Ward,  
13 Kelly and Letourneau voiced their interest in forming a committee to do this.

14 This was tabled until the next meeting when the rest of the board members are present.

15

16 **Chairman's Report**

17 None this evening.

18

19 **Other**

20 None this evening.

21

22 **Adjournment**

23 **At 8:09pm Kinney moved and Gulley-Ward seconded a motion to Adjourn. All in  
24 attendance were in favor.**

25 Respectfully submitted,

26

27 Barb Schlesinger

28 March 27, 2017

29

30 **Dropbox:**

- 31 - Agenda for the March 20, 2017 Meeting
- 32 - Minutes of the January 23, 2017 Regional Governing Board Meeting
- 33 - Minutes of the March 6, 2017 SWVRTSD Annual Floor Meeting
- 34 - SWVRTSD Payroll Warrant # 16 & 1027
- 35 - SWVRTSD Payroll Warrant # 17 & 1029
- 36 - SWVRTSD Payroll Warrant # 19 & 1032
- 37 - SWVRTSD Payroll Warrant # 20 & 1034
- 38 - SWVRTSD Vendor Warrant # 1028
- 39 - SWVRTSD Vendor Warrant # 1030
- 40 - SWVRTSD Vendor Warrant # 1031
- 41 - SWVRTSD Vendor Warrant # 1033
- 42 - SWVRTSD Vendor Warrant # 1035
- 43 - Revenue & Expenses, Statement of Cash Flow
- 44 - Board Reorganization Materials
- 45 - Auditors Report (External) and Disclosure
- 46 - Field Trips (4)

47