

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: May 15, 2017**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/448299837>

5 Phone: toll free (US) 1-877-568-4106 Access Code 448-299-837

6
7 Members Present: Rob Bahny; Jessica Gulley-Ward; Rickey Harrington; Art Haytko; Leon
8 Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau; John MacDonald; Kenneth Swierad

9
10 Members Absent: Jon Gauthier

11
12 Staff and Others Present: Superintendent Michael Lawler; Assistant Director Meg
13 Honsinger; Business Manager Stephanie Mulligan; Office Manager Sandy Redding

14
15 Videotaping: CAT-TV

16
17 Recorder: Barb Schlesinger

18 **Call to Order/ Welcome**

19 Chairman Harrington called the meeting to order at 6:00pm and welcomed all.

20
21 **Public Comments**

22 Chairman Harrington called for comments; none were brought forth.

23
24 **Consent Agenda**

25 **Minutes**

- 26 - Minutes of the April 24, 2017 Regional Governing Board Meeting

27
28 **Kinney moved and Johnson seconded a motion to accept the April 24, 2017 minutes.**

29
30 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
31 the vote was unanimous. There was no discussion.

32
33 **Warrants**

34 **PAYROLL**

- 35 - SWVRTSD Payroll Warrant #1036 & # 21 3/16/2017 in the amount of \$ 1,614.75
36
37 - SWVRTSD Payroll Warrant #1042 & # 24 4/27/2017 in the amount of \$ 62,788.03
38
39 - SWVRTSD Payroll Warrant #1044 & # 25 5/15/2017 in the amount of \$ 66,602.38

40
41 **Kinney moved and Swierad seconded a motion to approve Payroll Warrants #1036 &**
42 **#1042 & 24 and #1044 & 25.**

43
44 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
45 the vote was unanimous. There was no discussion.

46
47 **VENDOR**

- 48 - SWVRTSD Vendor Warrant # 1043 5/1/2017 in the amount of \$ 48,837.61

1 - SWVRTSD Vendor Warrant # 1045 5/15/2017 in the amount of \$ 40,934.64

2
3 **Kinney moved and Swierad seconded a motion to approve Vendor Warrants #1043**
4 **and #1045.**

5
6 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
7 the vote was unanimous. There was no discussion.

8
9 **Cash Flow/ Revenue and Expenses**

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

11
12 **Committee Reports**

13 **Joint Education/ Facilities and Finance (May 15, 2017)**

14 Chairman Letourneau reported that at the joint meeting held earlier this evening,
15 committee members (being all the same board members present at this meeting)
16 approved purchase of a 2016 Dodge Caravan for \$18,146 and the completion the roof
17 repairs/ replacement for \$82,000. Roof replacement monies will come from the Capital
18 Expense line and monies for the van from the local budget.

19
20 There was brief discussion about the sale of the old van with Superintendent Lawler
21 clarifying nothing will be sold; the purchase of the van reflects adding an additional
22 vehicle to the Center's fleet.

23
24 **Action Items**

25 **▪ Roof Bid**

26
27 **MacDonald moved and Kinney seconded a motion to accept the roof replacement bid**
28 **submitted by Titan Roofing for \$82,000.**

29
30 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
31 the vote was unanimous. There was no discussion.

32
33 **▪ Van Purchase**

34 Chairman Harrington noted the van has less than 10,000 miles, is Carfax clean, and is
35 still under warranty. The sole quote was provided by DePaula Chevrolet. Business
36 Manager Mulligan commented that she attempted to find other bids without success.

37
38 **MacDonald moved and Kinney seconded a motion to approve the van purchase.**

39
40 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
41 the vote was unanimous.

42
43 **▪ Approval of Perkins Grant**

44 Superintendent Lawler reported a review of the grant is in the Dropbox; he noted the
45 grant must be applied for annually and the allocation amount is based on district
46 population, enrollment and demographics. Acceptance of the grant funds requires a
47 board vote of approval. Criteria for what the money can be spent on has become more
48 restrictive; as a result, we do not normally spend the entire grant amount.

1 Superintendent Lawler reported the grant has been written with three state indicators
2 in mind: 1) consortium budget (new teacher prep program) 2) academic and technical
3 study coordinator (to help integrate academics, particularly math and English, into our
4 programs and 3) director of 'curriculum' (ie director of pathways, dual enrollment, etc).

5
6 If approved, the position s will be funded for up to five years. Lawler indicated the
7 grant application will likely be revised, however it cannot move forward without board
8 approval to accept the funds.

9
10 **Johnson moved and Kinney seconded a motion to approve accept the Perkins Grant.**

11
12 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
13 the vote was unanimous.

14
15 **Superintendent's Report**

16 Superintendent Lawler:

- 17
- 18 • Noted that at the annual floor meeting and at the board's reorganization meeting the
19 subject of the population we serve, including special and non-trad, was brought up.
20 He passed out a *Collated Special Populations by Program* worksheet he created
21 which identifies total enrollment numbers broken out by male/ female, and non-trad/
22 IVEP/ 504. Lawler explained the categories are very broad based and the 542
23 number for total enrollment does not represent unique students. Approximately one
24 third were identified as non-trad, IVEP or 504, which is fairly relational to the sending
25 school population(s).

26 Questions and discussion followed which included if the students were graduated
27 out/ transitioned off, perception of IEPs, sending schools being responsible for IEPs
28 (the Center accommodates), process for student enrollment at CDC (blind, with
29 accommodations taking place after acceptance), possible safety issues, instructor
30 decisions regarding acceptance, and alternatives to ensuring success such as intro
31 classes and delayed enrollment to take time to work on deficiencies.

32
33 Assistant Director Honsinger then:

- 34
- 35 • Reported on the MAU/ CDC Personal Lesson Plan Committee which meets monthly.
36 Last month they visited the Middle school where they met with the students and
37 heard their plans. Next year the eighth grade students will come to the high school
38 with their Chromebooks and plans.

39 Meg spoke of the student's self evaluations and sense of direction, their use of data,
40 and end of goal review. She spoke of the upcoming seventh graders interviewing the
41 eighth graders and the importance of the CDC being there as an active participant:
42 the students are aware of our offerings and community adults are now talking about
43 us too. Honsinger also noted the committee is working to develop a common PLP
44 for Arlington, MAU and the CDC – BBA is not participating at this time.

45
46 Superintendent Lawler interjected the program was adopted from Act 77 (Flexible
47 Pathways). He thanked Meg, Tom and Wendy for their work on the plans.

1 **Chairman's Report**

2 None this evening.

3
4 **Other**

5 Swierad asked of what is happening in Montpelier with regards to teacher health.
6 Superintendent Lawler voiced the effect of what is proposed will be approximately \$21,000
7 to the State from the CDC.

8
9 **Executive Session**

10
11 **At 6:40pm, Kinney moved and MacDonald seconded a motion to enter Executive**
12 **Session for the purpose of contracts: Superintendent/ Director, Assistant Director,**
13 **Business Manager, IT, Assistant Business Manager and Administrative Assistant to**
14 **Superintendent.**

15
16 **Hand vote was taken with all present voting in favor.**

17
18 Chairman Harrington voiced that action was anticipated when the board exits Executive
19 Session this evening.

20
21 **At 7:39pm, Kinney moved and Letourneau seconded a motion to exit Executive**
22 **Session.**

23
24 **Hand vote was with all present voting in favor.**

25
26 **Letourneau moved to:**

- 27 • **Renew the Superintendent's contract, which has been revised by the Board's**
28 **attorney, for three years, starting at \$105,000/ year with annual health care and**
29 **salary adjustments to mimic the Teachers Contract.**
- 30 • **Renew the Assistant Director's contract for three years with annual health care**
31 **and salary adjustments to mimic the Teachers Contract. Additionally, eight**
32 **days will be added, making the position full year.**
- 33 • **Have the Business Manager's contract mimic the Teachers Contract with**
34 **respect to health care and salary adjustments.**
- 35
- 36 • **Have the current IT contract mimic the ESP Contract with respect to health**
37 **care and salary adjustments.**
- 38 • **Have the current Assistant Business Manager's contract mimic the ESP**
39 **Contract with respect to health care and salary adjustments.**
- 40 • **Offer a contract to the Administrative Assistant to Superintendent which will**
41 **mimic the ESP Contract with respect to health care and salary adjustments.**

42
43 **Kelly seconded to accept the motion.**

44
45 **Hand vote was with all present voting in favor.** Chairman Harrington announced the vote
46 was unanimous.

47
48 **Adjournment**

49 **At 7:45pm Kinney moved and Letourneau seconded a motion to adjourn. All in**

1 **attendance were in favor.**

2

3 Respectfully submitted,

4

5 Barb Schlesinger

6 May 22, 2017

7

8 **Dropbox:**

- 9 - Agenda for the May 15, 2017 Meeting
- 10 - Minutes of the April 24, 2017 Regional Governing Board Meeting
- 11 - Minutes of the April 13, 2017 Education/ Facilities & Finance Joint Committee
- 12 Meeting
- 13 - SWVRTSD Payroll Warrant # 1036 & 21
- 14 - SWVRTSD Payroll Warrant # 1042 & 24
- 15 - SWVRTSD Payroll Warrant # 1044 & 25
- 16 - SWVRTSD Vendor Warrant # 1043
- 17 - SWVRTSD Vendor Warrant # 1045
- 18 - Revenue & Expenses, Statement of Cash Flow (April 2017)
- 19 - Field Trip (2) FBLA & SkillsUSA
- 20 - *Collated Special Populations by Program* worksheet
- 21 - Bid sheets (van & roof) / Results
- 22 - Perkins FY18 Application Overview

23