

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: August 21, 2017**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/464931253>

5 Phone: toll free (US) 1-877-309-2073 US: +1 669 224-3217 Access Code 464-931-253

6  
7 Members Present: Jon Gauthier; Jessica Gulley-Ward; Rickey Harrington; Art Haytko; Leon  
8 Johnson; Jackie Kelly; Fran Kinney (at 6:20); Ed Letourneau; John MacDonald;  
9 Kenneth Swierad

10  
11 Members Absent: Rob Bahny

12  
13 Staff and Others Present: Superintendent Michael Lawler; Assistant Director Meg  
14 Honsinger; Business Manager Stephanie Mulligan (electronically); Office Manager  
15 Sandy Redding

16  
17 Videotaping: CAT-TV

18  
19 Recorder: Barb Schlesinger

20 **Call to Order/ Welcome**

21 Chairman Harrington called the meeting to order at 6:10pm, apologized for starting late and  
22 welcomed all to this regular meeting.

23  
24 **Public Comments**

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

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

- 29 - Minutes of the June 19, 2017 Regional Governing Board Meeting

30  
31 **Swierad moved and Letourneau seconded a motion to accept the June 19, 2017**  
32 **minutes.**

33  
34 **Hand vote was taken with all present voting in favor excepting Gulley-Ward who**  
35 **abstained.** The motion carried. There was no discussion.

36  
37 **Warrants**

38 **PAYROLL**

- 39 - SWVRTSD Payroll Warrant #1000 7/7/2017 in the amount of \$ 22,179.09  
40  
41 - SWVRTSD Payroll Warrant #1001 7/20/2017 in the amount of \$ 24,663.36  
42  
43 - SWVRTSD Payroll Warrant #1003 8/3/2017 in the amount of \$ 21,627.65  
44  
45 - SWVRTSD Payroll Warrant #1005 8/17/2017 in the amount of \$ 19,299.44  
46

47 **Johnson moved and MacDonald seconded a motion to approve Payroll Warrants**  
48 **#1000, #1001, #1003, and #1005.**

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

3  
4 **VENDOR**

- 5 - SWVRTSD Vendor Warrant # 1054 6/19/2017 in the amount of \$ 25,500.00
- 6
- 7 - SWVRTSD Vendor Warrant # 1056 6/30/2017 in the amount of \$ 29,191.18
- 8 *Total reflects voided check #18857 in the amount of \$49.91*
- 9
- 10 - SWVRTSD Vendor Warrant # 1002 7/19/2017 in the amount of \$179,174.70
- 11
- 12 - SWVRTSD Vendor Warrant # 1004 7/29/2017 in the amount of \$ 29,071.52
- 13
- 14 - SWVRTSD Vendor Warrant # 1006 8/17/2017 in the amount of \$131,744.91
- 15

16  
17 **Johnson moved and Swierad seconded a motion to approve Vendor Warrants #1054,**  
18 **#1056, #1002, #1004 and #1006.**

19  
20 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
21 the vote was unanimous.

22  
23 **Cash Flow/ Revenue and Expenses**

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

25  
26 **Committee Reports**

27 **Policy**

28 Chairman Johnson reported on tonight's earlier meeting: the committee approved  
29 minutes and motioned to replace policy 7100 with 7195 (which will include an  
30 organizational chart). There was also healthy discussion regarding the requirements of  
31 policy 2100C Superintendent Evaluation. Chairman Harrington commented on the good,  
32 useful dialogue at this discussion.

33  
34 **Action Items**

35 **▪ Nominations (3)**

- 36 - Special Needs Coordinator – Robbe Marra
- 37 Superintendent Lawler noted Ms Marra holds Vermont certification for special
- 38 education. He then gave a brief bio of her education and prior work experience. He
- 39 reported fourteen people applied for the position and four were interviewed.
- 40

41 **Johnson moved and MacDonald seconded a motion to approve the hiring of Robbe**  
42 **Marra for the position of Special Needs Coordinator.**

43  
44 There was brief discussion regarding the candidate's beginning salary.  
45 Superintendent Lawler noted salary is tied to the contract and that the nominee  
46 brings much experience. MacDonald voiced experience is worth extra money, it  
47 brings people who are on top rather than someone who is learning, in turn saving the  
48 Center from costly mistakes. Superintendent Lawler noted when interviewing he  
49 looks for the best candidate, salary is not a condition.

1 **Hand vote was taken with all in attendance voting in favor. Chairman Harrington**  
2 **announced the vote was unanimous.**

3  
4 - Student Data Services/ Guidance Assistant – Tiffany Marie Martin  
5 Superintendent Lawler noted the nominee will be replacing Cheryl Blair who retired  
6 at the end of the school year. Twenty-three applications were received and eight  
7 people were interviewed.

8  
9 **Johnson moved and Gulley-Ward seconded a motion to approve the hiring of Tiffany**  
10 **Marie Martin for the position of Student Data Services/ Guidance Assistant.**

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

14  
15 - Human Services Instructor – Amy Prentiss-Rogers  
16 Superintendent Lawler noted the nominee will be replacing Stephanie Peters who  
17 will be assuming the position of Guidance Councilor. He then gave a brief bio of  
18 Amy's education and prior work experience. Nine applications were received and  
19 three people were interviewed.

20  
21 **Johnson moved and Gauthier seconded a motion to approve the hiring of Amy**  
22 **Prentiss-Rogers for the position of Human Services Instructor.**

23  
24 *-- Board member Fran Kinney arrived at this time --*

25  
26 Kelly opened discussion by asking of the nominee's degree/ major. Brief general  
27 discussion followed with Chairman Harrington voicing his approval of the criminal  
28 background checks being done and mostly on file. He offered his thanks to  
29 administration for this being done before the nominees were brought to the board.  
30 Who and at what level background checks was also discussed.

31  
32 **▪ Warn Policies**

33 - 3100C – Transportation

34  
35 **Letourneau moved and MacDonald seconded a motion to Warn policy #3100C**  
36 **Transportation.**

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

40  
41 Letourneau asked if there was an automatic check on license for those transport  
42 students. Johnson explained a policy needs to be in place to legally cover the  
43 Center.

44  
45 - 3200C – Emergency Closing

46 Johnson noted this policy relates to the safety of students and gives the  
47 superintendent certain types of leeway and authority. Coordination with MAUHS was  
48 brought up as well as the other sending school, staggering of the start of this school  
49 year and both weather and non-weather-related closings.

1 **Gulley-Ward moved and MacDonald seconded a motion to Warn policy #3200C**  
2 **Emergency Closings.**

3  
4 Kelley suggested additionally the use of twitter for notifying parents. Other forms of  
5 social media were discussed briefly with Johnson noting that under administrative  
6 regulations the superintendent can take these suggestions under advisement.  
7

8 **Hand vote was taken with all in attendance voting in favor. Chairman Harrington**  
9 **announced the vote was unanimous.**

10  
11 **Superintendent's Report**

12 Superintendent Lawler:

- 13 • Opened his report by noting it has been eight weeks since we last met.
- 14 • Reported teachers will return next Wednesday, August 30<sup>th</sup> to start three days of  
15 professional development. On Friday, September 1<sup>st</sup>, Lynda Jackson (SREB) will be  
16 on-site conducting professional development.
- 17 • Reported that this fall NEASC will be on-site for their decennial visit. Over the  
18 summer two staff members reviewed reports (over five hundred pages of  
19 documents) that were completed last year by the teachers in anticipation of the visit/  
20 new accreditation process. We are the second school in New England that will be  
21 under the new NEASC Technical School standards. Lawler noted that at one point  
22 CDC considered dropping this accreditation but SREB suggested keeping it. He  
23 noted that both SREB and NEASC brought up similar areas to work on.
- 24 • Noted students will be on campus beginning September 5<sup>th</sup>. There will be a  
25 welcoming breakfast and barbeque for the non MAU students; only MAU freshmen  
26 will be beginning this day. Twelve Hoosick Falls students will be attending CDC for  
27 Cosmetology and Law Enforcement. NY Regents second round are next week and  
28 might allow for more HF students to be joining us. Lawler added that it has been  
29 interesting working with a different state coordinating enrollment and credits.
- 30 • Reported the administration team, office staff and facilities have been very busy this  
31 summer. Completed were our roofing project and room HVAC upgrades.
- 32 • Reported that nine teachers and administrative personnel attended the Tech Centers  
33 That Work event in Nashville. The event was great, there were approximately 596  
34 workshops offered over the three-day event. The event also created a 'culture' with  
35 faculty and staff.
- 36 • Reported that he, Honsinger and Mulligan attended the VPA Leadership Academy at  
37 Killington in early August. They attended a two-day session on building culture and  
38 working with people.
- 39 • Noted maintenance staff worked very hard over the summer to make the facilities  
40 look good. Lawler commented that it is an aging facility being over 22 years old.
- 41 • Reflected on how the calendar is different for the school; every September brings a  
42 chance to start over again. He spoke of starting new traditions and living by bells.  
43 Lawler voiced he looks forward to students and teachers being back.
- 44 • Reported on discussion he had with Melanie Letourneau (VT Department of Labor)  
45 regarding a different model for Adult Education. Melanie is looking for four  
46 apprenticeship candidates. This would be a three-prong approach for what would  
47 essentially be a 13<sup>th</sup> year.

48  
49 Adult Ed is focusing on two-three strong foundation offerings (LNA/ CDL) with the

1 intent of complementing/ not repeating community offerings. Lawler also spoke of  
2 this 'compliment not compete' approach as it relates to summer offerings for the  
3 students. This summer the New Experiences camp was our only offering.  
4

5 Honsinger spoke of the advantage of ED2Go, noting a wide variety of courses are  
6 offered which people can do on their own. She gave an example of four local people  
7 signing up for Supply Management.  
8

9 Lawler spoke also of the partnership with VTVLC, which offers online classes that  
10 can also be used for adult students.  
11

12 Lawler summarized we need to look at resources we have and be more efficient.  
13

#### 14 **Chairman's Report**

15 Harrington did not give a formal report this evening  
16

#### 17 **Other**

18 On August 15, 2017 there was a roundtable meeting at the Middle School to ratify the  
19 teacher's agreement. Lawler reported a quorum of CDC board were present and voted in  
20 favor along with the other school boards to accept the two year agreement. The vote was  
21 retroactive to July 1, 2017.  
22

23 The main change was health care. Superintendent Lawler thanked both sides for  
24 reasonable negotiations with 'unknowns' coming in January. He noted that along with  
25 language changes, a section was negotiated which now allows for others besides himself  
26 and Honsinger to evaluate. This will allow for teacher evaluations relative to dual  
27 enrollments.  
28

29 It was also noted that we are still waiting for ESP contract. An agreement has been reached  
30 and the language is being finalized.  
31

32 Kinney brought forth that Dave Fredrickson (MAU) had approached him with a project for  
33 the CDC students: design and build a replacement podium for the one at MAU that has  
34 been there since 1970. Superintendent Lawler will speak with MAU administration regarding  
35 this potential project.  
36

#### 37 **Adjournment**

38 **At 6:54pm Letourneau moved and Letourneau seconded a motion to adjourn. All in  
39 attendance were in favor.**  
40

41 Respectfully submitted,  
42

43 Barb Schlesinger  
44 August 28, 2017  
45

#### 46 **Dropbox:**

- 47 - Agenda for the August 21, 2017 Meeting
- 48 - Minutes of the June 19, 2017 Regional Governing Board Meeting
- 49 - SWVRTSD Payroll Warrant # 1000

- 1 - SWVRTSD Payroll Warrant # 1001
- 2 - SWVRTSD Payroll Warrant # 1003
- 3 - SWVRTSD Payroll Warrant # 1005
- 4 - SWVRTSD Vendor Warrant # 1054
- 5 - SWVRTSD Vendor Warrant # 1056
- 6 - SWVRTSD Vendor Warrant # 1002
- 7 - SWVRTSD Vendor Warrant # 1004
- 8 - SWVRTSD Vendor Warrant # 1006
- 9 - Revenue & Expenses, Statement of Cash Flow
- 10 - Nominees (3x)
- 11 - Policy Committee documents
  - 12 o Minutes 6/19/2017
  - 13 o Agenda 8/21/2017
  - 14 o Policy 3100C
  - 15 o Policy 3200C
- 16