

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: September 18, 2017**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/145126437>

5 Phone: toll free (US) 1-866-899-4679 US: +1 312 757-3117 Access Code 145-126-437

6  
7 Members Present: Rob Bahny; Jon Gauthier; Rickey Harrington; Art Haytko; Leon Johnson;  
8 Jackie Kelly; Fran Kinney; Ed Letourneau; Kenneth Swierad

9  
10 Members Absent: Jessica Gulley-Ward; John MacDonald

11  
12 Staff and Others Present: Superintendent Michael Lawler; Assistant Director Meg  
13 Honsinger; Vic Milani, School Safety Coordinator; Business Manager Stephanie  
14 Mulligan; Office Manager Sandy Redding

15  
16 Videotaping: CAT-TV

17  
18 Recorder: Barb Schlesinger (from CAT-TV recording)

---

19  
20 **Call to Order/ Welcome**

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

22  
23 **Public Comments**

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

25  
26 **Campus Safety Presentation**

27 Chairman Harrington welcomed Vic Milani, School Safety Coordinator for the SVSU. Mr  
28 Milani voiced he would be speaking of how the plan was developed and how we will be  
29 moving forward. He acknowledged Superintendent Culkeen (SVSU) for his proactive  
30 approach to providing a safe environment for students. SVCDC's Superintendent Lawler  
31 and Assistant Director Honsinger were also acknowledged for their contributions.

32  
33 Mr Milani reported a safety assessment was conducted on three areas: 1)  
34 telecommunications, 2) entryway(s) and 3) cameras (both interior and perimeter). All areas  
35 are good and the collaboration between MAU and CDC is also good.

36  
37 Moving forward Mr Milani spoke of the four areas/ events that were assessed:

- 38 1) natural events (weather)
- 39 2) biological (food poisoning)
- 40 3) Technological events (gas leak)
- 41 4) human adversarial acts (active shooter/ domestic violence)

42 Risks were evaluated with protocols for medium to high risk events being developed with  
43 First Responders. Administration and staff now have protocols for what to do before first  
44 responders arrive. These plans are dynamic, as events happen across the country they are  
45 assessed, responses evaluated and changes are constantly made as to what to do better.

46  
47 Mr Milani spoke of the drills conducted per the Agency of Education schedules. He also  
48 spoke of 'Stages': Stage 1 being a routine drill, Stage 2 being a prolonged drill with an  
49 extended period of time spent outside and Stage 3, where the students are evacuated

1 offsite. Reunification centers are on the websites in the event of a Stage 3 occurring.  
2 He also noted protocols are in place for the event of a lockdown, both classroom and  
3 campus wide.  
4

5 Brief Q&A discussion followed as to cameras on busses, what event would trigger a Stage 3  
6 and the reality of parents who would not stay at home 'waiting to hear'. Mr Milani noted the  
7 bus company is responsible for the camera tapes, Superintendent Lawler noted all the CDC  
8 buses have cameras and a possible gas leak at the Veterans home could trigger an  
9 evacuation of the campus because of its location.  
10

11 Mr Milani further spoke of developed protocols noting a 'holding area' for parents as well as  
12 one for the press have been put in place. Mr Milani noted the accounting for, and safety of,  
13 the approximate 1200 students on campus is the responsibility of the school(s); release of  
14 these students takes time.  
15

## 16 **Consent Agenda**

### 17 **Minutes**

- 18 - Minutes of the August 21, 2017 Regional Governing Board Meeting  
19

20 **Kinney moved and Letourneau seconded a motion to approve the August 21, 2017**  
21 **minutes.**

22  
23 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
24 the vote was unanimous. There was no discussion.  
25

### 26 **Warrants**

#### 27 **PAYROLL**

- 28 - SWVRTSD Payroll Warrant #1007 & # 7 8/31/2017 in the amount of \$ 71,327.90  
29
- 30 - SWVRTSD Payroll Warrant #1009 & # 9 9/14/2017 in the amount of \$ 64,853.84  
31

32 **Kinney moved and Johnson seconded a motion to approve Payroll Warrants #1007,**  
33 **#7, #1009, and #9.**

34  
35 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
36 the vote was unanimous. There was no discussion.  
37

#### 38 **VENDOR**

- 39 - SWVRTSD Vendor Warrant # 1008 9/6/2017 in the amount of \$ 36,410.43  
40
- 41 - SWVRTSD Vendor Warrant # 1010 9/14/2017 in the amount of \$ 13,676.21  
42

43 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants #1008**  
44 **and #1010.**

45  
46 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
47 the vote was unanimous.  
48  
49

1 **Cash Flow/ Revenue and Expenses**

2 There were no comments.

3  
4 **Committee Reports**

5 There were no reports.

6  
7 **Action Items**

8     ▪ **Nomination**

- 9         - Para Professional/ Vo-tech Specialist – Tim Mullen  
10         Superintendent Lawler noted Mr Mullin will be replacing Frank Nolin. Lawler noted  
11         Tim’s great experience and the difficulty filling the position. He reported ten people  
12         applied for the position and three were interviewed. Mr Mullen began August 30.

13  
14 **Johnson moved and Swierad seconded a motion to approve the hiring Tim Mullen for  
15 the position of Para Professional/ Vo-tech specialist.**

16  
17 **Hand vote was taken with all in attendance voting in favor.** Chairman Harrington  
18 announced the vote was unanimous. There was no discussion.

19  
20     ▪ **Adopt Policies**

- 21         - 3200C – Emergency Closing  
22         Policy Committee chair Johnson reported no comments have been reported back  
23         and he asked for motion to adopt with the approval for the strikeouts to be  
24         removed and date updates.

25  
26 **Letourneau moved and Kinney seconded a motion to Adopt policy #3200C  
27 Emergency Closings.**

28  
29         Kelly asked if the policy was in line with Mr Milani’s presentation. It was noted  
30         that Mr Milani’s presentation was in line with Policy 3200C.

31  
32 **Hand vote was taken with all in attendance voting in favor.** Chairman Harrington  
33 announced the vote was unanimous.

- 34  
35         - 3100C – Transportation  
36         Johnson asked for motion to adopt with the approval for the strikeouts to be  
37         removed and date updates.

38  
39 **Kinney moved and Swierad seconded a motion to Adopt policy #3100C  
40 Transportation.**

41  
42         Kelly asked if homeless students were included. Brief discussion followed as to  
43         state statute requiring sending schools to be responsible for student  
44         transportation and therefore does not apply to the CDC.

45  
46 **Hand vote was taken with all in attendance voting in favor.** Chairman Harrington  
47 announced the vote was unanimous.

1 **Superintendent's Report**

2 Superintendent Lawler:

- 3 • Opened his report by noting he dedicated a portion of his report this evening to Vic's  
4 presentation on the unified safety plan for the joint campus. Lawler stressed we need  
5 to be on the same page with the MAU district. He then thanked Vic and all the team  
6 for the 'ever moving' plan and commented he hoped we would never need Stage 3.  
7 Mike commented more on the K12 alert system which is a part of InfiniteCampus  
8 database. This year, CDC is on the same system for emergency alerts. There was  
9 brief talk of extreme weather and a Stage 2 alert/ drill with Lawler noting that the  
10 levels were not necessarily sequential – if need be, a Stage 1 could go quickly to a  
11 Stage 3. Honsinger noted too that the teacher evacuation packs contain mylar  
12 blankets which could be shared. Kelly would like to be on the K12 notification list;  
13 Lawler explained how to get on the list and noted contact info was updated nightly  
14 however, it is the responsibility of the students, parents, etc to provide current info.
- 15 • Reported this past August 30<sup>th</sup>, 31<sup>st</sup> and September 1<sup>st</sup> were professional  
16 development days. Lynda Jackson was on hand September 1<sup>st</sup> for an eight-hour  
17 coaching session on *Embedding Structural Strategies in Lesson Plans*. The session  
18 centered on framing lesson plan to teach 'bell to bell'; all the teachers attended.
- 19 • Reported CDC was open to students September 5th which followed MAU's  
20 staggered start. On Wednesday, all MAU students returned along with the Forestry  
21 students from Hoosick Falls. Hoosick Falls also staggered their student's return with  
22 ambitious regional visitation which led to Thursday for all CDC students being back  
23 on campus in class.
- 24 • Reported that next month he will have for the board anticipated enrollment numbers  
25 as well as anticipated FTEs. Lawler anticipates enrollment to be at 410, which is on  
26 par for prior years. He noted that Mulligan, Honsinger and himself will be conducting  
27 an analysis on seat capacity including the effect of the closing of five programs. The  
28 programs that are being run are at capacity. October 15<sup>th</sup> is the day for the  
29 'snapshot' of minutes (student time in seat) which translates to FTEs.
- 30 • Reported on the continuation of the Work Based learning initiative at Arlington High  
31 School. Lawler reported the Arlington High team would like to be doing more. Once  
32 our students have been placed (in 4 – 5 weeks time), our team will assist theirs to  
33 both get their students placed and help them develop a program.
- 34 • Spoke again of the NEASC Decennial Review and accreditation. The standards this  
35 time are new. A thirteen member review team will be onsite November 6 – 9 to  
36 review the one hundred sixty plus page report. Topics to be covered are 1) Core  
37 Values and Expectations, 2) Curriculum, 3) Instruction, 4) Assessment, 5) Culture  
38 and Leadership, 6) Student Services and Support and 7) School Finance and  
39 Community Relations. The NEASC team will also be looking at a School and  
40 Community Profile Report and reports for each individual program and career cluster  
41 at the Center. Lawler noted that the process to date has identified a lot of things we  
42 are strong on as well as things that can be worked on. Lawler also reiterated that we  
43 are only the second school that has gone through this review with the new career  
44 and tech standards. It is expected that the NEASC committee will have a preliminary  
45 report ready by the beginning of January. Mike then thanked all faculty and staff that  
46 worked on this report due to NEASC the end of September and commented that  
47 even though we work strongly with SREB, NEASC accreditation is extremely  
48 important for the Center.
- 49

1 Discussion:  
2 Letourneau commented that we should remain accredited because of the students  
3 that graduate here and go on to college that need the classes taken here to be  
4 recognized. Lawler further added the State requires tech centers to be reviewed by a  
5 third party every five years: NEASC is an accrediting body and has made changes  
6 to credit career and tech centers.

7  
8 Bahny asked of college level courses on campus and the need for college instructors  
9 to be able to evaluate course content on what is offered. Lawler reported the  
10 teacher's contract was negotiated to allow for this.

11  
12 Regarding the NEASC team visit, Kelly asked if board members should make  
13 themselves available. Lawler noted there will be a dinner for faculty, staff, board  
14 members et al on either November 6<sup>th</sup> or 7<sup>th</sup>.

15  
16 Johnson relayed he had been asked of the process of enrollment for home school  
17 students wishing to take a course. Lawler relayed any students are allowed to enroll;  
18 the Center bills the town where they reside. Students interested should contact the  
19 Center for direct enrollment.

20  
21 Letourneau inquired as to how the state calculates tuition rates, he was concerned  
22 with some shifting of funds and the effect that would have on tax payers. Mulligan  
23 provided a brief explanation and noted she can provide a pretty accurate projection  
24 at budget time; per pupil rate takes a bit longer to calculate but estimates are pretty  
25 close.

26  
27 **Chairman's Report**

28 Harrington did not give a formal report this evening

29  
30 **Other**

31 Honsinger noted that Open House will be next Tuesday, September 26 from 6 –  
32 8pm; anyone may attend. MAU will also be holding their open house that evening.

33  
34 **Adjournment**

35 **At 6:59pm Kinney moved and Johnson seconded a motion to adjourn. All in**  
36 **attendance were in favor.**

37  
38 Respectfully submitted,

39  
40 Barb Schlesinger  
41 September 25, 2017

42  
43 **Dropbox:**

- 44 - Agenda for the September 18, 2017 Meeting
- 45 - Minutes of the August 21, 2017 Regional Governing Board Meeting
- 46 - Minutes of the August 15, 2017 Special Carousel Meeting
- 47 - SWVRTSD Payroll Warrant # 1007 & # 7
- 48 - SWVRTSD Payroll Warrant # 1009 & # 9
- 49 - SWVRTSD Vendor Warrant # 1008

- 1 - SWVRTSD Vendor Warrant # 1010
- 2 - Revenue & Expenses, Statement of Cash Flow
- 3 - Nominee
- 4 - Policy 3100C for Adoption
- 5 - Policy 3200C for Adoption
- 6