

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

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/609863205>

5 Phone: toll free (US) 1-888-640-7162 Access Code 609-863-205

6  
7 Members Present: Rob Bahny; Jessica Gulley-Ward; Art Haytko; Jackie Kelly; Fran Kinney;  
8 Ed Letourneau; John MacDonald

9  
10 Members Absent: Rickey Harrington; Leon Johnson; Jon Gauthier; Kenneth Swierad

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

14 Videotaping: CAT-TV

15  
16  
17 Recorder: Barb Schlesinger

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18  
19 **Call to Order/ Welcome**

20 Vice Chairman Letourneau called the meeting to order at 6:00pm and welcomed all.

21  
22 **Public Comments**

23 Vice Chairman Letourneau called for public comments: none were brought forth.

24  
25 **Consent Agenda**

26 **Minutes**

- 27 - Minutes of the October 16, 2017 Regional Governing Board Meeting

28  
29 **Warrants**

30 **PAYROLL**

- 31 - SWVRTSD Payroll Warrant #1016 10/26/2017 in the amount of \$ 65,688.12  
32 - SWVRTSD Payroll Warrant #1018 11/ 9/2017 in the amount of \$ 65,662.08  
33 - SWVRTSD Payroll Warrant #1021 & #15 11/22/2017 in the amount of \$ 66,106.30

34  
35 **VENDOR**

- 36 - SWVRTSD Vendor Warrant # 1017 10/31/2017 in the amount of \$ 46,002.28  
37 - SWVRTSD Vendor Warrant # 1019 11/07/2017 in the amount of \$ 4,707.00  
38 - SWVRTSD Vendor Warrant # 1020 11/16/2017 in the amount of \$ 77,071.73

39 *Reflects net of 77,524.73 minus Void ck #19151 & plus ck # 19223*

40  
41 **Kinney moved and MacDonald seconded a motion to approve the Consent Agenda.**

42  
43 There was very brief conversation as to approval of the Consent Agenda items individually  
44 or as a whole. Consensus was to approve all with one motion and vote.

45  
46 **Hand vote was taken with all present voting in favor.** Vice Chairman Letourneau  
47 announced the vote was unanimous.

1 **Cash Flow/ Revenue and Expenses**

2 Vice Chairman Letourneau noted these items were in the Dropbox. There were no comments.

3  
4 **Committee Reports**

5 Policy

6 Letourneau noted the committee met just prior to this RGB meeting and discussed the  
7 superintendent evaluation as well as an idling policy for vehicles: no action was taken on  
8 either.

9  
10 **Action Items**

11 • **ESP Contract Approval**

12 Vice Chairman Letourneau summarized the info sheet provided in the Dropbox  
13 noting the contract covers retroactive pay and health insurance (choice of four  
14 different plans as of January 1, 2018). Business Manager Mulligan noted the cost  
15 sharing ratio remains 86/14 – the difference will be in out-of-pocket. The cost to the  
16 district should be cost neutral.

17  
18 The ESP (Education Support Person) contract covers the para/ office/ custodial  
19 support personnel. This contract mirrors the Teachers contract and includes a salary  
20 increase of 3% and addresses overtime in excess of normal contract hours.

21  
22 Brief discussion followed regarding contract hours; Mulligan noted there are no CDC  
23 employees less than 30 hours.

24  
25 **Kinney moved and MacDonald seconded a motion to approve the ESP Contract.**

26  
27 **Hand vote was taken with all in attendance voting in favor.** Vice Chairman Letourneau  
28 announced the vote was unanimous.

29  
30 ▪ **Resignation of the IT Systems Support person**

31 Superintendent Lawler read Ms Spangenberg's resignation letter. He noted she had  
32 been at the center for five years and wished her well. He further reported the  
33 position has been posted and interviews began this afternoon. Action was not  
34 deemed necessary to accept Ms Spangenberg's resignation.

35  
36 **Superintendent's Report**

37 Superintendent Lawler:

- 38 • Spoke of the November 6<sup>th</sup> reception dinner held on campus for the visiting NEASC  
39 team. This eleven member team was here for almost four days. Their final report  
40 will be available in April/ May 2018, however he will review for facts in December.  
41 The CDC is only the second school to be evaluated under the new technical school  
42 standards. The new format will provide for one commendation and one  
43 recommendation, rather than a multitude as in the past. The team did comment on  
44 their exit interview that they were very impressed with the Center's transportation  
45 operation and also Work Place Learning with 100% involvement; there were also a  
46 lot of compliments on our faculty.
- 47 • Reported that Laurie Wright recently received the DECA of the year award.
- 48 • Reported administration is working on the class schedules for next year; review of  
49 course selection, eighth grade decisions and the budget.

- 1 • Referred to the enrollment snapshot in the Dropbox that depicts a six-year history of  
2 building capacity and student in seat counts in in-place programs. He spoke of the  
3 paring of programs offered without a significant decrease in students and reported he  
4 is very happy with the numbers. He also noted the decrease in programs was not a  
5 one-to-one with a reduction in instructors. He believes this is as lean as we are  
6 going to get while maintaining higher quality programs and maintaining a stable  
7 enrollment.

8  
9 Bahny opened discussion with questions that related to 'hot programs', green  
10 energy, year 13, revitalizing engineering and calculation of total seats.  
11 Superintendent Lawler spoke of regional interest as focus for program availability,  
12 expanding programs rather than adding new to address new interests, and being  
13 thoughtful and careful when looking to add new programs. He noted that Bennington  
14 County's most popular programs have been medical, automotive, building trades and  
15 accounting/ business.

16  
17 Assistant Director Honsinger then reported on Adult Education, noting:

- 18 • The CDL class is of the ground. They started with six students, three are now  
19 enrolled. Additional classes will be run in the future.  
20 • The next LNA cohort will begin tomorrow night with full enrollment. Meg noted four  
21 people are already on the list for the next class.  
22 • A blueprint class is in the works with Mack Molding to be held on their site.

23  
24 Superintendent Lawler further commented on what has been involved in the CDL class and  
25 noted the large amount of interest in it (1500+ hits on the Center's Facebook page).

26  
27 Superintendent Lawler also spoke of a partnership with Penn & Foster to provide veterinary  
28 assistant certification. The program would be seven months and include an eight week  
29 externship. This program is set to kick off in January 2018. Also being looked at is a  
30 Pharmacy Tech program which would also include an eight week externship. The intent is  
31 to start slow with this endeavor. Lawler noted Penn & Foster provide contact and instructor,  
32 the center will provide career services and academic support. It has been shown that  
33 students who participate in this type of program have an over 80% success rate.

34  
35 Superintendent Lawler explained Penn Foster is an online, accredited school with national  
36 credentials that offers hundreds of different programs. Students are responsible for their  
37 entire tuition which VSAC grants are available for. Bahny noted these are career diploma  
38 programs (certificates) that do not earn a student college credits.

39  
40 Further discussion followed as to the thought process for program choices, regional  
41 interests, community needs and the importance of avoiding duplication. Who pays for these  
42 classes was looked at closer with it being noted that Honsinger helps students with the  
43 enrollment process, including financial and also as an outreach councilor. It was noted that  
44 in addition to VSAC, the Department of Labor occasionally pays. Honsinger relayed the  
45 current LNA class is broken down by 50% from employers, 25% from Department of Labor  
46 and 25% VSAC, she also noted it is not always this way.

47  
48 Ways to let the public know were brought up with Superintendent Lawler commenting  
49 Facebook has been the most effective.

1 Superintendent Lawler further spoke of the hopes of having a driving school in place by the  
2 end of the school year.

3  
4 He also brought up the subject of a thirteenth year which led to discussion of marketing to  
5 graduating, non-college bound students, three-prong of academic/ bricks and mortar/  
6 required externship, what programs would be most successful for this offering, and  
7 graduates being considered adults while non-graduates/ GED are treated differently no  
8 matter their age.

### 9 10 **Chairman's Report**

11 Vice Chairman Letourneau reported he attended the NEASC reception and reported  
12 on comments he heard regarding how impressed committee members were with the  
13 center's instructor's enthusiasm and how nice/ well maintained the facility was.  
14 MacDonald further commented the teachers felt good about the team work done.

### 15 16 **Other**

17 Kinney asked for a Finance committee meeting be held next week. Noting he was  
18 flexible regarding scheduling. There was brief discussion as to committee members  
19 and having the state numbers in place. The meeting was tentatively scheduled for  
20 Tuesday, November 28 at 3pm: Sandy will arrange.

21  
22 Kelley brought up the topic of having an ROTC program on campus. Superintendent  
23 Lawler will get more information.

### 24 25 **Adjournment**

26 **At 7:08pm Kinney moved and Kelly seconded a motion to adjourn. Hand vote was**  
27 **taken with all in attendance voting in favor.**

28  
29 Respectfully submitted,

30  
31 Barb Schlesinger  
32 November 26, 2017

### 33 34 **Dropbox:**

- 35 - Agenda for the November 20, 2017 RGB Meeting
- 36 - Agenda for the November 20, 2017 Policy Committee Meeting
- 37 - Minutes of the October 16, 2017 Regional Governing Board Meeting
- 38 - Minutes of the September 21, 2017 Policy Committee Meeting
- 39 - Draft Idling Policy
- 40 - Superintendent Evaluation and Review 2600C Draft
- 41 - SWVRTSD Payroll Warrant # 1016
- 42 - SWVRTSD Payroll Warrant # 1018
- 43 - SWVRTSD Payroll Warrant # 1021 & #15
- 44 - SWVRTSD Vendor Warrant # 1017
- 45 - SWVRTSD Vendor Warrant # 1019
- 46 - SWVRTSD Vendor Warrant # 1020
- 47 - Revenue & Expenses, Statement of Cash Flow
- 48 - Spangenberg Resignation
- 49 - ESP negotiation Overview

- 1 - Rotary letter to Culinary
- 2 - Superintendent's school enrollment
- 3 -
- 4