

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: January 22, 2018**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/543291461>

5 Phone: toll free (US) 1 877 568 4106 US: 1+ (224) 501-3216 Access Code 543-291-461

6  
7 Members Present: Rob Bahny; Jon Gauthier (via gotomeeting); Rickey Harrington; Art  
8 Haytko; Leon Johnson; Fran Kinney; Jackie Kelly; Ed Letourneau; John MacDonald;  
9 Kenneth Swierad

10  
11 Members Absent: Jessica Gulley-Ward

12  
13 Staff and Others Present: Superintendent Michael Lawler; Business Manager Stephanie  
14 Mulligan; Administrative Assistant to the Superintendent Sandra Redding.

15  
16 Videotaping: CAT-TV

17  
18 Recorder: Barb Schlesinger

19 **Call to Order/ Welcome**

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

21  
22 **Public Comments**

23 Chairman Harrington called for public comments: none were heard.

24  
25 **Consent Agenda**

26 **Minutes**

- 27 - Minutes of the December 18, 2017 Regional Governing Board Meeting

28  
29 **Kinney moved and Letourneau seconded a motion to approve the December 18, 2017**  
30 **Regional Governing Board Minutes.**

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

34  
35 **Warrants**

36 **PAYROLL**

- 37 - SWVRTSD Payroll Warrant #18 & #1026 01/04/2018 in the amount of \$ 65,564.39  
38 - SWVRTSD Payroll Warrant #19 & #1028 01/18/2018 in the amount of \$ 66,834.00

39  
40 **Kinney moved and Swierad seconded a motion to approve Payroll Warrants 18/ 1026**  
41 **and 19/ 1028.**

42  
43 **Hand vote was taken with all present voting in favor.** There was no discussion.  
44 Chairman Harrington announced the vote was unanimous.

45  
46 **VENDOR**

- 47 - SWVRTSD Vendor Warrant # 1027 01/03/2018 in the amount of \$ 23,879.20  
48 - SWVRTSD Vendor Warrant # 1029 01/17/2018 in the amount of \$ 88,392.72

1 **Kinney moved and MacDonald seconded a motion to approve Vendor Warrants #1027**  
2 **and #1029.**

3  
4 Gauthier commented it was interesting that we have an Energizer plant in town, have one of  
5 their Operations Managers sitting on our board and yet we bought Duracell batteries which  
6 brought a chuckle.

7  
8 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
9 the vote was unanimous.

10  
11 **Cash Flow/ Revenue and Expenses**

12 Chairman Harrington noted these items were in the Dropbox. No comments were heard.

13  
14 **Committee Reports**

15 Education/ Facilities

16 Committee chair Letourneau reported the committee met briefly prior to this meeting,  
17 with the primary purpose to update the board as to activities and as to what is needed:  
18 the facility will need roof repairs, front step repairs, and part of the security system still  
19 needs updating. Education had a short discussion on how to advance/ enhance some of  
20 our programs, with nothing concrete at this time.

21  
22 **Action Items**

23 • **Warning of Budget/ Ballot**

24 Business Manager Mulligan noted a copy of the Warning is in drop box. She asked  
25 the board to approve and sign her hard copy in order that she may post with the  
26 Town Clerk at the town office.

27  
28 There was brief discussion as to where the Warning is posted and if that included  
29 Facebook. This led to brief discussion on the Vet Tech offering, its link on Facebook  
30 and different possibilities for student financing of the course.

31  
32 **Kinney moved and Swierad seconded a motion to accept the SVRTSD #V009 –**  
33 **Warning of Annual Meeting.**

34  
35 Superintendent Lawler commented the format and language are same every year for  
36 the Warning.

37  
38 Chairman Harrington expressed his hope that all board members make it to Town  
39 Meeting this March 5<sup>th</sup>; if there is any way possible, he would appreciate it.

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

43  
44 ▪ **Retirement**

45 Superintendent Lawler read Bruce Lee Clark's timely notice of retirement letter and  
46 explained that the contract requires notification by January 6<sup>th</sup>. Bruce's last day will  
47 be June 30, 2018. Lee Clark expressed his thanks for the students he has taught  
48 over the past 22 years and expressed his confidence in the direction Superintendent  
49 Lawler is taking the Center.

1 **Kinney moved and MacDonald seconded a motion to accept with regret Bruce Lee-**  
2 **Clark's Notice of Retirement.**

3  
4 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced  
5 the vote was unanimous.

6  
7 **▪ Field Trips**

8 Cosmetology 3/5/2018 -> 3/6/2018 10 students NYC  
9

10 Superintendent Lawler noted this was the program's annual trip to the International  
11 Beauty Show. The students raise funds for this trip. He noted was the trip was  
12 cancelled in-route last year due to the nor'easter.

13  
14 **Kinney moved and MacDonald seconded a motion to approve the Cosmetology trip to**  
15 **NYC.**

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

19  
20 Culinary 3/23/2018 -> 3/24/2018 3 students Hyde Park NY  
21

22 Superintendent Lawler noted this trip was for the culinary students to attend the  
23 Regional Prostart Invitational Culinary competition being held at The Culinary  
24 Institute of America. There was brief conversation as to transportation with Business  
25 Manager Mulligan noting the students are required to bring all their own equipment.

26  
27 **Kinney moved and MacDonald seconded a motion to approve the Culinary trip to the**  
28 **Culinary Institute of America, Hyde Park NY.**

29  
30 **Hand vote was taken with all in attendance voting in favor.** Harrington announced the  
31 vote was unanimous.

32  
33 **Superintendent's Report**

34 Superintendent Lawler spoke on the following five items:

- 35 • Winter recruitment: He noted students have already enrolled for next fall – projected  
36 enrollment numbers will be available in the spring with these numbers being  
37 solidified in October. Full enrollment is expected for the short block/ intro classes.  
38
- 39 • There was brief discussion as to if students were being turned away because of  
40 short block classes being full, what is involved in expanding courses, and the  
41 tracking of enrollment data. The Ag course short block being offered by MAU was  
42 also touched upon.  
43
- 44 • Adult education:
  - 45 ○ LNA students will be taking their written test shortly; they are wrapping up their  
46 clinical exams now. Enrollment for this cohort was 12-13 students, with 10  
47 testing. There are potentially enough students to run an additional cohort in  
48 the spring.
  - 49 ○ The CDL Permit class students have completed their testing and came back for

1 one more session with instructor Tim Whitman. Much was learned and areas  
2 were identified for future improvement including a different pricing structure  
3 including testing costs. A second class will begin February 22.

- 4 ○ The Veterinary Assistant program will begin this Wednesday at 5pm. The  
5 'magic number' was reached with five to eight students embarking. Mike  
6 recently met with all the area practice managers who are onboard. Class start  
7 date moved slightly in order for these managers to attend the first class and  
8 show their support to the enrolled students. The class will have 450 classroom  
9 hours with an additional 100 hours of internship averaging 12 -15 hours per  
10 week for the students.

- 11  
12 • In the works is an opportunity this March for three Building Trades students, along  
13 with one student from Video Productions to assist in the rebuilding effort taking place  
14 in Puerto Rico. Jim Goodine has been spearheading this effort. Assistant Director  
15 Honsinger would be one of the two chaperones accompanying the students on this  
16 one week trip. Anticipated trip dates fall somewhere between March 17th to 30th.  
17 The area being visited is yet unclear; the efforts started on the coast and are moving  
18 inland. They will be joining a group from Minnesota that Jim is in contact with – all  
19 told they will number approximately 20 people.

20  
21 There was brief discussion as to if more students could go, criteria for selection,  
22 students having the skill sets for this type of travel and the assurance that no student  
23 would be turned away because of lack of financing. Lawler noted the anticipated cost  
24 is \$1,000 per person and fundraising has begun.

- 25  
26 • The Equipment grant has been submitted and substantially approved. The grant is  
27 in the amount of approximately \$27,000 and will go towards four items. Nothing has  
28 been purchased yet, we are waiting for final signoff. The grant amount received for  
29 the past several years averages \$26,000 to \$28,000.

### 30 31 Other

32 Chairman Harrington noted Superintendent Lawler has requested a February  
33 meeting this year in anticipation of the Puerto Rico field trip approval. Consensus  
34 was the meeting will be held on February 12<sup>th</sup>, Sandy will handle the Warning.

### 35 36 Adjournment

37 **At 6:38pm Kinney moved and Bahny seconded a motion to adjourn. Hand vote was**  
38 **taken with all in attendance voting in favor.** The vote was unanimous.

39  
40 Respectfully submitted,

41  
42 Barb Schlesinger

43 January 28, 2018

44 *(From Catamount Access TV Youtube posting)*

### 45 46 **Dropbox:**

- 47 - Agenda for the January 22, 2018 SVRTSD Regular Meeting
- 48 - Agenda for the January 22, 2018 RGB Education/ Facilities Committee Meeting
- 49 - Minutes of the December 18, 2017 SVRTSD Regular Meeting
- 50 - SWVRTSD Payroll Warrant # 18 & # 1026

- 1 - SWVRTSD Payroll Warrant # 19 & # 1028
- 2 - SWVRTSD Vendor Warrant # 1027
- 3 - SWVRTSD Vendor Warrant # 1029
- 4 - Revenue & Expenses, Statement of Cash Flow (SWVRTSD & Adult Ed)
- 5 - Retirement Letter
- 6 - Warning FY 2019 Draft
- 7 - Field Trips (2x)
- 8