

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: February 12, 2018**

3 Open Session: Assembly Room, Career Development Center (CDC)

4 Executive Session: Law Enforcement Room, CDC

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6 Members Present: Rob Bahny (via phone); Jon Gauthier; Jessica Gulley-Ward; Rickey Harrington, Chair;
7 Art Haytko; Leon Johnson (via phone at 6:11pm); Jackie Kelley, Clerk; Fran Kinney; Ed Letourneau, Vice-
8 chair; John MacDonald.

9
10 Members Absent: Ken Swierad.

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12 Staff and Others Present: Meg Honsiger, Assistant Director; Michael Lawler, Superintendent/Director; Lon
13 McClintock, Legal Counsel; Stephanie Mulligan, Business Manager; Sandra Redding, Administrative
14 Assistant.

15
16 CAT-TV: This meeting was recorded but not broadcast live by Ryan Scutt

17
18 Recorder: Richard Bump

19
20 *n.b. Copies of all documents listed in these Minutes are available in drop boxes on the CDC website.*

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22
23 Harrington called the meeting to order at 6:05pm and welcomed everyone present. .

24
25 1. Public Comments: None presented.

26
27 2. Consent Agenda: In a series of actions, **Kinney moved and**

28 - **Letourneau seconded a motion to approve the Minutes of the 1/22/18 Regional**
29 **Governing Board meeting and the motion passed 9 in favor, Gulley-Ward abstained**

30 - **Kelly seconded a motion to approve**

31 **Payroll Warrant #1030 in the amount \$67,484.40**

32 **Payroll Check Warrant #21 in the amount \$1,399.71**

33 **Payroll Warrant #1033 in the amount \$67,856.34**

34 **and the motion passed unanimously.**

35 - **Gauthier seconded a motion to approve**

36 **Vendor Warrant #1031 in the amount \$45,345.42**

37 **Vendor Warrant #1032 in the amount \$17,802.41**

38 **and the motion passed unanimously.**

39
40 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*
41 showing a cash balance of \$838,915.10 for the month ending 1/31/18.

42
43 4. Revenue and Expenses: Members noted without comment revenues and expenses for the month of
44 January 2018 for the regional governing board program as well as the adult education program.

45
46 5. Committee Reports: Nothing presented.

47
48 6. Action Items - Field Trips: After Honsiger and Lawler variously noted that the field trip to Puerto Rico

49 - now has 5 students participating: 4 second-year Building Trades students and one Video
50 Production student

51 - students and chaperones leave 3/17/18 and return 3/24/18

52 - students will make up the four days of school missed while away (it's a 4-day week for
53 students)

54 - Building Trades students will work side-by-side with people from various locales, 7:00am-
55 5:00pm Monday-Friday, and will learn specifics in terms of location and nature of repair
56 work needed during an organizational meeting on Sunday 3/18/18

- 1 - the Video Production student will record many of the events while there
- 2 - the trip is in conjunction with the affiliate "Somebody Cares About Puerto Rico" with all
- 3 housing costs for the duration and all meals Monday-Friday covered by that organization
- 4 with the CDC paying for other costs, including airfare
- 5 - due to teaching requirements as well as other commitments, the Building Trades instructor
- 6 is not able to participate in the field trip
- 7 - the five students will give a presentation about their trip to the board at an upcoming
- 8 meeting

9 and that the 3/20-21/18 Future Business Leaders of America (FBLA) field trip to Lake Morey Resort,
 10 Fairlee Vermont is the annual FBLA competition with students from around the state, **Kinney moved**
 11 **and Gulley-Ward seconded a motion to approve both field trips as described and detailed in**
 12 **the Field Trip Request forms for Puerto Rico (dated 2/6/18) and Lake Morey (dated 1/31/18)**
 13 **and the motion passed unanimously.**

14
 15 7. Superintendent's Report:

- 16 a. *Distributive Education Clubs of America (DECA) Recognition:* Lawler was pleased to announce
- 17 that the CDC was among 391 school-based enterprises in the country achieving Gold Level
- 18 Certification (or re-Certification) and will be recognized at DECA's International Career
- 19 Development Conference in Atlanta GA later this year. Reading aloud from the recently
- 20 released announcement, dated February 2018, Lawler further noted that
 - 21 - students who worked on the certification were from the Business Management Class
 - 22 with teacher Rebecca Tattersall and advisor Lauri Wright
 - 23 - the CDC was commended for having operated this program for 20 years
 - 24 - a school-based enterprise is an entrepreneurial operation in a school setting that
 - 25 provides foods and services to meet the needs of the market
 - 26 - certification is at three different levels, silver, bronze and gold, with gold being the
 - 27 highest
 - 28 - DECA is a not-for-profit organization with over 220,000 students in the US, Canada,
 - 29 Mexico and several other countries.
- 30 b. *Career and Technical Education Month:* Lawler also noted the Proclamation of Governor Phillip
- 31 Scott, dated 2/1/18, that the month of February in Vermont is *Career And Technical Education*
- 32 *Month.*
- 33 c. *Spring Open House:* is scheduled for 2/15/18 7:00pm complete with a Hospitality Table in the
- 34 Atrium.
- 35 d. *Career and Technical Student Organizations (CTSOs):* Lawler also reported that participation in
- 36 CTSOs has increased this year with
 - 37 - 48 students enrolled in Skills USA, many of whom will compete in Burlington in April
 - 38 - Drew Dunlap, Bethany Hassett, Maddisyn Kinney and Jonna Loomis competed
 - 39 successfully and won several awards each during the 2/9/18 DECA event.
- 40 e. *CCV Dual Enrollment:* Lawler further noted that dual enrollment spring semester with CCV
- 41 includes 14 students in Intro to Criminal Justice, 6 in Digital Film Making, 3 in Human Biology
- 42 and 7 in Medical Terminology.
- 43 f. *Adult Education:* Lawler also noted that recent/upcoming Adult Education events/enrollments
- 44 include
 - 45 - the recognition of 12 students during the 2/7/18 LNA pinning ceremony
 - 46 - 3 students are fully enrolled in the Veterinarian Assistant program
 - 47 - 3 students have obtained Class A permits in the CDL permit prep program; a new
 - 48 program starts 2/28/18
 - 49 - the Pharmacy Assistant program begins 4/25/18
 - 50 - he anticipates approval of CDC becoming a fully-licensed CDL driving school before
 - 51 the end of the school year
 - 52 - the second LNA cohort will run in early April.
- 53
- 54 g. *Other:* Lawler closed his report noting that
 - 55 - he is reviewing the initial fact finding NEASC report which needs to be returned by
 - 56 2/22/18

- 1 - that report cannot be made public until the Commission reviews it and votes to
- 2 approve it
- 3 - RGB members will meet 3/5/18 at 6:30pm at the Bennington Fire House for the
- 4 annual Floor Meeting of the district (and a point iterated by Harrington later in the
- 5 meeting).
- 6

7 8. Other: In response to questions/comments from Kelley, Lawyer noted that anyone interested in
8 teaching an Adult Education course or taking an Adult Education course not already offered should
9 contact CDC Main Office; and if there is sufficient response, "we'll make it happen".

10
11 At 6:24pm, **Kinney moved and Gauthier seconded a motion to move to Executive Session per 1**
12 **VSA 313 1(F) attorney/client relations, and the motion passed unanimously.**

13
14 At 7:17pm, the board returned to Open Session whereupon **a motion was made and seconded to**
15 **adjourn, and the motion passed unanimously.**