

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: March 18, 2018**

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

4 Executive Session: Law Enforcement Room, CDC

5
6 Members Present: Rob Bahny; Jon Gauthier; Rickey Harrington, Chair; Art Haytko; Leon Johnson; Jackie
7 Kelley, Clerk; Fran Kinney; Ed Letourneau, Vice-chair; Ken Swierad.

8
9 Members Absent: Jessica Gulley-Ward; John MacDonald.

10
11 Staff and Others Present: Paul Dansereau, MAU Facilities Director (left 6:30pm); Michael Lawler,
12 Superintendent/Director; Stephanie Mulligan, Business Manager; Sandra Redding, Administrative
13 Assistant.

14
15 CAT-TV: This meeting was recorded but not broadcast live by Mike Cutler.

16
17 Recorder: Richard Bump

18
19 *n.b. Copies of all documents listed in these Minutes are available in the drop box on the CDC website.*

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21
22 Lawler called the meeting to order at 6:08pm, welcomed everyone present and asked board members to
23 introduce themselves.

24
25 1. Public Comments: None presented.

26
27 2. Board Reorganization, Committee Appointments, etc: Lawler noted that, given that this is the first
28 meeting after the district annual meeting and elections, the board needs to reorganize and take
29 action on several items.

30 a. *Chair*: In response to Lawler's call for nominations for board Chair, **Kinney moved and**
31 **Swierad seconded a motion to nominate Harrington as board Chair**, and hearing no other
32 nominations, **Kinney and Swierad moved to close nominations, and the motion to**
33 **nominate Harrington as Chair passed unanimously.**

34 b. *Vice-Chair*: In response to Harrington's call for nominations for Vice Chair, **Kelly moved and**
35 **Johnson seconded a motion to nominate Letourneau as Vice Chair** and hearing no further
36 nominations, **Kinney and Swierad moved to close nominations and the motion to**
37 **nominate Letourneau passed unanimously.**

38 c. *Clerk*: In response to Harrington's call for nominations for Clerk, **Harrington moved and**
39 **Johnson seconded a motion to nominate Kelly as Clerk**, and hearing no further
40 nominations, **Kinney and Swierad moved to close nominations, and the motion to**
41 **nominate Kelly passed unanimously.**

42 d. *Meeting Dates, Time, and Location*: Somewhat later in the meeting and at Swierad's request,
43 the board considered changing the date of the monthly meeting from the 3rd Monday of the
44 month to the 2nd Monday. After a brief discussion wherein members noted that

- 45 - school vacations typically occur beginning the 3rd Monday of the month
- 46 - this change would allow members to attend other meetings, such as the Bennington
47 Selectboard
- 48 - the meetings would continue to be at 6:00pm at the Assembly Room

49 **a motion was made and seconded to schedule regular board meetings for the 2nd**
50 **Monday of the month, beginning at 6:00pm in the CDC Assembly Room, and the motion**
51 **passed 8 in favor, Johnson abstained.** Members noted that the meeting scheduled posted
52 with this agenda will be revised. Members also agreed to discuss during the April meeting
53 Letourneau's suggestion that board meetings might be held from time to time in other districts,
54 especially in Arlington now that classes and programs are being offered there.

- 1 e. *Committee Appointments*: Harrington asked members to indicate on the roster sent round
 2 during the meeting which committee they would be interested in participating in, including
 3 Education/Facilities', Finance, and Policy. Harrington noted that
 4 - members of the Superintendent Evaluation Committee will be, as in the past, the three
 5 board officers
 6 - the Evaluation Committee should meet soon to begin the evaluation process for the
 7 current school year.
- 8 f. *Paper of Record*: **Johnson moved and Kinney seconded a motion to have the Bennington
 9 Banner be the paper of record for the district** and after members noted that
 10 - given that the Bennington Banner and the Manchester Journal are owned d by the
 11 same company, announcements and articles appearing in the Banner may appear in
 12 the Journal, although that paper is not published daily
 13 - the board still has the right to place ads or articles in whatever paper it so chooses
 14 **the motion passed unanimously.**
- 15 g. *Off Warrant Signers*: **Kinney moved and Johnson seconded a motion to authorize the
 16 board officers to sign warrants off-cycle to board meetings, and the motion passed
 17 unanimously**
- 18 h. *School Board Code of Ethics*: Members briefly reviewed and then signed a document agreeing
 19 to abide by the school board code of ethics.

20
 21 After a brief discussion, **Harrington moved and Johnson seconded a motion to amend the agenda
 22 and move the discussion about roof bids before action on the Consent Agenda is considered and
 23 the motion passed unanimously.**

- 24
 25 2. Roof Bids: Dansereau distributed and briefly reviewed a one-page document detailing the scope of
 26 the Atrium roof project, bid results, funding sources and recommended action, summarized as
 27 follows
 28 - Scope: remove and replace 2,228 square feet of roof over the CDC atrium with a rubber
 29 membrane (25 year warranty) and additional 3" insulation; replace drains and flashing;
 30 alternate bid to add additional 2" insulation
 31 - Bids: Doxsee \$30,075; Vermont \$29,395; Titan \$28,300; all prices include alternate bid,
 32 install additional insulation
 33 - Recommended Action: Award bid to Vermont Roofing and set aside \$2900 for
 34 Contingency.

35 After Dansereau further noted that

- 36 - this is the final section of the roof replacement project
 37 - the current roof was installed 1996 with a 15 year warranty
 38 - the project will be substantially complete by 6/20/18
 39 - Titan was the contractor for some of the roof work previously done but there were some
 40 issues then, albeit not with the quality of the product or the work itself
 41 - the change in contractors will not impact the warranty
 42 - a 25-year warranty has become industry standard
 43 - a 10% contingency is also a standard set-aside on larger projects to cover unanticipated
 44 additional work or materials

45 and after Mulligan reported that the current balance of the Capital Improvements Fund is \$133,390

46 **Kinney moved and Swierad seconded two motions**

- 47 - **to award the roof contract to Vermont Roofing in the amount \$29,395**
 48 - **to approve funding 10% project contingency in the amount \$2,900**

49 **and both motions passed unanimously.**

- 50
 51 3. Consent Agenda: In a series of actions, **Kinney moved and Swierad seconded**
 52 - **a motion to approve the Minutes of the 2/12/18 Regional Governing Board meeting**
 53 - **a motion to approve**
 54 **Payroll Warrant #1035 in the amount \$85,844.82**
 55 **Payroll Check Warrant #22 in the amount \$11,053.61**
 56 **Payroll Warrant #1037 in the amount \$65,026.19**

1 **Payroll Check Warrant #23 in the amount \$499.19**
2 - **a motion to approve**
3 **Vendor Warrant #1034 in the amount \$475.00**
4 **Vendor Warrant #1036 in the amount \$75,827.08**
5 **Vendor Warrant #1038 in the amount \$35,965.40**
6 **and all motions passed unanimously.**

- 7
- 8 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*
9 showing a cash balance of \$614,255.35 for month ending 2/28/18.
- 10
- 11 4. Revenue and Expenses: Members noted without comment revenues and expenses for the month of
12 February 2018 for the regional governing board program as well as the adult education program.
- 13
- 14 5. Committee Reports: Nothing presented.
- 15
- 16 6. Action Items - Field Trips: **Johnson moved and Swierad seconded a motion to approve 3 field**
17 **trips**
- 18 - **Skills USA/Officers, 4/3-6/18, Burlington VT, 3 students**
 - 19 - **Skills USA, 4/4-6/18, Burlington VT, 30-35 students**
 - 20 - **DECA, 4/20-25/18, Atlanta, GA, 4 students**
- 21 and after members and staff noted that
- 22 - there are 2 chaperones now signed on for the SkillsUSA/Officers and the DECA trips
 - 23 - given the large number of students for the full Skills event, it may be less expensive to use
 - 24 a motor coach instead of 3 CDC vans and stay overnight, and this is being reviewed
 - 25 - and wished students good luck in the Skills competitions
- 26 **the motion passed unanimously**
- 27
- 28 7. Superintendent's Report: After thanking voters in the Tech Center districts for supporting the budget,
29 Lawler noted that
- 30 - due to 3-hour delays at MAUHS for the four school days this week, the CDC schedule is
 - 31 significantly different than usual and includes a variety of field trips (to several nearby
 - 32 community colleges, Vermont Technical College, businesses, etc) as well as special
 - 33 classes (culinary arts, cosmetology, pre-law, web design, etc)
 - 34 - this gives students a chance to "try things that don't usually fit into the schedule"
 - 35 - and thanks to all who worked hard to put this schedule together.
- 36 Lawler also reported that
- 37 - the students in the Building Trades and Video programs on the field trip to Puerto Rico
 - 38 have arrived there and have been given work assignments
 - 39 - he anticipates there will be a board presentation on that trip by the May meeting, latest
 - 40 - and thanked everyone who worked on this and "made it happen".
- 41
- 42 8. Other: Bahny suggested several different activities/programs which could be part of Career Month
43 including
- 44 - an outreach to the elementary schools in all member districts
 - 45 - tours of the building for MAU middle and high school students
 - 46 - shift the Spring Open House to the first week of April and off-schedule with the MAUHS
 - 47 Open House.
- 48

49 At 7:00pm, **Kinney moved and Swierad seconded a motion to move to Executive Session per 1**
50 **VSA 313 1(c) - mediation, and the motion passed unanimously.**

51

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