

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: August 13, 2018**  
3 Assembly Room, Career Development Center (CDC)

4  
5 Members Present: Rob Bahny; Art Haytko; Leon Johnson; Jackie Kelley, Clerk; Fran Kinney; Ed  
6 Letourneau, Vice-chair; John MacDonald; Ken Swierad.

7  
8 Members Absent: Jon Gauthier; Jessica Gulley-Ward; Rickey Harrington, Chair.

9  
10 Staff and Others Present: Meg Honsiger, Assistant Director; Michael Lawler, Superintendent/Director;  
11 Stephanie Mulligan, Business Manager; Sandy Redding, Administrative Assistant.

12  
13 CAT-TV: This meeting was recorded but not broadcast live by Ryan Scutt.

14  
15 Recorder: Richard Bump

16  
17 *n.b. Copies of all documents listed in these Minutes are available in the CDC drop box. Please see the*  
18 *Minutes of the meeting currently scheduled for September 11, 2018 for corrections or revisions to these*  
19 *minutes, if any.*

20  
21  
22 Letourneau called the meeting to order at 6:00pm and welcomed everyone present.

- 23  
24 1. Public Comments: None presented.  
25  
26 2. Consent Agenda: In a series of actions, **Kinney moved and Swierad seconded motions to**  
27 - **approve the Minutes of the 6/11/18 Regional Governing Board meeting**  
28 - **approve**  
29 **Payroll Warrant #1055 in the amount \$98,012.93**  
30 **Payroll Warrant #1056 in the amount \$149,883.09**  
31 **Payroll Warrant #1000 in the amount \$35,534.93**  
32 **Payroll Check Warrant #1 in the amount \$607.46**  
33 **Payroll Warrant #1002 in the amount \$28,421.44**  
34 **Payroll Check Warrant #2 in the amount \$216.74**  
35 **Payroll Warrant #3 in the amount \$509.77**  
36 **Payroll Warrant #1004 in the amount \$23,429.17**  
37 - **approve**  
38 **Vendor Warrant #1057 in the amount \$214.23**  
39 **Vendor Warrant #1058 in the amount \$121,972.81**  
40 **Vendor Warrant #1001 in the amount \$475.00**  
41 **Vendor Warrant #1003 in the amount \$163,472.14**  
42 **Vendor Warrant #1005 in the amount \$55,892.95**  
43 **and all motions passed unanimously.**  
44  
45 3. Treasurer's Report: Members noted without comment the Treasurer's  
46 - *Statement of Cash Flow* reports for periods ending and closing cash  
47 balances for the month as follows  
48 6/30/18: \$1,213,808.74  
49 7/31/18: \$1,030,201.39  
50 - Fiscal Year 2018 Cumulative Report showing  
51 FY18 Beginning Cash and Receipts: \$4,513,746.24  
52 FY18 Cash on Hand and Disbursements: \$3,299,937.50  
53 FY18 Closing Cash: \$1,213,808.74  
54  
55 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to  
56 7/31/18, printed 8/13/18) for regular as well as adult education programs.

1  
2 5. Committee Reports:

- 3 a. Education/Facilities Committee: Letourneau reported that this committee met immediately prior  
4 to this meeting and reviewed  
5 - fall enrollment, which is increasing by a “few students”  
6 - budgets, noting that there are several more Hoosic Falls students than initially  
7 anticipated  
8 - the request for an additional paraprofessional position, which the committee  
9 recommends board approving  
10 - the job description for the new Perkins grant funded Education and Community  
11 Outreach Coordinator position, and again with recommendation for board approval.

12 After a brief discussion, **Swierad moved and Kinney seconded a motion approve the**  
13 **additional paraprofessional position as recommended, and the motion passed**  
14 **unanimously.** See also item 7b below.  
15

16 6. Action Items:

- 17 a. Position Creation: **Kelly moved and Kinney seconded a motion to approve the Education**  
18 **and Community Outreach Coordinator position, pending grant funding as noted, and the**  
19 **motion passed unanimously.** See also items 5 above and 7d below.  
20

21 7. Superintendent's Report:

- 22 a. Workforce Investment Matters Summit: Honsiger reported that CDC hosted a Workforce  
23 Investment Matters Summit 7/11/18 in collaboration with the Vermont Department of Labor,  
24 noting that  
25 - the focus of the summit was on using apprenticeship programs as a strategy for  
26 workforce development  
27 - the Department of Labor Commissioner presented opening remarks  
28 - 34 people attended the meeting representing many area businesses and companies  
29 - this was a “good start” for gaining community input from local employers about “what  
30 works and what doesn’t” in terms of workforce development  
31 - action steps coming out of the meeting included the creation of two focus groups  
32 working on development and implementation of apprenticeship (and pre-  
33 apprenticeship) programs  
34 - she will give a follow up report in September.  
35 b. Computer Numeric Control (CNC) Training Program: Honsiger also reported that the CDC in  
36 collaboration with several local companies is now offering training to employees of those  
37 companies on CNC, noting that  
38 - 3 levels of training will be provided (introductory, intermediate and advanced) with an  
39 intermediate training program already underway, 9 students enrolled  
40 - state assistance may be available to help fund the cost of these programs to  
41 participating companies through a Vermont Training Grant program.  
42 c. New Paraprofessional Position: Lawler reported that the new paraprofessional position just  
43 approved (see item 5 above) was needed for safety reasons due to an increase in the number  
44 of students. Letourneau also noted that state safety regulations require an additional  
45 paraprofessional in classes with 16 or more students in Forestry, Building Trades, Culinary Arts,  
46 Automotive and Manufacturing programs.  
47 d. Education and Community Outreach Coordinator: Lawler noted that  
48 - the Outreach Coordinator (see also items 5a and 6a above) will attend community  
49 meetings, work with parents as well as industry groups, write press releases, as well  
50 as a variety of other activities all of which will create a “better and stronger  
51 relationship” with the CDC community partners, parents, and businesses  
52 - the Perkins grant, if awarded, will fund the position for 3 years  
53 - the CDC is one of a few technical centers in the state without such a position.  
54 e. New Building Entry Protocol: Lawler reported that a new protocol for students and guests  
55 entering the building will be implemented at the beginning of the school year which uses the  
56 Ident-a-Kid system, and that this system

- 1 - is similar to the system already in place at MAU  
2 - will scan student IDs and guest driver licenses and issue tardy passes, guest passes,  
3 etc  
4 - sends text message alerts if someone has entered the building without proper  
5 documentation.
- 6 f. *Commercial Drivers License (CDL) Program*: Lawler was pleased to announce that that “thanks  
7 to the effort of a lot of folks” the CDC is about ready to become a CDL training location once  
8 final approval from the Department of Motor Vehicles and the Agency of Education has been  
9 received. Lawler further noted that  
10 - the first program to be scheduled will be a CDL class B program (26K pound  
11 maximum limit) with a Class A program to be offered later (over 26K pounds)  
12 - the new program will be offered to day students to start, and once established, will be  
13 expanded to include adults  
14 - the program instructor needs to be licensed by the DMV  
15 - thanks go to the Town of Bennington for permission to use Laurel Park for training.
- 16 g. *New Experiences Camp*: Lawler also described the New Experiences Camp which ran for a  
17 “great week” beginning 7/10/18 during which 42 students, ages 11-15, participated in a variety  
18 of hands-on experiences with the Bennington Police Department, Sheriff’s Department, Fire  
19 Department, Rescue Squad and the CDC (in culinary arts, automotive, manufacturing, video,  
20 and building trades programs). McDonald also reported that a parent “raved” to him about the  
21 “opportunities for kids” provided by the program, “and especially at the CDC”.
- 22 h. *Start of School Year*: Lawler concluded his report noting that  
23 - teachers return 8/7/18 for three days of professional development, some of which will  
24 focus on drug use identification and response  
25 - students return 8/31/18, which is the same day MAU students start  
26 - although some sending schools such as Arlington, BBA and Hoosic Falls have  
27 different start dates (with Hoosic Falls the latest at 9/6/18), he is “hoping” to gat all  
28 students in school 8/31/18 and will report progress during the September meeting.  
29
- 30 8. Other: In response to a series of questions/comments, members and staff variously noted that  
31 - discussion will take place in September about scheduling the October meeting, which will  
32 fall on Columbus Day, unless re-scheduled  
33 - faculty and staff will begin review in September of the 7 recommendations included in the  
34 recently received NEASC report, and a more detailed report will be presented once faculty  
35 have determined specific responses and next steps, probably at the beginning of the new  
36 year  
37 - Lawler has met twice recently with the new MAUHS principal  
38 - Johnson attended a workshop during the summer with K-12 regional educators and  
39 administrators to determine how best to provide student training to improve the local  
40 economy.  
41

42 At 6:35pm, **Kinney moved and Swierad seconded a motion to adjourn and the motion passed**  
43 **unanimously.**