

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: November 5, 2018**

3 Assembly Room, Career Development Center (CDC)

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5 Members Present: Rickey Harrington, Chair; Art Haytko; Leon Johnson; Jackie Kelley, Clerk; Fran  
6 Kinney; Ed Letourneau, Vice-Chair; John MacDonald; Ken Swierad.

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8 Members Absent: Rob Bahny (see item 6a below); Jon Gauthier; Jessica Gulley-Ward.

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

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

14  
15 Recorder: Minutes transcribed by Richard Bump from the CAT-TV video of the meeting.

16  
17 *n.b. Copies of all documents listed in these Minutes are posted to the CDC Board Documents drop box.*  
18 *Please see the Minutes of the meeting currently scheduled for December 10, 2018 for corrections or*  
19 *revisions to these Minutes, if any.*  
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21  
22 Harrington called the meeting to order at 6:05pm and welcomed everyone present.

23  
24 1. Public Comments: None presented.

25  
26 2. Consent Agenda: After members noted that

- 27 - the agenda for the meeting was posted in the Bennington Banner
- 28 - minutes of this meeting will be transcribed from the CAT-TV video of the meeting

29 **Kinney moved and Johnson seconded a motion to approve the Minutes of the 10/15/18**  
30 **Regional Governing Board meeting and the motion passed unanimously. Kinney moved and**  
31 **Johnson seconded a motion to approve**

32 **Payroll Check Warrant #11 in the amount \$1,231.64**

33 **Payroll Warrant #1016 in the amount \$73,384.98**

34 **Payroll Check Warrant #12 in the amount \$817.46**

35 **Payroll Warrant #1019 in the amount \$73,848.43**

36 **and the motion passed unanimously. Kinney moved and Swierad seconded a motion to**  
37 **approve**

38 **Vendor Warrant #1017 in the amount \$47,367.63**

39 **Vendor Warrant #1018 in the amount \$40,217.78**

40 **and the motion passed unanimously.**

41  
42 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow* report  
43 for period ending 10/31/18 detailing a closing cash balance for the month of \$873,042.63.

44  
45 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to  
46 10/31/18, printed 11/5/18) for CDC regular as well as adult education programs.

47  
48 5. Committee Reports:

49 a. Policy Committee: Johnson reported that action taken during the "well attended" meeting of this  
50 committee earlier in the day included

- 51 - review of committee procedures
- 52 - re-election of himself as committee chair
- 53 - introduction of the new lawyer for the committee
- 54 - determination of agenda for next meeting
- 55 - agreement that the committee would meet monthly on the second Monday at 5:00pm.

56 Harrington thanked Johnson for continuing as chair of the Policy Committee.

57 b. Education/Facilities and Finance Committees: Nothing presented.

1 6. Action Items:

2 a. *Board Member Resignation:* After Harrington read aloud the letter of resignation submitted by  
3 Rob Bahny, effective 10/30/18, **Swierad moved and Johnson seconded a motion to accept,**  
4 **with regrets, the resignation of RGB Board Member Rob Bahny, and the motion passed**  
5 **unanimously.**

6 a. *Nomination - Workforce and Education Training Coordinator:* After Lawler noted that  
7 - this new position was approved by the board during the October meeting  
8 - 3 of the 11 applicants for the position were interviewed by a team of 6 people  
9 - of the 3, Rob Bahny was the unanimous choice of committee members  
10 - Bahny has extensive experience in adult education and workforce development  
11 - Bahny has a provisional license awarded by the state of Vermont which expires  
12 6/30/18 and has until that time to complete required coursework, if any, and as  
13 determined by the state

14 **Swierad moved and McDonald seconded a motion to approve the Nomination of Robert**  
15 **Bahny as Workforce and Education Training Coordinator and the motion passed**  
16 **unanimously.**

17  
18 7. Superintendent's Report:

19 a. *Enrollment:* Lawler reviewed a graph charting student enrollment over the last 6 semesters  
20 noting that  
21 - enrollment increased from 298 students in 2015 to 381 students in the current  
22 semester  
23 - the FTE has increased from 156 to 162 students, due to students spending more time  
24 in class or outside the building and in the workplace  
25 - despite a statewide decline in student enrollment, the CDC is "doing pretty well" and  
26 the numbers look "pretty good"  
27 - second semester enrollment tends to be lower than first semester due in large part to  
28 12<sup>th</sup> grade students who have satisfied all graduation requirements and may be on  
29 early release, dually enrolled, or other wise not in attendance on a regular basis (and  
30 this trend could be reversed if the MAU high school returned to a 26 credit graduation  
31 requirement)  
32 - student enrollment will also be impacted by the ongoing increase in adult courses  
33 (CDL, nursing, etc), workplace learning options, etc.

34 Lawler also reviewed a spreadsheet comparing student enrollment over the last 6 semesters  
35 for all technical schools in Vermont, with the CDC the second largest if full-day tech centers are  
36 dropped out of the comparison. In subsequent discussion and as a way to also compare the  
37 CDC to other schools, Lawler agreed to research the number of students in each of the sending  
38 schools who are eligible to attend tech centers comparable to the CDC around the state.

39 b. *Workflow in the CDC:* Lawler distributed and reviewed a graphic detailing the major  
40 roles/responsibilities of the various administrative positions in the CDC and the ways in which  
41 those positions blend, interact and overlap with each other. A copy of that graphic is attached  
42 to and hereby incorporated into these Minutes. In subsequent discussion, Lawler noted that  
43 - he recently showed this same "working document" graphic to faculty and staff who  
44 found it "very helpful" in better understanding who's responsible for what, and how  
45 some of those responsibilities overlap  
46 - he will include in the graphic the names of the administrative people in the 6 areas  
47 listed.

48 c. *Other:* Lawler also noted that  
49 - students are currently involved in many field trips, industry tours and college visits  
50 - MAU 8<sup>th</sup> graders are touring the building during the month of November  
51 and that, although there is discussion at the state level about allowing 9<sup>th</sup> and 10<sup>th</sup> grade  
52 students access technical center offering, the CDC already has a significant number of 10<sup>th</sup>  
53 grade students taking introductory course, many of whom then stay for the remaining two years.

54  
55 8. Other: After a brief discussion, members reached consensus that anyone interested in the board  
56 position vacated by Bahny should submit a letter of interest and resume in advance of the December  
57 meeting. The board also agreed to defer further action on this issue to the December meeting.

58  
59 At 6:35pm, **Kinney moved and Swierad seconded a motion to adjourn and the motion passed**  
60 **unanimously.**

- 1 Attachment to the 11/5/18 RGB Meeting Minutes
- 2 Career Development Center Work Flow

