

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: December 17, 2018**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Jessica Gulley-Ward; Rickey Harrington, Chair; Art Haytko; Leon Johnson; Fran
6 Kinney; Ed Letourneau, Vice-Chair; John MacDonald; Ken Swierad.

7
8 Members Absent: Jon Gauthier; Jackie Kelley, Clerk.

9
10 Staff and Others Present: Michael Lawler, Superintendent/Director; Stephanie Mulligan, Business
11 Manager; Sandy Redding, Administrative Assistant; Scott Roberts, Manager, Carbone Collision Center
12 (left 6:40pm).

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

15
16 Recorder: Richard Bump.

17
18 *n.b. Copies of all documents listed in these Minutes are posted to the CDC Board Documents drop box.*
19 *Please see the Minutes of the meeting tentatively scheduled for January 14, 2019 for corrections or*
20 *revisions, if any, to these Minutes.*

21
22
23 Harrington called the meeting to order at 6:25pm, thanked the students in the Culinary Arts program for
24 the terrific dinner prepared for and provided the board prior to the meeting, and welcomed everyone
25 present.

- 26
27 1. Public Comments: After introducing himself to all present, Roberts asked the board to consider
28 including an auto body repair segment to the automotive program at the CDC, noting that
29 - the auto body technician is an “aging profession” and it’s very difficult finding qualified
30 younger technicians to replace retirees, especially auto body painters
31 - this is a profession that is an “art, is not going away, provides great opportunity for
32 students, pays a good salary and provides job security”
33 - he would welcome interested students to take a field trip and tour the Carbone Collision
34 Center
35 - this would not be an expensive program to implement
36 - he’s turning customers away because he doesn’t have the staff to do the work.

37 After an extended discussion wherein members variously noted that

- 38 - the CDC would need state board approval to offer this type of training (which may still be
39 offered at the Rutland technical center)
40 - given that space at the CDC is already limited, the program, if offered, might need to be
41 located in an off-site facility
42 - Hudson Valley Community College offers this type of program, albeit at the post-secondary
43 level
44 - the usual process for this type of recommendation comes through the Advisory committees
45 for each of the CDC programs, and it would be of value if someone from the Carbone
46 group could become a member of this committee, if not already represented
47 - it would not be difficult locating teachers trained in this type of auto body work

48 Harrington thanked Roberts for his interest and suggestion and noted that the CDC Education
49 Committee would follow up on his recommendation.

50
51 2. Consent Agenda:

- 52 a. **Minutes: Kinney moved and Swierad seconded a motion to approve the Minutes of the**
53 **11/19/18 Regional Governing Board meeting and the motion passed unanimously.**
54 b. **Payroll Warrants: Kinney moved and Johnson seconded a motion to approve**
55 **Payroll Check Warrant #13 in the amount \$1,392.81**
56 **Payroll Warrant #1020 in the amount \$74,280.63**

1 **Payroll Check Warrant #14 in the amount \$1,679.65**
2 **Payroll Warrant #1022 in the amount \$73,793.06**
3 **and the motion passed unanimously.**

- 4 c. **Vendor Warrants: Kinney moved and Swierad seconded a motion to approve**
5 **Vendor Warrant #1021 in the amount \$81,284.88**
6 **Vendor Warrant #1023 in the amount \$43,850.64**
7 **and the motion passed unanimously.**

8
9 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow* report
10 for period ending 11/30/18 detailing a closing cash balance for the month of \$688,661.01.

11
12 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to
13 11/30/18, printed 12/17/18) for CDC regular as well as adult education programs.

14
15 5. Committee Reports:

16 a. *Finance:* see item 6 below.

17 b. *Policy:* Johnson reported a well attended meeting of this committee earlier in the month during
18 which the committee

- 19 - reorganized
20 - reviewed a variety of policies
21 - agreed to meet monthly.

22
23 6. FY2020 Budget: Mulligan briefly reviewed the FY20 budget process to date, noting that
24 - teachers and administrators developed budget proposals, including detailed information on
25 significant new proposals/changes from previous years, which were then reviewed and
26 consolidated into a total budget
27 - that budget was then reviewed by the Finance Committee during 2 separate meetings, and
28 during which the budget went through several different drafts, each one slightly lower than
29 the previous.

30 After reviewing the approved budgets for the last 5 years (ranging from a high of \$3,672,232 in FY15
31 to a low of \$3,424,190 in FY19, the current year), Mulligan and Lawler then reviewed key factors
32 impacting the FY20 budget including

- 33 - additional paraprofessional position added this year
34 - proposed 11.8% increase in health insurance
35 - \$50,000 budgeted for program enhancements (as examples: adding plumbing and
36 electrical units to Building Trades; auto body work to the Automotive program as
37 discussed in item 1; emergency medical responder unit to the Medical program, etc)
38 - the teachers and the ESP contracts are being negotiated and are up for renewal 7/1/19
39 - addition of the Workforce Education and Training Coordinator position in FY19.

40 Mulligan also noted that the

- 41 - first draft of the budget came in at \$3,855,372 and 3 drafts later is now at \$3,656,959 which
42 is a 6.80% increase over the current year budget
43 - the estimated 6-semester Full-Time Equivalent (FTE) student calculation is now at 154.50
44 and appears to "have leveled off and is no longer declining"
45 - the FY20 proposed tuition is \$537 higher than the FY19 Announced tuition (increasing from
46 \$18,630 to \$19,167) which results in a net 2.88% increase in tuition for FY20.

47 In concluding comment, Mulligan also

- 48 - compared that 2.88% increase to increases over the last five years, which range from a
49 low of 0.22% (FY19) to a high of 11.44% (FY15)
50 - briefly reviewed the FY20 budget broken down into Cost Centers (benefits, programs and
51 classes, student services, administration, etc) and as compared to FY18 actual and FY18
52 and FY19 budgets.

53 In subsequent discussion, members and staff variously noted that

- 54 - this budget presentation uses the same format in place for the last 6 years
55

- the amounts listed in ballot articles separate from the budget article (Capital Improvements at \$60K and Equipment at \$20K) are included in the \$3,656,959 budget, and if one or both of those articles fail, that amount will be reduced from the total budget, resulting in a decrease to the tuition rate
- the Finance Committee was strongly in favor of the \$50K allocation for program enhancements which will make “students more successful and meet the needs of the business community” (Johnson)
- the Capital Improvement fund at the beginning of this year was \$82,045 (recent roof repairs significantly drew down funds from this account) and the Equipment Reserve is at \$219,495
- the Superintendent developed a five-year building plan which he presented to the Budget Committee and will review with the full board during the January meeting
- all teachers have been trained in budget development and use the Infinite Vision software; new teachers are also assigned longer-term teachers as mentors who assist new staff in a variety of ways, including budget preparation
- the Finance Committee reviewed all department/program requests in detail
- given that state reimbursement “on behalf of” is \$8,813 and “tuition reduction” is \$3,546 the actual cost to sending districts is \$6,808 per FTE
- 1 FTE (240 minutes) equates to two students in second year programs or 4 students in introductory programs.

In concluding action, **Johnson moved and Kinney seconded a motion to approve the FY20 budget at \$3,656,959 and as detailed above and in documents reviewed, and the motion passed unanimously.**

7. Approved Tuition: Given approval of the FY20 budget in item 6 above, Announced Tuition for FY20 is \$19,167.

8. Personnel:

- a. *Retirement*: Lawler read aloud the 12/3/18 letter to him from Tim Foley, in which Foley
- announced his retirement at the end of the current school year
 - thanked his peers (“dedicated, talented, professional people”), “incredible” students and the school board (“for all their time and effort in supporting education”).

After a brief discussion wherein members and staff noted that Foley has worked as a teacher for 24 years and “did a great job for all of that time” (MacDonald), **Johnson moved and Swierad seconded a motion to accept with regret the resignation of Tim Foley as detailed, and to have the Clerk write and send a letter of appreciation from the board, and the motion passed unanimously.**

- b. *Resignation*: Lawler read aloud the 12/17/18 to him from Stephanie Mulligan announcing her resignation as Business Manager effective 2/1/2019, and afterwards noting that Mulligan will be “sorely missed....as she was a huge part of the administrative team, by faculty, staff and the board”. After Harrington called for a motion that “will leave tears in our eyes,” **Johnson moved and Kinney seconded a motion to accept with regret the resignation of Stephanie Mulligan as detailed and to have the board clerk write a letter of appreciation, the motion passed unanimously.**

9. Copier Bid: No action taken.

10. Superintendent’s Report: Given the presentation, discussion and action taken on the budget in item 6 above, Lawler said that he had no additional report to present.

11. Other: Nothing presented.

At 7:10pm, **Kinney moved and Swierad seconded a motion to move to Executive Session to discuss personnel**, and after Harrington noted that there would be no action taken after the Executive Session except to adjourn, **the motion passed unanimously.**