

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: January 14, 2018**  
3 Assembly Room, Career Development Center (CDC)

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

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8 Members Absent: Jessica Gulley-Ward; Leon Johnson.

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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.

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15 Recorder: Richard Bump.

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17 *n.b. Unless otherwise noted, copies of all documents listed in these Minutes are posted to the CDC Board*  
18 *Documents drop box. Please see the Minutes of the meeting tentatively scheduled for March 11, 2019*  
19 *for corrections or revisions, if any, to these Minutes (no meeting anticipated in February).*  
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22 Harrington called the meeting to order at 6:06pm.

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24 1. Public Comments: None presented.

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26 2. Consent Agenda:

27 a. **Minutes: Kinney moved and Letourneau seconded a motion to approve the Minutes of the**  
28 **12/17/18 Regional Governing Board meeting and the motion passed unanimously.**

29 b. **Payroll Warrants: Kinney moved and Gauthier seconded a motion to approve**  
30 **Payroll Check Warrant #16 in the amount \$287.78**  
31 **Payroll Warrant #1025 in the amount \$72,111.13**  
32 **Payroll Check Warrant #17 in the amount \$1,124.10**  
33 **Payroll Warrant #1029 in the amount \$72,703.67**

34 **and the motion passed unanimously.**

35 c. **Vendor Warrants: Kinney moved and Gauthier seconded a motion to approve**  
36 **Vendor Warrant #1026 in the amount \$75.00**  
37 **Vendor Warrant #1027 in the amount \$54,475.50**  
38 **Vendor Warrant #1027 in the amount \$38,193.53**  
39 **and the motion passed unanimously.**

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41 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow* report  
42 for period ending 12/31/18 detailing a closing cash balance for the month of \$1,292,425.44 as well  
43 as the Treasurer's cumulative report for the period 7/1/18 through 12/31/18.

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45 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to  
46 12/31/18, printed 1/14/19) for CDC regular as well as adult education programs.

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48 5. Committee Reports:

49 a. Education/Facilities: see item 5d below

50 b. Finance: Kinney reported that there was no change to the FY20 budget approved during the last  
51 meeting, and that the CDC budget has been "kept low over the last 5 to 6 years". In response  
52 in part, Mulligan noted that

53 - although the FY20 budget is increasing 6.8% over the current year, the actual  
54 increase to sending districts is 2.8%

55 - that lower figure is due to increased revenues from a variety of areas, including an  
56 increase in the number of Full-time Equivalent (FTE) in the student count.

- 1 c. *Policy*: Haytko reported that policies discussed during the most recent Policy Committee  
2 meeting included  
3 - the *policy on policies*: now out for warning  
4 - *superintendent evaluation*: no change  
5 - *idling of vehicles*: no change  
6 - *dress code*: a new policy, still being reviewed (and in addition to dress codes that are  
7 included for some specific classes in the student handbook)  
8 - *telecommunications and networking*: to be replaced by a new policy *computer network*  
9 and that discussion of three other policies was deferred to the next committee meeting.  
10 d. *Special Joint Meeting Education and Finance*: Somewhat earlier in the meeting, Lawler  
11 reviewed topics discussed during the 1/10/19 joint meeting of these two committees (see the  
12 drop box for a copy of the Minutes of that meeting) including  
13 - the transfer back of 6 courses from the MAU to the CDC, Fall 2019: 1422 - Microsoft  
14 Office; 3184-Money Matters; 3350 - Computer Applications/Office Applications; 3020 -  
15 Adobe Photoshop; 910 - Graphic Design; 915 - Advanced Graphic Design; and 3353 -  
16 3D Printing and Robotics (co-taught)  
17 - although a new instructor will be needed for the Graphic Design courses, the four  
18 other courses will be taught by current staff, somewhat re-aligned  
19 - the \$50,000 needed to fund the new position will be covered by transfers from other  
20 parts of the FY20 Budget: \$25,000 from Program Enhancements, \$17,000 from  
21 Software Upgrades and the remaining \$8,000 from the Contingency fund; and  
22 therefore there will be no need to increase the FY20 budget approved during the  
23 December meeting nor the Announced Tuition also approved during that meeting  
24 Other topics discussed during that meeting included  
25 - the bids received for the Coordinate Measuring Machine (see item 6c below)  
26 - how to manage the business office in the interim and before a new Business Manager  
27 is hired (see item 6d below).  
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- 29 6. Action Items:  
30 a. *Copier Bid*: After members and staff briefly reviewed the response to a request for bids for an  
31 office copier for a three-year lease to replace the existing copier, **Kinney moved and Swierad**  
32 **seconded a motion to authorize the SVCDC Business Office to sign a three-year contract**  
33 **with SymQuest, the low bidder at \$386.93/month, to include a service contract with 3,200**  
34 **b/w prints and 1,400 color prints, and the motion passed unanimously.** In response to a  
35 question from Letourneau, Lawler noted that the lease arrangement includes copier  
36 maintenance and repair as well as supplies and is less expensive than purchasing a copier and  
37 then paying for repairs and supplies.  
38 b. *Equipment Purchase - Coordinate Measuring Machine*: After noting that a Coordinate  
39 Measuring Machine (CCM) is a device which  
40 - measures/scans the geometry of physical objects by sensing discrete points on the  
41 surface of the object with a probe  
42 - is current technology that aligns with industry needs and will be used in the  
43 manufacturing program  
44 **Gauthier moved and MacDonald seconded a motion to accept the recommendation from**  
45 **the advisory committee for the Manufacturing Program to purchase a Coordinate**  
46 **Measuring Machine from Zeiss-Duramax in the amount \$46,600 to be funded through the**  
47 **Equipment Grant (+/- \$28,000) and Local Budget (+/- \$18,600) and the motion passed**  
48 **unanimously.**  
49 c. *Interim Duties of Business Manager*: After Lawler noted that  
50 - as announced in the December meeting, Mulligan has resigned her position as  
51 Business Manager after working with the CDC for 6+ years and that she will be  
52 missed  
53 - members of the Finance and Education committees recommend re-assignment of  
54 duties of the business manager until a new Business Manager is found  
55 **Harrington moved and Kinney seconded a motion to assign the additional duties of**  
56 **Business Manager to Cathy Vosburgh on an interim basis until a new Business Manager**

1 **is found and that additional compensation for the duties will be paid bi-weekly and shall**  
2 **be no more than \$11,600 ending June 30, 2019 and the motion passed unanimously.**

3 d. *Graphic Arts Instructor:* After a brief discussion, **Kelley moved and Kinney seconded a**  
4 **motion to re-instate the Graphic Arts teaching position and then to hire a person into that**  
5 **position to teach two graphic arts courses beginning FY20 and the motion passed**  
6 **unanimously.** (see also discussion in item 5d above).

7 e. *FY20 Budget:* After Mulligan noted that, although the total budget amount has not changed  
8 since being approved during the December meeting, there have been some shifts in line items  
9 within the budget to accommodate the new Graphic Arts instructor as well as other shifts to  
10 align with the new teaching assignments for the other technology related courses (and as  
11 discussed in 5d above), **MacDonald moved and Kelley seconded a motion to approve the**  
12 **revised FY20 budget as presented, and the motion passed unanimously.**

13 f. *FY20 Announced Tuition:* Given that the net budget itself did not change, there is no change in  
14 the Announced Tuition approved during the December meeting, and therefore no further action  
15 is necessary.

16 g. *Ballot Warning:* After Lawler noted that the process for warning the annual meeting has not  
17 changed in recent years, **Kinney moved and MacDonald seconded a motion to approve the**  
18 **Warning of the Annual Meeting March 4<sup>th</sup> and March 5<sup>th</sup>, 2019 of the Southwest Vermont**  
19 **Regional Technical School District V009 as presented, and the motion passed**  
20 **unanimously.**

21 h. *Field Trip to Culinary Institute of America (CIA):* After members noted that

22 - this includes a 3-day stay at the CIA in Hyde Park, NY

23 - CDC students have won twice before in the ProStart Culinary Competition

24 **Kelly moved and Swierad seconded a motion to approve the CIA Field Trip as presented**  
25 **and the motion passed unanimously.**

26 i. *Field Trip to Puerto Rico:* After Lawler noted that details for this field trip are still being worked  
27 out with Jim Goodine, organizer of the event, but that

28 - this year's program will run much like last year, except that it will be two-weeks this  
29 year (instead of the single week last year)

30 - current thinking is that there will be two separate groups, with each group being in  
31 place for one week (the week of spring recess as well as the following week)

32 - it's important to book airfare and other travel related expenses as soon as possible to  
33 ensure lowest possible cost

34 - students in the Building Trades program will fund-raise for the trip

35 - donations from the community at large to support the trip are welcome

36 - students and chaperones have yet to be determined

37 **Kinney moved and Gauthier seconded a motion to approve the Puerto Rico field trip as**  
38 **described, and the motion passed unanimously.**

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40 7. Superintendent's Report: After noting that his time has been spent recently in resolving issues with  
41 the new courses, budget impact, and field trips, Lawler noted that the Coordinator of Education and  
42 Community Outreach and the Coordinator of Workforce Education and Training will both give  
43 presentations/updates at the next board meeting.

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45 11. Other: Members agreed that there would be no RGB meeting in February, unless urgently needed,  
46 and that the district's Annual Meeting is scheduled for 3/4/19, 6:30pm, at the Bennington Firehouse.

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48 At 6:45pm, **Kinney moved and Swierad seconded a motion to move to adjourn, and the motion**  
49 **passed unanimously.**