

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 16, 2017**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/396264101>

5 Phone: toll free (US) 1-877-309-2073 US: +1 224 501-3216 Access Code 396-264-3216

6
7 Members Present: Rob Bahny (at 6:13); Rickey Harrington; Leon Johnson; Jackie Kelly;
8 Fran Kinney; Ed Letourneau; John MacDonald; Kenneth Swierad

9
10 Members Absent: Jon Gauthier; Jessica Gulley-Ward; Art Haytko;

11
12 Staff and Others Present: Assistant Director Meg Honsinger; Business Manager Stephanie
13 Mulligan; Office Manager Sandra Redding

14 Videotaping: CAT-TV

15
16
17 Recorder: Barb Schlesinger (*from CAT-TV recording*)

18
19 **Call to Order/ Welcome**

20 Chairman Harrington called the meeting to order at 6:00pm and welcomed all.

21
22 **Public Comments**

23 Chairman Harrington called for comments; board member Kinney spoke as a citizen about
24 the recent forum in Shaftsbury regarding Act 46. Fran expressed concern that there will be
25 no debate, only one side of the issue is being presented and questions are being left
26 unanswered. He referenced similar consolidation efforts from 20 years past; Fran
27 expressed the issue is really between the legislators and the state failing to do their job(s).
28 He expressed the deficit is the result of money benefits for teachers and declining
29 enrollment. Kinney expressed rather than voting yes on the upcoming ballot, a no vote
30 would have the state 'come down and do it' thus making them accountable/ responsible and
31 leave the communities out of it. He noted that at this point, SVSU is already meeting 85% of
32 the consolidation goals.

33
34 Chairman Harrington called for comments from the other side. Assistant Director Honsinger
35 noted Act 46 does not affect the CDC. Letourneau noted he was on the Act 46 Committee
36 before North Bennington left the supervisory union and felt when questions about how it
37 would affect taxes were asked they were not answered.

38
39 **Consent Agenda**

40 **Minutes**

- 41 - Minutes of the September 18, 2017 Regional Governing Board Meeting

42
43 **Kinney moved and Letourneau seconded a motion to approve the September 18, 2017**
44 **minutes.**

45
46 **Hand vote was taken with all present voting in favor.** Chairman Harrington announced
47 the vote was unanimous. There was no discussion.

1 **Warrants**

2 PAYROLL

- 3 - SWVRTSD Payroll Warrant #1011 9/28/2017 in the amount of \$ 64,877.98
- 4
- 5 - SWVRTSD Payroll Warrant #11 & #1013 10/12/2017 in the amount of \$ 65,333.19

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7 **Kinney moved and Swierad seconded a motion to approve Payroll Warrants #1011, #11, and #1013.**

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9

10 Johnson commented he did not have a chance to review the warrants because yesterday the information documents for the meeting were not in the Dropbox. He voiced that meeting does not have to happen if we are not prepared. There was brief discussion with Kelly noting Apple updated yesterday and Mulligan noting slight view modifications had been made today. Chairman Harrington asked for Assistant Director Honsinger to find out what happened and report back.

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17 **Hand vote was taken with all present voting in favor excepting Johnson who abstained. The motion to accept carried.**

18

19

20 VENDOR

- 21 - SWVRTSD Vendor Warrant # 1012 9/28/2017 in the amount of \$ 77,776.71
- 22 - SWVRTSD Vendor Warrant # 1015 10/13/2017 in the amount of \$106,488.10
- 23
- 24 - SWVRTSD Vendor Warrant # 1014 VOID

25

26 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants #1012 and #1015.**

27

28

29 **Hand vote was taken with all present voting in favor excepting Johnson who abstained. The motion to accept carried.**

30

31

32 **Cash Flow/ Revenue and Expenses**

33 There were no comments.

34

35 **Committee Reports**

36 There were no reports.

37

38 Chairman Harrington called for a preliminary budget meeting for the Finance committee to be scheduled. Business Manager Mulligan reported she and Superintendent Lawler had spoken of this earlier. The meeting has been tentatively set November 20th at 4pm with the Policy committee meeting to follow at 5pm and the full board meeting at 6pm. Kinney had previously been selected as chair for the Finance committee.

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44 **Action Items**

- 45 ▪ **Approve Minutes of Carousal Joint Boards Meeting August 15, 2017**
- 46 - Redding reported approval of these minutes has been overlooked. The minutes are from the joint meeting held this summer regarding teachers' contract.
- 47
- 48
- 49

1 **MacDonald moved and Kinney seconded a motion to approve the Minutes of the**
2 **August 15, 2016 Carousal meeting.**

3
4 **Hand vote was taken with all in attendance voting in favor.** Chairman Harrington
5 announced the vote was unanimous. There was no discussion.
6 *(Bahny joined the meeting at this time and was present for the vote.)*

7
8 **▪ Procedures for Executing Contracts**

9 Business Manger Mulligan reported she recently attended a Federal Grant
10 Management Workshop. She is asking the board tonight to vote to grant authority to
11 the Superintendent or his designee the ability to execute contracts. She gave the
12 example of purchase orders, and noted she could not find a vote to do this in prior
13 minutes. Letourneau recalls this being granted when the CDC became its own
14 district in 2003.

15
16 **Macdonald moved and Johnson seconded a motion to grant the Superintendent or**
17 **his designee the ability to execute contracts.**

18
19 Kelly asked about the requirements to go out to bid, with Mulligan replying that is
20 governed by state and federal law. Mulligan reiterated purchases are perceived as
21 contracts and the superintendent has to be able to enter these. This vote will not
22 change the process, Mulligan just needs the granting of authority recorded in the
23 minutes.

24
25 **Hand vote was taken with all in attendance voting in favor.** Chairman Harrington
26 announced the vote was unanimous.

27
28 **▪ Field trip**

29 This overnight trip was included in the Dropbox but was not on the Warned Agenda.
30 Business Manager Mulligan noted the board chair or one of board can approve the
31 trip prior and the full board can vote at a subsequent meeting (after trip is warned.)
32 Chairman Harrington asked Office Manager Redding to email him the document and
33 he will approve; trip will be warned and voted on by full board at November meeting.

34
35 **Superintendent's Report**

36 Assistant Director Honsinger:

- 37
- 38 • Reported they are still working out the logistics to have a full CDL program for Adult
39 Ed at the center. AOT has identified CDC to offer a permit course. Meg will have
40 more information on this for the next meeting. This permit course will prep students
41 to the take the permit test. CDC is not a State approved 'Driver School', so this would
42 be a good first step. Area businesses have concurred. It was noted during brief
43 discussion that we need to start somewhere.
 - 44 • Reported interviews for the next LNA cohort have started: there are about sixteen
45 (16) applicants and they aim to start with twelve (12) students. There is also a job
46 posting for a Program Administrator: this person needs to be a RN and will be
47 responsible for the administrative pieces of the program.
 - 48 • Then gave an overview of Superintendent Lawler's report in his absence:
 - 49 - On September 20th Burr & Burton freshmen toured the campus and submitted
paperwork related to areas of interest: twelve students were anticipated, thirty-

1 six attended. Honsinger reported they hoped these students would return for
2 the 8th grade tour visit.

- 3 - Thanked all those who attended the Open House on September 26th.
- 4 - Reported this past week the Hoosick Falls Superintendent Ken Facine, along
5 with Principal Patrick Dailey, popped in for a visit and to establish a presence for
6 their students. While here they visited the café; they have a high number of
7 students interested in the culinary program for next year. She also noted a
8 direct link between Manufacturing Tech at the CDC and foundation courses at
9 HFHS has been found making for a seamless transition for the participating
10 Hoosick Falls students.
- 11 - Reported Culinary lunches have started; the schedule is Friday, 11-12:30 with
12 the menu being posted on Facebook.
- 13 - Reported there was a pre-visit from two NEASC folks: they came to walk the
14 building and see the programs in action, in general, get a 'lay of the land' prior to
15 the full visit. Honsinger commented that they could not say enough about our
16 Center. She further voiced how very lucky we are to have what we have and
17 noted our up to date equipment, teachers, etal.
- 18 - Reported eighteen students attended the Women Can Do event which focuses
19 on STEM and trade skills for females.

20 Brief conversation regarding the machines shop being up to date and the importance of
21 welding followed. Also brought up was Burr and Burton scheduling and attendance numbers
22 being available for the next meeting.

23 24 **Chairman's Report**

25 Harrington did not give a formal report this evening

26 27 **Other**

28 Johnson reported he was on the Principal Screening committee at MAU and wanted
29 to extend his efforts to include the CDC in so far as any concerns board members
30 might have might have. Comments/ concerns should be sent to Leon. Swierad
31 asked the committee ensure a good team person is chosen. Chairman Harrington
32 commented we are pretty well representing on MAU board.

33
34 Letourneau brought up the topic of MAU changing their graduation requirements to
35 include requiring students to attend some classes at the CDC.

36
37 Assistant Director Honsinger summarized the thank-you letter from the Bennington
38 Police Department regarding the New Experiences camp that was in the Dropbox.
39 She further gave a brief description of the camp and CDC's part in the week-long
40 experience.

41 42 **Adjournment**

43 **At 6:38pm Kinney moved and Johnson seconded a motion to adjourn. Hand vote was**
44 **taken with all in attendance voting in favor.**

45
46 Respectfully submitted,

47
48 Barb Schlesinger
49 October 22, 2017

1 **Dropbox:**

- 2 - Agenda for the October 16, 2017 Meeting
- 3 - Minutes of the September 18, 2017 Regional Governing Board Meeting
- 4 - Minutes of the August 15, 2017 Special Carousel Meeting
- 5 - SWVRTSD Payroll Warrant # 1011
- 6 - SWVRTSD Payroll Warrant # 1013 & # 11
- 7 - SWVRTSD Vendor Warrant # 1012
- 8 - SWVRTSD Vendor Warrant # 1015
- 9 - Revenue & Expenses, Statement of Cash Flow
- 10 - Field trip - SkillsUSA
- 11 - Bennington Police Department Thank You (New Experience Camp)
- 12 - SVSU Teacher Contract 2017-2018 & 2018-2019 Signed
- 13 - Health Insurance Documents (7x)
- 14