

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: June 11, 2018**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Rob Bahny; Jon Gauthier; Rickey Harrington, Chair; Art Haytko; Leon Johnson; Jackie
6 Kelley, Clerk; Fran Kinney; Ed Letourneau, Vice-chair; John MacDonald; Ken Swierad; Jessica Gulley-
7 Ward.

8
9 Members Absent: None

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

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 available in the CDC drop box. Please see the*
19 *Minutes of the meeting currently scheduled for August 11, 2018 for corrections or revisions to these*
20 *minutes, if any. No regular meeting in July.*

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

- 24
25 1. Public Comments: None presented.
- 26
27 2. Consent Agenda: In a series of actions, **Kinney moved and Swierad seconded motions to**
28 - **approve the Minutes of the 5/14/18 Regional Governing Board meeting**
29 - **approve**
30 **Payroll Warrant #1049 in the amount \$68,661.51**
31 **Payroll Check Warrant #28 in the amount \$1,831.64**
32 **Payroll Warrant #1052 in the amount \$67,651.04**
33 **Payroll Check Warrant #29 in the amount \$587.27**
34 **Payroll Warrant #1053 in the amount \$152.72**
35 - **approve**
36 **Vendor Warrant #1050 in the amount \$70,543.72**
37 **Vendor Warrant #1051 in the amount \$130.00**
38 **and all motions passed unanimously.**

39 Johnson also noted that, although the board moves quickly through these items, all warrants have
40 been posted to the website for members to review in advance of the meeting. Letourneau also noted
41 that the bi-weekly payroll warrants as well as some vendor warrants (on occasion) are pre-approved
42 for release by board chair or others in advance of full board approval.

- 43
44 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*
45 *5/1/18 - 5/31/18* detailing a closing cash balance of \$1,654,314.94 for the month.
- 46
47 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to
48 5/31/18, printed 6/11/18) for regular as well as adult education programs.
- 49
50 5. Committee Reports:
51 a. Education/Facilities Committee: Letourneau reported that this committee met immediately prior
52 to this meeting and reviewed
53 - the roof repair project as well as some other routine maintenance issues
54 - the lease for the daycare center (see item 6b below)
55 - the proposal for lengthening the school day (see item 6c below)

1 and that the committee recommends board approval of the last two items. Somewhat later in
2 the meeting, Letourneau also noted that, due to time constraints, the committee was not able to
3 discuss the ESP Memorandum of Agreement (see item 6a below).

- 4 b. *Policy Committee*: After Johnson noted that scheduled meetings for this committee did not take
5 place due to poor attendance, members and staff discussed
6 - the reasons why, in some instances, a specific CDC policy may differ from the same
7 MAU policy
8 - whether or not to try and meet before the end of the month
9 - and appeared to reach consensus to have the Policy Committee meet in August, in
10 advance of the beginning of the school year.

11
12 6. Action Items:

- 13 a. *Educational Support Personnel (ESP) Memorandum of Understanding (MoU)*: Lawler reported
14 that the MoU related to the recently approved ESP Contract
15 - corrects some language in that contract which did not accurately reflect contract
16 negotiations agreement regarding health insurance premiums and co-pays
17 - the boards of all other school districts participating in this contract have already
18 approved and signed the MoU
19 - despite the incorrect language in the contract, all relevant transactions have aligned
20 with the original agreement.

21 After noting that the error occurred after contract negotiations concluded, **Johnson moved and**
22 **Kinney seconded a motion to approve the Memorandum of Understanding as presented,**
23 **and the motion passed unanimously.**

- 24 b. *Daycare Lease*: Lawler reported that the Education/Facilities committee
25 - requested and received full legal review of the contract with Growing Up Right to
26 ensure that all laws, regulations and conditions for providing child day-care services
27 are being met
28 - recommends that the board approve the new lease for two years beginning 7/1/18.

29 After a brief discussion, **Gauthier moved and Letourneau seconded a motion to approve**
30 **the two-year lease with Growing Up Right as presented, and the motion passed**
31 **unanimously.**

- 32 c. *2018-2019 School Day*: Lawler reported that
33 - technical centers, per state law, are considered public school districts which then also
34 function as supervisory districts
35 - as such, this board has the authority to set its own school day
36 and given that, he recommends setting the CDC school day for the upcoming school year to
37 start at 7:00am and to end at 5:00pm. Lawler further noted that
38 - approving a ten-hour day does not mean that students or teachers would need to be
39 in attendance for that entire time
40 - there are varying school schedules amongst the CDC member districts
41 - this would allow additional opportunities for students in the CDC to meet the goals
42 defined within their personalized learning plans and provide more flexible pathways to
43 achieve those goals
44 - the CDC could provide programs to students either before or after the regularly
45 scheduled day in students' home schools
46 - both the Agency of Education and the CTE have indicated the district and the board
47 have the authority to do this
48 - he does not anticipate any significant impact immediately but it does create more
49 opportunities and greater flexibility than provided within the current school day.

50 **Kinney moved and Gauthier seconded a motion to set the school day for the upcoming**
51 **year at 7:00am to 5:00pm and the motion passed unanimously.**

52
53 7. Superintendent's Report:

- 54 a. *Awards Night*: Lawler was pleased to report that there was a capacity crowd at the recent
55 Awards Night (agenda for the evening is posted to the CDC lockbox)
56 and that events during the evening included

- announcements of a variety of awards and scholarships, including but not limited to awards for perfect attendance, names of persons inducted into the Nationals Honors Society (one of the largest group ever), etc
- recognition of the retirement of Bruce Lee Clark

and thanked everyone who participated in preparing food, presenting awards and “being there”.

b. *School Safety and Security*: Lawler gave an extended presentation on recently (over the last 12 or so months) implemented school safety and security initiatives, noting that

- although the CDC and MAU are independent organizations, both share a common campus and therefore a common responsibility to work together to ensure that common and standard safety and security practices are in place in both locations
- in January 2017, a comprehensive analysis and subsequent recommendations were made and implemented regarding secured access to the building, external 24-hour camera surveillance (including but not limited to all entrances/exits to the building), and secured telephone communications
- a full day training program was provided reception staff to recognize and respond to unusual behaviors for people wanting access to the building
- a comprehensive Emergency Operations Plan was developed, site specific, which detailed responses to high, medium and low risk events; lockdown and shelter-in-place protocols; stage 1 (fire drills, outside the building), stage 2 (to the football field) and stage 3 (Bennington Fire Facility) evacuations
- the most recent NEASC report cited the CDC as having “exemplar plans” in place with the MAU
- all teachers and staff are issued fobs which are customized/programmed to allow access to certain doors and which can be deactivated “within seconds”
- police are present in both the MAU and CDC buildings on a varying schedule five days a week at both MAU and CDC
- the Ident-a-Kit system, piloted recently at MAU, is funded in the CDC budget and will be implemented in the coming year which will streamline and record visitors to the building, issue passes, as well as record student late arrivals/early releases
- an MAU/CDC Safety Team meets on a regular basis to review protocols, incidents, etc
- safety drills are mandate monthly: evacuation one month, lockdown the other month, etc
- both CDC and MAU have direct radio communication with the Bennington Police
- the CDC is “fortunate” in that it is in a more “urban” environment where there are fully staffed police, fire, sheriff, emergency rescue squads, etc available at a moment’s notice (as opposed to more rural areas where it might take a much longer time for response by such agencies)

And concluded comments noting that “we practice all this day in, day out... you sign in, sign out, doors are locked, and cameras are working. We’re ahead of the curve...and we’re fortunate to have the full support of the board and the community”. In subsequent discussion, Lawler noted that

- each fob issued faculty and staff is individually programmed, and all entry/exit activity is computer recorded
- students do not have fobs and must use common and limited main entry/exit doors to the building.

In concluding comment, Harrington cautioned that “regardless the precautions of this sort in place” to ensure safety and security of students, staff and buildings, “it doesn’t seal the deal” in that all of this can be circumvented by people allowed to enter a building for whom there is no comprehensive background/finger-printing clearance, a clearance which can take months to receive, but which should be available, given current technologies, in minutes.

8. Other: Nothing presented

At 6:50pm, **Kinney moved and Letourneau seconded a motion to move to Executive Session per 1 VSA 313 (a) (10): *School Safety* and the motion passed unanimously.**