

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: September 9, 2019**  
3 Assembly Room, Career Development Center (CDC)

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5 **RGB members present:** Rickey Harrington, Chair; John MacDonald, Vice-chair; Jackie Kelly, Clerk; Fran  
6 Kinney, Edward Letourneau, Michael Munson, Art Haytko and Kenneth Swierad

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8 **CDC represented** by: Michael Lawler, Superintendent/Director; Meg Honsinger, Assistant Director;  
9 Rebecca Tattersall, Business Manager; Rob Bahny, Workforce Education and Training Coordinator and  
10 Cathy Vosburgh, Accounting Clerk/Payroll and former Interim Business Manager

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12 **Recorder:** Sandra Redding, Administrative Assistant to the Superintendent

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14 Meeting was called to order by Rickey Harrington at 6PM. After welcoming viewers, and requesting  
15 public comments, (there were none), the consent agenda was presented for approval:

- 16 • Consent Agenda Motion-F. Kinney Second-J. MacDonald Unanimous
- 17 • Payroll Warrants Motion-F. Kinney Second-J. MacDonald Unanimous
- 18 • Vendor Warrants Motion-F. Kinney Second-J. MacDonald Unanimous

19 Business office documents were mentioned and no questions were presented.

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21 **Committee Report:**

- 22 • Ed Letourneau updated the full board with information from the joint Education/Facilities and  
23 Finance Committee meeting that just adjourned. The CDC has learned after some research and  
24 discussion that a driver's education program would be very useful and well attended for students  
25 in our district. Rob Bahny, Workforce and Education Training Coordinator, created an interest  
26 form which was given to CDC students at the start of school. At this time, 109 students replied  
27 that they would be interested in signing up for a driver's education program. Our sending schools  
28 have programs, but only a handful of students are able to participate because of timing and space  
29 limitations. School programs are typically offered with no charge, so that is a point of discussion  
30 for the board to consider. The cost for private programs is at least \$700 per student. The CDC  
31 considers it imperative for program students to secure a driver's license so that they have access  
32 to work experiences and jobs in the area while in school and of course, for their future  
33 employment. Therefore, the CDC would like to provide driver's education instruction at a cost  
34 that would not be prohibitive for students and their families. As there will be program expenses to  
35 the CDC, (state licensing, program set-up and instructor employment, etc.), a fee will need to be  
36 established. At this point, as this is a "work in progress", several options were discussed in  
37 committee with the committee recommending that a driver's education program be established.
  - 38 ○ Details: Follow-up with Vermont state agencies involved; hire instructor(s); 6-8 week  
39 program; base cost \$700 which is the cost the private instructor(s) charge per student;  
40 supplemented cost in some degree, perhaps grants, other sources, etc. (discussion to  
41 follow)
- 42 • After additional discussion, a motion was made by Ed Letourneau and seconded by Fran Kinney  
43 to support and offer the first driver's education program to students taking a CDC class for the  
44 cost of \$700 with the CDC fronting a 50/50 split for the first 6-8 week course beginning as soon  
45 as it can be established. The business office will determine where the funds will come from to  
46 assist in the start-up. Decision for continuation, criteria and cost will be examined after completion  
47 of first cohort. Vote taken was 7 for and 1 abstain. Motion passed. The board is in complete  
48 support and will look forward to program results.

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50 **Superintendent's Report:**

- 51 • Supt. Lawler welcomed our new faculty and staff: Linda Dovitski-Para; Kristen Barrett-Business  
52 Management Instructor; Betsy Kane-Graphic Arts Instructor and Ryan Scutt-Video Production.  
53 Rebecca Tattersall was welcomed as she was attending her first board meeting as our new  
54 Business Manager. Lawler reported to the board that enrollment looks good and he will have  
55 final numbers after October 15<sup>th</sup>. Also, with the start of the new school year, professional  
56 development with Linda Jackson, who has been with us before took place. In-service topics

1 included cross teaching/sharing for programs, curriculum mapping and advisory committee  
2 enhancements. We are hoping to encourage more community members to become a part of  
3 our advisory committees. It was noted that board members may serve on advisory committees  
4 if interested. Board members requested a list of program advisory committees.  
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6 Lawler invited the community and board members to the CDC Open House which is Tuesday,  
7 September 10, 6:30-8PM. This is a perfect time to see what programs, equipment and teaching  
8 methods are in place. Hospitality table with information will be set-up in the Atrium.  
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10 It was brought to the attention of the board that the next two meetings, October 14 and  
11 November 11, fall on school holidays. The members decided to meet the first Monday of  
12 October and November as an alternative.  
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14 With no other business brought forward, meeting was unanimously adjourned at 6:12PM.  
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