

1 **1:00-4:30**

2 **Southwest Vermont Regional Technical School District (SWVRTSD)**

3 **Regional Governing Board Meeting Minutes: April 9, 2018**

4 Open Session: Assembly Room, Career Development Center (CDC)

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

8  
9 Members Absent: Jon Gauthier; Leon Johnson.

10  
11 Staff and Others Present: Joe Heroux, Bonadio Group (left 6:5pm); Meg Honsiger, Assistant Director;  
12 Michael Lawler, Superintendent/Director; Stephanie Mulligan, Business Manager..

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

15  
16 Recorder: Richard Bump

17  
18 *n.b. Copies of all documents listed in these Minutes are available in the drop box on the CDC website.*  
19 *Please see the Minutes of the meeting currently scheduled for May14, 2018 for corrections or revisions to*  
20 *these minutes, if any.*

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

24  
25 1. Public Comments: In response to a question from Kinney, Lawlor agreed to check and see if there is  
26 a podium available for use during the graduation ceremony.

27  
28 2. Auditor's Report: After noting that Alan Walthur was not able to attend the meeting and sends  
29 regrets, Heroux noted various findings in the FY17 audit report, and as follows  
30 - this is an "unmodified" opinion, which is the highest rating an organization can get  
31 - there were no findings of "material weaknesses" not of "non-compliance" in regard to  
32 internal controls  
33 - there was nothing included in the Statement of Findings  
34 - there were no new GASB regulations, no journal entries made, and no disagreements with  
35 management  
36 and concluded comments noting that "it's great working with Stephanie and staff."  
37 In subsequent discussion, Heroux noted that  
38 - the Fund Balance increased FY16 to FY17 by \$72,000 to \$1,069,000  
39 - the audit included a review and "test" of the MAU/CDC contract  
40 - although the audit was late this year, it is not a problem having it completed before the  
41 annual floor meeting in March  
42 - the \$121,000 pension liability (page 16) is "only a paper entry" required for compliance  
43 with GASB68 throughout the state.

44  
45 3. Consent Agenda: In a series of actions, **Kinney moved and Swierad seconded**

- 46 - **a motion to approve the Minutes of the**  
47 **3/19/18 Regional Governing Board meeting**  
48 **3/5/18 Annual Floor Meeting**  
49 - **a motion to approve**  
50 **Payroll Warrant #1039 in the amount \$69,386.12**  
51 **Payroll Check Warrant #24 in the amount \$417.21**  
52 **Payroll Warrant #1042 in the amount \$71,154.05**  
53 **Payroll Check Warrant #25 in the amount \$967.47**  
54 - **a motion to approve**  
55 **Vendor Warrant #1040 in the amount \$67,805.75**

1                   **Vendor Warrant #1041 in the amount \$21,774.95 after voiding Check 19612 in**  
2                   **the amount \$320.00**  
3                   **and all motions passed unanimously.**  
4

5 4. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*  
6 detailing a cash balance of \$300,503.22 for month ending 3/31/18.  
7

8 5. Revenue and Expenses: After noting that the \$3,000 in the suspended Engineering and Design  
9 program budget/expense covers the cost of Project Lead the Way (which was not discontinued),  
10 members and staff made no further comments on the revenues and expenses reports (through 3/31/18,  
11 printed 4/9/18) for the regional governing board program as well as the adult education program.  
12

13 6. Committee Reports:

14 a. Policy: Harrington reported that the Chair for this committee has yet to be appointed.

15 b. Education/Finance: Letourneau reported that this committee, which met immediately prior to this  
16 meeting, managed to make it halfway through the agenda and discussed

- 17 - planned and on-going facilities projects
- 18 - day care lease renewal

19 But deferred discussion on the school day as well as calendar for '18-'19.

20 c. Committee Members: Harrington read aloud members of each committee, and as follows

- 21 - Education/Facilities: Kinney, Bahny, Letourneau, Gulley-Ward, MacDonald
- 22 - Finance: Gauthier, Swierad, Johnson, Kinney
- 23 - Policy: Johnson, Haytko, Bahny, Kelly
- 24 - Superintendent Evaluation: Harrington, Letourneau, Kelly
- 25 - Negotiations:

26 Teachers: Kinney

27 Educational Support Personnel: to be announced  
28

29 7. Action Items:

30 a. School Calendar: After Lawlor noted that

31 - there are three different 2018-2019 calendars in the drop box: SVSU, Burr and Burton  
32 and Arlington

- 33 - administrators for the various districts try to align calendars as best as possible

34 - the SVSU board recently adopted its calendar with a start date of 8/27/18 for teachers  
35 and end date 6/14/19 if no snow days

36 And after members and staff noted that

37 - grades 10 - 12 start a day after grade 9 which gives time for freshman orientation to  
38 the building, schedule etc

39 - the CDC opens with the grade 9 day, and with students from districts other than the  
40 MAU in attendance

- 41 - new teacher orientation day does not apply to CDC teachers

42 **Kinney moved and Swierad seconded a motion to warn the SVSU 2018-2019 calendar as**  
43 **presented and the motion passed unanimously.**

44 b. Policy #2600C - Superintendent Evaluation and Review: **Kinney moved and Swierad**  
45 **seconded a motion to warn Policy #2600C** and after members noted that changes to this policy give  
46 greater latitude in the evaluation schedule, **the motion passed unanimously.**

47 c. Policy #3216C - Idling of Vehicles: **Kinney moved and Swierad seconded a motion to warn**  
48 **Policy #3216C** and after members noted that

- 49 - this is a state mandated policy
- 50 - the VSBA has standard policies which could be used instead of creating our own
- 51 - the limited idling time may create some problems, especially in the winter, and

52 perhaps the policy should be amended to extend that time to ensure that health and safety concerns for  
53 certain people are not compromised

54 **The motion passed unanimously.**  
55

56 8. Superintendent's Report:

1 a. *Audit*: Lawlor thanked and congratulated Mulligan for another year “with a very clean audit”.  
2 b. *Skills USA*: Lawlor was pleased to report that 39 students participated in the Vermont State  
3 SkillsUSA Leadership and Skills Conference in 15 different skills and leadership competitions, bringing  
4 home a total of 21 medals. Gold medalists will travel to the SkillsUSA National Leadership and Skills  
5 Conference in Louisville, Kentucky during the last week of June. Lawlor then congratulated all medalists  
6 and as follows

7 Automotive Service Tech: Aaron Jelley (Bronze)

8 Cosmetology: Theresa Burgess (Bronze)

9 Law Enforcement

10 Crime Scene Investigation: Gabe Niles, Isaac Sibley, Emily Calkins (Gold)

11 Criminal Justice: Cam Turner (Gold); Riley MacDonald (Silver); Dennis Collette  
12 (Bronze)

13 Manufacturing & Design

14 CNC Turning: Aaron Harrington (Gold)

15 CNC Milling: Kevin McKenna (Silver)

16 CNC Technician: Owen Denué (Bronze)

17 Medical Professions

18 Health Knowledge Bowl: Chloe Crawford, Cassidy Danforth, Liam Drew, Samuel  
19 Irion (Gold)

20 Job Skill Demonstration: Chloe Crawford (Silver)

21 Medical Terminology: Nicole Main (Silver)

22 Extemporaneous Speaking: Samuel Irion (Gold)

23 Gorilla Communications: Emily Calkins, Morgan Flynn, Samuel Irion (Gold)

24 Lawlor also noted that 15 students plus chaperones will travel to Louisville KY during the last  
25 week in June, and although there isn’t much time between now and then, there will be some fund raising  
26 to try and offset some of the \$310+ cost for each student for the trip

27 c. *Pre-Law Program Competitions*: Lawlor was also pleased to announce that 13 CDC pre-law  
28 students participated in a statewide competition 4/7/18 with one student winning as “best defense attorney”.  
29 Lawlor thanked all local attorneys who participated in the program.

30 d. *Letter of NEASC Accreditation*: Lawlor read aloud the 4/4/18 letter from the New England  
31 Association of Schools and Colleges, summarized as follows

32 - the school was awarded continued accreditation with the two-year Progress Report  
33 due 9/1/19 and a 5-year focused visit Fall 2022

34 - the letter also detailed a series of “nice” commendations as well as “reasonable”  
35 recommendations

36 - the committee congratulated the CDCV administration and faculty for completing the  
37 first two phases of the accreditation process.

38 In concluding comment, Lawlor noted that

39 - the full 187 page report will be released soon to faculty

40 - the reports recommendations and commendations will help drive action plans for the next  
41 several years

42 And congratulated everyone for their hard work and the CDC for the accreditation.  
43

44 9. Other:

45 a. *Puerto Rico Field Trip*: Honsiger thanked the board on behalf of the students as well as herself  
46 who were given the “chance of a lifetime opportunity” to travel to Puerto Rico where they spent a week  
47 experiencing many new things for the first time: flying, being away from home for an extended period,  
48 etc. Honsiger also noted that

49 - these students will give a full presentation during the May meeting

50 - the “kids were hard working and deeply engaged” the entire time there and “were  
51 given tons of compliments for their behavior and skills set”.

52 - the family of the home the students worked on “was extremely grateful” being an array  
53 of new .

54 b. *Security Presentation*: Harrington noted that

55 - the school/student security and safety presentation scheduled for March will be  
56 rescheduled to the June meeting

1                   - Vic Milani, the SVSU School Safety Officer, has given this presentation to all SVSU  
2 boards.  
3       c. *Other Events:* Bagny informed the board and admistration that the CCV will host a public  
4 forum on career pathways 5/7/18 beginning at 9:00am with the Agency of Education Head of Career  
5 Pathways presenting, all welcome. Honsiger reported that Career Week at the CDC is schedukled for  
6 4/23-27/18 and that the Sophomore Summit occurred 4/9/18.  
7       d. *Other:* Imn response to a question from Letourneau, Lawlor noted that there are 12 students  
8 from Hoosic Falls attending the CDC.  
9       e. *Next Meeting:* 5/14/18  
10  
11 At 7:00pm, **Kinney moved and MacDonald seconded a motion to adjourn and the motion passed**  
12 **unanimously**