

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: September 10, 2018**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Rob Bahny; Jessica Gulley-Ward (via phone); Rickey Harrington, Chair; Art Haytko;
6 Leon Johnson; Jackie Kelley, Clerk (via phone); Fran Kinney; John MacDonald; Ken Swierad.

7
8 Members Absent: Jon Gauthier; Ed Letourneau, Vice-chair.

9
10 Staff and Others Present: Michael Lawler, Superintendent/Director; Sandy Redding, Administrative
11 Assistant; Cathy Vosburgh, Accounting.

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13 CAT-TV: This meeting was recorded but not broadcast live by Ryan Scutt.

14
15 Recorder: Richard Bump

16
17 *n.b. Copies of all documents listed in these Minutes are posted to the CDC Board Documents drop box.*
18 *Please see the Minutes of the meeting currently scheduled for October 8, 2018 for corrections or*
19 *revisions to these minutes, if any.*

20
21
22 Harrington called the meeting to order at 6:00pm and welcomed everyone present.

23
24 1. Public Comments: None presented.

25
26 2. Consent Agenda: **Kinney moved and McDonald seconded a motion to approve the Minutes of**
27 **the 8/1/18 Regional Governing Board meeting and the motion passed unanimously. Kinney**
28 **moved and Swierad seconded a motion to approve**
29 **Payroll Check Warrant #6 in the amount \$333.30**
30 **Payroll Check Warrant #8 in the amount \$844.52**
31 **Payroll Warrant #1006 in the amount \$23,368.38**
32 **Payroll Warrant #1007 in the amount \$69,343.54**
33 **Payroll Warrant #1008 in the amount \$121.17**
34 **Payroll Check Warrant #1010 in the amount \$69,686.00**
35 **and the motion passed unanimously. Kinney moved and Johnson seconded a motion to**
36 **approve**
37 **Vendor Warrant #1009 in the amount \$64,824.26**
38 **Vendor Warrant #1010 in the amount \$47,005.46**
39 **and the motion passed unanimously.**

40
41 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow* report
42 for period ending 8/31/18 detailing a closing cash balance for the month of \$855,784.34

43
44 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to
45 8/31/18, printed 9/7/18) for regular as well as adult education programs. Johnson clarified that
46 - board members were able to review in detail and on-line all documents listed in items 2, 3
47 and 4, all of which were posted well in advance of this meeting
48 - this prior review is the reason there is little or no discussion about many of these items.

49
50 5. Committee Reports:

51 a. Policy Committee: Johnson reported that

- 52 - there was a "pre"-Policy Committee meeting to discuss and determine what the
- 53 agenda items would be for the regular Policy Committee meeting
- 54 - it's difficult to get board members to attend these meetings
- 55 - his schedule is making it increasingly difficult for him to continue as Chair of the Policy
- 56 Committee

- 1 - it's critical to have board members actively engaged in this committee.
2 In response, Harrington asked "folks to try to be more active" with the Policy Committee.
3 b. *Education/Facilities Committee*: Nothing presented.
4

5 6. Action Items:

- 6 a. *Field Trip*: After Lawler reported that the field trip to New York City by 10 students in the Law
7 Enforcement Program will include tours of the Coast Guard Base as well as Port Authority,
8 **Kinney moved and Johnson seconded a motion to approve the October 18-19, 2018 field**
9 **trip as presented and the motion passed unanimously.**
10 b. *Paraprofessional Nomination*: Lawler noted that
11 - 3 of the 13 applicants for the newly created paraprofessional/technical specialist
12 position were interviewed
13 - the person nominated for the position was the most qualified
14 **Johnson moved and Kinney seconded a motion to nominate Martin Munoz to the**
15 **Paraprofessional/Technical Specialist position and the motion passed unanimously.**
16

17 7. Superintendent's Report: Lawler reported that

- 18 - the new Adult Education level 1 technician course starts 10/2/18 in collaboration with CNC
19 - the LNA course just started with 12 students enrolled
20 - professional development activity 8/27-28/18 was "robust" and focused on development of
21 lesson plans, curriculum management, assessment techniques, etc
22 - thanks to members of the Bennington Police Department for the presentation they gave
23 during that same period which focused on drugs in the community and ways to discern
24 signs of drug-induced impairment
25 - teachers are now uploading lesson plans on Fridays for the following week
26 - 191 people (mostly students) have already signed on to the "Remind" mobile AP which
27 creates an on-line portal for students, parents and teachers and can be used, as example,
28 by a teacher to remind students to bring a completed essay to class the next day
29 - the format for a 4-week 4-hours/week course on financial literacy has been developed and
30 includes such topics as paychecks, taxes and deductions; car loans; banking services, etc
31 - a new 'Pay Checks for Success' program is being piloted in which students earn 'money'
32 for being on time and attending school regularly but earn fewer dollars when tardy and
33 nothing when absent; 'paychecks' are issued bi-weekly; earnings statements are issued
34 quarterly; and students can use money 'earned' to purchase various incentives; the
35 program is aimed not only to increase financial literacy but also to increase attendance and
36 reduce tardiness
37 - the new digital sign-in security system is 98% implemented which, after scanning a drivers
38 license creates a visitor pass; the system also tracks when the person exits the building as
39 well as students who arrive late or leave early; all office doors are now locked and are
40 opened with fobs, now issued to staff.

41 In subsequent discussion, Lawler noted that

- 42 - the new security system is web-based, generates on-line reports, and does not release any
43 information other than to CDC staff,
44 - he will show the system to members after the meeting ends
45 - he will check to see how long information is archived on the system.

46 In response to another question, Lawler noted that

- 47 - Proficiency Based Learning (PBL), which is being implemented in the MAU schools, is not
48 new to the CDC in that CDC students have always been expected to demonstrate specific
49 "competencies" related to each program
50 - several CDC teachers are members of the MAU PBS committee
51 - he will give a more full report on this during the October meeting.
52

53 8. Other: Nothing presented.
54

55 At 6:28pm, **Kinney moved and McDonald seconded a motion to adjourn and the motion passed**
56 **unanimously.**