

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 15, 2018**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Rickey Harrington, Chair; Art Haytko; Leon Johnson; Jackie Kelley, Clerk; Fran
6 Kinney; Ed Letourneau, Vice-Chair; Ken Swierad.

7
8 Members Absent: Rob Bahny; Jon Gauthier; Jessica Gulley-Ward; John MacDonald.

9
10 Staff and Others Present: Meg Honsiger, Assistant Director; Michael Lawler, Superintendent/Director;
11 Sandy Redding, Administrative Assistant; Stephanie Mulligan, Business Manager.

12
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 November 5, 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: **Johnson moved and Kinney seconded a motion to approve the Minutes of**
27 **the 9/10/18 Regional Governing Board meeting and the motion passed unanimously. Kinney**
28 **moved and Johnson seconded a motion to approve**

29 **Payroll Check Warrant #9 in the amount \$802.58**

30 **Payroll Check Warrant #10 in the amount \$1,240.65**

31 **Payroll Warrant #1012 in the amount \$68,761.07**

32 **Payroll Warrant #1014 in the amount \$71,478.44**

33 **and the motion passed unanimously. Kinney moved and Swierad seconded a motion to**
34 **approve**

35 **Vendor Warrant #1013 in the amount \$65,675.62**

36 **Vendor Warrant #1015 in the amount \$54,287.80 (including voided check #20086 in**
37 **the amount \$826.93)**

38 and after Mulligan noted that

- 39 - the old kitchen equipment no longer met code or stopped operating
- 40 - leasing, rather than purchasing equipment, such as the dishwasher, is "more financially
41 advantageous" in that the lease agreements also include all products needed to use the
42 piece
- 43 - leasing photocopiers is also less costly than purchasing in that repairs are completed as
44 needed and at no cost

45 and after Redding noted that she has not yet had response from people at the Bennington Banner as
46 to why RGB meeting announcements are no longer being printed (and given that there has been no
47 change to standard procedures in place for years), **the motion passed unanimously.**

48
49 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*
50 reports for period ending 9/30//18 detailing a closing cash balance for the month of September of
51 \$1,055,176.27 as well as balances for the FY19 first calendar quarter.

52
53 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to
54 9/30/18, printed 10/15/18) for regular as well as adult education programs.

- 1 5. Committee Reports:
2 a. *Policy Committee:* None presented
3 b. *Education/Facilities and Finance Committees:* Letourneau noted that a joint meeting of the
4 Education/Facilities Committee and the Finance Committee was held prior to this meeting
5 during which members of both committees recommend approval of the proposed *Workforce*
6 *Education and Training Coordinator* position. Letourneau also noted that
7 - funding is available in the current year budget for the position; state grant funding will
8 underwrite the cost of the position in the following year
9 - this position has added responsibilities to the position formerly known as the Adult
10 Education and Training Coordinator, a position that has not been filled in three years
11 during that time, faculty and staff have been trying to manage/complete the
12 responsibilities of the position, but since then, there has been an expansion of duties
13 to include all aspects of workforce education, not just the adult education programs
14 sponsored by the CDC.
15 Lawler also noted that
16 - the adult education programs have started to grow again and we “need to manage
17 this better”
18 - there are increasing numbers of requests to expand workplace education programs,
19 some of which are already in place including commercial driver license training,
20 nursing programs, business programs, CNC with Mack Molding and other programs
21 county-wide.
22 In concluding action, **Kinney moved and Johnson seconded a motion to approve the**
23 ***Workforce Education and Training Coordinator* position and the motion passed**
24 **unanimously.**
25
26 6. Action Items:
27 a. *Nomination - Educational and Community Outreach Coordinator:* After members and staff noted
28 that
29 - this new position was previously approved by the board
30 - the position is funded through the Perkins grant and is reviewed annually
31 **Johnson moved and Kinney seconded a motion to approve the Nomination of Nicole**
32 **Sauer as Educational and Community Outreach Coordinator and the motion passed**
33 **unanimously.**
34 b. *Workforce Education and Training Coordinator Position:* See item 5b above.
35
36 7. Superintendent’s Report: Honsiger reported that
37 - various adult education programs are now underway included CDL-B, CNC Technician,
38 LNA, Solid Works, Excel (for Mack Molding), Veterinary Assistant, etc
39 - day program student apprenticeships are being developed wherein students do real field
40 work with United Counseling Services, maintenance and repair technicians,
41 HVAC/plumbing/electrical “shadow” programs, etc
42 - 16-year-old students are eligible to enroll in LNA programs (not a minimum of 18-year-old
43 students, as previously thought) and this will result in an increase in students in the
44 medical professions programs
45 - discussions are on-going about how to apply a class hourly rate to apprentice programs.
46 Lawler then noted that
47 - the annual Sophomore Career Summit was held during the week with Southern Vermont
48 College as co-host
49 - the annual Women Can Do event was held recently which gives female students a chance
50 to explore more non-traditional careers
51 - first-year CDC students have participated in a variety of field trips touring local and regional
52 businesses and introducing them to jobs and careers at those businesses
53 - student enrollment on 10/15/18 will become the Full Time Equivalent (FTE) enrollment for
54 the year, which will be announced at the November meeting and which will be slightly
55 higher than the current FTE

1 - thanks to parents, visitors, students and staff for “learning the new sign-in system”, a
2 security enhancement with some “kinks still to be worked out”.
3

4 8. Other:

5 a. *November Meeting:* Due to Veteran’s Day, the November RGB meeting will be held on 11/5/18
6 at 6:00pm.

7 b. *FY20 Finance/Budget Planning:* The first FY20 budget meeting will be held 11/5/18 either
8 before or at the beginning of the RGB meeting that same day.

9 c. *Vermont School Board Association (VSBA) Meeting:* Members and staff variously noted that
10 - the annual VSBA meeting is scheduled for 10/18-19/18 at Lake Morey
11 - each member district attending the meeting has a voting right
12 - one of the major topics to be covered is a discussion about establishing state-wide
13 uniform health care premiums (rather than negotiated at local levels)
14 - health care premium discussions should be in open session, not executive session
15 - 3 RGB members attended the regional VSBA meeting held recently at the CDC
16 - there is also discussion about establishing a state-wide teachers salary standard,
17 which would probably be much more effective if it were at a regional level, not state-
18 wide.
19

20 At 6:40pm, **Kinney moved and Johnson seconded a motion to adjourn and the motion passed**
21 **unanimously.**