

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: March 18, 2019**  
3 Assembly Room, Career Development Center (CDC)

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

8  
9 Members Absent: None

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11 Staff and Others Present: Rob Bahny, Workforce Education and Training Coordinator; Meg Honsiger,  
12 Assistant Director; Michael Lawler, Superintendent/Director; Sandy Redding, Administrative Assistant;  
13 Cathy Vosburgh, Interim Business Manager.

14  
15 CAT-TV: This meeting was recorded but not broadcast live by Mike Cutler.

16  
17 Recorder: Richard Bump.

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19 *n.b. Unless otherwise noted, copies of all documents listed in these Minutes are posted to the CDC Board*  
20 *Documents drop box. Please see the Minutes of the meeting scheduled for April 8, 2019 for corrections*  
21 *or revisions, if any, to these Minutes.*

22  
23  
24 Lawler called the meeting to order at 6:15pm, welcomed everyone present, asked board members to  
25 introduce themselves and thanked voters in the SWVRTSD for supporting the FY20 budget and  
26 (re)electing new/old members

27  
28 1. Public Comments: None presented.

29  
30 2. Board Reorganization:

31 a. Election of Officers:

32 CHAIR: In response to Lawler's call for nominations for Chair of the Regional Governing Board  
33 (RGB)

- 34 - **Kinney moved and Swierad seconded a motion to nominate Harrington as Chair**
- 35 - **Kinney moved and Swierad seconded a motion to close nominations**
- 36 **and Harrington was voted chair of the RGB unanimously.**

37  
38 VICE-CHAIR: After thanking members for their vote, Harrington called for nominations for Vice-  
39 Chair of the RGB

- 40 - **Kelly moved and Kinney seconded a motion to nominate Letourneau as Vice-**
  - 41 **Chair**
  - 42 - **Johnson moved and Swierad seconded a motion to nominate MacDonald as**
  - 43 **Vice-Chair**
  - 44 - **Kinney moved and Swierad seconded a motion to close nominations**
- 45 whereupon paper ballots were distributed, marked, collected and counted with Letourneau  
46 receiving 5 votes and MacDonald 6 votes, **and MacDonald was named Vice-Chair of the**  
47 **RGB.**

48  
49 CLERK: In response to Harrington's call for nominations for Clerk of the RGB

- 50 - **Letourneau moved and Swierad seconded a motion to nominate Kelly as Clerk**
- 51 - **Johnson moved and Gauthier seconded a motion to nominate Munson as Clerk**
- 52 - **Kinney moved and Swierad seconded a motion to close nominations**

53 whereupon paper ballots were distributed, marked, collected and counted with Kelley receiving  
54 8 votes, Munson 3 votes, and **Kelly was named Clerk of the RGB.** Harrington congratulated  
55 MacDonald and Kelly on their elections.

1 b. *Meeting Dates, Time, etc:*

2 DATE: In response to a call from Harrington, **Johnson moved and Swierad seconded a**  
3 **motion to hold the regular meetings of the RGB on the second Monday of the month**  
4 **except for February and July when no regular meeting will be scheduled**, and after  
5 members and staff variously noted that

- 6 - the meetings changed from the third Monday of the month to the second Monday
- 7 several years ago
- 8 - this schedule has the RGB meeting on 10/14/19 and 11/11/19, both of which are
- 9 holidays (Columbus Day and Veteran's Day)
- 10 - meetings can be rescheduled as needed and has been done routinely in the past

11 **the motion passed unanimously.**

12  
13 START TIME: In response to Harrington's call for the start time of the meeting, **Kelly moved**  
14 **and Kinney seconded a motion to begin meetings at 6:00pm** and after members noted that

- 15 - given that it's more efficient to have committee meetings held immediately prior to the
- 16 board meetings, and given that many of the board members work and cannot easily
- 17 attend meetings starting mid to late afternoon, it might be reasonable to shift the start
- 18 time of the regular meeting to 6:30 or 7:00pm
- 19 - scheduling committee meetings on days other than board meeting days is
- 20 complicated, cumbersome and would typically result in lower attendance
- 21 - on the other hand, having the meeting begin at 6:00pm better accommodates staff
- 22 and allows them to leave a bit earlier and after having worked a full day already
- 23 - on the other hand, having committee meetings held immediately prior to board
- 24 meeting might lead to incomplete, premature committee presentation at that board
- 25 meeting

26 **the motion passed, 9 in favor, Johnson opposed.**

27  
28 MEETING LOCATION: In response to Harrington's request to select a location for the regular  
29 meeting of the RGB, **MacDonald moved and Kinney seconded a motion to hold the regular**  
30 **meeting of the RGB in the Assembly Room at the CDC**, and after members variously noted  
31 that

- 32 - several years ago and in an attempt to provide outreach to the towns served by the
- 33 SWVRTSD, the board rotated and held regular meetings throughout those towns
- 34 - in order to better expedite this, it would be of value to solicit districts outside
- 35 Bennington to see if they would be interested in hosting an RGB meeting at their
- 36 location

37 **Johnson moved and Swierad seconded a motion to make a friendly amendment to the**  
38 **motion on the floor and to reach out to communities in the SWVRTSD and to schedule**  
39 **meetings in those communities as requested** and after members further noted that

- 40 - given driving times, meetings not in Bennington may need to start at 7 rather than 6
- 41 attendance at those meetings has never exceeded more than a few people, and
- 42 frequently included no one else other than the local superintendent and possible a
- 43 teacher or two
- 44 - the RGB meetings are filmed and broadcast live by CAT-TV and are available in most
- 45 if not all CDC communities through local television channels as well as on-line sites
- 46 (such as CAT-TV YouTube)
- 47 - this sort of outreach might be handled more effectively by the Educational and
- 48 Community Outreach Coordinator

49 **the vote to amend the motion passed 10 in favor, Gulley-Ward opposed.** Harrington then  
50 called for a vote on the amended motion on the floor, and that **motion passed 8 in favor,**  
51 **Gulley-Ward, Harrington and Kelly opposed.**

52 c. *Committee Appointments:* Harrington asked board members to indicate their interest in  
53 committee appointment for Education/Facilities, Finance, Policy, Superintendent Evaluation  
54 (typically the three board officers plus one additional board member), ESP and Teachers  
55 Negotiation (both are currently in progress so prior year appointments should continue), and

1 send committee preferences on to Lawler who will then forward them to him. Harrington noted  
2 that he would make appointments during the April meeting.

- 3 d. *Paper of Record*: After a brief discussion during which members noted that meeting  
4 announcements and other press releases are sent to the Bennington Banner which will then  
5 forward that same information to the co-owned Manchester Journal, **Kinney moved and**  
6 **Johnson seconded a motion to name the Bennington Banner the Paper of Record for the**  
7 **SWVRTSD, and the motion passed unanimously.**
- 8 e. *Off Warrant Signers*: **Kinney moved and Johnson seconded motion to authorize the board**  
9 **Chair, Vice-Chair and/or Clerk to sign warrants off-cycle to board meetings, and the**  
10 **motion passed unanimously.**
- 11 f. *School Board of Ethics*: At Harrington's request, members read then signed the *School Board*  
12 *Code of Ethics*, a copy of which was made available during the meeting.

13  
14 3. Consent Agenda:

- 15 a. *Minutes*: **Kinney moved and Swierad seconded a motion to approve the Minutes of the**  
16 **1/14/19 Regional Governing Board meeting and the motion passed unanimously.**
- 17 b. *Payroll Warrants*: **Kinney moved and Swierad seconded a motion to approve**  
18 **Payroll Warrant #1030 in the amount \$76,104.65**  
19 **Payroll Warrant #1032 in the amount \$70,990.18**  
20 **Payroll Check Warrant #20 in the amount \$9,775.70**  
21 **Payroll Warrant #1033 in the amount \$93,427.36**  
22 **Payroll Check Warrant #21 in the amount \$1,164.71**  
23 **Payroll Warrant #1037 in the amount \$74,751.97**  
24 **and the motion passed unanimously.**
- 25 c. *Vendor Warrants*: **Kinney moved and Swierad seconded a motion to approve**  
26 **Vendor Warrant #1031 in the amount \$60,084.63**  
27 **Vendor Warrant #1034 in the amount \$72,418.14**  
28 **Vendor Warrant #1035 in the amount \$265.00**  
29 **Vendor Warrant #1036 in the amount \$81,513.09**  
30 **and the motion passed unanimously.**

31  
32 4. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow*  
33 reports for periods ending

- 34 - 1/31/19, detailing a closing cash balance for the month of \$996,062.84  
35 - 2/28/19, detailing a close cash balance of \$671,399.86  
36

37 5. Revenue and Expenses: Members noted without comment the revenue and expense reports (to date  
38 2/28/19, printed 3/7/19) for CDC regular as well as adult education programs.  
39

- 40 6. Adult Education: Bahny briefly reviewed his 2-page report/update on workforce education and  
41 training, dated 3/18/19, noting that "significant progress" has been made since he joined the CDC  
42 team in December 2018, and that the five adult education programs currently running include
- 43 - *Licensed Nursing Assistant*: which has a full cohort of students (12) enrolled which started  
44 on January 31<sup>st</sup>, and that, due to the size of the cohort as well as state requirements for  
45 clinical sessions (in which there can be no more than 6 students per instructor) a co-  
46 teacher has been hired
  - 47 - *Commercial Driver's License-Class B*. Four students participated in the initial class, of  
48 which three passed the DMV license exam; and if all goes as planned, the course will run  
49 again the fall.
  - 50 - *Manufacturing Technology*: He is meeting monthly with a group of local manufacturers to  
51 discuss training needs for incumbent workers as well as the need for a larger pool of  
52 trained workers to fill vacancies. In response in part, the CDC has run classes in CNC  
53 operation, blue print reading, Solid works, Excel, and Geometric Dimensioning and  
54 Tolerancing (GD&T). This public/private model has been recognized as a model which  
55 could and should be replicated by others statewide. Students hear about these offerings  
56 via guidance counselors, the Department of Labor, on Facebook, etc

- 1 - *Veterinary Assistant*: a partnership between the CDC and Penn Foster Career College with
- 2 10 students enrolled and with mixed results so far; more analysis needed
- 3 - *Pharmacy Technician*: This hybrid online/externship program is a partnership between the
- 4 CDC and Penn Foster Career College and is now being advertised.
- 5 Bahny also noted that courses scheduled (or tentatively scheduled) to run Fall 2019 include
- 6 - *Emergency Medical Technician-Confirmed*: a partnership between the CDC and the
- 7 Bennington Rescue Squad, who will teach the course and the CDC will help enroll it as
- 8 well as provide a teaching space to hold a maximum of 12 seats, 2 of which reserved for
- 9 CDC students. This is a course other technical centers have difficulty organizing
- 10 - *Driver's Education-Tentative*: to be offered during summers and the school year (starting
- 11 next Fall or Spring) to high school students as well as anyone from the community and at a
- 12 reasonable cost (local private driving schools tend to be expensive and have long wait
- 13 lists). State requirements for this course are extensive (licensed instructor, vehicles, etc)
- 14 and "we are in the process of navigating them now"
- 15 - *Penn Foster Career College-Tentative*: considering adding one or two offerings through
- 16 Penn Foster, both of which will involve a certification or credential and/or a required
- 17 externship, and will align with regional and state workforce need.

18 In subsequent discussion, members and staff noted that

- 19 - interest has been expressed in having the board visit/tour the Nursing Assistant program
- 20 on-site (Bahny to try and schedule)
- 21 - the EMT course will run just in the fall
- 22 - the CDL and Drivers License offerings are two separate programs
- 23 - although the MAU already offers a driver's education program, the program is usually over-
- 24 subscribed (as are private training companies) and there appears to be sufficient demand
- 25 for a lower cost program to be successful
- 26 - nevertheless, there should be communication amongst all driver ed providers
- 27 - on-line driver education courses could also be considered (or a combination of on-line and
- 28 hands-on)
- 29 - the CDC driver's education program is still in exploratory stage and a variety of issues still
- 30 need discussion
- 31 - "kudos" to Bahny and the CDC for doing this: "driving skills are critical" and the CDC
- 32 should perhaps have a policy requiring every student to have a license (Harrington).

33 Bahny also reported that

- 34 - the Vermont Department of Health has received a grant for public education about opioid
- 35 awareness
- 36 - in order to implement that grant, the DoH is partnering with the Vermont Adult Career and
- 37 Technical Education Association (of which he and the CDC are members)
- 38 - the local response to that initiative is the formation of a partnership between the DoH, CDC
- 39 and Catamount Connections to offer a series of opioid awareness workshops at the
- 40 Catamount Connections location and taught by James Gulley
- 41 - the workshops will run with a minimum of 12, maximum of 25, and the first series of
- 42 workshops (4/23, 5/1 and 5/7/19 in Bennington has already met minimum enrollment
- 43 - the three events will begin with a dinner at 5:00pm and will cost \$30 to cover the cost of
- 44 food (all other costs are covered by the grant) and with financial assistance available
- 45 - a second workshop will run in Manchester in the fall of this year.

46 Discussion concluded with Lawler commending Bahny for "jumping in feet first".

47

48 7. Outreach: Nothing presented.

49

50 8. Committee Reports:

51 a. *Policy*: Johnson reported that policies discussed during the most recent Policy Committee

52 meeting include

- 53 - continued review of dress code policy
- 54 - possible consolidation of 2 separate technology related policies
- 55 - public participation at board meetings policy

56 and that discussion went well, and the meeting was well attended.

- 1 9. Action Items:
- 2 a. *Retirement:* Somewhat later in the meeting, Lawler read aloud and in full the resignation letter
- 3 submitted by Dwayne Metcalf, dated 2/12/19, and after Lawler noted that Metcalf
- 4 - has been a paraprofessional in various CDC programs for 15 years
- 5 - can now enjoy retirement
- 6 - "leaves big shoes to fill"
- 7 **Harrington moved and Swierad seconded a motion to accept with regret the retirement of**
- 8 **Dwayne Metcalf and the motion passed unanimously.** In concluding action, the board Clerk
- 9 agreed to write and send a letter of appreciation to Metcalf for his lengthy service to the CDC.
- 10 b. *Policies:*
- 11 - #1000C Policy on Policies-revision: **Harrington moved and Swierad seconded a**
- 12 **motion to warn Policy #1000C and the motion passed unanimously**
- 13 - #2600C Superintendent Evaluation and Review-reviewed with no revisions:
- 14 **MacDonald moved and Swierad seconded a motion to warn Policy #2600C,** and
- 15 after Johnson noted that all board members should be familiar with this policy, **the**
- 16 **motion passed unanimously**
- 17 - #3100C Policy Transportation-revision: **MacDonald moved and Swierad seconded**
- 18 **a motion to warn Policy #3100 and the motion passed unanimously**
- 19 - #3216C Idling of Vehicles-reviewed with no revisions: After Johnson noted that this is
- 20 another policy which indicates that the state, town and school are "environmentally
- 21 friendly", **MacDonald moved and Swierad seconded a motion to warn Policy**
- 22 **#3216C and the motion passed unanimously.**
- 23 c. *Field Trips:* After members and staff noted that Harrington pre-approved several field trips
- 24 (which have already taken place or are in process, and would have been presented for full
- 25 board approval in February, but that meeting never happened), **Kinney moved and Johnson**
- 26 **seconded a motion to approve the pre-approved field trips and as follows**
- 27 - **Cosmetology: NYC, 3/11-12/19**
- 28 - **FBLA-VT: 3/18-19/19**
- 29 - **Medical Professions: Dartmouth College, 3/20-22/19**
- 30 **and the motion passed unanimously.**
- 31 PUERTO RICO: Honsiger then noted that
- 32 - the board approved the draft of the Puerto Rico field trip request in January
- 33 - there is now more complete information in terms of flights, agenda, actual costs
- 34 (\$10,342) and participants for each of the two-week sessions (and three students will
- 35 attend both sessions)
- 36 - the academic strengths of students helped determine which ones would be better
- 37 placed during the vacation week vs. the week after when school would be in session
- 38 and those students going that week would therefore miss a week of school
- 39 - the "kids are excited"
- 40 - one student who went last year is going again this year.
- 41 After a brief discussion, **Johnson moved and MacDonald seconded a motion to approve**
- 42 **the Puerto Rico field trips (4/14-04/29/19) and the motion passed unanimously.**
- 43 DECA: Lawler noted that
- 44 - CDC students attending the DECA competitions typically win one or more national
- 45 awards
- 46 - four students are participating in the conference this year
- 47 **Johnson moved and MacDonald seconded a motion to approve the DECA field trip to**
- 48 **Orlando FL 4/26-5/1/19 and the motion passed unanimously.**
- 49 SKILLS USA: Lawler also noted that
- 50 - 39 students are attending the Skills USA this year (a record number and compared to
- 51 as few as 10-14 students in prior years)
- 52 - many of them are expected to win placement in national competitions
- 53 **Johnson moved and MacDonald seconded a motion to approve the Skills USA field trip**
- 54 **to Burlington VT 4/9-10/19 and the motion passed unanimously.** -
- 55
- 56

- 1 10. Superintendent's Report: Lawler noted that  
2 - applications for Fall 2019 are now coming in  
3 - the Pre-law/Forensics program will move from Arlington High School to the CDC this fall  
4 whereas the Manufacturing and Design course, a hybrid to be offered next fall, will be three  
5 days in Arlington and one day at the CDC  
6 - the board previously approved extending the school day and to that end, the Auto  
7 Technology and Cosmetology programs will extend hours Monday-Thursday from 2:15 to  
8 3:00pm, Spring semester next year, and with transportation provided those students who  
9 will miss the regular bus and do not have transportation of their own.

10  
11 11. Executive Session: None needed.

- 12  
13 12. Other:  
14 - MacDonald reported that in a recent conversation with retired CDC teacher Bruce Lee  
15 Clark, Clark suggested that the board consider placing solar panels on the roof of the CDC  
16 as a way of reducing utility costs.  
17 - Kelly praised CDC students who have chosen to spend their vacation week working in  
18 Puerto Rico.  
19 - Harrington once again congratulated Munson on his recent election and welcomed him to  
20 the board

21  
22 At 7:30pm, **Kinney moved and MacDonald seconded a motion to move to adjourn, and the motion**  
23 **passed unanimously.** :