

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: May 13, 2019**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Jessica Gulley-Ward (via phone); Rickey Harrington, Chair; Art Haytko; Leon Johnson
6 (arrived 6:20pm); Jackie Kelley, Clerk; Fran Kinney; Ed Letourneau; Ken Swierad.

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8 Members Absent: Jon Gauthier; John MacDonald, Clerk; Michael Munson.

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10 Staff and Others Present: Meg Honsiger, Assistant Director; Michael Lawler, Superintendent/Director;
11 Sandy Vosburgh, Interim Business Manager.

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

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15 Recorder: Richard Bump.

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17 *n.b. Unless otherwise noted, copies of all documents listed in these Minutes are posted to the CDC Board*
18 *Documents drop box. Please see the Minutes of the RGB meeting scheduled for June 10, 2019 for*
19 *corrections or revisions, if any, to these Minutes.*

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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:

27 a. *Minutes*: **Kinney moved and Swierad seconded a motion to approve the Minutes of the**
28 **4/9/19 Regional Governing Board meeting and the motion passed unanimously.**

29 b. *Payroll Warrants*: **Kinney moved and Swierad seconded a motion to approve**
30 **Payroll Warrant #1046 in the amount \$76,989.50**
31 **Payroll Warrant #1047 in the amount \$516.72**
32 **and the motion passed unanimously.**

33 c. *Vendor Warrants*: **Kinney moved and Swierad seconded a motion to approve**
34 **Vendor Warrant #1044 in the amount \$8,552.14**
35 **Vendor Warrant #1045 in the amount \$58,531.38**
36 **Vendor Warrant #1048 in the amount \$45,923.82**
37 **and the motion passed unanimously.**

38
39 3. Treasurer's Report: Members noted without comment the Treasurer's *Statement of Cash Flow* report
40 for period ending 4/30/19, detailing a closing cash balance for the month of \$952,661.66.

41
42 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to date
43 4/30/19, printed 5/10/19) for CDC regular as well as adult education programs.

44
45 5. Committee Reports: Harrington reported that the Superintendent's Evaluation Committee will
46 continue meeting and will report back during the June meeting.

47
48 6. Action Items:

49 a. *Nomination*: After Lawler noted that 14 applicants were interviewed for the Video Production
50 Instructor position and the nominated person has 12 years experience, **Kinney moved and**
51 **Swierad seconded a motion to nominate Ryan Scutt as Video Production Instructor and**
52 **the motion passed unanimously.**

53 b. *Policies*: **Kinney moved and Swierad seconded a motion to warn *Policy #7300C - Public***
54 ***Participation at Board Meetings* and the motion passed unanimously.**

- 1 c. **Field Trip: Kinney moved and Swierad seconded a motion to approve the field trip with 5**
 2 **students, 1 teacher and 1 chaperone to the Future Business Leaders of America (FBLA)**
 3 **conference in San Antonio TX 6/28/19-7/4/19, and the motion passed unanimously.**
 4 d. **CDL Tractor Request for Proposal (RFP) and Bid:** Lawler reported that there were two
 5 responses to the RFP for a pre-owned Sleeper Cab Tractor not to exceed \$40,000, the first
 6 from Fox & James, Latrobe PA in the amount \$33,500 for a 2014 tractor with 570K miles,
 7 delivery included, and the second, from Best Used Trucks, Miami, for \$23,695 for a 2006 tractor
 8 with close to 1M miles. After a brief discussion **Kinney moved and Swierad seconded a**
 9 **motion to award the bid, based on vehicle mileage, age and condition, to Fox & James,**
 10 **as recommended, in the amount \$33,500 and the motion passed unanimously.**
 11 e. **18-Passenger Bus Acquisition:** After a brief discussion wherein members noted that
 12 - this new bus would replace a bus the CDC acquired used some 20 years ago
 13 - Southern Vermont College, which is closing, does not have a bus that meets
 14 regulations
 15 - the replacement bus does not need to be handicapped accessible
 16 - the RFP for the bus will be issued as soon as an expenditure cap has been
 17 determined
 18 - a new bus would cost \$65-70K
 19 **Kinney moved and Swierad seconded a motion to authorize expenditure up to \$35,000**
 20 **for an 18-passenger bus, as recommended, and the motion passed unanimously.**
 21 f. **Replacement of 3 Univent Room Heating/Cooling Units:** After members and staff noted that
 22 - the MAU Facilities Director will issue and receive bids on these units and will attend
 23 the next RGB meeting
 24 - these units will replace equipment original to the building
 25 **Kinney moved and Swierad seconded a motion to authorize an expenditure up to \$42,000**
 26 **to replace 3 univent units, and the motion passed unanimously.**
 27

28 7. Administrative Reports:

- 29 a. **Assistant Director's Report:** After thanking the board for its ongoing support of CDC students in
 30 the various Career and Tech School Opportunities (CTSO) competitions, Honsiger reported that
 31 - students in 3 CDC programs participated in the SKILLS USA regional competition
 32 winning 13 gold, 3 silver and 6 bronze awards and with 9 students going on to the
 33 national competition
 34 - CDC forestry students placed 1st, 2nd and 8th in the regional logging competition
 35 - results are not yet in for the students participating in the Culinary competition but the
 36 evaluation checklist is "astonishing".
 37 b. **Superintendent's Report:** After noting that the students who went recently to Puerto Rico will
 38 talk about that trip and their experiences there during the June meeting, Lawler reported that
 39 - the Annual Awards event is scheduled for 6/4/19 and will include a banquet
 40 celebrating the awards as well as the CDC's 50th anniversary as a technical center,
 41 invitations forthcoming
 42 - a recent Bennington Banner feature article focused on Tim Foley, CDC Video/Theater
 43 Arts instructor at the CDC who is retiring this year and who has directed at least 75
 44 plays during the course of his career here, all of which were "well done and well
 45 attended" and he "will be missed, leaves big shoes to fill" and is sent best wishes to
 46 "enjoy his retirement"
 47 - the end of school year schedule is now complete (and a copy of that schedule was
 48 distributed during the meeting/posted to the lockbox), a complicated endeavor due to
 49 differing ends to the school year by the various CDC sending schools (in terms of
 50 testing as well as last day) and a credit to teachers and staff who "manage all this at
 51 the beginning of the year, the end of the year, year after year"
 52 - the VSBA is sponsoring a workshop on school board member roles and
 53 responsibilities 6/1/19, 9am-3pm, and a notice will be sent to everyone reminding
 54 them of the event.
 55 c. **Discussion:** In response in part to the two reports just presented, members and staff discussed
 56 the possibility of developing a comprehensive catalog detailing how CDC students have fared at

1 competitions over the CDC's 50 year history, which would function not only as a document in its
2 own right but could also be used to better inform the public of CDC student achievement as
3 well as a gift to students participating in those competitions.
4

5 8. Other: Swierad reported that

- 6 - he read recently an advertisement in a regional newspaper calling for Class B licensed
- 7 drivers at a rate of pay of \$1,100 weekly
- 8 - so the \$2,900 fee for a Class B license is a "great deal"
- 9

10 At 6:35pm, **Kinney moved and Swierad seconded a motion to move to adjourn, and the motion**
11 **passed unanimously.**