

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 7, 2019**
3 Assembly Room, Career Development Center (CDC)

4
5 Members Present: Rickey Harrington, Chair; Art Haytko; Leon Johnson (arrived 6:10pm); Fran Kinney; Ed
6 Letourneau; Michael Munson; Ken Swierad.

7
8 Members Absent: Jon Gauthier; Jessica Gulley-Ward; Jackie Kelley, Clerk; John MacDonald, Vice-Chair.

9
10 Staff and Others Present: Meg Honsiger, Assistant Director; Michael Lawler, Superintendent/Director;
11 Rebecca Tattersall, Business Manager.

12
13 CAT-TV: This meeting was recorded but not broadcast live by Josh Boucher.

14
15 Recorder: Richard Bump.

16
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 November 4, 2019 for*
19 *corrections or revisions, if any, to these Minutes.*

20
21
22 Harrington called the meeting to order at 6:03pm 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 **9/7/19 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 #1011 in the amount \$79,080.39**
31 **Payroll Warrant #1014 in the amount \$80,223.09**
32 **and the motion passed unanimously.**

33 c. *Vendor Warrants*: **Kinney moved and Swierad seconded a motion to approve**
34 **Vendor Warrant #1010 in the amount \$31,750.00**
35 **Vendor Warrant #1012 in the amount \$120,507.25**
36 **Vendor Warrant #1013 in the amount \$20,252.31**
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 9/30/19, detailing a closing cash balance for the month of \$875,456.66.

41
42 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to date
43 9/30/19, printed 10/07/19) for CDC regular as well as adult education programs.

44
45 5. Committee Reports: Harrington reported that discussion during the most recent Policy Committee
46 meeting focused on the two policies presented in item 6b below as well as the Building Use policy.

47
48 6. Action Items:

49 a. *Interim Guidance Coordinator Nomination*: After Lawler noted that
50 - the background check for the person nominated for this position has been completed
51 - although this position has historically been full-time, this interim position is .8 FTE and
52 the salary listed in the Nomination form reflects this reduction
53 - the position may be re-advertised at the beginning of the calendar year
54 **Kinney moved and Swierad seconded a motion to nominate Lisa Harrington-**
55 **Redding as Interim Guidance Counselor and the motion passed unanimously.**
56

- 1 b. *Bus Bid*: After Lawlor noted that
2 - the CDC has been trying to buy a mini-bus since spring
3 - of the two bids received, the New England Transit bid was the lower, more complete,
4 and offered more flexibility in terms of seat choices, etc
5 - the bids themselves were significantly below estimate
6 - delivery date on the new bus is 90-100 days

7 **Kinney moved and Letourneau seconded a motion to award the bid to New England**
8 **Transit Sales, Inc in the amount \$53,915 for the purchase of a new Type A Mini School**
9 **Bus and the motion passed unanimously.**

- 10 c. *Policies*: Johnson reported that the Policy Committee reviewed the following policies and
11 recommend them for warning by the board, and as follows
12 - Policy # 5980C – Dress Code: which notes that the dress code specific to the CDC
13 overrides the dress code of the student’s sending school, and that there may be dress
14 codes specific to individual training programs which will override the CDC dress code
15 policy. **Kinney moved and Swierad seconded a motion to warn Policy #5080C**
16 **and the motion passed unanimously.**
17 - Policy #6141C – Computer, Network and Internet Use: After members variously noted
18 that this new policy consolidates three previous policies into one; gives administration
19 and staff more leverage in controlling/monitoring student use of equipment and
20 internet; includes administrative regulations for the policy; and is specific to the use of
21 SVRTSD’s network and devices on or off site, **Kinney moved and Swierad**
22 **seconded a motion to warn Policy #6141C and the motion passed unanimously.**

23 In concluding discussion, Johnson noted that

- 24 - the Policy Committee continues to review the organizational chart of the SVRTSD as
25 well as the Building Use policy
26 - it’s “critical” to have detailed discussion of policies prior to board meetings
27 and thanked all those attending the most recent meeting of this committee.
28

29 7. Administrative Reports:

- 30 a. *Business Manager Budget Timeline*: Tattersall reviewed her proposed FY21 budget timeline,
31 detailed as follows
32 11/8 – Program/teacher budgets submitted
33 11/18 and 12/2 – Finance Committee meetings, 10:30am
34 12/9 – Finance Committee meeting (5pm preceding monthly board meeting at which board
35 adopts budget and announced tuition, if no further issues)
36 12/16 – if needed: Finance Committee meets prior to special board meeting at which
37 budget and announced tuition are adopted
38 1/13/20 – Board meeting agenda: send out announced tuition and approve ballot
39 1/27/220 – Post Warning of Annual Meeting
40 1/31/20 – Notice of Annual Report
41 3/2/20 – Annual Floor Meeting
42 3/3/20 – At large voting.

43 After a brief discussion, wherein members noted that

- 44 - the Finance Committee meetings typically last 60-75 minutes
45 - the review process will also consider the 5-year facility/equipment plan
46 and agreed to follow the proposed budget schedule as presented. Harrington thanked
47 Tattersall for preparing that schedule so thoroughly.

- 48 b. *Superintendent’s Report*: Lawlor thanked Swierad for sending him a copy of an article recently
49 appearing in a regional paper describing a Technical Education College Support (TECS)
50 partnership with Toyota/Lexus, and then reported that he and the Automotive Program teacher
51 are in the process of signing up to have the CDC join in the same partnership wherein
52 Toyota/Lexus provides on-line supplementary technical training, equipment and support to
53 automotive program students over the age of 16. Lawlor also reported that
54 - building trades students are ahead of schedule in construction of this year’s Habitat
55 for Humanity house on North Branch Street

- 1 - CDC students went on several field trips since school started including to Vermont
- 2 Technical College and Hudson valley Community College
- 3 - 18 students will attend the upcoming Women Can Do competition/program
- 4 - the semester is now in full session and things are beginning to “calm down”
- 5 - although there are currently 430 students enrolled in CDC programs, the actual FTE
- 6 count is not yet known and will be reported at the November meeting
- 7 - he meets 10/22/19 with the two other independent technical districts (Springfield and
- 8 Middlebury) who were recipient of the Act 189 Career and Technical Education (CTE)
- 9 awards, and although progress may seem a bit slow, Act 189 could result in
- 10 innovative, systemic changes state-wide in terms of CTE funding, programs,
- 11 legislative, districting, etc
- 12 - the new principal and vice-principal of the Hoosick Valley High School toured the CDC
- 13 building recently; the relationship between the two schools could be impacted by Act
- 14 189 (Hoosick Falls could become part of the SVRTSD with significantly increased
- 15 funding possibilities/flexibilities); and the two schools could offer differing programs
- 16 with students going in “both directions”
- 17 - he met earlier in the day with Arlington high school administration and discussed ways
- 18 in which to expand CTE programs there and at the CDC resulting also in “more
- 19 engagement, both ways”
- 20 - the driver’s education class starts in two weeks and is fully enrolled
- 21 - 22 people attended the governor’s Capital for a Day activity at the CDC including the
- 22 deputy secretary of education who was “very complimentary” and offered “genuine
- 23 comments” about the programs and activities at the CDC
- 24 - “it’s refreshing” to have all these conversations with the sending schools as well as
- 25 with regional and state wide administrators and officers.
- 26

- 27 8. Other: In response to various questions/comments, members and staff noted that
- 28 - the simulator has been ordered with 50% of cost paid up front, and with no known delivery
 - 29 date at this time (and once the equipment has been paid for in full, the total amount will
 - 30 then be submitted for grant reimbursement)
 - 31 - CDC vehicles used in the Commercial Driver’s License (CDL) program have standard stick
 - 32 such that the CDL automatically covers automatic shifts
 - 33 - RGB agenda/document links on the website have been upgraded and are much easier to
 - 34 use
 - 35 - the 6:00 RGB meeting time makes it “complicated” (Johnson) for members to attend
 - 36 committee meetings held an hour or two before the monthly board meeting
 - 37 - Lawlor to send out details about when the CDC will host the next regional meeting of
 - 38 technical centers
 - 39 - the annual Vermont School Board Association meeting is scheduled for 11/7-8/19 and
 - 40 provides opportunity to meet with members and administrators of other schools, attend
 - 41 classes, and hear keynote speakers
 - 42 - there appears to have been some technical difficulties with board members who could not
 - 43 attend this meeting in person but who did try to attend by telephone (Lawler to check).
 - 44

45 After Harrington noted that the next meeting of the RGB is scheduled for 11/4/19, **Kinney moved and**
 46 **Swierad seconded a motion to move to adjourn**, and at 6:50pm, **the motion passed unanimously.**