

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: December 9, 2019**
3 Assembly Room, Career Development Center (CDC)

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5 Members Present: Rickey Harrington, Chair; Leon Johnson; Fran Kinney; Ed Letourneau; John
6 MacDonald, Vice-Chair; Michael Munson (arrived 6:05pm); Ken Swierad.

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8 Members Absent: Jon Gauthier; Jessica Gulley-Ward; Art Haytko; Jackie Kelley, Clerk.

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10 Staff and Others Present: Rob Bahny, Workforce Education and Training Coordinator; Meg Honsiger,
11 Assistant Director; Sandy Redding, Administrative Assistant; Rebecca Tattersall, Business Manager.

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

14
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 January 13, 2020 for*
19 *corrections or revisions, if any, to these Minutes.*

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21
22 Harrington called the meeting to order at 6:00m 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 **10/4/19 Regional Governing Board meeting and the motion passed unanimously.**

29 b. *Payroll Warrants*: **Kinney moved and MacDonald seconded a motion to approve**
30 **Payroll Warrant #1020 in the amount \$78,381.15**
31 **Payroll Warrant #1022 in the amount \$80,223.09**
32 **and the motion passed unanimously.**

33 c. *Vendor Warrants*: **Kinney moved and MacDonald seconded a motion to approve**
34 **Vendor Warrant #1019 in the amount \$10,537.00**
35 **Vendor Warrant #1021 in the amount \$96,784.14**
36 **Vendor Warrant #1023 in the amount \$74,354.95**
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 11/30/19, detailing a closing cash balance for the month of \$397,446.91.

41
42 4. Revenue and Expenses: Members noted without comment the revenue and expense reports (to date
43 11/30/19, printed 12/08/19) for CDC regular as well as adult education programs.

44
45 5. Committee Reports:

46 a. *Finance*: Letourneau reported that the Finance Committee met twice recently, the first time to
47 review initial FY21 budget proposals, and the second time to review a "trimmed down budget"
48 and as requested at the conclusion of the first meeting.

49
50 6. Action Items:

51 a. *FY21 Budget*: Tattersall distributed copies of the documents she used during a power-point
52 presentation of the FY21 budget, summarized as follows:
53 - the budget supports 16 (2-3 year) technical programs, 16 daytime pre-tech foundation
54 classes, 6 workforce/foundation certification courses, and 722 workforce and adult
55 training/education classes in partnership with Ed2Go

- 1 - key factors increasing the FY21 budget include a 12.9% statewide increase in health
- 2 insurance; teacher ad ESP contract renewals; mandatory OPEB state retirement
- 3 contribution; transfer of the Graphic Arts and Design program from MAU; new
- 4 computers for the manufacturing/fabrication program; the Workforce Education and
- 5 Training Coordinator position (added FY19); and new software required as the state
- 6 migrates all schools to a new financial software package
- 7 - the FY15 budget of \$3,672,232 compares to the FY20 current year budget of
- 8 \$3,656,959 (the budget over that 5-year period “stood still”), but given all the
- 9 increases outlined above the FY21 budget proposal is \$3,963,285 which is an 8.38%
- 10 increase
- 11 - the 6-semester FTE FY17-FY19 has fluctuated between a high of 160.10 Spring 2017
- 12 and a low of 144.56 Spring 2019 with Fall 209 coming in at 155.41
- 13 - enrollment over that same period has ranged between a high of 537 in 2017 to 422
- 14 this year (but this includes only Fall 2019 semester)
- 15 - given the proposed budget, the Announced Tuition will increase next year by 13%
- 16 from \$19,167 to \$21,674
- 17 - of that announced tuition, the General State Support Grant will fund \$9,189 per FTE
- 18 and the Supplemental Assistance Grant will fund another \$3,697 leaving local tuition
- 19 per FTE Vermont student at \$8,788 which, when considering it typically takes 2 CDC
- 20 students to equal 1 FTE, the actual local cost per one program student per year is
- 21 \$4,394
- 22 - total CDC tuition represents a very small percentage of the MAU budget and is a
- 23 nearly negligible percentage for the Arlington and Taconic/Green budgets.

24 Tattersall also reviewed a spreadsheet detailing FY19 Actual costs to FY19, FY20 and FY21
 25 budgets, by cost center, and then re-presented that same budget in a pie-chart showing
 26 percentages of each cost center, summarized as follows

- 27 - programs: 27.6%
- 28 - benefits: 16.8%
- 29 - school and general administration: 12.8%
- 30 - student services: 9.1%
- 31 - maintenance: 9.1%
- 32 - grant and center-wide expenditures: 8.5%
- 33 - business services: 5.3%
- 34 - information technology: 4.4%
- 35 - all others (safety, transportation, contingency reserve fund): 6.4%.

36 After a brief discussion wherein Harrington noted that it would be interesting to compare CDC
 37 budget and rates to other technical districts in Vermont (and Tattersall agreed to research),
 38 **Johnson moved and Munson seconded a motion to approve the proposed FY21 budget**
 39 **at \$3,963,285 as presented and the motion passed unanimously.**

40 b. *FY21 Announced Tuition – Anticipated:* After a brief discussion and as a result of approving the
 41 FY21 budget in item 6a above, **Johnson moved and MacDonald seconded a motion to set**
 42 **Announced Tuition for FY21 at \$21,674 as recommended and the motion passed**
 43 **unanimously.**

44 c. *FY21 Budget Information Dissemination:* Members and staff then discussed ways in which
 45 budget information and the tuition rate will be presented to the public, noting that
 46 - the budget documents detailed in item 6a and 6b above are already accessible on-line
 47 and will also be included in the annual report, copies of which will be available in
 48 January/February 2020
 49 - CDC board members used to meet with member district boards to discuss such things
 50 as budgets, and perhaps the board could restart that process
 51 - discussions are already underway about having budget-related articles published in
 52 the Bennington Banner and other regional papers.

53 And in closing comment, Harrington thanked Tattersall for “a great job.”
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- 1 7. Assistant Director's Report: Honsiger reported that
2 - 8th grade students from MAU as well as other local schools have begun tours of the CDC
3 - CDC students have participated in tours of area colleges (Vermont Tech, New Hampshire
4 Tech, Castleton, etc)
5 - the new Guidance Coordinator is doing a "fantastic" job matching student with teachers
6 and courses
7 - the CDC Facebook page contains a lot of information on students, activities, etc
8 - the first Culinary Lunch of the year is scheduled for 12/13/19 starting at 11:00am.
9
- 10 8. Other: Members and staff variously noted that
11 - there are 722 different classes offered via the ed2go program, with which the CDC is
12 partnered
13 - the 6 new workforce certification courses offered over the last few years have helped
14 increase enrollment
15 - the first of the new Driver's Education program is almost over
16 - a link to the CDC Facebook page is at the bottom of the CDC website (SVCDC.ORG)
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18 At 6:30pm, **Kinney moved and Letourneau seconded a motion to adjourn and the motion passed**
19 **unanimously.**