

1 **Southwest Vermont Regional Technical School District (SVRTSD)**
2 **Education and Facilities Committee Meeting Minutes: Monday, August 13, 2018**

3 Small Conference Room, Career Development Center
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5 RGB members present: Committee Chair Ed Letourneau, Rob Bahny, Ken Swierad, John
6 McDonald, Fran Kinney, Jackie Kelley ay 5:08PM and Leon Johnson at 5:38PM. CDC
7 represented by Superintendent/Director Michael Lawler, Assistant Director Meg Honsinger and
8 Business Manager Stephanie Mulligan.
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10 Recorder: Sandra Redding
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12 Meeting opened at 5:03PM with Chair Ed Letourneau welcoming all and asking for public
13 comments. He requested Supt. Lawler present his projections for the fall enrollment at the CDC.
14 Lawler shared enrollment was stable at similar numbers from the past year, with an increase of
15 two at this time. Programs typically fluctuate as to enrollment each year, but all are in the
16 expected numbers. Sending schools including MAU, Arlington, BBA and Hoosick Falls continue
17 to send us students interested in our programs. We are noticing better outcomes for our students
18 who also keep increasing their academic levels. Positive outcomes are just as important as the
19 quantities of students enrolled.
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21 Adult Education was the next topic for discussion. The CAD adult program just started per a
22 request from a local company. Adam Cannistraci is teaching that program. This is always good
23 for our community relations. A CNA class will begin in September and the CDL program is in the
24 last planning stages with approval given from the state. Letourneau mentioned that some years
25 ago, board members could take adult education classes at a reduced rate. The class selection
26 has shifted somewhat from that time when a lot of classes were considered enrichment, not
27 employability focused. We plan on running regularly scheduled CNA, CDL and CNC adult
28 classes. Board member, Jackie Kelly, mentioned the Bennington Development Program person
29 might be interested in using CDC space; wondered how rental arrangement worked and payment
30 of program instructors was accomplished. She mentioned it might be useful to post available
31 CDC adult classes at the Bennington center for the Arts.
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33 Board member, Ken Swierad, shared that Arlington parents who attended our annual Awards
34 Night in June were very enthusiastic about the CDC. It was a very enjoyable evening honoring
35 our students.
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37 Stephanie Mulligan gave a budget update. She has completed the last year's financial report as
38 required. Our annual audit is scheduled for October 22-24. Financial budgets drafts for the
39 coming year will be worked on for November and December. We are receiving a good amount of
40 tuition from Hoosick Falls, but Mulligan feels it is better not to fully count on these numbers till a
41 clear pattern emerges after a few more years. There may be some changes from Vermont state
42 in determining budgets because of either two semester or 6 semester rolling count. Also, we are
43 the only tech center to have an agreement with New York. Another tech center has an
44 agreement with New Hampshire. Information will be clearer after the state reads all the reports.
45 Also noted was that Hoosick Falls will transport their students due to contractual issues. The rate
46 for HF to send their students here is much lower then sending to BOCES and we are closer as
47 well. HF has stated that they will include in their budget monies to cover tuitions for HF students
48 to attend the CDC. We look forward to a long term arrangement with them.
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50 Supt. Lawler informed the committees that the center would like to add another para to our staff.
51 We use our paras for additional eyes, ears and instruction in the classroom as well as
52 transporting students and occasionally subbing for an instructor. Due to tech center regs, we
53 must have additional personnel in the classroom for more than 16 students. This is, of course,
54 essential for the safety of our students as they participate in classroom hands-on activities.
55 Classes are capped at a maximum of 21 students. The committee unanimously agreed to
56 recommend hiring an additional para for the center.

1 Supt. Lawler shared with the committees his wish for a new position similar to the outreach
2 position that was eliminate seven years ago. Previously, the position was not as well defined as it
3 could have been. Lawler has created a new job description for the Educational Community
4 Outreach Coordinator position. This position has been approved in the Perkins Grant and will be
5 financially covered for three-five years as a school year non-union position. We need a strong
6 person to advocate, recruit students and be a consistent face for the center. This person would
7 be under the direction of administration and report directly to the administrative team. The
8 committee members unanimously agreed to recommend to the full board this new position. We
9 hope to advertise immediately and get someone started very soon. Would like to bring
10 nomination to full board in September.

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12 A facility update was given.

- 13 • Roof repairs have been completed; should last for at least 20 years
- 14 • Front entrance to CDC/steps:
 - 15 ○ Not sure of the complete scope needed yet
 - 16 ○ Resurfacing and/or repair/replace
 - 17 ○ Expect it to be costly
 - 18 ○ Drainage an issue
 - 19 ○ Safety an issue
 - 20 ○ Do it right so it will be a lasting result
- 21 • Assembly Room carpet has been replaced using carpet squares
- 22 • Door frame in Auto Program lab has been repaired
- 23 • Culinary classroom has been enlarged and re-designed
- 24 • New Pre-law/Forensics instructor has moved classrooms upstairs to C220 and C221
- 25 • New secure safety sign in system with scanner has been installed in CDC front lobby

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27 With no other business and the full board about to convene, this meeting adjourned at 5:57PM.

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