

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: December 15, 2014**

3 Assembly Room, Career Development Center

4
5 Board Members in attendance: Gloria Alexander; Jim Boutin; Kevin Goodhue; Jessica
6 Gulley-Ward; Leon Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau; John
7 MacDonald; Heidi Pickering.

8
9 Board Members absent: Rickey Harrington

10
11 Administrators and others present: Marie-Pierre Huguet, Michael Lawler; Stephanie Mulligan
12 (CDC administration).

13
14 Videotaping: CAT-TV

15
16 Recorder: Barb Schlesinger

17
18 **Call to Order and Welcome**

19 Chairman Boutin called this regular meeting to order at 6:30pm and wished all happy
20 holidays, a Merry Christmas and a Happy Hanukah.

21
22 **Public Comments**

23 Chairman Boutin called for comments; there were none.

24
25 **Committee Reports**

26 * Policy

27 Committee chair Johnson reported a quorum met prior to this meeting. The
28 committee discussed/ reviewed policies #3110C (Activity Accounts), #6140C
29 (Telecommunications), #7300C (Public Participation at Board Meetings) and
30 #6500C.

31
32 Chairman Boutin requested a column be added to policies to reflect review date and
33 also status (i.e. if no change).

34
35 * Strategic Planning

36 Committee chair Alexander spoke of two upcoming summer opportunities for
37 younger district students:

38 A 'New Experience Camp' will take place July 27 -31 and will be available for 30+
39 students. Additionally, the Sustainable Foods instructor is in talks with MAUMS
40 teachers to partner and create a summer program.

41
42 Alexander also reported a review of the 2007 and 2012 NEASC reports will be
43 conducted in early January with regards to updating goals and strategies.

44
45 * Finance

46 Committee chair Goodhue reported the committee met last Wednesday to review the
47 budget with administration. The proposed budget reflects a less than 1% increase
48 exclusive of teacher costs.

1 Goodhue reported the committee is recommending a switch in the Capital fund from
2 \$20,000 to \$40,000 and a corresponding, lowering switch in the equipment fund:
3 \$40,000 to \$20,000.
4

5 Goodhue thanked Lawler, Mulligan and the teachers for such a good, lean budget and
6 noted the committee will meet once more before bringing the budget to the January full
7 board meeting for approval. Letourneau questioned if the switch requires voter
8 approval.
9

10 **Consent Agenda**

11 **Minutes**

12 - Minutes of the November 17, 2014 Regional Governing Board Meeting
13

14 **Kinney made motion and Johnson seconded to approve the minutes of the November**
15 **17, 2014 Full Board meeting.**
16

17 **Hand vote was taken with seven voting in favor of accepting the minutes. Abstaining**
18 **were Alexander, Goodhue and Pickering. The motion carried.**
19

20 **Warrants**

21 **PAYROLL**

22 - SWVRTSD Payroll Warrant # 11 11/26/2014 in the amount of \$ 1,334.79
23 - SWVRTSD Payroll Warrant # 1020 11/26/2014 in the amount of \$ 68,151.31
24

25 - SWVRTSD Payroll Warrant # 12 12/15/2014 in the amount of \$ 2,744.52
26 - SWVRTSD Payroll Warrant # 1023 12/15/2014 in the amount of \$ 65,520.94
27

28 **Kinney moved and Goodhue seconded the motion to approve Payroll Warrants #11,**
29 **#1020, #12, and #1023.**
30

31 **Hand vote was taken with all in attendance voting in favor of approval. Boutin noted**
32 **the vote was unanimous.** There was no discussion.
33

34 **VENDOR**

35 - SWVRTSD Vendor Warrant # 1021 11/20/2014 in the amount of \$ 1,200.00
36
37 - SWVRTSD Vendor Warrant # 1022 11/26/2014 in the amount of \$ 82,197.69
38

39 - SWVRTSD Vendor Warrant # 1024 12/15/2014 in the amount of \$ 32,559.99
40

41 **Kinney moved and Goodhue seconded the motion to approve Vendor Warrants**
42 **#1021, #1022 and #1024.**
43

44 Letourneau asked of Warrant #1021; Mulligan replied it was paid from the AEDL grant.
45

46 **Hand vote was taken with all in attendance voting in favor of approval. Boutin noted**
47 **the vote was unanimous.** There was no further discussion.
48
49

1 **Cash Flow Statement** (Treasurer Report) (November 2014)

2 There were no comments.

3
4 **Revenue & Expenses** (Business Manager Reports) (November 1 through November 30, 2014)

5 There were no comments.

6
7 **Adult Education Revenue & Expenses** (Business Manager Report) (November 1 through
8 November 30, 2014)

9 There were no comments.

10
11 **Chairman's Report**

12 Boutin:

- 13 - Requested the board set a date for the January 2015 Regional Governing Board
14 Meeting. Consensus was the meeting would be held January 12, 2015. This date
15 allows adequate time for budget discussion and approval.
- 16 - Discussed requesting back Room 229 from MAUHS. He will write a letter with this
17 request and present to council for review. Boutin explained we are growing and will
18 need this space by the end of next year.
- 19 - Noted he would be attending the Bennington Select Board on Wednesday to review
20 issues with the surrounding community.

21
22 **Director/ Superintendent's Report**

23 Lawler:

- 24 - Gave his screen presentation, *The Director's Telegraph*. 'Articles' included reports
25 on:
 - 26 ➤ The eighth grade tours at the CDC which started last week. The tour(s) are
27 held during first block (8:00am to 10:30am) and will be held for three days
28 total. The visiting students tour all the programs. Lawler reported over 300
29 students have taken advantage of these tours. Lawler also expressed his
30 thanks to the faculty and staff for their part in making these tours happen.
 - 31 ➤ The Forestry students visit to Paulson's Lumber and their pick up of the wood
32 for the greenhouse.
 - 33 ➤ Theater Arts production of *A Christmas Carol* on Friday, December 19th and
34 Saturday, December 20th.
 - 35 ➤ Professional Development. Since the last board meeting, teachers,
36 administration and staff have logged 168 hours of development. Lawler cited
37 attendance at the ACTE, VASBO and the Windham Regional Career Center
38 as some of the opportunities taken advantage of. He noted the new ideas
39 and enthusiasm this development provides.
 - 40 ➤ The renovation of Room 156 has begun with the evening LNA program using
41 the space initially.
 - 42 ➤ Approval for the new Infant Care class will be brought before the Board at the
43 January meeting for vote. There is much interest already in this tentative
44 offering.
- 45
46 - Marie-Pierre Huguet reported they are finishing up the first LNA and Pharmacy Tech
47 classes. Next semester two schools will be joining the blended classes. The blended
48 classes provide shared online components, shared curriculum but have their own
49 local instructors for the second part. Huguet also reported the spring semester

1 brochure is almost complete.

2
3 Goodhue expressed that a great job was being done and noted a lot was happening.

4
5 **Action Items**

6 **▪ Nomination – Assistant Director**

7 Lawler noted the nomination form was in the dropbox and then spoke of the candidate and
8 of her twelve years of experience, her two masters and her education experience. Goodhue
9 interjected that the candidate, Margaret Honsinger, is a 'ball of fire'.

10
11 **MacDonald moved and Goodhue seconded the nomination of Margaret Honsinger for**
12 **the position of Assistant Director. Hand vote was taken with all in attendance voting**
13 **in favor.** Boutin noted the vote was unanimous.

14
15 Boutin also wished Margaret the best and voiced that he anticipates her being a big asset.

16
17 **▪ Equipment Purchase**

18 Lawler explained this purchase involves an upgrade to security, specifically the camera
19 system. We currently have thirty-six cameras that are five years old. The quote before the
20 board is for a software update and configuration of these cameras. The cost (\$5,899.99) is
21 above the \$5,000 threshold, therefore before the board. There was brief discussion with
22 Lawler noting the system can be expanded up to forty-eight cameras. He also provided the
23 board with copies of the quote.

24
25 **Goodhue moved and Johnson seconded a motion to approve the equipment**
26 **purchase. Hand vote was taken with all in attendance voting in favor.** Boutin noted the
27 vote was unanimous. There was no discussion.

28
29 **▪ Allocation Agreement**

30 Boutin reported that at last week's Finance committee meeting, an allocation agreement that
31 was formulated as a result of a November meeting between Mulligan, Lawler, Boutin,
32 Culkeen and Pembroke was discussed and sent forward with their recommendation. This
33 allocation agreement would begin at a flat rate of \$215,000 this year and then increase 2% a
34 year. The agreement would proceed on a three year trial basis then be reviewed. A major
35 benefit is the decrease in time spent by the business manager reviewing the paperwork sent
36 by Marsden. MAUHS's Finance Committee is receptive to this change in the method of
37 allocation. It was noted that capital expenditures would continue to be excluded.

38
39 **Goodhue moved and Kelly seconded the motion to accept the allocation method as**
40 **presented.**

41
42 Discussion centered around how the Business Manager currently reviews submitted
43 paperwork, percentage of outliers, minute errors currently found, how the allocation amount
44 was arrived at, how the agreement would be reviewed in three years, simplification of the
45 process, and trust.

46
47 **Hand vote was taken with all in attendance voting in favor excepting Letourneau, who**
48 **voted Nay. The motion carried.**

1 **Executive Session**

2
3 **At 7:14pm Alexander moved and Johnson seconded a motion to enter Executive**
4 **Session for Teacher Contract. Hand vote was taken with all in favor.**

5
6 **At 7:50pm motion was made and seconded to exit Executive Session. All were in**
7 **attendance were in favor.**

8
9 **Letourneau moved and Kinney seconded the motion to ask the Director and Board**
10 **Chair to consult with the Board's attorney regarding early retirement. Hand vote was**
11 **taken with all in attendance voting in favor excepting Johnson who voted Nay. The**
12 **vote carried.**

13
14 **Adjournment**

15
16 **At 7:52pm Kinney moved and Letourneau seconded a motion to Adjourn. All were in**
17 **attendance voted in favor.**

18
19 Respectfully submitted,

20
21 Barb Schlesinger
22 December 21, 2014

23
24
25
26 **Dropbox:**

- 27 - Minutes of the November 17, 2014 Regional Governing Board Meeting
- 28 - Minutes of the November 24, 2014 Strategic Planning Committee Meeting
- 29 - Minutes of the December 10, 2014 Finance Committee Meeting
- 30 - SWVRTSD Payroll Warrants # 11 & # 1020
- 31 - SWVRTSD Payroll Warrants # 12 & # 1023
- 32 - SWVRTSD Vendor Warrant # 1021
- 33 - SWVRTSD Vendor Warrant # 1022
- 34 - SWVRTSD Vendor Warrant # 1024
- 35 - Revenue & Expenses Reports
- 36 - Adult Education Revenue & Expenses
- 37 - Treasurer's Report
- 38 - Nomination – Assistant Director

39
40 Distributed at meeting:

- 41 - First Choice Comm Services Inc quote