

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: March 16, 2015**

3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; John Gauthier; Rickey Harrington; Leon Johnson;
6 Jackie Kelly; Fran Kinney; Ed Letourneau; John MacDonald

7
8 Members Absent: Jim Boutin; Jessica Gulley-Ward; Heidi Pickering

9
10 GoTo Meeting Attendees: None this evening

11
12 Staff and Others Present:

13 Maddi Carpenter, Tim Foley, Meg Honsinger, Marie-Pierre Hugué, Wendy Klein, Laina
14 Main, Superintendent Michael Lawler, Bruce Lee-Clark, Fidel Moreno, Stephanie
15 Mulligan, Mariah Spencer, one parent

16
17 Videotaping: CAT-TV

18
19 Recorder: Barb Schlesinger

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21 **Call to Order/ Welcome/ Introduction of Board Members**

22 Superintendent Lawler called the meeting to order at 6:36pm, noting this was the board's
23 Reorganization meeting. Lawler welcomed new member John Gauthier, congratulated the
24 returning members who won reelection and had the returning members present introduce
25 themselves.

26
27 **Public Comments**

28 Lawler called for comments; there were none.

29
30 **Board Reorganization**

31
32 **▪ Chair**

33 Superintendent Lawler called for nominations for Chair:

34
35 **Johnson moved and Kinney seconded the motion to nominate Jim Boutin as**
36 **Chair.**

37
38 **Harrington moved and Johnson seconded the motion to close nominations.**
39 **All in attendance voted in favor.**

40
41 **Hand vote was taken with all in attendance voting in favor. The motion of Jim**
42 **Boutin as Board Chair carried.**

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44 **▪ Vice-Chair**

45 Superintendent Lawler called for nominations for Vice-Chair:

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47 **Kinney moved and Johnson seconded the motion to nominate Harrington for**
48 **Vice-Chair.**

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Kinney moved and Johnson seconded the motion to close nominations. All in attendance voted in favor.

Hand vote was taken with all in attendance voting in favor. The motion of Harrington as Vice-Chair carried.

At this point Vice-Chair Harrington took over the meeting in Chairman Boutin's absence.

- **Clerk**
Vice-Chairman Harrington called for nominations:

Johnson moved and Kinney seconded the motion to nominate Letourneau as Clerk.

Kinney moved and Alexander seconded the motion to close nominations. All in attendance were in favor.

Hand vote was taken with all in attendance voting in favor excepting Letourneau, who did not cast his vote. The motion of Letourneau as Clerk carried.

- **Meeting Dates, Time, Location**
Dates/ Time:
Vice-Chair Harrington noted consensus has been 6:30pm even though some would prefer earlier or later. He opened the 'time' for discussion. There were brief comments supporting this consensus.

Johnson moved and Kinney seconded a motion to accept the proposed 2015/2016 Meetings dates with the proposed Meeting time of 6:30pm.

Hand vote was taking with all in attendance voting in favor.

- **Paper of Record**
Letourneau moved and Johnson seconded the motion for the Bennington Banner remaining Paper of Record.

There was brief discussion regarding the lack of alternatives for Paper of Record and also the Center's public responsibility to post on its website.

Hand vote was taken with all in attendance voting in favor.

- **Off Warrant Signers**
Johnson moved and Kinney seconded the motion to authorize the Officers of the Board to sign warrants.

Hand vote was taken with all in attendance voting in favor.

1 ▪ **Board Training**

2 Kinney noted the training is held on campus; the Supervisory Union will get out this
3 year's date. Superintendent Lawler will relay this information.

4
5 ▪ **School Board Code of Ethics**

6 The document was passed around for signature.

7
8 **Pre-Law Presentation**

9 **Mariah Spencer**

10 **Maddi Carpenter**

11 **Laina Main**

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14 **Fidel Moreno**

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24 **Committee Reports**

25 There were none this evening.

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27 **Consent Agenda**

28 **Minutes**

- 29 - Minutes of the January 26, 2015 Regional Governing Board Special Meeting
30 - Minutes of the February 9, 2015 Regional Governing Board Meeting
31 - Minutes of the March 2, 2015 Regional Governing Board Annual Meeting

32
33 **Warrants**

- 34 - SWVRTSD Payroll Warrant # 17 2/27/2015 in the amount of \$ 8,053.44
35 - SWVRTSD Payroll Warrant # 1034 2/27/2015 in the amount of \$ 67,381.01
36 - SWVRTSD Payroll Warrant # 1036 2/27/2015 in the amount of \$ 69,411.81
37 - SWVRTSD Payroll Warrant # 19 3/16/2015 in the amount of \$ 4,712.50
38 - SWVRTSD Payroll Warrant # 1038 3/16/2015 in the amount of \$ 68,776.67
39
40 - SWVRTSD Vendor Warrant # 1035 2/19/2015 in the amount of \$ 729.72
41 - SWVRTSD Vendor Warrant # 1037 2/27/2015 in the amount of \$ 68,823.64

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43 **Kinney moved and Johnson seconded a motion to approve the Consent Agenda.**

44
45 **Hand vote was taken with all in attendance voting in favor.** There was no discussion.

46
47 **Director/ Superintendent's Report**

48 Superintendent Lawler:

- 49 - Welcomed new member John Gauthier and congratulated the returning members on

- 1 their reelection.
- 2 - Noted the CDC budget passed by a 3 to 1 approval at the March 3 election.
- 3 - Spoke of last Friday's in-service on *Technology Centers That Work* (TCTW), an
- 4 approach focused on improving student achievement through high expectations and
- 5 continuous improvement in tech centers.

6

7 Lawler read the TCTW handout provided in the dropbox. Goals for Continuous

8 Improvement include earning postsecondary credit while in high school, meeting

9 college readiness standards, meeting ruddiness standards for advanced training and

10 acquiring industry certification.

11

12 Also on the handout were Key Practices for Improved Student Achievement, which

13 include: high expectations, program of study, academic studies, career/ technical

14 studies, students actively engaged, guidance, teachers working together, work-

15 based learning, extra help/ transitions and a culture of continuance improvement.

16

17 Lawler went on to explain the evaluation tool/ mechanism, noting there are eighteen

18 quality indicators, each with four levels of implementation (level four is the 'gold'

19 standard). He reported that we are mixed at this point; reports are being prepared

20 and will be presented at next week's strategic planning meeting. The results will also

21 be distributed to the instructors. Faculty and staff will be working together.

22

23 In depth discussion followed on topics including time span for all programs to

24 achieve 'Gold' standard (3-4 years), the State of Vermont's support of this approach,

25 four tech centers in Vermont joining this year, focus on self-evaluating by instructors,

26 defined criteria for each level, having the RGB define priorities as to goal levels, long

27 term commitment, TCTW to replace NEASC and how will we evaluate if the change

28 is warranted, and the notation that state law does not require accreditation, rather

29 only review.

- 30
- 31 - Reported on the USDA Smart Snacks Initiative in relation to the Campus Store.
- 32 Lawler noted these rules apply to food sold to students (not adults) between midnight
- 33 and 2:35pm and that implementation is basically smaller portions. The compliance
- 34 date is July 1, 2015. Right now the issue has been that the store vendors do not
- 35 currently deal in the smaller vending machine size packages. Johnson requested
- 36 this matter be sent to the Policy Committee for review.

- 37
- 38 - Read a letter from DECA to the Campus Store congratulating them on achieving
- 39 Gold Certification for 2015. CDC was one of 285 school based enterprises achieving
- 40 this honor. Recognition will be at the DECA Conference in Orlando this April.

41

42 **Action Items**

43 **▪ Field Trips**

44 ✓ Cosmetology	3/23	Pittsfield MA	18 students
45 ✓ Marketing	3/26	Worcester MA	3 students
46 ✓ Culinary	3/26	Worcester MA	3 students

1	✓	Accounting (FBLA)	3/26 → 3/27	Burlington VT	11 students
2					
3	✓	SkillsUSA	4/1 → 4/2	Burlington VT	25 students
4					
5	✓	Human Services	4/8 → 4/10	Boston MA	6 students
6					
7	✓	Business Venture	4/23	NYC	8 students
8					

9 **Kinney moved and Johnson seconded a motion to approve the presented Field Trips.**
 10 **Hand vote was taken with all in attendance voting in favor.** There was no discussion.

11
 12 **▪ Equipment Purchase**

13 Superintendent Lawler reported on the State of Vermont Equipment Grant being used this
 14 year to purchase five items for the Culinary program. This grant is for \$26k - 29k and is to
 15 be used for items costing \$5,000 or more. Administration reviewed programs and their
 16 needs and decided on the five items presented tonight:

17	1.	Boilerless Convection Steamer	\$5,903.02
18	2.	Convection Oven	6,000.00
19	3.	Smoker	5,601.60
20	4.	Refrigerated Condiment Station	4,524.92
21	5.	Hot Food Bar	3,268.58

22
 23 Items 4 and 5 have been approved by the State to be combined to comply with the grant
 24 requirement.

25
 26 **Johnson moved and Kinney seconded a motion to approve the purchase of the five**
 27 **items for the Culinary Program from the Equipment Grant.**

28
 29 Discussion followed with it being noted that if the money is not spent it has to be returned,
 30 this purchase will bring the program closer to industry standard, is there an ongoing list of
 31 equipment priorities, and the notation of software licensing shifting from out-right purchase
 32 to a lease/ fee.

33
 34 **Hand vote was taken with all in attendance voting in favor.**

35
 36 **▪ Resignation**

37 Superintendent Lawler read the resignation letter dated March 5, 2015 of Sustainable Foods
 38 instructor Amanda Taft. Ms Taft will finish the school year; the position will be posted
 39 immediately.

40
 41 **Kinney moved and Johnson seconded the motion to accept the resignation with**
 42 **regrets. Hand vote was taken with all in attendance voting in favor.** There was no
 43 discussion.

44
 45 **Executive Session**

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 47 **At 7:48pm Kinney moved and Johnson seconded a motion to enter Executive Session**
 48 **for personnel and contract. Hand vote was taken with all in attendance voting in**
 49 **favor.**

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At 7:58pm Kinney moved and Johnson seconded a motion to exit Executive Session. All in attendance were in favor.

No action was taken.

Adjournment

At 7:59pm Johnson moved and Kinney seconded a motion to Adjourn. All in attendance were in favor.

Respectfully submitted,

Barb Schlesinger
March 22, 2015

Dropbox:

- Minutes of the January 26, 2015 Regional Governing Board Special Meeting
- Minutes of the February 9, 2015 Regional Governing Board Meeting
- Minutes of the March 2, 2015 SWVRTSD Annual Floor Meeting
- SWVRTSD Payroll Warrant # 17 & 1034
- SWVRTSD Payroll Warrant # 1036
- SWVRTSD Payroll Warrant # 19 & 1038
- SWVRTSD Vendor Warrant # 1035
- SWVRTSD Vendor Warrant # 1037
- Revenue & Expenses, Statement of Cash Flow
- Board Reorganization Materials
- Resignation Letter
- DECA – Letter of Congratulations (Campus Store)
- Field Trips (7)
- Culinary Equipment
- ACT Report
- SREB TCTW & CTE
- Smart Snacks Guidelines