

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: May 16, 2016**

3 Assembly Room, Career Development Center  
4 Electronically: <http://global.gotomeeting.com/join/708980773>  
5 Phone: toll free (US) 1-877-309-2073 or +1-646-749-3129

6  
7 Members Present: Jim Boutin; Art Haytko; Leon Johnson; Jackie Kelly; Jon Gauthier;  
8 Rickey Harrington; Fran Kinney; Ed Letourneau

9  
10 Members Absent: John MacDonald; Heidi Pickering; Kenneth Swierad

11  
12 Staff and Others Present: Assistant Director Meg Honsinger, Assistant Director Adult  
13 Services Marie-Pierre Huguet, Business Manager Stephanie Mulligan

14 Videotaping: CAT-TV

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16  
17 Recorder: Barb Schlesinger

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18  
19 **Call to Order/ Welcome**

20 Chairman Boutin called tonight's meeting to order at 7:00pm, noted a quorum was present  
21 and welcomed and thanked all for coming.

22  
23 **Public Comments**

24 Chairman Boutin reported Assistant Director Honsinger would be filling in for Superintendent  
25 Lawler, who would not be in attendance this evening because of illness.

26  
27 **Consent Agenda**  
28 **Minutes**

- 29 - Minutes of the April 18, 2016 Regional Governing Board Meeting

30  
31 **Harrington moved and Kinney seconded a motion to accept the April 18, 2016 RGB**  
32 **minutes.**

33  
34 Chairman Boutin brought forth page 1, line 39: correcting 'had met' to intends to meet/  
35 would like to meet.

36  
37 **Harrington moved and Kinney seconded a motion to accept the April 18, 2016 RGB**  
38 **minutes with correction.**

39  
40 **Hand vote was taken with all in attendance voting in favor of accepting the corrected**  
41 **April 18 minutes.** Boutin announced the vote was unanimous.

42  
43 **Warrants**

- 44 - SWVRTSD Payroll Warrant # 22 4/28/2016 in the amount of \$ 1,443.67  
45 - SWVRTSD Payroll Warrant # 1037 4/28/2016 in the amount of \$ 73,814.54  
46  
47 - SWVRTSD Payroll Warrant # 23 5/16/2016 in the amount of \$ 260.37  
48 - SWVRTSD Payroll Warrant # 1039 5/16/2016 in the amount of \$ 65,497.15  
49

1 **Harrington moved and Kinney seconded a motion to approve Payroll Warrants #22,**  
2 **#1037, #23, and #1039.**

3  
4 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
5 was unanimous. There was no discussion.

- 6
- 7 - SWVRTSD Vendor Warrant # 1038 4/18/2016 in the amount of \$ 88,918.67
- 8
- 9 - SWVRTSD Vendor Warrant # 1040 5/16/2016 in the amount of \$ 78,171.53

10  
11 **Harrington moved and Kinney seconded a motion to approve Vendor Warrants #1038**  
12 **and #1040.**

13  
14 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
15 was unanimous. There was no discussion.

16  
17 **Cash Flow/ Revenue and Expenses**

18 Chairman Boutin noted the items were in the dropbox. There were no comments.

19  
20 **Committee Reports**

21 Chairman Boutin reported the Strategic Planning & Education committee had met this past  
22 month. Johnson noted that Policy would be meeting next Monday. Kelly noted that former  
23 board member Jessica Gulley-Ward has expressed interest in participating.

24  
25 **Action Items**

- 26 ▪ **Last day of school**

27  
28 **Kinney moved and Johnson seconded the motion to approve Friday, June 10, 2016 as**  
29 **the last day of the school year.**

30  
31 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
32 was unanimous. There was no discussion.

33  
34 There was brief talk in regards to MAU's considering first day in the fall as a freshman only  
35 day. Letourneau noted the intent was to coach the incoming freshman as to what high  
36 school is about. Brought up was the effect on CDC short blocks and sending school  
37 Arlington and Burr & Burton's scheduling; Boutin noted the intent will be for CDC to be open.

- 38
- 39 ▪ **Roof Project Bid Award**

40 Chairman Boutin opened discussion by reporting four (4) bids had been returned from RFP.  
41 Mulligan noted the RFP was for replacement of the 5100 sq ft section over the Forestry  
42 classroom. Of the four bids, Titan Roofing (Springfield MA) came in lowest at \$44,000.

43  
44 Mulligan further noted finance had anticipated the cost to be \$86,000 (to be spent from the  
45 reserve fund); however, bids were considerably lower. There exists the option at this time to  
46 bid out another portion of the roof and take advantage of these low prices. Roof replacement  
47 has been anticipated to be spread over five years, with two to three years left to go.  
48 Mulligan proposes the board give the RFP to the lowest bidder and RFP another section.

1 Thorough discussion followed that included the notation of the RFP materials not being  
2 available in the dropbox, coordinating with MAU in regards to contractors, Paul Dansereau's  
3 (Director of Facilities, MAU) involvement, input and recommendation, RFP specs, checking  
4 of the lowest bidder's references, issuing an additional RFP for an additional roof section to  
5 possibly be done this summer, waiting until after MAU's Wednesday meeting to approve this  
6 bid and having better and more communications with Paul.

7  
8 **Motion was made by Kinney and seconded by Harrington to give Chairman Boutin the**  
9 **authority to sign off on the bid after the Wednesday MAU decision, if Mr Dansereau**  
10 **has given his approval.**

11  
12 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote  
13 was unanimous.

14  
15 Chairman Boutin, Business Manager Mulligan and Superintendent Lawler will meet with  
16 Dansereau prior to the Wednesday MAU meeting.

17  
18 **▪ Security Project Bid Award**

19 Chairman Boutin noted this security upgrade is similar to the roof RFP in that MAU has also  
20 put out an RFP to be decided this coming Wednesday. CDC's RFP is for installing fob entry  
21 access (as MAU employs) and upgrading the front entry way to a buzzer entrance.

22  
23 Mulligan reported two bids were received with Royal Group of Rutland providing the lowest  
24 one.

25  
26 Johnson opened discussion by asking the same questions regarding a joint effort with next  
27 door (MAU). Are the systems compatible? With the buildings 'joined at the hip', he would  
28 like the whole picture from both places presented. Letourneau concurred and noted he had  
29 questions regarding electronic control and would like clarification. Kinney noted the bids  
30 were already there and urged caution about redoing.

31  
32 Further discussion regarding Dansereau's input and oversight followed with Honsinger  
33 noting he was a part of the campus wide safety team. She also noted the buildings are  
34 different and therefore have different needs.

35  
36 **Kinney moved and Harrington seconded a motion that this be turned over to the**  
37 **Executive Committee, who will meet with MAU Director of Facilities to assure**  
38 **everything is proper and compatible with what the high school votes to install and to**  
39 **move forward.**

40  
41 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**  
42 **vote was unanimous.**

43  
44 It was further noted the CDC Tech person supports the lowest bid, security has changed,  
45 and eight other schools are using the system provided by Royal.

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

48 Assistant Director Honsinger:

- 49 - Distributed the Lake Paran invitation to tour the new Lake House Sunday, May 22.

- 1 The Building Trades program has been deeply involved, and is very happy with their  
2 contributions with this project.
- 3 - Distributed the flyer for the 2016 Summer Camps. Fifteen students are hoped for in  
4 each session with CDC instructors teaching all excepting the Young Hacks  
5 Academy. Video Production will run with two separate sessions (two weeks).
  - 6 - Arlington High School has requested that Bruce Lee-Clark teach more at their site.  
7 He is/ will be teaching both pre-law and forensics.
  - 8 - Reported both the second Building Trades and the Design and Fabrication positions  
9 have been advertised. Resumes will be looked at beginning next week.
  - 10 - Announced the Awards Banquet will be held May 31. Please RSVP to Sandy  
11 Redding by May 23.
  - 12 - Spoke briefly of the summer camp(s) facilitating exposure of younger students to our  
13 facility. Chairman Boutin added the flyer will be sent to the Banner and uploaded to  
14 the Center's website. The camp program(s) are open to all Bennnington County  
15 students.

16  
17 Assistant Director for Adult and Continuing Education (ACE) Huguet then spoke of:

- 18 - The semester winding down, with the LNA class ending the end of June.
- 19 - The Career Fair, with the CDC being part of the organizing committee and it being a  
20 wonderful collaboration. Marie-Pierre note attendance was slightly lower but the  
21 quality was up. One hundred fifty eight (158) jobs were available, Marie-Pierre  
22 relayed the businesses were happy with their interviews.
- 23 - The annual pot luck dinner and extended an invite to the board. Huguet noted to  
24 date there will be seventy participants and offered it is a chance to meet and be a  
25 part of family you don't get to see often – the adult students and instructors.

26  
27 **Chairman's Report**

28 Boutin reported

- 29 - The scholarship committee will be meeting to create the application and will post it  
30 shortly. The scholarship will be based on need and will be using the free/ reduced  
31 lunch program guidelines.
- 32 - The Executive Committee met last week and covered superintendent evaluation,  
33 contract issues and ESP contract issues, which will be brought forth in tonight's  
34 executive session.

35  
36 **Executive Session**

- 37 - Contract Negotiations Update
- 38 - Superintendent Evaluation
- 39 - ESP Contract

40  
41 **At 7:48pm Kinney moved and Harrington seconded a motion to enter executive**  
42 **session for the purpose of superintendent contract and contract issues.**

43  
44 **Hand vote was taken with all in attendance in favor.**

45  
46 **At 8:34 motion was made by Kinney and seconded by Harrington to exit executive**  
47 **session.** Chairman Boutin reported administrative contract and ESP contract raises were  
48 discussed.

49

1 **Harrington moved and Kinney seconded a motion to recommend a two (2%) percent,**  
2 **across the board raise(s) for all off contract personnel and administration.**

3  
4 **Hand voted was taken with all in attendance voting in favor.** Boutin announced the  
5 vote was unanimous.

6  
7 **Other**

8 Nothing was brought forth.

9  
10 **Adjournment**

11 **At 8:35pm Kinney moved and Johnson seconded a motion to Adjourn. All in**  
12 **attendance were in favor.**

13  
14 Respectfully submitted,

15  
16 Barb Schlesinger

17 May 22, 2016

18  
19 **Dropbox:**

- 20 - Agenda/ Notice for the May 16, 2016 Regular RGB Meeting
- 21 - Minutes of the April 18, 2016 RGB Regular Meeting
- 22 - Minutes of the April 18, 2016 Strategic Planning and Education Committee
- 23 - SWVRTSD Payroll Warrant # 22 & 1037
- 24 - SWVRTSD Payroll Warrant # 23 & 1039
- 25 - SWVRTSD Vendor Warrant # 1038
- 26 - SWVRTSD Vendor Warrant # 1040
- 27 - Revenue & Expenses, Statement of Cash Flow
- 28 - Action Items:
  - 29 ○ Security project quote
- 30 - Invite to Lake Paran Lake House May 22

31  
32 **Distributed at Meeting**

- 33 - 2016 Summer Camps flyer