

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: September 19, 2016**

3 Assembly Room, Career Development Center

4 Electronically: <http://global.gotomeeting.com/join/433070221>

5 Phone: toll free (US) 1.877.309.2070 access code 433-070-221 or +1 (312) 757.3119

6
7 Members Present: Jim Boutin; Rickey Harrington; Art Haytko; Leon Johnson;
8 Fran Kinney; Ed Letourneau; John MacDonald; Kenneth Swierad

9
10 Members Absent: Jon Gauthier; Jackie Kelly; Heidi Pickering

11
12 CDC Administration and others present: Adam Cannistraci, Instructor; Superintendent/
13 Director Mike Lawler; Assistant Director Meg Honsinger.

14
15 Videotaping: CAT-TV

16
17 Recorder: Barb Schlesinger

18
19 **Call to Order/ Welcome**

20 Chairman Boutin called tonight's meeting to order at 7:00pm, thanked all for coming this
21 evening and noted a quorum was present. Boutin noted he anticipated two board members
22 to be calling in.

23
24 **Public Comments**

25 Chairman Boutin called for public comments: none were brought forth.

26
27 **Tour of Manufacturing/ CAD/ Engineering Program Classroom and Lab**

28 Superintendent Lawler introduced instructor Adam Cannistraci along with giving a brief
29 update as to what Adam has inherited in regards to program and short-block enrollment
30 numbers and equipment. The board then relocated to the manufacturing lab where
31 instructor Cannistraci gave a tour of the floor/ machine line and reported on the status of the
32 equipment. Adam noted that essentially the majority of the lathes are functional but need to
33 be updated for digital readouts (approximately \$1,500 to \$2,000 per machine). Further
34 down the line the Haas machines were reported on with Adam noting they are proprietary
35 and the company has changed their screen display; these machines are no longer relevant
36 to students. Setup is also quite time consuming on these machines. Cannistraci noted these
37 machines do have value and can be sold or traded in. Next stop in the lab was the welding
38 room and grinding area. This area also serves as a holding space for machines that are
39 tagged/ locked for safety reasons.

40
41 The board then visited the classroom space where Adam teaches theory and CAD on the
42 eighteen computer stations. The 3D printer is located here and was briefly discussed as to
43 the expense of operation and in general how much the technology has changed since
44 purchase.

45
46 Instructor Cannistraci was asked for an estimation of the cost to meet current and future
47 program needs. Adam expressed a net total of \$67,000 was his estimation. Chairman
48 Boutin requested he get his numbers together and meet with Finance Committee to review
49 and prioritize. Superintendent Lawler noted he and Adam assessed the department

1 together when Adam came on board and he is confident in Adam's recommendation.

2
3 **Tour of 321 Perk @ the Campus Store**

4 The board then toured the relaunched campus store. Superintendent Lawler spoke of how
5 the Healthy Food Guidelines triggered the need for a change. He and Assistant Honsinger
6 came up with the idea, which sprang from a color palette. Student involvement was
7 essential to the results: program students from Forestry, Business Management, Building
8 Trades, Accounting and the former Marketing program all contributed long with maintenance
9 providing the fresh paint. 321 Perk opened today being 95% complete with the POS system
10 to be brought online soon. It is anticipated that students will be able to get pack and go
11 lunches here, there is also space to devote to student artwork display. The tour concluded
12 at 7:45.

13
14 **Consent Agenda**

15 **Minutes**

- 16 - Minutes of the August 15, 2016 Regional Governing Board Meeting

17
18 **Kinney moved and Johnson seconded a motion to approve the August 15, 2016 RGB**
19 **minutes.**

20
21 **Hand vote was taken with all in attendance voting in favor of approving the minutes.**

22 Boutin announced the vote was unanimous. There was no discussion.

23
24 **Warrants**

- 25 - SWVRTSD Payroll Warrant # 28 6/29/2016 in the amount of \$ 69.26
26 - SWVRTSD Payroll Warrant # 1047 6/29/2016 in the amount of \$ 37,115.56
27 - SWVRTSD Payroll Warrant # 4 8/30/2016 in the amount of \$ 624.84
28 - SWVRTSD Payroll Warrant # 1005 8/30/2016 in the amount of \$ 26,086.07
29 - SWVRTSD Payroll Warrant # 5 9/19/2016 in the amount of \$ 4,606.82
30 - SWVRTSD Payroll Warrant # 1006 9/19/2016 in the amount of \$ 56,003.37
31 - SWVRTSD Payroll Warrant # 6 9/19/2016 in the amount of \$ 1,338.59
32 - SWVRTSD Payroll Warrant # 1008 9/19/2016 in the amount of \$ 60,771.61

33
34 **Johnson moved and Kinney seconded a motion to approve Payroll Warrants #28,**
35 **#1047, #4, #1005, #5, #1006, # 6 and # 1008.**

36
37 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
38 was unanimous. There was no discussion.

- 39
40 - SWVRTSD Vendor Warrant # 1048 6/29/2016 in the amount of \$ 81,844.13
41 *Minus ck #17834 (6/20) \$140.00: net warrant \$81,704.13*
42 - SWVRTSD Vendor Warrant # 1007 8/30/2016 in the amount of \$ 152,028.04
43 - SWVRTSD Vendor Warrant # 1009 9/19/2016 in the amount of \$ 60,970.54

44
45 **Kinney moved and Johnson seconded a motion to approve Vendor Warrants #1048,**
46 **#1007 and #1009.**

47
48 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
49 was unanimous. There was no discussion.

1 It was noted that Board voted approval and signing was needed for the June 29, 2016
2 warrants (final for the fiscal year) even though signed off on by Chairman Boutin in a timely
3 manner, hence their inclusion tonight.

4
5 **Cash Flow/ Revenue and Expenses**

6 Chairman Boutin noted the reports were in the dropbox; there were no comments.

7
8 **Committee Reports**

9 Policy

10 Committee chair Johnson reported the committee met last week and have two policies ready
11 for warning this evening:

12
13 **C1030 School Safety**

14 Johnson noted 1030C puts forth the policy, definitions, implementation, cross references
15 and makes administrative procedures a part of the policy.

16
17 **Kinney moved and Harrington seconded a motion to Warn policy C1030, School
18 Safety.**

19
20 **Hand vote was taken with all present voting in favor. Boutin announced the vote was
21 unanimous. There was no discussion.**

22
23 **5005C Reporting of child and vulnerable adult abuse, sexual abuse and sexual violence**

24 Johnson reported 5005C is a required policy, the version before the board for warning this
25 evening reflects minor language change and clarifies responsibilities, includes vulnerable
26 adults and training.

27
28 **Harrington moved and MacDonald seconded a motion to Warn policy 5005C:
29 Reporting of child and vulnerable adult abuse, sexual abuse and sexual violence.**

30
31 Brief discussion followed regarding the definition of 'vulnerable adults', recent press
32 attention, the clarity of the presented policy and the best way to make available responsible
33 parties contact information. Johnson noted the policy would also be reviewed by receiving
34 responsible agencies. Superintendent Lawler noted instructors and staff are trained
35 annually and taught 'when in doubt, report it out'.
36

37 **Hand vote was taken with all present voting in favor. Boutin announced the vote was
38 unanimous. There was no discussion.**

39
40 Johnson reported policies in respect to Staff Conflict of Interest (new language) and a Travel
41 Policy (which will define what is reimbursable) will be brought before the board in the future.
42

43 **Action Items**

44 **▪ Resignations**

45 **Law Enforcement Instructor**

46 Superintendent Lawler informed the board he has tried numerous times to secure a
47 written resignation from the past law enforcement instructor and has been
48 unsuccessful to date, however he will continue to try. There was brief talk concerning
49 if a written resignation was required or if a verbal resignation would suffice to allow

1 the board to act.

2

3 **MacDonald moved and Johnson seconded a motion to accept the verbal resignation**
4 **of the prior law enforcement instructor.**

5

6 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
7 was unanimous.

8

9 **▪ Nominations (2)**

10 ✓ Law Enforcement Instructor

11 Superintendent Lawler gave a brief bio of Gulley, noting he has fourteen years of law
12 enforcement experience and that his first day in the classroom was September 12th.

13

14 **Johnson moved and Harrington seconded the motion to accept the nomination of**
15 **James A Gulley Jr for the position of Law Enforcement Instructor.**

16

17 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
18 was unanimous. There was no discussion.

19 ✓ Business Management Instructor

20 Superintendent Lawler gave a brief bio of Tattersall, who is replacing Barb Gorbaty,
21 and noted she has twenty-nine years of experience.

22

23 **Harrington moved and MacDonald seconded the motion to accept the nomination of**
24 **Rebecca Tattersall for the position of Business Management Instructor.**

25

26 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
27 was unanimous. There was no discussion.

28

29 ** At this point the meeting returned to Committee Meeting reports and heard from
30 Chairman Letourneau of the Education Committee. Letourneau reported the
31 committee met twice in the past two weeks and discussed the Adult and Continuing
32 Education Director's resignation and how the Center should move forward. One of
33 the meetings was attended by Melanie Letourneau and Warren Coolidge, who
34 provided input as to area business needs, including CDL instruction, welding,
35 machining, blue print and hazmat. Department of Labor documents are in the
36 dropbox.

37

38 Also discussed by the committee was the difficulty in finding a replacement ACE
39 person at this time of year; proposed was to have the position covered by the
40 Superintendent, Guidance, Business Manager and Assistant Director (who would
41 pick up the largest share) until the end of the school year and reassess at that time.
42 Compensation has not been determined yet for these additional duties and a
43 \$10,000 stipend was suggested. Superintendent Lawler expressed he is confident
44 this model will work but is not 100% sure.

45

46 Discussion followed, with the following points being covered: the need for definition
47 of duties, monthly updates to be provided by Honsinger, the state law requiring an
48 Adult Ed administrator, other centers not having a dedicated fulltime Adult Ed

1 administrator, the need for this plan to be recommended to the Finance Committee,
2 and the need for modified job descriptions.

3

4 **Kinney moved and Johnson seconded the motion to approve the assigning of the**
5 **Adult and Continuing Education duties to Assistant Director Meg Honsinger.**

6

7 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
8 was unanimous.

9

10 Superintendent Lawler added he agrees with what has been said regarding the process and
11 the need to define compensation. This will go to the Finance Committee who will work with
12 the Business manager and make a recommendation for the Board.

13

14 **Director/ Superintendent's Report**

15 Superintendent Lawler:

16

- Thanked the criminal justice community for covering the Law Enforcement classes
17 for the past two-and-a-half weeks, and commented how this support shows the
18 community's belief in our programs.

19

- Announced school for the teachers starts Wednesday, August 24, and the following
20 Monday, August 29, for the students.

21

- Reported the start of the school year was successful.

22

- Reported that last Wednesday Sherry Donaldson (Perkins Compliance from US
23 Department of Education) was on campus for a state review/ audit. Her roughly 2-
24 hour visit went very well.

25

26 Assistant Director Honsinger then spoke of

27

- The meetings she has been attending, in particular the meeting with the Department
28 of Labor. She also relayed positive feedback received from TAM and AOT regarding
29 possible CDL training. She also spoke of the connection of CCV and the Department
30 of Labor related to CPT training and voiced we should be a part of that.

31

- Other trades that are being floated include welding, diesel mechanic, electrician,
32 HVAC and expanded health services, including fire.

33

- Another LNA cohort having begun with six students enrolled.

34

35

35 **Chairman's Report**

36

Chairman Boutin reminded board members the Vermont School Board Association's annual
37 meeting will be held October 20/ 21 at Lake Morey Inn. Early registration (before 10/10) will
38 result in a \$25 saving, and please register yourself. Ken Swierad added the VSBA's
39 regional meeting will be held here October 10 at 5pm (please RSVP).

40

41

41 **Other**

42

Board member Harrington noted the next teacher negotiation will be held Wednesday,
43 September 28 at 4pm. He also reported he will be stepping down and board member John
44 MacDonald has agreed to take over at the end of October. These meeting are held at
45 Central office; John will be reporting back monthly to the board in Executive Session
46 (contract).

47

48

48 **Adjournment**

49

At 8:38pm Kinney moved and Harrington seconded a motion to Adjourn. All in

1 **attendance were in favor.**

2

3 Respectfully submitted,

4

5 Barb Schlesinger

6 September 26, 2016

7

8 **Dropbox:**

9 - Agenda/ Notice for the September 19, 2016 Regular RGB Meeting

10 - Minutes of the August 15, 2016 RGB Regular Meeting

11 - SWVRTSD Payroll Warrant # 28 & 1047

12 - SWVRTSD Payroll Warrant # 4 & 1005

13 - SWVRTSD Payroll Warrant # 5 & 1006

14 - SWVRTSD Payroll Warrant # 6 & 1008

15 - SWVRTSD Vendor Warrant # 1048

16 - SWVRTSD Vendor Warrant # 1007

17 - SWVRTSD Vendor Warrant # 1009

18 - Revenue & Expenses, Statement of Cash Flow (August)

19 - Action Items:

20 ○ Nominations (2)

21 - Policies for Warning (2)

22 ○ C5005 Reporting of Child & Adult Abuse, Sexual Abuse & Sexual Violence

23 ○ C1030 School Safety

24 - Policy Drafts (2)

25 ○ Staff Conflict of Interest

26 ○ Travel Policy

27 - Department of Labor documents

28