

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

3 Assembly Room, Career Development Center
4 Electronically: <http://global.gotomeeting.com/join/410835261>
5 Dial in: 1.877.309.2073 (toll free US)
6 1.646.749.3129
7 access code 410.835.261
8

9 Members Present: Jim Boutin; Jon Gauthier (*dial in*); Rickey Harrington; Art Haytko; Leon
10 Johnson; Jackie Kelly; Ed Letourneau (*dial in*); John MacDonald; Kenneth Swierad
11

12 Members Absent: Fran Kinney; Heidi Pickering
13

14 CDC Administration and others present:
15 Superintendent/ Director Mike Lawler; Business Manager Stephanie Mulligan
16

17 Videotaping: CAT-TV
18

19 Meeting Recorder: Barb Schlesinger

20 **Call to Order/ Welcome**

21 Chairman Boutin called the meeting to order at 7:00pm, noted a quorum was present and
22 thanked all for coming out this evening.
23

24 **Public Comments**

25 None were brought forth this evening.
26

27 **Consent Agenda**

28 **Minutes**

- 29 - Minutes of the rescheduled November 21, 2016 Regional Governing Board Meeting
30 (*held November 28, 2016*)
31

32 **Harrington moved and Johnson seconded a motion to approve the November 21,**
33 **2016 RGB minutes.**

34
35 **Hand vote was taken with all in attendance, including Gauthier who voiced his assent,**
36 **voting in favor of approving the minutes.** Chairman Boutin announced the vote was
37 unanimous. There was no discussion.
38

39 **Warrants**

- 40 - SWVRTSD Payroll Warrant # 11 11/28/2016 in the amount of \$ 1,143.23
41 - SWVRTSD Payroll Warrant # 1018 11/28/2016 in the amount of \$ 68,901.85
42
43 - SWVRTSD Payroll Warrant # 12 12/19/2016 in the amount of \$ 166.72
44 - SWVRTSD Payroll Warrant # 1020 12/19/2016 in the amount of \$ 60,374.17
45

46 **Harrington moved and Johnson seconded a motion to approve Payroll Warrants #11,**
47 **#1018, #12 and # 1020.**
48
49

1 **Hand vote was taken with all in attendance, including Gauthier who voiced his assent,**
2 **voting in favor of approving the Payroll Warrants.** Chairman Boutin announced the vote
3 was unanimous. There was no discussion.

- 4
- 5 - SWVRTSD Vendor Warrant # 1019 11/28/2016 in the amount of \$ 126,392.58
- 6
- 7 - SWVRTSD Vendor Warrant # 1021 12/19/2016 in the amount of \$ 88,232.74
- 8 *Minus voided check #18219, \$96.79*
- 9

Net Warrant \$ 88,135.95

10

11 **Harrington moved and Johnson seconded a motion to approve Vendor Warrants**
12 **#1019 and #1021.**

13

14 **Hand vote was taken with all in attendance, including Gauthier who voiced his assent,**
15 **voting in favor of approving the Vendor Warrants.** Chairman Boutin announced the vote
16 was unanimous. There was no discussion.

17

18 **Cash Flow/ Revenue and Expenses**

19 Chairman Boutin reported he reviewed the reports and everything looks fine.

20

21 **Committee Reports**

22 **Finance**

23 Committee chair Harrington asked Superintendent Lawler to recap. Lawler summarized the
24 last committee meeting and noted he and Business Manager Mulligan will tag team the FY
25 2018 Budget proposal before the board this evening. The recommended budget being
26 presented for FY 2018 (\$3,457,114) represents a 0.58% increase over the FY 2017 budget
27 (\$3,437,005).

28

29 Mulligan, working from a PowerPoint document, began by speaking of the challenge of
30 presenting the voters with a budget prior to anticipated changes with the Adult Education
31 position and expansion of Medical professions with a satellite program in Arlington. She also
32 noted upcoming continuation of the roof replacement and the unknown costs at this time.
33 Lawler noted we were fortunate with what we were able to accomplish this past summer with
34 the roof replacement project.

35

36 Chairman Boutin noted this recommended budget represents the third year of level funding.

37

38 Superintendent Lawler reported FTEs are anticipated to level out the coming year at 160-
39 165. FY 2014 represented the highest FTE numbers, and will be cycled out of the three-year
40 average. Lawler then spoke of the loss of students due to the paring of programs at the
41 Center but noted we are gaining FTEs with the student enrollment in Arlington. He noted
42 numbers are historically lower in the spring (intro classes are held in the fall): this spring he
43 anticipates FTEs to be approximately 140.

44

45 Board discussion followed with kudos being giving for the conservative budget presented,
46 anticipated lower enrollment at the high school, decentralization of technical education (both
47 day and evening), serving communities where they are rather than them coming to us, the
48 anticipated tuition rate increase and if it is in line with the other Centers, and the day care
49 rental income along with its use as a lab for the Human Services program.

1 **Harrington moved and MacDonald seconded a motion to accept the committee**
2 **recommended budget \$3,457,114 for FY2018.**

3
4 **Hand vote was taken with all in attendance, including Gauthier and Letourneau who**
5 **voiced their assent, voting in favor of accepting the recommended FY2018 Budget.**
6 Chairman Boutin announced the vote was unanimous. There was no further discussion.

7
8 **Action Items**

9 • **Announced Tuition**

10 The item was tabled until the January 2017 Regular Board Meeting.

11
12 • **HFCC Adult Education Account Closure**

13 Mulligan reported the account is no longer needed and recommends its closure. The
14 treasurer is now responsible for administering the account as part of her duties.

15
16 **Harrington moved and Swierad seconded a motion to authorize closure of the HFCC**
17 **Adult Education account.**

18
19 **Hand vote was taken with all in attendance, including Gauthier and Letourneau who**
20 **voiced their assent, voting in favor of closing the HFCC Adult Education account.**
21 Chairman Boutin announced the vote was unanimous. There was no discussion.

22
23 • **Internal Control Checklist (Business Office)**

24 This Financial Management questionnaire is completed by Superintendent Lawler;
25 what is needed this evening is acknowledgement by the board members that they
26 have seen the completed survey.

27
28 **Harrington moved and Johnson seconded a motion to accept Superintendent**
29 **Lawler's completed questionnaire.**

30
31 **Hand vote was taken with all in attendance, including Gauthier and Letourneau who**
32 **voiced their assent, voting in favor of accepting the Financial Management**
33 **questionnaire completed by Superintendent Lawler.** Chairman Boutin announced the
34 vote was unanimous and then signed off on the document.

35
36 • **Nomination**

37 It was reported the filling of the business clerk position is still in process. Twenty-six
38 applications were received and the committee is now interviewing the final three
39 applicants.

40
41 **Superintendent's Report**

42 Superintendent Lawler spoke from a PowerPoint document he had prepared which
43 highlighted some of the past month student activities at the Center:

- 44 • Human Services students purchased gifts for three Spirit of Sharing families
- 45 • Forestry program students met at the woodlot with alumni Nathan Cardinal and
46 learned about timber cruising
- 47 • The Automotive program has received their multi-meter certification kit as well
48 as the SOLUS Edge scanner training kit. Instructor Haskins will be receiving his
49 training/ certification from Snap-On to teach this new equipment.

- 1 • Student of the Month (SOTM) for December is Sam Irion (Medical Professions)
- 2 • Students and instructors visited the Coast Guard Cutter SPENCER on
- 3 December 15th and learned of maritime law enforcement.
- 4 • Manufacturing had the Comparator and E-Mill machinery delivered; the Hass
- 5 machine delivery is expected soon
- 6 • Building Trades is now working on the sign for the Molly Stark Outdoor
- 7 Classroom
- 8 • The intro class Woodworking had all of its eighteen students complete coffee
- 9 tables, which the students are allowed to keep
- 10 • Culinary continues with its Friday luncheons; this past week 87 meals were sold
- 11 to teachers and community members (no students). Menus are posted on
- 12 Facebook, with the lunch priced at \$7:00. Lawler's presentation shared the past
- 13 two Friday menus.

14
15 Superintendent Lawler then gave a more in-depth report on the SOTM program citing the
16 rationale and criteria for nomination along with what the recipient receives (Certificate of
17 Commendation, name and photo posted in atrium, name and bio posted on website and
18 Facebook, and lunch at Little Town Bistro).

19
20 Lawler reported this past Friday he met with officials from the Hoosick Falls School District
21 concerning the possibility of Hoosick Falls students attending the Center. He and Business
22 Manager Mulligan are working with the State of Vermont regarding tuition, which would be
23 more than Vermont student tuition. Mike elaborated briefly on the State structure
24 determining tuition.

25
26 On behalf of Assistant Director Honsinger, Superintendent Lawler reported Meg has met
27 with former Adult Education instructors regarding teaching either at the Center and/ or in the
28 Northshire. He reported the Manchester library has offered space, both during the day and
29 evening. Meetings with SVC have also been promising, both SVC and the Center provide
30 education in Human Services and Criminal Justice and collaboration would be helpful for our
31 students.

32 33 **Chairman's Report**

34 Chairman Boutin expressed his thanks for the good news of a good budget and good FTEs
35 and thanked administration for their work.

36
37 Boutin reported that the concern brought forward last month by Bennington Area Habitat for
38 Humanity has been resolved. He thanked both Lawler and Mulligan for their work with the
39 lawyers drawing up the agreement and reported the collaboration will be going forward and
40 we will build.

41 42 **Executive Session**

43 None this evening.

44 45 **Other**

46 Harrington brought up the subject of the January meeting date. There was brief discussion
47 as to the Martin Luther King holiday falling on the third Monday. Board consensus is that the
48 January 2017 RGB Meeting will be held on January 23 and that the FY2018 Budget will also
49 be Warned at that meeting.

1 Also briefly discussed was if a joint meeting with the Town of Bennington to present budgets
2 was planned again for February. Swierad reported it is planned but a date has not been set
3 yet.

4
5 Harrington expressed his thanks to Sandy Redding for keeping the board on track.

6
7 **Adjournment**

8 **At 7:50pm Harrington moved and Johnson seconded a motion to Adjourn. All in**
9 **attendance were in favor.** Chairman Boutin wished all a safe and happy holiday.

10
11 Respectfully submitted,

12
13 Barb Schlesinger
14 December 26, 2016

15
16 **Dropbox:**

- 17 - Agenda/ Notice for the November 21, 2016 Regular RGB Meeting (rescheduled
- 18 11/28/2016)
- 19 - Minutes of the November 28, 2016 Finance Committee Meeting
- 20 - SWVRTSD Payroll Warrant # 11 & # 1018
- 21 - SWVRTSD Payroll Warrant # 12 & # 1020
- 22 - SWVRTSD Vendor Warrant # 1019
- 23 - SWVRTSD Vendor Warrant # 1020
- 24 - Revenue & Expenses, Statement of Cash Flow (November)
- 25 - Action Items:
 - 26 o Budget FY 2018 – Proposed Revenue
 - 27 o Budget FY 2018 – Proposed Expenditures
 - 28 o Financial Management Questionnaire – Redacted
- 29 - Superintendent's December Board Report
- 30 - Student of the Month – December 2016

31