



**December 3, 2025, 5:00 pm
HDEC Conference Room and Via Zoom Meeting**

Unapproved Board Minutes

Board Members:

Voting:

Jessica Burlaw – Present
Bob Flint – Present
Lyza Gardner – Present
Desiree Giroux - Present
Chris Hodsdon – Present
Kate Lamphere – Present
Andrew Pennell – Present
Kelly Tarbell – Present
Sarah Vogel – Present

Ex-Officio:

Derek Williams – Present
Layne Millington – Absent
Andrew Hass – Absent
Peter Burrows – Absent
Kendra Rickerby – Absent
Deb Manseau – Absent
Jennifer Cummings – Absent
Kristen Wilson – Absent

Others: Jessica Leo, Christine Balch, Tina Bixby, Nate Bisson, Scott Farr

Program Presentation: Criminal Justice Program, Tim Gould

Bob Flint, Board Chair, called the meeting to order at 4:57 pm and thanked Tim Gould for his presentation.

Agenda Item I. Agenda Changes or Additions

None

Agenda Item II. Public Comments

None

Agenda Item III. Consent Agenda

Enrollment Update – Derek Williams reported we are currently 22 students below our enrollment at this time last year. The decline is primarily in the Pre-Tech, AVP, and Human Services Programs. All other programs remain approximately at last year’s levels. It is possible we could pick up some students for the second semester in programs that are able to take them.

Financial Report – Derek Williams shared that we are currently projecting a surplus of \$1,990.60 in the local budget for FY26. However, Derek and several CTE Directors continue to work with the legislature to ensure the promised flat funding for FY26. The AOE flat funded the Tuition Reduction Grant (37% of FY25 base rate \$13,063). They did not flat fund the base rate amount (87% of FY25 base \$12,668) for a loss of approximately \$38,000.

MOTION: (Kelly/Andrew) to accept and approve the consent agenda as presented. Motion voted and passed unanimously.

Agenda Item IV. Old Business

VTVLC Update – Jessica Leo, VTVLC 9-12 Principal, presented on the following:

- VTVLC Financial Report – Referred to the report included in the Board packet and shared that VTVLC is right on course from last month.
- Current Enrollment - Referred to the enrollment included in the Board packet. As always their enrollments continue to be a moving target and continue to grow.
- Director's Report - Referred to the report in the Board packet and highlighted some of the items.

Statewide CTE Update – Derek Williams shared Gwyn Bailey Rowe, Director from North Country Career Center reached out to Senator Marcotte about the interpretation of the flat funding only applying to the Tuition Reduction Grant, not the base rate amount. The budget briefing is scheduled for 12/3/25 and they sent an email to the Chair of Appropriations Committee but has not heard back.

Derek will be attending the CTE Stakeholder meeting in St. Johnsbury tomorrow. The major issue that Senator Ram-Hinsdale brought up is access. The major responses from other centers are:

- Infrastructure bill to build and improve facilities so there is room for more students and more needed programs.
- Statewide graduation requirements would provide students with flexibility. Currently we have to negotiate the graduation requirements students can earn here with each sending school.
- Statewide standardized credit for each program.

Ways we stay up to date on community needs:

- Advisory Committees
- Perkins requires Comprehensive Local Needs Assessment (CLNA) every two years.
 - These CLNA surveys completed by employers help significantly to determine what programs should be offered.

Union Support Staff Negotiations – Derek Williams reported the union support staff representative are ready to meet and Derek will be scheduling the Board's Negotiation Committee meeting soon.

FY27 Budget Committee Update – Derek Williams and Bob Flint reviewed the first draft of the FY27 proposed budget by the Budget Committee including some informational slides were shared. This proposal includes an increase in the local assessment by 2.64%. Derek will email the slides presented out to the Board members.

Two areas of need Derek would like to dedicate some funds to that are not included in the first draft of the FY27 budget with an increase of the local assessment of 2.64%:

- Career and Technical Student Organizations (CTSOs) membership fees – more access for students.
- Transportation – getting students out into the community for field trips, job shadows, internships, co-ops.

There was a discussion of various ways to approach the FY27 budget.

Policies Review – Third Reading & Adoption – Nate Bisson, Assistant Director reported there are no changes since the last meeting to these policies:

1. A23 Community Engagement and Vision
2. C29 District Equity Policy
3. D23 Selection of Instructional Materials

MOTION: (Jessica/Andrew) to approve the third reading and adoption of policies:

1. A23 Community Engagement and Vision
2. C29 District Equity Policy
3. D23 Selection of Instructional Materials

Motion voted and passed unanimously.

Policies Review – Second Reading – Nate Bisson, reported there are no changes since the last meeting to these policies:

1. B5 Employee Unlawful Harassment
2. B20 Personnel Recruitment, Selection, Appointment, and Background Checks
3. B21 Professional Development – no changes

MOTION: (Chris/Kelly) to approve the second reading and warn the third reading and adoption of policies:

1. B5 Employee Unlawful Harassment
2. B20 Personnel Recruitment, Selection, Appointment, and Background Checks
3. B21 Professional Development – no changes

Motion voted and passed unanimously.

Agenda Item V. New Business

Annual Meeting Date – The Thursday before Town Meeting Day. February 26, 2026. We propose the date for the RVTC annual meeting be Thursday, February 26, 2026 at 7 pm here at RVTC.

MOTION: (Desiree/Lyza) approve Thursday, February 26, 2026, at 7 pm, for the RVTC annual meeting. Motion voted and passed unanimously.

Policies Review First Readings – Nate Bisson, reviewed the following policies and the proposed changes within them that were included in the Board packet:

1. B1 Substitute Teacher – no changes
2. B2 Volunteers and Work Study Students – looking to update per the model policy from the VSBA. Nate reviewed the changes.

MOTION: (Andrew/Kelly) to approve the first reading and warn the second reading of policies:

1. B1 Substitute Teacher
2. B2 Volunteers and Work Study Students

Motion voted and passed unanimously.

Superintendent's Report – Derek Williams reviewed his Superintendent's report that was included in the Board packet.

Other – None

Agenda Item VI. Next Meeting

Next regular Board meeting – January 7, 2026 at 4:30 pm.

The Chair declared the meeting adjourned at 5:43 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary