



**January 3, 2024, 4:30 pm  
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

**Board Members:**

**Voting:**

Michael Stack –Present  
Bob Flint - Present  
Lyza Gardner - Absent  
Jessica Burlew – Present  
Paul Orzechowski - Present  
Andrew Pennell – Present  
Lois Perlah – Absent  
James Rumrill – Present  
Sarah Vogel –Present (arrived at 5:08 pm)

**Ex-Officio:**

Scott Farr – Present  
Jennifer Cummings -Absent  
Gabe Vastola – Absent  
Kristen Wilson – Absent  
Sherri Nichols - Absent  
Andrew Hass - Absent  
Dr. Christopher Spence – Absent  
Lauren Fierman – Absent  
Kendra Rickerby - Absent

Others: Derek Williams, Ashley Newton, Christine Balch, Tina Bixby

**Program Presentation:** Advanced Mfg. & Engineering, Instructor, Christopher Gray

Bob Flint, Board Chair, called the meeting to order at 5:00 pm and Christopher Gray and his RAD students for their presentation.

**Agenda Item I. Agenda Changes or Additions**

No action necessary under VTVLC Update.

**Agenda Item II. Public Comments**

None

**Agenda Item III. Consent Agenda**

Enrollment Update – Scott Farr reported we are 15 students ahead of where we were in January of last year.

Financial Report – Scott Farr reported we continue to have a \$83,500 projected surplus.

**MOTION:** (Jessica/Paul) to accept and approve the consent agenda items with one change. Motion voted and passed unanimously.

**Agenda Item IV. Old Business**

VTVLC Update – Ashley Newton presented on the following:

- FY24 Budget Update – There has been a small shift in NEOTI. Other than that, there haven't been any other changes in their budget since last month.
- Online Blended Learning Conference – VTVLC is hosting this conference on March 14 and 15, 2024 in Colchester, VT.

- National School Choice Week – January 22 - 26, 2024 VTVLC is the recipient of funding to have an event/activity for their students.
- VTVLC Advisory Board – VTVLC is revitalizing their Advisory Board and is seeking an RVT Board Member to join their Advisory Board. The first meeting will be online in January. Micheal Stack volunteered to join their Advisory Board.
- Enrollment Data – Reviewed the various charts provided in the Board packet.
- Current or anticipated Enrollment Numbers as of 12/21/2023:
  - 33 FT K-6
  - 47 FT 7-8
  - 62 FT 9-12 (Includes Collaborative Diploma Program)
  - 618 On-Demand Enrollments
  - 113 Spring Traditional Enrollments
- There was a meeting on December 18, 2023, with the AOE, Ruth Durkee, Ashley Newton and Scott Farr to discuss VTVLC offering CTE online courses beginning in the 24-25 school year.

Statewide CTE Update – Scott Farr

- The leaders of House and Senate Economic Development have forwarded draft legislation, that Scott shared with the VACTED Leadership Team. They will meet on Friday to provide feedback to legislators. VACTED will keep the VPA, VSA and VSBA in the loop to support our legislative efforts.
- The first meeting of the AOE APA CTE Advisory Committee will be next Tuesday afternoon. Jeff Francis is suggesting a possible meeting with Alison Clarkson - Senate Economic Development Vice Chair, Michael Marcotte - House Economic Development/Commerce, Brian Campion - Senate Education Chair, Emilie Kornheiser-House Ways and Means, Peter Conlon - House Education Chair, Ann Cummings - Senate Finance Chair to share our suggestions.
- Looking forward to hearing what Governor Scott has to say in the State of State Address on Thursday afternoon.

FY25 Budget Committee Update – Scott Farr reported the committee had a meeting right before holiday break. Not much has changed since our last Board meeting, The FY25 Budget Summary included in the Board packet is a very “to the point” summary of what the Budget Committee is recommending for FY25 budget. Between expected expenditures and revenues, we are expecting just over a \$95K deficit. Our FY24 surplus continues to be steady with a \$82/83K surplus projected. Using the surplus to pre-buy and thoughtful use of reserve funds where appropriate was discussed. We also have \$140K available in our reserve funds, we can access for more defined uses, if necessary, with Board approval. This proposed budget represents a 1.4% increase in the local budget.

Bob Flint pointed out the overall proposed FY25 budget is down 1.9% from last year.

**MOTION:** (Jessica/Michael) to adopt for consideration a FY25 local budget of three million, forty-nine thousand, seven hundred thirty-six dollars (\$3,049,736) and an overall FY25 budget of three million, two hundred seventy-nine thousand, two hundred seventeen dollars (\$3,279,217) to be presented to the voters in the member districts. Motion voted and passed unanimously.

Policies Readings/Third Reading and Adoption – Derek Williams reported there have not been any changes since the last meeting on these policies:

1. A23 Community Engagement and Vision
2. A24 Superintendent Relationship
3. A20 Board Meetings, Agendas, Preparation & Distribution

**MOTION:** (Jim/Sarah) to approve the third reading and adoption of policies:

1. A23 Community Engagement and Vision
2. A24 Superintendent Relationship
3. A20 Board Meetings, Agendas, Preparation & Distribution

Motion voted and passed unanimously.

Policies Readings/Second Reading – Derek Williams reported there have not been any changes to these policies since the last meeting:

1. C2 Student Alcohol & Drugs
2. C4 Limited English Proficiency Students
3. C10 Prevention of Harassment, Hazing and Bullying of Students

**MOTION:** (Jessica/Paul) to approve the second reading and warn the third reading and adoption of policies:

1. C2 Student Alcohol & Drugs
2. C4 Limited English Proficiency Students
3. C10 Prevention of Harassment, Hazing and Bullying of Students

Motion voted and passed unanimously.

### **Agenda Item VI. New Business**

FY23 Draft Audit – Scott Farr reported we received the draft audit report from RHR Smith. Christine Balch, Fiscal Agent has provided feedback and requested corrections from RHR Smith.

Announced Tuition FY25 – We are required to set our Announced Tuition in January every year. The setting of Announced Tuition has no impact on the assessment or direct billing to the schools. Since the legislature doesn't set the base rate until they convene in the Spring, we set an Announced Tuition a little higher; that allows us to accept revenues if the legislature decides to adjust the base rate upward from what was recommended via the Tax Commissioner's letter. Our recommendation is for a 3.5% increase over the 4.5% from the Tax Commissioner's letter. We arrived at this calculation with the full impact of the 16% increase in healthcare costs in mind.

If the legislature decides to increase the base rate and we don't have an Announced Tuition high enough, we run the risk of not being able to accept the revenues.

**MOTION:** (Paul/Jim) to approve RVTC to announce the tuition rate for FY25 at \$20,247 per full time equivalent student. Motion voted and passed unanimously.

Article 1 for Australian Ballot – Bob Flint reported we need approval of the article that will be on the ballot for Town Meeting Day consideration by the voters on March 5, 2024.

**MOTION:** (Jessica/Michael) to approve Article I as follows:

**ARTICLE 1**

Shall the voters of the River Valley Technical Center School District approve the sum of three million, two hundred seventy-nine thousand, two hundred seventeen dollars (\$3,279,217) to defray current expenses for the ensuing fiscal year and to pay outstanding orders and obligations. Motion voted and passed unanimously.

*Annual Meeting Agenda/Warning Approval and Signatures* – A copy of the Annual Meeting Agenda and Warning to be held in the River Valley Cafe on February 29, 2024, was sent to Board members this afternoon. Once this is approved, we will need all of the board members' signatures.

**MOTION:** (Jessica/Paul) to approve the Warning and Agenda for the Annual Meeting for signature and posting. Motion voted and passed unanimously.

*Policies Readings/First Reading* – Derek Williams, Assistant Director, presented the following policies for review and consideration that were included in the Board packet:

1. F24 Prevention of Conflict of Interest in Procurement – This is a current policy we have. It is just up for review.
2. C13 Students Who Are Homeless – This is a new, required policy.
3. C22 Student Athletics, Clubs & Activities – This is a new policy. Since we now have a club here at RVTC, we should implement this policy.

**MOTION:** (Sarah/Jessica) to approve the first reading and warn the second reading of policies:

1. F24 Prevention of Conflict of Interest in Procurement
2. C13 Students Who Are Homeless
3. C22 Student Athletics, Clubs & Activities

Motion voted and passed unanimously.

*VTVLC Leadership* – Discussed in Executive Session

*Superintendent's Report* – Scott Farr reviewed his Superintendent's report that was included in the Board packet.

*Other* – none

**Agenda Item VII. Next Meeting**

Next Regular Meeting – Wednesday February 7, 2024, at 4:30 pm

Annual Meeting – Thursday, February 29, 2024

Town Meeting Day – Tuesday, March 5, 2024

**Agenda Item VIII. Executive Session**

**MOTION:** (Jessica/Paul) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss VTVLC Leadership because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Scott and Derek. Motion voted and passed unanimously.

**MOTION:** (Jessica/Jim) to exit Executive Session at 6:02 pm. Motion voted and passed unanimously.

**MOTION:** (Jessica/Jim) to authorize the RVTC Superintendent/Director, in consultation with the RVTC Board Chair and legal counsel to determine additional compensation to the VTVLC Assistant Director for duties performed as Acting Director. Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 6:03 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary