



**December 6, 2023, 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 (arrived at 5:17 pm)
Lois Perlah – Present
James Rumrill – Present
Sarah Vogel –Present

Ex-Officio:

Scott Farr – Present
Jennifer Cummings -Present
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, Jennifer Hindes, Christine Balch, Tina Bixby

New Staff Introductions: Industrial Trades Instructor, Madison Russ and Special Needs Coordinator, Samantha McAllister.

Bob Flint, Board Chair, called the meeting to order at 5:04 pm and welcomed Madison and Samantha to RVTC.

Agenda Item I. Agenda Changes or Additions

None

Agenda Item II. Public Comments

None

Agenda Item III. Consent Agenda

Enrollment Update – Scott Farr reported we are 18 students ahead of where we were last year at this time. We will be using the six-semester average count on October 15th to calculate Vermont total tuitions. We are 8 students ahead of last year for Fall Mountain enrollments.

Financial Report – Scott Farr reported we continue to have a \$82,500 projected surplus. We are experiencing this surplus because of the Budget Adjustment Act (BAA) funds and because of more Fall Mountain students than we budgeted for.

MOTION: (Jessica/Jim) to accept and approve the consent agenda items as is. Motion voted and passed unanimously.

Agenda Item IV. Old Business

VTVLC Update – Ashley Newton presented on the following:

- FY24 Budget Update – Continuing with no changes in their budget since last month.
- Act 77 Celebration on December 7th – A team of 5-8 VTVLC employees are heading to the capital tomorrow along with three students from VTVLC’s full-time program to attend this event.
- Marine Biology – Currently 4-5 students are enrolled in this program. The program can take up to 15 students.
- FY 25 Draft Partnership Agreement – There are minor changes reflected in the costs.
- FY25 Draft CDP MOU Agreement – Collaborative Diploma Program
- 9-12 FT Newsletter – This program continues to grow.
- K-8 Update – J Hindes, K-8 Principal – This program also continues to grow. Lauren Kelley, one of the full-time elementary teachers has obtained grants totaling approximately \$5k to support various parts of the program. The students adopted a cow and are exploring agriculture and the importance of farms. Some students from who bring anti racist to schools across the state are going to be working with these students.
- Overview of VTVLC’s K-12 Program – Presentation that is in the Board packet was put forth to VT AOE.
- Highlights from VTVLC Clubs and eSports – The eSports team consisting of middle school students competed against high school students across the country. Elijah Shepard Church and Harold Vance are facilitators. They also have a Book Club, a Fashion Design Club, etc.
- Current or anticipated Enrollment Numbers as of 11/22/2023
 - 29 (4 in the hopper) FT K-6
 - 46 (3 in the hopper) FT 7-8
 - 79 FT 9-12 (Includes CDP)
 - 313 Fall Traditional Enrollments
 - 640 On-Demand Enrollments
 - 145 Custom Project Enrollments

MOTION: (Lois/Jessica) to approve the VTVLC FY25 Partnership Agreement as presented. Motion voted and passed unanimously.

MOTION: (Jim/Paul) to approve the VTVLC FY25 CDP MOU Agreement as presented. Motion voted and passed unanimously.

Statewide CTE Update – Scott Farr

- On November 21st Acting Secretary Bouchey met with key legislators from the Education, Ways and Means and the Economic/Workforce Development Committees from the house and senate to share the Agency of Education’s ideas of how to address some of the findings in the APA study. The word is that APA has been contracted to come up with a funding model proposal that will be presented to the AOE in mid-January.
- Reviewed the legislator letter in the Board packet. The VT CTE Superintendents and other supervisory district superintendents are meeting tomorrow with Jeff Francis, Executive Director of the Vermont Superintendents Association. They will be using this letter as the reference for the discussion.

- On Friday, RVTC will host the Southeast Superintendents' Legislative Breakfast in the River Valley Cafe. There is time on the agenda to highlight VACTED's letter. The letter has already been sent to legislators in the service region. Directors around the state have also been using the letter for discussions with legislators.
- Jeff Francis and Jay Nichols will be meeting next Thursday with the Vermont Association of Career and Technical Education Directors to discuss what the directors can expect to see in the upcoming legislative session.
- The CTE Advisory Committee to the Agency of Education has not met yet, but judging by emails it looks like the committee has grown in membership and is closing in on a date to meet. Also, in the emails it looks like the committee will directly interface with APA.

Budget Committee Update – Scott Farr reported the Budget Committee met this past Monday, including Jessica Burlew, Michael Stack, and Bob Flint representing the Board of Directors along with Christine Balch and Derek Williams. The reason we met on Monday is because the base rate was transmitted to the field. While the Tax Commissioner Letter is important, the base rate announcement is what Vermont CTE uses to determine revenues for the upcoming year.

We have heard that the base rate for education has increased by 4.5%; this is important in projecting the amount of revenue we will receive from the AOE/Ed Fund. We were able to better project for FY25 since open enrollment for health insurance has ended. With the information to date we are projecting just over a \$95,000 deficit for FY25 but keep in mind we are currently operating with a \$82,500 surplus in FY24. We are currently working on a list of what we can pre-buy this year to offset the projected deficit. The \$13k gap should narrow slightly when we hear about the salary assistance we will receive from the state on December 10th.

Scott Farr reviewed the two handouts; FY25 Proposed Budget Summary of Revenues and the Proposed Tuition Assessment by District/Town. They are hoping to project no increase in the assessment this year if possible, offering the same level of programming and no reduction in force.

Based on this information, the Budget Committee will likely recommend a budget which is about \$60k less than the current year at our January Board of Directors meeting.

Alternative Pathway – Discussed in Executive Session

MOTION: (Jim/Lois) to authorize the Board Chair to sign the Alternative Pathway MOU upon receipt of ratification from the Springfield Teachers' Association pursuant to Article XXIV of Agreement between RVTCSD Board of Directors and Springfield Teachers Association Vermont-NEA/NEA. 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. F20 Fiscal Management & General Financial Accountability
2. F22 Electronic Communication Use and Retention
3. F1 Travel Reimbursement

MOTION: (Lois/Paul) to approve the third reading and adoption of policies:

1. F20 Fiscal Management & General Financial Accountability
2. F22 Electronic Communication Use and Retention
3. F1 Travel Reimbursement

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

MOTION: (Sarah/Lois) to approve the second reading and warn 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.

Agenda Item V. New Business

Annual Meeting & March Board Meeting Dates – Scott Farr reminded the Board our Annual Meeting usually falls on the Thursday before Town Meeting Day which this year would be February 29, 2024 @ 7 pm followed by an overview of the FY25 budget. The March Board meeting falls on the day after Town Meeting Day.

MOTION: (Jessica/Andrew) approve Thursday, February 29, 2024, @ 7 pm for the RVTC Annual Meeting. 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. C2 Student Alcohol & Drugs – There is some updated language on this policy.
2. C4 Limited English Proficiency Students – There is some updated language on this policy including adding immigrant students in and several definitions.
3. C10 Prevention of Harassment, Hazing and Bullying of Students – No changes to this policy.

MOTION: (Lois/Jim) to approve the first reading and warn the second reading 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.

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

Other – none

Agenda Item VI. Next Meeting

Next Regular Meeting – Wednesday January 3, 2024, at 4:30 pm

Annual Meeting – Thursday, February 29, 2024

Agenda Item VII. Executive Session

MOTION: (Jessica/Jim) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss Alternative Pathway 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: (Lois/Jessica) to exit Executive Session at 5:52 pm. Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 5:54 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary