



**April 12, 2023, 4:30 pm
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

Board Members:

Voting:

David Clark –Present
Bob Flint - Present
Lyza Gardner - Absent
Jessica Burlew – Present
Paul Orzechowski - Absent
Andrew Pennell –Present (arrived at 5:34 pm)
Lois Perlah - Present
James Rumrill – Present
Sarah Vogel – Absent

Ex-Officio:

Scott Farr – Present
Jennifer Cummings - Absent
Gabe Vastola – Absent
Cynthia Mischel - Absent
Kristen Wilson – Absent
Sherri Nichols - Absent
Andrew Hass - Absent
Brendan Minnihan – Absent
Lauren Fierman – Absent
Eric Rhomberg - Absent

Others: Derek Williams, Greg Runyan, Tina Bixby, Ashley Newton, Michael Stack

Program Presentation – Business & Financial Services – Jennifer Cummings

Bob Flint, Board Chair, called the meeting to order at 5:12 pm. and thanked Jennifer Cummings for her presentation.

Bob Flint, introduce Jessica Burlew, our new Springfield School District Board representative.

David Clark introduced Michael Stack who will be taking over David’s position on the RVTC Board soon.

Agenda Item II. Agenda Changes or Additions

None

Agenda Item III. Public Comments

Mike Stack just started a non-profit, Bellows Falls Trades; partnering with Bellows Falls High School for students who are not going onto college and technical education for these students. He is looking forward to working with RVTC.

Agenda Item IV. Consent Agenda

Enrollment Update – Scott Farr reported enrollment is up 21 students ahead of where we were last year.

We are currently up 20 students from where we were at this time last year for FY24 enrollments.

Financial Report – Scott Farr reported we continue to project an approximate surplus of \$2,000 for FY23 with a very tight budget.

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

Agenda Item V. Old Business

VTVLC Update – Greg Runyan presented on the following:

- VTVLC Budget Update –Reviewed the budget and reported they are currently projecting a \$134K surplus for FY23.
- FY24 Proposed Budget – Greg has been working with Nancy Goodrich and Christine Balch on the FY24 budget. They are working towards a department-based budget. There is a decrease in ESSER funds for FY24. VSAC funds are uncertain at this time. He did a quick overview of the expenditures. This is the first draft of the budget, and Greg is planning to have a budget for the Board’s approval at the next meeting.
- Adjunct Teacher Letter of Agreement – Greg reviewed the agreement that was provide in the Board packet that represents an increase in the rates of pay for FY24.
- VTVLC Crisis Plan Document – VTVLC has been working on creating processes and procedures of what a virtual school could encounter. A draft of this crisis plan was included in the Board packet.
- Full-Time Program Update –Ashley Newton
 - FT K-8 Update –
 - The Talent Show had a wide variety of submissions. There was a live event where approximately 40 people attended to watch students perform.
 - Example of K-8 Student Work – Several examples were included in the Board packet.
 - FT 9-12 Update – Ashley referred to the newsletter in the Board packet. Many students are planning on taking 1-2 classes this summer.
- Current Enrollment Information – Ashley Newton reported VTVLC continue to receive requests for full-time enrollment; especially for FY24.
 - 250 Spring Traditional Enrollments
 - 507 On-Demand Enrollments
 - 912 To Go Enrollments
 - 55 Course Lease Enrollments
 - 127 Custom Enrollments

Physical Education through VTVLC: Students have done scavenger hunts, dancing, yoga; all on screen. VTVLC’s schedule is set so students do not spend long periods of time in front of the screen. They have breaks to get up and move.

Statewide CTE Updates – Scott Farr reported on the following:

- APA Consulting Report – They completed the CTE study for the Joint Fiscal Office. Scott Farr forwarded the report to Board members last week. The AOE has until July 1, 2023, to create a response to the report.
- Former Secretary French visited the RVTC Program Advisory Committee meeting as our guest speaker.

Special Populations Coordinator Position – Scott Farr informed the Board Samantha McAllister has accepted the Special Population Coordinator position (replacing Cynthia Mischel). She worked at Bellows Falls Union High School and most recently at Elm Hill. We are fortunate to have such a quality hire in the area of Special Education because many of the positions are going unfilled across the state.

FY24 Carpentry House Update – Scott Farr reported we just received the electrical and plumbing invoice for this year’s house. We will use that to calculate the cost of next year’s house for the Springfield House Authority which will be handicap accessible.

Union Support Staff Negotiations Update –Further discussion in Executive Session.

Policies Reading/Third Reading & Adoption – Derek Williams reported no changes since the last meeting on these policies:

- B22 – Public Complaints About Personnel
- B8 – Electronic Communications Between Employees and Students

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

- B22 – Public Complaints About Personnel
- B8 – Electronic Communications Between Employees and Students

Motion voted and passed unanimously.

Policies Reading/Second Reading & Warn Third Reading/Adoption – Derek Williams reported regarding some of the B3 wording. He did some research and took some wording from the childcare licensure guidelines. He reviewed the new wording.

- B1 – Substitute Teachers
- B2 – Volunteer and Work Study Students
- B3 – Alcohol and Drug-Free Workplace
- B7 – Tobacco Prohibition

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

- B1 – Substitute Teachers
- B2 – Volunteer and Work Study Students
- B3 – Alcohol and Drug-Free Workplace
- B7 – Tobacco Prohibition

Motion voted and passed unanimously.

Agenda Item VI. New Business

RIF Notification(s) RVTC/VTVLC – Scott Farr proposed two reductions in force:

Business and Financial Service Position from 1.0 FTE to .71 FTE for FY24 due to only one student signing up for Level I for FY 24 so far. The teacher will double up on Intro classes by offering Intros during both the Fall and the Spring to grow the program. We are asking for a motion to allow administration, in consultation with the Board Chair, to recall the position to 1.0 FTE they believe enrollments justify rather than waiting till the next RVTC Board of Directors meeting. If the position is recalled, the FY24 budget was built projecting this position at 1.0 FTE.

MOTION: (David/Lois) to approve Reduction-in-Force notification to reduce the Business & Financial Services Instructor position from 1.0 FTE to .71 FTE and allow the Superintendent, in

consultation with the Board Chair, to recall the position to 1.0 FTE if enrollments increase. Motion voted and passed unanimously.

The .8 FTE Outreach Coordinator - This is an annual action due to the cycle of the Perkins Grant which funds the position. Our plan/application is due to the Vermont AOE by May 15, and is based off our Comprehensive Local Needs Assessment for last year. Derek asked specifically about this position in a FY24 Perkins training session; because this position does not produce any revenues, it's allowed to stay in a center's plans for many years. We are asking for a motion that when administration learns that the FY24 Perkins Grant is approved, in consultation with the Board Chair, we immediately recall the .8 FTE Outreach Coordinator rather than waiting till the next RVTC Board of Directors meeting.

MOTION: (Lois/David) to approve Reduction-in-Force notification to eliminate the 0.8 FTE Outreach Coordinator position and allow the Superintendent, in consultation with the Board Chair, to recall the position if we receive the pending Perkins grant funds. Motion voted and passed unanimously.

VTVLC Librarian Teacher – Greg Runyan reported ESSER Funding is less for FY24 by \$100K resulting in the need to reduce a position. It was determined that the VTLC Librarian Teacher position should be the position to be eliminated.

MOTION: (Jessica/David) to approve Reduction-in-Force notification to eliminate the 1.0 FTE VTVLC Librarian Teacher position. Motion voted and passed unanimously.

Letters of Intent RVTC/VTVLC – Scott Farr recommended to issue contracts for FY 24 to all current teachers under contract (except the Outreach Coordinator and VTVLC Librarian Teacher) pursuant to the Agreement between RVTCS Board of Directors and Springfield Teachers Association Vermont-NEA/NEA. Under the teachers' agreement we must have contracts to teachers by April 15th and they have until May 15th to sign and return them.

MOTION: (Jessica/Lois) to approve the issuance of teachers' contracts for 2023-24 at the rates of pay, pursuant to Article XXIV of Agreement between RVTCS Board of Directors and Springfield Teachers Association Vermont-NEA/NEA. Motion voted and passed unanimously.

Instructor Resignation – Scott Farr reported Shane Evans, the Industrial Trades Instructor, has submitted his resignation after three years. We have notified his Program Advisory, posted the position as an anticipated position, pending the acceptance from the RVTC Board of Directors.

MOTION: (David/Jessica) to accept the Industrial Trades Instructor, Shane Evans' letter of resignation as presented. Motion voted and passed unanimously.

Policies Reading/First Reading – Derek Williams presented the following new recommended VSBA polices for adoption by RVTC:

- B20 – Personnel Recruitment, Selection, Appointment, and Background Checks
- B21 – Professional Development

- E20 – Community Use of School Facilities
- E21 – Distribution of Non-School Sponsored Literature in the Schools

MOTION: (David/Lois) to approve the first reading and warn the second reading of policies

- B20 – Personnel Recruitment, Selection, Appointment, and Background Checks
- B21 – Professional Development
- E20 – Community Use of School Facilities
- E21 – Distribution of Non-School Sponsored Literature in the Schools

Motion voted and passed unanimously.

Superintendent's Report – Scott Farr reviewed the Superintendent's report.

Other – Derek Williams informed everyone WIB is having an Employment Fair this Friday, April 14th from 3-6 pm at Riverside Middle School which will include many employers.

Agenda Item VII. Next Meeting

Next Regular Meeting – Wednesday May 3, 2023, at 4:30 pm

Agenda Item VIII. Executive Session

MOTION: (David/Jim) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss union contract negotiations because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Scott, Derek and Greg, and Michael Stack.

MOTION: (Jim/Jessica) to exit Executive Session at 6:26 pm.

The Chair declared the meeting adjourned at 6:27 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary