



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

Board Minutes - Unapproved

Board Members:

Voting:

Jessica Burlew – Absent
Bob Flint – Present
Lyza Gardner – Present
Chris Hodsdon – Present
Andrew Pennell – Present
Lois Perlah – Present (until 5:40 pm)
James Rumrill – Absent
Kelly Tarbell – Present
Sarah Vogel – Present

Ex-Officio:

Scott Farr – Present
Layne Millington – Absent
Andrew Hass – Absent
Sherri Nichols – Absent
Kendra Rickerby – Absent
Cory LeClair – Absent
Jennifer Cummings – Absent
Kristen Wilson – Absent

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

Program Presentation: Industrial Trades, Jonathan Hubbard

Bob Flint, Board Chair, called the meeting to order at 5:00 pm and thanked Jonathan Hubbard for his presentation.

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 currently 13 or so students ahead of where we were last year.

Financial Report – Scott Farr shared we are currently projecting a \$412 surplus for the current year.

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

Agenda Item IV. Old Business

VTVLC Update – Ashley Newton, Interim VTVLC Director, presented on the following:

- VTVLC Financial Report – Not much change from last month. Referred to the financial report in the Board packet.

- Interim Director's Report – Ashley Newton & Jennifer Fribush reviewed the handout regarding some of the things that have been happening at VTVLC in November.
- FY26 Partnership Agreement – A copy was provided in the Board packet again this month with no changes and asked for the Board's approval.
- FY26 CDP MOU – A copy was provided in the Board packet again this month with no changes and asked for the Board's approval.
- Enrollment – Referred to the enrollment information provided in the Board packet.

MOTION: (Lois/Chris) to approve the VTVLC FY26 Partnership Agreement as presented. Motion voted and passed unanimously.

MOTION: (Lois/Chris) to approve the VTVLC FY26 CDP MOU Agreement as presented. Motion voted and passed unanimously.

Technology/Equipment/Building Reserve Spenddown Update – Scott reported to date we are as follows:

- Technology – No change since last month.
- Equipment – No change since last month.
- Building – No change since last month.

FY26 Budget Committee Update – Scott Farr reported the progress of the first Budget Committee meeting and reviewed the first draft budget handouts. Some of the significant things that effect the budget: increase in cost of various benefits, changes in staff due to retirements, reserve funds, and recovering from the effects of COVID.

Bob Flint provided some clarification of the budget sheets. He also pointed out that last year's budget was down from the prior year and there are still many moving parts.

The Budget Committee will meet again before the holidays.

RVTC Superintendent/Director & VTVLC Director Search Update – Four individuals have submitted application packets for the RVTC Superintendent/Director position. The Search Committee will meet tomorrow to decide which candidates to interview. The application window has been closed.

Six individuals have submitted application packets for the VTVLC Director position. The Search Committee will meet the week after next to decide which candidates to interview. The application window for this position will close on December 13th.

Policy Readings/Third Reading & Adoption – Derek William reported there are no change from last month on these policies:

- E21 Distribution of Non-School Sponsored Literature
- D3 Responsible Computer, Network & Internet Use

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

- E21 Distribution of Non-School Sponsored Literature
- D3 Responsible Computer, Network & Internet Use

Motion voted and passed unanimously.

Policy Readings/Second Reading – Derek William reported there are no change from last month on these policies:

- D20 Curriculum Development & Coordination
- F20 Fiscal Management & General Financial Accountability
- C9 Local Wellness Policy

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

- D20 Curriculum Development & Coordination
- F20 Fiscal Management & General Financial Accountability
- C9 Local Wellness Policy

Motion voted and passed unanimously.

Agenda Item V. New Business

Annual Meeting & March Meeting Dates – Scott Farr informed the Board we propose the date for the RVTC annual meeting be Thursday, February 13, 2025 at 7 pm here at RVTC.

MOTION: (Lyza/Lois) approve Thursday, February 13, 2025, @ 7 pm, for the RVTC annual meeting. Motion voted and passed unanimously.

Horticulture & Natural Resources Instructor /Anticipated Offer – Scott Farr reported the position has been posted, with the posting closing just before Christmas. We would like to move quickly to offer the position to secure someone as an anticipated hire pending approval of the FY26 Budget and student enrollments. This will also help with budgeting for FY26 if we know the anticipated costs of this employee

MOTION: (Chris/Lois) to authorize the Superintendent/Director, in consultation with the Board Chair, to make an offer to an Anticipated Horticulture and Natural Resources Instructor to begin in FY26.

Superintendent's Report – Scott Farr reviewed his Superintendent's report handout.

APA, the organization studying CTE in VT, is sending out surveys to CTE staff members.

Other – none

Agenda Item VI. Next Meeting

Next regular meeting – Wednesday, January 8, 2025, at 4:30 pm

Potential 2nd Board meeting in January to approve FY26 budget if necessary – January 13, 2025 at 5 pm.

Agenda Item VII. Executive Session

None

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

Respectfully submitted,

Tina Bixby, Recording Secretary