



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

**Board Minutes**

**Board Members:**

**Voting:**

Jessica Burlew – Present  
Bob Flint – Present  
Lyza Gardner – Present  
Desiree Giroux - Present  
Chris Hodsden – Present  
Kate Lamphere – Absent  
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: Ashley Newton, Christine Balch, Tina Bixby, Nate Bisson, Scott Farr

Bob Flint, Board Chair, called the meeting to order at 5:01 pm.

**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 28 students below our enrollment at this time last year. We have 1-2 more potential students coming.

Financial Report – Derek Williams shared that we are currently projecting a surplus of \$1,733 in the local budget for FY26. Yesterday we received information that, while the legislature intended to fund CTE's with the State Support Grant (87% of the base rate) and the Tuition Reduction Grant (35% of the base rate) based on the FY25 base rate (\$13,063), the actual legislation as written in Act 27 specified only funding the Tuition Reduction Grant based on the FY25 base rate. The State Support Grant was not specified in Act 27 and so will be funded based upon the FY26 base rate (\$12,668). This left us short \$38,000 that we'd anticipated receiving. We have a plan to work with VACTED and our legislature to try to get this turned around. Scott Farr provided some clarification of how Act 27 was intended to keep CTE whole so that there was not a reduction in funding from FY25 to FY26.

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

#### **Agenda Item IV. Old Business**

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

- VTVLC Financial Report – Referred to the report included in the Board packet. Carry forward funds from the Flex Pathways Grant and some custom projects that will change the financials which will be reflected next month.
- Current Enrollment – VTCLC continues to grow including, but not limited to, the CDP Program and referred to the enrollment data and “What our numbers show us” included in the Board packet. Enrollment reports are pulled on the 15<sup>th</sup> of each month which are always moving.
- Director’s Report - Referred to the report in the Board packet and highlighted some of the items.
- FY27 Partnership Agreement – The agreement is exactly as it was presented last month. Ashley requested the Board to approve the agreement included in the Board packet.

**MOTION:** (Jessica/Andrew) to approve the VTVLC FY27 Partnership Agreement as presented. Motion voted and passed unanimously.

FY26 Carpentry House Update – Derek Williams shared working with Springfield Housing Authority. Cost of materials plus 10%. We will keep the house longer (hoping for early December 2026) so students will get the opportunity to learn more about the finish work they don’t normally get to do. Motion voted and passed unanimously.

**MOTION:** (Chris/Jessica) approve entering into agreement with Springfield Housing for the Carpentry house at cost of materials plus 10%.

VSA/VSBA Annual Fall Conference – Derek Williams reported he learned the support our Board provides for students. Business meeting was the week before which Bob Flint attended. They are working from resolutions they collected from the prior year, not real time resolutions. There was a significant amount of discussion regarding school district restructuring.

Union Support Staff Negotiations – Derek Williams reported union support staff not ready to meet. The first negotiations meeting will be held later this month.

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

1. F5 Behavioral Threat Assessment Teams
2. C8 Pupil Privacy Rights
3. C28 Transgender & General Nonconforming Students

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

1. F5 Behavioral Threat Assessment Teams
2. C8 Pupil Privacy Rights
3. C28 Transgender & General Nonconforming Students

Motion voted and passed unanimously.

Policies Review – Second Reading – Nate Bisson, 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:** (Lyz/Jessica) to approve the second reading and warn 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.

### **Agenda Item V. New Business**

Retirement – Discussed in Executive Session

Derek Williams informed the Board he received a letter of retirement from David Groenewold, our Culinary Arts Instructor. Derek read the letter to the Board.

**MOTION:** (Chris/Jessica) to accept David Groenewold, Culinary Arts Instructor's retirement with great appreciation for his years of service.

Establish Budget Committee & Meetings for FY27 – Derek reported we are looking for a committee. Bob Flint provided a brief description of the timeline.

**MOTION:** (Andrew/Chris) to approve the following RVTC Board members as the Budget Committee for the FY27 budget:

1. Bob Flint
2. Jessica Burlew
3. Vacant position

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

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

1. B5 Employee Unlawful Harassment
2. B20 Personnel Recruitment, Selection, Appointment, and Background Checks
3. B21 Professional Development

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 – December 3, 2025 at 4:30 pm.

**Agenda Item VII. Executive Session**

**MOTION:** (Jessica/Kelly) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss employment of a public official or employee because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Derek, Nate and Scott.

**MOTION:** (Lyza/Kelly) to exit Executive Session at 5:41 pm  
Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 5:44 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary