



**August 6, 2025, 5:00 pm
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

Board Members:

Voting:

Jessica Burlaw – Present
Bob Flint – Present
Lyza Gardner – Present
Desiree Giroux - Present
Chris Hodsdon – Present
Kate Lamphere – Present
Andrew Pennell – Present
Kelly Tarbell – Present
Sarah Vogel – Present

Ex-Officio:

Derek Williams – Present
Layne Millington – Absent
Andrew Hass – Absent
Sherri Nichols – Absent
Kendra Rickerby – Absent
Deb Manseau – Absent
Jennifer Cummings – Absent
Kristen Wilson – Absent

Others: Scott Farr, Christine Balch

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

Bob Flint introduced our new Superintendent, Derek Williams and Assistant Director, Nathan Bisson.

Agenda Item I. Agenda Changes or Additions

None

Agenda Item II. Public Comments

None

Agenda Item III. Consent Agenda

Enrollment Update – Derek Willias, Superintendent/Director reported we are currently 22 students below our enrollment at this time last year. The decline is primarily in the Pre Tech program due to a smaller incoming freshman class at Bellows Falls and 6 less enrollments in Pre Tech from Green Mountain. Additionally, we experienced a loss in the Digital Media Online Program as high schools finalized student schedules. All other programs remain approximately at last year's levels. We are allowed to accept adult students 10 days before school starts.

Financial Report – Derek Williams shared We are currently projecting a surplus of \$1,611 in the local budget for FY26.

MOTION: (Jessica/Andrew) 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 – FY25 ended less of deficit than anticipated.
- FY26 Budget – Asking to Board to approve the proposed FY26 budget which was included in the Board packet.
- FY25 End of Year Report – Referred to the report included in the Board packet which includes highlights/successes of the past year for VTVLC. During Act 73
- VTVLC's Summer Sync-Up – Held at VSBIT providing professional development for VTVLC teachers.
- Current Enrollment – Reviewed the report provided in the Board packet and reminded everyone that these numbers are ever changing.

MOTION: (Chris/Andrew) to approve the VTVLC FY26 budget as presented. Motion voted and passed unanimously.

Statewide CTE Update – Derek Williams shared H454 became Act 73. Act 73 did not directly address CTE but it did include language to address it in the future. It included the goal of increasing students' ability to access CTE. The per pupil cost was set at \$15,033 adjusted for inflation, but the weighting for CTE has not been determined. It exempted CTE classes from class size limits. It is unlikely that whatever the new system looks like it will be able to be completely non-competitive.

Bob Flint shared H454 includes school reorganization stuff and CTE may be folded into school districts.

Technology/Equipment/Building Reserve Spenddown Update – Derek Williams reported that based on Christine Balch's final report for FY25, we did not use any of our reserves during FY25; leaving a projected balance in each as follows:

- Equipment \$40,000
- Technology \$8,427.97
- Facilities \$49,525

FY26 Perkins Grant – Derek Williams explained the Perkins grant was resubmitted with professional development being removed as we are not allowed to use these funds the way we were planning to this year. This was due to new oversight at the AOE declaring our intended use unallowable even though we had done so in the past. We transferred the \$4,417 to Middle School Outreach. We are waiting for state approval.

Time Grant / AVP Online – Derek William reported we are waiting for the approval of the second year of the TIME Grant to re-establish Distance Education in CTE by starting with Audio Visual Production program. Numbers are still down, and we are working on getting a letter from Ruth Durkee, Secretary of the AOE, for sending to district superintendents letting them know that students have the right to attend if the program is not offered at their local CTE center. We have submitted the grant application and are waiting for approval from the AOE.

Agenda Item V. New Business

School Counseling Coordinator – Derek Williams explained RVTC currently has the School Counseling Coordinator on a regular teacher contract. He requested the Board approve an additional 5 days be added to their contract at their per diem rate. This would allow the School Counseling Coordinator to work with sending School Counselors before and after the school year to address issues as well as provide time to generate WorkKeys reports for teachers and prepare for upcoming WorkKeys testing. This would also help us to reach our Perkins goals. This would cost approximately \$2,800. There was a discussion of 10 additional days vs. 5 days.

MOTION: (Chris/Kelly) to authorize the addition of five (5) days at their per diem rate to the School Counseling Coordinator contract. Motion voted and passed unanimously.

FY26 Carpentry House – Derek Williams reported that as of today we have not received any bids for the FY26 Carpentry house. The window to submit a bid is open until August 8th. After that we would move to a different plan if we do not receive any bids by building a house and then selling it. It is not ideal, but we have done this in the past.

HDEC 3rd Floor Usage – Derek Williams explained Springfield School District (SSD) administration has requested to use a portion of the third floor of RVTC for some of their administrative offices. Vermont Ed rule 1541(d)(3) Responsibility of local School Boards that operate local career Technical Centers states that (districts) Shall Use and maintain all facilities designed and constructed for Career and Technical Education in a manner consistent with that purpose, except when those facilities are not needed for CTE and the Secretary consents.

As the result of SSD moving their pre-kindergarten classes out of the third floor, there is currently available space. He asked the Board to authorize SSD to use Rooms E302, E305, E307 and a portion of E312 for their administrative offices on a yearly basis if the Secretary of Education consents. RVTC would let the SSD administration know in November of the preceding school year if we intend to use the space for the next year.

MOTION: (Lyza/Desiree) to authorize, pursuant to Vermont Education Law Rule 1541(d)(3), Springfield School District to occupy Rooms E302, E305, E307 and a portion of E312 for their administrative offices on a year-to-year basis if the Secretary of the Vermont Agency of Education consents. Jessica Burlew abstained due to being an SSD Board member. Motion voted and passed with one abstained.

Policies Review FY26 Timeline – Nate Bisson reviewed the list of policies scheduled for review this year that was provided in the Board packet.

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

Other – New staff starts August 20th and returning staff starts August 21st.

Agenda Item VI. Next Meeting

Next regular Board meeting – September 3, 2025

Agenda Item VII. Executive Session
None

The Chair declared the meeting adjourned at 5:36 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary