



**May 1, 2024, 4:30 pm
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

Board Members:

Voting:

Jessica Burlew – Present
Bob Flint – Present
Lyza Gardner – Absent
Chris Hodsden – Present
Andrew Pennell – Present
Lois Perlah – Present
James Rumrill – Present (arrived 5:15 pm)
Kelly Tarbell – Present
Sarah Vogel – Absent

Ex-Officio:

Scott Farr – Present
Lauren Fierman – Absent
Andrew Hass – Absent
Sherri Nichols – Absent
Kendra Rickerby – Absent
Dr. Christopher Spence – Absent
Jennifer Cummings – Absent
Gabe Vastola – Absent
Kristen Wilson – Present

Others: Derek Williams, Tina Bixby, Greg Runyan, Ashley Newton, Christine Balch

Program Presentation: Pre Tech by Program Instructor, Gabe Vastola

Bob Flint, Board Chair, called the meeting to order at 5:06 pm and thanked Gabe Vastola for his presentation.

Agenda Item I. Agenda Changes or Additions

- Move April 15th Board minutes from Consent Agenda to next month as it was not included in the meeting agenda.
- Move policy D6 Class Size Policy to second reading.
- Remove Modification of VTVLC Teacher Contracts agenda item – after reviewing this with attorneys and superintendents we learned no modifications are necessary.

Agenda Item II. Public Comments

None

Agenda Item III. Consent Agenda

Enrollment Update – Scott Farr reported FY25 Enrollment continues to grow; 248 vs. 241 last year as of right now. Many more Vermont students and less Fall Mountain students due to additional CTE programs being provided in NH.

Financial Report – Scott Farr shared we are currently reporting a \$98, 051 projected surplus.

MOTION: (Lois/Andrew) to accept and approve the consent agenda items with proposed changes. Motion voted and passed unanimously.

Agenda Item IV. Old Business

VTVLC Update – Greg Runyan, VTVLC Director, presented on the following:

- FY24 Budget Update – Very similar to last month. VTLC is anticipating a surplus for FY24 of just over \$00k surplus.
- FY25 Proposed Budget – They are still working on it. Hoping to have something to present to the Board next month. May have to use some of their reserve funds to support K-8.

Ashley Newton presented on the following:

- Letter of Agreement – the letter of agreement that does to adjunct teachers which indicates rates of pay. A copy of this agreement was included in the Board packet.
- Driver's Ed MOU – VTLC is looking into contracting with a driver's education company for various geographic areas in Vermont. It would be a 12-week program. The in-class time would be offered online.
- FY25 Partnership Update – Ashley reviewed the update included in the Board packet. Chris Hodsden asked various questions about how this program partnership works. Ashley provided information.
- Upcoming Events:
 - VTVLC In-Person – Annual in person retreat June 27th and 28th.
 - Summer Sync Up – Adjunct teachers in person meeting August 1st and 2nd.
 - OBLC Planning for 2025
- CTE Pilot Update – New online course through VTVLC - Digital Media Production Program with 16 seats available.
 - Digital Media Production Website
 - Marketing and Recruitment Plan
 - Marketing materials have been produced and will be distributed to School Counselors and prospective students in the next two weeks.
 - Press release was sent to over eight media outlets.

Statewide CTE Update – Scott Farr reported:

- S304 continues to be considered but not much is in the Bill at this point. Scott testified regarding this again. The Secretary gave some testimony on the Bill today.
- Governance is the next topic of discussion with the APA Study Advisory Group.
- We have a lawyer reviewing the Region 13 agreement regarding NH students attending CTE in VT to give an opinion, and they are also reviewing a letter to the Vermont State Board of Education seeking a waiver to the rule that keeps Vermont students from attending CTE programming out of state: at Fall Mountain. Scott also spoke with Lyle Jepson, State Board of Education, about what is the proper way to have the Vermont State Board of Education consider a request.
- Scott met with Deb Connell, FM CTE, called and talked with Richard Towne, Cheshire Career Center Director in Keene, and left a message for Superintendent Spence at FM about our desire to see what could be possible under the CTE Without Limits: CTE Without Borders. Deb suggested a collaborative meeting, we also thought Ruth Durkee, VT CTE Director for the AOE, and Jeff Beard, NH CTE Director should be aware and connect, they are doing that this week in Washington DC while attending a State Directors Meeting (this is the organization who drafted the CTE Without Limits document).

Policies Readings/Third Reading and Adoption – Derek Williams reported there have not been any changes since the last meeting on the following policies:

1. D23 Selection of Instructional Materials
2. D1 Proficiency-Based Graduation Requirements.
3. D7 Special Education

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

1. D23 Selection of Instructional Materials
2. D1 Proficiency-Based Graduation Requirements.
3. D7 Special Education

Motion voted and passed with two members abstained. Motion passed.

Policies Readings/Second Reading – Derek Williams reported there have not been any changes since the last meeting on the following policies:

1. C15 Student Conduct and Discipline (formerly C20)
2. D21 Educational Support Team
3. D6 Class Size Policy - Derek reviewed the change to #2 in this policy.

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

1. C15 Student Conduct and Discipline (formerly C20)
2. D21 Educational Support Team
3. D6 Class Size Policy

Motion voted and passed with one member abstained. Motion passed.

Agenda Item V. New Business

Perkins CLNA Data Presentation – Comprehensive Learning Needs Assessment

Scott Farr explained what the CLNA is and reviewed a PowerPoint presentation of RVTC's data pertaining to CLNA.

Perkins FY25 Approval –

MOTION: (Lois/Andrew) to approve the RVTC FY25 Perkins Grant plan submission as presented. Motion voted and passed unanimously.

Access Technology Reserve Funds – Scott Farr explained this request is part of the plan talked about last month as far as a way to offset our projected deficit. We have approximately \$50k in these reserve funds. We are coming due on some of the software licensing for next year and want to start purchasing them with the Technology Reserve Funds, the motion would authorize purchasing up to \$40,000 with a monthly report to the Board about the expenditures.

MOTION: (Jessica/Chris) to authorize accessing the RVTC technology reserve funds, not to exceed \$40,000 with a monthly update to the RVTC Board of Directors. Motion voted and passed unanimously.

Payment of (5) Unused Vacation Days – Scott Farr reminded the Board that administrators have an option in their contracts to request payment of up to five unused vacation days. We have received written requests for payment of five unpaid vacation days from four VTVLC administrators. The cost to the budget would be approximately \$8,500. This is within the scope of their budget.

MOTION: (Lois/Jessica) to authorize payment for up to 5 unused vacation days to the following VTVLC administrators at their per diem rate, per their contracts:

- Ashley Newton
- Jennifer Fribush
- Jennifer Hines
- Jessica Leo

Motion voted and passed unanimously.

Outreach Coordinator Recall – We will be submitting our Perkins Plan May 27th at the latest. The Agency of Education will most likely conditionally approve our plan in June. We would like to be able to recall Kelly Broker-Campbell, our Pathways to CTE Coordinator (formerly known as Outreach Coordinator) and offer her a contract as the Pathways to CTE Coordinator pending approval of the grant.

MOTION: (Andrew/Jessica) to recall the .8 FTE Pathways to CTE Coordinator position (formerly known as Outreach Coordinator) upon approval to expend FY25 Perkins Grant funds. Motion voted and passed unanimously.

World of Discovery – Lease Renewal – Scott reported this is a contract for World of Discovery III to operate the childcare center next to our Human Service Program. We are not asking for a rate increase this year because building overhead to the Springfield School District didn't increase. However, we would like to add an additional 2% late fee if payment is not received by the 15th of the month.

MOTION: (Jessica/Andrew) to renew the occupancy contract with World of Discovery III at the current rate of \$1,391 per month for FY25 and add an additional 2% late fee if payment not received by the 15th of the month. Motion voted and passed unanimously.

Awards Night/NTHS Induction – Scott Farr informed the Board the RVTC Annual Awards Night (6 pm), preceded by the National Technical Honor Society (NTHS) Induction Ceremony (5 pm) will be held on May 28, 2024 with a rain date of May 29th, and a backup plan of using the high school auditorium if necessary.

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

Other – none

Agenda Item VI. Next Meeting

NTHS Induction Ceremony/Awards Night, Tuesday, May 28, 2024;
rain date, Wednesday, May 29th

Next Regular Meeting – Wednesday June 5, 2024, at 4:30 pm

Agenda Item VII. Executive Session

None

The Chair declared the meeting adjourned at 6:10 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary