



**September 4, 2024, 5:00 pm  
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

**Board Members:**

**Voting:**

Jessica Burlew – Present  
Bob Flint – Present  
Lyza Gardner – Present  
Chris Hodsdon – Present  
Andrew Pennell – Absent  
Lois Perlah – Present  
James Rumrill – Absent  
Kelly Tarbell – Absent  
Sarah Vogel – Absent

**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: Derek Williams, Tina Bixby, Ashley Newton, Jennifer Fribush

Bob Flint, Board Chair, called the meeting to order at 5:03 pm.

**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 continue to be ahead of where we were last year with approximately 20 more students than FY24. This year we have 268 students vs. 249 last year. We are still adding and dropping students at a very high rate with several scheduling changes in the first few days of the school year.

A chart with ten-year enrollment numbers for each year as of August 30, 2024 was emailed to the Board members earlier this week. We are in the range of fully returning from pre-pandemic enrollments. Additionally, we had two Culinary and two AVP Instructors for the first few years represented in these figures.

Financial Report – Scott Farr shared we are now projecting a \$1,615 surplus for FY25. This is due to a few more students enrolling from Fall Mountain, and cost differences in projected new employees' benefit elections. Additionally, the use of the reserve funds has helped.

**MOTION:** (Lois/Lyza) 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 - Reviewed the report provided in the Board packet. FY24 net revenue was over \$200K. May need to dip into their reserve in FY25. They are working on custom projects for approximately 160 students. VTVLC's target is to have their reserve at \$650K.
- Marine Biology Update – The FY25 trip is scheduled to go to Bermuda or Carmabi in Curacao the third week of June.
- Advisory Board Member – These meetings are online. VTVLC is looking for an RVTC Board member to join their Advisory Board.
- OBLC Conference – The conference is scheduled to be held at Stoweflake Mtn. Resort.
- Current Enrollment Numbers
  - 50 – Grade 9-12
  - 19 - Collaborative Diploma Program (CDP)
  - 285 - Traditional Fall Enrollments
  - 429 - On Demand

MOTION: (Jessica/Lyza) to approve the VTVLC Marine Biology trip schedule for the third week in June 2025. Motion voted and passed unanimously.

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

- Technology - \$30,000 / \$29,902 = \$98.97 Balance
- Equipment - \$40,000/\$7,718 = \$32,281 Balance
- Facilities - \$49,525 - Unspent

Instructors Status Update – Scott reported we hired Tim Gould as the new Criminal Justice Instructor. He will start at RVTC on January 6, 2025, with a week overlap, with Mark Chase. Additionally, Mark has agreed to assist Tim with the transition for the remainder of the year. Tim even attended back-to-school night with the incoming students and their parents with Mark.

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

Statewide CTE Update – Scott reported:

- Jody Emerson, the current VACTED President, and Scott met with Chelsea Myer, VSA Executive Director, to ask about VACTED asks for the upcoming legislative session; they said the same things we asked for last year. The asks letter regarding the future of CTE in Vermont is the same letter as last year, with minor updates (like the addition of staff to AOE in CTE Dept.), and put the recommendations in numeric order from the APA CTE Study. This letter has been shared with the other Directors for their input.
- A letter has also been put together related to the inequities of the Early College Program as it is now. There was a recent change of policy by the AOE, stating students can no longer take CTE Programs *and* enroll in early college. As a result, RVTC lost seven students who would be in Level II programming. The students we talked to have said they want to do both but are not allowed. Particularly if the early college is online classes with CCV. This all-or-nothing policy is counter to the spirit of Flexible Pathways.
- APA, the consultant on the Legislative Study of VT CTE has been contracted by the AOE for work to Support the Commission on the Future of Public Education in Vermont. The Directors generally think APA did a great job with the CTE work. We are also

hearing about the meetings with the CTE workgroup. APA has just reached out to schedule a follow-up meeting of the Advisory Committee next week to talk about their governance recommendations.

Annual Audit Update – RVTC had a clean audit. The auditors from R.H.R. Smith and Company were here on August 14 -15, 2024.

Substitute Teacher Rate of Pay – Scott reported we would like to increase the rate of pay for our substitute teachers to remain competitive in the region. We are proposing to move up to \$130 per day and \$75 for a half day. We are currently at \$125 and \$70. RVTC is fortunate to have two or three pretty loyal substitutes, and we would like to keep it that way.

MOTION: (Chris/Lyza) to approve the increase of pay rates for substitute teachers to \$130 per day and \$75 for a half day. Motion voted and passed unanimously.

Opening of School/Back to School Night – Scott informed the Board there was an excellent turnout for the hour-long Back to School Night. Administration and School Counseling did a short presentation. Welcome packs were handed out to students, and then incoming students and families visited program areas. Welcome packets include an RVTC t-shirt, water bottle, sticker, and sunglasses.

Policy Review Schedule – Derek Williams presented the schedule of policies for review this year. We will only have four policies to review this year. A copy of the schedule was included in the Board packet. Next year we will go back to a full schedule.

Superintendent's Report – Scott Farr reviewed his revised Superintendent's report that was emailed to Board members earlier today.

Other – none

#### **Agenda Item VI. Next Meeting**

Next Regular Meeting – Wednesday, October 9, 2024, at 4:30 pm

*(Please note this month our meeting will be on the 2<sup>nd</sup> Wednesday of the month.)*

#### **Agenda Item VII. Executive Session**

None

The Chair declared the meeting adjourned at 5:39 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary