



**May 6, 2026, 4:30 pm
HDEC Conference Room and Via Zoom Meeting**

Unapproved Board Minutes

Board Members:

Voting:

Jessica Austin – Present
Bob Flint – Present
Lyza Gardner – Present
Desiree Giroux - Absent
Chris Hodsdon – Present
Jerry Ucci – Present
Andrew Pennell – Present
Kelly Tarbell – Present
Sarah Vogel – Absent

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: Christine Balch, Nate Bisson, Ashley Newton, Scott Farr, Tina Bixby, Jessica Leo

Program Presentation: Industrial Trades Program, 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

Old Business item Union Support Staff Negotiations will be discussed in Executive Session.

Agenda Item II. Public Comments

None

Agenda Item III. Consent Agenda

Enrollment Update – Derek Williams reported RVTC currently serves 212 students which is 18 students less this time last year. Updated FY27 enrollments requests; currently we have 234 requests which is 22 students less than this time last year. We have been informed that Springfield High School has found several students with RVTC in their schedule who have not applied to us yet. As a result, we expect to see their applications soon.

Financial Report – Derek Williams shared that we are currently projecting a \$1,667 surplus in the local budget for FY26.

Tina Bixby will review the recording for the April 7th meeting to determine if Board Member, Kelly Tarbell, was in attendance and will present the minutes from that meeting for approval at our next Board meeting.

MOTION: (Andrew/Jessica) to accept and approve the consent agenda as presented for April 1st minutes and the financial report. Motion voted and passed unanimously.

Agenda Item IV. Old Business

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

- *VTVLC Financial Report* – Referred to the report included in the Board packet. Next month they will present their FY27 proposed budget.
- *Enrollment Numbers* – Referred to the report included in the Board packet and noted they continue to grow enrollments.
- *Directors Report* – Referred to the report included in the Board packet. Jen Hardy did a project with King Arthur Flour; kits were distributed and each student made two loaves of bread. Vermont Works for Women did a career series for VTVLC.
- *Letter of Agreement – Adjunct Teachers* – Reviewed the updated letter of agreement for adjunct teachers that was provided in the Board packet.
- *Seeking an RVTTC Board Member to Join VTVLC Advisory Board* – Meets virtually four times a year. Andrew Pennell volunteered to join this Advisory Board.

MOTION: (Andrew/Kelly) to approve the Letter of Agreement for VTVLC adjunct teachers for FY27 as presented including an increase of the rate of compensation from \$180 to \$185 per enrollment. Motion voted and passed unanimously.

Statewide CTE Update – Derek Williams reported S.313 does not change CTE centers governmental structure. It does attempt to ensure consistent application of CTE credits towards graduation, address transportation issues for students who don't have access to desired programming in their region. S.313 is a bridge to the legislature's vision of comprehensive technical high schools.

Union Support Staff Negotiations – Discussed in Executive Session.

Policies Review – Third Reading & Adoption – Nate Bisson, Assistant Director reported:

1. C5 Firearms – no change
2. C6 Participation of Home Study Students – no change
3. C7 Student Attendance – no change
4. V2 VTVLC Adjunct Teacher Relocation Outside of VT – Added policy number and added language to include “out of the country”.
5. V1 VTVLC Employee Relocation Outside of VT - Added policy number and added language to include “out of the country”.

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

1. C5 Firearms
2. C6 Participation of Home Study Students
3. C7 Student Attendance
4. V2 VTVLC Adjunct Teacher Relocation Outside of VT
5. V1 VTVLC Employee Relocation Outside of VT

Motion voted and passed unanimously.

Policies Review – Second Reading - Nate Bisson, reported there are no changes since the last meeting to these policies:

1. B3 Alcohol and Drug-Free Workplace – no change
2. C16 Student Use of Cell Phones – Added policy number – draft procedure to carry out this policy has been written and will be presented to staff soon.
3. R1 Fingerprint-Based Criminal History Record Information (CHRI) Checks made for Non-Criminal Justice Purposes – Added policy number and change the reference to Tina Bixby to the HR Coordinator. VCIC auditor requested that we update our policy by changing the number of days an application is allowed to correct their CHRI from 15 days to 30 days.

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

1. B3 Alcohol and Drug-Free Workplace
2. C16 Student Use of Cell Phones
3. R1 Fingerprint-Based Criminal History Record Information (CHRI) Checks made for Non-Criminal Justice Purposes

Motion voted and passed unanimously.

Agenda Item V. New Business

Perkins/CLNA FY27 Approval – Derek Williams reminded the Board that every 4 years we have to do a CLNA to help us determine how we will spend Perkins funds in the next 4 years.

Perkins: We will continue with our middle school outreach work including Tech Time, summer camp, RADs and our Outreach Coordinator position. We will add professional development to increase our instructors' ability to embed literacy in their program instruction.

CLNA: The CLNA plan will state that RVTC plans on providing literacy professional development designed to embed the subject in CTE lessons for the next two years. For the third and fourth year RVTC will participate in professional development to embed math in CTE lessons. The final piece of the plan will be to continue to monitor our highly enrolled programs to identify if there are career clusters that need expanded programing.

This year our Perkins Grant amount is scheduled to be \$160,000.

MOTION: (Jessica/Andrew) to approve the RVTC FY27 Perkins Grant plan submission as presented. Motion voted and passed unanimously.

World of Discovery – Lease Agreement – Word of Discovery III (WOD) resides next to our Human Services Program. Our students work with the kids in World of Discover as part of our Human Services Program. WOD is asking for an updated playground. Derek proposed to increase their lease agreement to \$1,600.

MOTION: (Kelly/Andrew) to renew the occupancy contract with World of Discovery III at the new rate of \$1,600 per month for FY27. Motion voted and passed unanimously.

Elimination of VTVLC K-8 & 9-12 Principal Positions – VTVLC is adjusting their synchronous program next year and are proposing changes in some of the administration.

MOTION: (Andrew/Chris) to eliminate the VTLC K-8 and 9-12 Principal positions. Motion voted and passed unanimously.

Proposed New VTVLC Positions - K-12 Principal & K-12 Assistant Principal – These new positions would be posted internally to start. Interested employees can put in their letter of interest and not have to interview

MOTION: (Kelly/Lyza) to create a VTVLC K-12 Principal and a VTVLC K-12 Assistant Principal position. Motion voted and passed unanimously.

MOTION: (Kelly/Andrew) to authorize the Superintendent, in consultation with the Board Chair, to hire a VTVLC K-12 Principal and VTVLC K-12 Assistant Principal. Motion voted and passed unanimously.

Payment of 5 Unused Vacation Days – Per administrator contracts they have the right to request payment for up to 5 unused vacation days. We received requests from the following administrators:

- Ashley Newton
- Jennifer Hines
- Jessica Leo
- Melissa Sargent-Minor

MOTION: (Chris/Andrew) 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 Hines
- Jessica Leo
- Melissa Sargent-Minor

Motion voted and passed unanimously.

Awards Night/NTHS Induction – Tuesday, May 26th. NTHS Induction Ceremony at 5 pm and Awards Night at 6 pm.

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

Govern Scott was at a luncheon here at RVTIC on April 21st to talk to Rotary and Chamber members.

Other – None

Agenda Item VI. Next Meeting

Awards Night / NTHS Induction - May 26, 2026

Next Regular Board Meeting – June 3, 2026

Agenda Item VII. Proposed Executive Session

MOTION: (Jerry/Kelly) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss union support staff negotiations because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Derek, Ashley and Nate.

MOTION: (Kelly/Jessica) to exit Executive Session 5:57 pm. Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 5:59 pm. Motion voted and passed unanimously.

Respectfully submitted,

Tina Bixby, Recording Secretary