



**April 3, 2024, 4:30 pm
HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

Board Members:

Voting:

Michael Stack –Present
Bob Flint - Present
Lyza Gardner - Present
Jessica Burlew – Present
Kelly Tarbell - Absent
Andrew Pennell – Present
Lois Perlah – Absent
James Rumrill – Present
Sarah Vogel –Present

Ex-Officio:

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

Others: Derek Williams, Tina Bixby, Christine Balch, Greg Runyan, Zach McNaughton/RVTC teacher rep., Nancy Goodrich

Program Presentation: Health Sciences Program by Instructor, Lara Peck

Bob Flint, Board Chair, called the meeting to order at 5:06 pm and thanked Lara Peck for her presentation.

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 about 9 more students than FY23.

Financial Report – Scott Farr shared we are currently reporting a \$99,624 projected surplus. We will have a better picture next month as he froze spending.

MOTION: (Andrew/Jessica) to accept and approve the consent agenda items as presented. Motion voted and passed unanimously.

Agenda Item IV. Old Business

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

- FY24 Budget Update – No changes. They are anticipating a surplus for FY24. Nancy Goodrich and Christine Balch are working on a departmental budget for FY25.

- Online & Blended Learning Conference - March 14-15 They had 70+ attendees each day. The conference was a great success, and they are already brainstorming for next year.
- FT 9-12 February Newsletter – Greg referred to the newsletter that was included in the Board packet.
- Enrollment Data – Greg referred to the charts presented in Board packet. They are close to 15% higher enrollment from FY23 to FY24. Their course requests data are not all through online requests; a lot are via actual personal discussions and those are not in the data reported here.
- VTVLC Founders Scholarship - This scholarship was created this year. Students have begun to apply and interviews with students will begin soon.

Statewide CTE Update – Scott Farr reported the S304 CTE Bill has passed out of Senate and is now on the House side. Scott provided some generic details of the bill. Everyone agrees there change is needed for access to CTE but they are having difficulty deciding on a path to get there.

Town Meeting Results Update –Working with Superintendent Andrew Haas from Windham Northeast we were able to verify that the required postings did happen for both RVTC and Windham Northeast on time and as a result the votes for the RVTC budget in Rockingham on March 5, 2024, are official and our budget passed.

FY25 Budget Committee Update – Committee members: Jessica Burlew, Michael Stack, Bob Flint and Scott Farr. Scott Farr referred to the handout sent via email this afternoon. The Budget Committee met last Wednesday to discuss the impacts of the Fall Mountain sudden reduction in students enrolling at RVTC. Scott went through the packet. Scott reviewed ways of try to save and the potential use of various reserve funds. Staffing is a big variable too. It is legal for RVTC to deficit spend if necessary.

Sarah Vogel, RVTC Board member representing Fall Mountain, has spoken with the FM Superintendent and the head of the CTE program at FM. She referred to the regional agreement regarding access to CTE. Politics are an issue with this situation. She would like to expand the regional agreement, so students have the choice RVTC or Keene. Scott Farr also referred to the national CTE Without Borders that is trying to address access barriers.

Michael Stack shared with the Board that the Bellows Falls Foundation is willing to make a donation to assist with these budget challenges.

Rate of Compensation for VTVLC Adjunct Teachers – This was presented at last month’s Board meeting. VTVLC is requesting to increase their adjunct teacher per enrollment compensation from \$170 to \$175 per enrolment for FY25. There are different compensation models across the country. This request is in line with other adjunct teacher compensation.

MOTION: (Michael/Jim) to approve the increase of the VTVLC adjunct teacher rate of compensation from \$170 to \$175 per enrollment for FY25. Motion voted and passed unanimously.

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

1. A22 Non-Discrimination
1. F27 Communicable Disease Mitigation

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

2. A22 Non-Discrimination
3. F27 Communicable Disease Mitigation

Motion voted and passed unanimously.

Policies Readings/Second Reading – Derek Williams reported on the changes to Policy D6 Class Size per the handout. There weren't any changes to the other three policies since the last meeting:

1. D23 Selection of Instructional Materials
2. D1 Proficiency-Based Graduation Requirements.
3. D7 Special Education
4. D6 Class Size Policy – Bob Flint decided to hold off on this policy until the Board meeting next month so the Board has a chance to review the proposed changes.

MOTION: (Jessica/Jim) to approve the second reading and warn 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 unanimously.

Agenda Item V. New Business

VTVLC Restructuring – Discussed in Executive Session

Scott Farr informed the Board the Technical Data Coordinator position is very unique/different. Salaries for this position vary. He has spoken with VTVLC about doing a time study on this position. We may have a different wage proposal in October/November to present to the Board.

Greg Runyan shared the restructuring has been through a very thoughtful process by the VTVLC Ops Team along with consulting with Scott Farr to determine what is the best fit for VTVLC and spending grant funds appropriately.

Bob Flint shared a short history of how Vermont Virtual Learning Cooperative (VTVLC) came to be and how it is part of RVTTC under the Superintendent's leadership.

MOTION: (Jessica/Andrew) to eliminate the following VTVLC positions effective 7/1/2024:

- .5 FTE Union - K-8 - Instructional Assistant – Spec. Ed.
- .5 FTE Union - Secretary - ESSER Funded - Administration
- .5 FTE Union - Instructional Assistant
- .5 FTE Union - 9-12 - Instructional Assistant
- (2) 1.0 FTE Non-Union Technical Support
- .5 FTE Union - 9-12 Registrar

Motion voted and passed unanimously.

MOTION: (Jim/Lyza) to change the following VTVLC positions effective 7/1/2024:

- Reduce 1.0 FTE calendar year Instructional Assistant - Academic Services to 1.0 FTE school year plus 15 days.
- Change 1.0 FTE school year Instructional Assistant – Admissions to 1.0 FTE school year plus 15 days.

Motion voted and passed unanimously.

MOTION: (Jessica/Michael) to add the following VTVLC positions effective 7/1/2024:

- 1.0 FTE Non-Union Hourly Secretary - Business Operations - Wage Grade I
- 1.0 FTE Non-Union Hourly Administrative Assistant - Administration - Non-Union Wage Grade III
- 1.0 FTE Non-Union Hourly - Technical Digital Media and Data Coordinator – Wage Grade IV
- 1.0 FTE Union - K-12 Registrar – Admissions – Wage Grade 6

Motion voted and passed unanimously.

Instructor Resignation – Scott Farr reported Mark Chase, Criminal Justice Instructor, submitted his letter of resignation to him in February. He read Mark’s letter of resignation to the Board.

MOTION: (Jessica/Lyza) to accept the Criminal Justice Instructor, Mark Chase’s letter of resignation as presented. Motion voted and passed unanimously.

RIF Notification(s) – Discussed in Executive Session

MOTION: (Micheal/Jessica) to approve Reduction-in-Force notification to eliminate the 0.8 FTE Outreach Coordinator position and authorize the Superintendent, in consultation with the Board Chair, to recall the position if we receive the pending Perkins grant funds. Motion voted and passed unanimously.

Letters of Intent RVTC/VTVLC - FY25 – Discussed in Executive Session.

Policies Readings/First Reading – Derek Williams, Assistant Director, presented the following policies for review and consideration that were included in the Board packet:

1. C15 Student Conduct and Discipline (formerly C20)
2. D21 Educational Support Team

MOTION: (Sarah/Jim) to approve the first reading and warn the second reading of policies:

1. C15 Student Conduct and Discipline (formerly C20)
2. D21 Educational Support Team

Motion voted and passed unanimously.

New Program Proposal – Distance Learning AVP – Scott Farr informed we are working towards offering AVP online, Digital Media Production. This is a program we offered in the past. VTVLC is providing support to make this course possible. Zach McNaughton, RVTC AVP Instructor, reported he heard back from the AOE today and the application will be approved pending the results of this meeting. We will be finalizing the budget for this program tomorrow including a .5 FTE instructor.

MOTION: (Andrew/Michael) to authorize the Superintendent to formally submit an application for a distance learning Digital Media Production program. Motion voted and passed unanimously.

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

Other – none

Agenda Item VI. Next Meeting

Special Board meeting, Monday, April 15, 2024, 5 pm

Next Regular Meeting – Wednesday May 1, 2024, at 4:30 pm

Agenda Item VII. Executive Session

MOTION: (Jim/Jessica) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss personnel items because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Scott and Derek and, Greg Runyan VTVLC Director. Motion voted and passed unanimously.

MOTION: (Jessica/Lyza) to exit Executive Session at 6:29 pm. Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 6:40 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary