



**May 7, 2025, 4:30 pm**  
**HDEC Conference Room and Via Zoom Meeting**

Board Minutes - Unapproved

**Board Members:**

**Voting:**

Jessica Burlew – Present  
Bob Flint – Present  
Lyza Gardner – Present  
Desiree Giroux - Present  
Chris Hodsden – Present  
Kate Lamphere – Present  
Andrew Pennell –Present  
Kelly Tarbell – Absent  
Sarah Vogel – Present

**Ex-Officio:**

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

Others: Derek Williams, Ashley Newton, Jessica Leo, Christine Balch

Bob Flint, Board Chair, called the meeting to order at 5:01 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 are currently 7 students behind where we were last year. Our Pre Tech numbers are low right now compared to last year. We have learned that Bellows Falls has a small 9<sup>th</sup> grade class next year. Many of the other programs have strong enrollments for next year.

Financial Report – Scott Farr shared we are currently projecting an approximate \$1200 surplus for the current year. We have frozen the budget and monitoring it closely to see where we finish. Using less reserve funds to support the budget than we originally expected. This is inclusive of a \$13k surprise from the AOE not funding Dual Enrollment to previous levels.

**MOTION:** (Andrew/Jessica) 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 – VTVLC is projected deficit of \$267k. Hoping to have the FY26 proposed budget for the Board in June.

- Interim Director's Report – Reviewed highlights from her Director's Report that was included in the Board packet.
- Current Enrollment – Referred to the report included in the Board packet.
- Partnership Information – Referred to the partnership information provided in the Board packet.
- Upcoming Events – nothing reported on this item.

Statewide CTE Update – Scott Farr provided a quick overview. There has been little movement on long-term CTE planning, as it remains tied up in broader education legislation. The House and Senate have differing visions for how to proceed. He sent a letter expressing concern over the proposed 3% base rate reduction, which received support from local program advisory members and fellow CTE Directors. A copy of this letter was shared with the Board last week. As a result of this letter, Scott received a call from Representative Mike Marcotte, Chair of the House Commerce and Economic Development Committee and a long-time CTE supporter. He indicated he would follow up with the Governor's Office, Secretary of Education, and House Leadership. This issue will likely be addressed in the budget bill—the final bill to be passed. Scott has heard the session may wrap up around May 30<sup>th</sup> or possibly mid-June.

Technology/Equipment/Building Reserve Spenddown Update – Scott Farr reported we have spent approximately \$43k and still have approximately \$57k there are no changes in the status of our Technology, Equipment, and Building reserves since last month.

Teachers' Union Negotiations – Negotiations Committee meet again yesterday. An update was discussed in Executive Session.

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

Payment of 5 Unused Vacation Days (RVTC/VTVLC) – Scott Farr informed the Board he and Derek have not decided yet if they will ask for payment of unused vacation days. VTVLC administrators have submitted a formal request for payment for five unused vacation days. This is consistent with the provisions outlined for all RVTC/VTVLC administrators.

**MOTION:** (Chris/Andrew) to authorize, upon the employee's request, 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.

World of discovery Lease Renewal – World of Discovery is a private entity that provides childcare onsite. They work closely with our Human Services Program. Each year we find out how much of an increase per square footage Springfield School District is going to charge RVTC and we pass that on to World of Discover's lease. Asked for a motion to approve the monthly rate for the lease to be \$1,450.

**MOTION:** (Jessica/Andrew) to renew the occupancy contract with World of Discovery III at the current rate of \$1,450 per month for FY26. Motion voted and passed unanimously.

Perkins and Utilization Data – Scott Farr reviewed two documents that were shared with the Board earlier today. RVTC received approximately \$130k in Perkins Grant funds; as a result, we must meet the benchmarks of the grant. The FY24 Perkins Accountability Data and the CTE Center Utilization Report (prepared by the Business Manager at Central Vermont Career Center). The good news is that RVTC is meeting all Perkins Accountability Benchmarks. Meeting these benchmarks means the center is either exceeding the goal or within 10% of meeting it. Failure to meet goals would require an action plan and could result in the withholding of funds either from the RVTC as a whole or for specific programs.

The Utilization Report highlights that RVTC has the highest current-year utilization among technical centers and ranks among the highest over the last six semesters based on eligible high school student enrollment in technical programs.

Next month will be an updated version of our Perkins plan if we receive it from the AOE.

Superintendent's Report – Scott Farr reviewed his Superintendent's report.

Other – none

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

Next regular Board meeting – June 4, 2025 @ 4:30 pm

NTHS Induction/Awards Night – May 27, 2025 (inducted 27 students this year)

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

**MOTION:** (Andrew/Lyza) pursuant to Title 1 VSA, Section 313, the Board enters Executive Session to discuss the teachers' agreement negotiations, because premature general public knowledge would clearly place a person(s) at a substantial disadvantage, inviting Scott and Derek. Motion voted and passed unanimously.

**MOTION:** (Jessica/Kate) to exit Executive Session at 5:51pm. Motion voted and passed unanimously.

The Chair declared the meeting adjourned at 5:52 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary