



**September 3, 2025, 5:00 pm  
HDEC Conference Room and Via Zoom Meeting**

**Board Minutes - Unapproved**

**Board Members:**

**Voting:**

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

**Ex-Officio:**

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

Others: Ashley Newton, Christine Balch, Tina Bixby, Scott Farr, Jennifer Fribush

Bob Flint, Board Chair, called the meeting to order at 5:01 pm

**Agenda Item I. Agenda Changes or Additions**

**Agenda Item II. Public Comments**

None

**Agenda Item III. Consent Agenda**

Correction to the minutes for August 6, 2025: Ashley Newton and Nathan Bisson were in attendance but was not listed under “others”.

*Enrollment Update* – Derek Williams reported we are currently 27 students below our enrollment at this time last year. The decline is primarily in Pre-Tech, AVP, and Human Services. All other programs remain approximately at last year’s levels.

*Financial Report* – Derek Williams shared we are currently projecting a surplus of \$1,245 in the local budget for FY26.

**MOTION:** (Andrew/Jessica) to accept and approve the consent agenda as presented with one correction on the minutes. Motion voted and passed unanimously.

**Agenda Item IV. Old Business**

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

- VTVLC Financial Report – Referred to the report included in the Board packet.
- Current Enrollment – September numbers have changed since the reports that were included in the Board packet.

- Custom Projects Update – There has been a bump in custom projects:
  - a) French and Spanish for middle school students
  - b) K-5 Program
  - c) Pre-Calculus
  - d) Health
  - e) Chemistry

Technology/Equipment/Building Reserve Spenddown Update – Derek Williams reported there has not been any more spending from these reserves since last month and we do not plan to spend any of these funds in FY26. It was agreed that this agenda item is no longer needed unless something comes up.

FY26 Perkins Grant – Derek Williams reported the Perkins grant was resubmitted with professional development removed. Robotics supplies were also vetoed by the AOE in the next submission. The latest submission will split the remaining funds between Chromebooks for WorkKeys and a part-time field trip bus driver to not rely on other sources for field trips resulting in potential savings. Ruth Durkee of the AOE said these new uses of the funds are allowable.

FY26 Carpentry House Update – Derek Williams shared no bids were received on the Carpentry house. He and Josh Chamberlain (Carpentry Instructor) are meeting with Laura Ryan of the Springfield Housing Authority tomorrow at 2 pm. We may be able to make some adjustments to how we normally build the house. Mr. Chamberlain would like to be able to expose students to more skills. Derek will report back to the Board at the next meeting.

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

Information Technology Teaching Position – Derek Williams explained the Information Technology position was contracted at .55 FTE. Because two Intro classes are being offered the FTE increased to .58 to provide as many opportunities to increase next year's enrollments as possible. As a result of the additional time needed, and to comply with the teachers' union agreement, the instructor's contract needs to be increased to .58 FTE. This is an additional \$2,836.42 to the budget.

**MOTION:** (Andrew/Kelly) to authorize the adjustment to the Information Technology Instructor's contract from .55 FTE to .58 FTE. Motion voted and passed unanimously.

Substitute Teacher Pay Rate – Derek Williams shared that to keep the substitute rate of pay in a competitive range, he recommended we increase the rate from \$130 for a full day and \$75 for a half day to \$137 for a full day and \$79 for a half day. We did some research and while this does not meet Springfield's rate, it is what we could do given our budgetary constraints. It is an increase of approximately 5.1% (close to rate increase of union support for FY26)

**MOTION:** (Chris/Desiree) to approve the increase of pay rates for substitute teachers to \$137 per day and \$79 for half a day. Motion voted and passed unanimously.

Union Support Staff Negotiations – No need for Executive Session here. Derek Williams informed the Board this is a negotiations year for union support staff, and we anticipate receiving

a letter from the union to request negotiations soon. We need to establish a Negotiating Committee.

Opening of School/Back to School Night –Derek Williams reported there was an excellent turnout for 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. It has been a successful start to the school year.

Policies Review First Readings – Nate Bisson, Assistant Director, reviewed the following policies and the changes within them that were included in the Board packet.

- F5 Behavioral Threat Assessment Teams – We are in the process of building a team to work through this policy.
- C8 Pupil Privacy Rights
- C28 Transgender & General Nonconforming Students- Bob Flint asked Nate to check with the VSBA to make sure there aren't any federal guidelines that may be relevant. There was a discussion with compliance of this policy and with Title IX. RVTC continues to follow Title IX guidelines.

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

- F5 Behavioral Threat Assessment Teams
- C8 Pupil Privacy Rights
- C28 Transgender & General Nonconforming Students

Motion voted and passed unanimously.

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

Bob Flint explained that Micro Moo is like Uber, an on-demand service. The Mover received funding to change how they do their transportation to on-demand. The hope is for this to help students be able to get to work-based learning. It should be up and running in October.

Other –  
None

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

Next regular Board meeting – October 1, 2025

Program presentations will begin in October; start at 4:30 pm.

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

None

The Chair declared the meeting adjourned at 5:30 pm.

Respectfully submitted,

Tina Bixby, Recording Secretary