

CENTRAL VERMONT CAREER CENTER SCHOOL DISTRICT

CVCCSD Board Meeting

Monday, January 13 · 6:00 – 8:00pm

Montpelier High School, 5 High School Dr, Montpelier, VT 05602

Google Meet joining info

Video call link: <https://meet.google.com/kye-ttio-pzf>

Or dial: (US) +1 929-249-4763 PIN: 691 480 392#

APPROVED MEETING MINUTES

Board Members Present

Alice Farrell - BUUSD
Lyman Castle - MRPS
J. Guy Isabelle - BUUSD
Terri Steele - WCUUSD
Jason Monaco - Cabot
Scott Lewins - MRPS
Corey Hackett - HUUSD
Janna Osman - Twinfield

Guest Present

Carl Matteson - CVCC EMS 2 Instructor
Giuliano Cecchinelli - CVCC Design and Fabrication Instructor
ORCA Media
Peter Anthony
Jason Gingold
Matt McLane

Board Members Absent

Jim Halonovich - HUUSD
Patrick Welly - WCUUSD

Administration Present

Jody Emerson - CVCCSD Superintendent/Director
Michelle Leeman - Business Manager

1. Call to Order **Ms. Alice Farrell called the Monday, January 13, 2025, Regular Meeting to order at 6:03 p.m., which was held in person at Montpelier High School in the Main Library and via video conference.**
 - 1.1. Reception of Guests: All guests were welcomed to the CVCCSD School Board Meeting.
 - 1.2. Review Board [agreements/norms](#): The CVCC Board reviewed the agreements and norms.
 - 1.3. Board Comments: No board comments were made at this time.
2. Public Comments & Correspondence
3. Approve Agenda
On a Motion by Janna Osman, seconded by Scott Lewins, the Committee unanimously voted to approve the agenda as stands for the Monday, January 13, 2025 CVCCSD Regular Board Meeting.
4. Consent Agenda
 - 4.1. Approval of Minutes from [12.09.24](#)
On a Motion by Scott Lewins, seconded by Janna Osman, the Committee unanimously voted to approve the Minutes of the 12/9/24 CVCCSD Regular

School Board Meeting.

5. Board Reports

5.1. Student Representatives to Board: The CVCC Student Representative was unavailable to meet with the board at this time.

5.2. Program Presentation: Emergency Services

Carl Matteson, EMS 2 Instructor shared that he would be sharing the accomplishments and overview of each program. Bob Bower is the instructor for EMS 1. This program teaches students to be EMTs. This allows them to take the national EMT test. This program allows the instructor to dive deeper into content and allows students the time to become proficient at the skills needed to be in this program. This program also provides civics, literacy and math skills to these students. This program will allow students to gain 6 credits via VTSU. Currently, Ms. Bower has 11 students. The EMS 1 program has a total number of 20 applications for the following year. Students who do not get into Medical Professions have typically applied to EMS 1 during the second round.

EMS 2, which Matteson teaches, gives students the ability to sit for the National Paramedicine test. They follow the Fall, Spring and Summer semester of VTSU's paramedicine program. They travel off campus to the Williston location for lab instruction. Through VTSU, students gain 33 credits. At the end of the summer semester, they will be on track to enter into a capstone/field phase. Students will run EMS calls under a professional paramedic. They will need a total amount of 25 team leads to complete the paramedicine program. Within six months of graduating, students will complete the paramedic program and will be able to sit for the paramedic exam. This program is the only program in the state in a paramedic program as seniors in high school. Student data has been consistent with applications. Outreach to other CTE centers have not been done at this point. Other CTEs who have an EMS 1 program only take seniors. This has been a barrier to applications. Currently, there are five first round applicants with one second round applicant. The 25-26 school year will be the 3rd year running this program. All current students have completed and past their first semester at VTSU, giving them 12 credits. Students in this program are reading two books as part of the curriculum. Students take part in equity discussions as part of this program. These books also give students coping mechanisms as they may face difficult situations in their field. Semester 2 begins on January 20th and summer semester begins in May. Looking at where students are today that completed this program shows that students are continuing their education in the field, secondary education or are working in the health sciences field. Matteson explains how each Health Services program has been a collaboration between each other to build a strong community and enhance the learning environments in each program. Matteson explained that two challenges that are being seen in the program is the financial sustainability due to the VTSU cost and recruitment from other CTE centers. Carl currently teaches the lab portion of the Paramedicine program, this includes students that are not CVCC students enrolled in VTSU. Requests made by Matteson to the board would be to continue this program and to help remove barriers to this program. He also called for the board to think creatively in regard to funding. He also asks the board to become advocates for the program to VTSU and AOE to make this program eligible for fast forward. He ended his requests for the long term goal of moving to a CTE high school that would allow for students to access more college credits that would become a model for the state of Vermont.

The board recognizes Mr. Matteson's skill set that he brings to CVCC and the support he has given to his students during the passing of a Health Sciences student. Ms. Emerson spoke to the collaboration of CVCC staff and the Montpelier High School staff to support

each other and students.

5.3. Committee Reports

5.3.1. Facilities

5.3.1.1. Project Updates: The facilities committee has not met and are waiting for the agreement from the attorney. The committee is waiting for the Governor to address education.

5.3.2. Negotiations Committee: The Negotiations committee will meet after the board meeting.

5.3.3. Program Quality

5.3.3.1. Recommendations re: Programming

The Program Quality Committee shared admissions data to the board. 334 students have applied to CVCC for the first round. There has been a 16% increase in admissions. CVCC is the top three centers that are showing growth. The board reviewed the data presented. The committee discussed how high numbers of applicants in Exploratory and Electrical, having two programs, increased access to students. The committee also discussed giving time to programs with low applicants (EMS 2 & Design and Fabrication) to grow applicants or two duplicate programs with high applicants. EMS 1 and EMS 2 share the same CIP code, they share admissions data. Design and Fabrication does not share a CIP code. Giuliano Ceccheneli, Design and Fabrication Instructor, feels as if he can increase application numbers for this admission season. Opening a secondary program in either Electrical or Exploratory would require hiring a secondary instructor and looking at scheduling logistics. Industry is asking for advanced manufacturing skills to be taught. Tuition needs to be set by law on January 15th. The board discussed the options regarding programming. Data shows that about 100 students will not be accepted to CVCC for the following year. Being that Design and Fabrication is off site, during Open House, the program was not represented well. Giuliano, Instructor, spoke to the name, Design and Fabrication being a mix of heavy industries and Digital Media Arts. He also spoke to the challenges of teaching this program halfway through the year and then having the program put on hold. At the moment, there are 3 first round applicants and 2 second round applicants. The board expressed the work that Giuliano has put into this program. The Design and Fabrication program has lost partnership with Norwich University but some exploration has happened around partnering with VTSU. The Board has decided to make the decision on the programming portion of the agenda.

5.4. [Superintendent's Report](#): Ms. Emerson presented Option A to the sending school boards. CVCC is eligible for \$25,000 more in Perkins Funds. Ms. Emerson reports that the AOE Monitoring report will be given to CVCC tomorrow. This may affect the budget report and will be shared immediately with the board. There has been an alignment of the breaks of schools. Ms. Emerson is working at the Annual Report and will share this to the board as soon as possible. Ms. Emerson shared CLNA-like surveys to gather data that will be looked at each year. This will help CVCC to continue to grow.

5.5. [Business Manager's Report](#): Ms. Leeman was able to review some updates from AOE, which has not been completed at this time. Two open positions are open at this point in time. Ms. Leeman shared that the TIME grant has been allocated for specific welding equipment. On July 1st, there will be district quality standards that will look at business models and governance. They will improve each business office across the state.

- 7:15
6. Board Discussion & Action Items
- 6.1. [VSBA Policy Audit Update](#) - Required Policies First Reading
- 6.1.1. [B5 Employee Unlawful Harassment](#)
- 6.1.2. [C8 Pupil Privacy Rights](#)
- 6.1.3. [C15 Student Conduct & Discipline](#)
- On a Motion by Guy Isabelle, seconded by Lyman Castle, the Committee unanimously voted to approve the first reading of the following policies: B5 - Employee Unlawful Harassment, C8 - Pupil Privacy Rights, & C15 Student Conduct & Discipline.**
- 6.2. [VSBA Policy Audit - Recommended Policies](#) - Second Reading & Adoption
- 6.2.1. [B20 Personnel Recruitments, Selection, Appointment and Background Checks](#)
- 6.2.2. [B21 Professional Development](#)
- On a Motion by Janna Osman, seconded by Scott Lewins, the Committee unanimously voted to approve the second reading and adoption of the following policies: B20 - Personnel Recruitments, Selection, Appointment and Background Checks & B21 - Professional Development**
- 6.3. [Early Retirement](#): The board reviewed the proposed Early Retirement.
- 6.4. [Budget Approval](#): Ms. Michelle Leeman presented the board with two options of the budget for the Board. The board reviewed the budget presented and discussed the options. Programming decisions will be for marketing for this program with an end date of Monday February 24, 2025.
- On a Motion by Lyman Castle, seconded by Janna Osman, the Committee unanimously voted to approve Option A of the Budget Approval.**
- 6.5. [Announced Tuition Approval](#)
- On a Motion by Scott Lewins, seconded by Lyman Castle, the Committee unanimously voted to approve Option A for the Announced Tuition Approval.**
- 6.6. Superintendent Evaluation: The board reviewed the questions for the Superintendent evaluation and approved of the questions.
- 6.7. FY25CVCCSD [Budget and Warning](#) Approval
- On a Motion by Scott Lewins, seconded by Corey Hacket, the Committee unanimously voted to approve FY25 CVCCSD Budget and Warning.**
- 6.8. FY25 CVCCSD [Ballot Language Approval](#)
- On a Motion by Scott Lewins, seconded by Janna Osman, the Committee unanimously voted to approve the FY25 CVCCSD Ballot Language Approval.**
- 6.9. FY25 [Annual Meeting Warning](#) Approval
- On a Motion by Janna Osman, seconded by Scott Lewins, the Committee unanimously voted to approve the FY 25 Annual Meeting Warning.**
- 6.10. March Board Meeting Date
- The CVCCSD Board unanimously voted to approve the March Board Meeting of Monday March 17, 2025.**
- 6.11. [Tuition Reimbursement Request](#) Two instructors asking the board to approve tuition to attend sources in regards to literacy to increase the rigor of programs. The board deliberated these requests.
- On a Motion by Scott Lewins, seconded by Corey Hacket, the Board unanimously voted to approve the Tuition Reimbursement Request for Giuliano Cecchinelli.**

On a Motion by Scott Lewins, seconded by Janna Osman, the Board unanimously voted to approve the Tuition Reimbursement Request for Annie Allardyce.

7. Executive Session

(The purpose of this agenda item is to enter into a closed session of the body in order to discuss a matter that falls under a narrowly defined scope, as governed by 1 V.S.A. §313.)

On a Motion by Janna Osman, seconded by Corey Hackett, the Board unanimously voted to enter into executive session with all Board Members, Superintendent Emerson, for the purpose of discussing a personnel decision because public knowledge would clearly place the public body or person involved at a substantial disadvantage at 8:00 p.m.

8. Future Agenda Items

- Board development & Goal Setting (June)
- Equity Policy Report (Quarterly)
- Program Presentations (Throughout school year)
 - Digital Media Arts - February (@Twinfield)
 - Welding - March
 - Building Trades - April
 - Medical Professions - May
 - Coop - June

9. Reflection & Summary of Meeting/Next Steps

10. Adjournment

On a Motion by Janna Osman, seconded by Scott Lewins, the Board unanimously voted to leave executive session and adjourn the Monday, January 13, 2025 CVCCSD Regular School Board Meeting at 8:20 p.m.

Next meeting: February 10, 2025 at Twinfield School in the Library

March meeting to be held at Cabot School in the Library