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**TABLE 1. Defined Terms.**

The table below lists terms used in this document and their definitions.

“AoE”	Vermont’s Agency of Education
“Appointed board member”	Each of the six member district school boards will each appoint a member of its respective board to serve on the District governing board. Appointed board members serving on the District board are voting members.
“At-large, elected board member”	Voters of the four largest member school districts will each elect an at-large board member to serve on the District governing board. At-large, elected board members serving on the District board are voting members.
“BUUSD”	Barre Unified Union School District, current home to the Central Vermont Career Center.
“CTE Center”	Fifteen Career Technical Education Centers are recognized by the State Board of Education. Each serves a defined region. Central Vermont Career Center is a CTE Center.



“Career Technical Education” (CTE)	CTE provides students with the academic and technical skills, knowledge, and training necessary to succeed in future careers and to become lifelong learners. Rigorous CTE program standards incorporate technical and academic competencies (or proficiencies) and makes content accessible to students by providing it in a hands-on context.
“Committee”	The authorized planning committee charged with recommending whether a change to CVCC’s governance structure is recommended. The Committee has prepared this report.
“CVCC”	Central Vermont Career Center ( <i>formerly the Barre Regional Vocational Technical Center</i> ).
“CVCCSD” or “District”	Central Vermont Career Center School District, the proposed CTE school district.
“Facility”	Facility refers to the portion of the Spaulding High School/CCVC main campus now occupied by CVCC (commonly referenced as 155 Ayers Street).
“Host school district”	A school district responsible for the governance and operation of multiple schools inclusive of a high school (pK-12, 9-12, etc.), and a CTE center. The school district physically hosts the CTE Center that provides CTE services to students in all member districts within the CTE service region. Only the electorate of the host district votes on matters affecting the CTE center. It is one of two lawful Vermont governance structures for CTE centers. It is the more common Vermont governance form for CTE centers. Currently, BUUSD hosts CVCC as the region’s center.
“Member boards”	Member boards are the school boards of the six districts with high schools within the current CVCC service region and the proposed CVCCSD.
“RAB”	Regional Advisory Board; a formal group within a CTE service region providing guidance to the host school district and CTE Center.
“Regional CTE Center School District”	A school district responsible solely for the governance and operation of a Vermont CTE Center. It is governed by a board representing the CTE service region and its electorate spans the entirety of the region. It is one of two lawful Vermont governance structures for CTE centers. It is the less common governance form of a CTE Center. Three examples currently exist: (1) Patricia A. Hannaford Career Center School District; (2) Southwest VT Regional Technical School District; and (3) River Valley Technical Center School District.
“SBE”	Vermont State Board of Education
“Service Region”	The Vermont State Board of Education by rule, aligns a geographic service region to each CTE Center.



## THE COMMITTEE: STATUS, MEMBERSHIP, SUPPORT AND MEETING DATES

Consistent with 16 VSA §1572(a), a Regional Career Technical Center School District planning committee may be established with the direction of the school district operating the CTE center (BUUSD) and a majority (3) of the other (5) school boards of the CTE center region. Both conditions were satisfied when the following boards acted to establish a Regional CTE Center School District governance planning committee.

**TABLE 2. Boards, Status and Approval Dates.**

<u>District</u>	<u>Status</u>	<u>Board Approval</u>
Barre Unified Union School District	CVCC Operating District	December 17, 2020
Washington Central Unified Union School District	CVCC Member District	February 7, 2021
Montpelier Roxbury School District	CVCC Member District	February 17, 2021
Twinfield Unified Union School District	CVCC Member District	March 9, 2021
Cabot School District	CVCC Member District	March 22, 2021
Harwood Unified Union School District	CVCC Member District	April 14, 2021

The lists below comprise the committee’s membership, committee staff, the region’s superintendents, and other supports.

**TABLE 3. Committee Membership.**

<u>Committee Member</u>	<u>Affiliation</u>
Flor Diaz-Smith (Chair)	Washington Central School Board
Jill Remick (Vice-Chair)	Montpelier Roxbury School Board
Pam Benoit	Business/Industry: Benoit Electric
Kim Bolduc	Business/Industry: Bolduc Recycling
Judy Bourbeau	Government: VT Department of Labor
Maureen Hebert	Post-Secondary: Vermont Technical College
Guy Isabelle	Barre School Board



Tim Jones	Harwood School Board
Clifton Long	CVCC faculty
Janna Osman	Twinfield School Board
Chris Tormey	Cabot School Board

**TABLE 4. Committee Staff.**

<b>Staff</b>	<b>Role</b>
Penny Chamberlin	CVCC Director (through June 30, 2021)
Michael R. Deweese	Consultant
Jody Emerson	CVCC Director (since July 1, 2021)
Scott Farr	RVTC Superintendent/Director
Stephanie Olsen	Committee Assistant
Pietro Lynn	Attorney
Christopher Leopold	Attorney

**TABLE 5. CVCC Region Superintendents.**

<b>Superintendent</b>	<b>District</b>
Libby Bonesteel	Montpelier Roxbury
Chris Hennessey	Barre
Jennifer Miller-Arsenault	Washington Central
Brigid Nease	Harwood
Mark Tucker	Cabot and Twinfield



The committee met on the following thirteen dates (2021):

- April 15 and 26,
- May 11 and 20,
- June 15 and 29,
- August 11,
- September 7, 21 and 28,
- October 19 and 26,
- November 23, and
- December 13.



## BACKGROUND

The State of Vermont outlines its policy on career technical education in 16 V.S.A. §1521:

*(a) It is the policy of the State of Vermont that all Vermonters should receive educational services that enable them to master the skills essential for further education and training or for successful entry into or advancement in the workplace.*

*(b) It is further the policy of the State of Vermont that Vermont's career technical education system shall be based on clear standards for student performance and career*



*technical education program performance and that achievement of these standards shall be measured on a regular and ongoing basis.*

For over a half century, the Central Vermont Career Center (CVCC), in honoring the state’s policy, has responsibly delivered valuable educational and training opportunities to its service region. CVCC is endeavoring to position itself for a progressive and purposeful future as it continues to serve the region’s career technical education needs. The following tenets capture CVCC’s philosophical intent as detailed in *CVCC’s 2020 Portrait of a Graduate*:

- \* CTE graduates and the careers they enter are of the highest importance to Central Vermont: the education we offer must reflect their value to our community.*
- \* Our policy of continuous improvement maximizes our effectiveness as educators: our continued self-assessment and reflection ensures we are utilizing current best practices.*
- \* Investments in our students will be returned many fold in the economic and social benefits to our businesses, families and towns.*
- \* Education must remain relevant to industry: a modern facility ensures a seamless transition from school to work. Professional development keeps pace with technological and methodological state of the art procedures.*
- \* We are committed to guaranteeing a prosperous future for Central Vermont by anticipating and meeting the educational demands of our evolving community.*
- \* Our dedication to excellence in education demands that we review our structure and organization and work towards the highest efficiencies possible in delivering career and technical education.*

Governance is central to effective organizations. Governance is defined as the “action, manner, or system of governing.” Governance refers to the entity that has control and authority of an organization, and the methods by which authorized people exercise organizational controls.<sup>1</sup>

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<sup>1</sup> “Governance.” *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/governance>. Accessed 26 Oct. 2020.



The International Federation of Accountants asserts that, *“public sector governance is concerned with structures and processes for decision making, accountability, control and behavior at the top of organizations.”*<sup>2</sup> The Wallace Foundation suggests that governance creates a *“framework through which high-quality leadership is exercised throughout the educational system.”*<sup>3</sup>



The stewards of Vermont’s public schools organize as representational school boards. School board members are typically elected to their positions. Their roles, responsibilities and authority are informed by laws, state rules and informed best practices. Effective school boards involve themselves with regulations, organizational stewardship and management oversight. Effective school boards are governing boards, not management boards.

School boards routinely juggle three broadly distinctive responsibilities which frequently overlap:

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<sup>2</sup> Loft, Anne and Christopher Humphrey. “In pursuit of global regulation: Changing governance and accountability structures at the International Federation of Accountants (IFAC); 2006. Accounting Auditing and Accountability Journal, 19(April): 428-451. DOI: [10.1108/09513570610670361](https://doi.org/10.1108/09513570610670361)

<sup>3</sup> Plecki, et al. “Improving Governance: Redefining and Improving School District Governance.” The Center for the Study of Teaching and Policy, University of Washington: 2006. <https://www.wallacefoundation.org/knowledge-center/Documents/5Redefining-and-Improving-School.pdf>

1. *A representative role* which is community centric. In the case of CVCC, the notion of “community,” by definition, is its entire service region.
2. *An instrumental role* as it deals with statutory and regulatory obligations. Across Vermont, it is increasingly the norm for boards to serve grades PK-12. The dozen boards of host school districts, which have additional responsibilities for governing a regional technical center despite being elected locally only by voters of the local PK-12 constituency, have significant other governing burdens requiring knowledge of unique laws and regulations affecting technical education and the complexities of career and technical education. And,
3. *A fiduciary role* as it oversees the financial health and long-term stability of the district. The long-term financial stability of a technical center differs from grades PreK-12 system in that CTE centers need to run like businesses and align with industry at all levels.

**FIGURE 1. Vermont’s Agency of Education outlines below the responsibilities of school boards.<sup>4</sup>**

**School Board**

1. Is accountable to voters, and subject to the laws and regulations of the state.
2. Adopts performance goals for the district, approves school continuous improvement plans, and reviews regular performance reports as provided by superintendent.
3. Employs and evaluates the superintendent.
4. Holds the superintendent accountable for developing a strategy and education work plan to achieve District or SU goals.
5. Reviews and provides feedback to superintendent on an annual basis.
6. On an annual basis, elect a chair who is responsible for working with the superintendent to:
  - promote the development of a strong board team that understands its role and performs its essential work,
  - establish a strong connection with the administration to build a shared sense of vision and teamwork,
  - conduct productive meetings, and
  - promote both ethical and lawful board operations.

<sup>4</sup> <https://education.vermont.gov/sites/aoe/files/documents/edu-governance-guidance-roles-responsibilities-school-systems.pdf>



**FIGURE 2. The Vermont School Boards Association View of School Boards' Responsibilities.<sup>5</sup>**

**School Boards**

**Purpose: Governance**

The school board:

- Engages the community to establish the mission and vision for the district
- Uses the mission to guide decision-making
- Sets performance goals for the district
- Establishes local policies aligned across the supervisory union/supervisory district consistent with the minimum standards established by the [State Board of Education](#)
- Employs and supervises the superintendent (sole direct-employee of the Board)
- Holds the superintendent accountable for developing a strategy and education work plan to achieve district or SU goals
- Negotiates contracts with employees

School boards are accountable to voters, and are subject to the laws, rules, and regulations of the State.

To appreciate the roots of Vermont’s technical centers’ governance structures, an historical orientation is helpful. Through the first half of the twentieth century, Vermont had an abundance of small and aging town high schools. “Vocational education,” to the extent that it existed in Vermont high schools, was relegated at best to departmental status.

By the early 1960’s, the US was fully engaged in a “space war” with the Soviet Union. This environment spurred a national movement to modernize our nation’s educational curricula and facilities, most notably in the areas of mathematics, science and technology. Part of Vermont’s response was a general theme of modernizing and centralizing school facilities. An era of newly constructed union high schools began.

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<sup>5</sup> <https://www.vtvsba.org/ewtk-supt-role>





The federal Vocational Education Act of 1963 (renewed in 1968) provided targeted grants, including construction grants for secondary schools' vocational training and concurrently, adult education training locations. The state's regional high school level vocational training regions were defined with students' and adult learners' access in mind; new (or expanded) vocational centers were sited so that students' homes would be reasonably proximate (measured in miles and travel time) to a regional center. It was common to co-locate vocational centers with a host high school. Over the ensuing decades, Vermont's career and technical training programming continued its metamorphosis from "department" status at high schools to becoming schools in their own right.

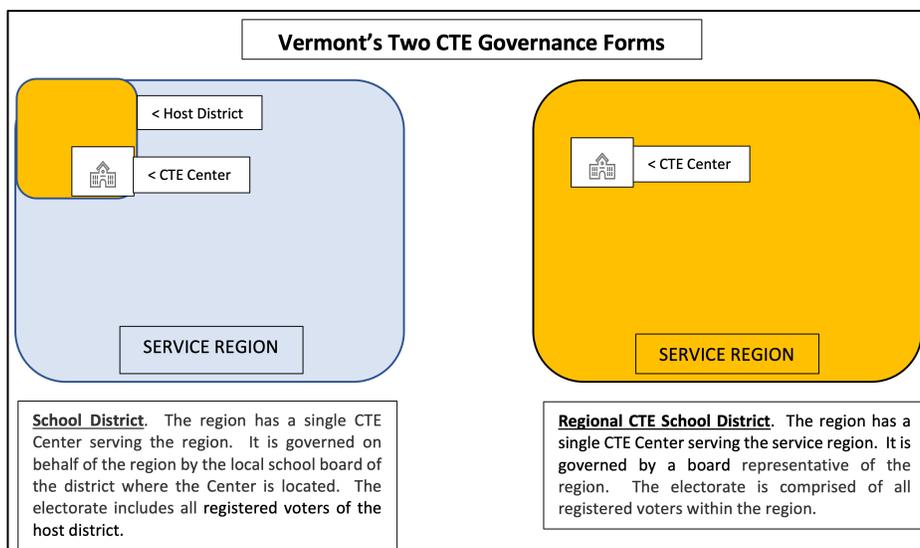


Current Vermont law requires technical centers be governed through one of two structures referred to as 'school district' and 'regional CTE center school district' (or a 'regional career technical center school district'). [16 VSA §1571]



- 1) The former may better be described as *host district governed CTE centers*. In this example, the region has a single CTE center serving the region. One of the school districts manages the governance and operation of multiple schools (pK-12, 9-12, etc.), including a high school and CTE center. Only the electorate of the host district votes on matters affecting the CTE center. Host district governed CTE centers is the more common Vermont governance form for CTE centers. CVCC currently is governed by BUUSD through this structure.
  
- 2) The latter, the *regional CTE center districts*, are regional districts that maintain only a regional career technical center under a governance structure approved by the electorate of the service region. A minority of Vermont’s technical centers currently fall under this structure. The region has a single CTE center serving the service region. It is governed by a school board representative of the region. The electorate is comprised of voters across the region. While CVCC is not currently governed in this manner, it is the governance model considered by this report.

**FIGURE 3. Vermont’s Two CTE Governance Forms.**



Since its inception in 1969-1970, CVCC has co-located with Spaulding High School; its current operations remain at the Ayers Street campus in Barre. CVCC has been governed by the board

governing Spaulding High School, now the BUUSD board. As such, CVCC's current governance structure falls under the host school district governance form.

A Vermont State Board of Education rule aligns a service region with each technical center. SBE Rule 2374(1) defines CVCC's technical center service region:

- A. Barre Regional Vocational Technical Center: Spaulding UHSD # 41, Barre City, Barre Town, Twinfield USD # 33, Marshfield, Plainfield, Harwood UHSD # 19, Duxbury, Fayston, Moretown, Waitsfield, Warren, Waterbury, UHSD # 32, Berlin, Calais, East Montpelier, Middlesex, Worcester, Cabot High School, Montpelier High School<sup>6</sup>

**FIGURE 4. Central Vermont Career Center Service Region.**



CVCC, like all technical centers governed by high school boards, has established a Regional Advisory Board (RAB). Membership of centers' RABs is outlined in 16 VSA §1542.

<sup>6</sup> By Rule, the Town of Roxbury falls within the Randolph service region, although with a recent Act 46 consolidation Roxbury is now part of the Montpelier Roxbury School District which falls within the Central Vermont service region. Until formalized differently, the Agency considers Roxbury students a part of both Barre and Randolph regions.

State Board Rule 2375(4) *et seq.* prescribes the RAB shall meet at least four times each school year. Its function is to review CVCC's technical education programs and services and make written recommendations to the host school board (BUUSD) concerning:

1. The quality of services and programs for secondary and adult students
2. The alignment of programs and services to available jobs
3. The reasonableness of fees set for rental of facilities and equipment
4. The appropriateness of the budget for operation the programs
5. The success of the programs in serving all parts of the region, and
6. The adequacy of the provision to each student, beginning in grade nine of appropriate career counseling and technical education information.

CVCC currently benefits from a vibrant and active RAB.

As noted there are two structures for the governance of Vermont's CTE center: (a) *host school district governed CTE centers* and (b) *regional CTE center school districts*. For many years, the Spaulding Union High School Board governed Spaulding High School and CVCC under the host school district model; since 2019 CVCC has been governed by the pK-12 BUUSD board. Shifting CVCC's governance to the less common *regional CTE center school district* structure, while an option under state law for the past two decades, is now formally being considered for the first time.

CVCC is considering an array of current challenges to deliver on its promise to provide world class technical and career education to constituents in its service region. Given well documented limitations with its current aging and undersized facilities, CVCC's leadership is exploring its prospects for new and (or) renovated facilities. Inherent with such explorations must be attendant governance considerations. As deliberations continue, following are governance variables that deserve to be included in planning conversations.

1. CVCC continues to be satisfactorily governed by the BUUSD board. Considerations of an alternate governance structure are not driven by concerns over inadequacies with current governance. Rather, alternate governance considerations should focus on whether



prospective governance changes could further advance the quality of programs and services delivered by CVCC to its constituents.

2. BUUSD oversees what had only recently been two PreK-8 school districts, a union high school district, CVCC and a supervisory union. The previous board that oversaw CVCC was the board of the Spaulding Union High School District, with approximately 850 students in grades 9-12.<sup>7</sup> The BUUSD board now governs the now-merged districts with a membership of approximately 2,450 students in PreK-12.
3. Governance of Vermont's CTE centers requires some unique governance responsibilities. Examples of specialized CTE governance functions include CTE funding, laws, state policy and inter-agency relations that most boards serving only PreK-12 students do not need to be versed in. BUUSD, like other host school districts governing CTE centers have additional non-CTE governance oversight responsibilities beyond their respective regional centers.
4. Host school district boards governing CTE centers, by definition, must be stewards of the region's interests and needs. While expressly elected to a local board and accountable to local voters, board members governing CTE centers in the host district model have the burden of being the public representatives overseeing the region's needs and interests for the CTE center. While it's not uncommon for the host high school to represent a significant portion of the CTE center's enrollment, all other enrolled CTE students come from outside the boundaries of the local district and they, their parents and their communities have only indirect influence over matters of policy, budget, programming, and leadership affecting the CTE center.
5. The BUUSD board, like other school district boards with CTE centers, relies on the recommendations proffered by its Regional Advisory Board. Recommendations by the RAB are advisory. RABs serve as the intermediaries between their respective regions and the local school district boards overseeing regional CTE centers. By State Board Rule, RABs are only required to meet less than a handful of times per school year. Regional Advisory Boards

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<sup>7</sup> This student count is not inclusive of CVCC's enrollment from other districts in the region.

<sup>8</sup> Ibid.



are enhanced or diminished by the continuity and caliber of their members, the interest and level of participation of their members and their individuals' skills relative to being true representatives of their respective constituencies. Host district school boards governing CTE centers do not control the appointment of RAB members and over time are subject to any ebbs and flows with the overall caliber of their RAB.

6. CVCC's service region represents a considerable geographic footprint encompassing sixteen towns, six high schools and five supervisory unions/districts. CVCC's current home is in Barre, which is not centrally situated in the region. This current siting of CVCC places additional burdens on BUUSD due to its distance from some parts of the region and its responsibility in serving as a regional steward.
7. CVCC could relocate its operations to another community within its region while remaining under the auspices of the BUUSD board. Such could comport with the state's requirements, but the obvious awkwardness of BUUSD governing a school outside of its district boundaries would be unique and pose added governance challenges.
8. Should CVCC relocate its operations to a community beyond BUUSD, there is no specified legal mechanism to have a different and more proximate school board assume governance responsibilities. It should not be assumed this cannot happen, only that no express statute or State Board Rule anticipates this scenario. (A remote parallel example is the construct of supervisory union boundary adjustments, which involves the Secretary's studying the pros and cons of reassigning a school district to another supervisory union and thereafter executed by the State Board.) Noteworthy is that the Secretary has some limited powers to waive State Board Rules that may be unnecessarily constraining, and he could be asked to consider specific proposals addressing this potentiality.
9. The insertion of Regional Advisory Boards into the host district governance form is intentional and (when effective) serves as bridges between the regions and the local host governing boards. It is an additional bureaucratic layer that can give regional voice to a local board charged with locally making governance choices that affect the region. The alternate regional CTE center school district governance form offers a more direct link between the governing board and its regional constituency, without the need for an intermediary RAB.



Regional CTE center school districts offer the advantage of direct governance representation.

10. Vermont is now in a “post Act 46 era.” Whether through local decision or state intervention, many consolidations have now occurred. Affected districts continue to adjust and adapt to their new-to-them district arrangements. During the execution of Act 46, the overall number of Vermont districts declined. The prospect of CVCC moving from a host school district governance model to a regional CTE center school district structure would result in adding a district to the state’s count, potentially running counter to the general philosophy of Act 46; at the same time, this shift in governance form is supportive of meaningful and enhanced regional electorate voice. Relevant statutes exist allowing for an alternative career center governance structure; hence it is not considered contrary to the state’s interests for CVCC (or other centers’) governance structure(s) to change.
11. Should CVCC change its governance to a Regional CTE Center School District, its present governance relationship with BUUSD would change. In this arrangement, BUUSD would become a regional member of the regional district, but not “the” governing district. As such, its influence would become shared with others in the region.
12. An assessment of the BUUSD board’s “bandwidth” deserves to be part of a prospective changed governance conversation. BUUSD is in the early phases of adjusting to its merged district status in the post-Act 46 era. Every newly merged board across Vermont has its own challenges. Even if the BUUSD board continued with its current governance responsibilities it is reasonable to question whether BUUSD has the capacity to address CVCC’s present and future needs.
13. The Committee is aware of a companion study underway at CVCC, specifically the work of the “Re-Envisioning Career and Technical Education in Central Vermont” committee, now in its third year. That committee recognizes the demand for skilled labor in Vermont is at an all-time high and CVCC does not have the instruction and lab space to meet current and future demand. Jobs exist for many more students than CVCC can train and a study of the feasibility and cost of a renovation or new construction that could increase CVCC’s capacity



by 70% continues. The scope and scale of this parallel project provides further justification for changing CCVC's governance structure.



## COMMITTEE CONCLUSION

Per 16 VSA §1572(b), it is the Committee's conclusion to support changing CVCC's governance from its current host school district form under BUUSD to a regional CTE center school district form. Doing so will:

1. Enable all citizens across the region to enjoy more direct access and control over matters affecting CCVC including voting on annual CVCC budgets.
2. Install a governing board, representative of the entire region, to represent the region's citizens and isolate its responsibilities to the control and oversight of (only) CVCC.
3. Position CVCC as a progressive and innovative school of choice, supported by future occupational demands to prepare CVCC graduates for local, state, national and global employment.



The Committee has prepared the following Report in the form of an Agreement among the school districts located within the CVCC region in supporting this change and urges the State Board of Education to advance this opportunity to the region’s voters for determination.

## **PLAN FOR THE FORMATION OF THE CENTRAL VERMONT CAREER CENTER SCHOOL DISTRICT**

The aforementioned planning committee, acting pursuant to 16 VSA §1572, hereby submits the following plan for the formation of the Central Vermont Career Center School District (“District”).

### **Districts of the Technical Center Region**

Consistent with Vermont State Board of Education Rule 2374, the Vermont towns and school districts listed below are currently included in the Central Vermont Career Center region:

- “Spaulding UHSD # 41, Barre City, Barre Town, Twinfield USD # 33, Marshfield, Plainfield, Harwood UHSD # 19, Duxbury, Fayston, Moretown, Waitsfield, Warren, Waterbury, UHSD # 32, Berlin, Calais, East Montpelier, Middlesex, Worcester, Cabot High School, Montpelier High School.”



- For the purpose of District governance, the District will have members. Any school district within the Technical Center Region that operates a high school will be a member of the District. While other VT school districts may send students to CVCC, for the 2021-22 academic year, the following school districts are member districts of the CVCC region:
  - Barre Unified Union School District #61
  - Cabot School District
  - Harwood Union Unified School District #42
  - Montpelier Roxbury School District #69
  - Twinfield Union School District
  - Washington Central Unified Union School District #3

For purposes of forming the CVCCSD, these six school districts will be the inaugural CVCCSD members commencing with the 2022-23 academic year. The Technical Center Region may be expanded or contracted by the Vermont Board of Education.

## 1) **Composition of the Governing Board**

The Board shall govern the District.

No less than 60% of the District board members shall be members concurrently serving as members of the member district boards. The member boards of Barre Unified Union School District, Cabot School District, Harwood Unified Union School District, Montpelier Roxbury School District, Twinfield Union School District and Washington Central Unified Union School District shall each have one board member on the District board. These members are referred to as appointed board members. The member district boards shall appoint these District board members.

No more than 40% of the District board shall be elected members as outlined in the By-Laws. These members are referred to as at-large, elected board members.



**2) Annual Budget Approval**

Upon voter adoption of a budget, the Board shall calculate each member district's share pursuant to 16 VSA §1552. Upon receipt of the notice of the amount, the share shall become a legal obligation of the member district without need for further vote of the member district electorate and shall be included in the member district's education spending amount.

**3) By-Laws**

(Attached: Appendix A.)

**4) Transition from the Existing Governance Model, Transitional Board and Initial Budget After a Vote to Establish the District**

Further detail on the following can be found with the Agency of Education's guidance on district transition.<sup>8</sup>

Upon an affirmative vote of the electorate, scheduled for March 1, 2022 to include election on that date of at-large board members, the Central Vermont Career Center School District shall be formed:

- a) Not later than March 31, 2022, the six member-district boards will each name as their representative to the Central Vermont Career Center School District Board (the six appointed board members).
- b) The CVCC School District shall be established once the Secretary of State receives the declaration of certification of a positive vote by the town clerks and the Secretary of Education authorizes the new governance system for the CVCC School District. This shall commence-the transitional period.

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<sup>8</sup> Certification and Organizational Meeting" [<https://education.vermont.gov/sites/aoe/files/documents/edu-post-merger-tips-certification-organizational-meeting.pdf>] "Business Office" [<https://education.vermont.gov/sites/aoe/files/documents/edu-post-merger-tips-business-office.pdf>]



- c) In consultation with the Secretary of Education, the CVCC School District's organizational meeting will occur on a date as soon as is practical after the District is established. At the District's organizational meeting, among other requirements as set forth in law, the CVCC School District board members will be sworn in.
- d) Within ten business days following the District's organizational meeting, the Board will hold its inaugural board meeting as convened by the CVCC Director. Commencing with the transitional period and continuing thereafter, the Board shall undertake traditional board responsibilities consistent with the Plan, Articles of Agreement, State Board Rule and as otherwise prescribed by law. The District, through its Board, has and shall exercise all of the authority that is necessary for it to prepare for full educational operations beginning on July 1, 2022. On or before June 30, 2022, the District Board shall perform all planning, transitional, and other related duties necessary to begin operations of the District on July 1, 2022, including preparing for and negotiating contractual agreements, and transacting any other lawful business that comes before the Board, provided however, that the exercise of such authority by the District shall not be construed to limit or alter the authority or responsibilities of BUUSD, which shall remain responsible for providing for the education of its CVCC students until July 1, 2022.
- e) Administrative, management and governance transition details from the BUUSD to the CVCC School District will comply with all state and federal requirements.
- f) The District shall become operational on July 1, 2022 (fiscal year 2022-23).
- g) On July 1, 2022, the CVCC School District shall assume assets and contractual obligations transferred to it by BUUSD as in Appendix B.

The FY'23 budget for CVCC will be developed by the BUUSD board and voted on by the BUUSD electorate on March 1, 2022. If creation of the CVCC School District is approved by the voters, then this budget will become the FY'23 budget for the CVCC School District.



In the event the BUUSD's FY'23 CVCC budget is defeated on March 1, 2022, the CVCC School District Board will thereafter assume responsibility for the development and presentation of the FY'23 budget to its electorate for adoption.

**5) Date of Submission to Regional Voters and Commingling of Ballots**

The Plan shall be submitted to the voters of the member districts as named in the Plan introduction on March 1, 2022 in the manner required by 16 VSA §1574.

The ballots will be commingled for purposes of counting votes. The vote shall be by Australian ballot at separate school district meetings held on the same day and during the same hours. The polls shall remain open at least eight hours. Absentee voting as provided by 17 VSA §2531-2550 shall be permitted.

If the formation of the District is approved by a majority of those voting, the Secretary of Education shall so certify by declaration to the Secretary of State.

**6) Disposition of Center Land, Facilities and Equipment**

(Attached: Appendix B.)

**7) Collective Bargaining Agreements and Employee Contracts**

In academic year 2022-23, the newly-created CVCC School District shall provide students enrolled in programs at its Center transportation consistent with 16 VSA 1541(a)(2), assignment of staff, and implementation of curriculum in a manner that is consistent with existing contracts, collective bargaining agreements, and provisions of law that are in effect during that academic year.

The faculty, staff and administration currently employed by the BUUSD to operate the Facility and provide technical education shall be discharged by the BUUSD as a "Reduction in Force" during academic year 2021-22. The CVCC School District agrees to hire all such employees discharged by the BUUSD as employees of CVCC School District on the effective date of their discharge (the "Discharge/Hire Date") so that there is no break in employment. The CVCC School



District agrees to honor all individual employment contracts and agrees that these employees will be hired under the same terms and conditions of employment in their individual contracts and in collective bargaining agreements, together with any accrued benefits, as the employees enjoyed prior to their discharge by the BUUSD, until the respective termination dates of those contracts.

The new CVCC School District, through its Board, shall comply with 16 V.S.A. Chapter 53, subchapter 3, regarding recognition of the representatives of employees, as the representatives of the employees of the CVCC School District and shall commence negotiations pursuant to 16 V.S.A. Chapter 57 for teachers and 21 V.S.A. Chapter 22 for other employees. In the absence of a new collective bargaining agreement on July 1, 2022, the CVCC School District shall comply with the pre-existing master agreements pursuant to 16 V.S.A. Chapter 53, subchapter 3.

**8) Transportation**

Member districts are responsible for transporting students to and from the District. Intra-District transportation is the responsibility of the District.

**9) Terms of Office for Board Members and Election of Other Officers**

The terms of office for board members are set forth in the attached By-Laws.

The District moderator, treasurer and clerk first elected by District voters at the District meeting shall each serve one-year terms. The length of terms for these officers shall remain one year unless changed by District voters in the manner provided by law.

**10) Australian Ballot**

The voters of the Central Vermont Career Center School District shall vote on the election of board members, the budget, and all other public questions by Australian ballot with polling places provided in each Member District. As required by statute, all matters voted shall be determined on the basis of the majority of the total votes cast.



**11) Commingling of Ballots**

The ballots shall be commingled before counting pursuant to a process to be developed by the elected clerk of the District in consultation with clerks of the Member Districts and the municipal clerks of the service region.

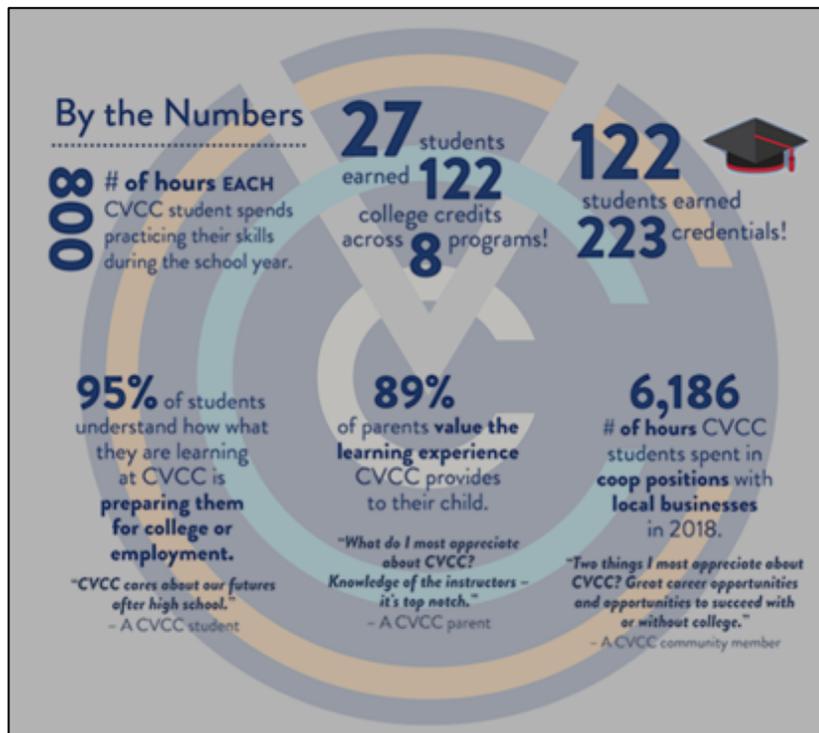
**12) Process for Dissolving the District**

The process for withdrawal from or dissolution of the district shall, whether initiated by a member district or by voters shall conform to the requirements and process detailed in 16 VSA §724 to the extent possible, as required for withdrawal from a union school district.



## LIST OF APPENDICES

- A: By Laws
- B: Disposition of Center Land, Facilities and Equipment
- C: District Organizational Meeting: Business to be Transacted
- D: At-Large Initial Staggered Terms
- E: Equal Protection Clause Memorandum
- F: Committee Meeting Minutes



# **APPENDIX A: BY-LAWS FOR THE CENTRAL VERMONT CAREER CENTER SCHOOL DISTRICT**

## **MISSION**

The Central Vermont Career Center School District supports and prepares students to be engaged members of a diverse society and the workforce through rigorous, safe, and experiential learning communities.

## **ARTICLE I NAME AND MEMBERSHIP**

### **Section 1. Name of District**

The name of the district shall be the Central Vermont Career Center School District.

### **Section 2. Member School Districts**

Each school district located in the technical center region that maintains a high school shall be a member of the District. At the creation of the District, the member districts are:

- Barre Unified Union School District;
- Cabot School District;
- Harwood Unified Union School District;
- Montpelier Roxbury School District;
- Twinfield Unified School District; and,
- Washington Central Unified Union School District.

## **ARTICLE II GOALS, DUTIES AND AUTHORITY**

### **Section 1. Duties and Authority of the Governing Board**

The District shall be governed by a Board of Directors (“Board”) as further described herein, which shall have full power, authority and responsibility to perform all duties and exercise all powers granted the boards of school districts, technical center school districts and supervisory districts under applicable federal and Vermont law. The Board shall discharge its duties and



exercise its authority in a manner consistent with the Formation Plan for the District and as necessary to achieve the student goals set forth below.

## **Section 2. Student Goals.**

Consistent with the policy of the State of Vermont, the District will provide educational services to Vermonters that enable them to master the skills necessary for further education and training or for entry into or advancement in the workplace.

Students will benefit from applied learning in a positive and integrated academic and technical education learning environment.

Students will have the opportunity to attain nationally and/or state recognized industry credentials or certifications through completion of courses and programs and/or college credits through concurrent and dual enrollment.

Students will have opportunities to explore various career areas and participate in workplace experiences.

## **ARTICLE III BOARD MEMBERSHIP**

### **Section 1. Composition of the Board**

The voting members of the Board will each have a single vote and the Board will be composed as follows:

- a) Voting Members Appointed by the Member District Boards (“Appointed Members”): one District member will be appointed by and from each member board. Each member board will annually identify its District board member by March 31. At its inception, the District board will include six member district appointed board members.
- b) Voting Members Elected At Large by Voters of the Member Districts (“At-Large Elected Members”): Initial at-large members will be elected on March 1, 2022 contingent on the formation of the Central Vermont Career Center School District. One resident from each of the four largest member districts as determined by the most recently finalized decennial U.S. Census, shall be elected to the board. As of the District’s origination, the four largest member districts are: Barre Unified Union School District, Harwood Unified Union School



District, Washington Central Unified Union School District and Montpelier-Roxbury School District.

## **Section 2. Non-Voting Members**

Each member district superintendent shall be a non-voting member of the Board.

The Board may, at its discretion, appoint other non-voting members to the Board, including students.

## **Section 3. Terms of Office**

- a) Member district Appointed Members to the District board will serve one (1) year terms.
- b) At-large Elected Members will have three (3) year terms of office. At the District's origination, Elected Members' initial terms will be staggered as set forth in Appendix D.
- c) Non-voting members will be appointed to terms not to exceed one year pursuant to Section 2.

## **Section 4. Voting Rights**

Members' voting rights are defined in 3 VSA §312. Voting by Proxy and absentee voting shall not be permitted.

## **Section 5. Vacancy**

A vacancy shall be created on the Board upon:

- the occurrence of an event provided for in 24 VSA §961;
- in the case an appointed board member if the member no longer serves on the member district board; and
- in the case of an at-large member, if the member ceases to reside in the member district.

A vacancy of an Appointed Member shall be filled by the member district board for the remainder of the term.

A vacancy of an at-large Elected Member shall be filled by the District board from among the residents of the member district for the remainder of the term.



## **ARTICLE IV BOARD OFFICERS**

### **Section 1. Officers**

The Board's officers shall be a chairperson, vice-chairperson, clerk and other officers the Board may deem desirable. Only a voting member of the Board may serve as an officer.

### **Section 2. Election and Term of Office**

The officers of the Board shall be annually elected to office at the Board's annual reorganizational meeting and the elected officers shall serve until the Board's next annual reorganizational meeting and until their successors have been elected.

### **Section 3. Removal**

Any officer elected or appointed by the Board may be removed from office by a two-thirds vote of all voting members sitting on the Board whenever, in the judgment of the Board, the best interests of the Board would be served thereby.

### **Section 4. Vacancy**

A vacancy in an office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the remainder of the term by a vote of the Board.

### **Section 5. Chairperson**

The chairperson shall preside at all meetings of the Board. On behalf of the Board, the chairperson is authorized to receive and send correspondence, and sign correspondence, reports and all other forms of communication. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be assigned to the chairperson by the voting members of the Board.

### **Section 6. Vice-Chairperson**

The vice-chairperson will assume the duties of the chairperson in the chairperson's absence.

### **Section 7. Clerk**

- a) The clerk shall cause true and correct minutes of the Board's meetings to be kept and shall properly ensure transmittal of true and correct copies to each of the members and be made available in accordance with Vermont open meeting laws.



- b) The clerk shall ensure all notices are duly given in accordance with the provisions of these By-Laws and the laws of the State of Vermont and the United States.
- c) The clerk shall act as the custodian of the Board's records.
- d) The clerk shall keep a register of contact information for each member of the Board which shall be supplied to the clerk by such members at the first meeting after the annual election of members.
- e) The clerk shall ensure completion of all duties incident to the office and such other duties as from time to time may be assigned by the chairperson or by the Board as a whole.

## **ARTICLE V COMMITTEES**

### **Section 1. Standing and Special Committees**

The Board may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the Board except to the extent specifically charged.

### **Section 2. Membership**

The Board shall appoint members to the various committees.

### **Section 3. Charge and Duration**

The Board shall establish the scope and authority of any standing committee. The Board shall establish the scope, authority and duration of any special committee.

### **Section 4. Term of Office**

Each member of a committee shall continue as such for the term of their appointment and until a successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

### **Section 5. Rules**

All committees must be operated under the State of Vermont's open meeting laws and Robert's Rules of Order.



## **Section 6. Quorum**

A majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum exists shall be the act of the committee.

## **ARTICLE VI ANNUAL MEETING**

- a) The Board shall warn and conduct the District's Annual Meeting during the month of February.
- b) At the Annual Meeting, the District's electorate shall elect a moderator, treasurer and clerk each for terms to expire at the next Annual Meeting.
- c) Registered voters of any member district shall be voters of the District.
- d) See Appendix C outlining business to be transacted at the District's Organizational Meeting.

## **ARTICLE VII MEETINGS OF THE BOARD**

### **Section 1. Meetings**

The Board shall provide notice of and conduct its meetings in accordance with Vermont laws.

### **Section 2. Place of Meetings**

The Board shall hold its meetings at CVCC's main facility unless otherwise announced by the chairperson and shall take actions to expand public access to Board meetings.

## **ARTICLE VIII POLICIES OF THE DISTRICT**

### **Section 1. Policies**

The Board shall adopt all policies required by Vermont and federal law. The District shall also adopt any other policies it concludes are in the best interest of the District.

## **ARTICLE IX SPECIAL EDUCATION**

The member districts will serve as the Local Education Agency (LEA) for purposes of their students attending Central Vermont Career Center School.



## **ARTICLE X    TRANSPORTATION**

Member districts are responsible for transporting students to and from the District. Intra-District transportation is the responsibility of the District.

## **ARTICLE XI    AMENDMENTS**

These By-Laws may be amended as follows:

- a) The Board, on its own initiative, may propose an amendment which it shall review and receive public comment on at two publicly warned Board meetings called for that purpose. Following the second meeting, the amendment shall be adopted if approved by a two-thirds vote of the Board members present and voting.
- b) The voters of the District, by petition signed by at least five percent (5%) of the registered voters of the District, may propose an amendment to these By-Laws. Upon receipt of such petition, the Board shall proceed in the manner set forth above and may, after the second meeting, adopt or reject the proposed amendment.



## APPENDIX B: DISPOSITION OF CENTER LAND, FACILITIES AND EQUIPMENT

### FACILITIES USE AND RELATED SERVICES AGREEMENT

THIS FACILITIES USE AND RELATED SERVICES AGREEMENT (“Agreement”), made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Central Vermont Career Center District, (“CVCC”) and the Barre Unified Union School District (the “District”).

WHEREAS, CVCC is currently using space within the District’s property at 115 Ayers Street, in Barre, Vermont, known as Spaulding High School; and

WHEREAS, CVCC wishes to continue using said space and utilize certain school and building services, and the District wishes for CVCC to continue to use the space and to utilize certain school and building services, per the terms of this Agreement.

NOW, THEREFORE, in consideration of these premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

#### SECTION 1. Description of Facilities.

The District is the owner of certain lands and premises commonly known as Spaulding High School at 155 Ayers Street, Barre, Vermont 05641 (hereinafter the “Property”). The District hereby agrees to permit CVCC to continue to occupy and use 41,000 gross square feet plus or minus of the Property, which is the existing career center (the “Space”), upon the terms and conditions set forth in this Agreement.

#### SECTION 2. Effective Date and Term.

This Agreement shall commence and be effective starting July 1, 2023~~2~~ (“Commencement Date”). The term of this Agreement shall be for three (3) years starting on the Commencement Date and ending June 30, 2025 (“Termination Date”). CVCC, at its sole option and upon notice to the District at least 60 days prior to the Termination Date, may extend the term for an additional two (2) years upon the same terms and conditions as set forth in this Agreement. CVCC and the District may mutually agree to a Termination Date earlier than June 30, 2025.

#### SECTION 3. Use Fee.

CVCC shall pay an annual Use Fee to the District based upon the sum of the following budgetary cost elements for Spaulding High School: Health, Library, and Facilities, identified in (a) – (c) of this Section. Based upon Fiscal Year 2022 costs, the total of these items is \$282,136. The Use Fee shall be paid in four (4) equal quarterly installments on the first day of July,



October, January, and March during the Term, starting on the Commencement Date. The Use Fee represents a portion of certain District costs proportional to the square foot area of the Space relative to the square foot area of the Property (eighteen percent (18%) of the Property's total square footage). The Use Fee shall be allocated among the following services provided by the District:

- (a) Health. CVCC shall pay the District eighteen percent (18%) of the District's total annual cost of for Health Services at Spaulding High School, including use of the nurse's office, and nurse and nurse office services. For informational and alignment purposes, in FY '2022 18% of the above costs is \$30,281.
- (b) Library. CVCC shall pay the District eighteen percent (18%) of the District's total annual cost of for Library Services at Spaulding High School, including use of the library and related library services. For informational and alignment purposes, in FY '2022 18% of the above costs is \$19,115.
- (c) Facility. CVCC shall pay the District eighteen percent (18%) of the District's total annual cost for Facility Use and Facility Support Services at Spaulding High School, including use of the Property's common areas, parking, building maintenance and repair, custodial services, all utilities, trash removal, composting, and recycling. For informational and alignment purposes, in FY '2022 18% of the above costs is \$232,740. The District represents and warrants that the Facility Use and Facility Support Services will be of good quality, and CVCC may periodically evaluate these services to assure they are being performed to CVCC's reasonable satisfaction.
- (d) Telephone & Internet. The Use fees as identified herein shall not include any fees, costs or reimbursements for telephone or internet services or related technology costs or expenses.
- (e) Student Meals. The Use fees as identified herein shall not include any fees or costs for student lunches. CVCC and the District agree that CVCC's students shall be able to participate and obtain meals on the same basis as the District provides to its high school students. CVCC shall annually meet and confer to discuss both the cost and quality of such student meals. Following such meeting CVCC and the District shall agree on the cost of said meals for the school year and quality benchmarks.

#### SECTION 4. Representations.

- (a) The District represents, warrants, and covenants that it has been duly authorized and has the full power, right and authority to enter into this Agreement and to perform all its obligations under this Agreement and to execute and deliver all documents required by this Agreement and neither this Agreement nor the transactions contemplated hereby constitute a violation or breach of the District's organizational documents.



- (b) CVCC represents, warrants, and covenants that it has been duly authorized and has the full power, right and authority to enter into this Agreement and to perform all its obligations under this Agreement and to execute and deliver all documents required by this Agreement and neither this Agreement nor the transactions contemplated hereby constitute a violation or breach of CVCC's organizational documents.

SECTION 5. Use and Operation.

- (a) The Space shall be used and occupied as a career center and consistent with CVCC's past and continuing use of the Space.
- (b) The Space shall not be used for any illegal purpose, nor in violation of any valid regulation of any governmental body, nor in any manner to create nuisance or trespass.

SECTION 6. Rules and Regulations.

CVCC covenants and agrees that CVCC will comply with reasonable rules and regulations set by the District from time to time, upon reasonable advance notice, for the operation of the Property.

SECTION 7. District Covenants/Repair Obligations.

- (a) The District covenants and agrees, during the Term, to keep the following reasonably clean, in good operating condition and in repair: (i) the exterior walls, load bearing elements, foundations, exterior structure of the Property; (ii) the roof of the building; (iii) the common areas that form a part of the Property; and (iv) the standard mechanical electrical, HVAC and plumbing systems, pipes and conduits serving the Space. Upon the default of the District in making such repairs and replacements, CVCC may, but shall not be required to, make such repairs and replacements and deduct all costs associated therewith from the Use Fee owed to the District pursuant to the terms of this Agreement.
- (b) The District shall furnish to the Space:
  - (i) heat, at adequate temperatures, during the usual heating season, accessible 24 hours a day, seven days a week;
  - (ii) electricity, accessible 24 hours a day, 7 days per week, sufficient to operate usual and customary office equipment including but not limited to printers, computers, monitors, peripherals, lighting, and small appliances; and
  - (iii) cool and dehumidified air, at adequate temperatures, during the usual cooling season, accessible 24 hours a day, 7 days per week.



- (c) The District shall comply with all laws, ordinances, regulations and orders which are of general applicability to all occupied space at the Property and common areas of the Property.

SECTION 8. Notices.

Any notice required to be given by the terms of this Agreement shall be deemed duly served if sent by certified mail, return receipt requested,

If to CVCC: Jody Emerson, Director  
155 Ayers Street, Suite #2  
Barre, VT 05641

Copy to: Christopher B. Leopold, Esq.  
McNeil, Leddy & Sheahan, P.C.  
271 South Union Street  
Burlington, VT 05401

If to District: \_\_\_\_\_

With a copy to:

SECTION 9. Force Majeure.

During the Term, the District or CVCC shall not be required to perform any term, condition or covenant in this Agreement so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, epidemics, hurricanes, floods, drought, or by reason of war, declared or undeclared revolution, civil commotion or strife, acts of public enemies, blockade or embargo, or by reason of any new law, proclamation, regulation, ordinance or demand by any government authority, and any other cause not reasonably within the control of the parties and which, by the exercise of due diligence, the District or CVCC is unable, wholly or in part, to prevent or overcome.

SECTION 10. Alterations, Improvements, and Additions.



CVCC shall have the right without the District's consent, at its cost and expense, to alter, improve the Space, provided that such alteration, addition or improvement does not materially reduce the value or usefulness of the Space upon expiration of the Term. Notwithstanding the foregoing, any fixtures installed by CVCC as a part of any additions or improvements, including light and electrical fixtures and any built-in furniture or equipment that has been permanently affixed to the floors, walls, or ceilings of the Space may be removed by CVCC at CVCC's cost upon termination of this Agreement and CVCC shall repair any damage resulting from such removal, reasonable wear and tear excepted. All such restorations shall be completed within sixty (60) days after the termination date of this Agreement. CVCC shall pay all costs and expenses in connection with the making of alterations. CVCC shall indemnify and hold the District harmless from and against any claims arising out of such work.

#### SECTION 10A. Capital Assets, Fixtures and Equipment.

In full recognition of the preexisting and historical and legal relationship between them, CVCC and the District agree that the premises that are the subject of this lease include fixtures, including but not limited to, electrical fixtures, any built-in furniture, equipment, appliances, tools and other assets that are owned by CVCC, collectively to be referred to as CVCC's Capital Assets & Fixtures. Commencing no later than April 1, 2022, CVCC shall complete a full and comprehensive inventory of its Capital Assets & Fixtures which, at a minimum, shall include an item description, location, and an assessment of the estimated scope of work to remove such items from the premises and the resulting condition of the premises. The inventory shall be provided to the District within forty-five (45) days of the inventory completion or by May 15, 2022. Within forty-five (45) days of receiving the inventory from CVCC, the District shall notify CVCC, in writing, of its acceptance of the inventory or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's inventory. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the inventory of Capital Assets & Fixtures and the scope of work and costs to remove such items, including the allocation of any costs and resulting condition of the premises following such removal. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such terms, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the inventory to the District. The arbitrator shall have full authority to determine the final inventory, scope of removal, cost and related matters in dispute.

#### SECTION 10B. Credit for Facility Improvements.

CVCC and the District agree that CVCC has made significant and identifiable capital improvements and renovations to the premises during the period that it has occupied the premises. The parties agree that CVCC should receive monetary recognition from the District, in



the form of a monetary credit or offset, for the CVCC's capital improvements, including renovations that CVCC has made during the immediate five (5) fiscal years ending June 30, 2022. Commencing no later than April 1, 2022, CVCC shall complete a full and comprehensive listing of identifiable capital improvements and renovations it has made to the premises during the above referenced timeframe, which, at a minimum, shall include a description, location, and cost the improvement to the premises. The listing shall be provided to the District within forty-five (45) days of its completion or not later than May 15, 2022. Within forty-five (45) days of receiving the list from CVCC, the District shall notify CVCC, in writing, of its acceptance of the list or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's list. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the list of Facility Improvements and to resolve any differences between the parties regarding the list and to determine the amount of any credit or offset CVCC shall receive for the improvements. The parties shall also determine the specific manner in which any credit or offset shall be recognized and conveyed to CVCC. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such terms, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the list of the capital improvements to the District. The arbitrator shall have full authority to determine the capital improvements and donations to be recognized, the amount of any credit or offset to be provided to CVCC the manner in which any credit or offset shall be conveyed and related matters in dispute.

#### SECTION 10C. Donations.

CVCC and the District agree that over the preceding five years the District has received donations from donors with CVCC as the intended beneficiary of the donation. The parties agree that CVCC should receive the full benefit of such donations consistent with the intent of such donors. Commencing no later than March 15, 2022, CVCC shall complete a full and comprehensive listing of identifiable donations made to or received by the District where CVCC was the intended beneficiary of the donation during the preceding five calendar years, but the full monetary amount or benefit of such donation was not directed to or will not be realized by CVCC as a result of it becoming an independent school district. The listing shall be provided to the District within forty-five (45) days of their completion or not later than May 1, 2022. Within forty-five (45) days of receiving the list from CVCC, the District shall notify CVCC, in writing, of its acceptance of the list or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's list. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the list of donations, to resolve any differences between the parties regarding the list and to determine the manner to transfer such donations to CVCC. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such



terms during mediation, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the list to the District. The arbitrator shall have full authority to determine the donations and amounts to be recognized, the manner in which any donation shall be conveyed to CVCC and any related matters in dispute.

SECTION 11. Successors and Assigns.

No rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the successors and assigns of the said parties without the prior written consent of the other, which shall not be unreasonably withheld.

SECTION 12. Construction.

This Agreement, and all matters or issues collateral hereto, is governed by the laws of the State of Vermont. If any provision of this Agreement is determined by a court to be void or unenforceable, the same will in no way affect any other provision of this Agreement. The headings of the clauses of this Agreement are solely for the purpose of convenience and are not to be used in the construction of any provision. No preference shall be given to the interpretation of this Agreement based on representation, primary language or other categorical preference. All terms shall be interpreted to require the reasonable decision and acts of the respective parties.

SECTION 13. Entire Agreement, Modification.

This Agreement contains the final and complete understanding of the parties' agreement relating to the subject matter herein contained. This Agreement supersedes all previous negotiations and agreement. This Agreement cannot be orally waived or altered in whole or in part. The captions of sections are inserted as a matter of convenience and in no way affect or define the scope or intent of this Agreement or any provision thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written above.

IN THE PRESENCE OF:

CENTRAL VERMONT CAREER CENTER DISTRICT



By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF VERMONT  
\_\_\_\_\_ COUNTY, SS.

This record was acknowledged before me on \_\_\_\_\_, 2022 by \_\_\_\_\_ as  
Authorized Agent of the Central Vermont Career Center District.

Before me,

Notary Public State of Vermont  
Commission Expires:

\_\_\_\_\_

IN THE PRESENCE OF:

BARRE UNIFIED UNION SCHOOL DISTRICT

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF VERMONT  
\_\_\_\_\_ COUNTY, SS.

This record was acknowledged before me on \_\_\_\_\_, 2022 by \_\_\_\_\_ as  
Authorized Agent of the Barre Unified Union School District.



Before me,

Notary Public State of Vermont  
Commission Expires:

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## APPENDIX C: DISTRICT ORGANIZATIONAL MEETING: BUSINESS TO BE TRANSACTED

The Secretary or the Secretary's designee shall call the District organizational meeting to order. The voters of the District shall transact the following business at the organizational meeting, with all votes conducted "from the floor:"

- i. To elect a temporary presiding moderator and clerk of the District from among the qualified voters of the district.
- ii. To swear in the members of the Transitional Board created in Article III, who shall immediately assume office.
- iii. To adopt Robert's or other rules of order, which shall govern the parliamentary procedures of the organizational meeting and all subsequent annual and special meetings of the District.
- iv. To elect the following officers of the District from among the qualified voters of the district, which officers shall assume office upon election and serve for a term of one year or until their successors are elected and qualified: *Moderator; Clerk; and, Treasurer.*
- v. To determine a date and location for the first annual meeting of the District and all subsequent annual meetings, which shall be not earlier than February 1 and not later than the last day of February in each year.
- vi. To determine and approve compensation, if any, to be paid to officers of the District.
- vii. To determine and approve compensation, if any, to be paid to members of the District Board.
- viii. To establish provisions for the payment of any expense incurred by the District before it becomes fully operational on July 1, 2022 under a voter-approved budget for the fiscal year beginning on that date
- ix. To authorize the District to borrow money pending receipt of payments from the State Education Fund by the issuance of its notes or orders payable not later than one year from date: provided, however, that the District is authorized by Vermont Statutes to borrow sufficient funds to meet pending obligations.
- x. To determine whether to authorize the Board of School Directors, pursuant to the provisions of 16 V.S.A. § 563(10) & (11)(C), to provide mailed notice to residents of the availability of the Annual Report and proposed school budget in lieu of distributing the Annual Report and proposed budget.
- xi. To transact any other business, the subject matter of which has been included in the warning, that the voters have power to transact at any annual or special meeting and transact any nonbinding business that may legally come before the voters.



**APPENDIX D: INITIAL TERMS OF OFFICE FOR ELECTED AT-LARGE BOARD MEMBERS**

Each of the four largest member districts, as determined by the most recent official decennial US Census, will each have an elected at-large board member serving on the District Board. As of October 1, 2021, the four largest member districts are the Barre Unified Union School District, Harwood Unified Union School District, Washington Central Unified Union School District and Montpelier Roxbury School District.

The term of office for each elected at-large board member shall be three (3 years). As it is in the interest of the District that the terms for elected at-large board members shall be staggered, the chart below defines the initial term of office and subsequent election year for each member district elected at-large board seat.

<u>Member District</u>	<u>Initial Term (Years)</u>	<u>Subsequent Election Years</u>
Barre Unified Union School District	3	2025, 2028, ...
Harwood Unified Union School District	3	2025, 2028, ...
Washington Central Unified Union School District	2	2024, 2027, ...
Montpelier Roxbury School District	1	2023, 2026, ...



## APPENDIX E: EQUAL PROTECTION CLAUSE MEMORANDUM

# LYNN, LYNN, BLACKMAN & MANITSKY, P.C.

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October 19, 2021

Michael R Deweese, Ed.D.  
d/b/a Branch Schoolhouse Consulting, LLC  
802.238.7710  
[mdeweese1@icloud.com](mailto:mdeweese1@icloud.com)

**Re: Proposed Central Vermont Career Center School District Board Membership**

Dear Mr. Deweese:

I am writing to discuss the current proposal set forth by the Barre Unified Union School District #61, Cabot School District, Harwood Union Unified School District #42, Montpelier-Roxbury School District #69, Twinfield Union School District, and Washington Central Unified Union School District #32 for the Board membership of the Central Vermont Career Center School District (“CVCC”) and whether it meets the requirements of the Equal Protection Clause of the United States Constitution.

The CVCC §1572 Committee members have drafted By-Laws for the Central Vermont Career Center School District, as required by the Vermont Agency of Education, proposing creation of a Regional Career Technical Center School District. Article III establishes the initial membership of each member district on the CCVD Board of Directors. The Board will have a total of 10 members, with one member appointed from each of the six member district school boards, as well as four members elected at-large, one from each of the four largest member districts as determined by the most recently finalized decennial U.S. Census. As of the District’s origination, the four largest member districts are: Barre Unified Union School District, Harwood Unified Union School District, Washington Central Unified Union School District and Montpelier-Roxbury School District. At-Large members to the Board shall be elected from their respective school districts of residency. Initial at-large members will be elected on March 1, 2022 contingent on the formation of the Central Vermont Career Center School District. Board membership will be recalculated promptly following the release of each decennial census.

The Equal Protection Clause of the Fourteenth Amendment requires equal voting strength and protects against dilution of the right to vote by disproportionate representation. This guarantee extends to the election of a local school official who exercises general governmental powers. *Hadley v. Junior Coll. Dist.*, 397 U.S. 50, 53 (1970). Mathematical precision, however, is not necessary; rather “the overriding objective must be substantial equality of population among the various districts.” *Reynolds v. Sims*, 377 U.S. 533, 569, 579 (1964). The Supreme Court has held that, generally, an apportionment plan with a maximum population deviation under 10% is considered a minor deviation. *Brown v. Thomson*, 462 U.S. 835, 842 (1983). A plan with larger disparities, however, remains Constitutional if there is a rational basis for the larger deviation. *Reynolds*, 377 U.S. at 579.



“The determination of whether the equal protection clause's guarantee of equal voting strength applies to a governmental body requires a two prong analysis.” *Winburn v. Bennington-Rutland Supervisory Union*, 732 F. Supp. 29, 31 (D. Vt. 1990). “First, the body must be ‘elected’ [as opposed to appointed].” *Id.* (citing *Hadley*, 397 U.S. at 56, 90 S.Ct. at 795). “Second, the entity must perform governmental functions which are general enough and have sufficient impact throughout the district as to require that elections to that body comply with equal protection strictures.” *Id.* (citing *Hadley*, 397 U.S. at 54, 90 S.Ct. at 794; *Barnes v. Board of Directors, Mt. Anthony Union High School Dist.*, 418 F.Supp. 845, 847 (D.Vt. 1976)). “[R]estricting the class of people who may be appointed does not change appointment to election.” *Id.* at 32 (quoting *Rosenthal v. Board of Educ.*, 385 F.Supp. 226 (E.D.N.Y.1974), *affirmed without opinion*, 420 U.S. 985, 95 S.Ct. 1418, 43 L.Ed.2d 667 (1975)).

Here, six of the ten members are appointed from the respective member school boards, not elected. As the majority of the Board is appointed, not elected, there is no deviation from the proportionality requirements. *See Winburn*, 732 F. Supp.at 32 (“Because the court holds that BRSU representatives are “appointed” rather than “elected” officials, there is no need to reach the issue of whether the BRSU performs governmental functions which are general enough and have sufficient impact throughout the supervisory union as to require that elections to that body comply with equal protection strictures”). Regardless, the addition of the four members from the four largest districts, elected at-large, addresses any further concerns about proportional representation. *See Barnes*, 418 F. Supp. at 852–53 (approving at-large election of board members allotted by town). Accordingly, there is no deviation in excess of the permissible limits.

Furthermore, there is no indication that any specific group of people are being discriminated against based on the current apportionment plan. Nor is there evidence of gerrymandering to support some political party or belief.

Lacking any evidence of a bias tending to favor particular political interest or geographic areas, considering the rational basis for the proposed Board member apportionment scheme, and considering the apparent strict compliance with constitutional dictates, it is our opinion that your apportionment plan would likely pass Constitutional muster.

Please feel free to contact me with any questions.

Sincerely,

LYNN, LYNN, BLACKMAN & MANITSKY, P.C.

/s/ Pietro J. Lynn

Pietro J. Lynn, Esq.  
[plynn@lynnlawvt.com](mailto:plynn@lynnlawvt.com)



## APPENDIX F: COMMITTEE MEETING MINUTES

155 Ayers Street, Suite #2  
Barre, VT 05641

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(802)-476-4045 (fax)

www.cvtcc.org



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Director (ext. 1138)

Scott Griggs  
Assistant Director (ext. 1045)

Stefanie Seng  
School Counseling Coordinator (ext. 1156)

Kathi Fuller  
Student Support Coordinator (ext. 1258)

Wayne Tozzi  
Co-op Education Coordinator (ext. 1137)



### GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom  
April 15, 2021 - 6:00 p.m. - 7:30 p.m.

#### MINUTES

#### **Board Members Present**

Pam Benoit (Benoit Electric) Kim Bolduc  
(Bolduc Recycling) Judy Bourbeau (DOL)  
Maureen Hebert (Vermont Technical) Tim Jones  
(Harwood)

Clifton Long (CVCC) Jenna  
Osmund (Cabot) Jill Remick  
(Montpelier)  
Flor Diaz - Smith (U-32/Wash. Central) Chris  
Tormey (Twinfield)

#### **Non-Board Members Present**

Mike Deweese (Consultant) Penny Chamberlin  
(CVCC) - Staff

Scott Farr (River Valley)- Staff Stephanie Olsen  
(Clerk/Recorder)

Scott Griggs (CVCC) - Staff

#### **Board Members Absent**

Guy Isabelle (BUUSD Board Member)

#### **Guests Present:**

#### **Non-Board Members Absent**

As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order:** Ms. Penny Chamberlin called the Thursday, April 15, 2021, Regular meeting to order at 6:02 p.m., which was held via video conference.
2. Ms. Penny Chamberlin (Director) introduced the Central Vermont Career
  - 2.1. CVCC Currently has 12 programs with increasing enrollment. They serve industry partners and schools for 18 towns.
  - 2.2. Current governance for the Central Vermont Career Center is the Barre Unified Union Supervisory District.
3. **Election of Chair and Vice Chair/Action**
  - 3.1. **Committee was asked to nominate someone to serve as the Chair of the Governance Study Committee. On a motion by Kim Bolduc, seconded by Jill Remick, the committee unanimously voted to approve Flor Diaz-Smith as the Chair of the Committee**



- 3.2. **Flor Diaz-Smith asked the committee to nominate a Vice Chair to the Committee. On a motion by Clifton Long, the Committee unanimously voted to approve Jill Remick as the Vice Chair of the Committee.**

#### 4. Housekeeping

- 4.1. After the second meeting, the committee may need to decide on adding more dates into the schedule or to lengthen the time of the current meetings.
- 4.2. Quorum: The committee has 11 voting members. In order to have a quorum, we will need at least 6 voting members present for each meeting.
- 4.3. **Committee agreed to having a “Thumbs Up” or “Thumbs Down” approach for decision making. If a member gives a “Thumbs Down”, the member will need to give a reason for their decision.**
- 4.4. Stephanie Olsen will be taking meeting minutes and sending members information prior to each meeting. Information, meeting dates, Zoom invites, and other resources will also be found on the Central Vermont Career Center website ([www.cvtcc.org](http://www.cvtcc.org))
- 4.5. **Media relations: The committee will be using the Times Argus as our media relations source. There will also be posts made on the Central Vermont Career Website and Front Porch Forum in order to reach more community members. The committee unanimously agreed to have Flor Diaz-Smith and Jill Remick be the committee media spokespersons.**

#### 5. The Committee’s Formation & Charge

- 5.1. This committee focus will be to make one of two decisions.
  - 5.1.1. The Central Vermont Career Center does not need a new governance structure.
  - 5.1.2. The Committee would like to study the benefits of the Central Vermont Career Center creating a new governance structure.

#### 6. Flow and Process

- 6.1. If the committee decides to do a study, Mike Deweese will draft a report under the direction of the committee in support of a new governance structure. If approved by both the committee and authorities, this report will be voted on by the voters by all schools in the service region of Central Vermont Career Center.
- 6.2. Ultimately, the voters will have the final say on if there will be a governance change for the Central Vermont Career Center. All school districts will be voting on this approach. The report will be available to all voters.
- 6.3. If voters approve, a board will meet composing on representatives from each sending school district.

#### 7. A Starting Point

- 7.1. Currently the governing board is the Barre Union Unified School District that oversees CVCC, Barre Town Elementary and Middle School, Barre City Elementary and Middle School and Spaulding High School.
- 7.2. Regional Advisory Board: Makes recommendations to the BUUSD Board on behalf of CVCC.
- 7.3. The BUUSD is governed by Barre Voters, other service regions do not have a voting voice.

#### 8. Comments, Questions, Ideas and Concerns

- 8.1. How do districts see the costs of Central Vermont Career Center in their budgets? This tuition will be based on the 6 semester average of full time students by that sending school.
- 8.2. What will be the best way to articulate this tuition based system to the voters?
- 8.3. Does having a tuition based 6 semester average of full time students serve as a disincentive to sending schools? It has not been a disincentive in other Tech Center such as River Valley Technical Center.
- 8.4. What will this change of governance mean for programming? This will enable the board to focus on CTE, the region, the voices, the input from industry, our sending schools, budgets, and supervisory services.
- 8.5. Has there been any affirmatives to study this from the current governing board? Yes, they discussed this and encouraged CVCC to do this study. They understand why this want to be studied.
- 8.6. As far as when this was presented to the board, would this governance be in a separate issue? This is a separate issue than the Re-Envisioning committee. This committee is in charge of looking at if CVCC needs a new more central location. We can have a new governance structure in our current building.
- 8.7. What are the offerings we have and what are the breakdowns of the students coming from the sending schools now?
- 8.8. What is the ideal square footage for the center if you were to relocate? If we continue to offer the current programs we have with the capacity we have now, we are occupying 41,000 square feet right now, we would need 90,000 square



feet.

- 8.9. With re-envisioning, would there be more programs you would be offering? Yes, there would be an expansion of 2 or 3 programs in heavy trades and an additional 2 Exploratory Technology programs.
- 8.10. Would students not be enrolled in their sending school anymore but a full time student at CVCC? Would this mean that they would graduate from CVCC? Both models have been considered. Even with moving to a different location, CVCC has decided to continue with a similar delivery model with students going back to their sending high school.
- 8.11. What is your flexibility to recruit at other sending schools? CVCC provides demonstrations and conversations with students at their sending schools in order to recruit new students. There is a new initiative to target recruiting middle school students.

- 9. Next Meeting Date: The next meeting will be held on Monday, April 26, 2021 at 6:00 p.m. via video conference (Zoom). All materials will be sent to committee members the Friday prior to the meeting.

**10. Adjournment**

**On a motion by Tim Jones, seconded by Jill Remick, the Committee unanimously voted to adjourn at 7:35 p.m.**

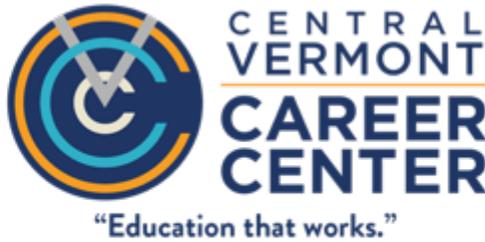
Respectfully submitted,  
*Stephanie Olsen*



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Kathi Fuller  
Student Support Coordinator (ext. 1258)

Wayne Tozzi  
Co-op Education Coordinator (ext. 1137)



### GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom April 26, 2021 - 6:00 p.m. - 7:30 p.m.

### MINUTES

#### Board Members Present

Pam Benoit (Benoit Electric)  
Kim Bolduc (Bolduc Recycling)  
Judy Bourbeau (DOL)  
Maureen Hebert (Vermont Technical)  
Tim Jones (Harwood)

Clifton Long (CVCC)  
Jenna Osmund (Cabot)  
Jill Remick (Montpelier)  
Flor Diaz - Smith (U-32/Wash. Central)  
Guy Isabelle (BUUSD Board Member)

#### Non-Board Members Present

Mike Deweese (Consultant)  
Penny Chamberlin (CVCC) - Staff  
Scott Farr (River Valley) - Staff

Stephanie Olsen (Clerk/Recorder)  
Scott Griggs (CVCC) - Staff

#### Board Members Absent

Chris Tormey (Twinfield)

#### Guests Present

David Delcore - The Times Argus

As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order:** Ms. Flor Diaz-Smith called the Monday April 26, 2021, Regular meeting to order at 6:02 p.m., which was held via video conference.
2. **Additions and/or Deletions to the Agenda**



**Addition: Approval of Minutes for April 15, 2021 Regular Meeting.**

**3. Approval of Minutes**

- 3.1. **On a motion by Judy Bourbeau, seconded by Guy Isabelle, the Committee unanimously voted to approve the Minutes of the April 15, 2021 Regular Meeting.**

**4. New Business**

- 4.1. Contrasting the Current Regional CTE Center and a Prospective Regional CTE Center School District Governance Structure/Action

- 4.1.1. Penny Chamberlain, CVCC Director, and Scott Farr, River Valley Technical Center Superintendent, presented a Tee Chart to display the current state of the Central Vermont Career Center with the present governance structure being the BUUSD. Scott Farr presented a proposed state of CVCC with a separate governance structure. The committee discussed how a new governance structure would support sending regions, a full time vs half time student day schedule, financial implications, supervisory services, curriculum development and design, and having a shared campus
- 4.1.2. River Valley Tech Center's board consists of industry members, service region representation, at-large members. The representation from the service region is weighted by attendance numbers of that particular sending school. This is a potential structure that CVCC would follow if a new governance structure is supported.
- 4.1.3. The committee discussed and deliberated how a new governance would affect how a student day would be structured. After discussion from sending schools in previous initiatives, CVCC would continue to execute a half day schedule as currently used.
- 4.1.4. Committee discussed types of superintendent services that would be included in a new governance structure. Curriculum is already developed from industry partners, directors, and instructor's guidance. There would be a need for technological personnel and human resources personnel to be hired.
- 4.1.5. In order to accept more students into the Career Center, the center is in need of more space. This is being discussed in the Re-Envisioning process. This initiative is separate from the Governance Study Committee.
- 4.1.6. **On a motion by Tim Jones, seconded by Guy Isabelle, the Committee unanimously voted to prepare a report in the form of an agreement among the school districts located in the CVCC service region consistent with 16 VSA §1572.**
- 4.1.7. **Roll Call: Janna Osman- Yes  
Maureen Hebert - Yes Pam Benoit - Yes  
Judy Bourbeau - Yes Jill Remick - Yes  
Guy Isabelle - Yes Kim Bolduc - Yes Tim Jones - Yes  
Flor Diaz- Smith - Yes Clifton Long - Yes**

- 4.2. Lease with BUUSD

- 4.2.1. With a vote to prepare a report in support of a new governance structure for CVCC, the committee deliberated on appointing an attorney to work on a lease agreement with the BUUSD.
- 4.2.2. **On a motion by Jill Remick, seconded by Maureen Hebert, the Committee unanimously voted to appoint Attorney Chris Leopold to represent the committee on the Lease agreement with the BUUSD.**
- 4.2.3. 4.2.3.

**5. Old Business**

- 5.1. CVCC Director's Report on Committee Questions from Prior Meeting

- 5.1.1. Penny prepared materials to answer questions from committee members from the April 15, 2021 meeting. This included data from 10 years of enrollment and FTE count for CVCC by town.



- 5.1.2. Data shows how trends in attendance from sending school dictates tuition costs from year to year. Committee discussed how this would be influenced by a new governance structure.

**6. Comments, Questions, Ideas and Concerns**

- 6.1. Public present had no questions, comments, ideas or concerns at this time.
- 6.2. Are you experiencing challenges from alternative programs such as internships, career explorations or others?
- 6.3. How will this decision to draft a report in support of a new governance impact the need for expansion? It will not impact this at all. Re-Envisioning will be guiding CVCC in location exploration. A separate governance structure would not require a move from current location.
- 6.4. Could a new board move the center from a half day to a full day schedule? A new board could make this decision. There does need to be collaboration from service region and community input.
- 6.5. Will CVCC be able to accept more students if there is a change in governance? No, the center is at capacity in its current situation. Re-Envisioning will be examining this issue.
- 6.6. When the service regions are voting on to pass a new governance structure, will that article appear in a separate article or would it be lumped in with the sending school budget? Central Vermont Career Center's budget and a governance vote will appear in its own article.
- 6.7. If the Central Vermont Career Center does not pass its budget, would there be a revote until the budget passes? Yes.

**7. Future Agenda Items**

- 7.1. Make up of the Board - Tabled from April 26, 2021 meeting to next meeting

8. Next Meeting Date: The next meeting will be held on Tuesday May 11, 2021 at 6:00 p.m. via video conference (Zoom). All materials will be sent to committee members the Friday prior to the meeting.

**9. Adjournment**

**On a motion by Judy Bourbeau, seconded by Janna Osman, the Committee unanimously voted to adjourn at 7:28 p.m.**

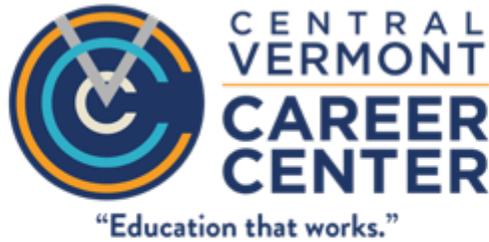
Respectfully submitted,  
*Stephanie Olsen*



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### GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom May 11, 2021 - 6:00 p.m. - 7:30 p.m.

### MINUTES

#### **Board Members Present**

Pam Benoit (Benoit Electric) Kim Bolduc  
(Bolduc Recycling) Judy Bourbeau (DOL)  
Chris Tormey (Twinfield)

Clifton Long (CVCC) Jill Remick  
(Montpelier)  
Flor Diaz - Smith (U-32/Wash. Central) Guy  
Isabelle (BUUSD Board Member)

#### **Non-Board Members Present** Mike

Deweese (Consultant) Penny Chamberlin  
(CVCC) - Staff Scott Farr (River Valley)- Staff

Stephanie Olsen (Clerk/Recorder) Jody  
Emerson - Staff

#### **Board Members Absent**

Maureen Hebert (Vermont Technical College) Tim Jones (Harwood)  
Janna Osmund (Cabot)

#### **Guests Present**

As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday May 11, 2021, Regular meeting to order at 6:02 p.m., which was held via video conference.**
2. **Additions and/or Deletions to the Agenda**  
No additions and/or deletions were needed for the May 11, 2021, regular meeting.
3. **Approval of Minutes**
  - 3.1. **Amendment: Add Committee Member Clifton Long's vote of 'Yes' to the roll call in support of the committee continuing to study a new governance structure and to prepare a report to present to the Agency of Education with their findings and recommendations.**
  - 3.2. **On a motion by Judy Bourbeau, seconded by Guy Isabelle, the Committee unanimously voted to approve the Minutes with mentioned edits of the April 26,**



## 2021 Regular Meeting.

### 4. New Business

#### 4.1. Makeup of the Governing Board

- 4.1.1. Michael Deweese presented information regarding legal obligations for forming a governing board. Sixty to 100 percent of the board must come from each sending school district.
- 4.1.2. Michael Deweese shared board make up models from the three successful technical centers with their own governance structures.
- 4.1.3. The committee deliberated on the advantages and disadvantages of all three models presented.
- 4.1.4. To go along with Mr. Deweese's presentation of obligations to a board formation, percentages of population and enrollment were presented to aid in discussion about if there should be a weighted vote per attendance from each sending district.
- 4.1.5. Committee agreed there should be industry partners present on the new school board as they can help to drive curriculum and career development. Another member asked if there could be members who participated in the board who could be non-voting. Other boards currently do have members present who are non-voting.
- 4.1.6. The committee deliberated regarding continuing to form a Regional Advisory Board along with having both district representatives and industry partners present on the new board. Ultimately, this decision will be made by the new board.
- 4.1.7. The importance of having either a State of Vermont employee or a board member that is in direct contact with the Apprenticeship programs for Plumbing and Electrical was discussed. The importance of both the Regional Advisory Board and Program Specific Advisory Boards were also noted.
- 4.1.8. Michael Deweese suggested that the committee come up with a set of by-laws that the new board would be following. They would have the power to amend or make additions to the by-laws as needed.
- 4.1.9. The board agreed that having two students who would be non-voting members as part of the new board would be an advantage. Having student voices represented is important.
- 4.1.10. The board agreed that a board between the number of eight to eleven members would be ideal. The board asked Michael Deweese to recommend options of a board make up that would best fit the needs of the Central Vermont Career Center.

### 5. Old Business

#### 5.1. Update of Lease Negotiations

- 5.1.1. On May 5, 2021 Attorney Chris Leopold was hired to work with the Governance Study Committee and the BUUSD's Attorney Pietro Lynn on the lease agreements between the BUUSD and Central Vermont Career Center.

### 6. Committee Comments, Questions, Ideas and Concerns

- 6.1. With a new governance structure, will the Central Vermont Career Center still accept students that are out of the sending school district?
  - 6.1.1. Yes. Students who are seeking a specific program from a technical center have the option to attend a center that has that program if the technical center in their service region does not include that program.
  - 6.1.2. Would it be important to have the new members also be current school board members for their district?
  - 6.1.3. Would industry partners who would be interested in serving on the board have to be residents of the service region of CVCC?



7. Future Agenda Items

7.1. With the suggestions made by the committee, Michael Deweese will be preparing recommendations for the committee to discuss and come to a decision on what composition will work best for Central Vermont Career Center.

7.2. Committee will begin to discuss the terms of office of board members of the new governing board.

8. **Adjournment**

**On a motion by Pam Benoit, seconded by Jill Remick, the Committee unanimously voted to adjourn at 7:31 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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## GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom  
May 20, 2021 - 6:00 p.m. - 7:30 p.m.

### MINUTES

#### Board Members Present

Pam Benoit (Benoit Electric)  
Kim Bolduc (Bolduc Recycling) Judy  
Bourbeau (DOL)  
Chris Tormey (Cabot) Clifton Long  
(CVCC) Jill Remick (Montpelier)

Flor Diaz - Smith (U-32/Wash. Central)  
Guy Isabelle (BUUSD Board Member) @7:25  
Janna Osman (Twinfield)  
Maureen Hebert (Vermont Technical College)

#### Non-Board Members Present Mike

Deweese (Consultant) Penny Chamberlin  
(CVCC) - Staff Scott Farr (River Valley)-  
Staff

Stephanie Olsen (Clerk/Recorder) Jody  
Emerson - Staff

#### Board Members Absent

Tim Jones (Harwood)

#### Guests Present

As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order:** Ms. Flor Diaz-Smith called the Thursday, May 20, 2021, Regular meeting to order at 6:06 p.m., which was held via video conference.
2. **Additions and/or Deletions to the Agenda**  
No additions and/or deletions were needed for the May 20, 2021, regular meeting.



3. Approval of Minutes

- 3.1. **On a motion by Chris Tormey, seconded by Kim Buldoc, the Committee unanimously voted to approve the Minutes of the May 11, 2021 Regular Meeting.**

4. New Business

4.1. Terms of Office

- 4.1.1. Michael Dewese presented his recommendations for the terms of office for the new board. The first six seats belonging to board members of each of the service region districts would be appointed on an annual basis. The other four seats would be elected for three-year terms. The votes would be staggered in order to have an election every year in one of those districts.
- 4.1.2. Members of the committee felt finding a member to commit for three years might pose a difficult challenge.
- 4.1.3. Having the already established Regional Advisory Board having members that have longer terms than one year has proven to be a benefit to CTE.
- 4.1.4. The committee took a vote to see how many members were in favor of Michael's recommendations, those who are indifferent to Michael's recommendation, and those who oppose Michael's recommendation.

**Those in favor of Michael's recommendation: Flor Diaz-Smith**

**Judy Bourbeau Jill Remick**

**Maureen Hebert Clifton Long**

**Those who are indifferent to Michael's recommendations: Kim Bolduc**

**Janna Osman Pam Benoit Chris**

**Tormey**

**Those opposed to Michael's recommendation:**

**This roll call will help guide the draft of the report to the state. A final decision will be made in future meetings.**

4.2. Collective Bargaining Agreement

- 4.2.1. There are three collective bargaining agreements that affect the district - Teachers, Paraprofessionals, & Maintenance employees.
- 4.2.2. A recommendation was made to take the existing collective bargaining agreement and carry it over into the initial beginning of the new district.
- 4.2.3. Two or three agreements might expire before the districts vote on the new governance structure. This might make carry-over difficult.
- 4.2.4. Scott Far, River Valley Technical Center Superintendent, shared that they also continued the existing agreement and were able to create their own as they became more established.
- 4.2.5. Upon contacting the Union Representative, she mentioned that the teachers at CVCC will have the right to stay members of the BEA if there will be a change in governance. This change in governance will create a chance for contracts and salaries will be more tailored to CTE. This will also allow CVCC to employ more instructors from industry who can be compensated for their experience and training in that particular career field.

4.2.6 The board's interest would be to continue the existing agreement with the BEA and carry it over into the initial beginning of the new district. Michael will be contacting those who are included with collective bargaining agreements with notice of the committee's discussion around creating a new governance structure and how that will affect the collective bargaining agreement. Michael will be included in his report.

#### 4.3 Timeline of Process

4.3.1 Michael Deweese presented two options for the committee to discuss interms of the timeline of completion of this initiative. The first option would have the report prepared and presented to the Secretary of Education between October and December of 2021. Following the approval by the Secretary of Education, the service region would be voting in March of 2022. The first annual meeting would be held in March of 2023 with plans of CVCC operating under its own governance structure for the 2023-2024 school year. The second option would have the committee having the report prepared and presented to the Secretary of Education in July 2021. Following the approval of the Secretary of Education, the service region would be voting in December of 2021. The first annual meeting would be held in February of 2022 with plans of CVCC operating under its own governance structure for the 2022-2023 school year.

4.3.2 The committee decided that the timeline that would be most successful for this initiative would be the option that would be the first option having the report prepared for the Secretary of Education between October and December 2021. Following the approval by the Secretary of Education, the service region would be voting in March of 2022. The first annual meeting would be held in March of 2023 with plans of CVCC operating under its own governance structure for the 2023-2024 school year.

#### 5 Old Business

##### 5.1 The makeup of the Governing Board

5.1.1 Michael Deweese presented to the board the recommendations of the formation of a new board for CVCC under its own governance structure after consulting with attorney Pietro Lynn.

5.1.2 Upon conversation with Attorney Pietro Lynn regarding the laws around board formation. The law will not allow the board to set aside seats for particular special interest board members as voting seats.

5.1.3 The governing board must have sixty percent of members representing each of the sending school regions. This would mean that each board member would be an appointed member from each sending school district

5.1.4 Michael Deweese proposed a board with 10 members. The first six seats would be held by each of the sending school districts (Barre UUSD Board Member, Harwood UUSD Board Member, Washington Central UUSD Board Member, Montpelier-Roxbury SD Board Member, Twinfield Unified SD Board Member, Cabot SD Board Member). The next four seats would be composed of elected at-large members from the four largest sending school districts. (Barre UUSD Resident, Harwood UUSD Resident, Washington Central UUSD Resident, & Montpelier-Roxbury SD Resident)

5.1.5 The committee discussed and deliberated Michael Deweese's proposal in choosing what would be best for CVCC's new governance structure.

- 5.1.5.1 The committee agreed that having an even number of board members could create conflict by having a possible tied vote. The majority of the committee would like to see the voting board at an odd number.
- 5.1.5.2 Those who are appointed from industry would have to be non-voting members (26)
- 5.1.5.3 After a discussion around having an odd number of voting board members, the committee decided Sixty percent of the board would be populated by each of the service region schools. The remaining forty percent will be populated by at-large members who represent the schools with the larger population in the service region. There will be an odd number of voting members with the chair having a vote only to break a possible tie.
- 5.1.5.4 Michael Deweese will bring the committee's decision and consult with Attorney Pietro Lynn for clarification if we can have the chair as a member who will only vote to break the tie.
- 5.1.6 Draft of Governance Study Committee Report
  - 5.1.6.1 The draft of the report that was presented by Mike Deweese at the meeting that was included in the material packet will be used to build the agenda for the upcoming meetings.
  - 5.1.6.2 This report will include the by-laws that will be discussed at a future meeting.
- 6 Committee Comments, Questions, Ideas, and Concerns
  - 6.1 If the chair is not a voting member that only breaks the vote in a tie, would that chair be part of the sixty percent - forty percent composition?
  - 6.2 Can we have a non-voting chair member only vote to break a tie included in the by-laws legally?
- 7 Future Agenda Items
  - 7.1 There will be a new poll sent out to members that would extend the number of meetings being held as discussed.
- 8 **Adjournment**  
**On a motion by Penny Chamberlin, seconded by Maureen Hebert, the Committee unanimously voted to adjourn at 7:29 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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**Scott Griggs**  
Assistant Director (ext. 1045)  
**Stefanie Seng**  
School Counseling Coordinator (ext. 1156)  
**Kathi Fuller**  
Student Support Coordinator (ext. 1258)  
**Wayne Tozzi**  
Co-op Education Coordinator (ext. 1137)



**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom June 15, 2021 - 6:00  
p.m. - 7:30 p.m.

**MINUTES**

**Board Members Present**

Kim Bolduc (Bolduc Recycling) Judy  
Bourbeau (DOL)  
Clifton Long (CVCC) Jill Remick  
(Montpelier)

Flor Diaz - Smith (U-32/Wash. Central) Guy  
Isabelle (BUUSD Board Member) Maureen  
Hebert (Vermont Technical College)

**Non-Board Members Present** Mike  
Deweese (Consultant) Stephanie Olsen  
(Clerk/Recorder)

Jody Emerson (CVCC Director)

**Board Members Absent**

Pam Benoit (Benoit Electric)  
Chris Tormey (Cabot)

Tim Jones (Harwood)  
Janna Osman (Twinfield)

**Non-Board Members Absent**

Scott Farr (River Valley) - Staff

**Guests Present**

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.**



1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday 15, 2021, Regular meeting to order at 6:02 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda  
Addition: Open Meeting Law Requirements
3. Approval of Minutes
  - 3.1. **On a motion by Kim Buldoc, seconded by Jill Remick, the Committee unanimously voted to approve the Minutes of the May 20, 2021 Regular Meeting.**
4. New Business
  - 4.1. Open Meeting Law Requirements
    - 4.1.1. Due to Governor Phil Scott lifting the COVID restriction, there must be a physical location for the CVCC Governance Study Committee meetings. The committee unanimously decided to continue meetings with a hybrid model. Meetings will be held at the Central Vermont Career Center in room 136. Stephanie Olsen and Jody Emerson will be on site to facilitate.
  - 4.2. Meeting with Attorney Donna Russo-Savage
    - 4.2.1. The executive committee met with Attorney Donna Russo-Savage in regards to the availability of opportunities for the new governance structure and the process at work. The executive committee reported that Mrs. Russo-Savage will be of assistance with answering questions but cannot give legal advice.
5. Old Business
  - 5.1. Lease Agreement
    - 5.1.1. Attorney Chris Leopold will be working with BUUSD attorney Pietro Lynn regarding lease agreement at the end of the month.
  - 5.2. Draft of Governance Study Committee Report
    - 5.2.1. The committee reviewed the draft sections recommended by Michael Deweese. Members deliberated and discussed each recommendation. The committee will vote on the final sections towards the end of the process.
      - 5.2.1.1. Mission - the committee unanimously agreed upon the recommended mission statement.
      - 5.2.1.2. Article 1: Name and Membership
        - 5.2.1.2.1. Section 1 - Name of District: The committee unanimously approved the recommended name of the district.
        - 5.2.1.2.2. Section 2 - Member School District: The committee unanimously approved the recommendation made regarding membership.
      - 5.2.1.3. Article II: Goals, Duties and Authority
        - 5.2.1.3.1. Section 1: Duties and Authority of the Governing Board
          - 5.2.1.3.1.1. The committee discussed and approved the recommendations brought forth by Michael Deweese.
        - 5.2.1.3.2. Section 2: Student Goals
          - 5.2.1.3.2.1. The committee discussed and deliberated the recommendations

regarding student goals. The addition of having students have the opportunity to earn National Recognized Credentials was included in this section.

5.2.1.4. Article III: Board Membership

5.2.1.4.1. Section 1: Composition of Board

5.2.1.4.1.1. The committee approved the recommendation made regarding composition of the board

5.2.1.4.2. Section 2: Non-Voting Members

5.2.1.4.2.1. The committee reviewed the recommendations and made the addition to include student representation as part of the non-voting members of the board.

5.2.1.4.3. Sections 3: Terms of Office

5.2.1.4.3.1. The committee approved recommendations made in regards to terms of office and election cycle of board members.

5.2.1.5. Article IV: Board Officers

5.2.1.5.1. Section 1: Officers

5.2.1.5.1.1. The committee approved the recommendations brought forth with the inclusion of a clerk being elected as well.

5.2.1.5.2. Section 2: Election and Term of Office

5.2.1.5.2.1. The committee approved the recommendation of the election and terms of office.

5.2.1.5.3. Section 3: Removal

5.2.1.5.3.1. The committee approved the recommendation of the removal of any board members.

5.2.1.5.4. Section 4: Vacancy

5.2.1.5.4.1. The committee approved the recommendation of the vacancy present on the board.

5.2.1.5.5. Section 5: Chairpersons

5.2.1.5.5.1. The committee deliberated the recommendations and approved what was brought forth in the draft.

5.2.1.5.6. Section 6: Vice Chair

5.2.1.5.6.1. The committee deliberated the recommendations and approved what was brought forth in the draft.

5.2.1.5.7. Section 7: Clerk

5.2.1.5.7.1. The committee discussed the role of the clerk of the board. The committee asked to include language that would allow the clerk to delegate responsibilities as needed to complete tasks at hand.

5.2.1.6. Article V: Committees

5.2.1.6.1. Standing and Special Committees:

5.2.1.6.1.1. The board discussed and deliberated the standing and special committees that will be formed with a new governing body. The recommendations were approved in the draft form..

5.2.1.6.2. Membership

5.2.1.6.2.1. The committee reviewed and approved the recommendations regarding membership of committees brought forth in the draft.

6. Committee Comments, Questions, Ideas and Concerns

6.1. “Have you been informing the boards you are on for each sending school of the progress being made in the CVCC Governance Study Committee?” The board decided to have a running document of the talking points generated at the end of each meeting that can be brought back to the school board each committee member is serving on. Stephanie will be creating the document and sharing it with the committee members

7. Future Agenda Items

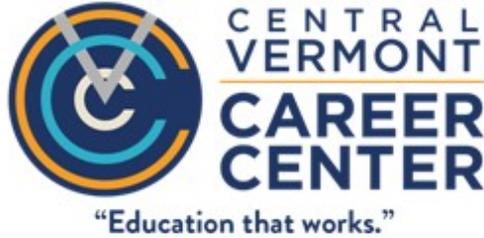
7.1. Doodle poll results.

8. Adjournment.

On a motion by FLor Diaz-Smith, seconded by Jill Remick, the Committee unanimously voted to adjourn at 7:35 pm.

Respectfully submitted,  
Stephanie Olsen

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Carrie Cook  
Student Support Coordinator (ext. 1258)  
Wayne Tozzi  
Co-op Education Coordinator (ext. 1137)



**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
June 29, 2021 - 6:00 p.m. - 7:30 p.m.

**MINUTES**

**Board Members Present**

Kim Bolduc (Bolduc Recycling) Judy Bourbeau (DOL)  
Clifton Long (CVCC) Jill Remick (Montpelier)  
Flor Diaz - Smith (U-32/Wash. Central)

Guy Isabelle (BUUSD Board Member) Pam Benoit (Benoit Electric)  
Janna Osman (Twinfield) Tim Jones (Harwood)

**Non-Board Members Present**

Mike Dewese (Consultant) Stephanie Olsen (Clerk/Recorder)

Jody Emerson (CVCC Director) Scott Farr (River Valley) - Staff

**Board Members Absent**

Chris Tormey (Cabot)  
Maureen Hebert (Vermont Technical College)

Chris Hennesey (BUUSD Superintendent)

**Non-Board Members Absent**

**Guests Present**



As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

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"Education that works."

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Carrie Cook  
Student Support Coordinator (ext. 1258)

Wayne Tozzi  
Co-op Education Coordinator (ext. 1137)



1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday June 29, 2021, Regular meeting to order at 6:00 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda None
3. Approval of Minutes
  - 3.1. **On a motion by Clifton Long, seconded by Jill Remick, the Committee unanimously voted to approve the Minutes of the May 20, 2021 Regular Meeting with the edit to attendees having Tim Jones present at the May June 15, 2021 Meeting**
4. New Business
  - 4.1. **Attorney Pietro Lynn reviewed and gave approval for the up-to-date work done by the committee for legal consistency. On a motion by Janna Osman, second by Guy Isabelle, the committee unanimously accepted the work by Attorney Peitro Lynn.**
5. Old Business
  - 5.1. Draft of Governance Study Committee Report
    - 5.1.1. Article V: (Committees)
      - 5.1.1.1. Section 3 (Charge and Duration) - Committee unanimously approved the recommendation regarding the board's position to issue a formal charge to each committee.
      - 5.1.1.2. Section 4 (Term of Office)
        - 5.1.1.2.1. Michael Dewese read the recommendations on the Terms of Office of committee. The committee discussed and deliberated informal versus formal members of the committee. The committee approved the recommendations.
      - 5.1.1.3. Section 5 (Rules) - The committee unanimously approved the recommendation brought forth upon the rules of the committees and board to be in compliance with the rules of the Open Meeting Laws.
      - 5.1.1.4. Section 6 (Quorum) - The committee accepted the recommendation of Consultant Michael Dewese in regards to the quorum of the committees.
    - 5.1.2. Article VII (Meetings of the Board)
      - 5.1.2.1. Section 1 (Meetings)
        - 5.1.2.1.1. The committee deliberated and approved the recommendations in regards to having the board notify of meetings in compliance with the Vermont Open Meeting Laws.
      - 5.1.2.2. Section 2 (Special and Emergency Meetings)
        - 5.1.2.2.1. The committee approved the recommendations in regards to special and emergency meetings to be held.



- 5.1.2.3. Section 3: Place of Meeting
  - 5.1.2.3.1. The committee deliberated and debated on where meetings should be held. The committee agreed to add into the recommendations that meetings have the flexibility to be held at a school of their sending district. The committee also included the ability to broaden access to others by including options for virtual attendance to meetings.
- 5.1.3. Article IX (Special Education)
  - 5.1.3.1. The committee deliberated and approved the recommendation of Consultant Michael Dewese in regards to sending school's of the Central Vermont Career and Technical School District is responsible for services of Local Education Agency (ELA)
- 5.1.4. Article X (Transportation) & Section 7 (Transportation)
  - 5.1.4.1. The committee reviewed the recommendations in regards to having sending district schools hold the responsibility for transportation of students from their school to the Central Vermont Career and Technical School District and back. The future board will have the authority to amend this article if the District were to become its own transportation. The committee approved the recommendation.
- 5.1.5. Section 2 (Annual Budget Approval)
  - 5.1.5.1. The committee reviewed, deliberated, and discussed the recommendations in regards to the Annual Budget Approval. Committee members will be presenting the Annual Budget being sent to the sending district on January 1 their sending district. The committee approved the recommendations.
- 5.1.6. Article III (Board Membership)
  - 5.1.6.1. Section 4 (Voting Rights) The committee discussed the voting rights of board members. Clarification was made of the definition of lawful electronic means including video conferencing and telephone. The committee approved the recommendation.
  - 5.1.6.2. Section 5 (Alternates)
    - 5.1.6.2.1. The committee reviewed and approved the recommendations.
  - 5.1.6.3. Section 6 (Vacancy)
    - 5.1.6.3.1. The committee debated and deliberated the recommendations brought forth in regards to a vacancy on the board. The committee approved the recommendation.
- 5.1.7. Article VIII (Initial Policies of the District)
  - 5.1.7.1. Section 7 (List of Policies)
    - 5.1.7.1.1. The committee reviewed and approved the recommendations made by the consultant in regards to policies being consistent with the Vermont School Board Association. Superintendent Scott Farr (River Valley Technical Center) explained how their district constructed its list of policies.
  - 5.1.7.2. Form and Content of Policies
    - 5.1.7.2.1. The committee reviewed and discussed the form and content and policy recommendations. The committee decided to edit the recommendations in order to have the required policy follow the form and content as recommended by the Vermont School Board Association.
- 5.1.8. Section 11 (Process of Dissolving the District)
  - 5.1.8.1. The committee reviewed the process of dissolving the district if need be. Questions

were raised on who gets the last say on dissolving the district. The clarification to this question was that the State Board of Education would be the final say if the district was to dissolve. The committee approved the process of dissolving the district if need be.

6. Committee Comments, Questions, Ideas, and Concerns

6.1. "When will the future dates of the August and September Governance Study Committee be posted?" Stephanie Olsen will be sending the results of the DoodlePoll with meeting dates to the Executive Committee to decide the next series of dates.

7. Future Agenda Items

7.1. TBA.

8. **Adjournment**

**On a motion by Flor Diaz Smith, seconded by Jill Remick, the Committee unanimously voted to adjourn at 7:20 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
August 10, 2021 - 6:00 p.m. - 7:30 p.m.

MINUTES

**Board Members Present**

Kim Bolduc (Bolduc Recycling)Judy  
Bourbeau (DOL)  
Clifton Long (CVCC)  
Flor Diaz - Smith (U-32/Wash. Central)Guy  
Isabelle (BUUSD Board Member)

Pam Benoit (Benoit Electric)Janna  
Osman (Twinfield) Tim Jones  
(Harwood)  
Maureen Hebert (Vermont TechnicalCollege)

**Non-Board Members Present** Mike

Deweese (Consultant) Stephanie Olsen  
(Clerk/Recorder)

Jody Emerson (CVCC Director)Scott Farr  
(River Valley) - Staf

**Board Members Absent**

Chris Tormey (Cabot)  
Jill Remick (Montpelier)

**Non-Board Members Absent**

**Guests Present**



As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday, August 10, 2021, Regular meeting to order at 6:00 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda  
Addition: Review of work of Attorney Pietro Lynn
3. Approval of Minutes
  - 3.1. **On a motion by Guy Isabelle, seconded by Janna Osman, the Committee unanimously voted to approve the Minutes of the June 29, 2021, Regular Meeting with the edit to Janna Osman's name and school district.**
4. New Business
  - 4.1. Name: Consultant Michael Deweese confirmed with the committee on the name of the district being the Central Vermont Career and Technical Center.
  - 4.2. Disposition of Land: Attorney Chris Leopold and Pietro Lynn have been in contact with each other and have a draft that will need to be brought forward to the board before it is presented to the CVCC Governance Study Committee.
  - 4.3. Collective Bargaining Agreement and Contracts: Michael Deweese and Clifton Long have been in contact with Stuart Russo-Savage and Union Building Representative Jennifer Luck-Hill regarding Collective Bargaining Agreements.  
Jennifer Luck-Hill confirmed that staying with the Barre Education Association collective bargaining entity with a future exploration of other contract agreements if a new district would be formed would be most favorable.
  - 4.4. Review of Attorney Pietro Lynn's work: The committee reviewed Pietro's comments and approvals of the June 29, 2021, regular meeting's work session by the committee.
    - 4.4.1.
5. Old Business
  - 5.1. Attorney Review of Draft of Governance Study Committee Report
    - 5.1.1. Section 2 - Annual Budget Approval: Pietro Lynn suggested the committee revises the Annual Budget Approval in order to meet up-to-date legal requirements. The committee reviewed and debated Lynn's suggestion. The committee approved Lynn's edits.
    - 5.1.2. Section 7 - Transportation: Pietro Lynn gave his approval in regard to transportation.
    - 5.1.3. Section 11 - Process for Dissolving the District: Pietro Lynn reviewed the committee's language surrounding the process to dissolve the district and proposed the committee edit this section to referring to 16 VSA §72V. The committee debated, discussed, and approved the suggested revision.
    - 5.1.4. Article III Board Membership
      - 5.1.4.1. Section 4: Voting Rights - Pietro Lynn reviewed and approved the work set forth in regards to voting rights.
      - 5.1.4.2. Section 5: Alternates - Pietro Lynn suggested the committee



The committee approved Deweese's suggestions.

6.2. Section 9: Date of Submission of Regional Voters COMmingling of Ballots: The

6.2.1. The committee reviewed and began to discuss the recommendations of Michael Deweese. The committee decided to benchmark March 1, 2022, as the date of the plan to be submitted to voters. The committee agreed to table the rest of this conversation until the next regular meeting on September 7, 2021.

7. Future Agenda Items

7.1. Motion to approve the revisions by Attorney Pietro Lynn and Committee

8. **Adjournment**

**On a motion by Tim Jones, seconded by Guy Isabelle, the Committee unanimously voted to adjourn at 7:29 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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Co-op Education Coordinator (ext. 1137)



**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
September 7, 2021 - 6:00 p.m. - 7:30 p.m.

MINUTES

**Board Members Present**

Kim Bolduc (Bolduc Recycling) Judy Bourbeau (DOL)  
Flor Diaz - Smith (U-32/Wash. Central) Guy Isabelle (BUUSD Board Member) Chris Tormey (Cabot)

Janna Osman (Twinfield) Tim Jones (Harwood)  
Maureen Hebert (Vermont Technical College) Jill Remick (Montpelier)

**Non-Board Members Present**

Mike Dewese (Consultant) Stephanie Olsen (Clerk/Recorder)

Jody Emerson (CVCC Director) Scott Farr (River Valley) - Staff

**Board Members Absent**

Clifton Long (CVCC)  
Pam Benoit (Benoit Electric)

**Non-Board Members Absent**

**Guests Present**



As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday, September 7, 2021, Regular meeting to order at 6:00 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda

Correction: The next CVCC Governance Study Committee Meeting will be held Tuesday, September 21, 2021, with the following meeting being Tuesday, September 28, 2021.

3. Approval of Minutes
  - 3.1. **On a motion by Kim Bolduc, seconded by Jill Remick, the Committee unanimously voted to approve the Minutes of the August 10, 2021, Regular Meeting.**
4. New Business
  - 4.1. Draft of Disposition of CTR Land, Facilities and Equipment
    - 4.1.1. The committee reviewed and discussed the draft created by Chris Leopold surrounding the disposition of CTR land, facilities and equipment. The committee agreed that the draft needs to include more clarity around the equipment already present in the Center.
    - 4.1.2. As a separate entity, would there be an increase to the 18% change of District's total annual cost
    - 4.1.3. The committee agreed that language clarifying services such as meals, phone & Internet.
    - 4.1.4. This document is just in draft form and is a separate initiative than the Re-Envisioning process.
    - 4.1.5. Michael Deweese will bring back the committee's comments to Chris Leopold in order to amend the draft.
5. Old Business
  - 5.1. The committee reviewed accepted prior work of Attorney Pietro Lynn
    - 5.1.1. **On a motion by Judy Bourbeau, seconded by Janna Osman, the committee unanimously voted to approve the work on the draft of the Central Vermont Career and Technical Center School District Articles and By-Laws with the amendment of date of March 31st being where member district boards identify their district member board.**
      - 5.1.1.1. **Roll-Call:**  
**Guy Isabelle - Yea**  
**Kim Bolduc - Yea**  
**Maureen Hebert - Yea**  
**Jill Remick - Yea**  
**Chris Tormey - Yea**  
**Judy Bourbeau - Yea**  
**Flor Diaz Smith - Yea**
  - 5.1.2. Transitional Timeline: The committee reviewed two timelines proposed by Michael Deweese. One timeline showed the events leading up to the new district forming on July 1, 2022 and



the second showing the events leading up to the new district forming on July 1, 2023.

- 5.1.2.1. The committee discussed and debated each timeline in regards to what would be most positive for the forming of the new District and how they both will affect the transitional board.
- 5.1.2.2. With the plan on having districts vote on March 2022 the new District form July 2022, the BUUSD will transition budget details and budget assets as negotiated for that following year. Plans of having the district vote on March 2022 and the new District forming on July 1, 2023, the transitional board will be responsible for creating a budget for the new District
- 5.1.3. Work Session: Draft of Governance Study Committee Report (To be brought to Attorney Pietro Lynn for review)
  - 5.1.3.1. Transition From the Existing Governance Model:
    - 5.1.3.1.1. The committee reviewed recommendations by Michael Dewese in regards on transitioning from the BUUSD to the new Central Vermont Career and Technical Center School District. The committee discussed and debated the recommendations and the timeline of either the new district formed on July 1, 2022 or July 1, 2023.
    - 5.1.3.1.2. The transition committee would be responsible for organizing the business office, policy, budget (depending on timeline agreed upon),
    - 5.1.3.1.3. The committee decided to table the vote for a later meeting date after more discussion.
  - 5.1.3.2. Collective Bargaining Agreements & Employee Contracts
    - 5.1.3.2.1. The committee reviewed the suggestions by Michael Dewese and the BEA in regards to transitioning employees from the current CVCC to the new District.
    - 5.1.3.2.2. Employees agreed that as the transition takes place, the employees will be represented by the BEA.
    - 5.1.3.2.3. The committee deliberated and discussed the recommendations. The committee feels that to protect the current employees and their benefits, the language included that the employees be hired at their current step.
    - 5.1.3.2.4. This topic will be discussed at a later meeting date.

## 6. Adjournment

**On a motion by Janna Osman, seconded by Guy Isabelle, the Committee unanimously voted to adjourn at 7:28 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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**Jody Emerson**  
Director (ext. 1138)  
**Scott Griggs**  
Assistant Director (ext. 1045)  
**Carrie Cook**  
Student Support Coordinator (ext. 1258)  
**Wayne Tozzi**  
Co-op Education Coordinator (ext. 1137)



**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
September 21, 2021 - 6:00 p.m. - 7:30 p.m.

MINUTES

**Board Members Present**

Kim Bolduc (Bolduc Recycling)  
Flor Diaz - Smith (U-32/Wash. Central) Guy  
Isabelle (BUUSD Board Member) Tim Jones  
(Harwood)

Maureen Hebert (Vermont Technical College)Jill  
Remick (Montpelier)  
Clifton Long (CVCC)  
Pam Benoit (Benoit Electric)

**Non-Board Members Present** Mike  
Deweese (Consultant) Stephanie Olsen  
(Clerk/Recorder)

Jody Emerson (CVCC Director)Scott Farr  
(River Valley) - Staff

**Board Members Absent**Judy  
Bourbeau (DOL) Chris Tormey  
(Cabot)

Janna Osman (Twinfield)



## Non-Board Members Absent/Guests Present

As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.

1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday, September 21, 2021, Regular meeting to order at 6:00 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda  
No Additions or deletions to the agenda were needed.
3. Approval of Minutes
  - 3.1. **On a motion by Guy Isabelle, seconded by Maureen Hebert, the Committee unanimously voted to approve the Minutes of the September 7, 2021, Regular Meeting with the amendment to add Flor Diaz Smith's vote of "yes" to the roll call of the approval of the approved work of the draft of the Central Vermont Career and Technical Center School District Articles and By-Laws.**
4. Old Business
  - 4.1. Collective Bargaining Agreement
    - 4.1.1. Clifton Long updated the committee that the language that has been put into the report as a placeholder has been approved and will be the language used in the report to be brought
  - 4.2. Lease Agreement
    - 4.2.1. Pietro Lynn, BUUSD Attorney & Chris Leopold, Governance Study Committee's Attorney, have been working together to create a lease agreement. The committee will see the updated lease for review on the September 28, 2021, regular meeting.
5. Work Session: Central Vermont Career and Technical Center School District Articles and By-Laws
  - 5.1. Process for Amending Plan
    - 5.1.1. The committee reviewed the suggestions brought forth by Michael Dewese in regard to amending the plan. The committee discussed and agreed to have Michael Dewese bring the presented language to the Superintendents for each sending district and Attorneys to check for consistency.
  - 5.2. Article X: Amendments
    - 5.2.1. The committee reviewed and deliberated the recommendations by consultant Michael Dewese. The committee approved the recommendations for the report.
  - 5.3. Article IV: Annual Meeting
    - 5.3.1. The committee reviewed, discussed, and approved the recommendations by Michael Dewese of the Annual Meeting.
  - 5.4. Transitioning from Existing Governance Model
    - 5.4.1. The committee reviewed the references to Vermont State Laws added to this topic and



approved of the added references.

5.4.2. The committee reviewed the timeline of transitioning from the Barre Unified Union School District to its own District. CVCC Director, Jody Emerson indicated that she will be attending sending district's school board meetings to update and answer any questions school boards may have surrounding the transition.

5.4.3. The committee discussed having the Digital Media Arts program partnering with the Governance Study Committee's initiative to create material for marketing around a governance change and re-envisioning initiatives.

5.4.4. The committee agreed to have the date of submission to regional voters be March 1, 2022.

5.5. Date of Submission to Regional Voters & Commingling of Ballots

5.5.1. The committee confirmed their approval of the date of submission to the regional voters will be March 1, 2022.

5.5.2. The committee deliberated and discussed ballots to be mingled or comingled. The committee agreed to have ballots be comingled. CVCC Director, Jody Emerson will connect with town clerks for each sending school district to inform clerks of the committee's decision for the new District regarding.

## 6. Adjournment

**On a motion by Guy Isabelle, seconded by Maureen Hebert, the Committee unanimously voted to adjourn at 7:16 p.m.**

Respectfully submitted,  
*Stephanie Olsen*

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Co-op Education Coordinator (ext. 1137)



**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
September 28, 2021 - 6:00 p.m. - 7:30 p.m.

MINUTES

**Board Members Present**

Kim Bolduc (Bolduc Recycling)  
Flor Diaz - Smith (U-32/Wash. Central) Guy  
Isabelle (BUUSD Board Member) Clifton Long  
(CVCC)

Pam Benoit (Benoit Electric) Judy  
Bourbeau (DOL)  
Chris Tormey (Cabot) Janna  
Osman (Twinfield)

**Non-Board Members Present** Mike

Deweese (Consultant) Stephanie Olsen  
(Clerk/Recorder)

Jody Emerson (CVCC Director) Scott Farr  
(River Valley) - Staff

**Board Members Absent**

Maureen Hebert (Vermont Technical College) Jill  
Remick (Montpelier)

Tim Jones (Harwood)

**Non-Board Members Absent**

**Guests Present**



**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.**

1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday, September 28, 2021, Regular meeting to order at 6:00 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda  
No Additions or deletions to the agenda were needed.
3. Approval of Minutes  
**3.1 On a motion by Kim Bolduc, seconded by Guy Isabelle, the Committee unanimously voted to approve the Minutes of the September 21, 2021, Regular Meeting.**
4. New Business
  - 4.1 CVCC Director Jody Emerson will be attending School Board meetings for each Sending School to deliver an update on the status of the accomplishments of the Governance Study Committee and additional information needed for voters.
5. Old Business
  - 5.1 Town Clerks Update
    - 5.1.1 CVCC Director Jody Emerson reached out to town clerks in the sending districts in regards to the committee's decision to comeingle the votes regarding the change of the governance structure.
  - 5.2 Lease Agreement
    - 5.2.1 Attorney Chris Leopold will have an update on the lease agreement for the committee before the next governance meeting.
6. Work Session: Central Vermont Career and Technical Center School District Articles and By-Laws
  - 6.1 Collective Bargaining Agreement
    - 6.1.1 Attorney Pietro Lynn reviewed and approved the committee's work on the Collective Bargaining Agreement. Lynn suggested the committee add additional language to clarify negotiations to be carried over and continued with the BEA until the new district determines a new successor. The committee deliberated, discussed, and approved unanimously, and added the language.
  - 6.2 Process of Amending this Plan
    - 6.2.1 Attorney Pietro Lynn reviewed the committee's work on the process of amending this plan. Lynn suggested that the committee remove language to comply with Regional Technical Education regulations. The committee discussed and unanimously approved to remove the language as suggested by Lynn.
  - 6.3 Amendments (Article X)
    - 6.3.1 Attorney Pietro Lynn reviewed the committee's work in Article X. This section reiterates the previously reviewed section by the committee. For consistency, the committee removed language to comply with the Process of Amending the Plan. Once the language was removed and reviewed, the committee unanimously agreed to approve this article.



- 6.4 Annual Meeting (Article VI)
  - 6.4.1 Attorney Pietro Lynn reviewed and approved the work by the committee up to date.
  - 6.4.2 As instructed by chair Flor Diaz-Smith, an additional appendix outlining business to be transacted was added. The committee reviewed the added appendix and approved the addition. This appendix will be brought to the attorney to be vetted before the approval of the committee.
- 6.5 Transition from the Existing Governance Model, Transitional Board, and Initial Budget
  - 6.5.1 Attorney Pietro Lynn reviewed the work of the committee and suggested the committee added new language in the title for clarity. Lynn also suggested revising and adding language to clarify this process. The committee reviewed and discussed Lynn's suggestions. Committee members unanimously voted to approve of this recommendation.
- 6.6 Date of Submission to Regional Voters and Commingling Ballots
  - 6.6.1 Attorney Pietro Lynn reviewed and approved previous work by the committee. The committee unanimously voted to approve of this section.
- 6.7 Appendix D: Initial Terms of Office for Elected At-Large Board Members
  - 6.7.1 An additional appendix created by Consultant Michael Deweese was presented to the committee outlining the terms of office for elected at-large board members. The committee reviewed, discussed, and approved the addition. This appendix will be vetted by attorney Pietro Lynn.
- 7 Adjournment. On a motion by Guy Isabelle, seconded by Pam Benoit, the Committee unanimously voted to adjourn at 7:04 p.m.

Respectfully submitted,  
*Stephanie Olsen*

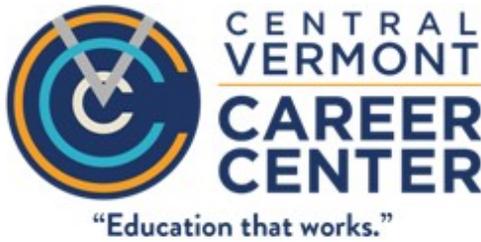


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## GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom

&

Central Vermont Career Center - Room 136

October 19, 2021 - 6:00 p.m. - 7:30 p.m.

### MINUTES

#### **Board Members Present**

Kim Bolduc (Bolduc Recycling)

Flor Diaz - Smith (U-32/Wash. Central)

Guy Isabelle (BUUSD Board Member)

Clifton Long (CVCC)

Pam Benoit (Benoit Electric)

Judy Bourbeau (DOL)

Chris Tormey (Cabot)

Janna Osman (Twinfield)

Tim Jones (Harwood)

Jill Remick (Montpelier)

#### **Non-Board Members Present**

Mike Deweese (Consultant)

Stephanie Olsen (Clerk/Recorder)

Jody Emerson (CVCC Director)

Scott Farr (River Valley) - Staff

#### **Board Members Absent**

Maureen Hebert (Vermont Technical College)

#### **Non-Board Members Absent**

#### **Guests Present**

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.**

1. Call to Order: Ms. Flor Diaz-Smith called the Tuesday, October 19, 2021, Regular



**meeting to order at 6:01 p.m., which was held via video conference.**

2. Additions and/or Deletions to the Agenda  
No Additions or deletions to the agenda were needed
3. Approval of Minutes
  - 3.1. On a motion by Chris Tormey, seconded by Jill Remick, the Committee unanimously voted to approve the Minutes of the September 28, 2021, Regular Meeting with a spelling correction in the text.
4. New Business
  - 4.1. Consultant Michael Dewese presented the committee with the letter from Attorney to ensure the Equal Protection Clause in the Constitution is addressed. The committee reviewed the letter to be included in the final draft of the report
  - 4.2. Consultant Michael Dewese presented the Introduction to the Report of the Central Vermont Career Center and Technical School District Articles and By-Laws. The committee deliberated and discussed the introduction. The committee advised Dewese to include the positive impact that this initiative would have on the student body.
  - 4.3. The committee reviewed the cover that includes a photograph and the current logo of the Central Vermont Career Center for the report created by the Digital Media Arts program. The committee asked student representation to be included in the cover. CVCC Director, Jody Emerson and Michael Dewese will work together to include students on the cover.
5. Old Business
  - 5.1. Lease Agreement
    - 5.1.1. Attorney Chris Leopold submitted the second draft of the Lease Agreement. The committee reviewed and discussed the Attorney's work.
    - 5.1.2. CVCC Director, Jody Emerson will meet with Facilities Director, Jaime Evens and Attorney Chris Hennessey to discuss renovations and building improvements made within the last five years' impact on this lease agreement.
    - 5.1.3. The committee approved the second draft as a working document to be included in the report submitted to the Agency of Education with the understanding that edits will be continued to be made throughout the process.
6. Work Session: Central Vermont Career and Technical Center School District Articles and By-Laws
  - 6.1. Appendix C: District Organizational Meeting
    - 6.1.1. The committee reviewed the vetted work by Attorney Pietro Lynn. Lynn suggested that edits in language be made for consistency purposes. The committee discussed and approved the suggestion.
  - 6.2. Appendix D: Initial Terms of Office



6.2.1. Attorney Pietro Lynn reviewed and approved the committee's work regarding the initial terms of office for elected at-large board members. The committee also approved this appendix for the final draft.

7. Future Items

7.1. The committee will be asked to review and adopt the report in its entirety at the next meeting regular on October 26, 2021. The committee discussed the timeline of presenting this report to the Agency of Education on November 1, 2021, along with the presentation to the State Board on November 15, 2021.

7.2. Committee members discussed bringing the information being worked on in the draft report to their sending region's school board. Michael Dewese has approved sharing the information with their home board.

8. **Adjournment**

**On a motion by Guy Isabelle, seconded by Pam Benoit, the Committee unanimously voted to adjourn at 6:55 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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## GOVERNANCE STUDY COMMITTEE MEETING

Via Video Conference – Zoom

&

Central Vermont Career Center - Room 136

October 26, 2021 - 6:00 p.m. - 7:30 p.m.

### MINUTES

#### **Board Members Present**

Kim Bolduc (Bolduc Recycling)  
Flor Diaz - Smith (U-32/Wash. Central)  
Guy Isabelle (BUUSD Board Member)  
Clifton Long (CVCC)  
Pam Benoit (Benoit Electric)

Maureen Hebert (Vermont Technical College)  
Judy Bourbeau (DOL)  
Chris Tormey (Cabot)  
Janna Osman (Twinfield)  
Tim Jones (Harwood)

#### **Non-Board Members Present**

Stephanie Olsen (Clerk/Recorder)  
Jody Emerson (CVCC Director)

Scott Farr (River Valley) - Staff

#### **Board Members Absent**

Jill Remick (Montpelier)

#### **Non-Board Members Absent**

Mike Deweese (Consultant)

#### **Guests Present**

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.**



1. **Call to Order: Ms. Flor Diaz-Smith called the Tuesday, October 26, 2021, Regular meeting to order at 6:01 p.m., which was held via video conference.**
2. Additions and/or Deletions to the Agenda  
No Additions or deletions to the agenda were needed.
3. Approval of Minutes
  - 3.1. On a motion by Chris Tormey, seconded by Guy Isabelle, the Committee unanimously voted to approve the Minutes of the October 19, 2021, Regular Meeting.
4. New Business
  - 4.1. Communication Plan
    - 4.1.1. Governance Study Committee Chair Flor Diaz-Smith, shared an initial plan for committee members to communicate information about the governance shift and sending region vote on March 1st. The committee reviewed and discussed roles they would take in order to communicate this information to their community.
    - 4.1.2. The committee discussed resources that could be created and a central location in order to get information needed to as many community members in a convenient manner.
    - 4.1.3. 4.1.3.
  - 4.2. CVCC Open House
    - 4.2.1. Committee members are being invited to attend the CVCC Open House to discuss the Governance Study information with legislators who will be attending CVCC to learn more about the Governance and Re-Envisioning initiatives.
5. Old Business
  - 5.1. Edit and Accept the Agency of Education's Version of Report
    - 5.1.1. The committee reviewed the version of the report to be submitted to the Agency of Education prior to the meeting. Before voting to approve, the committee discussed any last minute edits needed to the report.
    - 5.1.2. **On a motion by Chris Tormey, seconded by Pam Benoit, the committee unanimously voted to approve the draft of the Central Vermont Career and Technical School District Articles and By-Laws report of the report with the updated lease agreement.**

**Roll Call:**

**Guy Isabelle - Yes**  
**Chris Tormey - Yes**  
**Kim Buldoc - Yes**  
**Tim Jones - Yes**  
**Maureen Hebert - Yes**  
**Clifton Long - Yes**



**Pam Benoit - Yes**  
**Judy Bourbeau - Yes**  
**Flor Diaz-Smith, Chair – Yes**

5.2. Lease Agreement

- 5.2.1. CVCC Director, Jody Emerson shared the updated lease agreement with updates to dates for accuracy. Jody Emerson also shared the additional section addressing building improvements and renovations made within a designated time limit by the Central Vermont Career Center, along with a section added in regards to donations. The committee reviewed and discussed the new additions to the lease agreement.
- 5.2.2. **On a motion by Chris Tormey, second by Pam Benoit, the committee unanimously voted to include the updated lease dated October 26, 2021, in the report submitted to the Agency of Education.**

6. Future Items

- 6.1. **A doodle poll will be sent with future dates for the committee to review and discuss the work of the Agency of Education of the report.**

7. Adjournment

- On a motion by Tim Jones, seconded by Pam Benoit, the Committee unanimously voted to adjourn at 6:43 p.m.**

Respectfully submitted,  
*Stephanie Olsen*



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**DRAFT**  
**GOVERNANCE STUDY COMMITTEE MEETING**  
Via Video Conference – Zoom  
&  
Central Vermont Career Center - Room 136  
November 23, 2021 - 6:00 p.m. - 7:30 p.m.

**MINUTES**

**Board Members Present**

Flor Diaz - Smith (U-32/Wash. Central)	Chris Tormey (Cabot)
Guy Isabelle (BUUSD Board Member)	Janna Osman (Twinfield)
Maureen Hebert (Vermont Technical College)	Jill Remick (Montpelier)
Judy Bourbeau (DOL)	

**Non-Board Members Present**

Stephanie Olsen (Clerk/Recorder)	Scott Farr (River Valley) - Staff
Jody Emerson (CVCC Director)	Mike Deweese (Consultant)

**Board Members Absent**

Kim Bolduc (Bolduc Recycling)	Pam Benoit (Benoit Electric)
Clifton Long (CVCC)	Tim Jones (Harwood)

**Non-Board Members Absent**

**Guests Present**

Carl Dawes - Barre City Clerk  
Cassandra Hemenway - The Bridge Newspaper

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Committee Member was individually polled and voted to approve all motions that are listed as unanimously approved.**





1. **Call to Order**
  - 1.1. **Ms. Flor Diaz-Smith called the Tuesday, November 23, 2021, Regular meeting to order at 6:03 p.m., which was held via video conference.**
2. **Additions and/or Deletions to the Agenda**

No Additions or deletions to the agenda were needed.
3. **Approval of Minutes**
  - 3.1. **On a motion by Judy Bourbeau, seconded by Guy Isabelle, the Committee unanimously voted to approve the Minutes of the October 26, 2021, Regular Meeting.**
4. **New Business**
  - 4.1. Vermont State Board of Education Meeting
    - 4.1.1. The state board will be meeting on the morning of December 15, 2021, with the CVCC Governance Study report to be reviewed and discussed as part of the agenda.
    - 4.1.2. Committee members who can attend to present, show support, and answer questions the board may have about the initiative would be encouraged.
5. **Old Business**
  - 5.1. Review, Consider, & Accept Agency of Education Edits to the Draft Report
    - 5.1.1. Consultant Michael Deweese presented the report with the edits from the Agency of Education to the committee. The committee reviewed minor syntax and vocabulary changes to maintain consistency throughout the document
    - 5.1.2. The Agency of Education suggested the addition of a table of commonly used terms as defined. The committee reviewed, discussed, and accepted this addition.
    - 5.1.3. Committee Conclusion: The committee reviewed and deliberated the edits made by the AOE. The committee approved it with changes made by the committee.
    - 5.1.4. Annual Budget Proposal: The committee discussed and debated the edits made by the AOE.
    - 5.1.5. Collective Bargaining Agreement & Employee Contracts: The committee discussed and debated the edits made by the AOE
    - 5.1.6. Process for Dissolving the District: The committee reviewed the AOE's suggestions to strike this section of the report. The committee agreed upon the AOE's suggestions.
    - 5.1.7. Appendix C: District Organizational Meeting: Business to be Transacted
      - 5.1.7.1. The committee reviewed the language to be added from the Agency of Education. The committee reviewed and discussed the edits.
      - 5.1.7.2. The committee discussed the comments made by the public in regards to comingling votes after the annual meetings. The committee agreed to continue the report with the language included with the knowledge that the future board may have the ability to amend this section on the topic of comingling votes.

5.1.8. **On a motion by Chris Tormey, seconded by Maureen, the Committee unanimously voted to approve the edit suggestions by the Vermont Agency of Education.**

5.1.9. **On November 23, 2021, a duly warned regular meeting of the CVCC §1572 Governance Planning Committee at which a quorum was assembled, a motion was unanimously passed to transmit this report to the Vermont State Board of Education for its consideration consistent with 16 VSA §1573.**

- **Flor Diaz Smith, Chair**
- **Jill Remick, Vice Chair**
- **Pam Benoit, Member**
- **Kim Bolduc, Member**
- **Judy Bourbeau, Member**
- **Maureen Hebert, Member**
- **Guy Isabelle, Member**
- **Tim Jones, Member**
- **Clifton Long, Member**
- **Janna Osman, Member**
- **Chris Tormey, Member**

**6. Public Comment Opportunity**

- 6.1. A community member shared their concerns over the committee's recommendation that votes be co-mingled at the Barre's town clerk office. The community member suggested that an edit be made in order for voters to decide to comingle votes from budget and board members after the March 1, 2022 vote

**7. Adjournment**

**On a motion by Chris Tormey, seconded by Janna Osman, the Committee unanimously voted to adjourn at 7:22 p.m.**

Respectfully submitted,  
*Stephanie Olsen*

