Meeting Date:  Wednesday, January 10, 2018  
5:00 p.m.  
Location:  Hannaford Career Center

Present:  Dana Peterson, Jason Larocque, Melissa Beckwith, Gibson Smith, Lorraine Morse, Kim Farnham, Nick Causton, Kelley Mills, Len Schmidt, Michael McLaughlin, Mark Perrin

Absent:  Allison Sturtevant, Michael Giorgio, Kristina MacKulin, Michael McGrath

Visitors:  Jake Burnham, Ron Smith, Cheryl Werner, Michael Adaman, Lisa Radar, Jane Beck

Secretary:  Minutes taken by Linda Barrett

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<thead>
<tr>
<th>Topic Discussed</th>
<th>Summary of Topic Discussed</th>
<th>Decision/Action to Be Taken</th>
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| Housekeeping:           | Meeting was called to order at 5:04 PM.  
                        | Introduction of Board members.  
                        | Larocque explained the need to revise the agenda by adding an item to the Action agenda “Act on Resignation” and a short Executive Session for the purpose of Personnel at the end of the meeting. | Perrin/Farnham moved, “To accept the revised agenda”. Motion was passed. |

Visitor Comments  
There were no comments or questions.

Correspondence  
There was no correspondence.

Consent Agenda  
Minutes of December 13, 2017  
No Accounts Payable prepared for this meeting.  
Consent agenda was passed.

Action Agenda  
Act on Faculty Resignation  
Petterson read a letter from Steve Small, A.R.T. Director, which was received just prior to the meeting.  
Perrin/McLaughlin moved, “To accept the resignation of Steve Small”. Motion passed.

Policy 2.3 Financial Condition and Activities (Quarterly) (in packet)  
Note that item #6 is now being done in-house per suggestion from new auditors.  
Perrin/Causton moved, “To accept Policy 2.3”. Passed.

Policy 2.3 Financial Condition and Activities (External Audit FY17)  
Petterson spoke about the transition to a new Auditor firm.  
Gibson Smith distributed copies of excerpts from the Financial Statement. Ron Smith introduced himself and shared information in the FY17 Report (in packet).  
Perrin/Farnham moved, “To approve the FY17 report of the Auditors”. Passed.
Informational Agenda

Approve 2018-2019 Budget
Proposed budget is $14,025 less than current year’s budget or 0.40%.

Approve 2018-2019 Adult Tech Ed Budget
The Adult Education program is self-funded through grants and tuition and has no effect on taxes.

Approve Announced Tuition (in packet)
Discussion: the worksheet figures appear to be incorrect in steps 5-7. Error maybe in rounding the numbers.

Peterson shared a comparison of the last 7 years budgets and the 6-semester FTE.

Gibson Smith returned with corrected worksheet figures: Step #5 should be $1,092,963.83; Step #6 should be $439,698.09; Step #7 should be $1,645,697.44. The Estimated Tuition per FTE remains $12,899.34

Approve Warnings for Annual Meeting (out of order)
The Warning was corrected: Article 10, last sentence should read …is 6.47% higher… (not 0.4% less).

Bus is being prepared for delivery. Sidewalk not melting well on right side: John Curler is working on it.

Budget/Policy Report
Met December 20. Larocque thanked the faculty for their work on the budget and introduced those present.

Community Engagement Report
Further work on direction, community partners, topics. Planning for Open House and Maker Faire. Planning for Annual Meeting at 7:00pm following the regular Board meeting on February 14.

Interviewed candidates for the para-educator position. Open House and Maker Faire will be held February 15th 4:00-7:00pm at both campuses.

Dean of Students Report. In packet.
Students will compete in several Career Development Events at Vermont Farm Show on January 31. Working with all 3 sending schools on bell schedule changes.

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<th>AOE will start recognizing post high school tech education.</th>
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<tr>
<td><strong>Entrance Proficiency Findings Presentation</strong></td>
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<td>Peterson introduced the Proficiency Team: Kelley Mills, Cheryl Werner, Mike Adaman, Lisa Rader.</td>
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<td><strong>Policy 4.1 Governing Style:</strong></td>
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<td>McLaughlin stated Larocque kept us on the Agenda, members were engaged, flexible. Great presentation. Well run meeting.</td>
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<td><strong>Executive Session –Personnel</strong></td>
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<td>The Board entered Executive session at 6:50 PM.</td>
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<td><strong>Adjournment</strong></td>
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Morse/Causton moved, “To go into Executive Session for the purpose of Personnel”. Passed.