

**RANDOLPH TECHNICAL CAREER CENTER
REGIONAL ADVISORY BOARD MEETING
WEDNESDAY, FEBRUARY 8, 2023
RANDOLPH UNION HIGH SCHOOL
MEDIA CENTER AT 5:00 PM**

DATE: Wednesday, February 8, 2023
TIME: 5:00 PM
PLACE: RUHS Media Center

Board Members: If you are unable to attend, please call Linda Lubold at 728-5052
or email: llubold@orangesouthwest.org

*The Mission of RTCC
is to ignite a Passion for Learning so that together
we Can Create a Highly Skilled Workforce
that Benefits Our Communities
by Providing Exceptional Career and Technical Programs
that Meet Industry Demands
through Positive Relationships
among Staff, Students, Families and Community Partners.*

AGENDA

- I. Call Meeting to Order
- II. Welcome Guests and Hear Petitions
- III. Facilities Update
- IV. Recruitment season FY24 (visits, career night, application deadline...)
- V. Current enrollment
- VI. Budget FY24
 - Improvement Plan for academics
 - Tuition increase
 - State revenue increase due to 3 year average enrollment increase
- VII. Reports
 - Director
 - Superintendent
 - Financials (enclosed)
- VIII. Consent Agenda
 - Minutes of: November 9, 2022 Regular Board Meeting (enclosed)
- IX. RTCC Director Opening/Search Committee
- X. Correspondence & Other Items
- XI. Executive Session (*if needed*)
- XII. Items for Next Meeting

Future Meetings

Next meeting: **Wednesday, May 10, 2023 @ 5:00 p.m.**

Meetings begin at 5:00 p.m. prior to the OSSD board meeting

**RANDOLPH TECHNICAL CAREER CENTER
2022-23 FINANCIAL SUMMARY**

	2021-22 ACTUAL	JANUARY 2022 YTD	2022-23 BUDGET	JANUARY 2023 YTD	BALANCE	% BAL
1 GENERAL FUND						
A. STATE REVENUES	1,788,498	1,162,548	1,899,718	1,227,510	-672,208	-35.38%
B. OTHER REVENUES	1,116,304	1,086,904	1,168,499	1,082,368	-86,131	-7.37%
C. SURPLUS/DEFICIT	783,335	783,335	75,000	783,335	708,335	
TOTAL REVENUE	3,688,138	3,032,787	3,143,217	3,093,213	-50,004	-1.59%

EXPENDITURES:

D. INSTRUCTION	1,589,134	627,687	1,748,175	702,410	1,045,765	59.82%
E. ADMINISTRATION	305,105	174,856	339,276	187,786	151,490	44.65%
F. SUPPORT SERVICES	412,879	179,789	486,771	117,586	369,185	75.84%
G. MAINTENANCE OF PLANT	193,459	96,183	157,500	105,981	51,519	32.71%
SCHOOL TOTAL:	2,500,575	1,078,514	2,731,722	1,113,763	1,617,959	59.23%
H. OSSU/ADMIN/MAINT	388,133	194,067	409,325	204,663	204,663	50.00%
I. ADULT EDUCATION	0	0	2,170	0	2,170	
J. DEBT SERVICE	0	0	0	0	0	
K. TUITION REFUND	0	0	0	-189	189	
SURPLUS/DEFICIT	0	0	0	0	0	
TOTAL EXPENDITURES	2,888,708	1,272,580	3,143,217	1,318,236	1,824,981	58.06%

	7/1/2022 BEG BAL	REVENUE	EXPENDED	BALANCE
2 OTHER FUNDS				
2 TECH GRANTS	6,795	495,344	75,339	426,800.33
4 TRANSFERS	800	0	0	800.00
6 CRF - GEER GRANT	0	33,475	33,475	0.00
VACTED	206,057	171,759	123,673	254,142.55
7 ADULT ED - DEPT LABOR	532	968	0	1,500.00
8 ADULT ED EVENING	-2,666	0	0	-2,665.90
TOTAL:	211,519	701,545	232,487	680,577

**RANDOLPH TECHNICAL CAREER CENTER
REVENUE**

Account Name	2021-22 Actual	January 2022 Revenue	2022-23 Budget	January 2023 Revenue	\$ Inc/Dec
<i>A. STATE REVENUE:</i>					
General State Support Grant	1,173,445	782,297	1,254,926	836,944	-417,982
Overhead Support	469,604	234,802	504,792	237,355	-267,437
Health Insurance Payback	0	0	0	0	0
Program Innovation Grant	0	0	0	0	0
Adult Ed	0	0	0	0	0
Coop Salary Reimb	33,675	33,675	33,000	33,227	227
Guidance Salary Reimb	46,149	46,149	43,000	50,429	7,429
Director Salary Reimb	65,625	65,625	64,000	69,555	5,555
Adult Coord Salary Reimb	0	0	0	0	0
Carl Perkins	0	0	0	0	0
Total State Revenue:	1,788,498	1,162,548	1,899,718	1,227,510	-672,208
<i>B. OTHER REVENUES:</i>					
Adult Ed Services	0	0	2,170	0	0
Tuition	1,082,208	1,082,208	1,139,499	1,079,083	1,076,913
Tuition - Other Sources	4,000	4,000	0	0	-1,139,499
Interest	4,508	2,661	15,000	3,388	3,388
Services to Other Districts	1,894	-670	0	-104	-15,104
Maintenance Reimb - VIP	0	0	0	0	0
Overhead Costs - RAVEN	23,695	0	11,830	0	0
Prior Year Refunds	0	-1,295	0	0	-11,830
Total Other Revenues:	1,116,304	1,086,904	1,168,499	1,082,368	-86,131
<i>C. SURPLUS/DEFICIT</i>	783,335	783,335	75,000	783,335	708,335
TOTAL	3,688,138	3,032,787	3,143,217	3,093,213	-50,004

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

Account Name	2021-22 Actual	January 2022 Expenditure	2022-23 Budget	January 2023 Expenditure	Encumb	Difference
<u>D. INSTRUCTION:</u>						
Salaries	876,859	362,560	927,229	374,588	0	552,641
Benefits	294,155	138,038	406,715	163,223	0	243,492
Staff Development	4,890	2,425	4,500	988	300	3,212
Computer Network	75,000	37,500	78,435	39,218	0	39,218
Co/Extra Curricular	38,795	9,165	34,940	10,290	3,765	20,885
Overhead Tuition	54,744	0	40,000	0	0	40,000
Carl Perkins	-761	773	0	0	0	0
Travel/Field Trips	4,352	1,389	28,620	3,495	1,783	23,342
Supplies/Textbooks/Equip	241,100	75,836	227,736	110,609	28,809	88,319
Total Instruction	1,589,134	627,687	1,748,175	702,410	34,657	1,011,109
<u>E. ADMINISTRATION:</u>						
Salaries	183,241	110,227	185,085	103,946	0	81,139
Benefits	63,568	33,167	78,041	32,886	0	45,155
Contracted Svcs	8,540	1,540	3,000	0	0	3,000
Overhead Tuition	0	0	0	0	0	0
Repairs/Maintenance	12,831	10,881	19,325	16,484	0	2,841
Travel	316	316	400	1,115	45	-760
Supplies/Equipment	36,609	18,725	53,425	33,355	13,500	6,569
Total Administration	305,105	174,856	339,276	187,786	13,545	137,944
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	112,241	49,813	123,992	51,486	113	72,393
Cooperative Education	109,391	49,065	133,345	31,769	0	101,576
Guidance	144,948	69,662	155,742	28,670	1,821	125,251
School Nurse	28,156	330	35,792	471	189	35,132
Board of Education	6,445	4,715	13,900	4,802	0	9,098
Legal Fees	8,500	6,667	3,000	389	0	2,612
Fiscal Services	3,199	-463	21,000	0	0	21,000
Total Support Services	412,879	179,789	486,771	117,586	2,123	367,062
<u>G. MAINTENANCE OF PLANT:</u>						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contracted Svcs	539	0	0	5,965	0	-5,965
General Liability Insurance	23,119	23,119	24,500	25,113	0	-613
Utilities	144,603	61,130	124,000	71,172	0	52,828
Repairs & Maintenance	25,198	11,934	9,000	3,730	0	5,270
Supplies/Equipment	0	0	0	0	0	0
Total Maintenance	193,459	96,183	157,500	105,981	0	51,519
<u>SCHOOL TOTAL</u>	2,500,575	1,078,514	2,731,722	1,113,763	50,325	1,567,635
H. OSSU/ADMIN/SP ED	103,044	51,522	104,325	52,163	0	52,163
OSSU MAINTENANCE	285,089	142,545	305,000	152,500	0	152,500
<u>I. ADULT ED:</u>						
Salaries	0	0	2,000	0	0	2,000
Benefits	0	0	170	0	0	170
Travel	0	0	0	0	0	0
Supplies/Textbooks/Equip	0	0	0	0	0	0
Total Adult Ed	0	0	2,170	0	0	2,170
J. DEBT SERVICE:	0	0	0	0	0	0
K. TUITION REFUND	0	0	0	-189	0	189
<u>SURPLUS/DEFICIT</u>	0	0	0	0	0	0
<u>TOTAL</u>	2,888,708	1,272,580	3,143,217	1,318,236	50,325	1,774,656

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REGIONAL ADVISORY BOARD MEETING
WEDNESDAY, NOVEMBER 9, 2022
RANDOLPH UNION HIGH SCHOOL
MEDIA CENTER AT 5:00 PM

DATE: Wednesday, November 9, 2022

TIME: 5:00 PM

PLACE:RUHS Media Center

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or email: llubold@orangesouthwest.org

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through Positive Relationships
among Staff, Students, Families and Community Partners.*

Attendance: Megan Sault, Felicia Allard, Layne Millington, Heather Lawler, Ashley Lincoln, Nathan Wright, Sarah Haupt,
Matthew Fedders, Anda Adams,

AGENDA

- I. Call Meeting to Order - Ashley Lincoln calls the meeting to order 5:01pm
- II. Welcome Guests and Hear Petitions -
 - No guests today, no petitions.
- III. Nominate and approve new RAB members
 - Rodney Rainville, and Danielle Moffitt,
 - Motion to elect Rodney and Danielle to the RAB. Matthew Fedders makes the motion to add these folks, Nathan seconds it. Put to vote, unanimously approves these members being added.
- IV. Facilities Update (water damage and future plans)
 - We had a pipe break in the boy bathroom on Thursday. We had one member of the staff here, he noticed it and alerted facilities immediately. They got to the leak and were able to keep it mostly contained. We had to close school for Friday.
 - We are hoping that over the summer we can redo those bathrooms, and make 6 individual stalls.
- IV. Recruitment season FY24 (visits, career night, application deadline...)
 - Our lookbook has been sent out to all 9th, 10th, and 11th grades.
 - We have been going out to the sending school all last week.
 - First week in december is going to be out showcase visits, the following week will be our career night where families can come in with their students to see what the programs are all about, ask all the questions and get help with applications.
 - We are looking to have our first round of applications
- V. Current enrollment - 148 not including our raven students.
- VI. Budget FY24
 - Improvement Plan for academics
 - Tuition increase
 - State revenue increase due to 3 year average enrollment increase

- Currently the way our budgeting works is that we are allotted money based on our 6 semester average. So this is affecting us, because we are getting funding for only 120 students when we have 150.
- 30 percent of our Perkins plan needs to go to boosting up our academic performance. The hope is to get an academic intervention.
- Felicia has just submitted Perkins' plan for approval.
- Due to 30 percent of our perkins needing to go to academic performance, we are going to have to be pulling things from our perkins plan, like a few staff salaries, our dental assisting teacher.
- In order to get to where we need to be academically, we are looking at potentially hiring 2 academic teachers.

VI. Reports

- Director -
 - CLNA has been completed, and the Perkins grant application has been submitted.
 - Dental Assisting - Right now we have an amazing young Dentist who is working with our program. She is our teacher for this year under a one year emergency license, she is working to have the program accredited by this spring. This one is funded through the time grant. We have inquired about teaching this program for the next school year.
 - How are new staff settling in?
 - For the most part our new staff seem to be doing well. There has been some growing pains, with kiddos testing instructors, and some movement within the center. but all in all I think everyone is settling in well.
- Superintendent -
 - 25 years ago they put in a boiler out back to heat the hot water at the tech center and the highschool. As soon as the weather got colder a pipe burst, we are not sure the extent of it, we are working to get this fixed. We may have a couple cold days here at the school, but it shouldn't cause a school closure.
 - This is becoming a common thing at the school here, we are seeing about 3 pipes breaking a year. This is something that we are going to be looking into as we do the building evaluation, it may be a time now to consider rebuilding the tech center and the high school. We were scheduled for the PCB testing, but it was moved to 2025. Layne is considering paying for this PCB testing to help move the urgency forward in the status of the building.
- Financials
 - We are in the budget process at this point, a little further behind than in the past year. We are looking at a 10-20% increase in the budget from years past.

VII. Consent Agenda

- Minutes of: October 12, 2022 Special Board Meeting (*enclosed*)
 - *Motion to approve the minutes from October 12th by Sarah Haupt, seconded by Nathan Wright, unanimously approved meeting minutes.*

VIII. Correspondence & Other Items

IX. Executive Session (*if needed*)

X. Items for Next Meeting

Future Meetings

Next meeting: Wednesday, February 8, 2022 @ 5:00 p.m.
Meetings begin at 5:00 p.m. prior to the OSSD board meeting

Ashley Lincoln adjourned the meeting at 5:22pm

Respectfully Submitted:



Robin Durican