

1 **Southwest Vermont Regional Technical School District (SVRTSD)**  
2 **Education and Facilities Committee Meeting Minutes: Tuesday, October 9, 2012**  
3 Conference Room, Career Development Center

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5 RGB members present: Jim Boutin, Rickey Harrington, Ed Letourneau and Frank Lamb, Chair;  
6 CDC represented by Supt./Dir. Jim Culkeen  
7 Recorder Sandra Redding

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9 Meeting was called to order at 4 PM. Frank Lamb opened the meeting by requesting information  
10 on enrollment numbers. Data will not be ready until Monday, October 15, 2012 in the late  
11 afternoon. Discussion ensued concerning class size, FTEs and number of students required to  
12 run a class/program. There is no policy at this time to determine if a class should be terminated  
13 or not. The artificial deadline that is used now is not very helpful as it does not clearly relate the  
14 appropriate enrollment. We need to inform sending schools by January what classes/programs  
15 will be running in the coming year. We need to know what we are talking about when we discuss  
16 keeping a program running. Is it students in the seat or FTEs? What does the Schiller report  
17 recommend? No specific numbers there. We have no minimum, only maximum. How do we go  
18 about setting a policy for this problem? There is a perception that we are running classes with  
19 very low numbers. Programs do pay for themselves when you figure in all classes in all blocks.  
20 Sometimes, a program may run low for a year or two. How long should we allow this before  
21 some action is taken? This committee should make some recommendations as to how many  
22 students will be needed in each class/program for a successful financial result. This means  
23 looking at actual numbers as well as FTEs. Using the standard six semester rolling average,  
24 some programs are not supporting themselves. When do we pull the plug and what sort of  
25 review is needed for fairness to the program and the instructor? The superintendent needs to  
26 have criteria to use to measure success in a program concerning numbers and how to counsel  
27 instructors for a positive outcome. We do need to remember this is education of students we are  
28 talking about, not just basic business. So, should some leeway be given and if so, what results  
29 are we looking for?

30  
31 The district is paid for each minute a student is in a seat here. So, how many students are  
32 needed to cover the expenses of each program? Of course, that varies due to the needs of a  
33 particular program. Should we set a minimum number needed for a program to run? Do we  
34 need a policy for this? This committee, after a great deal of thoughtful and lively discussion,  
35 decided to recommend to the policy committee the following:

- 36 • There must be a yearly minimum of 10 students per class and 10 teacher FTEs from all  
37 sources for a program to be maintained.
- 38 • If a program falls under this number, there will be a review by the administrator.
- 39 • An under minimum program instructor may face a reduction in teaching time and position.
- 40 • If a program continues to decline for a total of 3 years, the program may be eliminated  
41 upon review by the board.
- 42 • The declining program's advisory committee will be consulted in this process.

43  
44 The committee would like the policy committee to discuss and report back to them at the next  
45 meeting recommendations for a specific policy to cover these points. The motion was made by  
46 Rickey Harrington and seconded by Ed Letourneau as written above, containing the five points  
47 listed. Motion passed unanimously.

48  
49 Ed inquired as to the availability of a CDL program. The superintendent will do some research on  
50 this as we know some other tech centers offer this. Dave Dence assists his students in this area.

51  
52 Jim Boutin noted that the VT. Veteran's Home made contact with Shelly Stiles concerning the use  
53 of their land for a greenhouse. The committee would like more information from the advisory  
54 committee and hopes they will move quickly to see exactly what can be done. This could involve  
55 a great deal of money, but, there may be Dept. of Ag funds available.

56 Meeting adjourned at 5:15 PM.