

1 **Southwest Vermont Regional Technical School District (SVRTSD)**  
2 **Education and Facilities Committee Meeting Minutes: Monday, April 8, 2013, 5 PM**  
3 Conference Room, Career Development Center

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5 RGB members present: Jim Boutin, Jessica Gulley-Ward, Rickey Harrington, Fran Kinney, Ed  
6 Letourneau and Heidi Pickering; CDC-Supt. James Culkeen, Asst. Dir. Mike Lawler; Banner  
7 reporter D. Raspuzzi  
8 Recorder: Sandra Redding  
9

10 Ed Letourneau was elected chair of this committee. He inquired as to the college dual enrollment  
11 program we have in place. The supt. stated that we had articulation agreements with many  
12 colleges. Cheryl Blair will be able to provide that info. Some discussion took place concerning  
13 embedded credits, sending schools and MAU acceptance of these credits. Online course sites  
14 and state approval of these sites are of interest to the group. There has been no test case for  
15 online credit acceptance yet.

16  
17 The business manager position and anticipated vacancy was next up for discussion. Many notes  
18 of interest were brought up: present manager retiring gives Center an opportunity to re-think  
19 position; due to small annual budget and number of purchase orders generated, could the  
20 position be part time; there are many ways to change how we do things at this time; present  
21 assistant business manager not interested in assuming position, budget building skills needed,  
22 require flexibility in position, use of contracted services for some components, provide additional  
23 training, build job description and posting as necessary. Committee would like supt. to speak with  
24 present asst. business manager one more time. Present business manager has agreed to assist  
25 in the transition.  
26

27 Search will begin for the right candidate and details left to the supt. to work out.  
28 The elimination of the Tech English program was the next topic. Because of continuing low  
29 enrollment and the fact that we do not get paid for some of the students in this class, it was  
30 decided to drop this class for now. The Communications Technology instructor will be offered a  
31 .5FTE position for the 2013/2014 school year.  
32

33 The RGB education committee would still like to meet with the MAU ed committee. Program  
34 duplication would be a major topic.  
35

36 The Coop program position will not be cut at this time. The supt. has some thoughts on future  
37 development of this program. He would like to see center-wide resumes for all students, mock  
38 interviews and more local businesses involved with our students. MAU has the School to Work  
39 Program. How much of this is a duplication of what we do here?  
40

41 With the resignation of a front office person, we now have some flexibility to re-design that part of  
42 the Center. The Supt. will be considering this development.  
43

44 What we notice now is that schools are chasing the same populations. There is a limited pool of  
45 students. In order to grow, we must be innovative and motivated in creating the programs  
46 students will need, enjoy and learn from. That may mean changes to some programs, additions  
47 and/or deletions of others. Also, we must stay alert to the duplication of courses in our sending  
48 schools.  
49

50 We are planning a number of actions in the area of outreach. We are about to launch a new  
51 Facebook page for the CDC. Mike Lawler has been quite involved with that project. Many of our  
52 instructors took part in the Community Career Week. Displays and literature were set up in the  
53 CDC Atrium and hallways. Sophomore Summit will take place this week at Bennington College  
54 and again, many of our programs will be represented. Adult education at the CDC is featured  
55 regularly in the Bennington Banner with large, display ads. A direct mailing marketing piece was  
56 sent to all 7<sup>th</sup>-9<sup>th</sup> grades in our area recently. This was a very clever tool to reach out to a young

1 audience and get them thinking about careers in technical education.

2

3 We hope to establish a strong bond with the Middle School as we develop an agriculture  
4 program. Because they already have a head start on this, we need to collaborate with them on  
5 how we can join with them to focus on the innovative type of program we need for our area.  
6 Perhaps, we can work out a schedule that would be advantageous to both schools. Helen Fields  
7 name was mentioned as a contact person. Of course, the usual problem is how to obtain funds  
8 for a new program and the state may not be all that helpful at this time. Money and scheduling  
9 would be the main problems to solve. We need to make some cuts in the budget to make this  
10 happen from our end. Could start with a short block class at the CDC and expand as the need  
11 arises. Because we only take juniors and seniors in our programs and maybe a few sophomores,  
12 we are limited as to how many seats we can fill in any given year. Still need to look at becoming  
13 a degree producing school.

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15 Meeting adjourned at 6:18 PM.

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