

1 **Southwest Vermont Regional Technical School District (SVRTSD)**
2 **Education and Facilities Committee Meeting Minutes: Tuesday, April 1, 2014, 5:45 PM**
3 Conference Room, Career Development Center
4

5 RGB members present: Jim Boutin, Jessica Gulley-Ward, Ed Letourneau, Jackie Kelley and John
6 MacDonald; CDC-Supt. James Culkeen and Stephanie Mulligan, Business Manager, Kathy
7 Slade, Medical Program Instructor
8

9 Recorder: Sandra Redding

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11 Meeting opened at 5:45 PM with election of chair as first order of business. Ed Letourneau was
12 elected chair by those present.
13

14 Finance committee meeting that just concluded was briefly discussed to bring all present up to
15 speed. See finance committee minutes.
16

17 Several questions were asked concerning financials and cost saving measures:

- 18 • No planned personnel cuts at this time, but that could change
- 19 • Field trip funds still available; some programs generate their own funds, some do not;
20 total number of field trips down from past years
- 21 • CTSOs are state required as part of program curriculum; similar to costs of supporting a
22 sports program;
- 23 • We added a new program, (Sustainable Agriculture), so how do we justify dropping others
24 if a new one added. This program is funded by grant money that would have been lost if
25 not used; program will only continue if awarded Innovation Grant for next year. Looking
26 at which changes will have the least impact on students and the bottom line; survival of
27 the fittest programs and FTEs; looking at generated costs as opposed to expenditures;
- 28 • Budget concerns have been addressed with faculty/staff at least twice at professional
29 development day and faculty meeting
- 30 • All on the savings hunt; getting a more positive response from teachers; there is some
31 anxiety, but we need to wait a bit longer
32

33 Kathy Slade mentioned that we need to look at the mission of education in the workforce; she
34 asked how long does a grant last and what happens when it runs out.
35

36 There are contractual dates that need to be followed each year pertaining to employment
37 contracts. We need to prepare for future workspace, shifting opportunities, higher learning.
38 Advisory committees should have an important and involved role in program growth. Need
39 feedback and fresh ideas to prepare for current industry practices.
40

41 We may need to schedule a special full board meeting in early May for final program and
42 contractual reviews. There is no deadline for ESP contracts. Faculty credentials need to be on
43 file with us by June 15. This is a solid deadline!
44

45 We are spending more on educational courses for faculty. They are entitled to 6 credits per year
46 equal to the UVM rate.
47

48 The process for our contracted services with MAU is not very flexible. We have little control in
49 that area, so costs are not ours to decrease. Might be time to check out alternative solutions.
50

51 How do we go about filling empty seats in the classroom? Are we in contact with our neighboring
52 state and could arrangements be made for their participation at the CDC? Our district
53 encompasses a large area. How can we entice better student participation from these areas?
54

55 MAU is offering two new short blocks that are expected to cut into our short blocks. How should
56 this be addressed? There is a feeling of some encroachment from MAU concerning classes that

1 should be more in the realm of tech education. There are laws on the books that address this
2 issue, but no one has investigated the process. It seems no tech centers have recently
3 addressed this issue.

4
5 We have three positions to fill for the coming year, one faculty and two special. We are in the
6 process of searching for the right fit for a Special Needs Coordinator and Tech Education
7 Guidance Coordinator. The job descriptions for both of these positions are presently being fine
8 tuned. The administration is discussing several ways to fill and utilize to the best advantage
9 these positions and what style of applicant will fit our present situation and take us into the future.

10
11 If there is a need for another meeting of this committee or a special meeting for the full board, the
12 administration will advise the board chair and arrangements will be made. This will depend on
13 enrollment numbers and hiring needs.

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15 The superintendent reminded all present of the legislative Breakfast to be held Monday, April 7,
16 7:45 AM at Central Office.

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18 Meeting adjourned at 7:05 PM.

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