

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Strategic Planning Committee Meeting**
3 **Wednesday, August 3, 2011**

4
5 Attending: RGB members – Gloria Alexander, Larry Johnson and arriving late, Jim Boutin
6 Others: Robert Montgomery, Interim Director; Robert Mazur, Adult Education; Meghan
7 Maguire, Outreach; Recorder: Sandra Redding, Office Manager

8
9 Minutes from June 9 meeting were reviewed and approved.

10
11 Gloria welcomed all to the meeting. She announced after some discussion that the
12 Program and School Evaluation subcommittee on advisory committees, will meet on
13 Wednesday, September 7 and the regular RGB Strategic Planning Committee will meet on
14 Thursday, September 8.

15 The subcommittee will discuss the survey responses from the CDC faculty and review
16 resource material to help create an advisory committee manual. The committee feels that a
17 business perspective would be useful to assist in expanding the membership and
18 involvement of those on advisory committees.

19
20 Program assessment was the next topic of discussion. It was noted that every program has
21 its own assessment and some have been in place for years while others are a newer
22 version. The “Game of Logging” which is a Forestry assessment is a good example of what
23 an assessment might be. Bruce Gabrus uses scenario assessments and Doug Webster to
24 determine student progress throughout the school year.

25 Bob Montgomery mentioned his concern about math scores. The CDC, with the assistance
26 of Mary Farrell, Special Education Coordinator, tests students using the TABE system in the
27 fall and spring to chart progress. Math always shows an increase. “Work Keys” is often
28 used as a screening tool for apprenticeships in certain companies. This indicates the level
29 of a person’s employability and skills. This displays in the form of a transcript. Wendy Klein
30 is involved in training for career readiness for adults.

31
32 The Advance Planning memo was discussed. The committee is interested in state data as
33 to where graduated CDC students are today. Bill expressed interest in this area in the past.
34 CTSO membership is growing and the committee is very interested in learning more about
35 these offerings. The groups may be growing as the meetings are now being held during
36 school time as opposed to after school. There are very strong and dedicated advisors to
37 lead the CTSOs. The committee would like to continue working on this topic at the next
38 meeting with a plan to present to the full board in the near future.

39
40 Meghan Maguire reported on the past and upcoming community events. Attendance at the
41 culinary summer evening classes has been very good. The committee did some
42 brainstorming for additional topics that would be of interest to our community, showcase our
43 programs and/or create training opportunities for individuals. Several committee members
44 have contacts thru clubs and associations that could be approached to gauge their interest
45 in being part of these monthly seminars which will be held here at the CDC. It was
46 suggested that a calendar be created and published to our website as to the schedule of the
47 upcoming monthly seminars for the year ahead. We should try to establish a three year
48 plan. Bob Mazur added that he might be able to include information in his upcoming
49 brochure. It was noted that many of us are excellent at coming up with ideas, but slow to
50 implement them.

1 Distance learning was discussed just as Jim Boutin arrived at the meeting. He was able to
2 share information concerning distance learning that took place at the Education/Facilities
3 committee meeting on Monday, August 1. See enclosed minutes from that meeting.

4 A question was asked concerning our website as to who managed it and why our IT people
5 were not involved. Jen Holley has been the webmaster for the CDC for several years and is
6 doing an excellent job. We have only 1.5 IT people for over 400 computers, so they have
7 their hands full.

8
9 Focus on Curriculum was also included in the Education/Facilities committee meeting. See
10 minutes.

11
12 Larry Johnson asked if board members could visit composites evening classes when they
13 are running. Bob Mazur responded that they are always welcome and could participate as
14 well.

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16 Meeting adjourned at 3:30 PM.
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