

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Education Committee Meeting Minutes: December 6, 2007**
3 Meeting Room, Career Development Center

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5 Committee Members Present: Claude DeLucia; Kevin Goodhue; Ed Letourneau, Chair

6
7 Staff and Others Present: Wendy Klein, CDC Coop Coordinator (arrives at 3:30/ left at 4:00); Wes
8 Knapp SVSU Superintendent (left at 5:10); Bob Montgomery, CDC Assistant Director; Donna
9 Oyama, CDC Director; Bill Swisher, CDC Guidance Coordinator (left at).

10
11 Recorder: Barb Schlesinger.
12

13
14 Chairman Letourneau called the meeting to order at 3:04. The order of the Agenda was modified
15 slightly, with Approval of Program Studies becoming item number 6.

16
17 **1. Manufacturing – Change of Program Name.**

18 Swisher noted that Governor Douglas has stated, "Manufacturing is dead" although according to
19 an article in the Banner, Bennington County is experiencing the most growth in this field in
20 Vermont. Swisher noted that some other tech centers have changed this program's name to
21 Design & Fabrication. CDC's Manufacturing Advisory Board has approved this same name
22 change. Design & Fabrication removes the local stigma of "mill work" and creates a different
23 image.

24
25 Letourneau moved and Goodhue seconded a motion to accept the proposed name change from
26 Manufacturing to Design and Fabrication. All were in favor.

27
28 The Education Committee's name change approval will be brought to the Full Board at the
29 December 17th meeting where the Board can act on it.

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31 **2. Horticulture/ Landscape Syllabus.**

32 Oyama reported that the Horticulture Advisory Committee has met three-four times recently and
33 has approved the syllabus. The syllabus has been approved by the state and meets VT State
34 competencies. GIS mapping has been added to this new syllabus along with a strong focus on
35 sustainable land use. Knapp questioned if the focus was organic and sited from his experience
36 scenarios, for example beef cattle farming, where organic does not work. Letourneau noted that
37 Jen Kimberly, who is on the Advisory Committee, would have noticed areas that would be
38 problematic. Oyama noted, from her experiences, that organic truck farming works well.

39
40 Goodhue moved and Letourneau seconded a motion to accept the Horticulture/ Landscape
41 Syllabus. All were in favor.

42
43 **3. Cosmetology Update – Health Credit.**

44 Montgomery reported that he had met with the MAU Education Committee and requested that
45 they approve one half credit for health to be embedded in to the Cosmetology Program credits.
46 The request was NOT approved at that time. Bob suggests that the request be resubmitted.

47
48 **4. Auto Program Length and 60 Minute Tech English.**

49 Oyama reported that Haskins has again requested a change in the program's class-time length.
50 Haskins has requested that first year classes be 90 minutes and second year classes be 150
51 minutes. Currently, both year one and two meet for 120 minutes. Oyama expressed concern
52 that, if adopted, there would be a loss in FTES because of the natural attrition from year one/ two.

53
54 Besides Auto Tech, there are three other programs, Forestry, Manufacturing (Design &
55 Fabrication) and Building Trades, that would also like to change class times.
56

1 Discussion followed as to:

- 2 - If all should be considered at the same time.
- 3 - The financial impact (FTES)
- 4 - What is in the best interest of the students
- 5 - English class to fill the time for first year students

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7 Goodhue moved and DeLucia seconded a motion to approve the class length changes for all four
8 programs and to pass this recommendation to the Finance Committee. All were in favor.

9
10 There was further discussion regarding the number of periods per day currently. Oyama noted
11 that the current four-block day makes scheduling very tight, five – six periods per day increases
12 flexibility. Knapp commented that MAU is revisiting “blocks”, he likes module scheduling; it is the
13 best of both worlds.

14 **5. Career Awareness Short Block – 50 Minutes – 1 Semester.**

15 Klein passed out course curricula for Navigation 101, a pre-tech foundation course being offered
16 by VSAC free of charge. The course is designed for career exploration in grades 9+. In essence,
17 it is a sixty-minute, full semester course consisting of career research, field trips to companies,
18 career rotation, and soft skill development. Klein envisions one class (short block) per semester,
19 meeting daily.

20
21 Discussion followed as to who would instruct, similar programs in the past, grade range of
22 students in the class (9th-12th), reaching out to younger students, and potential value to MAU
23 students also. Also discussed was Freshman Focus that is no longer required at MAU.
24 Consensus was that it was a valuable course that should be extended to all high school age
25 students that
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27
28 Letourneau moved and Goodhue seconded a motion to approve the Career Awareness Short
29 Block course. All were in favor.

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31 This will need to be brought to the full Board for their approval. Letourneau suggested that the
32 students in AV prepare a formal presentation to broadcast on CATTV. Knapp will bring this
33 course to the attention of Oller to get on the Agenda for MAU's Board. It will be valuable to MAU
34 students that are not college-bound.

35 **6. Approval of Program of Studies.**

36 Oyama directed the Committee to the back pages of the draft Program of Studies that highlights
37 (by program, alphabetically) the embedded credits in a given program. Also located in the back of
38 the draft is an application. Swisher noted that the application only gets an applying student an
39 interview with a teacher, not acceptance into the program.

40
41 The Program itself is modified annually and is the basis for the budget. It was noted that page(s)
42 9 and 15 need corrections.

43
44 The Committee approved the Draft Program of Studies in concept.

45 **7. Superintendent Job Description – Update on Fact Finding.**

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47 Letourneau noted that the objective this evening was to approve the Job Description and to send
48 it to the full Board. Most of the presented description evolved after the visits to the Middlebury
49 and Springfield Technical Centers. In most cases, the individual wears “two hats”: payroll and HR
50 duties are spread out and present no problems. The Committee will recommend in the future that
51 these duties be pulled in and done in-house (at CDC).
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53
54 Knapp will meet next week with Rick and they will come to the next Board meeting and explain
55 what CDC is getting and what is being done.
56

1 The idea of the three Tech Centers (CDC, Middlebury and Springfield) "sharing" a superintendent
2 was presented.

3 → Knapp agreed that this could work; a superintendent is mainly responsible for paperwork and
4 personnel and does not have to be on site all the time. He also noted that there was
5 something to be said about a superintendent living in and being a part of the community they
6 serve.

7 → Letourneau will present the idea to the full Board and would like to set up a committee with
8 the other two tech centers to explore this idea.

9
10 Discussion about specifics of the presented job description and qualifications followed. Knapp
11 felt that the qualifications should be more general. Base salary was also talked about with
12 Letourneau noting that the Springfield and Middlebury Directors/ Superintendents are not being
13 paid more for performing the two tasks. Knapp has the VSBA, which includes superintendent
14 salaries, and he will share this with the Board. Advertisement for a superintendent was also
15 talked about, with Montgomery noting School Spring, which Oyama has used.

16
17 Consensus was to correct and make minor changes to the draft, mark it DRAFT, and to send to
18 the Board members with their RGB packet next week.

19
20 There was also general superintendent discussion. DeLucia summarized CDC's three choices: 1)
21 use the SVSU Superintendent, 2) upgrade the CDC Director's role to Director/ Superintendent, or
22 3) CDC hires its own superintendent. Knapp has had DeLucia placed on the Superintendent
23 Search Committee (SVSU) and will recommend that he has voting rights. Letourneau reiterated
24 that NEASC requested defined lines of authority between the director and superintendent, which
25 is why a committee was formed to create the job description.

26
27 Goodhue asked about the evaluation process. Oyama noted that you can evaluate services and
28 that the draft clarifies the services and what CDC wants. Oyama will have the sharing of a
29 superintendent with the other tech centers on the upcoming agenda.

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31 At 5:15 PM, a motion to adjourn passed unanimously.