

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Strategic Planning Committee Meeting**  
3 **Thursday, October 7, 2010**

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5 Attending: RGB members – Gloria Alexander, Claude DeLucia and Frank Lamb; CDC-Dr.  
6 Frank Barone, Bob Montgomery, Meghan Metcalf, Bill Swisher and Bruce Lee-Clark; Mau-  
7 Lisa Harrington Redding  
8 Recorder: Sandra Redding, CDC Office Manager  
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10 Meeting began at 2:15 PM. Minutes from September were approved as written.

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12 Gloria Alexander summarized the activity plan that the committee prepared from all the input  
13 gathered last year. Timelines for the five strategic goals were discussed as well as how to  
14 measure the success of each goal. Also noted was the need to enlist the help of faculty,  
15 staff, RGB members and others to make the activities of the goals successful.  
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17 **Goal #1**

18 Activity #1-Monthly educational seminars. Open to the whole district; search for experts in  
19 many fields to participate; 60-90 minute program could be shown live on CATTV as well as  
20 taped for future use; different locations for the seminars should be investigated; Meghan  
21 could help with this.

22 Activity #2-idea from China re: activities for adults while children are at parks/playgrounds;  
23 could be a CDC project; need to contact Tracey Knight at Benn. Parks Dept. and Kevin  
24 Goodhue at town office; consider fund raising and grant money for equipment; design class  
25 could be involved as well as building trades

26 Activity #3-Dr. B., Frank Lamb and Bruce Lee-Clark could explore distance learning; check  
27 for grant opportunities; pre-law and entrepren. Would be ideal classes for this.

28 Activity #4-MM, BM, FL, BLC could work on increasing enrollment or at least, keep it  
29 steady; ongoing timeline.

30 Activity #5-encourage more evening classes; possible educator discount; B. Mazur and MM  
31 could start now researching how to increase the number and diversity of classes; look for  
32 suggestions from faculty/staff; check for district needs.

33 Activity #6-goal to have more than 50% of classes have dual enrollment; Barb G. could  
34 coordinate with CCV; FB and MM would be involved in this activity; Culinary could connect  
35 with NECI; administration is first level involvement.

36 Activity #7-everyone should be involved in this activity to some degree; we are talking  
37 faculty, staff, RGB members should all be out talking up CDC programs, etc; keep good  
38 news in the public's vision.  
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40 **Goal #2**

41 Activity #1-faculty and advisory boards responsible for this activity; should be ongoing; 5%  
42 increase per year would be a reasonable; need to check out the rules for CTSO  
43 membership; suggestion to schedule meetings at better time for more student involvement.

44 Activity #2-every student should be involved in a community service volunteering event;  
45 Mayfest, Cosmetology fundraising, "Runways" . There are many opportunities for  
46 volunteering. Need good record keeping; end of semester report; good citizenship should be  
47 encouraged; incentives for staff involvement; information should be placed in portfolio;  
48 establish a yearly timeline.  
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1 **Goal #3**

2 Activity #1-2 day workshop next week for teachers will be run by 4 of our faculty, (MF, WK,  
3 NF, SP); these teachers will then train others; hope to have some kind of portfolio ready for  
4 June of 2011; goal is every completer will leave with a portfolio.

5 Activity #4-Bob Montgomery has introduced "work keys"; add community service; every  
6 completer will leave with paper, digital employment transcript; we keep transcript forever;  
7 hard copy should have seal.

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9 **Goal #4**

10 Activity #1-Bob Montgomery, faculty members TBD and advisory board members TBD.

11 Activity #2-Dr. Barone, faculty TBD, RGB and RGB Education Committee; annual report;  
12 clear target and goals

13 Activity #3-Bob Mazur, MM and Dr. B. with advisory committees by end of June, 2011;  
14 would like have some kind of composites program up and running soon.

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16 **Goal #5**

17 Larry Johnson, faculty members TBD and/or administrators with RGB Education committee  
18 TBD; could have rubrics by January 2011; must develop a way to measure our own  
19 success.

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21 Gloria thanked everyone for their hard work. Good progress is being made.

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23 The committee decided to meet next on December 9, 2010. Meeting adjourned at 3:30PM.

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