

1 **Southwest Vermont Regional Technical School District (SVRTSD)**  
2 **Strategic Planning Committee Meeting, Thursday, January 8, 2015, 2:30 PM**  
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5 Attending: RGB members – Gloria Alexander, Jim Boutin and Heidi Pickering  
6 CDC represented by Superintendent Michael Lawler, Meg Honsinger, Asst. Director and  
7 Marie Pierre Huguet, Assistant Director for Adult Education  
8 Recorder: Sandra Redding  
9

10 Gloria opened the meeting at 2:30 PM and welcomed Meg Honsinger, CDC new Assistant  
11 Director, to the group. She then asked for approval of the November minutes. The  
12 committee approved the minutes with a correction to the wording on line 36, changing “will  
13 be” to “is being.”  
14

15 The Program of Studies, (course catalog), was discussed. It was noted that the catalog has  
16 been updated and placed in the drop box. Mike thanked the guidance coordinator, Rebecca  
17 Jones, Meg Honsinger and Marie Pierre for all the work done on this project to update, and  
18 re-do the graphics. This version is an easier way to follow the course selections and  
19 application form. This POS is very different from past ones and will continue to evolve. We  
20 will try to keep it simple and tie into MAU’s course catalog for future reference.  
21

22 The Work Based Learning concept will be presented to the full board in February. There  
23 has been great dialogue with community members concerning the transition from a co-op  
24 style program to the newer concept of work based learning. The program will start in the  
25 second semester with approx. 17 students. We are shooting for at least one student from  
26 every program. A rotation process will need to be set up with goals and dates. It was noted  
27 that this is a multi-phased work in progress.  
28

29 The progress on summer programs was discussed. It seems we have a very good start for  
30 this year working with the Bennington Police Department in a very popular program they  
31 have established. We also have money in the budget for other summer programs, such as  
32 sustainable foods. Not quite sure how that program will progress at this time. Sustainable  
33 Foods program will begin very soon with the second semester. It was noted that Tim  
34 Holbrook is concerned we are setting up activities with the Middle School as he would like to  
35 see us use the greenhouse that was built on MAU property. There may be opportunity to  
36 establish a summer program at the Middle School, so Steve Green and/or Helen Fields  
37 should be contacted.  
38

39 Concerning the use of C156: this area has been cleared out for the LNA program. Some  
40 renovations will be needed for this area and these changes are in the works now. It was  
41 noted that there were no men in the first LNA class which has just finished. The class  
42 involves 100 hours of training; class is on probation for one year; there is a waiting list to  
43 participate in this class. The blended Pharmacy Tech class will also be in this room.  
44 Students from other tech centers will be able to take this class. The pharmacist from SVMC  
45 is assisting this class as well.  
46

47 Mike Lawler gave details concerning on how we might recognize and celebrate our talented  
48 students. He would like to see a “Student of the Month” selected as we begin the second  
49 semester. He suggested a plaque be prepared for public recognition, a certificate for the  
50 student and lunch with the superintendent and student’s family at the culinary arts  
51 Wednesday luncheon. Windham Regional Career Center in Brattleboro has used this as a

1 successful recognition tool. It was noted that the adult education program, ACE, had its first  
2 award night two years ago and approx. thirty people attended. Fifty people were involved in  
3 last year's event. She is expecting an increase for this year; noted it is exciting to see the  
4 transition of the student from high school to adult education and the great pride in our school  
5 they exhibit.

6  
7 The Mission and Philosophy document was corrected and approved for presentation to the  
8 full board.

9  
10 Mike informed the committee of his meeting with Superintendent Judith Pullinen from  
11 Arlington School District. They would like to focus on creating some satellite programs  
12 working on the STEM connection.

13  
14 21<sup>st</sup> Century tools: Marie Pierre prepared a document for the committee members  
15 concerning this. What kind of skills do we expect? There is a great emphasis for this push.  
16 Should we have teachers focus on this or are we getting off base? Is this the role of the  
17 strategic planning committee; should we be planning or doing assessments? This is the  
18 teacher's domain and this committee should be focusing on the 3 to 5 year plan.

19  
20 This committee is wondering how to proceed and what their role should be. These points  
21 were made:

- 22 • What does administration see?
- 23 • This committee should look at all programs; outlook for 5 years
- 24 • Identify every program and input needed
- 25 • Talk to faculty, advisory committees on how to proceed
- 26 • First five programs to discuss
  - 27 ○ Engineering/Design with Design/Fabrication-STEM program possibilities
  - 28 ○ Computer Networking-IT cluster
  - 29 ○ Marketing/Business Management/Account and Financing
- 30 • What happens next:
  - 31 ○ Major changes
  - 32 ○ How to update
  - 33 ○ Write new curriculum
  - 34 ○ Must get state approval
  - 35 ○ Local needs-make take time to have goals set
  - 36 ○ Inform program teacher
  - 37 ○ Get advisory committee involved
  - 38 ○ Consider program/major changes/where we are going
  - 39 ○ Let all instructors know
  - 40 ○ Poll advisory committees
  - 41 ○ Need input before changes are made

42 At the next meeting, the committee will look at IT/Computer; Design and Fabrication and  
43 Engineering and Design; Marketing/Business Management and Finances and Accounting.

44  
45 Jim Boutin reported he will be attending the building trades advisory meeting tonight.

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47 Next meeting will be Wednesday, February 4, 2015, 2:30 PM in the Conference Room.

48  
49 Meeting adjourned at 4 PM.

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