Notice of Public Meeting
St. Johnsbury Regional Advisory Board (RAB)
Career and Technical Education (Lyndon Institute and St. Johnsbury Academy)

Monday, December 13, 2021
3:30pm - 4:30pm
Virtual Meeting via Zoom (link provided on agenda)

Meeting Agenda
St. Johnsbury Region Career and Technical Education
Regional Advisory Board Meeting
Date: December 13, 2021
Time: 3:30 - 4:30
Location: Zoom https://us04web.zoom.us/j/77983004486?pwd=dzVtbnWmTnkUnpYVVE5WkU0SGppZz09

<table>
<thead>
<tr>
<th>TOPIC:</th>
<th>ATTENDEES: RAB group members</th>
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<td>Regional Advisory Board 2021-2022</td>
<td>Present:</td>
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<td>Missing:</td>
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MEETING OBJECTIVES:
- AOE Board approval conversation
- CTE budget breakdown
- WorkKeys assessment overview
- CLNA Update
- Program update
- Meeting Dates/Times 2021-2022

- By Laws as amended and approved

SCHEDULE:

<table>
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<tr>
<th>TIME</th>
<th>MINUTES</th>
<th>ACTIVITY</th>
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<td></td>
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<td>Welcome</td>
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<td>Approve minutes from June: Link: 8.17.21</td>
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### Public Input:

- **RAB approval from AOE**
  - Jeremy spoke with Doug Webster from the VTAOE regarding RAB 12/7/21
    - Questioned lack of representation from Arlington and East Burke/checking with Ruth D.
    - Workforce representation on Board. Only 3 required. We have more. Only 3 can be voting members.

### Budget Breakdown
- Lyndon Institute

### WorkKeys
- 2020 Results
- Fall 2021 results

### CLNA Update (Perkins V Comprehensive Local Needs Self-Assessment)
- Ready for sub-committee meeting for scope
  - Pat, Jeremy, Yvonne, Jen P., Caleb B.
- Size, Scope, Quality review
  - Initial review completed (LI)
- Program of Study (related to S,S,Q)
- Labor Market Information
  - Provided State and Caledonia County
  - Need for a local survey?
- Stakeholder survey
- Opportunity Gap Analysis Training
  - Rescheduled January 21.

### Programming Updates:
- Adult Education
- Post-secondary

### Set schedule for 2021-22 school year.
- **RAB meeting cycle (as per AOE memo)**
  - **December 13th 3:30 PM**
  - **March 14th 3:30 pm**
  - **June 13th 3:30 PM**
    - **Dec**- January: RAB meetings around budgets (schedule an extra meeting if needed)
    - **Spring**: Program updates
    - **Fall**: Assessment Data- getting industry recognized credentials, benchmarks of programs
Parking Lot:

**Next moves/ next meeting:**
After the week of October 18th,
- Sub committee: Provide the data and get feedback on the Labor Market - sub committee look at the scope of work for the CLNA, a meeting scheduled if needed.
- Sub Committee: look at student data

December RAB meeting:
- Recommendations from the CLNA working groups from the WorkKeys assessment updates, student data, labor meeting
- CLNA Report Out
- Updates from AOE Training (Sept 24: October 15: Nov 5: Dec 10:)

Agenda items:
Next Meeting Agenda