

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, April 10, 2012
Best Western
Waterbury, VT**

APPROVED

State Board Members Present: Carol Bokan, Vice-Chair George Cross, Chair; Richard Fraser, Jason Gibbs, David Luce, Secretary; Holly Tippet

CHSVT Administration Present: Dana Lesperance, Career and Technical Education Chief; Troy McAllister, Principal; Wilhelmina Picard, Superintendent; and Sheila Sayah, Administrative Assistant

CHSVT Administration Absent: Mary Koen, Chief, Special Education

The meeting was called to order at 9:30 a.m.

Approval of Meeting Minutes

Some clarifications were made about information received during the public comment portion of the meeting last month.

Richard Fraser made a motion to accept the meeting minutes of March 13, 2012. David Luce seconded the motion. The minutes were approved.

Public Comment

- George Cross shared a letter he received from former board member Don Messier (a copy of that letter is attached).

Administrative Reports

Written reports were shared with board members prior to this meeting. Board members were given the opportunity to ask questions and each administrator was given a chance to provide updates as needed.

Dana – No updates.

Troy – A CHSVT school policy change during the last fiscal year requires that students earn 22 credits in order to graduate. Students already on track to graduate were grandfathered, and allowed to earn 20 credits, as long as they continued to work toward completion of their diploma. Currently 40% of the grandfathered students have received a CHSVT diploma and most of the remaining 60% are currently engaged in earning their diploma.

Mary – No updates.

Wilhelmina – WCAX News is working on several stories about CHSVT. Last Friday the first story aired and featured the culinary students at the Southern State Correctional Facility led by Correctional Instructor, Chris Cosgrove. A two-part series will air at the end of the month and will feature students at the Northwest State Correctional Facility as well as a former student who has become very successful in the Burlington community.

There was some discussion about how to get more of the community advocates and business contacts aware of positive news stories about CHSVT. It was suggested that an email list be created.

Wilhelmina was asked to explain and clarify the issues that have occurred at the media center at Northern State Correctional Facility and if the media center is no longer a viable program at Northern would it be a viable program at another campus.

Action Items

None

Discussion Items

a. **Update progress of H.613** – The second reading of the bill is in the Senate today and the third reading and final vote is scheduled for tomorrow.

b. **AA-16/Adjunct Liability Insurance Form** – CHSVT Business Manager, Maureen McIntyre was asked to speak to the Board and explain the reasons why the liability insurance is necessary for adjuncts to obtain in order to teach at CHSVT. Discussion ensued. Ideas were suggested and **the Board asked Wilhelmina to prepare a memo outlining the problems facing the adjuncts as they pertain to obtaining liability insurance to work for CHSVT and possible changes in Vermont law or policy that could alleviate the problem.**

c. **Update progress of open meeting law information** – Wilhelmina read a letter to the Board from the State’s Attorney’s Office that specifically addressed CHSVT and the Open Meeting Law. Discussion ensued. The open meeting law notification process has been resolved. All CHSVT State Board meetings will be posted online on the Department of Libraries public meeting board. It will be noted that if a meeting is taking place in a facility the public needs to be aware of security processes and if a meeting is taking place via telecommunications the necessary phone numbers and codes shall be included on the posted agenda.

d. **Update on Student Information System** – FOCUS is the SIS that has been selected as the best system to fit the needs of the school. Someone from the Agency IT department will talk to the company about technology requirements and compatibility. The cost of this system is significantly lower than expected.

e. **Habits of Mind Institute** – Dana gave the Board a HOM bookmark and mini poster and told the Board about the process for CHSVT to become a “Mindful School” within the HOM. CHSVT is the first school within a Corrections program to apply to be a “Mindful School” and the second school in the United States to go through the application process. Currently, only one other school in Hawaii has the distinction. By becoming certified, CHSVT will be a member of the HOM Foundation and will be able to share resources with the international community of schools around the world. Updates to the school website, mission and curriculum to incorporate

HOM recognizes the value of the Habits in teaching, language and mindset of teachers and correctional employees alike.

f. **Curriculum Manual Update** – The manual is still in revision stage with the plan of implementation at the beginning of the new fiscal year. The administration is providing professional development for faculty over the next three months to include technology, career and technical education, and curriculum framework.

Other Business

1. Wilhelmina distributed a copy of the CHSVT Policy Manual to the Board.
2. There was a question about staffing needs when Anne Cote retires from the Northeast Regional campus. Wilhelmina assured the Board that the position will be filled.
3. It was suggested that Wilhelmina take a look at the budget appropriations bill as it pertains to CHSVT.
4. Monthly Learning Hours and Outcomes - There was a request to explain the difference between student hours taught and recorded under Career Education and hours taught and recorded under Vocational and Technical Education. The difference is that hours under Career Education are taught by a Correctional Instructor and hours under Vocational and Technical Education are taught by a licensed Vocational Instructor. Both are teaching the same content to the students.

Items for next meeting

- Follow-up memo about adjunct liability insurance - Wilhelmina
- Student Information System (what it does, how it works) - Troy
- Board support – what can the Board do to help the school? (update in June?)
- Questions for Commissioner's visit with the Board
- Update of construction at Chittenden Regional

Next Meeting – Tuesday, May 8, 2012. Proposed: Facility campus (let administration decide)

Dave Luce made a motion to adjourn the meeting. Richard Fraser seconded the motion. The meeting adjourned at 11:09 a.m.

Respectfully Submitted

Sheila Sayah