

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES
Tuesday, May 14, 2013
Vermont Department of Labor
5 Green Mountain Drive
Montpelier**

Approved

State Board Members Present: George Cross, Chair; Richard Fraser, Jason Gibbs, Patti Komline, David Luce, Secretary.

State Board Members Present by Phone: Carol Bokan, Vice-Chair; Andy MacIlwaine

State Board Members Absent: Julie Breton.

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

CHSVT Administration Absent: Jerry Schartner, Chief, Vermont Correctional Industries (VCI).

Local Advisory Board Members Present by Phone: Don Luman, Blanche Kelley.

The meeting was called to order at 9:36 a.m.

Approval of Meeting Minutes

George Cross entertained a motion to approve the April 9, 2013 meeting minutes. David Luce accepted the motion and Richard Fraser seconded the motion. The meeting minutes were approved.

Administrative Reports – Updates

Wilhelmina - The DOC is having another Town Meeting style public forum via statewide interactive television. Wilhelmina will be participating in a half hour presentation of the reorganization plan set for CHSVT.

Dana – Dana shared the agenda for the May faculty meeting with the Board. The two Harley bikes are just about ready for donation. One bike is being built at Green Mountain Harley Davidson in Essex and the other bike is being built at the Northwest State Correctional Facility. The bikes will be donated to the Vermont Fallen Families program where they will be raffled off with the proceeds benefiting the program. WCAX is filming a series of stories about the bikes. They have already done a story at Northwest and will be covering the donation at the faculty meeting as well as a story on Memorial Day.

Action Items

a. Reorganization Plan – Some of the highlights from the Restructure/Organization Plan:

A process is now in place to track students who are not under the direct care or custody of corrections and are requesting educational services from CHSVT. The students are being directed to alternative education programs in the community.

Beginning July 1, 2013, the community campuses will have a new schedule. They will be open for direct education instruction from 8:00 a.m. - 12:00 p.m. Monday through Friday. The afternoon hours will be dedicated to special education paperwork, transition services for offenders from CHSVT to appropriate educational and work services, and technology integration.

Estimated savings for the school will be coming from the elimination of the adjunct program, four positions vacant due to retirements, no new computers needed this year, and by more control of budget spending by all campuses. By budget requests coming into central office for prior approval, this will hopefully curtail unnecessary spending and will encourage sharing of resources between campuses.

There was a question and concern about how all these changes would affect the school's NEASC accreditation. Wilhelmina responded that she has been in continuous contact with NEASC to make sure that no changes will affect CHSVT's NEASC accreditation.

A motion was entertained to proceed with the reorganization as described. Richard Fraser accepted the motion and Dave Luce seconded the motion. The motion was approved.

Discussion Items

a. Legislative Updates - Wilhelmina

No budget updates. The Legislature is hoping to wrap up by end of the week. The final budget amounts will be known by then. There is \$100,000 in Title I left over from last fiscal year that Wilhelmina is waiting on approval to carry over into the new fiscal year. The carryover funds would be used to fund professional development in math and writing instruction.

b. Update on Progress of VCI Programs – Wilhelmina for Jerry

Most of the textile equipment is in place at Chittenden Regional, positions are being filled with plans to begin work at the end of the month.

There are preliminary plans to add a textile industry at Northwest as well.

c. Update on Student Information System (Demo)

Troy shared a demonstration of the Focus Student Information System with the Board. The system is very close to being ready for teacher use.

d. Career and Technical Education Update

In the process of searching for a culinary instructor for the Southern State facility. Chris Cosgrove who is formally in that position is moving to Marble Valley.

The plan for the program at Southern State is to have a culinary academy where offenders come from other facilities to be taught and are then sent back to the facility they came from to work in the kitchen.

e. PO Expectations – Mike Touchette, Corrections Field Services Operations Manager

Mike came to answer questions about whether Parole Officers are tracking students who are supposed to be attending classes and what is the relationship between the POs and the CHSVT teachers.

Mike responded by saying that not all relationships between POs and teachers are good. There is no clear direction for the officers when it comes to tracking down students who are not attending classes. The department is looking to update a 30 year old system that would make keeping track of offender's schedule much easier but the new system is still several years out. The department is aware of the current issues and are working to create clear direction for a workable solution.

Items for next meeting

1. VCI Updates (including CRCF)
2. Review School Policies
3. Revisit By-Laws for State and Local Boards
4. Discuss proposal of six meetings/yr.
5. Approve May minutes
6. Career and Tech. Ed. Update
7. Any others items to come before the board

Next Meeting

Tuesday, June 11, 2013. CHSVT Central Office - Williston

David Luce entertained a motion to adjourn the meeting and Richard Fraser seconded the motion. The meeting adjourned at 10:44 a.m.

Respectfully Submitted

Sheila Sayah