

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD MEETING  
MINUTES  
Tuesday, June 10, 2014  
CHSVT Central Office  
White Cap Business Park  
Williston**

**Approved**

State Board Members Present: Carol Bokan, Vice-Chair; George Cross, Chair; Sarah Flynn, Richard Fraser, Brian Vachon.

State Board Members Present via Phone: Andy MacIlwaine

Local Advisory Board Members Present via Phone: Blanche Kelley (briefly before the start of the meeting)

State Board Members Absent: Jason Gibbs, Patti Komline, David Luce, Secretary

CHSVT Administration Present: Dana Lesperance, Assist. Dir., Corrections Educ.; Troy McAllister, Assist. Dir., Corrections Educ.; Wilhelmina Picard, Director, Corrections Educ.; Sheila Sayah, Admin. Svcs. Tech.; Jerry Schartner, Assist. Dir., Corrections Educ.

The meeting was called to order at 9:40 a.m.

Wilhelmina spoke briefly with Blanche before the meeting began. She had a few specific questions and could not stay for the meeting. She also wanted to let the Board know that she has no issues with the Guidelines for Local Advisory Boards as written and that the Rutland Local Advisory Board would be meeting on July 9th.

**Approval of Meeting Minutes**

**George Cross entertained a motion to approve the minutes from March 11, 2014. Sarah Flynn accepted and Carol Bokan seconded the motion. The March minutes were approved.**

**Administrative Reports**

No Administrative updates and no questions from the Board.

**Action Items**

- a. **Guidelines for Local Boards** – Discussed changes that had been made and brought to the meeting. There were no further comments or questions. A vote on the updated guidelines was deferred due to the lack of a quorum.

Dana added that the Administrators would appreciate if the local boards would plan an agenda and set dates for their meetings that would give the Administrators plenty of time to plan their schedules so that one of them may attend each meeting.

George will send a memo to the local boards to adopt the new guidelines at their next meeting.

## **Discussion Items**

### **a. Legislative Update – George**

The last two years of the legislative session have gone well for CHSVT. The first year, there were a lot of questions about the program and the second year showed more support. There is much support from House Institutions and Corrections and the House Appropriations has gained a greater understanding of the responsibilities and roles of Corrections Education.

### **b. Budget Overview – Wilhelmina**

The new business manager for Corrections Education, Linda Ladd, is working to help the Administrators understand and plan for the Title I funds and grants for the new fiscal year. Currently, the overall budget for Corrections Education looks to be level funded which could make for a very tight operating budget after salaries and benefits are accounted for. The actual budget numbers for the fiscal year will be shared with the Board when they become available.

In anticipation for the tight budget, all campuses are being required to combine supplies and share when available. The faculty is working on planning ahead when it comes to the needs of operating supplies.

Jim Candon will be retiring from the Rutland P&P campus at the end of June. Due to budget restraints, his position will not be immediately filled.

### **c. Joint Legislative Committee Report – Wilhelmina**

Corrections Education has been asked to prepare and submit a report to the Joint Legislative Corrections Oversight Committee on the current trends relating to the student population at the CHSVT.

Wilhelmina shared and discussed the draft with the Board. Discussions included: The current trend of the CHSVT population, CHSVT's responsibility to link and connect with outside resources, community campuses, electronic sharing of information with the DOC, adding an appendix of the CHSVT curriculum at the end of the report, Outcomes-Based Evaluation Plan, Data and Projections of the student population, initial DOC assessments, and recommended changes to the wording of the Statute.

The report is due to the committee on July 15<sup>th</sup>. The Board will receive copies of the final report. George suggested that if Board members have comments or suggestions for the report, they contact the Administrators.

## **Other Business**

### **a. Office of Civil Rights**

The Office of Civil Rights will be conducting a regular audit of CHSVT at the end of June. The audit has already been marked as "complimentary" and CHSVT is being recognized as one of the top in Corrections Education throughout the nation.

**b. Guidelines for Local Boards**

At this time there was a quorum of Board members to vote on the adoption of the Guidelines for Local Boards. There was a brief discussion of the changes made since the last draft was visited.

**George entertained a motion to adopt the Guidelines for Local Boards from Draft #2, dated 05/15/14. Brian Vachon accepted the motion and Sarah Flynn seconded the motion. The motion was approved.**

The next step is to send the guidelines to DOC and Local Advisory Boards.

**Items for next meeting**

1. VCI Updates
2. Focus update
3. Career and Tech. Ed. Update
4. Discuss recognizing local businesses who support employment of released offenders at the October meeting
5. Preparation for annual meeting
6. Any others items to come before the board

**Next Meeting**

Tuesday, September 9, 2014 at central office, at the White Caps building on Industrial Ave. in Williston.

**George entertained a motion to adjourn. Brian Vachon accepted the motion and Sarah Flynn seconded the motion. The meeting adjourned at 11:15 a.m.**

Respectfully Submitted,

Sheila Sayah