

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, June 12, 2012
Montpelier Elks
Montpelier, VT**

Approved

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

State Board Members Absent: Jason Gibbs

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

The meeting was called to order at 9:35 a.m.

Approval of Meeting Minutes

David Luce made a motion to accept the meeting minutes of April 10, 2012. Holly Tippet seconded the motion. The minutes were approved.

Public Comment

No public comment

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.

Wilhelmina – Wilhelmina thanked the board for their support and respect by cancelling the May board meeting so that the administrators could focus their time and energy on supporting the students and faculty with the untimely death of Southern State Correctional Facility Campus Correctional Instructor, Katherine Miller.

The CHSVT Administrative Team and Business Manager met on Monday to discuss the functions of the office. A list of changing roles and reassignment of duties were discussed to help streamline the office as the SIS is put into place. More information will be available as implementation of the system begins to take shape.

On June 6th Wilhelmina met with DOE Commissioner Armando Vilaseca, AHS Secretary Doug Racine and DOC Commissioner Andy Pallito to talk about CHSVT and how the three agencies work together. The purpose of the meeting was to fulfill a requirement from a Memorandum of Understanding that states the Commissioners of Corrections and Education should meet four times a year. Wilhelmina asked each about their vision for CHSVT. Topics included finances,

student attendance, assessments, CHSVT supervision (where does the school belong and who oversees operations), student poverty and parenting skills. George Cross plans to meet with Secretary Racine to further some of the discussions.

Mary – No updates

Dana – No updates

Troy – Several vacancies across the state are in the process of being filled. A special education position at the Burlington Street Campus has been filled and the new employee will start next week. A Correctional Instructor position at Northern State and one in St. Johnsbury are in the process of being filled due to retirements. A position at Southern State and one at Springfield P & P need to be filled. A vacant Vocational Coordinator position in Barre has been reclassified as an Education Technology Specialist and will soon be open for hire. This position will work with teachers state-wide.

Teachers have been attending professional development trainings the Friday after monthly faculty meetings. Mary Koen has been training faculty on the use of iPads for use at the street campuses, Troy has been doing a training about curriculum and instruction and Dana has been doing a training about Career and Technical Education.

Action Items

Mary has asked the board to review and support two documents that will be in place before students at the street campuses can use the internet. The forms are titled: CHSVT Computer Network/Internet Access and School Terms & Conditions and CHSVT Responsible Use Policy. There was discussion about the appropriate action steps needed for approval of policy from the board. **Dave Luce made a motion and Carol Bokan seconded the motion for the board to support the interim administrative steps toward gaining internet access to the street campuses. The motion was approved.**

Discussion Items

- a. **Update progress of H.613** – The law was passed and the Governor signed it.
- b. **AA-16/Adjunct Liability Insurance Form** – Wilhelmina met with DOC Financial Director, Sarah Clark about purchasing a blanket liability insurance policy for adjuncts. The request was approved by Sarah and the next step is to hear from the insurance agency.
- c. **Update on Student Information System** – The SIS proposal is in the DOC financial system and contract process. Hopefully the system will be ordered soon.
- d. **Commissioner's Visit** – Commissioner Andy Pallito and Deputy Commissioner Lisa Menard were invited to come and meet with the board. Among the topics discussed were local advisory boards, internet access at facilities, state board vacancies, and the relationship between CHSVT and DOE.
- e. **Update Chittenden Regional Construction** – Wilhelmina did not have any updates at this time.

Other Business

1. There was discussion about standardizing vocational programs at all campuses so that students have access to programs and certifications no matter what facility they are at.

2. There was discussion about the monthly student learning hours and the accuracy of collected information. It was requested by the board that monthly data reports not be published for public viewing until an accurate data collection system is in place. The new SIS will allow for more accurate data collection and reporting. Troy asked the board to give him some examples of what data information they would like to see produced from the SIS.

3. The board is interested in seeing newspaper articles and television news stories about CHSVT collected and kept at central office. These positive news stories should be available for viewing as good PR for the school.

Items for next meeting – None discussed.

Next Meeting – Tuesday, September 11, 2012. Place to be determined.

Richard Fraser made a motion to adjourn the meeting. David Luce seconded the motion. The meeting adjourned at 12:15 p.m.

Respectfully Submitted

Sheila Sayah