

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

**Approved**

State Board Members Present: George Cross, Chair; Sarah Flynn, Richard Fraser, David Luce, Secretary; Brian Vachon

State Board Members Present via Phone: Dan Alcorn, Jason Gibbs

Local Advisory Board Members Present via Phone: Blanche Kelley

State Board Members Absent: Carol Bokan, Vice-Chair; Andy MacIlwaine

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

CHSVT Administration Absent: Troy McAllister, Assist. Dir., Corrections Educ.

The meeting was called to order at 9:20 a.m.

**Approval of Meeting Minutes**

**George Cross entertained a motion to approve the minutes from June 10, 2014. Richard Fraser accepted and David Luce seconded the motion. The June minutes were approved.**

**Administrative Reports**

Wilhelmina

This will be a challenging year for Corrections Education due to budget cuts and being an election year, there will be more contact with the Legislature. Meetings have already taken place with the Corrections Oversight Committee with discussions involving the Agency of Education about serving non-DOC students. More meetings are scheduled in the coming weeks.

Wilhelmina has been working with the National Correctional Industries Association on a national level. She has been meeting with others around the nation, gaining new ideas and views and working on a reentry guide titled: Correctional Industries: A Guide to Performance Excellence.

Jerry

Correctional Industries is working to connect with CHSVT to enhance educational values in industry work.

Jerry is heading to an Industry Director training.

Revisiting the textile program at Chittenden. Having conversations with Vermont Works for Women and small business experts to better serve the needs of the women with industry skills, soft skills, and small business skills.

### **Action Items**

**a. Review and Adoption of Annual Report:**

Wilhelmina went over the Annual Report with the Board. **George entertained a motion to approve the FY'14 CHSVT Annual Report. Sarah Flynn accepted the motion and Jason Gibbs seconded the motion. The motion was approved.**

**b. Annual Review of CHSVT Policies:**

Dana went over the CHSVT Policy Manual with the Board. **George entertained a motion to approve the CHSVT Policy Manual. Brian Vachon accepted the motion and Dave Luce seconded the motion. The motion was approved.** The Policy Manual will now go to the DOC Commissioner for approval and will then be presented to the faculty at the September faculty meeting.

### **Discussion Items**

**a. Corrections Oversight Committee Meeting – George**

Main discussion has been about non-DOC students and the education options not involving Corrections Education.

An Oversight sub-committee with Representatives Martha Heath and Tim Ashe will be meeting with the Administrators and George soon to continue further discussion.

The Board will schedule a presentation for the Legislature to provide information about CHSVT/Corrections Education before Legislative session begins.

### **Items for next meeting**

1. Oversight Committee updates
2. CHSVT info – faculty, student data
3. Budget updates
4. Industry update – Chittenden facility campus
5. Success stories
6. NEASC
7. Discussion/questions about local boards – open meeting laws, conformity, etc.
8. Any others items to come before the board

### **Next Meeting**

Tuesday, October 14, 2014, place to be determined.

**George entertained a motion to adjourn. David Luce accepted the motion and Richard Fraser seconded the motion. The meeting adjourned at 11:40 a.m.**

Respectfully Submitted,  
Sheila Sayah