

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, September 11, 2012
Montpelier Elks
Montpelier, VT**

APPROVED

State Board Members Present: Julie Breton, George Cross, Chair; Richard Fraser, Jason Gibbs

State Board Members Absent: Carol Bokan, Vice-Chair; David Luce, Secretary; Holly Tippet

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

CHSVT Administration Absent: Troy McAllister, Principal

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

Approval of Meeting Minutes

Richard Fraser made a motion to accept the meeting minutes of June 12, 2012. Julie Breton 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 shared with the Board a declaration signed by the DOE Commissioner, Armando Vilaseca that states: *“Pursuant to Title 16 §166 (b) of VERMONT STATUTES ANNOTATED the Vermont State Board of Education acknowledged on August 21, 2012 that the New England Association of Schools & Colleges granted accreditation to serve individuals ages 16 to 22 under the custody of the Commission of Corrections to COMMUNITY HIGH SCHOOL OF VERMONT effective August 21, 2012 through November 1, 2016”*. Discussion ensued concerning the upper age limit of 22 on the declaration causing discrimination against older students pursuing their education. It was decided that a letter of appreciation for the declaration that also includes the age concern should be written to Commissioner Vilaseca. **Jason Gibbs made a motion to have Board Chair, George Cross draft and send a letter to Commissioner Vilaseca. Richard Fraser seconded the motion. The motion was approved.**

Action Items

- a. George met with the CHSVT Administrators over the summer to discuss a process that would be helpful for bringing items/issues to the Board for discussion/action. Discussion ensued with the Board about the process and format of such a procedure and some suggestions and changes were made to the draft.
- b. Vermont School Board Association (VSBA) – There was a discussion about whether or not it would be beneficial for this Board to be members of the VSBA. **Richard Fraser made a motion that the CHSVT State Board pursue a connection with the VSBA. Julie Breton seconded the motion. The motion was approved.**

Discussion Items

- a. Budget Allocations – Wilhelmina shared with the Board a draft of the FY'13 Budget Allocation Spreadsheet for the CHSVT campuses that also shows the history of the past two fiscal years. Wilhelmina asked the Board for ideas of what kind of financial information that the Board would like Wilhelmina to share. Discussion ensued. In summary, the Board would like to know what the needs of the school are that would improve programming, revenue sources, expenditures, and important goals that need funding. Dana talked briefly about CTE certification fees and will bring more information to the next meeting.
- b. Wilhelmina introduced a request to the Board, for their consideration and support, four additional position numbers and funding to support those positions. Discussion ensued about the budget costs to fund four additional positions. Further research and discussion was requested by the Board for the next meeting before the Board could endorse the request.
- e. Proposed Southern State Technical Education Industry Building – Informational only: A floor diagram of the proposed building has been created. More information will be shared at the next meeting.
- f. Statewide Facility Library Plan – A copy of the report by the Department of Libraries was sent to the Board members prior to this meeting. No further discussion took place.
- g. Instructional Technology and Student Information Update – The Student Information System contract is still being processed. No updated timeline information is available at this time. Discussion ensued about the delays with getting the SIS operational. Mary gave an update on the progress of installing new student computer labs with internet access at the probation and parole campuses. The plan is to have all new student computer labs set up and connected to servers by mid-October. Wilhelmina has a meeting soon with AHS Secretary, Doug Racine and DOE Commissioner, Armando Vilaseca and will be discussing student computer use progress, process and procedures.
- h. Construction Projects – George shared information via email with the Board about various construction projects happening within facilities around the state that may impact our school.

Other Business

Dana shared information with the Board about an upcoming Habits of Mind training happening October 5th at the DoubleTree in South Burlington and invited any Board member interested to attend. Dana will send more information to the Board as it becomes available.

Items for next meeting

- a. Action Item: Review draft format of process for sharing items with the Board.
- b. Discussion Item: CTE certification fees/grants and funding for CTE.
- c. Action Item: Discussion and requested information for additional position requests.
- d. Discussion Item: SSCF Technical Education Industry Building.
- e. Discussion Item: Instructional Technology and SIS updates.

Next Meeting

Annual State Board Meeting – October 9, 2012 from 9:00 a.m. to 2:00 p.m. to include Local Advisory Board members. Lunch will be provided. Meeting will be held at the Montpelier Elks. Invitations and information will be sent to all Local Advisory Board members.

Richard Fraser made a motion to adjourn the meeting. Julie Breton seconded the motion. The meeting adjourned at 11:25 a.m.

Respectfully Submitted

Sheila Sayah