

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD ANNUAL MEETING  
MINUTES  
Annual Meeting  
Tuesday, October 8, 2013  
Montpelier Elks**

**Approved**

State Board Members Present: Carol Bokan, Vice-Chair; George Cross, Chair; Richard Fraser, David Luce, Secretary; Andy MacIlwaine.

State Board Members Absent: Jason Gibbs; Patti Komline.

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

Local Advisory Board Members Present: Will Hunter, Blanche Kelley, Kathryn Poston, Rita Rhinehart.

Vermont Retired Teacher Association Member Present: Sally Kalinoski

Guests Present: Winona Lowe, Strategic Instructional Model Consultant; Dan King and John Long, teachers at the Chittenden Regional Correctional Facility

The meeting was called to order at 9:50 a.m.

**Approval of Meeting Minutes**

**David Luce entertained a motion to approve the June 11, 2013 and September 10, 2013 as there was not a quorum at the beginning of the September meeting in order to approve the June minutes. Richard Fraser accepted the motion, Carol Bokan seconded the motion and the June and September minutes were approved.**

**Public Comment**

Sally Kalinoski is a member of the Vermont Retired Teachers Association and the author of the VRTA newsletter. Sally gave a brief report of the Beryle Gardner scholarship award. A donation of \$900 has increased the available money to over \$4,000. The VRTA would like to see more nominations and would like the names of the latest awardees so that the VRTA may acknowledge them.

**Administrative Reports**

Wilhelmina presented a PowerPoint of the past calendar year. Some of the highlights are below:

- The Community High School of Vermont, Vermont Correctional Industries, and Vermont Offender Work Programs are now working together as Corrections Education.

- Corrections Education Vision: Offenders will live, learn and work in their communities as self-supporting and productive members.
- Corrections Education Mission: Corrections Education will provide learning environments for offenders based upon individual need to increase their skills in living, learning and working in order to reduce recidivism. Learning environments will utilize industry, education and corrections best practices to support offenders as students in educational and work settings through VCI, CHSVT and offender work programs.
- Strategic Action Plan: The plan's purpose will be to clearly articulate what we do and how we do it. The foundation of this plan has been developed in our Vision and Mission statements. This will be a process that involves Staff, Students, Board, and Department members in the overall development of the Plan. It will not take the place of the New England Association of Schools and Colleges (NEASC) Action Plan or the VCI Business plan, rather, it will serve as our overall Strategic Action Plan for Corrections Education.
- What Are We Going To Do? Provide educational services to incarcerated individuals and those who are transitioning back into their communities, respond to individual risk factors with evidence based best practices. Continue to improve what CHSVT does exceptionally well – provide researched based programs. Collaborate and share resources to enhance the student experience.

Educational opportunities and resources allow for collaboration and cost savings. For example, VCI computers can be obtained for a lower price through the state contract for education. Another example is, a student took the CAD course with CHSVT instructor Mike Lacoss, then he was in a work environment with Jerry Schartner which gave him experience to get a job after being released.

- Transitional Education Services: This CHSVT program will be the bridge between the facility and inmates' reentry into the community for educational and work purposes. Designed to work with offenders in the facilities on identifying core educational and workplace skills prior to being released and then working with the offender in the community to make the appropriate connections with academic or workplace settings to complete their goals.
- Interventions that must be provided to increase employability of participants: (Dana spoke) Connecting employment and academics. Working with offenders in the facilities through CHSVT and VCI. At the street campuses – already working with community members and employees. Currently, there are about 500 offenders in the program. There are approximately 2100 incarcerated individuals at the moment. There are many assessments used that include LSI (Level of Service Inventory), CASAS, Job Attitudes, Job Inventory, and Casey Life Skills.
- New position being created for VCI: Work Program Foreman. The position will be responsible for systematizing all VCI job descriptions in all facilities. This will create the same trainings and same jobs in each facility which will create a seamless work environment when an offender moves from one facility to another. At the work camps, the position will be helping to prepare offenders for work out in the community with seamless trainings and workforce development and communication with local businesses.

- New administrative team coming together and working toward eliminating duplication of services . The new team consists of: Wilhelmina Picard, Superintendent; Troy McAllister, Principal; Dana Lesperance, Workforce Development; Jerry Schartner, Vermont Correctional Industries.
- Wilhelmina explained about where the budget cuts were made to get to the \$600,000 that was removed from the CHSVT budget. The adjunct program was cut which saved the school approximately \$170,000; staff retirements and resignations saved approximately \$160,000; operational savings have saved approximately \$110,000; and cost shifting has saved approximately \$160,000.

There were four retirements and two resignations at CHSVT and one resignation at VCI. Three of the six CHSVT positions have been filled and the one VCI position has been filled.

A new purchasing policy for the faculty has already saved \$110,000 in the first quarter of the fiscal year. All staff members have been asked to look for ways to share materials state-wide before requesting to purchase a new item.

There was a brief discussion about community students and the benefits for those students, as well as for the school, being able to attend CHSVT. There was also a discussion about the Average Per Pupil Costs and the ability to track Average Daily Membership with the new student information system (Focus).

There are a lot of new systems in place both state-wide and school-wide that are creating a huge learning curve for everyone. There are still bugs in the new state system that are causing some difficulty with applicants and hiring. Also bugs in Focus and in MyLearningPlan which is being used for faculty and staff to sign up for professional development, request leave and order all supplies. It has been a time for growing pains and patience.

Two RFRs (Request for Classification Review) were approved for CHSVT and VCI. For CHSVT all teachers will be classified as Correctional Educators and for VCI all foremen will be classified as a Correctional Industry Foreman.

Winona Lowe provided a brief presentation about the writing professional development that she will be providing for the teachers this fall.

### **Action Items**

- a. Election of Officers – There was a motion by Dave Luce to vote on and reelect the entire slate of officers at once. Richard seconded the motion. The motion was approved. The officers will remain the same: George Cross – Chair; Carol Bokan-Vice Chair; Dave Luce – Secretary; Richard Fraser – Liaison to Vermont Retired Teachers Association**
- b. Approval of State Advisory Board By-Laws – There was some discussion about the latest changes that were made to the draft of the By-Laws. George Cross entertained a motion to approve the By-Laws as presented. Dave Luce accepted the motion and Richard Fraser seconded the motion. The motion was approved. A final printed copy of the State Advisory Board By-Laws will be provided at the next board meeting.**

## **Discussion Items**

- a. Discussion of Regional Advisory Board Organization** – Suggested inviting DOC Commissioner to next board meeting or create a small committee meeting to discuss regional boards. There will be continued discussion at the next board meeting.
- b. Review of Annual Report Materials** – A draft of the Annual Report was shared and the content and changes were discussed. Sheila will make changes and a final draft will be presented at the next board meeting.
- c. Meeting Dates for the Rest of the Year** – It was decided that there will be four board meetings throughout the year in the months of September, November, March, and June. There was a discussion about visits to the campuses possibly in October and April. The Annual Meeting will be changed to September and written Administrative Reports will be sent to the board on the months that the board does not meet.

## **Other Business**

Blanche shared information about the Mandala House which is a Graduated Transitional Living Program for Women in Rutland.

Blanche also expressed a desire to have follow-up information about former CHSVT graduates. Troy stated that with the new student information system social security numbers are being collected and they can be used to track former CHSVT students via the Department of Labor. This process is currently being created for use.

## **Items for next meeting**

1. VCI Updates (including CRCF)
2. Focus update
3. Continue discussion of reorganization of Local Board By-Laws
4. Career and Tech. Ed. Update
5. Any others items to come before the board
6. Annual Report

## **Next Meeting**

Tuesday, November 12, 2013, at central office, at the White Caps building on Industrial Ave. in Williston.

**Dave Luce entertained a motion to adjourn the meeting and Carol Bokan seconded the motion. The meeting adjourned at 1:45 p.m.**

Respectfully Submitted

Sheila Sayah