

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES
Tuesday, October 9, 2012
Montpelier Elks
Montpelier, VT**

Approved

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

State Board Members Absent: Julie Breton, Jason Gibbs, Andy MacIlwaine, Holly Tippet

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

Local Advisory Board Members Present: Will Hunter and Kathryn Poston

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

Approval of Meeting Minutes

Richard Fraser made a motion to accept the meeting minutes of September 11, 2012. Carol Bokan seconded the motion. The minutes were approved.

Public Comment

No public comment

Administrative Reports - Updates

Wilhelmina has been meeting quarterly with AHS Secretary, Doug Racine; DOC finance office, Monica Hutt; DOE Commissioner, Armando Vilaseca; DOE Co-Director of Special Education, Alice Farrell; DOE Chief Financial Officer, Bill Talbott; and Director of secondary and adult education, John Fischer. This quarter's discussions included information on project updates and distance learning. Wilhelmina would appreciate the support of having a board member in attendance with her at these meetings. Carol has offered to attend the next meeting with Wilhelmina.

Action Items

- a. Review draft process for sharing items with the Board. After discussion, the following formatting suggestions were made: 1) Include "final outcome" 2) "when was process implemented" 3) "funding/finances for proposal". **Dave Luce made a motion to accept the changes and implementation of the format for sharing items with the Board. Carol Bokan seconded the motion. The motion was approved.**
- b. Discussion and requested information for additional education position requests. Wilhelmina discussed the changing structure and reallocation of positions at CHSVT and

VCI and the need for new positions to accommodate the changes. The requested positions are an Academic Coach/Professional Development position, Vocational/Technical Instructor, a VCI Truck Driver/Foreman, and VCI Foreman. There was also a discussion about funding for the positions. The Board would like more information about VCI funding and the question of “cross-funding” Wilhelmina’s position between VCI and CHSVT as she is director of both departments. There was a discussion about each position and the Board is in support of the positions. However, before they give final approval they would like to see how the positions will impact the school financially.

Dave Luce made a motion to support the action to request the new positions for CHSVT and VCI. The Board would like to see the financial impact totals prior to final approval for the CHSVT positions. Richard Fraser seconded the motion. The motion was approved.

- c. Southern State Technical Education Industry Building: Wilhelmina provided a rough draft of the building proposal for discussion. The primary function of the building is for the teaching of Career and Technical Education with a VCI component. The Board requested information about financial impact on CHSVT at the next board meeting. There was discussion about possible concerns from the Springfield community about the building and lack of involvement with the planning. George suggested that there should be a community liaison between DOC and the town of Springfield. **Richard Fraser made a motion for a conceptual agreement/support of the above plan that merges CHSVT and VCI with more financial/budget information needed and the known financial impact on CHSVT. Carol Bokan seconded the motion. The motion was approved.** Wilhelmina will bring a more in-depth blueprint of the building to the next board meeting. As well as financial information.
- d. Phone conferencing: It was decided that every board meeting should be in a place that supports phone conferencing so that distance will not be an issue for any board member.

Discussion Items

- a. Dana expressed his concerns about the lack of funding for Career and Technical Education training. All of the industry certified programs have fees associated with them and with more industry certifications being offered those fees are difficult to fund. There are grants available and funding through DOE and Carl Perkins. The Carl Perkins Act is a federal law enacted to support career and technical education in schools. The CHSVT gets some Carl Perkins money from DOE. Discussion ensued about how to increase the funding that CHSVT receives from the Carl Perkins fund. The following information is from the Vermont DOE website.

Carl Perkins Act of 2006 (PDF) [osl](#) (Updated 11/16/10)

This legislation is designed to develop more fully the academic, vocational, and technical skills of secondary students and postsecondary students who elect to enroll in vocational and technical education programs, by

- Building on the efforts of states and localities to develop challenging academic standards;
- Promoting the development of services and activities that integrate academic, vocational, and technical instruction, and that link secondary and postsecondary education for participating vocational and technical education students;
- Increasing state and local flexibility in providing services and activities designed to develop, implement, and improve vocational and technical

- education, including tech-prep education; and
 - Disseminating national research, and providing professional development and technical assistance, that will improve vocational and technical education programs, services, and activities.
- b. Student Information System: The SIS has been ordered and the first invoice has been paid. Troy is in the process of creating a team of teachers and central office staff to work on the needs of the system. The team will be referred to as SISTER (Student Information System Technology and Education Relevancy). The time frame for implantation of the SIS is 1) discussion/plan from team, 2) two weeks for the company to create software from our criteria, 3) one month to train staff/faculty. The plan is to have the system operational by January 2013. Discussion ensued about possible outcomes/reports available from the system.

Other Business

- a. H.613 - An act relating to governance of the Community High School of Vermont. George summarized the legislative outcomes of H.613. There was a discussion about how the local advisory boards fit with CHSVT and the state board membership in as it pertains to the new law that went into effect on July 1, 2012.
- b. Comments from local boards: There was a brief discussion about the CHSVT website and the need to keep it up to date. There was also a discussion about faculty attending local advisory board meetings.
- c. Dana briefly shared information and a plaque showing CHSVT's recognition as a Mindful School with the Habits of Mind Institute. This is a great honor as there are only seven schools world-wide with this distinction.

Items for next meeting

- Discussion - Financial information for SSCF building project.
- Discussion - Special Education costs billed back to community of last residence.
- Action - Questionnaire for Board to discuss items/outcomes desired from SIS.
- Discussion - Discussion of local advisory boards roles, etc.
- Discussion – Cross-funding of Wilhelmina's salary (VCI/CHSVT).
- Action – Letter to Commissioner seeking larger portion of Carl Perkins funds to help fund CTE.

George will send a memo to the local advisory boards to invite them to the discussion at the next board meeting about the role of the local advisory boards.

The meeting adjourned at 12:30 p.m.

Respectfully Submitted

Sheila Sayah