

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES
Tuesday, November 13, 2012
CHSVT Central Office
White Cap Business Park
and Conference Call
426 Industrial Ave., Suite 120
Williston, VT**

Approved

State Board Members Present: Julie Breton, George Cross, Chair; Richard Fraser, David Luce, Secretary.

State Board Members Present by Phone: Carol Bokan, Vice-Chair; Jason Gibbs, Andy MacIlwaine.

State Board Members Absent: Holly Tippet.

CHSVT Administration Present: Mary Koen, Chief, Special Education, Troy McAllister, Principal; Wilhelmina Picard, Superintendent; Sheila Sayah, Administrative Assistant.

CHSVT Administration Absent: Dana Lesperance, Career and Technical Education Chief.

Local Advisory Board Members Present by Phone: Will Hunter from the Springfield board and Blanche Kelley from the Rutland board.

The meeting was called to order at 9:39 a.m.

Due to time constraints for Wilhelmina the agenda has been moved around and mixed up.

Approval of Meeting Minutes

Richard Fraser entertained a motion to approve and accept the meeting minutes of October 9, 2012. David Luce seconded the motion. The minutes were approved and accepted.

Discussion Items

- a. Financial Information for SSCF Building Project: Wilhelmina provided an updated packet of information to the Board about the Southern State Educational Industry Building and Small Engine Repair Program. The information will be included in a Capital Request to the Legislature and includes the financial information necessary to create and run the new program. **David Luce entertained a motion to send the above information to the DOC Commissioner for his approval. Julie Breton seconded the motion. The motion was approved 5-0 (two board members were not present via phone at the time of the vote).**

- b. Update on the Southeast Work Camp greenhouse and Chittenden Regional Renovations: There are finally approved plans and permits in place for the greenhouse in Windsor at the Southeast Work Camp. The fence has been moved to accommodate construction and the plan is to begin construction before snowfall. There are many programs that will be added at CHSVT because of the addition of a greenhouse. The Master Gardener program, Horticulture and additional science instruction.

Renovations to the Chittenden facility should be complete by the end of the week and will be move-in ready. The room is a 20' by 10' space that was designed to house a garment industry. Machines and tables are being ordered. The plan is to start with available space for six inmates to work. The Vermont Flannel Company out of Barre, Vermont is interested in partnering with VCI with this new venture. The program will also be used to make/fix uniforms and mattress covers. There is also a possibility down the road to purchase a silkscreen machine for the creation of custom t-shirts.

Wilhelmina is looking to possibly move a teacher to Chittenden Regional to accommodate the growing number of students attending classes and possibly adding evening classes.

Vermont Works for Women is currently running two programs at the facility. One program is to help women who are transitioning out into the community and the second program is working with CHSVT with a focus on career development.

Public Comment

No public comment

Administrative Reports – Updates

Troy – Progress is being made with the Student Information System. The first batch of data has been transferred from the current database to the new SIS.

Wilhelmina has been called to a meeting in Montpelier with Secretary of Administration, Jeb Spaulding to discuss a possible pilot program with a company called American Prison Data Systems. Some information about the company is below:

The newly formed company aims to bring the transformative power of technology to the United States Prison System in the form of tablet computers.

Though customized hardware, software, and data-management solutions, American Prison Data Systems aims to:

- Improve prison safety for both inmates and corrections personnel.*
- Deliver significant cost-savings to prison administrators and, ultimately, the tax payer.*
- Build and strengthen positive inmate-to-loved one interaction via better, faster, and cheaper modes of digital communication.*
- Provide better inmate outcomes via enhanced library services, distance-learning solutions, and other technology-facilitated education and rehabilitation services. (text in italic is taken from information online).*

George suggested that Wilhelmina inform, Secretary Spaulding about the SIS as well as technology upgrades that CHSVT is currently working toward and express the security concerns that the school may have with the above company as well as the expressed interest of the school to participate in a pilot program of this nature.

Wilhelmina left the State Board meeting at 10:15 a.m. to attend the meeting in Montpelier with Jeb Spaulding.

At the same time State Board member, Andy MacIlwaine, excused himself from the phone conversation as he had to be in court.

Action Items

- a. Questions/suggestions from the Board for items/outcomes desired from the SIS.
 - Where students come from? Reports that show last school attended.
 - Special Education Services – report to show where students came from and services provided.
 - Follow student when they leave the system – employment information, recidivism rates.
 - Updated information for NEASC reports.

Timeline for SIS: Troy envisions the next step to be final recommendations from the subgroups working on the SIS committee, and to be ready to train the faculty by the end of the year with implementation of the system at least by the end of February.

David Luce entertained a motion that Wilhelmina send a letter to NEASC updating them on the current progress and timeline for the SIS. Richard Fraser seconded the motion. The motion was approved.

Discussion Items continued

- d. Initial discussion of local advisory board roles, etc.: Representatives from various local boards were available for comment and played a vital role in expressing needs and concerns for local campuses. Questions to be considered: What are the functions of current local boards? Are some of these functions/roles covered in other ways? Below is a list of thoughts and concerns.
 - Need to keep local connections – significant influence on populations served, increased awareness from community, way to bring outside world into prison.
 - NEASC – what is needed to assure continued accreditation?
 - Impact on population (natural conflict w/transition, conflicts w/security and school function. Local advocacy needed).
 - PTO function – advocacy (important with administration so far away), corrections/CHSVT liaison.
 - Retired teachers – stay connected.
 - Reflection board.
 - Students/school vs. DOC

- Broader scope (beyond school functions/roles)

Discussion continued with the general consensus that local connections are important for advocacy. The state board has the legal ability to set the parameters for the local groups. George plans to sit with Wilhelmina and draft new parameters and functions for local groups that will look at dual functions that could include issues on the DOC level. The draft will be brought to the next board meeting for discussion.

Action Items continued

- b. Letter to Commissioner seeking larger portion of Carl Perkins funds to help fund CTE: George is meeting with Susan Bartlett next week and plans to discuss with her then. Further discussion was tabled.
- c. Approval of Annual Report: George stated that by law the Annual Report is a board report and should not be printed without prior approval from the Board. The contents of next year's report will be decided on and pre-approved by the Board. **Carol Bokan entertained a motion to accept the completed FY'12 CHSVT Annual Report. David Luce seconded the motion. The motion was approved.**

Discussion Items continued

- b. Special Education costs billed back to community of last residence: George also plans to discuss this item with Susan Bartlett next week. Further discussion was tabled.
- c. Cross-funding of Wilhelmina's salary (VCI/CHSVT) discussion tabled.

Other Business

There are still concerns about liability insurance from adjuncts who would like to teach at the Barre campus. Troy explained that Risk Management in has been contacted and possible options, like an umbrella policy for all adjuncts, are being discussed but no agreements have been reached. George plans to bring the topic up for discussion with Susan Bartlett.

Items for next meeting

1. Continued discussion about local board functions and roles. George will send a memo to the local advisory boards to again invite them to participate in the continued discussion at the next board meeting.
2. Report out from George's meeting with Susan Bartlett.
3. NEASC
4. Go over current local advisory board guidelines previously created by the State Board (send out with agenda).
5. Update of progress of VCI program at Chittenden Regional.

Next Meeting

Tuesday, December 11, 2012. Place to be determined. Meeting will be available by conference call. Details will be on the agenda.

David Luce entertained a motion to adjourn the meeting and Richard Fraser seconded the motion. The meeting adjourned at 11:30 a.m.

Respectfully Submitted

Sheila Sayah