

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE ADVISORY BOARD
MEETINGMINUTES
Tuesday, October 11, 2016
Waterbury State Office Complex
Department of Corrections
NOB 2 South, 280 State Drive
Waterbury, 05671
Oak Conference Room**

Approved

State Advisory Board Members Present: Richard Fraser, David Luce, Secretary

Present via phone: Dan Alcorn, Chair; Sarah Flynn, Blanche Kelley - Rutland Local Advisory Board; Offie Wortham

State Advisory Board Members Absent: Carol Bokan, Jason Gibbs, Vice-Chair; Brian Vachon,

CHSVT Administration Present: Troy McAllister, Interim Director, Corrections Education; Sheila Sayah, Administrative Services Coordinator

The meeting was called to order at 9:30 a.m.

Public Comment

None

Board Comment

Sarah and Dan recently attended a graduation at Chittenden Regional and at Rutland P&P, respectively. Both shared how rewarding it was to be in attendance. They also shared that the teachers expressed how nice it was to meet and put a face to some of the Board members, stating that they didn't know who was on the Board.

Discussion ensued about the need for the Board to meet the faculty and put names to faces. Troy suggested that the Board could come to a faculty meeting and felt that the December meeting might be the best as it is our combined meeting and holiday gathering.

Dave moved that Troy discuss the Board's desire to meet with the faculty and see if the December meeting would be a good time to meet. Sarah seconded the motion. Approved.

Approval of Meeting Minutes

Richard made a motion to approve the meeting minutes for March 8, 2016. Dan seconded the motion. The meeting minutes were approved.

Discussion Items

a. Personnel Updates

Dana Lesperance has been out of the office since the end of May taking care of his wife who is ill. With Wilhelmina being gone and Angie, our Registrar, as well, it has left the office very understaffed. Dana is hoping to be back to work by mid-November.

One of our teachers, from the Barre campus, has been on Administrative Leave with Pay since August. One of our teachers in St. Johnsbury has been splitting his time between St. J and Barre to help out.

We have been unable to fill the open position in the Auto Shop, at Northwest, as it is unknown what will be happening with the Auto Shop at the facility.

Molly, our lone teacher in Bennington, has been out on maternity leave. One of our teachers from Marble Valley, in Rutland, has been covering her classes until she returns in a couple of weeks.

Chad Thompson, a teacher at Northern State, is out on leave due to some severe health issues and may possibly be resigning due to his health.

The Board suggested that get well cards be sent to Dana and Chad, due to their extreme circumstances. Dave will get cards for each and check in with Sheila for contact information.

There was a question asked about whether or not Troy felt that the street sites were still at risk of being put on the chopping block during the next legislative session and whether or not it was a good idea to have another legislative breakfast session this year. It was determined that it is never a bad idea to have a presence in Montpelier, to show support for the school and provide information during legislative session. Troy and Kim Bushey are working on talking points that explain the integration of CHSVT with Program Services, into Risk Reduction Services, and will share those points with the Board when they are available.

b. Risk Reduction Services Integration Update

The group is still moving forward with the year one goals of the Program Services Integration to the Risk Reduction Services model. Troy shared a draft of the current model.

The main goals for year one of the integration are:

- Create the foundation for an integrated model
- One intervention service delivery plan
- Deliver foundation trainings to core staff
- Identify core functions for the development of a Coordinator Role (Risk Reduction Intervention Services Coordinator)

There is an anticipation that there will be about a 40% increase in referrals to education under this new model. There was a brief discussion about the number of staff at each campus and whether an increase of referrals would put a burden on the already limited number of teachers. More discussion needs to be had in central office and until better ideas of numbers are known, no

new staff will be hired in anticipation of increased need. Also, discussions are on-going with P&P managers about space issues.

The new Risk Reduction Intervention Services Coordinator positions that are being created will be state positions, as opposed to the current Risk Reduction Coordinators who are contracted employees. The new Coordinators will be at facilities and/or regions and will work on the day to day issues of coordinating all required services.

Foundational training will be coming soon. Training will include cross-training staff with Habits of Mind for the new Coordinators, and Case Plan Managers, and Motivational Interviewing for our faculty, among other trainings so that all staff speak a similar language.

ADA (Americans with Disabilities Act) – Working on developing non-medical disability procedures for Risk Coordinators to review, then to central office for review and determination of needs. Recognized non-medical disabilities have not been properly serviced in the facilities thus far and by federal law, need to be addressed. New federal requirements are coming out this month that will expand definitions of disabilities.

c. CHSVT Coordinating Committee Update

The CHSVT Coordinating Committee (C3) is a collection of individuals who bring unique knowledge and skills which complement the knowledge and skills of the formal leaders in order to more effectively govern the organization.

The group consists of representation from each facility, community sites, central office, and special educators. The group meets monthly with the Administrators and then meet in their represented groups at faculty meetings.

d. NEASC Accreditation Update

The Visiting Team will arrive Sunday, October 23rd, in St. Johnsbury. After a quick visit to the Northeast campus, they will be joining some faculty, staff and board members, for a reception and dinner at the York Street Meeting House, in Lyndonville.

On Monday, the nine-member team will be split into three groups and will travel to various campuses to visit and interview faculty, staff and students.

A group will also travel to central office where they will visit and interview staff. The team would also like to meet and interview some of the board members. More information will be provided before the 24th.

The Board has requested some talking points to share with the visiting team. Troy will put together some talking points for the Board before the interviews. Sheila will also send the biographies that the team provided for the faculty before their arrival.

Other Business

Troy asked if it would be possible to move the board meetings to another day of the week as the Program Services weekly meeting is on Tuesdays and during this integration project, it is

imperative that Troy be at these meetings. After a brief discussion about schedules, it was decided that the board meetings would be moved to the second Thursday of the month.

Sarah would like to see CCV and business community partnerships. Possibilities might include job fairs, tax credits to employers who hire ex-offenders, higher education, etc. Troy said that there was a meeting with CCV over the summer to collaborate with DOC. They are currently focusing in Brattleboro. Troy will bring more information as the partnership develops.

Items for Next Meeting

Risk Reduction Services Update
NEASC Visit Update
Faculty Meeting Visit Update

Next Scheduled Meeting

Thursday, November 10, 2016 – Ash Conference Room

Richard made a motion to adjourn the meeting and Sarah seconded the motion. The meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Sheila Sayah