

COMMUNITY HIGH SCHOOL OF VT  
STATE EDUCATION BOARD  
MINUTES  
Wednesday, January 5, 2005

Members Present: Albert Pearce, Dwight Davis, Richard Fraser, Blanche Kelley, Wilma Paronto & Donald Messier

Members Absent: Kathy O'Dell & Dave Muholland

Guests: Caitlin Bisson-Hoyt

CHSVT Administration Present: Bob Lucenti, Director  
Stephan LaTulippe, Principal  
Mary Koen, Chief of Special Education  
Maureen McIntyre, Business Manager

The meeting was called to order at 9:45 a.m.

1. Bob Lucenti read a resignation letter to the Board, from Kathy O'Dell. Kathy felt the need to resign her position on the Board due to health reasons. Kathy also wrote a resignation letter to Governor James Douglas, and that letter was read aloud also.

**Stephan LaTulippe made a motion to have the Board write a thank-you letter to Kathy for all the work she has done while serving on the CHSVT State Education Board. Blanche Kelley seconded the motion.**

Discussion followed this motion. It was decided that each Board member would send her a personal note, or give her a call, asking if they can help in any way. It was also suggested that recognition from the Governor be given to Kathy for all the work she has done throughout her life on a variety of Boards. **The motion was called and it passed unanimously.**

**Dwight Davis made a motion to request the Governor send Kathy a letter of appreciation for all her work on a variety of Boards. Richard Fraser seconded the motion. The motion was called and it passed unanimously.**

2. **Dwight Davis made a motion to accept the meeting minutes of November 3, 2005. Richard Fraser seconded the motion and it passed unanimously.**

### 3. Liaison & Advocacy Committee

Richard Fraser and Dwight Davis will work together in trying to reactivate a Local Advisory Board in the Newport area. They plan on working with the St. Johnsbury Board to help in the creation of a Board for Northern State. It was also suggested that each State Education Board member contact their Local Advisory Board Chairperson to make them aware of the upcoming Annual State Education Board Meeting in March, which all Local Board members will be invited.

Stephan LaTulippe is attending a Vermont Retired Teachers' meeting in January. He will share the State Education Board's mission with this Association and try to recruit more members. Blanche Kelly is the official community liaison for the Retired Teachers' Association. Blanche has written articles for the Retired Teachers' Association Bulletin Newsletter which addressed recruiting for CHSVT Local Advisory Boards, and the mission of the CHSVT State Education Board.

Don Messier reported that the Burlington Local Advisory Board is putting a recruitment booklet together so as to try and recruit more local board members.

### 4. Bylaws Review

**Blanche Kelly made a motion to accept the Governing By-Laws that were approved in March of 2004, and Drafted in November of 2004. Donald Messier seconded the motion. The motion was called and it passed unanimously.**

Some discussion followed regarding what to do when a Board member misses three consecutive meetings. Questions of whether the Board should ask for their resignation, or should the Chair call the person to see if they have the need to resign. The issue of being appointed versus elected was discussed, and whether they can be asked to resign as an appointed member.

A question was asked whether we want to add a non-voting member from the Retired Teachers' Association. Some thought Title 28, Section 121 would need to be changed as it presently reads, "six representatives from the membership of the Local Advisory Boards serving the school sites, and three members at large."

### 5. Update & News by Robert Lucenti

Bob shared a letter from Pat Pallas, dated 11/15/04 and his letter of response, dated 12/03/04 regarding the school approval process. Since then, he and Pat Pallas have talked on the phone about a few of the concerns. One of the highest priorities in this process is the Teachers and their qualifications to teach in subject areas that they are certified in. They would need to have 18 credits in the subject area, a major in post secondary work or pass the Praxis Exam. It was also suggested that our Commissioners may want to explore legislative changed to remove the School Quality Standards from 28 VSA, section 120.

The length of the school day is all set. We are working on a solution for the Fire Drill issue. The CHSVT has agreed to undergo a fingerprint-supported criminal record check per Act 163. The CHSVT has formed an Ad-Hoc Committee to address the Publications issue, and this committee is presently working on a brochure that will be used school wide.

We do remain approved until we hear in writing that we are no longer an approved school.

Dwight Davis spoke with Bill Bennett, who heads up the New England Association of Independent Schools, regarding having this Association give us approval. Mr. Bennett is willing to come to one of these Board meetings and talk with the Board. Dwight mentioned that all Catholic Schools are approved through this Association. Approval with this Association is given for ten years. There is a Vermont Independent School Conference scheduled to be held in Woodstock in April. Dwight suggested that he, Bob and a couple of other Board members should schedule a time to meet with Mr. Bennet while he is here in Vermont. There may, however, be a substantial financial cost to take this route.

Bob continued his update by sharing a Special Education Service Plan with the Board. This Service Plan shows the present positions and funding for the Special Education Program and what the future positions and funding may be for fiscal year 06. This Plan shows new money that totals \$429,280. The additional money would come from the education fund instead of the general fund. This plan needs to be brought before the legislature and approved by them. Bob finished his report by updating the Board that we have not officially received any Special Education grant award for this present fiscal year, and that is an even larger concern.

#### 6. Title 1 Presentation – Mary Koen

Mary Koen, Special Education Chief, did a presentation on the Title 1 Program (No Child Left Behind). She compiled a hand-out explaining what the CHSVT's Title 1 Program is. She also shared the "blue book," which is a cumulation of basic courses for low level performers. She explained that the assessment tools used most frequently are the Wide Range Achievement Test (WRAT) and the Self Assessment.

Dwight Davis mentioned that we may want to use the World of Work Assessment. Blanche Kelley asked if we have a tracking system to follow our students once they leave to see if success is maintained. Blanche suggested that maybe we could possibly find a college student to do a research study comparing time spent in CHSVT while incarcerated with recidivism.

7. Program & Staff Evaluation Presentation – Stephan LaTulippe

Stephan LaTulippe, Principal, did a presentation on the program and staff evaluations that he completed on December 1, 2004. This evaluation tool has 21 quality standards. He was looking to use the accu-placer to help with growth at all sites. This was Phase I of the evaluation process. Phase II is where the staff at each of the sites submits their action plans after they have reviewed their program evaluation. Some sites have this done already and others are working toward completion now.

It was asked if we have ever considered using the Correctional Education Association accreditation standards. It was suggested that we may want to get a copy of the CEA accreditation standards.

8. Policy Ad-Hoc Committee

Bob Lucenti explained that presently there are a lot of top positions within the Department that are being recruited for. For example, a new Director of Facilities just started within the past two weeks. The Corrections administration is presently recruiting for a Program Services Director and there will be a quality Assurance Director, also a Director of Medical Services. Bob recommends we wait to complete the policy until the Program Services Director is hired, because the CHSVT will fall under this position. The Board was agreeable with this recommendation.

9. Old Business

The Board had sent a letter to the Governor recommending Ross Anderson be appointed to the State Education Board to fill a vacancy left by Laura Butler. We are still waiting for the Governor's response to this letter.

10. New Business

Two seats on the Board have terms that will expire on February 28, 2005. Those two seats are presently filled by Albert Pearce and Dwight Davis. We need to request re-appointment of Dwight and Albert to the Governor. We also need to fill the vacancy created by Kathy O'Dell's resignation.

Blanche Kelly has concerns regarding having the Law Library in the education building, and her local board would like to know why we have the Law Library in our building. Blanche told her local board she would share their concern with the State Education Board. Bob told the Board that it is difficult to dictate what program goes where within the facilities, and this is not a small problem. For example, in the past, gyms were taken to relieve overcrowding at some sites and became living units. Education buildings were considered for use of living space. Bob said he needs to begin the process to deter having the Law Library from going to the education building in Rutland.

Also, a reminder was given to have all local boards send in their meeting minutes to central office so they can be distributed at the monthly State Education Board meetings.

The March Annual Board meeting was discussed. It was determined that the meeting will be held at the Three Stallion Inn in Randolph from 10 a.m. to 2 p.m. on March 2, 2005. All members of the local advisory boards will be invited. With the approval of the DOC Commissioner, lunch will be provided at this annual meeting. Dwight Davis, Chuck Pearce and Maureen McIntyre will work together to organize the day.

**Don Messier moved to adjourn the meeting at 12:34 p.m.. Richard Fraser seconded the motion. The motion was called and passed unanimously.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Maureen McIntyre". The signature is written in black ink and is positioned above the printed name.

Maureen McIntyre