

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD ANNUAL MEETING  
MINUTES  
Tuesday, February 12, 2013  
Vermont School Boards Association  
2 Prospect Street  
Montpelier**

**APPROVED**

State Board Members Present: Carol Bokan, Vice-Chair (by phone); George Cross, Chair; Richard Fraser.

State Board Members Absent: Julie Breton, Jason Gibbs, David Luce, Secretary; Andy MacIlwaine.

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

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

\*My apologies to anyone who was trying to access this meeting by phone! Due to some miscommunication by staff in the building, the conference rooms were double booked so we did not have access to the conference phone.

**Approval of Meeting Minutes**

**Approval of meeting minutes was tabled until next month.**

**Administrative Reports – Updates**

Will be including updates later in the meeting as needed.

**Action Items**

**a. Restructuring – Wilhelmina**

The DOC Commissioner has asked for a Plan B and Plan C in regard to the street campuses. Some ideas include:

- Regionalize services and include transportation for students
- Set a tuition rate for community students who have no connections to Corrections
- Search for free space in the communities to provide instruction
- Provide different schedules to better serve students
- More collaboration with Adult Basic Education (ABE)
- Provide students credit for work done with VCI
- Additional Administrator to focus on street campuses as needs are different than facilities
- Probation Officers engaged and trained about CHSVT

Wilhelmina has plans to meet with the Agency of Education (AOE) and Adult Basic Education (ABE) to discuss the collaboration of educational services for those in need within the communities.

Charity is working on a visual representation of student movement so the legislature can better understand the unique challenges of educating this population.

The Administrators are doing their best to keep the faculty informed of all decisions along the way and are assuring the faculty that jobs will not be lost in the restructuring process.

There was a discussion about the high percentage of community students (those with no corrections connections) being served at the street campuses and the financial impact that this is having on the school.

#### **d. Curriculum Frameworks – Troy**

Due to the low attendance at this meeting, the Curriculum Frameworks discussion was tabled until next month.

#### **Discussion Items**

##### **a. CASAS/Assessments - Troy**

Due to the low attendance at this meeting, the student assessment discussion was tabled until next month.

##### **b. Update on VCI programs – Jerry**

Chittenden Regional: The equipment requisition has been submitted and the office space has been created. The process of pricing raw materials is in progress. Looking to begin training soon and going live by April or May. The plan is to begin with making pillowcases and bed sheets for the facility and then progressing to uniforms. There is a possibility of a partnership with Vermont Teddy Bear Company during their busy seasons.

Windsor Work Camp: Status on License Plate Shop: The 35 year old oven is broken and repair should be complete by the end of the week. Bids have gone out to replace the 55+ year old plate press.

A pilot project at Windsor was proposed that included selling a product without appropriate compensation provided to offenders working on the project. Wilhelmina may request assistance from the board with discouraging this project if needed.

##### **c. Update on Student Information System – Troy**

Planning a conference call/meeting between Focus, Alan Frost, Charity Baker, Troy, and Sheila Sayah to discuss next steps. The plan is still to go live by May.

#### **Other Business**

None

**Items for next meeting**

1. VCI Updates
2. Curriculum Frameworks Action
3. CASAS /Assessment Discussion
4. Student Information System
5. Continued updates on restructure Action
6. Legislative updates
7. Approve both January and February minutes
8. Career and Tech. Ed. Update

**Next Meeting**

Tuesday, March 12, 2013. Place to be determined. Meeting will be available by conference call. Details will be on the agenda.

**Richard Fraser entertained a motion to adjourn the meeting and George Cross seconded the motion. The meeting adjourned at 10:42 a.m.**

Respectfully Submitted

Sheila Sayah