

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD MEETING  
MINUTES  
Tuesday, February 14, 2012  
Phone Conference  
White Caps Building  
426 Industrial Ave.  
Williston, VT**

State Board Members Present in Williston: George Cross, Chair; David Luce, Secretary

State Board Members Present via Phone: Carol Bokan, Vice-Chair; Richard Fraser, Jason Gibbs

State Board Members Absent: Holly Tippet and Amy Grillo

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

The meeting was called to order at 9:32 a.m.

**Approval of Meeting Minutes**

**Dave Luce made a motion to accept the meeting minutes of January 10, 2012. Richard Fraser seconded the motion. The minutes were approved.**

**Public Comment**

There was no one from the public present at the meeting.

**Administrative Reports**

Written reports in the form of the school newsletter were shared with board members prior to this meeting. Board members were given the opportunity to ask questions and each administrator was given a chance to provide updates as needed.

Troy – Explained that the administration is looking at some temporary and permanent staff relocations.

Dana – No updates.

Wilhelmina – No updates. George asked for clarification and more information on staff relocations.

Mary – No updates.

**Action Items**

**a. Approval of agenda format – Richard Fraser made a motion to approve the new agenda format. Jason Gibbs seconded the motion. The motion was approved.**

**b. Request for legal opinion regarding open meeting requirements when meeting in a locked facility – Carol Bokan made a motion to request that Wilhelmina seek legal opinion as to the proper way to post meetings and problems with meetings being behind locked doors as well as phone conferences. Dave Luce seconded the motion. The motion was approved.**

**c. Action related to H. 613 –** George gave an update on the process of H. 613 in the legislature. There was a discussion about ongoing concerns about the role of the local boards. George will continue to send updates on the bill as it becomes available and he will send another memo to the local boards to keep them updated as well.

### **Discussion Items**

**a. NEASC & SIS (Student Information System) update –** NEASC has tabled a special progress report due from CHSVT until August 1, 2012 at which time a Student Information System should be in place so that the report can be completed. The purchasing of a SIS has been approved by the Agency IT department. The system will have the capability of creating reports for the Department of Education, federal reports, legislative reports and student information and progress.

**b. Office space and contact information update –** CHSVT central office is now located on Industrial Avenue in Williston. New contact information with new phone numbers and addresses will be sent to the board soon.

### **Other Business**

There was a discussion about the Career Resource Center and Vermont Works for Women at the Chittenden facility. The board would like to see ongoing updates regarding this information.

Dana will be sending an email to the board with information about Career and Technical Education (CTE) services and how it pertains to CHSVT. He has asked the board to look over the outline and think about the community they live in and how the school might access local employers.

### **Items for next meeting**

- Continuing to report on opportunities at Chittenden Regional
- Update on CTE services
- Open meeting law information

**Next Meeting** - Tuesday, March 13, 2012. Place to be determined.

**Richard Fraser made a motion to adjourn the meeting. Dave Luce seconded the motion. The meeting adjourned at 11:10 a.m.**

Respectfully Submitted

Sheila Sayah