

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD  
MINUTES  
Monday, March 9, 2009  
Old Stagecoach Inn  
Waterbury, VT**

State Board Members Present: Celine Champine, Dwight Davis, Vice-Chair; David Luce, Secretary; Chuck Pearce, Chair

State Board Members Absent: Richard Fraser, Blanche Kelley, John Stewart

CHSVT Administration Present: Sheila Commo, Administrative Assistant; Dana Lesperance, Vocational Education and Workforce Chief; Wilhelmina Picard, Superintendent

CHSVT Administration Absent: Jim Candon, Interim Principal; Mary Koen – Chief, Special Education

The meeting was called to order at 9:40 a.m.

**Review of February Meeting Minutes**

**Dwight Davis made a motion to accept the meeting minutes of February 2, 2009. Celine Champine seconded the motion. The minutes were approved.**

**Administrative Report – Wilhelmina Picard**

Jim Candon is on a two-week vacation and Mary Koen is in Windsor this week with the Department of Education Monitoring Team.

The White River P & P Campus has been closed. Correctional Instructor, Sue Kuzma has been transferred to the northern region. She will be dividing her time between Northern State and the Newport P & P Campus when that opens. Wilhelmina met with Community Correctional District Manager, Carl Davis about using space at the Community Justice Center in Newport for the Newport CHSVT Campus. There are three students waiting to attend school at the new community campus. The campus will hopefully be open in May.

There will be an increase of about 50 beds at Northern State. The increase should also increase students coming to school which will increase student hours. Currently there are approximately between 210-240 students at the Northern State campus.

There are five open positions at this time. A Correctional Instructor position at the Burlington P& P Campus, a Correctional Instructor position at the Northern State Campus, two Special Educator positions for the southern part of the state and a Vocational Coordinator position in Burlington. One of the Special Education positions may be filled soon.

Wilhelmina gave the board copies of the January 2008 and January 2009 Monthly Learning Hours and Outcomes for comparison. There have been a lot of factors resulting in low student hours for this past January. At the Northeast Regional Campus one instructor was on maternity leave and one

position was open. The Dale facility closed completely in January. The Southeast State Facility was transitioning to a work camp and school was closed for several weeks. The Northwest State Facility was also transitioning from housing men to women and that campus was also closed for several weeks. Now that things are starting to settle down again there should be a noticeable increase in hours at most campuses. The community campuses do not have the same guidelines for keeping students in class making it difficult to keep hours up. The Rutland P & P Campus has seen and increase in attendance. Part of the increase may be due to the addition of the national school lunch and breakfast program that allows students free lunch and breakfast while at school. There are plans to add apprenticeship programs, and more certifications like ServeSafe, and trades classes to the campuses which will increase student hours and vocational credits.

Dwight would like to see WorkKeys and ACT testing done with the students to prepare them for jobs after they are released. Dana is already working on starting WorkKeys at CHSVT.

Celine shared information from the local Newport board. The students who serve on the board polled the students at the Northern State Campus about what kind of classes/training they would like to see offered. Some of the suggestions that the students would like to see are cosmetology, masonry, and plumbing. Unfortunately, Vermont law prohibits anyone with a criminal record from obtaining their cosmetology or barbering license and it is a safety and sanitary issue for the facilities but the other two ideas can be considered. Mike Jenzen, Vocational Coordinator at Southern State has starting a masonry program at that facility.

### **Vocational/Workforce Education – Dana Lesperance**

There are plans to add another Vocational Instructor at Northern State after July 1<sup>st</sup>. Burt Senning with the Vermont Offender Work Program is looking to expand the volume of furniture being made and he already has contracts for college dorm rooms.

Dana is looking into creating a class referred to as Building Trades 101 which would include building design, contracting, framing, cement work, and many other skills with the use of AutoCad or Solid Works. These programs allow the user to design a product using computer technology.

Dana began his corrections career seven years ago as a caseworker working on a cognitive self change program. He was then asked to work on the workforce development grant with John Gorczyk. When the grant ended, an additional \$100,000 was appropriated to extend the program and Dana continued with WFD. Wilhelmina continued with plans to incorporate workforce development with education and Dana's position switched to CHSVT as the Vocational Education and Workforce Chief.

The Windsor work camp has gotten a complete makeover with new carpets, paint, shelves and furniture from Vermont Correctional Industries. The Career Resource Center, educational and vocational areas have all been organized with new safety procedures. They are looking to build two more classrooms. The classrooms would be built by the students with Correctional Instructor, Mark Lather. Mark has just completed national recertification in construction. Windsor will also be starting a horticulture program which will help supplement the food supply at Windsor and hopefully other facilities as well.

Jim Candon has been traveling around to the campuses certifying teachers and kitchen staff in ServeSafe. The goal is to be able to offer ServeSafe at every facility.

Southern State is starting a culinary program.

Jerry Fortin, Vocational Instructor at Northern State is a member of the American Welding Association. He currently has seventeen students in his class which is the largest class he has had. Vocational Coordinator, Broni Plucas is now teaching ServeSafe at Northern State. An apprenticeship program with VCI is in the works.

Vocational Instructor, John Cross at Northwest State is now certified with the National Automotive Technicians Education Foundation. Job Corps in Vergennes is the only other education program in Vermont certified with NATEF.

The printing and graphic arts program at Northwest has been moved to the VCI print shop building. There has been a decline in printing needs throughout the country. Graphic arts needs are on the rise. Scott will be teaching more graphic arts classes to accommodate the growing industry.

There are several Career Resource Centers that are currently up and running at Northwest State, Northern State, Southeast State and Southern State. A few of the community campuses have set up smaller CRCs. The CRC coordinators meet once a month to share resources and knowledge.

Vocational Coordinator, Nikki Marabella from the Burlington P & P Campus recently received a grant from Beyond the Books and created a class called "Harley Time". Two certified Harley Davidson mechanics from Green Mountain Harley Davidson in Essex Junction spent four hours a week in the classroom and six hours a week in the shop teaching six students. The students worked on the owner's bike and the program was a real success. Three students are now working at the shop part-time. The Harley Davidson Moose Foundation offers support and assistance to riders who reside in or have been traveling in Vermont and have been injured while motorcycling in Vermont. The students collected bottles and cans and donated the money to the foundation. CHSVT is applying for another grant in hopes to set up a class at the Barre campus with the Harley Davidson shop there.

Wilhelmina is looking at a grant through the U.S. Department of Education that could be used to fund other vocational training opportunities.

Transportation Academy 101: Community High School has been given money from a transportation grant from the University of Vermont to train students in the transportation field. Classes will include highway building, flagging, drainage, traffic flow, plowing, etc. the plan is to have the curriculum complete by June with classes starting by September or next January. Students completing the class will be placed in a job when released from a facility.

Dana is meeting monthly with VocRehab as they are also a good resource for our students.

A grant from Women in Transition will help fund the Vocational Coordinator position at Northwest for the next two years.

The modular home program is now set up at Northwest. They have started building and are receiving good support from Northwest staff.

## Old Business

Assistant Attorney General, Mike McShane responded to the following questions from the board: 1) Is the Board covered by the Open Meeting Law? 2) If the Board is covered by the Open Meeting Law, what are the public notice requirements for meetings? 3) Are by-laws required? 4) Are Robert's Rules required? Each board member received a copy of the response to these questions.

The Board would like to revisit the by-laws for both the local boards and the state board. Changes will be discussed at next month's meeting. The Board is concerned that some of the local boards may not be meeting enough times during the year. Board members were asked to bring any suggestions to the next board meeting.

There are now two vacancies on the State Board. There have been a few interested parties but no one has been appointed by the Governor.

Dwight is resigning from his position on the DOC advisory board and recommended that David take his place. The board consists of representatives from the various programs in corrections. David accepted the position. The board meets approximately four times a year at central office.

It appears that the bill to raise the mandatory age requirement to attend school of a student under the custody of corrections from 23 to 26 may not pass the legislature this year. More information will be available next month.

Wilhelmina will be going to a Boston college on March 27<sup>th</sup> to speak to educators about transitioning and alternative education programs at CHSVT. Due to the economic problems in and around the state, corrections is finding it difficult to allow any educators at CHSVT the opportunity to go out of state to speak. Wilhelmina would like the Board's support explaining to corrections and the agency how important it is to allow for these opportunities. The Board has agreed to draft a letter to the Agency Secretary in support of Wilhelmina's travels to other educational institutions for the purpose of sharing CHSVT programming with them.

## Agenda Items:

By-laws  
Report on Wilhelmina's trip to Boston  
New board membership update

**Dwight Davis made a motion to adjourn the meeting. David Luce seconded it. The meeting adjourned at 11:45 a.m.**

Respectfully Submitted

Sheila Commo