

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, June 9, 2015
Department of Corrections
White Cap Business Park
Williston, VT**

Approved

State Board Members Present: George Cross, Chair; Carol Bokan, Vice-Chair; Sarah Flynn, Richard Fraser, Brian Vachon, Offie Wortham

State Board Members Present via phone: Jason Gibbs

Local Board Members Present via phone: Blanche Kelley

State Board Members Absent: Dan Alcorn, David Luce, Secretary

CHSVT Administration Present: Wilhelmina Picard, Director, Corrections Education; Dana Lesperance, Assist. Dir., Corr. Educ.; Troy McAllister, Assist. Dir., Corr. Educ.; Sheila Sayah, Admin. Svcs. Tech.

CHSVT Administration Absent: Jerry Schartner, Assist. Dir., Corr. Educ.

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

Approval of Meeting Minutes

The meeting minutes for the past several months had not been approved. **Richard Fraser made a motion to approve the following meeting minutes: January 13, 2015, February 3, 2015, March 10, 2015 and April 7, 2015. Brian Vachon seconded the motion. The meeting minutes for January, February, March, and April 2015 were approved.**

Discussion Items

The agenda was amended slightly to consolidate some of the items into one discussion. Agenda items e, g, h, and i were eliminated.

a. Final Budget from Legislative Session – Wilhelmina

There is still a budget deficit that must be dealt with by cutting positions. Potentially five positions still need to be cut in order for the school to keep its head above water. Most of the five positions are currently or will be vacant by the end of the fiscal year thus allowing for some moving around of positions in order to prevent the need for many RIFs.

b. Staff Plan for FY'16

The plan includes the business office staff no longer being paid by school funds as no other department in corrections pays for their own business staff.

The Education Technology position will be cut as DII now does approximately 90% of the work and teachers are proficient enough to tend to their own needs without having to wait for the Education Technology person to come help them out.

Five limited services positions. One planning on retirement in mid-year, others will fill current vacant positions.

One additional vacancy will be open at the end of June as one teacher has indicated his plan to resign.

There was a discussion about new legislative language that states “The Commissioner may approve the participation of other students, including individuals who are enrolled in an alternative justice or diversion program.” The plan is to look at possible options: 1) Andy is looking into a day rate for service; 2) Looking at new ways to work with Adult Basic Education, will continue to have conversations with ABE about ways to combine or compliment services.

c. Board’s Continuing Advocacy

The Board would like to recognize, in the Annual Report, the continued support of the school by the Board, State Union, Legislature, students and teachers. Wilhelmina added the media has also been very supportive.

d. Workforce Plan

Dana presented a PowerPoint Key Points about Work Readiness

The first batch of employment data was sent to the Department of Labor to begin tracking former students’ employment in order to create some useful data with employment figures.

e. Annual Report

Success stories, continuous chart of graduates/certifications as seen in Logic Model in last year’s report, DOL outcomes, as they become available.

There was a discussion about continuing the advocacy for the school before the next legislative season is upon us. There was a discussion about marketing and testimonials to help support the school.

f. Vermont Correctional PIE Initiative

Prison Industries Enhancement (PIE) Certificate Program. Private industries and local businesses can contract with DOC. Not yet an approved program. Still in it’s infancy. Looking to partner with Vermont Cedar Chair Company. Offenders would work for the company while still incarcerated.

Next Scheduled Meeting

Tuesday, September 8, 2015 Central Office, Williston.

The meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Sheila Sayah