

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD ANNUAL MEETING  
MINUTES**

**Tuesday, September 10, 2013  
Department of Corrections Central Office  
White Cap Business Park  
426 Industrial Ave., Suite 120  
Williston, VT 05495  
Conference Room #3**

**Approved**

State Board Members Present: George Cross, Chair; Richard Fraser.

State Board Members Present by Phone: David Luce, Secretary; Jason Gibbs.

State Board Members Absent: Carol Bokan, Vice-Chair; Patti Komline, 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, VCI.

Local Advisory Board Members Present by Phone: Don Luman, Blanche Kelley.

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

**Approval of Meeting Minutes**

**The June meeting minutes were not approved as there was not a quorum of board members present at the beginning of the meeting.**

**Administrative Reports**

Wilhelmina shared the latest staffing changes. The administrators are carefully looking at campus and budget needs before hiring new teachers. There was a discussion about the vacancies and whether holding Len Schmidt's leaving would affect the NCCER (National Center for Construction Education and Research) classes that he was teaching. Dana assured the board that someone else would be teaching the classes.

George asked for the number of teachers per campus:

**Chittenden Regional** has two plus Len's soon to vacant position.

**Burlington street campus** has one.

**St. Johnsbury region** has six which includes covering the street campus on an as-needed-basis.

**Marble Valley** has four.

**Rutland street campus** has one.

**Newport** has eight which includes covering the street campus on an as-needed-basis (one is also a regional special educator).

**Northwest State** has four.

**St. Alban's street campus** has one.

**Southeast Work Camp** has two.

**Southern State** has five and one vacant that is posted to be filled.

**Springfield street campus** has one.

**Barre street campus** has two (one instructor and one regional special educator).

**Bennington street campus** has one and one vacant that is posted to be filled (one instructor/technology specialist and one vacant Title I position to be filled).

**Brattleboro street campus** has two (one instructor and one regional special educator).

Troy and Dana are working to update all supervisory and state evaluations for all faculty and staff.

The textile program at Chittenden Regional now employs six offenders. Two thousand yards of sheeting material was purchased to make 160 pillow cases and 160 sheets for beds at the facility. The sheets will be tested there first for durability before being made for other facilities. The department will remain the sole customer base until the workers gain more experience.

There have been two new hires at VCI. Ryan Fletcher went from being a temporary Correctional Foreman to a permanent position and Mike Carbonneau has filled a vacant Correctional Foreman position. These two positions provide all product deliveries for the VCI program.

There was a discussion about credits that are earned through work positions with VCI. It is important to point out that the VCI positions are not primarily created or filled for school credit and that career and technology programming should not be dependent on VCI work programs as the VCI programs are dependent on the economy to be viable.

Focus – Troy

Focus is up and running. There have been some growing pains with some staff and faculty accepting change easier than others. Everything that is needed for student information is now in Focus. The old database holds no clear definition of attendance and therefore, attendance from the old database will not be brought into the new database. There is now the ability to provide an attendance report to the board as requested. All current courses are now in the new system. Work is now being done to add enhancements for extended attendance hours for students who need to vary their class time. Reports are now available that can tell the number of students in attendance, the ratio of males and females and teacher schedules.

George would like to see reports equal to the ADM (average daily membership) that public high schools send to the AOE.

### **Action Items**

#### **a. Review Possible Changes in By-Laws for State Advisory Board**

The By-Laws were discussed line by line with emphasis on the draft changes that George had made. Other changes and edits were made and George will present a second draft at the October meeting with the discussed changes.

There was a suggestion that the quarterly meeting dates be March, June, September and December. More discussion about the dates will occur at the October meeting when more Board members are present.

## **Discussion Items**

### **a. Review Possible Changes in Local Advisory Boards**

The CHSVT Administrators drafted a proposal for the creation of regional local advisory boards with a new role. Membership would be through an application to the State Advisory Board. The Boards would consist of five members of the general public. The purpose of the boards would be to support the Vision and Mission of Corrections Education by reviewing student request for Prior Learning Credits and to make recommendations to the CHSVT Administration regarding the attainment of the credits. The newly created Boards would meet as needed on a monthly basis. A discussion ensued about the logistics of such a proposal. More discussion will take place at the annual meeting in October. George proposed that a draft of new Local Advisory Board By-Laws be created so that all regional boards would work under the same framework. George will create a draft to be sent to all Local Advisory Board members for their review before the annual meeting.

### **b. Annual Report**

The first draft of the Annual Report will be presented to the State Board at the annual meeting for their thoughts and suggestions. There was a discussion about some of the key items that should be in the report.

### **Items for next meeting**

1. VCI Updates (including CRCF)
2. Focus update
3. Review Draft of Local Board By-Laws
4. Adoption of State By-Laws
5. Approve June and August minutes
6. Career and Tech. Ed. Update
7. Any others items to come before the board
8. Annual Report

### **Next Meeting**

Tuesday, October 8, 2013. Annual Meeting, place TBD

**Richard Fraser entertained a motion to adjourn the meeting and David Luce seconded the motion. The meeting adjourned at 11:20 a.m.**

Respectfully Submitted

Sheila Sayah