

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE EDUCATION BOARD
MINUTES
Wednesday, December 5, 2007
Stage Coach Inn
Waterbury, VT**

Members Present: Celine Champine, Blanche Kelley, David Luce, Richard Fraser, Dwight Davis, Don Messier, Chuck Pearce, John Stewart

CHSVT Administration Present: Bob Lucenti, Director - Sheila Commo, Program Services Clerk, Wilhelmina Picard, Special Educator

The meeting was called to order at 9:45 a.m.

1. Review of Meeting Minutes

Dwight Davis made a motion to accept the meeting minutes of November 7, 2007. Richard Fraser seconded it. The motion was called and the meeting minutes were approved.

Bob introduced Wilhelmina Picard. Wilhelmina has been a Regional Special Educator with the CHSVT for the past six months. She currently serves the Northwest region and divides her time between the Burlington Probation and Parole campus, the Chittenden Regional Correctional Facility campus, the St. Albans Probation and Parole campus and the Northwest State Correctional Facility campus. She has the largest caseload of any CHSVT Special Educator with 46 students. Wilhelmina has expressed an interest in the Principal position. Due to the State's hiring freeze and the time of year making it difficult to find educators, CHSVT has decided to look to hire within and not advertise the position.

Wilhelmina brings a lot of different skills and experience that she will use in managing the position. Her primary goals are to produce students with marketable job skills and to find a way to organize herself and assure the teachers that she is there supporting them. She feels that the relationships with the faculty are important and she will ask for help if absolutely necessary to assure that none of her priorities fall behind. Another vital role that she sees for the Principal is to foster relationships with VocRehab and the Department of Labor.

Wilhelmina has had 25 years of experience in education. She received her degree in Elementary Education with a secondary degree in Special Education. She taught in Maryland before coming to Vermont. She has taught in Winooski and Essex as a Special Educator and Director of Curriculum and has served as interim Superintendent.

There is concern that this position cannot be completed in 40 hours a week. Bob indicated that there is always work to be done and that to avoid burn out, you need to leave work on time and know that it will be there the next day.

The subject of salary was discussed. The administration is looking into the possibility of upgrading the Principal position due to the increase in responsibilities and to bring it to fair market value. This position also needs to have knowledge of the criminal justice system as well as DOC policies.

2. Old Business – Local By-Laws

In line with the NEASC recommendations and the school Action Plan for school improvement, the Board has been asked to look at Standard 2, which addresses Governance. At the request of the Board, the CHSVT Administration created a survey for each local advisory board to get their opinions on membership and how it should be stated in the by-laws. The results of the survey will be collated and brought to the Board to aid in their creation of the local by-laws. There is concern that the lack of new members may be due to the lack of a clear mission statement and purpose.

According to the legal opinion that Richard received from the VSEA, there are no legal reasons why faculty cannot vote or be officers on the local advisory boards, as they are not school boards but advisory boards. As state employees, faculty may not serve on the State Board.

3. Old Business – Review of State By-Laws

Changes need to be made on Article V – Meetings, Line VI – Attendance. The Board does not have the authority to remove a member from the Board. **Richard made a motion to remove the last line which begins “The Board will have the authority.....” Don Messier seconded it.** The Board can recommend to the Governor’s office that a member be removed. The section is being rewritten as follows: *If a Board Member misses three consecutive Board meetings, they need to either attend the next meeting or provide a written letter of resignation to the Board. The Board will have the authority to request the removal of, in writing to the Governor’s office, any member not complying with the above request.*

4. VRTA – Dorothy Buttura

Dorothy could not make it to the meeting today. Blanche stated that Dorothy is a very big supporter of CHSVT and would like to attend a State Board meeting.

Celine is looking for support to open a CHSVT campus at the Newport Probation and Parole office. Blanche named June Elliot and Martha Judd as possible supporters of the project. Space is an issue in Newport. The local advisory board in Newport is still investigating the possibilities.

Blanche would like to have the Board recognize Steve for his service to Community High School. Writing a resolution was suggested as well as purchasing a plaque. Bob and David will produce the wording for the plaque.

The VRTA award will be on display at the State Capitol before coming to CHSVT central office to be permanently displayed.

5. Old Business – Action Plan – Governance

Bob handed out a draft of the Governance Narrative from the Curriculum Manual. The board members and faculty all have the ability to recommend changes. If a member of the faculty wants to make a recommendation, they need to submit a recommendation to the school Superintendent or the appropriate committee. The committee may decide to take action or bring it to the full faculty for their input. After a recommendation has been approved by a committee, it is then sent as a formal recommendation to the school Superintendent for consideration.

Recommendations may also be submitted from the local advisory boards. These recommendations would be submitted to the State Board for consideration. If a recommendation was approved by the State Board, it would then be sent to the Commissioner of Corrections via the CHSVT Superintendent for consideration.

6. New Business – DOC Facts and Figures

Bob handed out copies of the DOC Facts and Figures report. He referenced pages 114 & 116 which show the decreasing number of youth incarcerated. It is the hope that education is keeping those youth from returning to jail. Reference was made to page 127 about recidivism rates and whether there is information about CHSVT students. The results from the Workforce Development grant show a 20 percent reduction in recidivism in the men and a 40 percent reduction in recidivism in women. The report will be available for the next meeting.

7. New Business

Dwight Davis moved to vote on recommending Wilhelmina Picard as Principal of CHSVT. David Luce seconded it. There is concern that there is only one candidate to choose from. There are four qualified faculty members at CHSVT. Jim Candon, Correctional Instructor at Marble Valley Regional Correctional Facility was not interested because he is close to retirement. Jenny Estey, Correctional Instructor at Northwest State Correctional Facility was not interested because she has small children at home. Mary Koen, Special Education Director is not interested because she wants to stay in the position that she is in. There was also concern that Wilhelmina's position will need to be filled. Mary Koen will be advertising the position as soon as possible. **The motion was voted on. All were in favor of recommending Wilhelmina for the position.**

There was a discussion about changing the meeting places for the winter months to a more central location for winter driving purposes. **Don Messier made a motion to change the January 9th meeting to the Stage Coach Inn in Waterbury and the April 2nd meeting to Rutland Probation and Parole. The motion passed.** It was requested that the meetings remain in Waterbury for the months of December, January and February from now on.

Marty Searight, in the Governor's office would like to have a list of possible candidates for the State Board. Chuck will write a letter to all the Local Board Chairs whose boards are not represented and ask if there is any interest on serving on the State Board. Chuck and Dwight would be willing to travel to local board meetings to talk to them about the State Board. It may help to also invite local chairs to the State Board meeting when it is in their area.

Agenda Items:

Review local board membership

Reading of State By-Laws

Would like a report from Assistant Superintendents of facilities whose job description includes finding members to serve on the local boards.

Richard Fraser moved to adjourn the meeting at 12:30 p.m., Don Messier seconded it. The motion was called and passed.

Respectfully Submitted
Sheila Commo