

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE EDUCATION BOARD  
MINUTES  
Wednesday, December 6, 2006  
Barre Probation & Parole Campus**

Members Present: Dwight Davis, Richard Fraser, Blanche Kelley, David Luce, Don Messier Wilma Paronto and Chuck Pearce.

Members Absent: John Stewart.

CHSVT Administration Present: Bob Lucenti, Director - Stephan LaTulippe, Principal - Mary Koen, Special Education Chief - Sheila Commo, Program Services Clerk.

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 1, 2006. Richard Fraser seconded it.** Discussion followed. There was a noted typo on page two, in the 7th line up from item # 4. The word "the" should be "they". A question was asked as to what the abbreviation "MOU" stands for. MOU is Memorandum of Understanding. David Luce apologized for the mistake when writing the thank you notes last week. He requested that for further letters, written information be sent to David before the letters are written. **The motion was called to accept the minutes with the mistakes noted and it passed unanimously.**

**2. Presentation from Barre - Dave Strong and Cate Cattier**

Dave Strong handed out a Community High School of Vermont brochure that has been tailored for the Barre Probation & Parole campus with information specifically about the Barre teachers and the address of the Barre Campus. The CHSVT State Advisory Board members and central office staff went around and introduced themselves to Dave, Cate and student, Jessica LaForest. Jessica is on the local advisory board. Jessica dropped out of high school as a freshman and was ordered to attend the CHSVT by the courts. She is no longer mandated by the courts to attend but still does. She is less than three credits away from graduating. Jessica would like to continue her schooling in the field of forensics after graduation. When asked what she liked about going to school here, Jessica commented on the personal attention and smaller class sizes.

Newly hired teacher, Cate Cattier was asked how she liked teaching at CHSVT so far. Cate replied that she likes the uniqueness of the school, the size of the classes and the ability to be creative with her students. She shared a newspaper article about the mural that her art class did in downtown Barre for Halloween.

A question was asked as to how the staff feels this space compares to the other community campus sites? The staff feels that it is one of the better sites and is very involved with the community and receives great support from the probation and parole office. Cate is the only teacher funded with Title I funds and will be taking a class at the Stern Center geared at teaching low-level readers and she may be able to teach other teachers about the course in the future.

Jessica was asked if she saw any needs for improvement within the school. She did not see any need for improvements. She is very happy here and is even comfortable with helping new students who come to the campus. When the teachers were asked the same question, they would like to have the ability to take students on field trips. Bob Lucenti suggested that they contact central office for assistance and suggestions.

### **3. Report Out - Facility Visits - Steve LaTulippe**

Steve handed out information about Site Performance Standards that were addressed with the facility visits that he and Mary Koen conducted. The information compared site performance standards by facility. Steve explained the process of site visits and action plans. The board would like to see the action plans being shared with the local boards. It was also decided that the board should have a copy of the Performance Standards for the facilities. Copies will be brought to the next board meeting.

**Dwight Davis made a motion that action plans and facility reports should be shared with the local board chairs. David Luce seconded it. Blanche wants to be sure that the chair of each board shares the information with the rest of the board.** There was discussion around local boards and "who advises who". **The motion was called and it passed unanimously.**

### **4. Special Education/Title I**

Special Education students were counted on December 1st for Child Count for the Department of Education. The count indicated that there are 8-10 students less in special education than last year.

There was a discussion about the Memorandum of Understanding (MOU) between the Agency of Human Services and the Department of Education. Mary explained the difficulties with keeping up with current IEPs and the transient population of our students.

Dwight would like a copy of the MOU draft before the next meeting in January.

### **5. Old Business**

Bob explained school outcome hours from the monthly report and the comparisons from last year. There is a concern that enrollment has dropped by nine percent. It is the only population in corrections that is decreasing. There was some discussion as to whether the age should be

changed from 22 to include 25 year olds to expand our mandatory school population. Discussion will resume at the next board meeting about the subject.

Steve was asked to explain what an Independent Study consisted of. Steve explained that sometimes circumstances dictate that a student work on his/her own to complete projects or work and still get credit.

Louise Coates, chair of the Barre Local Advisory Board, stopped in to say hello. She is glad that the Community High School of Vermont is getting more references from Spaulding High School and she was also impressed with a Health Realization class done by Jack Pransky.

Bob handed out a copy of the Self Study Report Recommendations with suggested standard recommendations for State Education Board action, in asterisks. Bob explained the process that he is hoping to conduct with the faculty to prioritize the top six recommendations for action plans for each of the standards. Number one will be assuring curriculum consistency and continuity. The action steps are as follows: Work with the faculty to identify the top six recommendations from the Self Study and the NEASC report. Work with the State Advisory Board members to identify the recommendations that come under the control and authority of the Board and place them in order of importance. In those areas where a recommendation is included under two or more standards, we need to identify if they can be combined and placed under one appropriate standard or does the standard under which the recommendation is placed necessitate a different set of improvement activities. If the latter is the case, we need to note the character of those activities as guidance for those who will be responsible for drafting the action plan component for that recommendation. The faculty will assign by discussion and vote, the recommendations to the appropriate committee, board, administrator, etc. A) Assignment of recommendations will be for the responsibility of converting recommendations to clear, measurable, objective and attainable goal statements. B) Listing the goal statements under the standards to which they were originally assigned as recommendations. Ensure through discussion with the faculty that the NEASC standard and goal statements are aligned. C) Action steps need to be taken to meet the goal, responsibility for each action step needs to be determined (person, committee, admin, etc). A timeline needs to be set. Evidence needs to be shown that the action step has been taken. Each goal may have a number of action steps to reach the measurable goal. The school action plan will mirror the self study, as you will have the standards, goals, action steps to meet the goal, the responsible entity, timeline and evidence that the action step has been taken. At the completion of all the action steps, evidence that the goal has been attained must be presented.

## **6. New Business**

The Annual Meeting is set for, March 7, 2007. Bob will do a presentation of recommendation of standards.

Blanche feels that all the facilities should be represented at the meeting even if there are no local boards. Should we look into paying mileage to go to the meeting to increase attendance? Would like to look into having the meeting at the Best Western in Waterbury or

Langevin House at VTC. The legislature will be in session. Would like to look into inviting representatives.

Dwight and Richard handed new by-laws to Sheila from their local boards. Don's board tabled their by-laws until their next meeting. (Distribute most recent local board minutes at next meeting)

Blanche is concerned that not all of the Community High School of Vermont local campuses are in the local phone books. Central office will look into this.

Agenda for January meeting:  
Discuss Performance Standards  
Age change to U25  
Standard Recommendations  
Food and eye care for all students  
Annual Meeting

Blanche is still concerned with the open position on the state board. She was also very impressed with the Brattleboro Probation & Parole campus and with Anne Emerson helping to provide breakfast and lunch from the local high school and that she follows up with her graduates after they leave the school.

Don is impressed with the Cooking for Life program that is happening at the Burlington Probation & Parole campus. The students made muffins and served them at the last local board meeting.

Bob informed the board that Department of Labor Commissioner, Pat Moulton, will be obtaining the social security numbers of all graduates and will be tracking them through employment. This is the first step in tracking our graduates after they leave CHSVT.

Mary Koen announced that Vermont Public Radio reporter, Steve Zind, will be broadcasting a program about the Department of Corrections with a special interest in the Community High School of Vermont, on VPR, tomorrow at 7:45 a.m. and 5:28 p.m.

**Richard Fraser moved to adjourn the meeting at 12:30p.m. Dwight Davis seconded it. The motion was called and the meeting adjourned.**

Respectfully Submitted

Sheila Commo