

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD ANNUAL MEETING  
MINUTES  
Tuesday, December 11, 2012  
CHSVT Central Office  
White Cap Business Park  
and Conference Call  
426 Industrial Ave., Suite 120  
Williston, VT  
  
APPROVED**

State Board Members Present: Julie Breton, George Cross, Chair; Richard Fraser, Jason Gibbs, David Luce, Secretary.

State Board Members Present by Phone: Carol Bokan, Vice-Chair.

State Board Members Absent: Andy MacIlwaine, Holly Tippett.

CHSVT Administration Present: Troy McAllister, Principal; Wilhelmina Picard, Superintendent; Sheila Sayah, Administrative Assistant.

CHSVT Administration Present by Phone: Dana Lesperance, Career and Technical Education Chief

CHSVT Administration Absent: Mary Koen, Chief, Special Education.

Local Advisory Board Members Present: Herb Hatch, Barre board.

Local Advisory Board Members Present by Phone: Kathi Rousselle and Don Luman, Northwest board and Blanche Kelley, Rutland board.

The meeting was called to order at 9:32 a.m.

**Approval of Meeting Minutes**

**Richard Fraser entertained a motion to approve and accept the meeting minutes of November 13, 2012. Julie Breton seconded the motion. The minutes were approved and accepted.**

**Public Comment**

Blanche Kelley, local advisory board member from Rutland, expressed her concerns about keeping the local boards as a connection between the campuses and central office. She also commented on the letter that was received from NEASC commending CHSVT on its progress with integrating technology into the school and the progress toward a comprehensive Student Information System.

## **Administrative Reports – Updates**

Will be including updates later in the meeting.

## **Discussion Items**

There was a discussion about meeting at the NEA office in Montpelier during the months of January to April. It is not known at this time whether or not conference calling would be available. More information to follow.

George met with Susan Bartlett about various issues including Wilhelmina's salary between VCI and CHSVT as well as the placement of the school within corrections, the needs of the population and coordinating needs with the community.

The Department of Corrections is looking at how they are housing offenders and is beginning a plan to restructure the facilities. Restructuring may change the way education is being offered. CHSVT will be working through this transition to assure that education needs are being met. The department has implemented new individual case plans that will include assessing education needs.

In a meeting with the Departments of Education and Corrections, Wilhelmina is looking at the community campuses, identifying services and looking at local Career and Technical Centers for support of students at community campuses.

### **b. Continued discussion of local advisory boards – George**

Discussion began with the question: How should these boards be constituted?

Discussion continued with a brief history of the creation of local boards.

Discussion also included the need for consistency among boards and reasons why it is important to keep the local boards intact.

There was also a discussion about the current local board guidelines.

It was suggested that the local board guidelines be revisited at the next state board meeting. The guidelines will be sent back out to the local boards and they will be asked to read and give feedback. George will draft a letter to the local boards to accompany the guidelines. The administrators are also asked to look at the guidelines and be prepared to give their feedback.

Clear objectives and more formal policies are needed to disseminate between the school and DOC and on how local board membership should be formed.

### **c. PewResearchCenter – Troy/Dana**

The state is working with a non-profit organization called the PewResearchCenter to create a cost benefit analysis of all state government as part of a research study comparing Vermont and the state of Washington. The Department of Corrections was asked to provide information from all programs within corrections. The information for CHSVT was gathered and prepared for the

Joint Fiscal office with the help of Dana and Troy as well as Sarah Clark and Matt D'Agostino from the DOC finance office and Ira Sollace from the Joint Fiscal office.

There was a discussion about the formula and information gathered for the study. The board does not feel that the formula used accurately displays the budget/numbers presently noted and would like to have Ira and/or Sarah sit in on the next board meeting to help explain the process and the information they are seeking.

**d. Update on progress of VCI program at CRCF – Wilhelmina**

Wilhelmina shared a schematic of the new VCI program room at CRCF. The plan is to have the program implemented by June 2013. DOC will be the first customer and talks are going on with Vermont Flannel who is interested in a partnership.

**e. NEASC – Wilhelmina**

Wilhelmina shared a letter from the Director of the New England Association of Schools and Colleges (NEASC) accepting CHSVT's progress report and commending the school on the progress of the SIS and the integration of technology into the school. A re-evaluation will be due in 2016.

**f. Update on Student Information System – Troy**

Alan has been pulling and populating tables for import into the system which will be followed by a conference call with the company.

There will be a month of direct training for the staff before live implementation. The shell of the system has been built so there is ability to play around with the system to see some of its capabilities.

There was a brief discussion about the desired ability of the new student information system to provide reports that will track sending schools.

Charity will be managing all student information in the system and will be running reports. Sheila will also be trained to enter information and run reports.

**Other Business**

None

**Items for next meeting**

1. Guide for local boards.
2. SIS
3. Updates on Pew spreadsheet
4. Curriculum Frameworks
5. Local board discussion at 10:00 a.m.

**Next Meeting**

Tuesday, January 8, 2013. Place to be determined. Meeting will be available by conference call. Details will be on the agenda.

**Dave Luce entertained a motion to adjourn the meeting and Richard Fraser seconded the motion. The meeting adjourned at 11:30 a.m.**

Respectfully Submitted

Sheila Sayah