

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD MEETING  
MINUTES  
Tuesday, December 8, 2015  
Department of Corrections  
White Cap Business Park  
Williston, VT**

**Approved**

State Board Members Present: Dan Alcorn, Chair; Carol Bokan, Sarah Flynn, Richard Fraser, David Luce, Secretary; Brian Vachon

Present via phone: Jason Gibbs, Vice-Chair, Blanche Kelley

State Board Members Absent: Offie Wortham

CHSVT Administration Present: Wilhelmina Picard, Director, Corrections Education; Sheila Sayah, Administrative Services Coordinator

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

**Public Comment**

Blanche Kelley, Rutland Local Board Member, called to emphasize the importance of campus visits. She has strong, fond memories of visiting the campuses and the impact of meeting with students.

**Approval of Meeting Minutes**

**Dave Luce made a motion to approve the meeting minutes for October 13, 2015. Sarah Flynn seconded the motion. The meeting minutes were approved.**

**Discussion Items**

**a. Lobby Day**

The decision was made to gather outside the cafeteria on Wednesday, January 27<sup>th</sup>. The plan is to have copies of the View Book and Annual Report to hand out to interested parties. More details about the day will be shared via email. Also discussed the need for some talking points to bring to the event.

**b. Operating Principles – Jason Gibbs**

Jason prepared copies of his Proposed Guiding Principles for discussion. Overview: The purpose is to suggest guiding principles that help to focus and guide the CHSVT Board in fulfilling its statutory obligations and priorities. Discussion ensued. It was decided that the Board would prefer to take the proposal home to look at in more depth with the option for additions, deletions and comments before voting.

**c. View Book**

Wilhelmina shared a first draft of the View Book with the Board. Some suggestions: Brighter colors, especially on cover; link to Annual Report; photo of Wilhelmina; credit to VCI/Print Shop for printing the book.

**d. Campus Visits**

There appears to be a lot of interest in starting up Board visits to campuses, again. There was discussion about whether these visits should be considered a formal Board meeting or just an informal visit. It was decided that a more formal visit would be more beneficial to visiting with the students. The first planned campus visit/Board meeting will be scheduled for the June Board meeting. More information will be available as the date draws near.

**Other Business**

Wilhelmina shared some photos of toys being made in the furniture shop for Toys for Tots.

The Annual Report has been posted on the CHSVT website. The link will be sent to the Board and a minimal number of hard copies will be printed for various committees.

Central Office will be moving back to Waterbury at the end of next week. All CO employees will report to work in Waterbury on Monday, December 21<sup>st</sup>. The Board meetings will be scheduled in Waterbury.

**Campus Moves:**

1. Barre campus moved from second floor to third floor to accommodate DCF Social Workers moving into the building.
2. St. Johnsbury community campus, in the P&P building, will be moving, the first or second week of January, from the first floor, back down to the basement level to accommodate more room for the case plan workers.
3. Northern State education faculty offices will be moving from B Building to Echo for better security and safety.

Open Positions: Four open positions have now been approved to fill. Southern State, Windsor, St. Johnsbury, and Northwest will be filled.

Preliminary Education Fund Outlook: Public information now available. Shows funding for CHSVT, FY'17 to drop from 3.8 million to 3.6 million.

**Community Students:**

There was a brief discussion about serving community students and the financial burden that has not been addressed.

**Items for Next Meeting**

Operating Principles - vote  
Campus Visits

**Next Scheduled Meeting**

Tuesday, March 8, 2016, in Central Office, Waterbury.

**Richard Fraser made a motion to adjourn the meeting and David Luce seconded the motion. The meeting adjourned at 11:00 a.m.**

Respectfully Submitted,

Sheila Sayah