

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
September 27, 2007
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Alan Frost, Barb Hagen, Kit Hubner, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Julie Kuk, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, Julie Locke, John Long, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Bobbi Shutts, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Cate Cattier, John Gorczyk, Lisa Harrington, and Bill Storz.

Bob called the meeting to order at 9:40 a.m.

Roll Call was taken.

The last faculty meeting was in May. Bob welcomed the staff back and gave an overview of the agenda for today's meeting.

Sheila forgot to email a draft of the May '07 meeting minutes to the staff for review. **Jim Candon made a motion to table the review and acceptance of May '07 meeting minutes until the October '07 meeting so that they may be sent out and reviewed. Sharon Strange seconded the motion. The motion was called and approved.**

Steve introduced Kit Hubner to the faculty. Kit is the new Correctional Instructor at Dale, replacing Guy Smythe. Julie Kuk, former Special Education Instructor at Northeast Regional, was also introduced as the new Correctional Instructor at Northeast Regional, replacing Bob Sattelberger.

Bob introduced Charity Baker. Charity comes to CHSVT from the Workforce Development Program where she was working with the grant. She will be a new Technical Information Specialist in central office, as well as, adding administrative support. Charity has already been working on updating our CHSVT website.

Training – Sponsored by the LSB:

1. Mary Nelson and Jenny Estey provided training on the Habits of Mind and Citizenship & Community Participation Curricula. The main objectives of the two curricula are the building of student success and exploring how the curricula dovetail with possible SLO's.
2. Sharon Strange provided training on the administration of the TABE (Test of Adult Basic Education). A handout explains who to test, why to test, when to administer the test, which test to use, how to administer the test, how to score the test, where to record the test scores in the database and how to order more TABE materials. Any questions about the TABE may be directed to Sharon at Northern State.

School Announcements:

1. The 2006-2007 Annual Report was distributed to the faculty.
2. Our Special Education program was found to be in compliance with the Department of Education auditors. Special Education services are now provided at all CHSVT campuses.
3. Steve has information for the administration of SATs and urges the faculty to encourage students to take the SATs.
4. A copy of the Interim Procedure between CHSVT and DOC was distributed. This procedure states that CHSVT may develop policies and procedures that are separate from DOC but are compatible with DOC policy and procedure and will not be implemented without the approval of the Commissioner of Corrections.
5. The State Education Advisory Board for CHSVT meets on the first Wednesday of the month, September – May. The Annual Meeting will be held on October 3rd. The State Board along with Local Advisory Board members will be working on creating a common set of By-Laws as well as discussing ways to involve more community members in advocating for our students.
6. Charity will be transforming our CHSVT website to make it more user friendly and update the information on it. Feel free to send her pictures for the site.
7. Beginning October 12th, all time sheets will need to be faxed to central office to be entered. Each site supervisor still needs to initial the time sheets before faxing them over. Time sheets need to be in to central office by Friday morning to allow for time to check for correct coding. Stipend request forms need to be in by the end of each quarter.
8. A new Curriculum Procedures and Planning Guide is in the process of being developed. It will eventually become the training manual for new faculty and will be available electronically.

Local Announcements:

Jim Candon announced that Blanche Kelley and Rita Rhinehart, members of the Rutland Local Advisory Board and Vermont Retired Teachers Association, nominated the VRTA for an award, through the National Retired Teachers Association, for their role in helping to create the CHSVT. The NRTA presented Blanche with the Innovation Award for her letter that described the creation of CHSVT with the help of the VRTA.

Katherine Miller shared a newspaper article about former student, Jeffrey Dessler. The article was about his life now and how CHSVT helped him. Jeff still keeps in touch with the teachers at Southern State.

John Cross and the students at Northwest shipped approximately 60,000 flowers to the local and State parks in the Northwest areas of Vermont. The State park sent pictures of the flowers to the facility. Another graduate has enrolled in the Hudson Valley Automotive Technology Program. Jenny Estey ran into our student enrolled at VTC. She said that it was nice to see him with a normal life.

The campus at the Burlington Probation and Parole office had a graduation on July 19th that was covered as the lead story on the Channel 3 news, at 11:00 p.m., and was also featured in the Burlington Free Press.

While out on a hike this summer, Eric Marchese and a group of his students assisted in the rescue of a hiker who had severely sprained his ankle. They came upon the hiker along the trail and assisted

him down to meet the fire department where he was then transported by stretcher to safety. The story was covered by the Rutland Herald.

Paul Major, Jenny Estey, Mary Nelson and John Cross are working with the VSEA on reclassifications for positions, continuing the work that Bob Sattelberger was doing before he left.

COMMITTEE REPORTS:

Assessment Committee - Cara Berryman

Cara introduced a draft of the Institutional Student Learning Outcomes (SLOs). **John Cross made a motion to adopt the concept of the Institutional SLO's. Mary Nelson seconded it.** Discussion followed. There was concern about the context of the writing which will be amended. The concern right now is the concept of the SLOs. The SLOs will be used to see how the school is measuring up and to see if the students are learning what we want them to. This is an assessment of the schools, not of the students. These are goals for the graduate to achieve. The next SLOs to be drafted will be student SLOs and then work will begin on program/course SLOs. There was a vote on the current Institutional SLOs. Vote yes, if you agree with the concept of the Institutional SLOs with the language being edited/amended as needed. Vote no, if you disagree with the concept of the Institutional SLOs and the Assessment Committee will reconstruct it and bring a new draft to the faculty. **Mary Poulos called the question and a vote was taken. All were in favor of adopting the current concept of the Institutional SLOs.**

The committee is preparing for the next draft of Program SLOs which will then go to the Focus Groups to brainstorm in the concept areas where they will need to state items in the form of SLOs and define each key word in the SLO. This will take a few months for the focus groups to complete. The members of the assessment committee will be available for assistance.

There are two vacancies on the committee. Nominations were opened up for the position.

Mary Poulos nominated Dan King. Claire Swaha seconded it.

Mary Nelson nominated Wilhelmina Picard. Claire Swaha seconded it.

Bobbi Shutts nominated Julie Kuk. Anne Cote seconded it.

Elections for the two vacancies were done by paper vote. **Wilhelmina Picard and Julie Kuk were elected to the Assessment Committee.**

A special meeting took place recently with central office administrators and committee chairs to discuss the new course description and syllabus form. Mary Poulos reviewed the forms and will look into training options on the use of the forms. Continuity and consistency across campuses is the goal with the new forms. The idea is to try the new forms for a year and make changes as needed after that. The course description should be written for the student, not the teacher or administrator. The criteria for award of credit should not be the same as the course expectations. The credit request form and course description form can be found on the education drive. Barb Hagen will provide an exemplar to follow. If you are submitting a new course description, you should be using the new form. Old courses should be converted by the end of the year.

Official transcripts will no longer be printed for every credit issued to a student. Unofficial transcripts may be printed by the faculty from the CHSVT Administrative Tools Web Page. Official transcripts may be requested from Central Office at any time by the teacher or student.

The CHSVT Identified Core Standards and Concepts guide is a work in progress. It will remain as is for about a year, giving teachers a chance to use it and make notes for suggested changes. Teachers will develop their own syllabus for each course that they teach.

Curriculum Policy Committee - Barb Hagan

The Curriculum Policy Committee has sent a recommendation to the administration to request changing their name to the CHSVT Policy and Procedure Committee. Due to time constraints, this recommendation will be discussed at a later time.

The recommendation about prior learning will be worked on some more and will also be presented to the faculty at a later date.

The recommendation regarding a philosophy statement for CHSVT calls for a draft to be created and shared with the faculty via the web for comments and suggestions.

Reading Study Group (Ad-hoc committee of Curriculum Content Committee)

The group is still looking into trainings for later in the year. Don't forget to give your survey forms to Mary Poulos either in person or via email.

Beryle Gardner Committee - Cara Berryman

The award amount of the Beryle Gardner award has been raised to \$250 each for two students. It may be raised even more for the next year. Patience Johnson was one of the recipients of this year's award. Patience is a graduate from the Southeast State Correctional Facility and wants to work as a carpenter building modular homes. She will be using her award money to purchase clothing for employment. Matthew Pierce is a graduate from the St. Johnsbury Probation and Parole Campus and Northern State in Newport. He was working on the Digital Divide program at Northern State and was tutoring with the RM Math framework program. Matt is the first student that has ever been let back into a facility to graduate. He is using his award money to purchase books for college.

Two new members are needed for the Beryle Gardner Committee.

Dan King nominated Debbie Jaimes. Nikki Marabella seconded it.

Tom Woods nominated Maryanne Murphy. Julie Locke seconded it.

Debbie Jaimes and Maryanne Murphy were both approved for seats on the Beryle Gardner Committee.

Technology Committee - Pauline Dwyer

A recommendation was approved by the administration to permit campuses to budget for and purchase digital interactive whiteboards beginning in fiscal year 2008. The request for purchase needed to be included in their budget request and needed to be reviewed and approved through the Technology Request Form.

The committee is working on the Technology Plan and will have a draft ready soon for approval.

Microsoft Office 2007 will soon be installed on all the computers. Training for the new software has been requested. A sign-up sheet was made available for those interested in training on the new program.

There is one vacancy on the Technology Committee.

Mary Nelson nominated Charity Baker for the vacant position. Claire Swaha seconded it. All approved.

Dave Strong and Al Clark's terms expire in November as well as Pauline Dwyer's position as Chair. Elections will be held for these positions at the November faculty meeting.

The next Technology Committee meeting will be held in Waterbury, on October 9th.

Curriculum Content Committee - Jim Candon

The committee reviewed their By-Laws at the September 19th meeting. The committee meets the third Wednesday of each month in Barre. The Focus Groups need to meet and elect new chairs.

Mary Poulos made a motion that Jim Candon contact the new faculty and help them to find a Focus Group to join and to make sure that the groups hold elections for chairs at their next meetings. Julie Locke seconded the motion.

Due to the time of the day, all other business was moved to the October meeting.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

Sheila Commo