

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
January 31, 2013**

**APPROVED**

**Present:** Charity Baker, Cara Berryman, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan Chelton, Susan Chiefsky, Wade Cole, Chris Cosgrove, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Alan Frost, Barb Hagen, Harmony Harriman, Lisa Harrington, Mary Beth Heiskell, Dan Hescoock, Marlena Hughes, Dan King, Mary Koen, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Mo McIntyre, Mary Nelson, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Len Schmidt, Jeanne Smith, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Tatum Tomasi, Scott Tomlinson, John Vorder Bruegge, Peter Van Wageningen, Tom Woods

**Absent:** Dennis Bonanza, Laurette Garrand, Mike Jenzen, Bobbi Shutts

**Mary Koen Retirement Breakfast**

The meeting began with a celebration and reflection of Mary Koen's time with CHSVT. Her last day is today, January 31<sup>st</sup>.

**ERP**

Mandatory timesheet training for all state employees will begin in February and March with the plan of going live in May. The schedule of training dates and how to register will be shared as soon as it becomes available. Expense form training will be available at a later date.

**Approval of Prior Meeting Minutes**

**Barb Hagen moved to approve the meeting minutes of December 13, 2012. Chris Cosgrove seconded the motion. The minutes were approved.**

**Legislative Updates**

Wilhelmina has been testifying in House Institutions and House Education and there have been many conversations about budget cuts, how students are being served in the facilities and why students are being served through CHSVT with other agencies available in the community.

At the request of faculty and staff, Wilhelmina offered talking points to use to address their local representatives about concerns about the reorganization of Corrections and CHSVT. Groups were formed by region and a list of talking points were brainstormed and shared. Wilhelmina will compile the list and share with the staff.

Concerns were discussed about educational changes at the facilities and street campuses due to the reorganization of DOC. Questions included: What are our obligations according to state statute? What

do students need when released to be successful? How are the inside of the facilities going to look? What will be offered and how? What will the provision of transitional services look like?

Timeline: The final state budget from the legislature will be revealed at the end of May. We will keep going forward with current plans until we are told otherwise. Any changes made to the school will be dependent upon budget outcomes.

## **RFR**

**Dave Strong entertained a motion to have the revised and current teacher RFR submitted to Classification for review. Mary Nelson seconded the motion. The motion was approved.**

## **Supervision**

Dana and Troy shared the new CHSVT Co-Supervisory Model. Although the two of them will be co-supervising, call Dana if you have specific questions about CTE course development, Career counseling and vocational assessments, or student transition. Contact Troy if you have specific questions about academic course development, instruction and assessments, or student support. You can reach Dana and Troy together at [AHS-DOC-CHSVTAdmin@state.vt.us](mailto:AHS-DOC-CHSVTAdmin@state.vt.us) or you may email them separately.

MyLearningPlan will now be used to track leave requests as well as professional development. You can access this at [mylearningplan.com](http://mylearningplan.com). Your user name is your email and your initial password is 1234. Please check out the website and start using for all leave requests.

Math Training: Dates for the next training will remain the same. The training instructor is interested in co-teaching some math classes in a facility before the next training session. Dana will send an email with more information.

Conversations need to be had with Dana or Troy before additional programming is brought into a classroom. More attention will be paid to amount of money needed for the program and, who is being brought into the classroom (this includes adjuncts). Also, purchasing practices are changing department-wide. Dana and/or Troy need to be contacted before large purchases are made and invoices will be monitored regularly. Procedures and Processes are being created and will be shared when information becomes available.

Dana and Troy asked for feedback about the co-supervisory model.

- 1) Concerns you have
- 2) Questions you have
- 3) Ideas you have regarding supervision and management of CHSVT programs

## **Transitional Services**

Regional teams gathered and had a conversation about student transition with the following questions:

- 1) What does it mean to transition a student?
- 2) What do we need to consider as we formulate a plan?
  - a. for students
  - b. for transition team
  - c. for P&P's, etc.

Each team reported on their top two items. Wilhelmina will create a list of all thoughts and send via email or the Ning.

Wilhelmina will be meeting next Thursday with P&P staff as well as some members of central office to discuss what CHSVT is going to look like on the street, case plans, how transition will look, P&P responsibilities, CHSVT responsibilities and programming.

A new position is being created by the department to work under Jerry Schartner to coordinate offering progressive work opportunities for offenders in the facilities including interviews, pay scales, evaluations, etc.

### **Envelope Activity**

The sealed envelopes from the January 10<sup>th</sup> meeting were handed back out. The instructions were to open the envelope and reflect on the way home about what you wrote and whether you would now change what was written.

**The meeting adjourned at 1:55 p.m.**

Respectfully Submitted,

Sheila Sayah