

**COMMUNITY HIGH SCHOOL OF VERMONT/CORRECTIONS EDUCATION  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
February 27, 2014**

**Approved**

**CHSVT Present:** Charity Baker, Cara Berryman, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Chris Cosgrove, Lindsay Dakers, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Alan Frost, Jenn Gaito, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Mary Beth Heiskell, Dan Hescoock, Marlena Hughes, Ben Irish, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Sarah Loveless, Paul Major, Eric Marchese, Troy McAllister, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Sharon Renault, Nick Rulon, Bob Salzman, Sheila Sayah, Dana Scofield, Bobbi Shutts, Jeanne Smith, Angie Stewart, Sharon Strange, Claire Swaha, Chad Thompson, Scott Tomlinson, John Vorder Bruegge, Matt Ware

**CHSVT Absent:** Susan Chelton, John Cross, Molly Humphrey, Bill Storz

**Staff Changes/New Hires – Wilhelmina**

Dana Scofield is filling in for John Cross while he is out for shoulder surgery. Dana will be with us until sometime in June.

Matt Ware has joined the team at Northern State.

Jenn Gaito has joined the team at Southern State.

Sharon Renault has joined the team at Chittenden Regional.

The only open position at the moment is in St. Johnsbury. Candidates have been chosen for interviews and will be contacted soon to set up times.

Kathi Cassidy will be leaving CHSVT and joining DAIL as a VR Youth Counselor. Kathi's last day at CHSVT is March 7<sup>th</sup>.

**Approval of Prior Meeting Minutes**

**Angie Stewart moved to approve the meeting minutes of December 12, 2013 and January 30, 2014. Barb Hagen seconded the motion. The minutes were approved.**

**Faculty Exercise – Dana and Troy**

The room was set up geographically and each region of teachers sat together. Dana and Troy went around the room to each campus/region and asked everyone to introduce themselves and share an artifact that reflects their community and students.

**Teaching in a Correctional Environment – An on-going training series from the National Institute of Corrections – Troy**

Troy presented a PowerPoint presentation about the risks of working with offenders. The DOC Work Rules were also referenced during the training. Two hours of stipend are available for this training.

**Beryle Gardner – Cara Berryman**

The Beryle Gardner committee meets this spring. Please be sure to send your student nominations to the committee. The deadline for spring applications is May 31<sup>st</sup>.

The committee has created a new pamphlet describing the awards and application process. Be sure to pick some up and take them back to your students.

**Announcements and Updates**

**Please Note: The March faculty meeting will be held on FRIDAY, MARCH 28<sup>th</sup>, NOT Thursday, the 27<sup>th</sup>.**

The first HOM Institute Web Expo will soon be available online. More information on how you can participate will be shared via email.

Reminder: Any questions about educator licensing should be directed to Mary Poulos and the LSB. Holding a current Vermont educator's license is a requirement, not an option.

Out of State requests are being supported by the Administrators, but only if requested correctly. Exact forms must be used and signed by Wilhelmina and the Commissioner and Deputy Commissioner of Corrections **before** making actual travel arrangements. Contact Wilhelmina if you have questions. Wilhelmina holds the forms and is the only one who can answer your specific questions. You must provide estimates of **all** costs before the form will be signed.

Chittenden Regional and Northern State have new superintendent of facilities and St. Johnsbury has a new assistant superintendent of facilities.

NEASC's ten-year evaluation of CHSVT is due in 2016. A letter has been sent by the Director of Commission, William Bennett with information about the upcoming evaluation process. More information about next steps will be shared soon.

Wilhelmina and two members of the CHSVT State Board, Chair – George Cross and Richard Fraser, met with the new Secretary of Education, Rebecca Holcombe. The meeting pertained to allowing students to attend CHSVT who are not under the care or custody of DOC. No favorable decision has been made.

Wilhelmina was asked to meet with House Institutions to discuss the current Corrections Education budget. Currently, we have spent about half of our budget which sets us up to be on target for the rest of the fiscal year.

There have been a lot of changes to procedures and processes in the past 6-8 months. Human Resources, in particular, have been holding us to exact procedures. If you have questions about payroll, benefits, time off, etc. you need to contact the administrators for clarification. You **must** go through MyLearningPlan for all processes, including stipend, time off, any orders for your campus, etc. All forms can be found in MLP with the exception of OOS forms which can be found through Wilhelmina. My Portfolio, in MLP, will show all your stipend totals. Contact Dana if you have questions about MLP.

The meeting ended at 2:45 p.m. Make sure you document and request any overtime you incur due to travel to and from this meeting.

Respectfully Submitted,

Sheila Sayah