

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
March 28, 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, Laurette Garrand, Barb Hagen, Harmony Harriman, Mary Beth Heiskell, Dan Hescocock, Marlena Hughes, Dan King, Mike Lacoss, Dana Lesperance, Tod Lessard, Paul Major, Eric Marchese, Troy McAllister, Mo McIntyre, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Jeanne Smith, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Tatum Tomasi, Scott Tomlinson, John Vorder Bruegge, Peter Van Wageningen,

**Absent:** Dennis Bonanza, Lisa Harrington, John Long, Jan Noskey

**Approval of Prior Meeting Minutes**

**Barb Hagan moved to approve the meeting minutes of January 31, 2013. (February 28, 2013 was canceled due to weather) John Cross seconded the motion. The minutes were approved.**

Wilhelmina shared a few student stories including a collaboration between the department and CHSVT to create a barbering certification program at Northwest. A certified instructor was brought in and several students became certified barbers.

Also, an art collaboration between an art class taught by Marlena Hughes at NSCF, VCI and Victim Services had students create an art piece that depicts their thoughts and feelings involving their victims. The pieces will be displayed by Victim Services at Central Office.

Students at NSCF have created a child sized puzzle/rocking chair in a CAD class taught by Mike Lacoss. Both Mike Jenzen and Tom Woods were given a chair as a retirement gift.

**Faculty Governance – Len Schmidt**

Thirty-eight faculty members completed a Survey Monkey survey on Faculty Governance last month. Len shared the results of that survey and had a brief discussion about what it may mean for future actions the Faculty Council and individual committees might take.

The Faculty Governance is currently working on:

- Monitoring the NEASC Plan.
- Working w/Policy Committee on Student Handbook.
- Suspension and Expulsion policies.
- Working to address recommendations sent to the committee.

What are the next steps:

- What does Faculty Governance mean and how does it need to improve?

- Look at and revise by-laws for all committees.
- Contribute to Faculty Council by-laws (input).
- Participate in AOE and public school teacher union annual school improvement survey.

Discussion continued about Faculty Governance, what it is, where is accountability; partnership between faculty and administration, how is it working, how can it improve? One common theme was realized: Faculty voice is important. There was a discussion about working groups being formed on an as needed basis.

The committee is looking for comments/suggestions about the by-laws. These will be brought to a later faculty meeting for discussion.

### **Supervision – Dana & Troy**

Dana reminded staff that when a direction is given by an Administrator, that direction is not optional or up for interpretation. Please follow through with any directions and ask questions if needed. Most directions being given have been referenced from current policy and procedure manuals available to all.

There was a discussion about all the overwhelming changes happening and the difficulty in finding time to digest/process and perfect the changes. Discussion continued about how to manage time, be more mindful and supportive of each other as ways to deal with the changes taking place. Also, contact Troy and Dana and they will come visit and help.

The Administrators are committed to no more new changes after July 1<sup>st</sup> in order to allow for time to adjust to the current changes taking place.

### **Curriculum Committee Update – Susan Chiefsky**

The committee has made a change in their mission.

They are working on a new syllabus template that will tie in the SLOs, Habits of Mind, knowledge, skills, etc. What do we want our students to walk away with when they leave CHSVT? The committee is hoping to have something in place by June.

The committee has one vacancy and is looking for nominations.

**Len Schmidt nominated Dan Hescock**

**Mary Nelson nominated Nick Rulon**

**Bobbi Shutts nominated Jeanne Smith**

After some discussion, Dan and Jeanne decided to rescind their nominations. **A vote for Nick was uncontested and Nick was elected to the vacant seat on the Curriculum Committee.**

### **Technology Committee – Laurette Garrand**

The Technology Committee also has a vacancy. Please send your request or nomination to Laurette.

## **Technology Update – Dan Hescock**

- Technology Requests still need to be filled out in order for technology to be purchased or installed. Be sure to get your requests to Dan.
- YouTube installation is still a work in progress. Individual installs are going to have to be done so please be patient.
- Holding off on Special Education CompuScore for now.
- See Dan if you are interested in working with Professor Teaches. A syllabus will need to be submitted and use of the program will be monitored by Administrators.
- Technology Plans will be developed as one school and not by each campus.
- Library computers will only have Book Clicks installed.
- It would be beneficial for everyone to “self-assess” your knowledge of technology so there is an idea of where you need improvements and how you can be helped to increase your technology knowledge and use.
- Kiosks are coming soon.
- iPad discussion and clarification will be coming soon.
- Responsible Use Policy is on Ning and in the Policy Manual.

## **Policy Committee – Troy for Lisa**

Information about the Student Handbook:

- Handbook is out of compliance.
- Working to revise.
- Looked at comments on Ning from a few years ago.
- You will receive a copy via email.
- Recommendations soon of new revisions as adopted.
- Will tweak formatting before published.
- Email edits/concerns to Lisa.
- Revision will be available July 1<sup>st</sup> for approval.

Discussion ensued about whether or not students need to sign the handbook and whether or not every person should get a hard copy. The Policy Committee recommends that comments be sent to the committee or the Ning for further discussion.

**Mary Poulos entertained a motion that the Student Handbook be sent to all faculty via email or the Ning and all comments and discussions will be on the Ning with a vote at the next faculty meeting. Mary Nelson seconded the motion. Discussion ensued. John Cross called the question. The motion was approved.**

## **ERP –Employee Self-Serve Expansion Project - Mo**

Mo handed out the latest information about the ERP and some important deadlines that will need to be adhered to as the new system goes live in May.

## **Updates - Wilhelmina**

Wilhelmina made an official announcement that the street campuses will not be closing as previously discussed. There will be future discussions about how all the campuses will be providing services to correctional clients.

The school was recently audited with specific focus on how Title I funds are allocated. The way the federal funds are distributed is being changed and therefore will change the way the funds are distributed locally. This means that those who code their timesheets with Title I funds will be changing the way they're coded. This will tie into Focus and the use of the Master Schedule will be needed to track Title I hours. Changes need to be made for us to be in compliance.

DOC Director of Security, Bill Lawhorn, is leaving for a job in Florida. This may have an impact on the school. Dominic Damato will be the interim Director. Information will be shared as needed.

Wilhelmina has been going to Montpelier to meet with legislators and testify in committees two to three times a week. There have been multiple discussions and legal opinion sought about CHSVT statutes.

Currently, \$200,000 has been added back into the school's budget.

Wilhelmina met with Andy, Lisa, and members of the AOE to discuss current and prospective community students attending CHSVT. A memo from Agency Secretary Vileseca regarding community students states that CHSVT will no longer be accepting community students and that they should be referred to local education agencies. Currently active community students will be permitted to remain with CHSVT to earn their diploma. Wilhelmina is requesting a list of names of any community students who need to be turned away and where they were directed to go for their educational needs.

The adjunct program will still be eliminated by June 30, 2012. Temporary employees will be hired for supplemental instruction as needed.

Dana and Troy will be talking with street campuses about utilizing resources for students and possibly creating regional teams depending on the number of students needing to be served in an area.

The state board has a new board member. Wilhelmina will be meeting with Patricia Komline, from Dorset, tomorrow. There is now only one vacant position on the state board.

**The meeting adjourned at 1:25 p.m.**

Respectfully Submitted,

Sheila Sayah