

**COMMUNITY HIGH SCHOOL OF VERMONT/CORRECTIONS EDUCATION
FACULTY MEETING MINUTES
Montpelier Elks, Montpelier, VT
July 31, 2015**

Approved

CHSVT Present: Jack Carson, Jeff Cassarino, Chris Cosgrove, John Cross, Sean Dobbin, Jerry Fortin, Jennifer Gaito, Laurette Garrand, Harmony Harriman, Lisa Harrington, Mary Beth Heiskell, John Howe, Molly Humphrey, Mike Lacoss, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Jan Noskey, Wilhelmina Picard, Broni Plucas, Dana Scofield, Bobbi Shutts, Jeanne Smith, Angie Stewart, Bill Storz, Sharon Strange, Claire Swaha, Chad Thompson, John Vorder Bruegge, Matt Ware

CHSVT Absent: Charity Baker, Cara Berryman, Marina Cole, Pauline Dwyer, Dan Hescoock, Marlena Hughes, Ben Irish, Dana Lesperance, Mary Poulos, Sharon Renault, Nick Rulon, Bob Salzman, Sheila Sayah, Scott Tomlinson

Fear in a Hat Exercise – Troy

List a fear that you have going into this current fiscal year. Themes: Chaos, outside influences, etc.
Outcome: Need for consistent and clear messages, one united voice.

Announcements – Wilhelmina

Copiers: New leases and all copiers will be replaced. More information coming soon.

Faculty Meetings: Monthly, going forward. Moving to first Friday of the month. Next meeting will be Friday, September 4th at the Montpelier Elks.

Rubric Review and Discussion – Troy

Troy reviewed the process:

1. Review Portfolio as a group, teachers determine if they have met standards.
2. Complete Rubric.
3. Send to Troy with date of when student will do presentation.

Student presentation should be short. Who they are and what they have accomplished.

Troy and staff will work to build the process together.

Message to students regarding the work they are considering for Portfolio: “This is good, save it.”

Avoid telling students that they are done. Message of “you’re done” comes from the first Portfolio review.

Working on collective agreement of what does it look like when a student has “met the standards”.

Presentation Committee includes: student, EST, Admin team invited, caseworker or PO should be

invited, outside guests invited.

Student Handbook

Handbooks are being printed. There will be enough for every student. FERPA/HIPAA consent in Handbook. Make sure students sign consent.

Reminder: Media requests need to be signed and should be on file for each student.

Next Meeting

NCCER – roll out

FOCUS – Google Chrome

Releases – Upload to prior records, send Angie and email that it has been done.

FOCUS

When getting prior school information from students, please encourage them to give you the names of every school ever attended, even if the student does not feel it is necessary. Sometimes, the school that they never earned credit from ends up being the school that has all the prior credits for that student. All secondary school information is important.

New Form – Angie will send as a word document

Angie is loading prior students into FOCUS when she has extra time.

Work Readiness – John Howe

John addressed Work Readiness. He is working with the labor market on work attendance performance reports.

He will be sharing feedback forms with Dana.

Respectfully Submitted,

Notes taken by Wilhelmina Picard
Minutes typed by Sheila Sayah