

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
January 25, 2007  
Montpelier Elks Lodge  
Montpelier, VT**

**PRESENT:** Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Jenny Estey, Jerry Fortin, Alan Frost, John Gorczyk, Barb Hagen, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, Julie Locke, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Maryanne Murphy, Mary Nelson, Broni Plucas, Gene Rembisz, Bob Salzman, Bob Sattelberger, Bobbi Shutts, Guy Smythe, Bill Storz, Claire Swaha, Peter VanWageningen, Bob Walsh, Tom Woods.

**ABSENT:** Lisa Harrington, Susan Lewis, John Long, Mary McCallum, Katherine Miller, Mary Poulos, Sharon Strange, Dave Strong, and Scott Tomlinson.

**GUESTS:** John Udis

Bob called the meeting to order at 9:35 a.m.

Roll Call was taken.

Approval of December 21, 2006 Meeting Minutes: John Cross pointed out that there were 350 flowers and not 150 flowers distributed at Christmas time as was reflected in the minutes. **Mary Nelson made a motion to approve the minutes as amended above. Bob Sattelberger seconded it. The motion was called and it passed unanimously.**

**School Announcements:**

The Department of Health has a new "Shaken Baby" program that they would like to share with our health classes.

The New England Association of Schools and Colleges (NEASC) has sent a copy of the visiting committees report to central office. The Steering Committee will be reading it over for corrections. Bob and Steve will be attending the NEASC Commission meeting in Boston on February 12th. They will have information on our final approval from NEASC after their visit.

The Vermont Humanities Council sent a letter to Senate and House members welcoming them back for the session and informing them on how they have formed a partnership with the CHSVT and it is very well received.

Course listings, from various campuses, for the spring 2007 session are being shared for your information. It would be helpful for our students to see them posted so that they can get an idea of what goes on at the other facilities since so many of our students travel from one campus to another.

Monthly attendance hours are down. This is a concern. There was discussion that there may be many variables as to why hours are down, including not counting guidance or assessment hours,

teachers being gone to outside meetings, lockdowns, etc. Bob will be watching the numbers closely and will be discussing it at future meetings.

### **Local Announcements:**

Barb Hagen has a new program from Visa that can go along with the Money Smart course. Copies are available from her.

Marble Valley Regional Correctional Facility will have a graduation, on February 1st.

Caledonia Community Work Camp will have a graduation, on February 2nd.

Northern State Correctional Facility has a graduation target date of April 20th with seventeen potential graduates. Also, congratulations to Al Clark on the birth of his new grandson!

The Burlington Probation & Parole Campus had four students graduate last week. Also, the street campus has been skiing at the Catamount Ski Center, have had artwork displayed at the Firehouse Gallery and had a visit from members of the Vermont Frost Heaves basketball team.

Southeast State Correctional Facility had a graduation yesterday with three graduates and three more graduated a few months ago. They invited students to the graduation who were close to graduating to give them encouragement to continue with their studies and get there themselves.

Caledonia Community Work Camp has a new fiber arts class and has been knitting great ski hats. Their orchestra is increasing in size with more violin players.

The State is working on plans to keep youth in Vermont. Copies of Linking Learning to Earning in Vermont are available at central office, if you are interested in reading it.

John Cross mentioned an email, about retirement options, that was sent to all employees. There was a brief discussion about the options.

### **New Business:**

John Udis presented a training called Got Meetings!, Powerful Take Home Tools for Maximizing Meetings.

### **Old Business:**

Discussion ensued regarding action plans. NEASC Self-Study Report and NEASC Recommendations was the faculty's priority. *Instructors within core disciplines revisit the personalized components of the education program to assure coordination, continuity and consistency across campuses.* **John Cross made a motion to have Standard 1.4 addressed by the Curriculum Content Committee and Jenny Estey seconded it. John Cross withdrew the motion after discussion.**

**Jim Candon made a motion to have Standard 1.4 addressed with the Curriculum Policy Committee. Bill Storz seconded it. After discussion, the motion was called and passed.**

There was discussion as to which committee should be responsible for addressing Standard 11.6, which was the faculty's second priority, which reads, *determine fundamental student learning outcomes for the school and identify valid and reliable assessment to measure, collect and analyze data of student knowledge and skills*. **Jim Candon made a motion to have Standard 11.6 addressed with the Assessment Committee. Bob Sattelberger seconded it. More discussion followed. Sue Kuzma called the question and the motion was called and passed.**

## **COMMITTEE REPORTS:**

### **Local Standards Board - Mary Poulos**

Mary Poulos was not in attendance, Sue Kuzma reported. The LSB met last week and reviewed Individual Professional Development Plans (IPDPs). Don't forget that if you are up for relicensure, you need to get it done! Any questions, contact Mary Poulos.

### **Assessment Committee - Tom O'Toole**

Bob Walsh is interim chair until elections in April, as Tom O'Toole has left CHSVT for a new position. **Julie Locke was unanimously voted on to the committee.** Bob reminded everyone that WRAT data, including the standard score and percentile needs to be entered into the database. The administration has accepted a recommendation for a single pre and post test. There are copies of the TABE, WRAT 3, WRAT 4 and a test comparison form. Please take one and look over for future discussion as to which test should be used.

### **Technology Committee - Pauline Dwyer**

The technology committee has been discussing student computers and repairs, disposal costs of old computers and looking at reusing and shifting of computer usage. The committee is meeting next Tuesday.

### **Library Committee - Peter VanWageningen**

The remainder of the art reference books were distributed. Library orders are due on March 1st. The next committee meeting is February 1st.

### **Beryle Gardner Committee - Cara Berryman**

The next committee meeting will be on, January 29th, in White River. The committee is working on the application process.

### **Curriculum Content Committee - Jim Candon**

The committee is working on creating a syllabus and will be sending a recommendation to the administration. There was a brief discussion about the Lexia demonstration. There are still new faculty members who are not part of a focus group. Please see Jim and sign up today. Bob Salzman is now chair of the computer focus group and Pauline Dwyer has stepped down as chair of the science/health focus group. The Curriculum Content Committee is tentatively scheduled to meet on, February 15th.

### **Curriculum Policy Committee - Barb Hagen**

The committee is working on a student questionnaire to provide feedback as to why they come back to jail. What could we have done better as a school to prepare them and keep them out? See Tom Woods for more information. There was a brief discussion about credit requests. Only one curriculum area should be entered on the credit request form. If more than one area needs to be credited, you must include a separate request for each curriculum area. Please make sure that you send GED verification to Steve at central office. The committee is working on a Work Force Development certificate for students to take to employers. More information will be available soon.

### **Special Education - Mary Koen**

The Special Education group has not met since the last faculty meeting. Bob and Mary will be meeting with the Department of Education around accountability. The next Special Education meeting will be held on, February 6th.

The meeting adjourned at 2:20 p.m.

Respectfully Submitted,

Sheila Commo