

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
January 29, 2009
Montpelier Elks
Montpelier, VT**

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Chris Cosgrove, Anne Cote, John Cross, Laurette Cross, Jenny Estey, Jerry Fortin, Alan Frost, Barb Hagen, Mary Koen, Audrey Irons, Mike Jenzen, Dan King, Sue Kuzma, Mark Lather, Dana Lesperance, John Long, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods

ABSENT: Pauline Dwyer, Tod Lessard, Mary Nelson, Broni Plucas

Wilhelmina called the meeting to order at 9:40 a.m.

Jim Candon made a motion to postpone the approval of the meeting minutes of December 18, 2008 until next month as Sheila forgot to send them out for prior viewing. Bill Storz seconded the motion. All approved and the motion passed.

Celebrations and Milestones:

Dennis Bonanza will be receiving an award from the Vermont Secretary of State Deb Markowitz entitled “Vermont Secretary of State Enduring Democracy Award”. Dennis received this award for his work assisting inmates who wanted to register to vote and for his work with the CCP curriculum. The award will be given on February 12th at the State House in Montpelier.

Wilhelmina shared photos taken during the “barn raising” at Northwest. Thanks to everyone who helped with Northwest, Windsor and Dale.

The Windsor work camp will soon be complete. The campus has gotten new library shelves, paint and new floors. Mark and Maryanne have spent the last two weeks training and preparing for the men who should be arriving next week.

Wilhelmina met with the House Ways and Means Committee and reported on the status of CHSVT.

Campus Reports

Northern State will be graduating six students next Tuesday at 1:00 p.m.

Bill Storz hosted a chess tournament at Northeast Regional. Ten inmates and six guests participated.

This is a true testament of ‘sharing of resources’ between campuses. Cara was looking for a keyboard for her music program and was hoping not to have to spend the money to purchase one. She put out a plea for help. Sharon contacted her from Northern to tell her that there was one in the closet that she could use. It is nice to know that we can share.

Maryanne and Mark had help from Sue the day that the crew was at Northwest. It is great to see the “spirit of sharing” happening amongst the faculty.

House Bill H.89

House Representatives Linda Meyers of Essex and John Rodgers of Glover introduced a bill to the House pertaining to CHSVT. The bill proposes to clarify that the corrections department education program is called the Community High School of Vermont; to clarify that the Community High School is an independent school; to clarify that the Community High School is subject to approval by the Department of Education; to stipulate that the Community High School shall be overseen by a licensed administrator; to stipulate that education costs shall be paid for from the budget of the Department of Education; to increase the minimum age for mandatory participation in the Community High School from 23 to 26 years of age; and to direct the commissioners of education and of corrections to gather information about pupils served by the Community High School and make recommendations for future legislation. The two main concerns are around language that indicates that there are CHSVT campuses at every probation and parole office and the concern over the stronger relationship being suggested between CHSVT and DOE. Wilhelmina has contacted Linda Myers and is awaiting an answer to her questions. Wilhelmina will be tracking the bill carefully and suggests that anyone else interested do the same.

Evaluation and Supervision

A handout entitled “CHSVT Administrative Evaluation and Supervision Structure” was handed out. The purpose of the structure is to provide support for the teachers and to ensure the equitable distribution of campus supervision, in order to promote a team based approach, and ensure that there is a secondary layer of support for staff and campuses and to ensure that each teacher has a primary supervisor and a secondary supervisor in order to offer balance and support in administrative supervision and evaluation. With this new supervision structure, faculty evaluations should be completed in a timely manner. Shifting of job positions and sharing of resources is one of the current big projects. Thank you to all who have graciously moved to new positions whether permanent or temporary and thanks to all who have pooled their resources to help neighboring campuses.

The upgrade for the faculty will be in the next paycheck. The total is between \$435,000 and \$450,000. The funding for the upgrade is coming from the general fund, special education and Title I funds.

Statewide budget cuts are continuing. CHSVT is being asked for approximately \$285,000 for the next cut. This cut will be funded from various sources including carefully watching the adjunct program and reassigning faculty. By staying on the current track with adjuncts and tightening the budget, the school should be able to save approximately \$71,000 from the adjunct program and approximately \$75,000 from reassigning faculty. This should save approximately \$146,000.

A spending plan spreadsheet will be sent to each campus. All expenses between now and May 15th need to be considered and accounted for. The spreadsheet needs to be sent back to central office.

Wilhelmina will be meeting with regional teams to look at staffing and resources. She is looking to see how it is working, what resources are available and how we can share expertise among colleagues.

Alternate Work Schedules

All requests for alternate work schedules need to be officially requested and forms need to be properly filed with central office. Alternate work schedules are not meant to be permanent and will be reviewed on a quarterly basis. The form may be found on the Human Resources website in the forms library. <http://www.vermontpersonnel.org/htm/library.php>

Cost Saving Measures

Everyone has been working together to help the school save money. There has been lots of sharing of resources, materials, furniture, labor, ideas etc.

Transportation Academy – Dana

The Transportation Academy is being funded by the transportation grant from UVM. The program will be available through the Career Resource Centers at Northern State, Southeast State and Southern State. Workshops from transportation industry staff will be held at the facilities. Students who participate in a determined amount of workshops/hours will be given a Transportation Academy certificate. Some of the suggested topics are Basic First Aid & CPR, Hand & Power Tool Safety, Low Cost Road Safety Improvements, Safety on the Job/VOSHA, Work Zones and Flagging. Students with this certificate will be given some form of placement opportunity in their community upon release from the facility.

Special Education – Mary Koen

Mary is serving on a number of state-wide committees that deal with workforce development and transitioning. These committees are with VocRehab, DOL and DCF. The Youth and Transition Leadership Team coordinates all AHS departments and other outside resources that influence state policy around youth under 22. Mary has also been meeting with DCF and DOC to try to find ways to educate the youth not incarcerated but residing at Woodside Juvenile Rehabilitation Center.

Grad Plans and Diplomas – Jim

Please make sure that the transcripts from prior schools are included in the grad plan. This makes it easier to gather the necessary information when post-secondary schools request copies of transcripts and diplomas. Also, please remember to check “yes” in the enrollment database when a student does receive a diploma.

Curriculum – Jim

We would like to have the Curriculum Manual ready for the next faculty meeting and ready by March 10th for the NEASC report that is due on April 1st.

Elections

The Technology Committee has an open position. Dave Strong volunteered. All were in favor of Dave taking the seat on the Technology Committee.

The Assessment Committee has two open positions. Chris Cosgrove and Jenny Estey volunteered. All were in favor of Chris and Jenny taking the seats on the Assessment Committee.

Wilhelmina will be on vacation during next month's faculty meeting. Some of the agenda items will be Special Education, Habits of Mind and budget issues.

A copy of the Fiscal Year 2008 General Fund Operating Budget by campus was handed out and will be discussed at a later date.

The meeting adjourned at 1:10 p.m.

Respectfully Submitted,

Sheila Commo