

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
January 31, 2008
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Wade Cole, Sheila Commo, Anne Cote, Susan Crosby, John Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Alan Frost, John Gorczyk, Barb Hagen, Lisa Harrington, Debbie Jaimes, Dan King, Mary Koen, Julie Kuk, Mark Lather, Tod Lessard, Julie Locke, John Long, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Maryanne Murphy, Wilhelmina Picard, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, and Tom Woods.

ABSENT: Al Clark, Audrey Irons, Sue Kuzma, Mary McCallum, Mary Nelson, Broni Plucas, Mary Poulos, and Bill Storz.

Bob called the meeting to order at 9:45 a.m.

Roll Call was taken.

John Long introduced Len Schmidt. Len is the new correctional instructor in Burlington. He will be sharing his time with the Chittenden Regional Facility Campus and the Burlington Probation and Parole Campus.

Approval of December meeting minutes: **John Cross made a motion to approve the meeting minutes of December 27, 2007. Anne Cote seconded it. The motion was approved unanimously.**

School Announcements:

Interviews for the Principal position will be held on February 7th at central office. The hiring committee will consist of Bob Lucenti, Dwight Davis, Vice-Chair of the CHSVT State Advisory Board, Mary Koen and Anne Cote. Anne was selected for the committee because of her tenor with CHSVT.

Program Services Executive, Susan Onderwyzer, will be opening up the position for the CHSVT superintendent/director of programs. The CHSVT State Advisory Board has sent a letter to the Commissioner requesting to be involved in the hiring process.

Central Office is still looking for someone to temporarily cover the Special Education position that Wilhelmina has vacated as a result of becoming interim Principal.

There are two positions open, a Correctional Instructor at Dale and a Special Educator at Northeast Regional.

John Gorczyk announced that he will also be retiring on March 1, 2008.

Funding for Special Education remains an on-going concern. The Memorandum of Understanding between the Department of Education and the CHSVT states that CHSVT is responsible financially

for any student enrolled and in need of special education services. Additional funding to cover services has not been forthcoming. Currently there is \$500,000 in the budget and \$620,000 is needed to operate properly.

Increasing the statute age requirement from 22 to 26 is currently being introduced to the legislature. The number of inmates under the age of 22 is declining. The Department of Corrections is opposed to the age increase because that would keep more inmates from being shipped out of state, increasing the number of beds needed.

The legislature is also concerned with the number of students dropping out of school. They would like to see the compulsory age changed from 16 to 18.

The Department of Corrections is looking at ways to cut the budget. No final decisions have been made as to how that will happen.

Distance learning consists of learning opportunities that may involve interactive television, web camera, speaker phone or local vocational centers. A proposal needs to be written to the administration at central office if any campus is interested in using any of the above learning opportunities in their classrooms. The proposal needs to include information about how the opportunities will be used and carried out before it is to be implemented.

Wilhelmina thanked the faculty for getting their site reports and action plans into central office. She reminded the faculty how important it is for the budget that enrollment and student hours remain high. She encouraged teams to go over the monthly student learning hours together and to be aware of the numbers.

Wilhelmina and Sheila have requested that credit requests be kept separate from graduation plans. Credit requests are being missed and therefore, not entered into the database for the final transcript.

Volunteer training is required for all adjuncts before they begin teaching for insurance and liability purposes. Please see your Volunteer Coordinators at your campuses for information.

Any students taking classes at CHSVT **must** be enrolled in school, no exceptions. Enrollment is crucial for student head count and funding.

Reminder that the final installment of the reading and writing training is taking place on Tuesday, February 4th, at 9:30 a.m., in Stanley Hall, in Waterbury.

The Workforce Development Grant has been completed and will be closed. A national article should be out sometime next month. Research from the grant will be available for review at central office. There has been \$100,000 allocated for proposed regional training of probation and parole staff to increase support for the Habits of Mind curriculum. All campuses are encouraged to teach the Habits of Mind curriculum.

Local Announcements:

Jenny Estey announced that the faculty reclassification process was denied by Human Resources. The committee is looking into the reasons for denial and will be appealing the decision.

Katherine Miller's Write Right class, at Southern State, has created their first collection of writings called, Through the Fence. Scott Tomlinson's Graphic Arts class, at Northwest State, printed the publication.

There is some concern about monitoring student content of material being displayed on the CHSVT website. There needs to be guidelines in place without it becoming censorship.

There will be a graduation at Northern State, on February 15th, with 14 students.

Training:

The LSB held a Diversity Training Workshop, led by Jim Candon.

Old Business:

If you have interview questions that you would like considered for inclusion in the interviews for the Principal or Superintendent positions, please send them to Sheila.

School Improvement Action Plan:

The faculty was asked, prior to this meeting, to email suggestions about how to implement the action plan standard 9.1 – “explore ways to achieve a more equitable workload in terms of administrative tasks and teaching time”.

Dave Strong made a motion to make the action plan standard 9.1 part of the Performance Standards by modifying the evaluation form to include equitable distribution of workload. Specifically stated: The workload (i.e. – administrative tasks and teaching time) is equitably distributed between the members of the campus teaching team. Anne Cote seconded it. Discussion ensued about the diversity of faculty at the campuses. The motion was called and approved unanimously.

New Business:

Curriculum Manual:

The Curriculum Manual is on the shared drive and is called “Sheila’s Curriculum Manual”. Numbers have been added to each line to make referencing easier. Anyone wanting to make changes, deletions or modifications to the manual must send in a recommendation form to central office and make reference by line number. The manual is in a PDF format that may be copied and pasted into a word document but cannot be changed. Any recommend changes must go through the government process. There is concern that the manual will be in a constant state of change and that no one will know which the correct version is. Central office will alert the faculty when major changes have been done on the manual.

COMMITTEE REPORTS:

Library Committee – Peter VanWageningen

The committee has nine boxes of reference books. Feel free to look through them after the meeting and see if there is anything of interest there. The next committee meeting will be March 6th, at which time they will begin preparing for the ordering of library materials for next year.

CHSVT Policy and Procedures Committee – Tom Woods

The statement on academic honesty is almost complete. There has been continued discussion on how prior learning credits will be issued. The committee has made recommendations for the curriculum manual that they will be sending to the administration. The next committee meeting will be on February 14th, in Waterbury.

There is one position open on the committee. There are three nominees for the position – Wade Cole, Lisa Harrington and Sharon Strange. Paper ballots were handed out to vote for one. Lisa Harrington was elected to the CHSVT Policy and Procedures Committee.

Local Standards Board – Mary Poulos

The next meeting is February 29th. There has been positive feedback from faculty about the LSB trainings.

Technology Committee – Charity Baker

Progress has been made towards the purchasing of laptops and projectors and the white boards are on their way. The student computers will be ordered soon. Pauline will be attending Microsoft office training. The technology plan has expired and will be revised. The next committee meeting will be held on February 22nd, in Waterbury.

Assessment Committee - Cara Berryman

The committee asked the faculty to brainstorm and make a list of assessments being done at each campus that pertain to the four institutional SLOs. The next committee meeting will be February 21st.

Curriculum Content Committee – Jim Candon

The committee's next meeting will be February 20th, at 10:00 a.m. at the Barre Probation and Parole office. The committee sent a recommendation to the administration asking if a foreign language credit could be used as a fine arts credit.

Jim Candon made a motion to write a letter to Commissioner Hofmann, requesting that one faculty member is allowed to serve on the search committee for the superintendent. Tom Woods seconded it. Discussion ensued. It was recommended that there be two faculty members involved and that one be a correctional instructor and one be a vocational instructor or coordinator. **The motion was amended to request two faculty members serve on the committee. The motion was called and was unanimously approved.** Jenny Estey offered to write the letter to the Commissioner.

Bob Lucenti stated that the academic honesty policy will need to be fit into the curriculum manual. The recommendation will need to go to the state board and the commissioner for approval. The faculty will get to review the policy before it goes to the board.

Reading Study Group

No report.

Work Force Readiness Certificate Program (Ad-hoc committee) – John Gorczyk

No report.

Special Education – Mary Koen

The committee has not met since December. The Department of Education is conducting an audit. This is the first time that CHSVT Special Education has been audited by the DOE. The next special education meeting will be on February 4th.

Beryle Gardner Committee - Cara Berryman

The Vermont Retired Teachers Association has given CHSVT more money for the Beryle Gardner Award. The committee will be meeting to decide on how much to increase the award amount. The state board is looking into opening a private non-profit account to keep the funds in.

Jim Candon motioned to adjourn. Scott Tomlinson seconded it. The meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Sheila Commo