

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
February 22, 2007  
Langevin House, VTC  
Randolph, VT**

**PRESENT:** Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Jerry Fortin, Lisa Harrington, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Mark Lather, Tod Lessard, Susan Lewis, Julie Locke, John Long, Bob Lucenti, Nikki Marabella, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Mary Poulos, Gene Rembisz, Bob Salzman, Bobbi Shutts, Guy Smythe, Bill Storz, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

**ABSENT:** Al Clark, Wade Cole, Jenny Estey, Alan Frost, John Gorczyk, Barb Hagen, Sue Kuzma, Steve LaTulippe, Paul Major, Eric Marchese, Broni Plucas, Bob Sattelberger, Sharon Strange.

**GUESTS:** Kay Shangraw

Bob called the meeting to order at 9:30 a.m.

Roll Call was taken.

**School Announcements:**

Bob and Steve went to Boston, MA, on February 12th, to attend the New England Association of Schools and Colleges (NEASC) Commissioner's board meeting. At this meeting, the commission unanimously approved the Community High School of Vermont for accreditation. Bob and Steve will be invited back for an official ceremony. Congratulations to all for your hard work in making this happen!

The Community High School of Vermont has decided not to participate in the State-wide Youth Risk Behavior Survey this year.

Bob handed out copies of Act 176 High School Completion Program Guidelines from the Department of Education, which was passed by the legislature last session. Discussion ensued about Adult Basic Education which led to many questions about how the students would work between ABE, the local high schools and CHSVT. Discussion will continue at the next faculty meeting.

Kay Shangraw, from Prevent Child Abuse, introduced a program on Shaken Baby Syndrome. Everyone received information on how she can be reached and what kind of program she could offer at the campuses.

**Local Announcements:**

Burlington Probation & Parole campus had a presentation from survivors of the Holocaust.

Southern State Correctional Facility campus has just completed a poetry class and is having a poetry reading on March 1st, at 1:00 p.m.

The fiber arts class at the Caledonia Community Work Camp campus has been knitting hats for adults and babies. Cara brought some to show.

The Department of Finance and Management will be upgrading their Vision software on March 1st, which may cause the business office to be a bit slow for a time.

Anne Emerson recently toured the St. Albans facilities and was very impressed. She recommends visiting other campuses.

Northern State Correctional Facility campus recently held a Read to Me class through Vermont Humanities and received \$400 worth of books for the students to keep. Also, Bill Storz has started a chess club.

John Gorczyk is working with Scott Tomlinson at the Northwest State Correctional Facility campus to create a poster contest for the Habits of Mind. There will be a \$25 prize to the best poster to represent each of the 16 habits.

### **Old Business:**

As part of the school action plan, assignment of recommendations of standards to committees must be made. Standard 4.4 reads: *More time at faculty meetings needs to be allotted to professional discussions among teachers on best practices, teaching methods and teaching resources.* **Dave Strong made a motion to refer Standard 4.4 to the Local Standards Board. Jim Candon seconded the motion. Discussion ensued. The motion was approved and passed unanimously.**

Standard 4.7 reads: *Finish the integration of core concepts, and explore ways of assessing students' understanding of the core concepts.* **John Cross made a motion to refer Standard 4.7 to the Assessment Committee. Cara Berryman seconded it.** After discussion, it was decided that the Assessment Committee would not be an appropriate place for Standard 4.7. **John Cross withdrew his motion. Pauline Dwyer made a motion to refer Standard 4.7 to the Curriculum Content Committee. Dave Strong seconded the motion. The motion was approved and passed unanimously.**

### **New Business:**

Discussion: Should committee By-Laws be amended to allow for change in leadership positions? The technology committee already reflects election terms in their by-laws. There was a discussion about a possible ad-hoc committee to look at by-laws. Bob has requested that all committees send their by-laws to the faculty for reading. The faculty voted 21 in favor, 18 against, to continue this discussion at the next faculty meeting.

### **COMMITTEE REPORTS:**

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

Relicensing is going well. Remember that if you are taking courses and you need relicensing credit, it needs to be submitted within a year of taking the course.

### **Assessment Committee - Bob Walsh**

The assessment committee did not meet due to the weather so they were not able to work on Standard 11. Please pick up copies of the assessments to discuss at the next faculty meeting if you haven't already done so.

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

Pauline handed out and explained the technology committee recommendation that was approved by the administration. The recommendation is an approved directive on how to set-up and maintain the student computers. Copies of the directive were passed out to the faculty. The next technology committee meeting is Tuesday, February 27th. They will be discussing how to remove data from your hard drive before retiring a computer.

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

The committee has sent emails to remind campuses that library orders are due by March 5th. Bob Sattelberger has replaced Gene Rembisz as secretary. The committee met yesterday and discussed library orders and the term limit for the committee chair.

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

Cara handed out new materials on the Beryle Gardner award to take back to students at each campus. The information includes a poster, a brochure and application tip sheet. There was a request that the information be available on the intranet. Cara will look into that possibility.

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

The curriculum content committee did not meet last week due to the inclement weather. The question was addressed as to whether to form an ad-hoc committee consisting of Steve LaTulippe, Tom Woods, Anne Cote, Julie Locke, Mary Poulos and Mary Koen to look at other reading programs and report back with a recommendation for the possible adoption of a school wide literacy program. There was discussion that this could be addressed in the language arts focus group as literacy, and whether there should be special education input. The concern of continuity between campuses was also addressed. There was discussion that the wording on the recommendation should be changed to reading instead of literacy. Dave Strong suggested changing the wording in the recommendation from "literacy" to "reading". Jim Candon, as chair of the committee, agreed to the change and also suggested that we change "program" to "curricula". More discussion ensued and the Recommendation now reads as follows: *It is the committee's recommendation to Stephan LaTulippe to set up an ad/hoc committee consisting of Tom Woods, Anne Cote, Julie Locke, Mary Poulos, and Mary Koen, if they are willing to serve, to look at other reading programs and report back to the faculty with a recommendation for possible adoption of basic reading curricula.*

### **Curriculum Policy Committee - Tom Woods**

There are three recommendations from the curriculum policy committee that pertain to faculty training and orientations. There was much discussion on various training methods and ways to orient new staff. It was mentioned that the manuals are very overwhelming and that in person questions are much more effective. It was suggested that if an appropriate action plan for Standard 4.4 was recommended, it may alleviate some of these questions. It was suggested that the administration and curriculum policy committee revisit the orientation procedures for new staff.

The last recommendation that was brought to the faculty was that the Workforce Development Program should be a certificate program that is ancillary to the diploma program and that credit may be awarded for work completed. It was decided that there will be a certificate ceremony added to graduation for those students who complete the program.

**Special Education - Mary Koen**

There was no special education report given at this time.

The meeting adjourned at 1:20 p.m.

Respectfully Submitted,

Sheila Commo