

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES**

**Montpelier Elks
Montpelier, VT
February 23, 2012**

APPROVED

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Megan Brown, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan Chiefsky, Wade Cole, Chris Cosgrove, Anne Cote, John Cross, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Marybeth Heiskell, Marlena Hughes, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Mo McIntyre, Katherine Miller, Jan Noskey, Wilhelmina Picard, Mary Poulos, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Tom Woods

ABSENT: Pauline Dwyer, Jerry Fortin, Mary Nelson, Broni Plucas, Dave Strong, Chad Thompson

Approval of Meeting Minutes

Barb Hagen moved to approve the meeting minutes of January 26, 2012. Jan Noskey seconded the motion. The minutes were approved.

Announcements

1. Move – Central Office is all moved into Williston now. Updated phone numbers will be sent out soon.
2. State Libraries – Wilhelmina and Bill Lawhorn met with department heads at the state library and discussed facility and academic needs as well as security issues. Librarians will be visiting some facilities to get a better idea of needs. Troy will put information on the Ning.
3. Legislature – Lot of interest and testimony around language changes. Mary, Wilhelmina and George met with House Education Committee and DOE to talk about special education. The House will vote on changes before break and the Senate will vote after the break. Will keep faculty posted.

Students

- a. Curriculum Committee – Susan C. reported about the continuing discussion about writing and requesting credits. The committee is working on certification/credits in industry training. Looking for approval of Curriculum Manual in June/July. The committee welcomes feedback via Ning, phone or email. Do not use the new credit request template to request credit it is currently a work in progress.

- b. LSI Follow-up – Dana provided faculty with more information about the LSI process for offenders and how it pertains to CHSVT.
- c. Dana has been working on employment availability for the women at Chittenden Regional. He has been meeting with VABIR, VT Works for Women, DOL, etc. A work group of DOC central office administrators has been created to work on solutions and a Case Management position is being created. Required group meetings for paroled offenders in the community are being changed to evening groups to accommodate work schedules.
- d. WCAX has requested the opportunity to do a story on student experience at CHSVT. They will be interviewing former student, Andrew Gonyon in the community and will be going to NWSCF to interview a students in the facility working toward their diploma.

Campuses

- a. CTE – Dana grouped the faculty into regions where each group discussed an action plan for Career and Technical Education at CHSVT. Each region reported out to the group. Dana will post the results on the Ning or will send an email. This will be an on-going discussion.
- b. Scott is working with Dana to help coordinate the following programs:
 - EPA Grant - writing grant to begin teaching courses about green jobs.
 - Transportation Academy and OSHA – Scott is coordinating for all campuses.
 - Scott is helping campuses to prep for audits.
 - Partnering with training organizations (OSHA, American Red Cross, etc)
 - Evaluating courses for use at CHSVT
 - Community connections

School

- a. English Language Learners/Youthful Offenders:
 - Youthful Offenders – If a youthful offender (has a DCF & DOC PO) is 18 & not in the DOC database do not enroll them as most times they are still enrolled in their local school and there are legal issues with the responsibility of the LEA. Also true of youth coming out of Woodside on their 18th birthday. Please contact Mary Koen if any questions or for next steps.
 - English Language Learners – There has been an increase of offenders with limited use of the English language. There are local resources available to assist these offenders with language barriers including the AHS Refugee Resettlement Program (was Diane or Jim McCobb at DOE). Programs to train teachers of English for speakers of other languages (TESOL) exist at St. Michael’s College and the School of International Studies in Brattleboro and may be good contact for adjuncts. If ELL is a mandated student, contact Mary K.
- b. HOM Certification Process – CHSVT will be working toward becoming an International Habits of Mind Learning Community of Excellence. Dana walked the faculty through the process of certification. Dana will be taking the process to the faculty council.
- c. Technology Update:
 - Technology Request Form – Will be in the general forms folder on the shared drive.

- Student Computer Replacement – Survey was sent.
 - New Survey – Other needs for individual computers, space, etc.
 - Security Flash Drive – Make sure you are using flash drives properly between computers.
 - Internet Connections – Alan gave an update.
- d. Enterprise Resource Planning – Mo is the coordinator for CHSVT and VCI. Timesheets and expense forms will all be electronic. The system will go live January 2013. There will be a survey from HR/Finance about knowledge of the new system. There will be required training for all state employees. Mo will send information via email.
- e. Megan reminded campuses to check budgets frequently as the fiscal year comes to a close in a few months.

The meeting adjourned at 1:45 p.m.

Respectfully Submitted,

Sheila Sayah