

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
March 27, 2008
Montpelier Elks
Montpelier, VT**

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Jenny Estey, Jerry Fortin, Barb Hagen, Lisa Harrington, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Tod Lessard, John Long, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Bill Storz, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, and Tom Woods.

ABSENT: Richard Anderson, Pauline Dwyer, Alan Frost, Julie Locke, Paul Major, Nikki Marabella, Sharon Strange.

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

Roll Call was taken.

Announcements, Information and Questions:

New England Cable Network (NECN) would like to do a story on the CHSVT. They will be present at the graduation at SSCF, on April 14th. We will be awarding the 1000th high school diploma at this graduation. As all CHSVT students are treated equally, the celebration of the 1000th diploma will be celebrated with all six graduates at the ceremony.

The Department of Education state board would like to speak to our students. They would like to hear why they left their public schools. The DOE state board will be at the Burlington Probation and Parole campus, on June 17, 2008. More information about this meeting will be shared as it becomes available.

Local Announcements:

Congratulations to Bill Storz and his family! Bill's son won the state spelling bee. He and his family will be going to Washington D.C. for the national spelling bee.

Len Schmidt has been given access to free videos from the Massachusetts Department of Health about Hepatitis C. Contact Len if you are interested in receiving one.

John Cross's horticulture class has recently given thousands of flowers to area senior centers, nursing homes and rehabilitation centers in and around St. Albans.

Mary Poulos made a motion to accept the meeting minutes of February 28, 2008. Mary Nelson seconded it. Mo made a correction under school announcements about signing for expenditures. They are not allocations but authorization of expenditures and invoices. Sheila will make the necessary corrections in the minutes. **The minutes were approved as amended.**

Announcements, Information and Questions Continued:

Angela Stewart will be joining the faculty, on March 31, 2008, as a Correctional Instructor at the Dale campus.

The following positions are open and are being advertised: Vocational Coordinator, Southern State Correctional Facility Campus; Correctional Instructor, Northeast Regional Correctional Facility Campus; Northwest Region, Special Educator; and a Special Educator for the St. Johnsbury and Barre area.

Charity will be providing computer support while Alan Frost is recovering. She is the contact person for support from the AHS IT Department. Please report problems in a timely manner and follow all policies and procedures. If it can wait, please let Charity know about the situation and that it is not an immediate fix.

Executive Director of Programming for the DOC, Susan Onderwyzer, is heading up the search process for the CHSVT Superintendent. The interview committee will be comprised of two CHSVT teachers (John Cross and Mary Nelson), two Superintendents or Assistant Superintendents from a facility, two CHSVT State Advisory Board Members, two Central Office staff and Susan Onderwyzer. The process will begin sometime in April.

H.135 – Increasing the mandatory school age for offenders under the custody of corrections, is still sitting in the Senate. There is no new information on the bill at the moment.

Wilhelmina suggested that faculty be thinking about which Superintendents or Assistant Superintendents would be best suited to sit on the Superintendent hiring committee and begin asking if they would be interested in being on the committee.

The following is from a PowerPoint presentation given by Wilhelmina:

What can you ask and expect of Wilhelmina? Direct answers, support and assistance, conversations about students and learning, addressing issues and concerns with appropriate personnel, Wilhelmina will tell you when she does not know something and will try to find the answer in a timely manner and she will ask for and accept all help.

What can you expect from Wilhelmina in return? Professionalism, accountability, honesty, that staff will ask for and accept help, and be professional at all times and model the behaviors that we wish our students to learn and practice.

Communication with Wilhelmina: Wilhelmina's cell phone number is 324-2172. Her office number is 241-2310. She will be using the electronic calendar on Outlook. The Central Office staff will have access to it. Please mark time sensitive or urgent emails with a red flag and Wilhelmina will respond as soon as possible. In the event of any emergency, personal or professional, call immediately, no matter what time.

Wilhelmina will be visiting the following campuses: NWSCF on Friday, March 28th; Windsor on Monday, March 31st; Dale on Thursday, April 3rd; WRPP and Springfield P& P on Friday, April 4th; SSCF on April 14th and MVRFC is scheduled tentatively for April 15th.

Things that Wilhelmina needs to know about or be aware of: Attendance. Student hours are crucial for maintaining the school's budget. Wilhelmina would also like to be made aware of issues with students and concerns around safety or policy. There was a discussion about the security surveys that the faculty completed. Wilhelmina will look at them and address the issues. She would also like to receive emails regarding vacations and illnesses that take faculty away from the classroom for more than two days at a time.

Security Issues: Please copy, forward, and/or notify Wilhelmina or Mary Koen if there are any issues, problems or concerns involving security personnel. If at all possible, especially in facilities, please work in teams of two. Know and follow protocols for absences at your campus.

Please have a discussion with Wilhelmina prior to entering into an agreement that can be viewed as a possible contract with anyone.

Faculty should not be doing Offender Reentry Plans (ORP's) with offenders. That is the Caseworker's position, not CHSVT.

Adjuncts may not begin working until the following has happened: Contract/letter of agreement is signed and on file with Audrey at central office. Background/record check has been completed and returned (new policy as of March 3, 2008) and training with the Volunteer Coordinator has been completed and documented.

Enrollment in the school is very important for funding. Every person attending a class, working on assessments or GEDs count for student hours.

Upcoming staff meetings:

April's meeting will try to concentrate on curriculum continuity with focus group work on the Curriculum, Policies and Procedures Manual, as well as, getting planning weeks in sync with the calendar by the end of October and ServSafe Assessment.

May's meeting will continue with curriculum continuity and work on the manual as well as a review of course descriptions/grade allocations and a demonstration on the interactive white boards.

June's meeting will continue with curriculum policy and procedure work as well as a proposed PREA (Prison Rate Elimination Act) training.

There will be no July meeting.

The August meeting will be a regroup and continuation of the previous meetings.

Committee Reports: Is there a need for committee reports at every staff meeting? If so, they will continue. If not, if a committee needs time at a meeting, notify Sheila by the Friday before the next faculty meeting and you will be added to the agenda. There was discussion and a faculty vote. It was discussed that emailing reports to faculty would work great.

John Cross made a motion to have committee reports on the shared education drive so that they can be read at any time. Mary Poulos seconded the motion. The motion was unanimously approved.

Mary Poulos made a motion that committee reports not be shared at faculty meetings unless there are specific questions from the reports being shared on the education drive or if there is specific business that a committee needs to conduct before the full faculty, in which case, a committee will need to relay that information to Sheila to be put as an agenda item. Jenny Estey seconded the motion. The motion was called and unanimously approved.

There was a discussion about whether the LSB training could be shortened or eliminated at today's meeting due to the length of the faculty meeting. The LSB agreed that either option could work.

Discussions:

Differentiated Instruction: This is a very important aspect of teaching at CHSVT and assuring that consistency and continuity are met.

Class Offerings: Would like to see more variety in class offerings, including more music-based classes. The Vermont Midi Project (www.vtmidi.org) provides music curriculum for schools. Also, Habits of Mind should be taught at every campus.

Use of administrative time versus teaching time: Twenty hours of teaching time is a minimum expectation. More hours should be devoted to teaching students.

DOC Information: Substantive plans are being developed at the DOC in response to a request from the legislature to present a concrete plan to reduce the budget. Possible plans include closing Dale by January 1, 2009, changing NWSCF to a women's facility, and making Windsor a work camp. Any and all changes will affect every campus in some way. More information will become available on April 11th. Movement of offenders will begin in May. Given the possible change of offender population at some facilities, if any faculty member is in a position where they would be interested in working somewhere else or with a different population of offenders, let Wilhelmina know.

Mary Koen announced that the special educators will be attending training on the Americans with Disabilities Act (ADA). The training will be taking place on Thursday, April 3rd, in Waterbury.

DOC Quality Assurance has been looking for information on whether all students under the custody of corrections are being served. The information can be gathered from the parole officers so, send the request for information to them.

Business Office Report – Maureen McIntyre

March 31st is the end of the third quarter. Let Mo know if you are not going to spend all of your money and it can be shared with campuses that are short. Orders need to be in by May 15th.

Anyone who wants to attend the "Teachers Who Write" conference needs to get their professional development and registration form into central office so that everyone can be registered at once.

The Ikon copier contract was finished two years ago. Some campuses are still waiting to have theirs picked up. Mo is still working on making that happen.

Stipend requests need to be in by April 11th.

Barb Hagen sent a sign-up sheet around to see who is interested in changing the date and place of the ServSafe workshop.

Information Gathering: Start/Stop/Continue

The faculty was asked to brainstorm a list of things that we should stop doing, start doing or continue to do at CHSVT. When that was done, groups were formed and the ideas were discussed. One person reported out from each group to share ideas. Sheila and Wilhelmina will gather the information and compile a list to share with the faculty. Common themes were around curriculum, rigor, and continuity, less clerical time and more teaching time, and ease of use of database.

Recommendations:

Planning Guide – That CHSVT adopt the governance section of the planning guide (line 148, page five through line 417, page thirteen) and that the school continues its work on the subsequent sections. Administrative response – Accept recommendation with a mutual agreement that minor grammatical changes may be made as necessary.

Mary Nelson made a motion to accept the administrative response to the planning guide recommendation. Bill Storz seconded it. The motion was called and passed unanimously.

Credit Awards – That teachers award credit themselves after a student completes requirements on the course syllabus. This instead of submitting credit requests to central office for the award. Administrative response – Conceptually approved. In order to implement the recommendation, the following must occur; credit criteria must be agreed upon by staff, intensive work toward credit descriptions must occur, Alan must have time to do technical part, teachers will award credits, however, final technical submission will be linked to database by administration. Target implementation date: July 2008.

Academic Honesty – That CHSVT adopt the following policy statement and procedures: “CHSVT believes honesty is necessary for students’ vocational, academic, and social success; therefore, credit is earned only for students’ honest work. When violations of CHSVT Academic Honesty Policy occur, faculty will discuss with the student the value of honesty and emphasize credit is earned only for honest work. The student will be given the opportunity to resubmit an honest piece of work.” Administrative response – Faculty decision, discussion and vote.

There was discussion about the academic honesty policy. There was concern that there was no definition on what honesty was and what honest work is. There was a recommendation that the faculty take a look at the recommendation and send feedback to the committee. Tom Woods will send the policy to faculty via email for them to look at. There was not a vote at this time.

Curriculum Manual – That the Assessment and Evaluation Committee make changes to the language in areas of the Curriculum Manual to reflect current Assessment and Evaluation Committee decisions. Administrative response – Will defer to Policy Committee.

Committee Reports

Assessment and Evaluation Committee – Cara Berryman

This committee meets the third Thursday of every month. The committee needs to hold elections for two positions.

**Mary Nelson nominated Len Schmidt. Anne Cote seconded it. Len declined.
Bobbi Shutts volunteered
Eric Marchese volunteered
The committee will invite Angela Stewart and see if she would like to join the committee.**

What is a Credit?

In groups, discuss from your perspective what you believe the criteria for a credit or partial awarding of a credit is. Share an example of a course that you teach and the requirements needed to earn credits. As a group, develop a list of criteria for a credit, and partial awarding of a credit. Each group will report out. The groups came up with a large list of criteria for a credit. Sheila and Wilhelmina will compile the list and there will be a discussion about the results at a later date.

The Library Committee has brought copies of the book Houses of Healing. Feel free to take as many copies as you would like for your campuses.

The meeting adjourned at 2:30 p.m.

Respectfully Submitted,

Sheila Commo