

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

**Montpelier Elks
Montpelier, VT
March 29, 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, Jerry Fortin, Alan Frost, Laurette Garrand, Barb Hagen, Nikki Hans (central office intern), Harmony Harriman, Lisa Harrington, Marybeth Heiskell, Marlena Hughes, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Troy McAllister, Katherine Miller, Mary Nelson, Jan Noskey, Wilhelmina Picard, Mary Poulos, Bob Salzman, Sheila Sayah, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Scott Tomlinson, Peter VanWageningen

ABSENT: Pauline Dwyer, Paul Major, Eric Marchese, Mo McIntyre, Broni Plucas, Len Schmidt, Tom Woods

GUEST: Penny Pizer is a tutor working with students at the Burlington street campus.

Mindful Café - Dana

Today's workshop consisted of four tables representing Assessment, Policy, Mission, and Curriculum. Each group had 30 minutes to discuss how to incorporate Habits of Mind into each group by discussing and writing ideas on the paper covering the tables. After 30 minutes each group moved to a new table. Dana will be collecting the notes and reporting back to the faculty. This workshop is a step toward becoming a Mindful School.

Approval of Meeting Minutes

John Cross moved to approve the meeting minutes of February 23, 2012. Jan Noskey seconded the motion. Mary Koen reminded faculty to pay close attention to the English Language Learners/Youthful Offenders section of the minutes. **The minutes were approved.**

Curriculum Committee – Susan C.

The faculty was divided into groups and worked with samples of course descriptions and shared thoughts and ideas about the new on-line course description and criteria for credit forms. The committee will report out next month. Please do not use the new forms to send course descriptions or credit requests to central office as this is still in the pilot phase.

Work-Based Learning/Student Employee Pay Directive – Dana and Megan

Dana talked about education classes that help students who are working toward trades certifications. This information will be available in the new Curriculum Manual.

Dana also introduced the new inmate pay directive that also ties into the Curriculum Manual with continuing education courses and mentor positions available.

Megan talked about the new inmate time sheet system. All inmate time sheets will need to be entered the same way and adhere to time sheet deadlines.

Information will be available on the shared drive.

Technology Updates – Mary K.

- A link to the Dynamic Landscapes workshop was recently sent to all faculty.
- Technology Integration Award Reminder: Nominations are due to the committee by April 13th. Send your nominations to Scott.
- Technology Plans: Amended Technology Plans are due. A tech liaison was chosen for each campus at the last committee meeting as an added resource for faculty assistance.
- Technology Plan Quarterly Report due in the next couple of weeks. Be sure to get yours in!
- Student Computers: New process – hoping that delivery of computers will be tied into adding internet installation for assessment kiosks at some campuses.
- Internet access to street campuses planned for April.
- Final draft of student use internet agreement will be ready soon.
- Technology Request Form can be found on the shared drive.

Business

- ERP – Enterprise Resource Planning. Reminder that the system will go live January 2013. Make sure to fill out the survey that was sent from HR via email. There will be required training for all employees as the date draws near.
- Professional Development Directives – handout and reminder of rules for Professional Development reimbursement. Need prior permission before attending any Professional Development!
- Upcoming Professional Development – the Friday after faculty meeting in April, May and June will be Professional Development days. Mary K will be in the central region with the iPad Initiative, Dana will be in the south with CTE, and Troy will be in the north with Curriculum, Instruction, and Assessment.
- Purchasing Changes
 - a. Contracts with vendors listed on BGS site as well as shared drive. Must first order from vendors listed if at all possible.
 - b. Reimbursement Form – As of July 1, 2012 the new reimbursement form must be used and you must be pre-approved before using personal money to pay for items. **IF YOU DO NOT GET PRIOR APPROVAL FOR PURCHASES USING**

PERSONAL MONEY YOU WILL NOT GET REIMBURSED! The forms will be on the shared drive and the Ning.

Announcements

- Beryle Gardner – Cara read the letters from the scholarship winners and presented checks for the students to the appropriate campuses. You can find more information about the recipients in the March newsletter.
- Policy Manual – Final draft of CHSVT Policy Manual was handed out. Please be sure to bring the binder with you to the next faculty meeting.
- H.613 – The bill has passed through the House and has been assigned to the Senate Education Committee.
- Dave Strong announced that Anne Cote is retiring. She will be missed by all!

The meeting adjourned at 2:05 p.m.

Respectfully Submitted,

Sheila Sayah