

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
April 24, 2008
Montpelier Elks
Montpelier, VT**

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

ABSENT: Alan Frost, Audrey Irons, Mark Lather, Julie Locke, Paul Major, and Mary Nelson.

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

Roll Call was taken.

Announcements, Information and Questions

Faculty

Wilhelmina introduced Angela Stewart. Angie is the new Correctional Instructor at the Dale State Correctional Facility campus.

Alan Frost is on the road to recovery. He has begun rehab and is working light-duty from home. Charity is learning about course descriptions. Please use current course descriptions if possible. Charity can add sections if needed.

Cate Cattier, Correctional Instructor at the Barre Probation and Parole campus, has accepted a position at the Department of Education.

Campus Sharing

Burlington Probation and Parole Campus - Nikki has five students in her Cooking for Life class. Dan and Nikki are teaching a Habits of Mind class. They shared a puzzle that the students put together and framed. They have also taken students to the library, the Flynn theatre and have had a visit from a Dental Hygienist.

Barre Probation and Parole Campus - Dave has applied for free and reduced lunches for his students. They are now receiving breakfast and lunch at school.

Dale State Correctional Facility Campus - Angie has taken her students outside to “get dirty” in her Life Science class. They gathered gardening tools and their Habits of Mind skills and worked together to plant flowers.

Letters of Recommendation – legal advice

It has been recommended by Marie Salem, lawyer for CHSVT, that requests from offenders for letters of recommendation not be written by teachers. If a letter must be written, it should be specific to the question asked, addressed to a specific person and not left open-ended. Letters should be looked at by Marie or Wilhelmina before being sent. Wilhelmina will check into whether or not this should also pertain to college recommendations.

Legislative Bills – status

The status of the bills in the legislature has not changed. There is still the possibility that Dale will close after the first of the year and that the Northwest State Correctional Facility will become the women's facility and that Windsor will become another work camp. These changes, if implemented, will affect all campuses in some way.

Superintendent's Search – Mary Koen

Interviews for the superintendent position will be held on May 1st at central office. The interview committee consists of Mary Koen, Mo McIntyre, Mike Bellizzi, Superintendent, Northern State Correctional Facility, John Cross, Mary Nelson, Dwight Davis and David Luce, members of the CHSVT State Education Board, and Susan Onderwyzer, Program Services Executive. There were seven applicants and two will be interviewed. Wilhelmina is one of the candidates. If Wilhelmina is offered the position, the principal's position will be reopened.

Reminders

The graduation bios for the Governor's letter should be generated by the student and not the teacher. It is much more personal coming from the student. It would also be very much appreciated and less time consuming if the bios could be sent to Sheila via email so that she can cut and paste instead of having to retype them all.

Adjunct contracts need to be submitted and approved prior to teaching and the volunteer coordinator must complete a record check.

If at all possible, please utilize existing course descriptions until things get sorted out.

Wilhelmina would like to see Habits of Mind being taught at every campus by July.

A simplified process for prior learning documentation is being developed and will be presented to the staff at a future faculty meeting.

Start/Stop/Continue

Copies of the brainstormed lists of items to start/stop/continue were handed out. Each staff member was instructed to choose their top ten choices from each list. The lists will be tallied and the results will be available at the next faculty meeting.

Campus Sharing – Nikki Marabella

Nikki received a \$20,000 grant from the Department of Labor Workforce Education & Training Fund. The grant is being used for career exploration, paid internships, an image consultant and clothing for employment. The DOL would like to work with other campuses. Contact Nikki if you are interested.

Credit Conversation

Work in focus groups and review the list from the March faculty meeting, “What is a Credit?” Each group needs to review, discuss and make two recommendations for the administration to consider.

Report Out –

Science/Health Focus Group:

Recommendation: That the administration encourage and differentiate curriculum uniformity among some subjects. For example, uniformity should be expected with math, computer and science but not so much with subjects like art or social studies. Standardize credit amounts allowed to be used by educators (.10 credit allowed) Emphasis on measuring growth and acquisition of new skills.

Social Studies Focus Group:

Recommendation: Curriculum needs to be set, agreed on by faculty and implemented with local and individual ability to decide on instruction and materials.

Fine Arts/Foreign Language Focus Group:

Recommendation: Credit considerations – Level and time of engagement, student growth, teacher judgment.

Math Focus Group:

Recommendation: Student acquisition of new skills, inclusive of social skills and no credit less than .10 should be awarded.

Computer Focus Group:

Recommendations: Credits should be product based, not based on seat time. Change language from “computer” credit to “technology” credit. Revisit course descriptions to delineate what is worth one credit (or ¼ credit).

Committee Reports

Beryle Gardner – The new Beryle Gardner student scholarship information is now available. The award has been increased to \$300 and a new category has been added. The three categories are: Higher Learning (post secondary education), Trades (manual or mechanical, vocation or occupation) and Living, Learning, Working (support or professional development to a graduate entering the workforce). The submission deadline is June 30th. The committee would like to see nominees from each campus.

Suggestions for May Elections – There was a discussion to decide how to expedite nominations/elections at faculty meetings. The chair of a committee will send information to staff via email for what positions are open, information about the committee (what they do, how often/where they meet, terms of the position). Nominations or interested parties must send information to chairs a week before the faculty meeting. One ballot will be created at central office to be presented at the faculty meeting for a vote. **The faculty voted on this procedure and all were in favor.**

Positions Open:

Curriculum Content Committee – Two, three-year positions open

LSB – Two, three-year positions open

Beryle Gardner Committee – One, three-year position open

Assessment Committee – One, three-year position open

Wilhelmina shared the news story about graduation at Southern State on April 14th, from the New England Cable Network.

Respectfully Submitted,

Sheila Commo