

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
April 26, 2007
Hartford Elks
Hartford, VT**

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Wade Cole, Sheila Commo, Anne Cote, Alysia Duncanson, Pauline Dwyer, Anne Emerson, Jenny Estey, Jerry Fortin, John Gorczyk, Barb Hagen, Audrey Irons, Debbie Jaimes, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Susan Lewis, Julie Locke, John Long, Bob Lucenti, Nikki Marabella, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Bob Sattelberger, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Al Clark, John Cross, Alan Frost, Lisa Harrington, Dan King, Tod Lessard, Paul Major, Bobbi Shutts, Guy Smythe, and Scott Tomlinson.

Bob called the meeting to order at 9:35 a.m.

Roll Call was taken.

Approval of meeting minutes: Sharon Strange asked that the words on page three, first paragraph "...were not what the CHSVT wanted to follow" be changed to "...were not applicable to the CHSVT." **Dennis Bonanza made a motion to accept the minutes with changes made. Claire Swaha seconded the motion. The motion was approved and accepted with changes.**

School Announcements:

The bill in the legislature to increase the mandatory school attendance age to 26 has been tabled. The Economic Development Committee is supporting a bill to create a work readiness assessment system. This may become part of our assessments for vocational credits if the bill is not tabled. The Governor's bill providing initiatives to keep young Vermonters in-state will also be available to CHSVT students.

Local Announcements:

John Cross and Bob Lucenti accompanied one of our CHSVT students to a television interview on channel 17, public access television. The student did a wonderful job talking about the school.

The Northern State Correctional Facility campus will be having a graduation tomorrow, April 27th. There will be 13 graduates and the Governor may be in attendance.

The Marble Valley Regional Correctional Facility campus will be graduating two students soon.

The Northeast Regional Correctional Facility campus had a graduation two weeks ago and welcomed the press for the first time. Channel 7 access news from Lyndon State College and the Caledonia Record were present. Channel 7 had a very impressive segment on the graduation.

Anne Cote offered copies of a professional development catalog from LAPDA (Lamoille Area Professional Development Academy). She referred to an excellent three-day workshop on verbalizing and visualizing.

The Barre Probation & Parole campus had a graduation two weeks ago. Agency of Human Services Deputy Secretary, Cindy LaWare, was in attendance. There were five graduates and 65 guests. Channel 3 News covered the event and the Jazz Band from Spaulding High School, in Barre, played Pomp and Circumstance.

The White River Probation & Parole campus is having an open house on Tuesday, May 1, to raise awareness of the Community High School of Vermont.

The Northern State Correctional Facility campus had its first chess tournament led by Bill Storz. Chess competitors came from all over to compete. One of our CHSVT students won the tournament.

Bob Lucenti announced that Guy Smythe has resigned. His last day is, June 29th.

There was a brief discussion about an article that ran in the paper concerning the closing of the Dale State Correctional Facility, and moving the women out of the Southeast State Correctional Facility to the Chittenden Regional Correctional Facility, which would be an all female facility. Bob assured the faculty that if it occurs; it will not be any time soon.

Audrey and Sheila were recognized for Administrative Professionals Day.

Old Business:

School Improvement - Standardized Committee By-Laws Pertaining to Election of Officers:

Steve handed out a spreadsheet that gives a brief description of each committee and its by-laws pertaining to how members are selected and their terms of office. Discussion ensued about each committee's by-laws. **Jim Candon made a motion to elect all committee members for a one-year term with the option of re-election for all positions.** Discussion ensued. **The motion was changed to elections for members to a three-year term with officers elected to a one-year term with no maximum term limits. The motion was called and failed.**

Mary Nelson made a motion to have committee members selected by the faculty. Officers will be selected by the committee and will serve a one-year term while all other committee members will serve a three-year term. Membership will be staggered. Members may be re-elected. Sue Kuzma seconded the motion. Discussion ensued. **The motion was called and passed. Not all approved.** Discussion ensued.

Dennis Bonanza made a motion to vote on setting the term limits for officers from a one-year to a two-year term. The discussion will be put on the May faculty meeting agenda.

Assessment and Evaluation Committee Recommendation Regarding Screening and Title I Pre/Post Testing:

Bob Walsh gave a brief explanation of the approved recommendation from the A & E Committee regarding screening and pre/post testing. Discussion ensued. There will be training at a future faculty meeting on the testing procedures. Teachers will need to order the tests and they will be paid for with Title I funds.

Curriculum Policy Committee Recommendation Regarding Work Force Development Certificate Program:

Barb Hagen briefly explained this approved recommendation. It was decided that an ad-hoc committee would have to be formed to decide on how the program would work with outside resources. John Gorczyk will contact faculty to begin the process of forming that committee.

Curriculum Content Committee Recommendation Regarding Awarding Credits to Several Subject Areas:

Jim Candon gave a brief explanation of this approved recommendation. If credit is to be awarded to a student in more than one subject area, a separate credit request form must be filled out for each.

New Business:

Local Standards Board Recommendation Regarding Training at Faculty Meetings:

This recommendation has been approved by the administration. Mary Poulos led a discussion which included concerns over length of training times at faculty meetings and content of the trainings. The LSB would be responsible for arranging the trainings.

The New England Association of Schools and Colleges (NEASC) Standard one, Mission Statement, Recommendation five, states that the mission statement be given a visible place of honor in every space occupied by the school and that it appear prominently in all appropriate printed and online materials. There was discussion as to how that should happen. **Bob Lucenti made a motion and John Long seconded it that the mission statement be put in a prominent place at each campus and is put in writing in all appropriate literature in six months time. All approved.** Mo will order placards from VCI. Suggestions for how to place them may be sent to central office for approval.

Curriculum Policy Committee Training: Review of Graduation Plan Procedures:

Barb Hagen reviewed the graduation plan procedures. Discussion ensued.

Bob Lucenti requested a motion be made in regards to Standard Two: Governance, which would present a standard set of questions pertaining to governance for interviews of potential new employees. **Dave Strong made a motion to allow Bob Lucenti to create a list of interview questions for potential new employees pertaining to governance to be brought to the faculty for review. Claire Swaha seconded it. The motion was passed unanimously.**

COMMITTEE REPORTS:

Assessment Committee - Bob Walsh

Elections: **Dave Strong nominated Sharon Strange and Cara Berryman for two vacant three-year terms on the Assessment and Evaluation Committee. Claire Swaha seconded it. The nominations were closed and Sharon and Cara were elected to the committee.**

Mary Nelson nominated Julie Locke and Mary Poulos to the Assessment and Evaluation Committee for three-year terms.

Jim Candon made a motion to have Julie Locke and Mary Poulos' terms end in 2009 as to stagger the membership. Dave Strong seconded it. Discussion Ensued. The motion was put to a vote. 11 in favor of the staggered terms as suggested above. 12 were against. **The motion failed.**

Mary Poulos nominated Jenny Estey to the Assessment and Evaluation Committee for a three-year term. Mary Koen seconded it. All in favor.

Cara Berryman was elected as chair of the Assessment and Evaluation Committee at the last committee meeting. Cara announced that the committee has been working on a draft of Student Learning Outcomes and will share it with the faculty when it is complete.

Local Standards Board - Mary Poulos

Elections will be held at the May faculty meeting. Notification will be made via email prior to the meeting.

Technology Committee - Pauline Dwyer

There is an opening on the committee.

Anne Cote nominated Claire Swaha to the Technology Committee. Mary Koen seconded it. Julie Locke nominated Jenny Estey. Jenny declined the nomination. Claire Swaha was approved for the position on the Technology Committee.

The next technology meeting will be held on May 17, 2007, in Waterbury. The committee would like to conduct training on Internet Researcher at the May faculty meeting. Pauline will be emailing information on upcoming trainings.

Library Committee - Peter VanWageningen

The committee met on April 10th and submitted an approved library plan. A list of recommended reference books was sent to John Gorczyk for the Career Resource Center. The committee had a discussion about the library budget for FY'08 and will be working on a draft to discuss at the May 7th, committee meeting. Books have been ordered for the Career Resource Centers.

Beryle Gardner Committee - Cara Berryman

The committee will be holding elections on positions in the committee after the faculty meeting results in May.

Beryle Gardner Award recipients will be decided on June 30th. There will be an award for \$250 for a student going on to employment in a trades field and \$250 will be awarded to a student who is going on to higher education. There was discussion as to whether \$250 was enough money and should this be a discussion at a future committee meeting.

Curriculum Content Committee - Jim Candon

The committee met April 18th. Bob Walsh is the new chair of the Science focus group. The committee has been discussing course descriptions and syllabi at their meetings. The committee has sent four issues for review to the administration pertaining to standardization and students losing or missing credits as they move from campus to campus. The next committee meeting will be held on May 24th, at the White River Probation & Parole campus. The committee may be selecting new focus group chairs in May.

Curriculum Policy Committee - Barb Hagan

The committee discussed a recommendation on procedures for applying prior learning for a student who is already taking college classes. The committee is also working on revising the student handbook. They also discussed a demonstration on skill builder.

Special Education - Mary Koen

The committee will be meeting next Tuesday, May 1st, in White River. Interviews were conducted for the Northeast Region Special Educator and the Northwest Region Special Educator and two interested candidates have been offered the positions. Mary Koen will be meeting with the Department of Education about special education funding.

Bob Lucenti suggested that the faculty look at Standard #4 - Program and be ready to discuss it at the May faculty meeting.

Anne Cote made a motion to adjourn. The meeting adjourned at 1:25 p.m.

Respectfully Submitted,

Sheila Commo