

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
April 26, 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, John Cross, Jerry Fortin, 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, Mary Nelson, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Scott Tomlinson, Peter Van Wageningen, Tom Woods

**ABSENT:** Anne Cote, Pauline Dwyer, Alan Frost, Laurette Garrand, Sheila Sayah

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

**Welcome and CHSVT Community Notes** – Wilhelmina

Anne Cote's last day with CHSVT will be this coming Monday. Our administrators, board members and Anne herself are currently developing the parameters of a new student scholarship that will be awarded in her honor and overseen by the Beryle Gardner Committee. Sue Kuzma will also retire this year and plans to leave us at the end of June.

Laurette Garrand is a new mom and returned home yesterday with Ellie Mae. Congratulations to Laurette and Pepé John Cross. Sheila Sayah is a new grandma of two little ones, Lukas and Mackenzie. All are doing well.

Wilhelmina shared her joy that Collen Gardner, a student who has worked with teachers from several campuses, will soon be celebrating his graduation.

**Approval of Meeting Minutes**

**John Cross moved to approve the meeting minutes of March 29, 2012. Mary Poulos seconded the motion.** Mary Poulos noted that Anne Cote will be missed by "all", not merely "many" of us within the CHSVT community. **The minutes were approved as revised.**

**Len's Great Adventure** – Len

Len led a thoughtful conversation about his recent trip to Bangladesh and Nepal to visit his daughter, Alexa. She is currently participating in a Fulbright teaching program at a Madrasah K-10<sup>th</sup> grade girl's school in Dhaka with an enrollment of 4,000 students. Len shared images of the school and its students, streetscapes, waterways, and architecture (including a prison) in Dhaka and dramatic views of mountains and villages in Nepal. A discussion about aspects of daily life in third world countries was interwoven with images from his trip.

### **Vermont Department of Education** – Wilhelmina

On April 19th, Wilhelmina met with Vermont Department of Education Commissioner, Armando Vilaseca, Alice Farrell, also from the DOE, and with Monica Hutt, of the Agency of Human Services at Northwest State to introduce them to the teachers and students at one of our school campuses.

Wilhelmina distributed and reviewed seven documents, and requested that faculty file the first six documents in their new policy manual binders that were provided at the March faculty meeting. These documents include:

1. CHSVT's statutory authority, effective until April 23, 2012 (Public Institutions & Corrections, Title 28 VSA § 120 and 121, Chapter 3 Administration of the Department).
2. CHSVT's statutory authority, effective as of April 24, 2012 when Governor Shumlin signed the bill (H.613).
3. Legislative tracker information regarding H. 613.
4. Education, Title 16 VSA § 166 (b), Chapter 3, State Board of Education statute regarding approved and recognized independent schools "accredited by a private, state, or regional agency recognized by the state board for accrediting purposes." As listed in the *Vermont Department of Education -- State Board of Education Manual of Rules and Practices* under Rule 7320, New England Association of Schools and Colleges (NEASC) is one such recognized accrediting agency.
5. Excerpt from the *Vermont Department of Education -- State Board of Education Manual of Rules and Practices* regarding "Independent School Program Approval", which includes Rule 2223 "Reciprocity" which applies to CHSVT.
6. *Addendum to Vermont's Part B of the Individuals with Disabilities Education Act Interagency Agreement, June 2005*: Memorandum of Understanding between Vermont Department of Education and Vermont Department of Corrections, fully executed May 11, 2007.
7. *CHSVT Action Plan 2011 – 2016*, including past comments from faculty regarding specific standards.

### **CHSVT Action Plan** – Wilhelmina

Faculty members were asked to form small groups to review, discuss, and amend past comments about specific standards. Conversations ensued for 25 minutes and Wilhelmina collected notes created by each group. The action plan is a "living document" and comments will be considered and integrated as the plan progresses.

### **Curriculum Committee** – Susan C.

Susan thanked Mary N., Mary Beth H., and Cara B. for forwarding examples of draft syllabi to the committee during the past month, and thanked the faculty as a whole for reviewing sample syllabi at the March meeting. Susan explained that all of the faculty would now be given an assignment during the next month: to create a syllabus template for one of their courses. Faculty will need to create descriptions and credit criteria according to the frameworks manual, carefully considering what they are asking students to accomplish to receive a credit. Troy will post the current draft (April 2012) of the frameworks manual on the Ning and Susan will distribute a few examples.

### **Faculty Council** – Len

The administrative team requested that the Faculty Council review student proficiencies. The council determined that it should assign the task to itself but invite the entire faculty to an open meeting. The next faculty council meeting, to be held on Friday, May 4th in White River Junction, will address this topic and all are invited.

### **New Series: Who are the people in your neighborhood?** – Wilhelmina

Wilhelmina invited people to answer questions as individual or groups to test their knowledge of CHSVT and its organizational roles and relationships within the department, agency and state. This was the first in a series of friendly competitions to help us learn more about our community.

### **Announcements**

The date of the next faculty meeting has been changed to **Thursday, May 24<sup>th</sup>**, and will be held at **Oakledge Park in Burlington**. The date of the professional development training scheduled for June 1 will not change. Wilhelmina will be sending out information about the meeting and asks for suggestions to recognize the service that Anne C. has given to the CHSVT community.

Mary N. invited everyone to the next graduation at Northern State to be held on Friday, May 4<sup>th</sup>.

Mo announced that she would soon be beginning to work with the state's copier vendors to replace the older machines at our campuses. She has contacted both OCE and IKON (aka RICOH) to begin the process. Copiers will be replaced this round at the following campuses: Windsor Work Camp, Barre P&P, Marble Valley, Caledonia Work Camp, Northern State, Bennington P&P, Northwest State, and Chittenden Regional.

Mo relayed that mileage reimbursement will increase from 0.51 to 0.555 per mile, effective April 17, 2012, and reminded everyone to pay attention to emails regarding Enterprise Resource Planning (ERP) that will affect how state employees will manage personal information, benefits, and payroll information after January 1, 2013.

Mo reminded all campus teams to check their budgets on the CHSVT Administrative Tools web page. The end of the year purchasing deadline is coming up soon and will be communicated once it is announced by the central office DOC finance office.

Mike J. announced that Oliver Brassard, a student at Southern State, is developing a packet of supporting information to complement *Choices* career planning software. The electronic version of the packet is available in the Vocational & Career Assessment Guides folder on the shared Education Documents drive. Oliver would welcome review comments and suggestions related to this document, as well as the materials that he created to complement *Money Smart*.

Dana announced that the proceeds from the Harley raffle will go to support Turning Point Center programs this year.

The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Charity Baker