

COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
May 31, 2007
Hartford Elks
Hartford, VT

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Kathi Cassidy, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Alysia Duncanson, Pauline Dwyer, Jenny Estey, Jerry Fortin, Alan Frost, John Gorczyk, Barb Hagen, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, Julie Locke, John Long, Bob Lucenti, Nikki Marabella, Eric Marchese, Mary McCallum, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Bob Sattelberger, Bobbi Shutts, Guy Smythe, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Jeff Cassarino, Anne Emerson, Lisa Harrington, Audrey Irons, Susan Lewis, Paul Major, Mo McIntyre, and Broni Plucas.

Bob called the meeting to order at 9:40 a.m.

Roll Call was taken.

Wilhelmina Picard was introduced. She is our new special educator for the northwest region of the state. She will be covering the Burlington Probation & Parole campus, Chittenden Regional Correctional Facility campus, Northwest State Correctional Facility campus and St. Albans Probation & Parole campus.

This is the last faculty meeting of the fiscal year. The deadline for the submission of items for the CHSVT calendar is June 6th.

Approval of April meeting minutes: Sheila was looking for clarification pertaining to the nominations of Julie Locke and Mary Poulos to the Assessment and Evaluation Committee at the April faculty meeting. It was her understanding that the two above mentioned members had been elected at a previous meeting. It was explained that the meeting in April was to determine Julie and Mary's term limits. **Dave Strong made a motion to approve the April meeting minutes. Sue Kuzma seconded it. All approved and the motion passed.**

Bob Lucenti shared the resolution, written by the legislature, congratulating the CHSVT on their NEASC accreditation. This may be the first time that a state program has been recognized by the legislature in a resolution.

There will be Career Counselor Training from the Career Resource Center for Vocational Coordinators.

The Curriculum Content Committee now has an ad hoc committee dedicated to literacy training.

Steve handed out laminated copies of the mission statement. Scott Tomlinson was recognized for his effort in getting the posters laminated. Scott and his class will also be working on a NEASC poster.

Committee By-Laws are being reviewed.

The Local Standards Board will be providing training at faculty meetings beginning in September.

The Technology Committee did an excellent job standardizing the student computer labs.

The Memorandum of Agreement between the Department of Education and the Community High School of Vermont about special education has been completed. CHSVT is now responsible for 100% of the schooling for each student. There is no responsibility from the sending school.

Commissioner Hofmann announced in a press release that the legislature approved increasing compulsory age to 23.

Preliminary results from the Workforce Development grant are finding recidivism rates are declining. Final results will be available later this summer.

School Announcements:

1. Annual Reports: Narratives and pictures are due to Sheila by July 13th. Digital cameras have been purchased for each facility recently. It would be very beneficial to Sheila if you email pictures to her. Committee reports are also due to Sheila by July 13th. Don't forget to get signed releases from your students before you send pictures in for the annual report. Wilma Paronto was suggested for the dedication page. Wilma was a volunteer at the Southeast State Correctional Facility from the 1950s until her death late this winter. Wilma was also a member of the Local and State Advisory Boards for the Community High School of Vermont. She was an extraordinary woman. **Claire Swaha made a motion to select Wilma Paronto for this year's annual report dedication. Sue Kuzma seconded it. The motion was approved.**

2. HIPAA (Health Insurance Portability and Accountability Act/FERPA (Family Educational Rights and Privacy Act): HIPAA training is required for all AHS employees. A link was sent to everyone so that the training can be completed on line. FERPA training was completed at a prior faculty meeting. Page 17 in the student handbook has information on FERPA. On Page 14 and 15 you will find information on the student suspension and expulsion policy. Make sure that the principal and special education chief are notified of a suspension or expulsion.

3. Flash Drives/Security: There was discussion about possible issues with access to teacher's flash drives. Some facilities ask teachers to lock them up at night. The faculty did not feel that there were any issues with students getting access to the drives. The facilities are concerned with inmates getting the flash drives and then transferring documents to people outside the facility.

4. Inventory Tags/Asset Management: Make sure that you check with Audrey in central office when you throw an item away or send it to surplus. All equipment and furniture needs to be tagged and when disposed of or if an item is given to another site, Audrey needs to know so that she can remove from your site's inventory. All facilities should be proactive by requesting an Asset Management list to see if all items are accounted for with tags.

5. Time Sheet Training - Special Education/Title I: There will be time sheet training for faculty members who are funded through Special Education or Title I. Coding of time sheets needs to reflect the funding source. The coding will be changing in July. The tentative date for the training is June 22nd.

6. Budget Requests and Closeout: Mo will be sending budget request forms in June. Be sure to look at the NEASC report for possible need of extra supplies to reflect improvement.

Local Announcements:

Kathi Cassidy has a copy of a DVD written and played by Vermont teens. It is a theatrical production called, "The Voices Project." It was produced by Kingdom Productions, and distributed by Blue Cross/Blue Shield of Vermont. It was written, performed, and musically composed by Vermont high school students. It is a good source of discussion for class. The DVD is \$65. The number to order the DVD is 802-592-3190.

Bob Sattelberger announced that he will be leaving the Community High School of Vermont to go to work for another school. His last day will be August 20th.

Tom and Cara recently had a graduation of six students at the Caledonia Community Work Camp.

Senator Illuzzi, from Newport, would be interested in speaking at a graduation. If any facility is interested, you may contact him.

Act 176, Adult Basic Education, passed last legislative session. Discussion ensued about funding for ABE and concerns about the rigor of the curriculum.

Nikki announced that Dan King recently received his Masters in Education from the University of Vermont.

COMMITTEE REPORTS:

Reading Study Group (Ad-hoc committee of Curriculum Content Committee)

The new ad-hoc committee consists of Mary Koen, Mary Poulos, Anne Cote, Julie Locke, Jenny Estey and Tom Woods. The committee was formed to field test and recommend K-8 reading literacy curriculum and materials for use by the faculty in providing literacy and reading instruction. The committee narrowed down the number of materials to be tested. The plan is for each of the 17 campuses to choose a program to test and provide the committee with feedback. Please have the feedback forms back to Mary Poulos by September 27th.

Assessment Committee - Cara Berryman

Student Learning Outcomes (SLO) are the outcomes that determine what a student can accomplish by graduation and what they need in order to succeed when they leave school. There are three levels of assessment. The first level is the institutional level, the second level is the program level and the third level is the class/course level. The faculty was broken up into groups to brainstorm what SLO are important for student success. The Assessment Committee will take the results and compile them into goals for measuring SLO success.

Technology Committee - Pauline Dwyer

The Technology Committee prepared a presentation on Internet Researcher. Internet Researcher Software allows web pages or sites to be downloaded and made available to students without being live on the web. Scott and Pauline provided a step-by-step presentation on how the software works. It can only be used if the software has been downloaded to your administrative computer.

Pauline sent an email in May to faculty to obtain technology information from the campuses. The results are as follows:

- 1) Twenty-nine respondents participate in professional development for technology.
- 2) Twenty-eight respondents say that students use technology as part of coursework.

3) All respondents offer a computer studies course at their campus.

The next Technology Committee meeting will be June 12th, in Waterbury.

Sue Kuzma asked how many have technology in their Individual Professional Development Plan (IPDP) for their license. Answer: 15

Curriculum Policy Committee - Barb Hagan

The committee revised its by-laws to include adding two new members. One member will be a vocational instructor and one at-large member. The new members will start in September and will have three year terms. Grad plans will be revised to exclude the site plan worksheet and will have an intake and exit sheet. SkillMaster training has been completed. Independent Study and Work Study are ok to use, just make sure that you clarify if there is an outside source and make sure that work experience definitions are clear.

Curriculum Content Committee - Jim Candon

The Curriculum Content Committee held elections for new members. Currently, the committee consists of the seven Focus Group chairs and one committee chair. The terms were set as follows: Three, three-year terms, three, two-year terms and two one-year terms. Discussion ensued about who can be on the content committee. Most agreed that it would be beneficial to have members from each curriculum area.

Mary Nelson nominated Jim Candon for Chair of the Curriculum Content Committee for a three-year term (term was later changed to a one-year term), John Cross seconded it.

John Cross nominated Mark Lather for a three-year term, Claire Swaha seconded it.

John Long nominated Sue Kuzma for a three-year term, Mary Poulos seconded it.

John Cross nominated Katherine Miller for a two-year term, Mark Lather seconded it.

Anne Cote nominated Dave Strong for a three-year term, Bill Storz seconded it.

Bob Sattelberger nominated Bill Storz for a two-year term, Dennis Bonanza seconded it. Bill Storz declined.

Sue Kuzma nominated Bob Walsh for a two-year term, Jim Candon seconded it.

Mary Nelson nominated Anne Cote. Anne declined.

Mark Lather nominated Cara Berryman to a two-year term, Anne Cote seconded it.

Gene Rembisz nominated Mary Nelson. Mary declined.

Bobbi Shutts nominated Wade Cole for a one-year term, Claire Swaha seconded it.

Dennis Bonanza nominated Bob Salzman for a two-year term, Eric Marchese seconded it. Bob declined.

John Gorczyk made a motion to close the nominations, Claire Swaha seconded it.

Jenny Estey made a motion to cast one vote to vote on the whole slate at once. All approved.

The following members have been voted to the Curriculum Content Committee:

Jim Candon, Chair for a one-year term.

Mark Lather for a three-year term.

Sue Kuzma for a three-year term.

Katherine Miller for a two-year term.

Dave Strong for a three-year term.

Bob Walsh for a two-year term.

Cara Berryman for a two-year term.

Wade Cole for a one-year term.

The next Curriculum Content Committee meeting will be on June 27th in White River.

Beryle Gardner Committee - Cara Berryman

The Beryle Gardner awards will be chosen on June 30th. Elections for the Beryle Gardner Committee will be held in September.

Local Standards Board - Mary Poulos

All licensing is complete. Thank you to all for getting their information in. There are three positions that need to be filled.

Bobbi Shutts nominated Kathi Cassidy. Sharon Strange seconded it.

Dan King nominated John Long. Debbie Jaimes seconded it.

Richard Anderson nominated Mary Nelson. John Cross seconded it.

Mary Nelson nominated Claire Swaha. Claire declined.

John Cross moved to close the nominations. Jim Candon seconded it.

John Cross made a motion to cast one vote for all the nominations. Dan King seconded it. All approved. The following members have been voted onto the Local Standards Board:

Kathi Cassidy

John Long

Mary Nelson

Reminder: If you are taking classes over the summer, you have one year to get the information to Mary Poulos for your portfolio. Make sure that you send a copy of your renewed license to Sue Kuzma if you have not already done so.

Work Force Readiness Certificate Program – John Gorczyk

This ad-hoc committee is being formed as a recommendation from the Curriculum Policy Committee to look at adding a WorkForce Readiness Certificate to the diploma program. Elections need to be held to form this committee that will work with John Gorczyk. The committee will consist of six members. There should be representatives from three facilities and three street sites. Three members should be Vocational Coordinators and three non-vocational members.

Richard Anderson nominated Broni Plucas. Mary Nelson seconded it.

Jim Candon nominated Sue Kuzma. Jenny Estey seconded it.

Bob Walsh nominated Bob Salzman. Mary Koen seconded it.

Mary Nelson nominated Jerry Fortin. Bobbi Shutts seconded it.

Dave Strong nominated Gene Rembisz. Guy Smythe seconded it.

Bobbi Shutts nominated Nikki Marabella. Mary Koen seconded it.

Mary Nelson nominated John Cross. Scott Tomlinson seconded it.

Sharon Strange nominated Debbie Jaimes. Mary Nelson seconded it.

Mary Koen nominated Maryanne Murphy. Jenny Estey seconded it.

Bobbi Shutts made a motion to close the nominations. John Cross seconded it.

Votes were made by paper ballot. The results are as follows:

Jerry Fortin – Northern State Correctional Facility

John Cross – Northwest State Correctional Facility

Bob Salzman – Southern State Correctional Facility

Debbie Jaimes – Burlington Probation and Parole

Nikki Marabella – Burlington Probation and Parole

Maryanne Murphy – Southeast State Correctional Facility

Gene Rembisz – Barre Probation and Parole

There will be a poster contest to promote the Habits of Mind. There will be a prize for each of the 16 HOMs. Artwork must illustrate one of the Habits. The prize for each will be \$50. Scott Tomlinson will make a template of each winning poster to be distributed. Open to every student.

Any art media is ok to use. No limit on how many one student may enter. Deadline: Entries must be

sent to the committee by September 27th or brought to the faculty meeting. Use and distribution of prize money will be discussed at a later date. The winning posters will be displayed at all campuses.

Library Committee - Peter VanWageningen

The committee will be sharing information on ordering periodicals in the near future. Elections will be held in September.

Bob Lucenti suggested that the faculty recess and continue to correspond via email to complete the agenda with a suggested time for all to review their email. **Jim Candon made a motion to recess until Bob Lucenti sets a time to reconvene via email. All approved** The meeting adjourned at 2:10 p.m.

Agenda items remaining:

Old Business – Interview questions – For administration and faculty on school governance. Faculty review and decision.

New Business – Adjunct Faculty – Discussion and Decision. Changing adjunct faculty form to require Vocational Coordinator signature when possible in lieu of the Assistant Superintendent or Superintendent.

Cancelled Classes – Discussion

School communications during the summer months – Discussion (see recommendation – NEASC/Self-Study

Respectfully Submitted,

Sheila Commo