

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

Montpelier Elks

Montpelier, VT

August 25, 2011

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Audrey Bullock, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan Chiefsky, Wade Cole, Chris Cosgrove, Anne Cote, John Cross, Laurette Cross, Pauline Dwyer, Jerry Fortin, Barb Hagen, Harmony Harriman, Marybeth Heiskell, Lisa Harrington, Marlana Hughes, Mike Jenzen, Mary Koen, Sue Kuzma, Dana Lesperance, John Long, Nikki Marabella, Eric Marchese, Troy McAllister, Mo McIntyre, Katherine Miller, Jan Noskey, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Sheila Sayah, Len Schmidt, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Scott Tomlinson, Peter VanWageningen

ABSENT: Alan Frost, Dan King, Mike Lacoss, Tod Lessard, Paul Major, Peggy McLenithan, Mary Nelson, Broni Plucas, Bobbi Shutts, Tom Woods

Approval of Meeting Minutes

Jim Candon moved to approve the meeting minutes of June 30, 2011. John Cross seconded the motion. There was discussion about bullet six on page six that recommends that teachers discuss P.E. credit with students whose grad plans are grandfathered with 20 credits for graduation. Clarification was needed as to why a discussion needs to be had with these students. Most branches of the military and some colleges require a P.E. credit to apply so if a student is going to consider one of these options after receiving their high school diploma then they need to earn P.E. credit in order to earn their diploma. **The minutes were approved with the above explanation added to the June minutes.**

Activity - Culture Walk

Task – Please think about two thoughts or beliefs that you have about CHSVT (example: I believe that every student deserves to learn.).

Exercise – After writing down two thoughts on index cards and putting the cards in the basket, everyone gathered in one half of the room. As Wilhelmina read a statement from an index card and you agreed with the statement you were to move to the other side of the room and observe who was in your group.

Discussion –

What did you think of the exercise?

- Liked seeing how others think without judging
- Felt too black and white
- Nice to see thoughts/beliefs along same line
- Scary being alone on one side

- Shows that we can professionally disagree and its okay

What did you learn?

- Thinking about my own beliefs and do we practice them?
- Different beliefs can bring out different ideas
- Lots of common ground
- Could jump to conclusions without discussion
- Students and educators come from very different places and have very different views, none of which are right or wrong

Students

Act I – Mandated State Training - Improving Vermont’s Sexual Abuse Response System. This was a mandated training on how to detect and report possible sexual abuse of children in our care. Wilhelmina is checking into the process of reporting to the Department of Children and Families so that CHSVT can develop an appropriate policy for all faculty and staff. There was discussion about interest in appropriately infusing information into current classes to teach offenders who are parents some of the same information. It was decided that a policy should be developed first and then a conversation with the Curriculum Committee to look at the different programs that are already being taught to our population. Wilhelmina will contact DCF and DOE for an appropriate course of action.

School

Dana recognized Scott Tomlinson’s move from working in the print shop to working in the transportation field. Scott was presented with a plaque for his accomplishments with the print shop and the students he has worked with over the years.

Library Update – There has been a substantial change in the budget with an increase in funding for all campuses. Information will be coming out in the next two weeks and Wilhelmina will be sending a written process to each campus.

Business Office Updates –

1) The state is creating a new system that will be in effect by spring 2013 that will change the process for applying for state jobs as well as time reports. Time reports will be submitted and approved electronically. It is unknown at this time whether expense reports will be electronic as well.

2) Dana and Mo have been attending SNAP (Supplemental Nutrition Assistance Program) meetings to learn about a federal grant that matches funding for organizations whose children are eligible for food stamps. The grant has not been finalized yet but the hope is to be able to fund a couple more vocational coordinator positions with the funds.

Policy Manual – The policy manual has been signed by Wilhelmina and the Commissioner and will soon be signed by the CHSVT Board Chair. After all signatures are present, the manual will be sent to the VCI Print Shop. The manual will then be distributed to Superintendents at the

facilities, central office staff, and the website to begin educating more organizations about CHSVT.

Evaluation Performance/Rubrics – Scheduling of performance evaluations will begin shortly. When filling out the evaluation form use the rubric appropriate to your job title. Below is the email from Wilhelmina dated August 22, 2011:

Beginning the week of August 22nd, 2011, Troy, Mary and Dana will begin the process of completing annual evaluations on all staff. Their goal is to finish all staff evaluations by January 1, 2012. Given the unique economic times, and wanting to ensure your job security by having a current evaluation, we recognize that evaluations of all CHSVT staff must occur during this time. Going forward, we will meet the annual deadlines in a timely manner.

While there has been an ongoing conversation about revamping the overall evaluation system for CHSVT, for the time being, we will continue to use the State Evaluation Forms as previously used. The rating scale of OUTSTANDING, EXCELLENT, SATISFACTORY AND UNSATISFACTORY will be utilized and weighed according to the descriptors written on the Performance Evaluation Report (attached).

In order for the Evaluation to be completed in a timely manner, the current system has been streamlined and focused on criteria that are common across all job descriptions. The Domain that is pertinent to all job areas is Professional Responsibilities. To ensure consistency for all faculty members and to calibrate the response by each of the administrators we developed the attached rubric to be consistent with the criteria and proficiencies in the current CHSVT Supervision Model.

The Evaluation Process will consist of:

- 1. Teacher completes Supervision & Evaluation Rubric on Professional Responsibilities.*
- 2. Teacher gathers documentation to support their Rubric choices*
- 3. Supervisor completes Supervision & Evaluation Rubric on Professional Responsibilities and notes examples/reasons for choices*
- 4. Teachers and Administrative Supervisor have conversation about Levels of Performance through the rubrics and Overall Performance during the evaluation period.*
- 5. Teacher and Administrative Supervisor set goals together for next evaluation cycle.*

Please keep in mind that in terms of the OVERALL PERFORMANCE, the Administrative team has agreed that SATISFACTORY is meeting all job expectations with regard to Work Rules and Professional Responsibilities.

If there are any questions or concerns, please call me directly to discuss at 241-2310.

Information Technology Update – Mary sent an email recently about internet access. Mary, Alan and Charity met with Comcast to discuss costs related to adding internet service at the street campuses. Installation and monthly fees will not be cheap. It is unknown how much installation would cost but monthly service could be around \$79/month per campus. There will need to be a conversation about costs.

A meeting to talk about assistive technology for our students will be taking place in September between CHSVT Administrators, the Commissioner’s office, AHS IT, and security to discuss putting together a process that allows for the school to have the tools needed to teach 21st century technology skills to keep the school in line with NEASC accreditation.

Technology Committee Update – The committee has recognized the need and desire for more Smartboard training sessions. A six hour training opportunity is available. A survey monkey is being sent out to have a sense of who is interested and when you can attend a training. There are four locations and specific time frames. Please complete the survey by September 7th. The workshops will be facilitated by educational trainers from the Smartboard company. There are fifteen spaces available for each training and funds have been set aside for technology instruction. An email with a link to the survey monkey will be coming soon. Don’t forget to still fill out a professional development form.

Presentation: ted.com can be used as a tool to help teach in the classroom. *TED is a nonprofit devoted to Ideas Worth Spreading. It started out (in 1984) as a conference bringing together people from three worlds: **Technology, Entertainment, Design**. Since then its scope has become ever broader. Along with two annual conferences -- the TED Conference in Long Beach and Palm Springs each spring, and the TEDGlobal conference in Edinburgh UK each summer -- TED includes the award-winning TEDTalks video site, the Open Translation Project and TED Conversations, the inspiring TED Fellows and TEDx programs, and the annual TED Prize.*

The annual TED conferences, in Long Beach/Palm Springs and Edinburgh, bring together the world's most fascinating thinkers and doers, who are challenged to give the talk of their lives (in 18 minutes or less).

*On TED.com, we make **the best talks and performances from TED and partners available to the world, for free**. More than 900 TEDTalks are now available, with more added each week. All of the talks are subtitled in English, and many are subtitled in various languages. These videos are released under a [Creative Commons BY-NC-ND license](#), so they can be freely shared and reposted.*

Make sure that you complete the technology evaluation on survey monkey as a team. Charity recently sent a link via email to the survey.

Curriculum Committee Update – The committee is updating the Frameworks Manual and is hoping to provide a draft at the September faculty meeting. They are also working on common core standards.

Assessment Committee – Challenge Exams

The following is the discussion and motions that took place pertaining to the work that the Assessment Committee did investigating various avenues to replace the GED prior learning credits.

Assessment Committee Vote:

- 1) Shall the faculty of CHSVT use the following parameters to develop exams in the areas of Reading, Writing, Social Studies, Math and Science? If yes, then:
- 2) Provided that the challenge exam meets all parameters shall the faculty of CHSVT allow exams to be implemented upon completion?

Parameters

1. Minimal Credits – 0 credits issued from CHSVT, and a maximum of 1 issued from another school.
2. Challenge test must be given early in the education career.
3. Concerning the math area – there cannot be any evidence of higher math courses.
4. The challenge tests are testing for general knowledge.
5. We are testing for 8th grade proficiency.
6. Must attain a minimum 70%.

Dave Strong made a motion to allow the Assessment Committee to use the parameters listed above when creating a challenge exam. John Cross seconded the motion. Discussion ensued.

The first question for vote was amended to read: Shall the Assessment Committee develop exams for prior learning in the areas of reading, writing, social studies, math, and science with parameters to be discussed?

The discussion included concerns about parameter #2 as well as why there were not challenge tests currently for health also. It was determined that other challenge tests could be added at a later date but the main focus at the moment was creating exams to replace the GED exams.

Mary Poulos requested an amendment to the above motion that the parameters be discussed later and that the issue should be, should the Assessment Committee develop the parameters. Dave Strong seconded the amendment. Discussion ensued. Jim Candon called the question and Eric Marchese seconded it. The motion was approved.

Mary Poulos made a motion to discuss each parameter individually. Sharon Strange seconded the motion. Eric Marchese called the question and Bill Storz seconded it.

Mary Beth Heiskell made a motion to discuss parameter #1. Jan Noskey seconded the motion. Discussion ensued.

Sharon Strange made a motion to amend parameter #1 to read: 0 credits earned in the subject areas. Jerry Fortin seconded the motion. Discussion ensued. Dave Strong called the question on the amendment and Eric Marchese seconded it. The vote was counted: in favor – 8, opposed – 19, abstained – 6. The amended motion failed. Parameter #1 will not be changed at this time.

Len Schmidt made a motion to end the discussion after a total of 40 minutes has gone by counting back from the beginning of the discussion. Eric Marchese seconded the motion. The discussion continued as to how to continue with the parameters. Mo McIntyre called the question to discontinue the discussion at 40 minutes and Sharon Strange seconded it and the discussion was discontinued.

Mary Poulos made a motion to amend the end of the discussion by requesting that the discussion be put on the NING. Barb Hagen seconded the motion. Sue Kuzma called the question and Barb Hagen seconded it. The motion was approved.

LSB – Elections

Mary Poulos and Sue Kuzma's terms are up and their positions need to be filled. **John Cross made a motion to nominate Mary and Sue to the positions on the LSB. Claire Swaha seconded the motion. Sue and Mary accepted the nomination. The nominations were approved.**

Policy Committee – Elections

The Policy Committee elections were tabled.

Campus Updates

Barre Street Campus – The 8' x 16' mural that the students have been creating for over a year was unveiled in a ceremony recently. The students got their picture in the local paper. You can visit the mural on Summer Street in Barre. The mural will also be the cover for this year's annual report.

Southeast Work Camp - Eight students have earned trades certification.

Northern State – Yoga mats are now available for the students to take yoga classes!

Springfield Street Campus – Had our first graduation. Our first student is off to college this Monday morning!

St. Albans Street Campus – Had a graduation in July.

Southern State – Will be having graduation on October 5th.

Announcements

Mary Koen will be sending an email about the Vermont one to one school conference happening on September 26th at the Lake Morey Inn.

The administrators had a two-day retreat to talk about priorities, administrative goals, school ideas and how they fit into the mission and vision of CHSVT, supervision and evaluation, communication, and faculty governance and how the administrators fit. The plan is to provide updates before faculty meetings so that discussions can happen then.

Employee pay scale directive for offenders is in line with the VCI pay scale and CRC employees. There will be one pay scale for VCI and Education.

Wilhelmina has been going to the Superintendents meeting on a regular basis to discuss the school and provide updates to be taken back to the facilities.

Hats off to Chittenden Regional, Windsor and Northwest for their smooth transition of students and resuming classes quickly after the move. People are settling in and space is being utilized. As of this morning, the U28 population is being moved to Northern State.

The September faculty meeting will have a full agenda to include PREA (Prison Rape Elimination Act) training with Jen Sprafke, a special education presentation, and curriculum issues.

The meeting adjourned at 2:25 p.m.

Respectfully Submitted,

Sheila Sayah