

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
September 28, 2006
Vermont Technical College
Langevin House
Randolph, VT**

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Kathi Cassidy, Cate Cattier, Al Clark, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Jenny Estey, Barb Hagen, Lisa Harrington, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, John Long, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Tom O'Toole, Broni Plucas, Mary Poulos, Bob Salzman, Bob Sattelberger, Bobbi Shutts, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Jeff Cassarino, Wade Cole, Alan Frost, John Gorczyk, Mary McCallum, Gene Rembisz, Guy Smythe

GUESTS: Bruce Berryman

Introduction:

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

Roll Call was taken.

Dave Strong made a motion to approve the meeting minutes of May 25, 2006. Dan King seconded it. The motion was called and passed unanimously.

School Announcements:

The annual report was handed out and Bob read an excerpt from an old annual report about curriculum to give an idea as to how much we have changed and grown as a school.

Mary Poulos, from the Local Standards Board, Bob, Mary Koen, Steve, and Mo, have been meeting to review present guidelines and Articles in the contract between the State of Vermont and VSEA, regarding professional development, discussing new policies and looking at the budgeting and purchasing manual. This is a work in progress and once completed a draft of new guidelines and directives for tuition, workshops, conferences, etc. will be shared with the faculty.

A policy is being developed by the State Advisory Board to allow for the faculty and school to set clear school policy and procedure, separate from DOC policy and procedure.

There was a brief discussion about space issues at Northern State Correctional Facility and who governs the use of that space. Clearly, there is designated education space; however, some areas are in question.

There are four vacancies that are in the process of being filled. Jerry Fortin has been hired as the new Vocational Coordinator for the Northern State Correctional Facility. He will be starting his position on Monday, October 2nd. Bill Storz will be our new Special Educator at Northern State. He will begin his position on Monday, October 23rd. The shared Special Education position for Windsor and White River has been offered to a candidate, but has not been accepted at this time. Interviews have been held for the Burlington area Title I vacancy.

A question was asked about the Dropout Recovery Program offered through the Adult Basic Education Program. This program allows drop-outs to attend ABE and the LEA of the drop-out funds the DRP. Many questions remain regarding the DRP, therefore, it was suggested that we should invite a representative from ABE to one of our meetings to share information about the DRP.

Local Announcements

Barb Hagen brought some cookies to share which were made by her baking class at Northwest.

The women's pottery class at Southeast State made dog bowls and donated them to the local humane society. The shelter will sell the pottery at their annual craft fair to raise money.

John Cross visited about six campuses to observe classrooms and fellow educators. He strongly recommends taking advantage of the chance to visit and learn more about how our other campuses and programs work.

Bobbi Shutts announced that there will be a graduation at Marble Valley of four students on October 12th.

Bob Sattelberger ran into former CHSVT educator, Mary Etter at Lyndon State College. There are currently four past CHSVT students now enrolled at Lyndon State!

Barre Probation & Parole had a graduation of three students on Friday, September 22nd. The graduation was covered by news reporter, Anson Tebbetts, of Channel 3 News and aired that evening. It was a very inspiring piece. Central Office will contact Anson to see if we can get a copy of the story to show at a faculty meeting.

COMMITTEE REPORTS:

Local Standards Board - Mary Poulos

Mary recently sent an email to the faculty reminding them of relicensure procedures and explained the changes that are happening through the Department of Education. There will be workshops on Individual Professional Development Plans (IPDP) and Portfolios. The LSB will host two workshops, one in the North and one in the South. The workshops will be held on November 30th, in White River and in Burlington on December 1st, with the faculty meeting on November 16th. Please note that this is a change from the original scheduled dates for these workshops of November 16th, and 17th.

Assessment Committee - Tom O'Toole

The assessment committee has not met since they worked on Standard 11. They will be setting a meeting date before the end of the day today. They would love to increase their membership, and they feel that more representation from different parts of the state would be an asset to this committee. Presently, the committee members are Gene Rembisz, Tom O'Toole, Sharon Strange and Cara Berryman. Please see Tom after the meeting, if you are interested in joining this committee. Bob Lucenti reminded the committee to look at the by-laws before adding new members.

Technology Committee - Pauline Dwyer

The technology committee has reviewed the technology forms and student computer inventory. Student computers will be ordered in October and should arrive in November. The committee is meeting tomorrow and will have information at the October faculty meeting regarding the new student computers. Bob Lucenti reminded the faculty that the present contract with Karl Sklar expires on December 31st. Assuming that there are no complaints from the staff, his contract will be renewed.

Library Committee - Peter VanWageningen

Each campus should have received a reference book check list. Please be sure to complete the form and return it to the library committee by October 20th. Feel free to contact the committee with any questions.

Beryle Gardner Committee - Cara Berryman

Over the summer, Cara received a letter from state advisory board member, Blanche Kelley. She asked for pictures and bios from the past Beryle Gardner Award winners. Blanche brought this information to the Retired Teachers Association annual meeting. The RTA will be making more donations to this award. Cara also met with VSAC counselor, Andrea Gould, to find ways to maximize the exposure of the award. The committee would like to mimic the VSAC award process and standardize the process. This would show the students how to write an essay and have the information accessible to all CHSVT students. They are also considering having two scholastic awards and one work force award. The work force award would allow a student who is going into the workforce money for supplies like work clothes and boots. The committee will submit the idea to the faculty for final approval.

Special Education - Mary Koen

The Department of Education's Monitoring Team is looking for updates on student evaluations and IEPs. Sharon Renault from DOE has been very helpful with the technical assistance in completing these updates. The special educators attended trainings in August and September on new special education state regulations. Tomorrow the Special Education team will be attending a workshop, Charting the Course, offered through the Vermont Parent Information Center. The next special education meeting will be on October 5th.

Curriculum Policy Committee - Barb Hagen

Bob Lucenti read a recommendation from the curriculum committee: *CHSVT should increase the number of credits required for graduation from 20 to 21 and the additional credit should be in the FDIC Money Smart course.* Barb explained the need for a finance course and will be offering training on November 14th, in St. Albans, and will also do another training further south if desired. Northwest and Marble Valley are piloting the program and Barb and Bobbi shared their experiences with the faculty. **Bobbi Shutts made a motion to adopt one credit for future graduation plans titled, Personal Finance, using Money Smart software. John Cross seconded it.** Discussion ensued. There are issues as to where the course should be placed in the curriculum and how many hours the course should be to earn a credit. Jim Candon would like to see the curriculum policy and content committees get together and discuss the idea further before any final decisions are made. **Bobbi Shutts withdrew the motion to adopt the course at this time. Jim Candon made a motion to table the recommendation until the content committees had time to discuss it. Tom O'Toole seconded it. The motion was called and approved.**

The committee is working on the Life Skills course. The committee will share information when it becomes available. Make sure that you are using the most current forms from the curriculum manual. Work is being done on making the credit request form available in a word format. Look for training in the near future on professional requirements.

The Habits of Mind (HOM) and Citizenship and Community Participation curriculums were handed out. The recommended HOM course is worth one credit in the vocational curriculum.

Curriculum Content Committee - Jim Candon

Jim handed out "Questions that arose over the summer". There was discussion about the new numbering system for credits, course format and requirements. The core course would be the same but each class would be individualized and identified by the syllabus. The syllabus will need to be submitted to central office for approval before a course begins. Each syllabus will need to make sure it includes core concepts from the focus groups and coursework to complete the course. There are concerns about the methodology of implementation of the course format and key concept format. Does the course have imbedded competencies and course requirements? More work needs to be done and this discussion will continue at future faculty meetings.

Jim announced that Bob Sattelberger stepped down as chair of the computer studies focus group and Bob Salzman has stepped in to fill the role.

Old Business

NEASC - Bruce Berryman feels that we are in great shape from the self-study. He sees great teamwork, and the study shows that we are aware of our challenges and our strengths. John Cross requested a standing ovation of the work that the steering committee has done on the NEASC accreditation process. Bruce went on to inform the faculty of what to expect from the visiting team. He also reminded faculty to read the self-study. The team will feel free to go wherever they want in your facility and speak to whomever they would like. You may ask them

any questions you would like but refrain from asking "how to" questions. Please accommodate the NEASC visiting team while at your campus.

During planning week next week, campus teaching schedules need to be sent to Steve so that they can be sent to the visiting team for scheduling purposes.

Students should be informed that the team will be visiting their school and they may be asked questions. They should be advised as to how to conduct themselves while the team is there. After the visits, the NEASC team will comprise a report to be sent down to Massachusetts. Bob and Steve will attend a meeting in Massachusetts with NEASC representatives during the winter. We will have a final decision in April. If accreditation is approved, the team will return in 3-5 years to reevaluate and see if weaknesses are being addressed. We may have a preliminary recommendation on Thursday, October 18th when the team meets with Steve and Bob before the team leaves.

The steering committee feels that the faculty deserves credit for this process happening. It has been the hard effort of everyone to make this happen.

When the accreditation process is over, the steering committee will be disbanded and a new recommendation committee will need to be formed to set up a time line for an action plan to make improvements from the self-study. **Dave Strong made a motion to approve the creation of a recommendation committee and discuss who may want to be on the committee with Steve. Jenny Estey seconded the motion. The motion was called and passed unanimously.**

Bob Lucenti recommends that each campus sit down together and read the self-study as a team and discuss it before the visiting teams arrive.

Digital Divide - We need to know how many slots need to be filled for the Americorp, Digital Divide program. Pat Elmer, from Vermont Associates, is very interested in having the women in Windsor participate. So far, we believe we have eight interested participants. Please let Mo know if you have an interested participant, ASAP.

New Business

There has been a request from an inmate who has been sent to Kentucky to return to Vermont so that he can teach at CHSVT. Currently, there is not a policy with the Department of Corrections that allows inmates to do this. This will need to be an agenda item for the next faculty meeting.

John Long made a motion to adjourn the meeting. Mary Poulos seconded it. The motion was called and passed unanimously.

The meeting was adjourned at 1:20 p.m.

Respectfully Submitted,

Sheila Commo