

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
September 29, 2005  
Hartford Elks Club  
Hartford, VT**

**PRESENT:** Richard Anderson, Cara Berryman, Dennis Bonanza, Chris Colwell, Jim Candon, Jeff Cassarino, Kathi Cassidy, Diana Chapman, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Kris Degenhardt, Pauline Dwyer, Anne Emerson, Alan Frost, Barb Hagen, Lisa Harrington, Audrey Irons, Anna Jeffrey, Dan King, Sue Kuzma, Mark Lather, Steve LaTulippe, Dianne Lawrence, Tod Lessard, John Long, Bob Lucenti, Paul Major, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Mary Poulos, Gene Rembisz, Bob Salzman, Bob Sattelberger, Bobbi Shutts, Guy Smythe, Dave Strong, Claire Swaha, Peter VanWageningen, Bob Walsh, Tony Washburn, Tom Woods  
Guests: John Gorczyk and Rita Corliss

**ABSENT:** Jenny Estey, Mary Koen, Mary Jo Scott, Lynn Sibley, Scott Tomlinson

**Introductions and Announcements:**

Bob Lucenti called the meeting to order at 9:45 a.m.

Introductions were made around the room. Each person was asked to tell our colleagues what our position title is, which CHSVT location we work at, how many years we've been with CHSVT and if we have pets, share the names of our pets.

**John Cross made a motion to approve the meeting minutes of May 26, 2005. Bob Sattelberger seconded the motion. The motion was called, and it passed unanimously.**

Central Office distributed the student handbook, annual report and CHSVT brochures to the faculty. Sheila Commo and Alan Frost were applauded for a job well done on the annual report.

Bob commended Tom Woods on a job well done for his publication titled **The Community High School of Vermont. An Uncommon High School in an Uncommon Setting.**

Bob announced that the next State Education Board meeting will be held October 5th, at the Northwest State Correctional Facility. The Chair and Vice-Chair of the Vermont State Board of Education have been invited to this meeting. Local Advisory Boards are being encouraged to send meeting minutes to central office so that they may be added to the website. Everyone is encouraged to check out the website and read the minutes as they become available.

Bob met with Department of Education Commissioner Cate to discuss Special Education in the street sites and school approval. The school approval issues have been referred to the Attorney General's office.

Steve LaTulippe stated that due to scheduling conflicts, Mr. Bennett Director of New England Accreditation of Schools and Colleges could not make it to our September meeting and is planning on attending our October meeting. After Mr. Bennett's visit to various facilities with Steve, on May 18th and 19th, he feels confident enough to move forward with the approval process. Steve is looking for feedback from the staff about the approval process as we move forward with this application.

John Gorczyk is present today to discuss the Work Force Development Grant and its approval for third year funding.

Bob thanked that staff for doing a better job at keeping the education filing system updated. Staff members were reminded not to allow records to "build up" at the facilities, but to send them to central office as needed so that central office does not get inundated with files at the staff meetings. It was also mentioned that Sheila has caught up on entering credits into the transcript database and that facilities should have their transcripts soon.

Steve and Gene Rembisz met with the Retired Teachers Association. They brought two students from the Barre Probation and Parole education site. Each gave speeches advocating for the CHSVT. One of the students told the association about his experiences and the feeling of family that he gets from being at the education site. He has also been commissioned by the Retired Teachers Association to create a poster for their organization. Thanks to both of these young men for wonderful speeches praising the CHSVT.

Steve thanked the staff for sending their syllabi in with the credit requests. It makes approving the credits that much easier.

Steve thanked Alan Frost for making it easier to transfer credits to/from the public school systems.

Steve also thanked the staff for their patience with email responses and for the encouragement with his health issues.

### **Local Site Announcements:**

Jim Candon announced that Marble Valley will have two graduates on October 14th.

Tom Woods just completed a stipend training at CCWC about the role and functions of CHSVT. He had a staff officer who said that he had never been to a two hour training before where he had enjoyed the whole thing.

Kathi Cassidy announced that Rutland Probation and Parole had just moved to 92 State Street. She is still in disarray and is slowly unpacking.

Bob Walsh announced that Southern State had a graduation on September 15th. Steve invited any graduates, who wished to comment, to come forward and all of them wanted to talk. It was nice to see them so excited, and the whole event went wonderfully.

John Cross congratulated Barb Hagen and her students on the 24 ribbons that they won at the Champlain Valley fair for their produce and flowers. Their story made it to the Associated Press and the "News of the Weird" because they won but of course; none of the inmates could attend the award ceremony. Blue ribbons were also awarded for flowers planted at the Alburg rest area.

Mark Lather's students built a Maine Guide Canoe and donated it to Camp Ta-Kum-Ta, which is a camp for children with cancer. They will raffle it off to help fund programs at the camp. The students also donated craft and pottery items for Ta-Kum-Ta's fundraising. They were very pleased and excited to be able to present these items to Ted Kessler, the camp director.

Bob Sattelberger has started a chess club.

Mary Jo Scott at NWSCF will be retiring on October 31st. More details will follow as to what will be done for her as a retirement party.

### **COMMITTEE REPORTS:**

#### **Local Standards Board - Mary Poulos**

Mary passed around a sign-up sheet for workshops being provided on the electronic portfolio process. LSB regulations have changed and elections are to be in May instead of October. The question was asked of the staff if it was okay to extend the board members up for re-election from October to May. **Guy Smythe made a motion to approve extending current board members' terms from October to May. John Cross seconded it. The motion was called and it passed unanimously.**

Steve asked if we are an independent school, do we need HQT (Highly Qualified Teacher) status. Letters need to be sent to students, if they are not being taught by HQT. Discussion followed as to how easy it is to find out if instructors are qualified to become HQT status by emailing the DOE. They can tell you what is needed to obtain this status. Mary Poulos stated that because of NCLB, all teachers will need to be HQT and will need to take courses to obtain that status by the end of the 2006 school year.

The Plan of Operation is being rewritten for the November meeting. Changes will be sent to staff prior to the November staff meeting so that it can be voted on at that meeting. The pilot program for the electronic portfolio process is proceeding.

Mary reminded staff that some are up for relicensure. Sue Kuzma is missing some renewed licenses from staff and some IPDP's. Please get them to Sue as soon as possible.

#### **Curriculum Committee - Barb Hagen**

Dan King has joined the committee representing the Probation and Parole sites. The curriculum manual will be on the P drive of the education drive. If you are in need of forms or information or have questions, feel free to contact Barb at NWSCF. The Habits of Mind curriculum is currently being revised. The grad plan has been revised to include a place to include the write-up

for the governor letter and the student address. A new state law requires that we let local schools know when a student has been enrolled at CHSVT. An orientation for new staff will be held at central office on October 6th, from 10:00 a.m. to 2:00 p.m.

### **Curriculum Content Committee - Jim Candon**

The by-laws have been updated and a motion was made to accept the new by-laws and was passed unanimously. The secretary's position of taking the minutes for the meeting is being rotated each month. The committee is still working on narrowing down the number of courses per subject.

### **Library Committee - Mary McCallum**

The committee is revamping the library ordering guidelines and will be emailing the new guidelines as soon as they are done. They are still tweaking the order forms as well. Next meeting will be October 18th. Mary McCallum requested that you place your library orders early to avoid the stress of last minute ordering and processing.

### **Technology Committee - Pauline Dwyer**

Scott Tomlinson has resigned as chair of the technology committee and Pauline has stepped up until November, when annual elections take place. Pauline Dwyer announced that twenty-five student computers were purchased. They should have arrived at the sites by now. Alan Frost will be around to set them up.

Thirteen sites have been represented at the Intel trainings. There was a raffle for an LCD projector and laptop. There are two sites that already have an LCD projector, if their names are drawn, they will receive the laptop. Five of the sites have committed to taking the course and must complete the training to receive the projector, if their name is drawn. The raffle took place at this faculty meeting and The Dale Correctional Facility's name was drawn. Congratulations to Guy Smythe. The next tech committee meeting will be October 18th.

### **Special Education - Bob Lucenti**

Bob gave a brief report from the special education monitoring team and their observations of the interconnection between special education and regular education and the fact that we are already providing special education as regular education. Students over the age of 18 have the legal right to refuse special education services. This is the first year that facilities have been allocated special education funding. Please be sure you use it for special education materials.

## SELECT COMMITTEE REPORTS:

### Chapter One/Title I Compensatory Education - Tod Lessard

Tod stated that the grant application has changed and the committee is looking at different assessments for special education. Compensatory education has received \$325,000 in federal funding this year. The next meeting is October 11th.

## OLD BUSINESS

Cara Berryman announced the winner of the Beryle Gardner award. There were two students nominated. The winner was a student from the CCWC. Cara read his nomination letter to the faculty. A new rule was formed that if a student is nominated from your facility and you are on the committee, you cannot vote.

The Vermont Associates Americorp program was discussed at length. The grant allows CHSVT students to teach computer skills. A student involved with the program must teach 25 students computer skills, for a total of 900 hours and train 11 people to be volunteers to help in the computer lab. The Americorp student receives a stipend of \$5/hour and a \$2,000 college education award.

## NEW BUSINESS

### Career & Resource Centers/Habits of Mind - John Gorczyk, Work Force Development

John discussed the Work Force Development, Habits of Mind program that has been running at SESCOF, NWSCF, and NSCF. Funding has been extended for a third year which will allow for more time to develop programs for the students allowing for better quality in the work place after their release. A program is being developed to train caseworkers at the academy before entering the facilities. John Cross and Barb Hagen have been working for the past six months developing programs for the students and working on a career and resource center for their site and Newport. They hope the program will a "seal of quality" for employers to look at, when hiring these students as they return to the community.

### Review of Committee Structure

A review of the committee structures was discussed and whether meeting times and places were sufficient. There was a discussion about whether there should be a Beryle Gardner select committee to discuss nominations and criteria. **Cara Berryman made a motion to create a select committee for Beryle Gardner. John Long seconded it. The motion passed unanimously. A committee will be added.** Each committee was asked how often they meet. The Technology Committee meets once a month. The Curriculum Committee meets ten times a year. The Curriculum Content Committee meets ten to twelve times a year. The Local Standards Board Committee meets once a month. The Special Education Committee meets at least once a month. The Library Committee meets nine times a year. A question was asked whether there should be a committee for school approval. It was decided that a school approval committee

would be forthcoming at a later date. It was apparent, with all those present, that the committees were fine the way that they were. All present were in favor of leaving the structure as is.

### **Reporting Assessments**

There has been some confusion in central office around the monthly reports and counting of assessments. Facilities have not been consistent as to how the WRAT assessments and self assessments are counted. Some are counting a WRAT as three assessments and some are counting it as one. While it was decided that neither one was incorrect, it was determined that it needed to be the same across the board. The curriculum committee will discuss the options and bring it to discussion and vote at the next faculty meeting. Sheila also requested that teams at facilities work together to get their assessments to central office. Instructors are not sending the report together so there is confusion as to whether they are all in or not and when they do come together, are they all counted together or did they get counted individually? It was requested by Sheila that each team get together and send all reports together. It would be even better if they could have a cover sheet of sorts to reflect all assessments, credits, and grad plans in one place.

**Everyone was reminded that the deadline for all attendance and reports is the 10th of each month.**

Jim Candon brought up a question at the end of the meeting about the current relationship between CHSVT and the Associated General Contractors. Bob Lucenti gave a brief overview of the current situation and told him that he would keep the faculty apprised of any changes.

**There was a motion to adjourn the meeting. John Long seconded it. The motion was called, and it passed unanimously. The meeting adjourned at 1:25 p.m.**