

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

**October 16, 2006**

**Capitol Plaza**

**Montpelier, VT**

**PRESENT:** Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Jenny Estey, Jerry Fortin, Alan Frost, 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, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Tom O'Toole, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Bob Sattelberger, Guy Smythe, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

**ABSENT:** John Gorczyk, Bobbi Shutts

**GUESTS:** Scott Morley, Assistant Superintendent, NSCF, CHSVT State Advisory Board member, John Stewart and NEASC Visiting Team: Rick Hilton, Joel Monell, Henry Eaton, Marilyn Labelle, Chris Queally, Anne deVos, James Talkington, William Wood, Jennie Gallucio and Leah Thibodeau.

Bob called the meeting to order at 9:35 a.m.

Roll Call was taken.

There were two corrections to be made to the September meeting minutes. On page two, paragraph two, it should read Adult Basic Education (ABE), not Adult Diploma Program (ADP) and Mary Nelson's name was omitted from the staff list. **John Cross made a motion to accept the meeting minutes with corrections made. Mary Nelson seconded it. The motion was called and it passed unanimously.**

**Introductions:**

Steve introduced Jerry Fortin as our new Vocational Coordinator at the Northwest State Correctional Facility.

Bob Lucenti introduced CHSVT State Advisory Board member, John Stewart, as a visitor to our meeting.

Al Clark introduced Scott Morley, Assistant Superintendent at Northern State Correctional Facility.

The CHSVT staff introduced themselves, where they were located, told how many years of service they had with CHSVT and how many years they had been in education.

Steve introduced the visiting team to the faculty. Rick Hilton, Joel Monell, Henry Eaton, Marilyn Labelle, Chris Queally, Anne deVos, James Talkington, William Wood, Jennie Gallucio and Leah Thibodeau.

Rick Hilton gave a brief welcome from the visiting team and brief description of what the facilities should expect from the visit.

### **School Announcements:**

Bob Lucenti welcomed the NEASC visiting team to our faculty meeting. He explained the process of the meetings and how this was as normal a meeting as possible to give the team an idea of what the faculty does and how it is run.

The Sunday Burlington Free Press printed an editorial by Free Press reporter, Sue Allen, about the Community High School of Vermont. It was well written and was shared with the visiting team at last night's dinner.

The Vermont Retired Teachers Association has donated another \$2,000 to the Beryle Gardner Award. The Beryle Gardner committee is looking at more options for use of the money and a savings account for future donations.

There are nine students signed up to participate in the Americorp Digital Divide program. The program will start on November 6th.

The student lab computers are in the process of being ordered.

The Workforce Development, Habits of Mind program is having difficulty filling beds because students who are eligible for the program are being shipped out of state. The initial data that has been retrieved from the program shows a 60% recidivism rate in the students who are not enrolled in HOM and a 25-30% recidivism rate in those students who have been enrolled in the HOM course.

The Vocational Coordinators will be participating in a training called "Career Development Counselors" that will be funded by Title I.

Bob passed out an article from The Journal of Correctional Education titled Administering the Test of Adult Basic Education at Intake: A Biased Marker of Offender Ability for the faculty to read and discuss at a future meeting.

There was a brief discussion about the potential health issues at Bennington Probation & Parole building and the provisions being made for the staff in Bennington at this time.

Bob announced that former Management Executive for corrections, Andy Pallito, has become the new Deputy Commissioner for the Department of Corrections.

Steve announced that there have been 52 graduates in the first quarter of this year. Last year, there were approximately 29 graduates at this time. We are looking at a possible record this year.

## **Local Announcements:**

The students at the St. Albans Probation & Parole campus have just finished a quilting course where they made lap quilts and baby quilts that they will be presenting to the Ronald McDonald house tomorrow morning. The quilts were made specifically for parents to share with their children while they are staying there.

John Cross announced that he has received official word that a graduate from CHSVT's Northwest State Correctional Facility campus has received a full scholarship to attend Vermont Technical College.

The women at the Southeast State Correctional Facility have built furniture and crocheted items to present to Camp Ta-Kum-Ta where they will sell the items at a benefit auction to raise money for the camp.

Mark Lather presented the NEASC visiting team with pottery that the women at the Southeast State Correctional Facility had made during their pottery class.

Dan King announced that, Peter Burns, from the Vermont Humanities Council, has joined the Burlington Probation & Parole campus as an adjunct after presenting many Vt. Humanities courses. Planned Parenthood is still providing healthy, informative courses. A new Title I teacher has been hired to be shared between the Chittenden Regional Correctional Facility and Burlington Probation & Parole campuses.

Nikki Marabella announced a program called Cooking for Life where the students work with the New England Culinary Institute. At the end of the class, students are given the food and directions to take home and cook the meal for their families. Also, there are three students who are working with Recycle North in a program called Youth Build.

Nikki also announced that Burlington Probation & Parole campus correctional educator, Debbie Jaimes is getting married.

Tom Woods announced that there are two graduates, Zachary Dumas and James Cottrell, from the Caledonia Community Work Camp campus who will be graduating in Bennington. Also, they have two students involved in the Literacy Peer Tutor Program.

Cara Berryman announced that she has had a bluegrass concert and contra dancing with her students at the work camp.

Mary McCallum announced that they will be starting a "Letters from the Inside" program at Southern State Correctional Facility. This program is through the Vermont Humanities Council.

Anne Cote has completed a resident survey with her students and they are ready to begin classes with Vermont Humanities at the Northeast Regional Correctional Facility.

Guy Smythe has just completed a poetry class with Vermont Humanities at the Dale State Correctional Facility campus and highly recommends the program to everyone. It is a great program and the women at the Dale facility loved it.

Mary Nelson has about 12 students who have just completed the Level I Electrician Apprenticeship program through VSAC and passed the Master Electrician exam with a grade above 90%.

Cate Cattier announced that her art class at the Barre Probation & Parole campus will be painting a mural in the front windows of the Studio Place Arts gallery in Barre.

Anne Emerson announced that there is a new independent radio station in Brattleboro. They will be teaching a Radio Communication Media class where the students will plan and broadcast at the radio station.

## **COMMITTEE REPORTS:**

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

Mary introduced the LSB members to the NEASC visiting team. She told the team about the mission of the LSB, the history of the creation of the board and what services they provide the faculty. Mary reminded the faculty that a lot of licenses are up for renewal. She would like to do a relicensure workshop for the faculty at a future staff meeting. Mary reminded everyone that there will be a workshop on IPDPs, on November 30th, in White River and in Burlington, on December 1st. Bob Lucenti announced that central office and Mary Poulos are looking at new guidelines for Professional Development and may have a draft by the November meeting.

Mary Poulos announced that today was National Bosses Day and she presented Bob Lucenti, Steve LaTulippe and Mary Koen with cards that were signed by the whole staff.

### **Assessment Committee - Tom O'Toole**

Tom introduced the members of the assessment committee to the visiting team. The next committee meeting will be on, October 26th. They will be looking at the by-laws and recruiting members to be sure that they are representing all sections of the CHSVT campuses. Dan King and Dennis Bonanza are interested in being part of the assessment committee. The committee originally requested a member from the administration as well. Mary Koen has expressed an interest in that position.

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

Pauline gave the visiting team some historical information on the technology committee and introduced the committee members. She shared the mission of the committee and gave examples of ways that the technology committee fills that mission by the technology plan, workshops, training and pilot programs. The student computer inventory is complete. The technology committee has expressed an interest in working on the self-study improvements in Standard 6, Resources, and Standard 1, number 2, establishing, implementing and refining procedures that can help the school assess how well it is doing in carrying out its mission. The technology committee has some terms expiring and elections will be held in November. The next meeting of the committee will be October 27th, in Waterbury.

### **Library Committee - Peter VanWageningen**

Peter introduced the members of the library committee to the visiting team and gave a brief explanation of what the library committee does. He reminded the faculty that the reference checklist is due to the committee by October 20th. The next library committee meeting will be October 25th.

### **Beryle Gardner Committee - Cara Berryman**

Cara introduced the members of the committee to the visiting team and explained to them about who Beryle Gardner was and how she was a long term member of the Vermont Retired Teachers Association who was a strong advocate for the CHSVT students. The Beryle Gardner award is now up to \$4,000. That money may be used toward higher education and for clothing, books, etc. that are necessary for employment. There are plans to expand the award to other workforce needs for those who are not continuing their education. The committee is looking for new members. Their next meeting has not been scheduled.

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

Jim introduced the chairs of the focus groups and explained that these people led the various groups through the task of creating concepts in the subject areas, framework and working on the standards for the self-study.

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

Barb introduced the members of the policy committee. The purpose of the committee is to oversee the practices and policies of the curriculum, which include, training, creating the curriculum manual, intake procedures, etc. There will be a joint meeting on November 9th with the curriculum content committee to discuss issues regarding the curriculum. On November 14th, there will be training on the FDIC Money Smart course now being offered at Northwest State Correctional Facility and Marble Valley Regional Correctional Facility. Time and place will be announced via email.

Bob Lucenti reminded faculty that before a new course can begin, you must send in a syllabus that shows the implementation of the core competencies and standards. Steve will send out a template to be used and you will still need to provide a syllabus with the credit request to show what each individual student accomplished within the class. It is still a work in progress, culling course descriptions and narrowing down the number of courses in each subject area.

As the steering committee is disbanded, Steve is looking for volunteers to join him in the newly formed implementation committee. Email Steve if you are interested.

### **Special Education - Mary Koen**

Mary introduced the members of the special education committee and gave a brief overview of what the committee does and how they help students with special education needs. There will be two new members joining the committee, the new special educators and instructors from Northern State Correctional Facility and the new special educator from the Southeast State Correctional Facility.

At this point, the visiting team requested an informal group set up. The faculty broke up into five groups with two team members each so that the team could talk candidly and ask questions.

A question was asked as to what the faculty can expect from the visit? The team is very interested in programming, autonomy throughout the facilities, awarding of credits, what the staff hopes to gain from the whole process, budgeting, state control, validation of the self-evaluation, etc. The team will also be observing classes. Should DOC employees be available to the team? The Superintendents and Assistant Superintendents should be aware of the visiting team's schedule and available if the team wishes to speak to them. The team is interested in the governance of the school and how it relates with the Department of Corrections.

Mo reminded everyone that the first quarter just concluded, and she suggests that you look in the budget database to check your site expenditures.

Reminder: The next faculty meeting will be on Thursday, November 16th.

The meeting adjourned at 12:30 p.m.

Respectfully Submitted,

Sheila Commo