

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
October 30, 2008
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Chris Cosgrove, Anne Cote, John Cross, Laurette Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Alan Frost, Jim Graves, Barb Hagen, Dan King, Mary Koen, Sue Kuzma, Dana Lesperance, Tod Lessard, Julie Locke, John Long, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Peter VanWageningen, Bob Walsh, Tom Woods

ABSENT: Dennis Bonanza, Audrey Irons, Mike Jenzen, Mark Lather, Mo McIntyre, Broni Plucas, Scott Tomlinson

Wilhelmina called the meeting to order at 9:45 a.m. and announced that the Superintendent position has been officially offered to her and she has accepted it. She thanked the faculty for their patience and support.

Mary Poulos made a motion to accept the meeting minutes of September 25, 2008. Jim Candon seconded the motion. Discussion ensued.

There was a request for clarification about whether CCP was to be a required course across campuses. No decision was made as to the correct outcome of the discussion and it was requested that this topic be a future agenda item.

The paragraph at the end of High School Completion should be moved to the end of the paragraph about ABE.

Laurette made a motion to accept the meeting minutes of September 25, 2008 with the above amendments. Claire Swaha seconded it. The minutes were unanimously approved.

Campus Highlights

White River/Hartford Campus will be hosting a graduation of two students, Brian Sanville and Jeremy Clark, on November 17th.

Magicians Without Borders performs magic shows for children in refugee camps, orphanages and hospitals around the world -often in war torn places where love, laughter and magic are desperately needed. The Burlington Campus applied for a grant to bring the show to CHSVT. The Barre Campus also came to watch the performance. Tom Verner brought pictures and stories from his performances all over the world as well as some food from other countries for the students to try. The Burlington Campus would like to have Tom come again and would like to invite other street campuses to see the performance.

Chris Cosgrove has brought “Mentor Connector” to the students at the Rutland P&P Campus. They are receiving tickets to the movies and passes to the gym as well as other great benefits.

Physical education is not a graduation requirement for independent schools. This has brought up an issue for graduates who are interested in enlisting in the military. There is already a course description in health available. This needs to be a future agenda item.

The basketball team in Brattleboro has had another great season!

The Barre P&P Campus has issued its first ASE Certification.

The NERCF Campus held its third annual VT Reads Program. This year’s book is titled A Restless Spirit: The Story of Robert Frost . They had 53 books and ran out of copies. There were activities all week, guest speakers, games and an art show. It is a wonderful program and well received at NERCF.

The work camp also participated in VT Reads. They had a guest speaker. A lot of the students were able to identify with Frost in their own lives.

The VT Reads Program was a hit at the St. Johnsbury P&P as well. There were enough books for all the staff to participate. It changed the atmosphere at work. Everyone had something in common to talk about.

The students and staff at SESCOF found the book to be very inviting and not intimidating.

SESCF is having a graduation for two students on November 10th. One student wrote a very compelling letter to the Governor that Maryanne would like to share at the next faculty meeting.

The students at BUPP have had their fifth class with Harley Davidson, in Essex Jct. It is a great program with about five to eight students in attendance. They are learning small engine repair. There are plans to add the program to NWSCF.

Paul attended a media conference and watched a film titled Consuming Kids, The Commercialization of Childhood. He purchased two copies of the film for viewing. He has one up at Northern and there is a copy at central office. Intro to Mass Media is a great class to incorporate the film in the curriculum. The course description for Intro to Mass Media is on the database.

Some students have become involved for the first time with the Newport CHSVT local advisory board. It has been a great learning experience for the students.

The legislature wants to hear success stories about our students. Adding them to the campus reports in the annual report will be a good way to share stories as well as looking at possibly sharing them on the website.

SESCF has successfully registered about one third of their students to vote in the upcoming elections.

Dennis was recognized for the work and effort that was put forth to get information to all campuses about registering students to vote. Wilson Ring from the Associated Press picked up the story.

Announcements:

Wilhelmina thanked the staff at Northwest for the way they are handling the chaos and changes that are taking place at the facility.

Start/Stop/Continue Progress Report:

Progress continues. The top 'start issues' that are being addressed include: consistent and continuous curriculum, evaluating a credit, more user friendly computer system, student performance expectations, Habits of Mind, training, adjuncts, life skills and more. The 'stop issues' that are being addressed include: giving "pieces of credit" which will be discussed later today, excessive paperwork, filling out new adjunct forms every three months, the present system of course descriptions, changing the look of a CHSVT transcript, credit request process and other issues.

If you have furniture that is not needed at your campus, please let Wilhelmina know so that we can reallocate it if possible.

Use your connections in the community. Resources are everywhere!

Administrative paperwork: Please pay attention to detail! Check the student's date of birth carefully and use their name as it is spelled in the DOC database. Writing legibly will prevent your paperwork from being returned to you!

A Harassment Policy needs to be created by January for NEASC compliance and DOE independent school regulations.

Security/safety memo – faculty are reminded to pay attention to students and their actions and reactions to people and situations. Report any concerns to your campus security. The safe survey that the faculty completed last year has not been ignored. Issues are being discussed in on-going conversations.

Recommendation – Technology Committee: To add the Program Technician as a permanent member of the Technology Committee and to revise the duty of Secretary regarding draft minutes distribution. Discussion ensued about the number of members becoming an even amount and therefore making voting a possible difficulty.

State Advisory Board: The November 5th meeting is cancelled due to too few members being able to attend the meeting making a quorum impossible. The board is still looking for a ninth member, preferably from the southern part of the state. If you know of anyone who may be interested in filling the position, let the state board or central office know.

Credit:

The administration as asked by the teaching staff has decided: **All credit requests will be in multiples of .25 credits as stated on page 35 of the current draft of the CHSVT Policy Manual.** A student may begin credit work at one campus and either continues the same course at a second campus when the teacher sends the course work along, or pick up the same class at a different point

in the curriculum. A second option may be for the student to register for a similar course and the combined learning offered as documentation of the subject area learned. All of these creative methods of documenting the knowledge promote collegial discussion, the sharing of materials and ideas and ownership of the successful completion of the student grad plan. Secondly, it is a demonstration of the concept of continuity across the campuses in respect to the mission statement **“provide an accredited, coordinated, and personalized education that assists our students in their academic, social and vocational successes.”** This standard reduces the amount of paperwork generated and time spent documenting the work completed for the credit and entering the data on the computer.

University of Vermont Transportation Systems Academy:

There is over one million dollars that will be available over the next four years for Workforce Development in the Transportation Assistant Program. We have been asked to participate in this program. The intent is to determine how the various interests, activities and programs across the transportation community can be linked together in a National Strategy to provide a framework to meet the needs of the transportation workforce now and for the future. The academy workforce issue of operations and maintenance workers is nationwide although more pronounced in some regions. Just like with older workers, training and awareness are key elements in creating new pathways into the transportation industry. Working with DOC, this academy will work to provide and evaluate pilot curriculum to attract those under the supervision and control of DOC to work in the transportation industry. The project team will develop a flexible program, non-traditional curriculum, which will include more comprehensive hands-on experience and non-credit short duration workshops.

GED:

Is it alright for CHSVT faculty to help a student prepare for earning a GED? Although it is not our primary function, it is appropriate to assist students in earning their GED. Students who insist on working on their GEDs can be put in classes that will help them gain information and skills needed to pass the GED. Older students may have few if any credits from high school and may not have attended school for over ten years. These students may also be put into classes that will assist them in preparing for the GED tests. When a student is ready for a final GED test, contact the local Adult Basic Learning Center and schedule a tester to come to the facility to offer the test.

School Vocational Training:

The following is a list of vocational training that is currently in place or planned for each campus. **Northwest** – Automotive (working on fleet vehicles again), Printing (VCI Building working with VCI with training and graphic arts), Horticulture/Gardens/Greenhouse (continue), Hydroponics (introduce). **Southeast** – Gardens and Greenhouses (growing produce for facilities), Traffic CAD/Auto CAD (renovating building by male inmates when they move), Construction, Sugaring/Sugar House (building by inmates), Culinary. **Springfield** – Culinary, CAD, Graphic Arts, Pottery, Computer Certification, Horticulture, Restaurant Management, Flash Freezing (produce from Windsor), **Northern** – Small Engine Repair (negotiating space), Welding, Woodworking (Toys for Tots), CAD, Computer Certification, Restaurant Management.

Security Audit and Recommendations for CHSVT:

Office equipment should be stored in a place that is not accessible to students. They should be in a locked cabinet with an itemized inventory list of what should be accounted for. If locks/doors are non-functioning, they should be replaced. The following is a list of banned, controlled or “accounted for” items in all facility campuses: Banned – Liquid corrections fluid, permanent markers, plastic knives, and click pens. Controlled – Tape, paperclips, CD/DVDs (can be broken and used as weapons), thumb drives (can be used to transfer inappropriate information). Accounted for – Batteries, radios, cameras, calculators, staplers, scissors (know who is using them and why), and glue guns. There were some additional concerns about banned items in the facilities. Dana reminded the faculty that the audits are used as a learning tool for what is and isn’t working in the facilities and that certain items are banned for everyone’s safety. The kitchen, VCI, and CHSVT are top security concerns at the facilities because of the kinds of items being used.

Street Site – Community Student Enrollment:

In 2005, an opinion from the attorney general’s office stated that “nothing in the CHSVT statute provides the DOC Commissioner with discretionary authority to enroll students not within DOC custody”. This implied prohibition against enrolling community students was then clarified with the legislature and DOE/DOC attorneys to allow “incidental” enrollment, which was defined at not more than 20%. Given the legal nature of this unwritten agreement, it is not up for discussion or revision. We are also reluctant to consider it policy or to put the expected practice in writing since we do have a written legal opinion that we do not have the authority to enroll and “persons wholly unrelated to the corrections system”. This will be addressed at the next street site meeting.

Recycle North – Debbie Sheldon:

ReCycle North is a non-profit organization located in Burlington with a three-part mission to promote reuse, offer job-skills training, and provide poverty relief.

ReCycle North targets waste, both *material waste* produced by a mobile and affluent sector of society and the *waste of human potential* due to unemployment, inadequate job skills and poor education. Solving the first problem protects the environment by preserving scarce resources. It also creates a tool to solve the second problem. Reclaiming materials that would otherwise end up in a landfill gives ReCycle North the means to teach valuable job skills to disadvantaged individuals and to create jobs and promote economic development.

Four training programs are offered through ReCycle North:

- **[Apprentice-Style Training](#)**
offered in appliance repair, computer repair, retail management, and office administration
- **[Career Start](#)**
serving high school students with learning disabilities
- **[Work Experience Training](#)**
targeting Welfare recipients, long-term unemployed adults and low-income youth
- **[YouthBuild](#)**
for 16-24 year olds who have not completed high school

Plans are underway to expand to the Barre area in about a year and a half.

Technology Committee:

There was clarification and discussion about the recommendation from the Technology Committee as it pertains to the number of voting members on the committee.

John Cross made a motion to accept the recommendation as is with the Technology Committee looking at membership and voting criteria. Sharon Strange seconded it. The motion was passed unanimously.

Please submit names to Charity if you are interested in being on the Technology Committee. At the moment, there are no Special Educators on the committee. It would be nice to get some interest from the southern part of the state as well. Elections will be held at November's faculty meeting.

Thank you to all who completed the technology survey on Survey Monkey. Over 81 percent of the staff responded! One of the results indicates that 84 percent of students are able to access computers when needed.

Section four of the Technology Plan was handed out which outlines professional development opportunities and measuring SLOs in technology. Professional development opportunities will be provided to allow teachers to strengthen their ability to integrate technology. Additionally, the effectiveness of a pilot MOUS certification program will be evaluated by the Curriculum Committee and professional development in the program will be provided as warranted. Once the Institutional Student Learning Outcomes in technology have been assessed, the need for training, and specific types of professional development for technology, for the school, will be identified.

Assessment Committee:

Thank you for filling out the rubric information. It was great feedback and very helpful.

Policy Committee:

There are three vacancies on the committee. There are four interested people on the ballot: John Cross, Bobbi Shutts, Pauline Dwyer, and Mike Jenzen. After the votes were tallied, John, Bobbi and Mike were added as members of the Policy Committee.

Assessment of Prior Learning – The purpose of the narrative method is to acknowledge a person's learning from life experiences for which the person has never received credit. The student reflects on previous experience and verifies claim of knowledge. The teacher makes a decision as to the award of credit and submits the narrative with the request form to central office.

There was discussion about whether there should be standard guidelines for the award of prior learning credit. It was suggested that exemplars should be available for students to use as guidelines for their narratives. The information on prior learning narratives can be found on the shared drive in the policy manual.

Programming – The training of DOC staff in Habits of Mind and ADA (American Disabilities Act) has been a very beneficial way for case workers and other DOC staff to become educated and

therefore be more helpful and understanding of inmates. Dana would be interested in co-teaching or sitting in on a Habits of Mind class if anyone is interested. There will be HOM staff training in January.

The meeting adjourned so that the faculty could enjoy a potluck lunch and say goodbye to Correctional Instructor, Richard Anderson, who is retiring from Northern State Correctional Facility. Tomorrow is his last day.

Respectfully Submitted,

Sheila Commo