

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
November 16, 2006
Barre Elks Lodge
Barre, VT**

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Sheila Commo, Pauline Dwyer, Anne Emerson, Alan Frost, Barb Hagen, Lisa Harrington, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Susan Lewis, Julie Locke, 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, Bobbi Shutts, Guy Smythe, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Jim Candon, Wade Cole, Anne Cote, John Cross, Jenny Estey, Jerry Fortin, John Gorczyk, Tod Lessard, John Long.

GUESTS: Kate O'Neill, HIV/AIDS Consultant, Department of Education and Jan Steinbauer, Vermont Humanities Council

Bob called the meeting to order at 9:40 a.m.

Roll Call was taken.

Introductions:

Mary Koen introduced new Special Education Instructors, Bill Storz, Northern State Correctional Facility, Julie Locke, Southeast State Correctional Facility and White River Probation & Parole, and Susan Lewis, Chittenden Regional Correctional Facility and Burlington Probation & Parole.

Mo reminded staff that the deadline for open enrollment to make changes in health insurance is December 1st.

Cara Berryman made a motion to accept the meeting minutes from the October 16th, faculty meeting. Bob Sattelberger seconded it. The motion was called and it passed unanimously.

We are waiting for the New England Association of Schools and Colleges (NEASC) Board to approve the recommendation, from the NEASC visiting team, for a ten year accreditation. This should come in March, but we are hoping that it can be put on their agenda for December. When accreditation is final, we will need to change our diplomas to reflect accreditation with NEASC. We will also need to develop an action plan to address the needs of the school. Steve shared a paragraph from an email from Rick Hilton. He was very impressed with our self-study and what he observed during the visit. Following the press release of accreditation, CHSVT will approach the State Board of Education for independent school approval based on this accreditation. The visiting team approved every standard, and there was a unanimous vote to recommend accreditation. An action plan needs to be in place within eighteen months, with curriculum continuity being a priority. The NEASC visiting team was very impressed with the work that the

school is doing with the Vermont Humanities Council and the student testimonials about the classes.

Jan Steinbauer, Director of Literacy Programs for the Vermont Humanities Council, was introduced. Jan gave an overview of the services the VHC has provided to the CHSVT over the past year. The council has been providing services to six of the nine correctional facilities throughout the state with programs like "Letters Within", "Easy Books, Tough Topics" and "Read with Me", which teaches students how to read to their small children or siblings. The VHC has worked with the instructors to provide poetry readings and have even published some poetry written by the students. Jan provided each facility with a package of information for the coming year from the Vermont Humanities Council. Anyone with questions should feel free to contact Jan at anytime.

Bob Lucenti handed out a copy of the 2003 Vermont Youth Risk Behavior Survey results for CHSVT. Steve has a graph of the results if anyone is interested in viewing it. There was a brief discussion as to whether CHSVT should complete the survey again. Kate O'Neill, HIV/AIDS Consultant for the Department of Education, was introduced. Kate provides professional development opportunities for instructors to teach students about high-risk behavior, as well as, introducing curriculum that can be used by teachers in health class settings. Kate talked to the faculty to get an idea of what programs work for our students, what is not working and how it could improve.

Northeast Regional Correctional Facility has a health course which is a two-hour, six week course involving HIV/AIDS awareness.

Rutland Probation & Parole does not offer a health course with this content included but would like to see it added.

Eric Marchese at Bennington Probation & Parole teaches a health course that includes topics about STDs and normally, there's a high interest for this course.

At Northwest State Correctional Facility, Vermont Cares offers health information.

Southeast State Correctional Facility would like to have a better curriculum. The health nurse comes in and teaches a health class but it is not that involved.

White River Probation & Parole provided a class at one time but the lack of students makes teaching the class difficult.

Burlington Probation & Parole has Planned Parenthood come in twice a month.

Northern State Correctional Facility had an adjunct that taught a health class for years, but stopped due to the movement of students.

There is a definite need to either provide instructors for health courses or provide professional development to better educate our teachers in the health curriculum. Kate handed out some information about trainings and curriculums, and there was discussion about the pros and cons of each and looking for different approaches to teaching and providing information. It was suggested that students may respond better to an outside teaching source as they may be more comfortable talking to a stranger about sensitive subjects. There is a possibility that the health department could come and do a three-hour positive prevention training during a future faculty

meeting and there may be some professional development opportunities through Planned Parenthood. Bob Lucenti feels that this would be a good discussion for the health and science focus group.

School Announcements:

Proposals have been requested to provide career information and placement services to students who are enrolled in the CHSVT. A data system would be developed to follow graduates as they enter the job force. There will be better job development for students through the Career Resource Centers and training with the Department of Labor for Vocational Coordinators to increase "job counseling". These services will be available to all students at CHSVT, not just those under DOC custody.

Steve is working on an in-service training on team building for the January faculty meeting with John Heustis.

Local Announcements:

The Burlington Probation & Parole campus has been busy with art work at a local gallery, television production with public access TV and Cooking for Life. Ten students completed the Cooking for Life class which was sponsored by the UVM Extension Service, the Campaign to End Childhood Hunger and the Vermont Culinary Institute. Each student received a cookbook and certificate. The course teaches nutritional cooking, health, body image, meal planning, budgeting, etc.

The Northwest State Correctional Facility campus will be having an art gallery display and reception on December 2nd. There will be a silent auction with proceeds going to Violence Against Women. The place has yet to be determined.

The Barre Probation & Parole campus art class was on the front page of the Times Argus with their Halloween mural at the art gallery in Barre. The mural was part of "Scary Barre" and was designed by the students and artist, Rachel Rice.

COMMITTEE REPORTS:

Local Standards Board - Mary Poulos

There are two trainings, one on November 30th, in White River Junction and the other in Burlington on December 1st. Licenses expire for two-thirds of the faculty by the end of June. Everyone should have received their packet by now so please contact the Department of Education if you have not. Marcia Blanco is the Educator Licensing Specialist at the DOE and is a very helpful resource, if you have any questions.

Assessment Committee - Tom O'Toole

The committee is working on their by-laws. Dan King has joined the committee and Mary Koen from central office has offered to attend the next meeting. After looking at NEASC recommendations, the curriculum committees were contacted and they did some brainstorming. The committee is still looking for assistance with the TABE vs WRAT issues. This is still a new committee that is working out its kinks. Currently the committee consists of Tom O'Toole, Cara Berryman, Mary Koen, Dan King, Bob Walsh and Gene Rembisz. They are looking for

representation from the regional facilities. The committee meets every third Thursday of the month.

Technology Committee - Pauline Dwyer

The technology committee met on October 27th. They reviewed and amended their by-laws. The committee would like to increase membership by one and elections need to be held for Scott Tomlinson's position. The student computers have been ordered. The pilot program, at the Northeast Regional Correctional Facility campus, with the whiteboards, has been going well. It has been used in the Spanish and art classes. A financial planning course will begin soon using the RM math framework software. At the Northern State Correctional Facility campus, the whiteboards have been used in math, science, creative writing and with the special education students. There is so much information to be had using the whiteboards that it can be a bit time consuming trying to figure it all out. It would be beneficial to have more training. Elections: Scott Tomlinson is willing to remain in his position for another term and Bob Salzman has volunteered for the new position that has become available. Dennis Bonanza nominated Jeff Cassarino for the position but Jeff declined because he was concerned that there would not be enough coverage for classes at the Marble Valley Regional Correctional Facility campus, if he was on the committee. **Mary Nelson made a motion to fill the two positions with Scott Tomlinson and Bob Salzman. Claire Swaha seconded it. The motion was called and it passed unanimously.** The next technology committee meeting will be on Wednesday, November 29th, at 10:00 a.m. in Waterbury.

Library Committee - Peter VanWageningen

At their last meeting on October 25th, the committee ordered site materials based on the questionnaire that was sent to each campus. Most of the materials were in stock and have been shipped. They looked at their mission statement. At the next meeting, they will look at books and videos and the budget that is available to order them.

Beryle Gardner Committee - Cara Berryman

The committee is not prepared to hold nominations this month; they will be held at the December faculty meeting. The committee has increased the amount of each award to \$250 and now is offering one award to a college-bound student and two awards to students going into the workplace. They are standardizing the application to make it easier to use. The committee has written and accepted the by-laws and will be sending them to the faculty for review.

Curriculum Content Committee - Jim Candon

The curriculum content and policy committees had a joint meeting and Barb Hagen will be reporting on both.

Curriculum Policy Committee - Barb Hagen

The joint content and policy committees have decided to withdraw their recommendation to increase graduation credits from twenty to twenty-one, at this time. The Money Smart class will be taught as a consumer math credit. A preliminary course description and syllabus will be sent out soon. This is not a final decision on the curriculum. There was discussion about guidance and assessment hours not being counted as mandatory attendance. Guidelines will be sent out regarding this discussion. At either the January or February meeting, a syllabus template will be

introduced for comparison and discussion. There was a discussion about the RAD4 vs the RAD3 for reading comprehension intake at enrollment. The committees will be developing a survey to be given to students who reenter corrections to discover what skills they did not have that they may have needed to prevent recidivism. Bob Lucenti feels that the common expectations between the two committees should be developing course work, syllabi, concepts, standards and course descriptions.

Special Education - Mary Koen

The child count data is collected on December 1st, and sent to the Department of Education once it is verified. The special educators are busy completing IEPs and evaluations. Mary handed out a guideline about the ESS (Educational Support System) and what makes a child eligible for special education services at the CHSVT. Bob Lucenti is working on preliminary data through child find to determine how many students in the database are actually eligible for special education services. More information will be made available at a later date.

New Business

Action Plan: The upcoming action plan developed as a result of the self-study report will identify our most important school needs with a timeline for remediation. The first handout was the Self Study Recommendations by Standards. The next handout was Prioritization of Issues and Plans for Action with a list of high-priority recommendations selected by the faculty. The final handout was the Self Study Report Recommendations. The recommendations in bold are from the NEASC team. The faculty needs to study the recommendations and give thought as to what is important and also look at what NEASC feels are the greatest needs. The number one action planning step needs to cover continuity in instruction and curriculum. At the next faculty meeting, six recommendations will be chosen, prioritized and voted on to be part of the overall action plan for the school.

Steve suggested that instead of forming an implementation committee, the faculty as a whole be involved in all decisions that are forming from the self-study and the recommendations for action plans.

Professional Development: A draft titled Professional Development Directives was handed out. Everyone was asked to review it and give their input at a future meeting.

There was a discussion as to whether we would have a gift exchange at our December meeting, and if so, and how much money should be spent. **Sharon Strange made a motion to set the spending limit to ten dollars. Mary Poulos seconded it.** Discussion ensued. An amendment was made to the motion that the limit is ten dollars but the gift must be of better quality than in the past. **The motion was called and it passed unanimously.** The December faculty meeting will be held on the 21st, with the place to be determined. It was requested that Tony Washburn be invited to sing songs with us. Newport will make sure he is invited.

Claire Swaha made a motion to adjourn the meeting. Bobbi Shutts seconded it. The motion was called and it passed unanimously. The meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Sheila Commo