

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
November 20, 2008  
Langevin House, VTC  
Randolph, VT**

**PRESENT:** Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Al Clark, Wade Cole, Sheila Commo, Chris Cosgrove, Anne Cote, John Cross, Pauline Dwyer, Jenny Estey, Alan Frost, Jim Graves, Barb Hagen, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Dana Lesperance, Tod Lessard, Julie Locke, John Long, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods

**ABSENT:** Kathi Cassidy, Laurette Cross, Jerry Fortin, Audrey Irons, Paul Major, Nikki Marabella, Sharon Strange.

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

Dana introduced Betsy Ferris from Mercy Connections. Mercy Connections is a mentoring program for women. Their goal is to help women in poverty and transition by helping them find the tools they need to make lasting, positive changes in their lives. They are experts in small business and work with women who want to start their own business. Mercy Connections will be working with Dana Lesperance and the Vocational Coordinators to connect women with the program.

There are three main programs at Mercy Connections, education and transition, mentoring and a small business program.

**Kindling Connections Mentoring Program:** This mentor program matches women volunteers with women who have been unemployed or underemployed. These women are involved with Reach Up services in order to prepare them to re-enter the work force.

**The Vermont Women's Mentoring Program:** This mentor program matches women volunteers with women being released from prison for nonviolent offenses and is a partnership among Mercy Connections, Inc., Vermont Works for Women, and the Vermont Department of Corrections.

The mission of the Women's Small Business Program (WSBP) is to foster women's economic independence by giving them the skills needed for entrepreneurial success. WSBP believes strongly that self-employment is a viable option for all women. As a non-profit, WSBP offers classes and counseling to encourage individuals to take steps toward economic independence.

**Dave Strong made a motion to accept the meeting minutes of October 30, 2008. John Cross seconded the motion. Discussion ensued.**

On page five, Street Site – Community Student Enrollment, strike the word ‘and’ before the word “persons”.

**The minutes were approved with the above correction.**

A list was sent around with a request for updated phone numbers for the emergency phone tree list.

## Announcements:

Internet access for students at the street campuses is still being discussed. The discussion has been turned over to the Technology Committee for research.

There is a possibility that the White River/Hartford street campus will be closing and a campus at Springfield Probation and Parole will be opened. Sue Kuzma has agreed to move to the Springfield campus.

The state has a 64 million dollar deficit. They are looking at DOC for a 6.4 million dollar cut and DOC has asked CHSVT for \$200,000. That cut did not result in any lost positions but it does mean a tighter budget with less office equipment and miscellaneous supplies, fewer contracts and possibly fewer adjuncts. More budget cuts may be asked for in January, April and June. Everything will be done to protect current positions. Budget cuts may result in cutting the number of adjuncts teaching. Teachers may need to increase the hours that they teach.

Rob Hofmann has been reassigned as the Secretary of Human Services. Andy Pallito, Deputy Commissioner of DOC, will be Interim Commissioner until a permanent Commissioner is hired. The AHS Secretary approves all CHSVT out of state travel and positions.

It was suggested that recruiting college interns for next year might be a good way to save money while giving the college students a unique teaching experience.

A new administrative model has been designed to better serve the campuses. The final structure will be explained at the December meeting. The administrative team of Mary, Wilhelmina, Jim and Dana will be sharing responsibilities for site management and supervision.

Faculty evaluations will begin in February and details will be available at the December meeting.

A communication loop will be established by the sharing of Outlook calendars. More information will be available soon.

### **Timesheets – Mo:**

**MOST of you do NOT have to put the FUND code, the DEPT ID code, nor the PROG code on your time sheet any longer.** All of these codes, for most of you, have been defaulted to YOUR fund, YOUR dept and YOUR prog codes. **The only code you need to put on your time sheet is your earning code.** The earning code is the code that goes in the far left column. Examples of earning codes are 01=regular hours worked, 02=sick leave, 04=annual leave, etc. That is the only code you need to put. When you do use sick, annual, personal, ed leave earning codes, remember to put the number of hours you used on those leave days. Remember the pay period dates and that's it!!!! Therefore, PLEASE be sure that your remove the fund, dept and prog codes so that the lady who enters all the time sheets will not feel obligated to enter all those codes.

***HOWEVER, THERE ARE NINE (9) OF YOU WHO NEED TO CONTINUE WITH ALL THE HARD CODINGES – NO CHANGES FOR YOU.*** This is because you have too many FUND, DEPT ID or PROG codes to allow for defaults. So PLEASE continue coding your time sheets as you always have. The nine employees that need to hard code as always are: **Julie Locke, Gene**

***Rembisz, Tom Woods, Broni Plucas, Alan Frost, Tod Lessard, Nikki Marabella, Barb Hagen and Mary Koen.*** An email will be sent to all staff reminding everyone of the new process.

Also, codes may be removed from expense forms as well. They will automatically default to your own budget.

New Information Technology Policies have been implemented and distributed by AHS IT Director, Margaret Ciechanowicz. Each campus received a copy of the policies. Please make sure you review the policies on personal use of your computer.

### **Campus Reports**

White River held a graduation for two graduates on Monday, November 17<sup>th</sup> at 7:15 p.m.

Northern State held a graduation for four graduates on Tuesday, November 18<sup>th</sup> at 2:00 p.m.

Northeast Regional will be holding a graduation for one graduate on Monday, November 24<sup>th</sup> at 1:00 p.m.

Brattleboro will be holding a graduation for four graduates on Tuesday, December 9<sup>th</sup> at 11:00 a.m.

Jim Candon has been teaching ServSafe to twelve women at Dale.

Angie showed episodes of “Chef Jeff” from the Food Network to the women at Dale. Chef Jeff had a six-week show on the Food Network - he hired six at risk young adults and over the course of the six shows they learned many life skills and were all awarded a two year full scholarship to culinary school. She showed the episodes in her classroom for the ladies to see that they were not alone in their troubles and there is a way out.

Mike and Barb have administered ASE Certification tests to four students at Southern State.

John Cross thanked Barb for traveling to campuses to give the ASE Certification tests. Also, John will be ordering CDX automotive interactive training materials for self-studying and testing. The cost is \$500. Let Jim Candon know if you are interested in ordering one.

### **Harassment Policy**

Pat Pallas-Gray, Independent School Consultant at the Department of Education, contacted CHSVT. Pat wants to take CHSVT to the DOE Board to receive independent school status. In order for this to happen, CHSVT needs to have a new harassment policy that is up-to-date. There were changes to the harassment laws in 2006 and 2007.

There are two choices for the Harassment Policy. 1) Submit the current CHSVT Harassment Policy and have the DOE lawyers look at it or 2) Adopt the DOE Harassment Policy.

The Policy Committee compared the two policies and recommended bringing the policies to the faculty for their input. Three documents were handed out. The current CHSVT Harassment Policy in the student handbook, the DOE Harassment Policy and the DOE Hazing Policy.

**Dennis Bonanza made a motion to accept and adopt the DOE Harassment Policy. Bob Salzman seconded the motion.** Discussion ensued.

Once the faculty approves a Harassment Policy it will go to the CHSVT State Board for their approval and then to the DOC Policy Development Unit to make sure that the CHSVT Policy does not conflict with any DOC policies.

**The motion was approved by the faculty with a few sections removed that do not pertain to CHSVT (ex. bus transportation).**

New language that states who cannot be harassed cannot be added to the Harassment Policy to include other classes of people as the “protected classes” are federal guidelines but the language could be added to a bullying policy. A separate policy on bullying will be created soon.

### **Technology Committee Elections**

The Technology Committee is holding elections for two, three-year terms.

**Pauline Dwyer was nominated prior to this meeting.**

**Pauline Dwyer nominated Bobbi Shutts, Dave Strong seconded the nomination.**

**John Cross nominated Barb Hagen, Barb declined the nomination.**

**John Cross made a motion that Bobbi and Pauline be voted for by one vote. The motion was approved. Bobbi and Pauline were elected to the Technology Committee each for three-year terms.**

### **Committee Reports**

#### **Library Committee – Peter VanWageningen**

The committee met on November 6<sup>th</sup> at BUPP to look at book collections and see how they could help increase the volumes. The committee will be contacting all the campuses to inventory all of their collections.

The reference books have not arrived yet but should be here soon and will be distributed as soon as they arrive.

#### **Technology Committee – Charity Baker**

Thanks to all who completed the technology survey. Some of the highlights – 55% are interested in technology integration training, 50% are interested in Internet Researcher and 84% feel that students have adequate access to internet information.

#### **Policy Committee – Tom Woods**

Jerry Fortin and Mike Jenzen have joined the Policy Committee. The Policy and Procedures Manual is ready for the next step. Monthly orientation training is now being offered for new staff. The Harassment Policy is being worked on as well as hazing and bullying policies. The committee is revising the student handbook as well as working on streamlining and recording credits and updating the transcript and reviewing prior learning credit.

#### **Beryle Gardner Committee– Cara Berryman**

The Beryle Gardner awards began in 2005 with one award category each year for \$200. It has grown to three award categories for \$300 each. In 2008 only two graduates were nominated and

therefore each was awarded \$450. The Committee would like to discuss the possibility of handing out awards twice a year. There is \$6,000 in the Beryle Gardner Fund.

The next committee meeting will be held in January. The committee is short one member and will be seeking nominations at the next faculty meeting.

**Assessment and Evaluation Committee – Angie Stewart**

Thank you for completing and returning the rubrics. It was very informative and helpful.

There are two open positions on the committee. Let Angie know before the December faculty meeting if you are interested in serving on the committee.

**Special Education – Mary Koen**

It is child count time. The number of special education students has decreased.

Title XI requires that women and men be provided equitable opportunities to participate in course offerings, education programs and activities, and employment. If you believe you have been excluded from participation in, denied the benefits of, or have been subjected to discrimination on the basis of your gender or sex in any aspect of the Community High School of Vermont, please contact the Title XI Coordinator at CHSVT, 103 S. Main St., Waterbury.

Labels were made with the above description to be added to CHSVT calendars, student handbooks and any other piece of literature that gets distributed to students. If you need more labels please contact Sheila.

**Curriculum Committee –**

The Committee did not meet yesterday. They are waiting for Amy Cole's updates for the Curriculum Manual.

**LSB – Mary Poulos**

The Plan of Operation is due in January. It will be brought to the full faculty and then to DOE and then back to the faculty in the spring. Make sure that your address is correct with DOE.

**Announcements Continued....**

Please let Jim know your vacation schedules.

Wilhelmina and Dana will meet with the administrators of the transportation grant from UVM along with a student panel from Northern State on December 11<sup>th</sup>. This pilot program will be offering training in anything that pertains to transportation.

December Meeting Ideas:

Potluck

Adopting a family instead of exchanging gifts

Gift exchange in addition to adopting a family

Food bank contributions

An email will go out with information on what will be happening at the December faculty meeting.

The meeting adjourned at 1:00 p.m.

Respectfully Submitted,

Sheila Commo