

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
December 18, 2008  
Montpelier Elks  
Montpelier, VT**

**PRESENT:** Charity Baker, Cara Berryman, Jim Candon, 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, Audrey Irons, Mike Jenzen, Dan King, Sue Kuzma, Mark Lather, Dana Lesperance, Tod Lessard, Julie Locke, John Long, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Mo McIntyre, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods

**ABSENT:** Dennis Bonanza, Jeff Cassarino, Mary Koen, Katherine Miller, Claire Swaha

Wilhelmina called the meeting to order at 9:50 a.m.

Wilhelmina announced that the teacher upgrades were approved as well as the upgrade for the Vocational Coordinators. The upgrade letters will be mailed out after December 28<sup>th</sup>. The upgrades are retroactive to May 2006.

John Long recognized the faculty members who worked to complete the work of the RFR; Mary Poulos, Mary Nelson, John Cross, Paul Major and Jenny Estey.

**Anne Cote made a motion to accept the meeting minutes of November 20, 2008. Barb Hagen seconded the motion. All approved and the motion passed.**

**Announcements:**

Wilhelmina handed out a packet referencing some interesting items. A short synopsis is below:

The College Board recently announced the development of ReadStep, a new standardized test for eighth graders to measure skills in math, critical reading and writing. They hope to introduce it to schools next fall. As more information is available it will be passed on to the faculty.

Vermont Local Roads News is a newsletter from St. Michael's College. The December 2008 issue provides information about the new roads scholar program being offered. This is a great reference for future CHSVT programming.

Is Your School Ready? This is an interesting article about performance-based assessments.

If you are interested in nominating someone for the Correctional Education Association "Teacher of the Year" see Wilhelmina for more information.

The U.S. Department of Education recently announced a new website available to help educators implement federal math recommendations. To access the site, visit <http://dww.ed.gov>.

The American Honda Foundation is accepting grant applications in the fields of youth education and science education. The deadlines are November 3, February 3, May 1, and August 3. For more information go to <http://corporate.honda.com/america/philanthropy.aspx?id=ahf>

Please be sure that time sheets accurately reflect your time worked. Comp time should not be worked or used without properly displaying it on your time sheet. Make sure that you were working if your timesheet reflects that you were working. Use common sense when working or taking comp time. Contact central office and cc Mo when using comp time.

### **Campus Reports**

The women in Windsor made wreaths, Yule logs and hand-knit various items for a local shelter for the holidays.

Windsor also had seven women certified in ServSafe.

Cara announced that the work camp is looking into having an intern from Goddard College come next semester.

Northwest is now closed. The faculty and staff have been training all week. The physical transition of inmates has begun. Windsor and Dale will be closing in the next few weeks. The stress levels at all the transitioning facilities have been quite high.

Brattleboro had five graduates in its first indoor graduation. One of the students was from the Tapestry program. CHSVT has developed a wonderful relationship with Tapestry and hopes to have more graduates from there in the future.

Len had three students at the street campus that took a science course and completed the Vermont Outdoor Challenge. Each student received a season's pass to the Vermont State Parks for next summer.

Northern State had a graduation. One student who was from New York City was able to complete his graduation requirements before being paroled. His dad was unable to attend graduation because he was ill. The graduate was surprised with a phone call that enabled the two of them to talk on graduation day. This student also wrote an article about the graduation for the newspaper.

Northeast Regional had three students graduate. One graduate's father was incarcerated at the work camp. He was brought over for graduation as a surprise to both grad and dad.

Northern State has three students who have been certified with the American Welding Society. Jerry is working with Fab-Tech in Burlington for possible apprenticeships.

John Cross has a student who recently moved to Northern who will be a master electrician and a certified welder when he leaves the facility.

Dana met with the panel for the UVM transportation grant. They met at Northern State to talk to some of the students. The panel was very impressed with the politeness and knowledge that CHSVT students brought to the meeting. The students represented CHSVT with great professionalism.

Mary Koen has been working on the Title I reports. The percentage of students coming to school needing services has dropped dramatically. We are also seeing more inmates coming into the facilities already having a high school diploma.

### **Teacher RFR**

Discussion ensued.

### **Increasing the Decreasing Student Hours**

Student hours have been steadily decreasing partly because of school closures due to furnace issues, transitions, sickness, audits, etc. Wilhelmina asked the faculty to break out into groups and brainstorm ideas on how to increase student hours as well as brainstorm ideas on how to tighten the budget and make cuts.

Wilhelmina's List:

Combined meetings – faculty meeting in the morning and committee meetings in the afternoon. Wilhelmina feels that once-a-month faculty meetings are important.

Look at the number of hours that each teacher is actually teaching and increase the time that teachers are with students.

Send teaching team schedules to Wilhelmina each quarter.

Wilhelmina's List:

Mary Koen is working with several colleges to find student teachers.

Mo is looking into job fairs.

The requirement that a teacher have at least one year experience to be hired has been dropped.

Wilhelmina asked for a twenty percent cut from the original budget from each campus except for Barre and the Northern State vocational program because their current budgets have already exceeded twenty percent of their original budget.

Peter Garon, Vermont State Employees Association representative, joined the meeting to talk with the faculty about the pay grade increase and the ramifications of receiving retroactive back pay. Discussion ensued.

The meeting adjourned at 2:00 p.m.

Mary Poulos thanked everyone for their contributions to the food bank. Several boxes of food and goods were collected as well as \$65 in donations. The staff gift exchange will take place at the January meeting.

Respectfully Submitted,

Sheila Commo