

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
December 21, 2006
Montpelier Elks Lodge
Montpelier, VT**

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Jenny Estey, Jerry Fortin, Alan Frost, John Gorczyk, Lisa Harrington, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, Susan Lewis, Julie Locke, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Tom O'Toole, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Bobbi Shutts, Guy Smythe, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh.

ABSENT: Wade Cole, Barb Hagen, Mary McCallum, Bob Sattelberger, Tom Woods

GUESTS: Tony Washburn

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

Roll Call was taken.

School Announcements:

There will be Team Building training at the next faculty meeting, in January, with John Udis. The training will be from approximately 10:00 a.m. to 1:00 p.m.

There was a brief discussion about the Memorandum of Understanding with the Department of Education about special education services. There are legal and financial issues involved. Having additional special education staff is being delayed until this matter can be studied further and a staffing plan developed that meets everyone's concerns.

Vermont Public Radio aired a piece on the Community High School of Vermont that was well received. Wilson Ring from the Associated Press met with Steve and visited the facilities in St. Johnsbury. He will also be doing a story about the Community High School of Vermont.

There was a discussion about changing compulsory school age to 26, as the population of youth 22 and under is decreasing at the Community High School of Vermont. Discussion included possible difficulties for older students at the street campuses with family and employment obligations making it difficult to commit to school.

A completed copy of the report "Keeping Vermonters in Vermont" is available at central office if anyone is interested in a copy.

The new Professional Development Request Form that was handed out at last month's meeting has had a revision. Mo will be electronically sending the latest version of the PDRF to everyone. Please use the PDRF for all professional development activities.

School attendance is down about 10,000 hours since July. The numbers are being watched closely. There is concern about finances being decreased if the numbers continue to drop. Suggestions for raising the hours include increasing compulsory age from 22 to 26, including the probation and parole students for mandatory education and working with site administrators to get the students to attend class.

A memorandum of agreement has been created between the Department of Corrections and the Department of Labor to provide case management and job placement services for the Northern State Correctional Facility, Southeast State Correctional Facility, Dale State Correctional Facility, Barre Probation & Parole, St. Johnsbury Probation & Parole and the Burlington Probation & Parole campuses. The Department of Labor will also be tracking the work habits of the students in the program, and providing the Community High School of Vermont with reports of activity detailing their employment information, including wage information, type of employment, length of time at jobs, etc.

Local Announcements:

There will be an orientation for new staff scheduled soon. There may be a need for staff assistance with this orientation. More information will be forthcoming.

The curriculum content committees will be involved in a Lexia Demonstration on literacy and will be providing a recommendation about the program.

Anne Cote has a number of Modern Auto Technology manuals to be given away to anyone who is interested in them. You can go online and obtain desk copies at no charge. See Anne for more information.

The Northwest State Correctional Facility provided over 150 marigold plants, wrapped with Christmas cards from the Community High School of Vermont, to the local senior center, meals on wheels and nursing home. A local children's shelter was given wooden toys and rocking horses.

Local basketball players and coaches from the Vermont Frost Heaves came to the Burlington Probation & Parole campus to talk to the students. They are also running a free clinic and offering tickets to games. Many of the players had difficulties growing up and despite problems, went on to attend college.

Our very own vocational coordinator, Broni Plucas, was named employee of the month at the Northern State Correctional Facility for her work at the Career Resource Center, her outreach to the community, networking employment for students and her endless energy. Congratulations Broni!

The women at the Southeast State Correctional Facility have once again donated pottery and furniture to a local shelter for their fundraising activities. They have also begun to build another canoe for Camp Ta-kum-ta.

FIRST ITEM OF BUSINESS:

Developing the school action plan and setting priorities: Bob explained the process of prioritizing the top six recommendations for action plans from each of the standards from our Self-Study Report. Number one will be assuring curriculum consistency and continuity. Diversity was mentioned as a priority and a discussion of its place in the action plan brought up a possibility for diversity training by Alan Robinson from the Imani Institute in Burlington. More information will be forthcoming if this can be scheduled.

Each standard is listed on a flip chart set up around the room. Each faculty member will go around the room and vote for their top six recommended standards with number one being most important and number six being least important. The numbers will then be tallied and a report will be composed indicating the top six recommended standards. At a later meeting, the faculty will then assign by discussion and vote, the recommendations to the appropriate committee, board, administrator, etc for the following goals:

A) Assignment of recommendations will be for the responsibility of converting recommendations to clear, measurable, objective and attainable goal statements.

B) Listing the goal statements under the standards to which they were originally assigned as recommendations. Ensure, through discussion with the faculty, that the NEASC standard and goal statements are aligned.

C) Action steps need to be taken to meet the goal and responsibility for each action step needs to be determined (person, committee, administration, etc). A timeline needs to be set. Evidence needs to be shown that the action step has been taken. Each goal may have a number of action steps to reach the measurable goal. The school action plan will mirror the self study, as you will have the standards, goals, action steps to meet the goal, the responsible entity, timeline and evidence that the action step has been taken. At the completion of all the actions steps, evidence that the goal has been attained must be presented.

COMMITTEE REPORTS:

Local Standards Board - Mary Poulos

The LSB will be meeting tomorrow, December 22nd. Individual Professional Development Plans (IPDPs) are due by the end of January. The IPDP trainings in November and December went well. There is a teacher's workshop at the Montpelier High School on December 28th at 10:00 a.m. Teachers should have received information from the Department of Education to register for this workshop.

Assessment Committee - Tom O'Toole

The Assessment Committee has two new members, Dan King and Susan Lewis. Dan needs to be voted in by the faculty. **Tom O'Toole made a motion to accept Dan King to the Assessment Committee. Claire Swaha seconded it. The motion was called and it passed unanimously.** The committee has finished the By-Laws and Tom read the committee's purpose to the faculty. The committee has made a recommendation to the administration that there be one assessment for screening and placement purposes and to fulfill the Title I requirements. Tom O'Toole is resigning as teacher for the Community High School of Vermont. He has taken a position at Lamoille Union High School. A new Assessment Committee chair will have to be voted in.

Technology Committee - Pauline Dwyer

The Technology Committee met last Tuesday and held elections for office. Pauline Dwyer is Chair, Bob Salzman is Secretary, and Dennis Bonanza is Treasurer. The committee is working on a recommendation for setting up and maintaining the student computers. The committee will be sending out an email about new computers and what to do with the old ones. The next meeting will be on, January 30th, at 10:00 a.m., in the small conference room at the Department of Corrections in Waterbury. At that time, the committee will be discussing concerns about the student computers and how to set them up, as well as, uniformity and direction throughout the state.

Library Committee - Peter VanWageningen

The committee will be meeting on, January 10th, to discuss library allocations for each campus. Some orders of books have been backordered and should be here soon.

Beryle Gardner Committee - Cara Berryman

The committee has developed a draft application for the Beryle Gardner award to make the process easier. The brochure has a check list and essay information. The committee will be meeting next month to finalize the draft. A question was asked as to when a student has to graduate in order to be eligible for the award in a fiscal year. The answer: A student must graduate by July 1st, in order to be eligible for the award. The committee has a two-year position that needs to be filled. **Gene Rembisz nominated Cate Cattier for the position. John Cross seconded it. Mary Nelson moved to close nominations. Pauline Dwyer seconded it. The motion was called to elect Cate Cattier for the position and it passed unanimously.**

Curriculum Content Committee - Jim Candon

The committee has been discussing the addition of Money Smart to the curriculum. No recommendation has been made at this time.

Curriculum Policy Committee - Barb Hagen

Barb Hagen was not present - no report.

Special Education - Mary Koen

Special Education child count is down this year from 64 to 61. Next meeting will be January 2nd.

Standard/Recommendation Results

The results of the standard count is being calculated and will be reported out at future faculty meeting. It was discussed that some standards are small fixes that may be able to be fixed quickly and that some standards may be combined with others and worked on together.

At this time, the faculty completed business and broke for lunch and gift exchange.

Respectfully Submitted,
Sheila Commo