

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
December 27, 2007
St. Leo's Hall
Waterbury, VT**

PRESENT: Charity Baker, Cara Berryman, Jim Candon, Kathi Cassidy, Cate Cattier, Al Clark, Sheila Commo, Anne Cote, Susan Crosby, John Cross, Jenny Estey, Jerry Fortin, John Gorczyk, Barb Hagen, Lisa Harrington, Debbie Jaimes, Dan King, Sue Kuzma, Mark Lather, Julie Locke, John Long, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Bob Walsh, and Tom Woods.

ABSENT: Richard Anderson, Dennis Bonanza, Jeff Cassarino, Wade Cole, Pauline Dwyer, Alan Frost, Audrey Irons, Mary Koen, Julie Kuk, Tod Lessard, Mary McCallum, Maryanne Murphy, Mary Nelson, Bobbi Shutts, Bill Storz, and Peter VanWageningen.

Guests Present: Commissioner, Rob Hofmann, Deputy-Commissioner, Andy Pallito, and Tony Washburn

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

Roll Call was taken.

Approval of November meeting minutes: **Claire Swaha made a motion to approve the meeting minutes of November 29, 2007. Bob Salzman seconded it. The motion was approved unanimously.**

School Announcements:

Bob attended the annual meeting of the New England Association of Schools and Colleges on December 6th, at Copley Plaza, in Boston. He was impressed with the workshops that were available. This link will take you to those workshops: www.neasc.org. Bob was provided with Certificate of Accreditation plaques for each campus to display. The plaques are a reminder to students that we are an accredited school that places great value on education, and a reminder to faculty that we are always working toward school improvement. Bob read a piece of the candidacy report from NEASC and the overview of findings, which remind us of the basis for our action plans.

Bob then called each campus up individually and Commissioner Hofmann handed each one a framed certificate of accreditation. Rob spoke of his pride in the CHSVT and its efforts to pursue accreditation through NEASC. He is proud of the way that CHSVT goes above and beyond to ensure that all students are getting the education that they need and deserve. Rob then introduced the Deputy-Commissioner, Andy Pallito, who also expressed how grateful he is for the countless hours and sacrifices that CHSVT faculty members make for their students.

Bob gave an update on the Principal's position. Wilhelmina Picard has stepped up as interim principal while the position is advertised and interviews are conducted. Wilhelmina starts January 1st as the interim principal.

Bob announced that he will be retiring, as superintendent, March 1, 2008.

The DOC status report from the Commissioner to the Legislature was discussed, and concerns were raised as to whether or not the principal or superintendent positions were in danger of being cut. At this time, that is not going to happen.

Local Announcements:

Katherine announced that the students at Southern State Correctional Facility have produced a magazine and it will be available to view on the CHSVT web site at www.chsvt.org.

Two positions have been filled. Len Schmidt is taking the Title I position that serves the Burlington Probation and Parole campus and the Chittenden Regional Correctional Facility. Troy McAllister will be a new special educator serving the Northeast Regional Correctional Facility, St. Johnsbury Probation and Parole campus and the Barre Probation and Parole campus.

Update on NEASC recommendations

Bob handed out a copy of the Self-Study Report Recommendations. At a previous faculty meeting, it was voted that the most important action plan that needed improvement was standard 4.7 – “Finish the integration of core concepts, and explore ways of assessing students’ understanding of the core concepts.” Standard three, which refers to identifying mandated students, has not been addressed. The faculty was asked who and how it should be addressed.

Jenny Estey moved that standard three, items 1-4 be brought to the Curriculum Policy Committee. Cara Berryman seconded the motion. There was discussion and questions, including concern that standard 3, item 2 – “Explore staffing patterns to reduce the need for a prioritized waiting list for non-mandated students”, should not be included to the list sent to the committee. **Jenny’s motion was amended to omit standard 3, item 2 from the original motion.** The motion now reads ...**standard three, items 1, 3 and 4 is brought to the Curriculum Policy Committee. The motion was approved unanimously.**

Bob gave a status report on the following standards. Standard 1, item 5 “Give the mission statement a visible place of honor at each campus...” has already been done. Standard 1, item 1 “Review the mission statement...” is being incorporated in the State By-Laws. Standard 2, item 4 “Study and implement a uniform process by which new advisory board members are selected” is currently being reviewed by the State Advisory Board. Standard 4, item 1 “More time at faculty meetings needs to be allotted to professional discussions among teachers...” is currently being done. Standard 5, item 5, pertaining to diversity training, is being addressed next month by the LSB. Standard 9, item 1 “Campus teaching teams should continue to explore ways to achieve a more equitable workload...” is being looked at for improvement. Most of standard 5 is being addressed, but needs additional work. Standard 11, item 6 “Determine fundamental student learning outcomes for the school and identify valid and reliable assessment...” has been addressed by the Assessment Committee.

COMMITTEE REPORTS:

Library Committee – Peter VanWageningen

No report.

CHSVT Policy and Procedures Committee – Tom Woods

The committee elected two members but is still looking for one more at-large member. There has been continued discussion on prior learning; a recommendation should be ready for the administration by next month. The committee is working on the value statement for the academic honesty policy. They have begun a discussion on embedded credits and a philosophy statement for students.

Local Standards Board – Mary Poulos

The committee meets tomorrow. Make sure that you get your professional development in as soon as possible. The LSB will be providing Diversity Training at the January faculty meeting.

Technology Committee – Charity Baker

Dave Strong is going to continue working with the committee to provide assistance with the technology plan. The committee will be ordering technology requested materials soon. The vendor has been chosen for the student computers. Karl Sklar's contract is not being renewed this year; Charity will be continuing the work that he was doing.

Assessment Committee - Cara Berryman

The committee met on the 20th. They are continuing to identify the means of measurement of the institutional student learning outcomes.

Curriculum Content Committee – Jim Candon

The committee has not met since last month. The next meeting will be January 16th, at 10:00 a.m., at WRPP.

Reading Study Group

No report.

Work Force Readiness Certificate Program (Ad-hoc committee) – John Gorczyk

The committee had their final meeting. Bob Salzman has written a report that will be sent to the policy committee.

Special Education – Mary Koen

No report

Beryle Gardner Committee - Cara Berryman

The committee will meet this spring. There is information about the award on the school website.

The official meeting ended and was followed by a holiday gathering.

Respectfully Submitted,

Sheila Commo