

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
June 26, 2008
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Wade Cole, Sheila Commo, Anne Cote, John Cross, Laurette Cross, Jerry Fortin, Barb Hagen, Audrey Irons, Debbie Jaimes, Mike Jenzen, Dan King, Mary Koen, Mark Lather, Tod Lessard, Julie Locke, John Long, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Bob Salzman, Len Schmidt, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh and Tom Woods

ABSENT: Al Clark, Pauline Dwyer, Jenny Estey, Alan Frost, Sue Kuzma, Mary McCallum, Broni Plucas, Mary Poulos, Gene Rembisz, Bobbi Shutts, Angie Stewart, and Bill Storz.

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

Roll Call was taken.

Welcome

Wilhelmina introduced Mike Jenzen. Mike came from Voc Rehab and the Department of Labor and is the new Vocational Coordinator at Southern State.

Jim Graves will be joining CHSVT in August as the new Regional Special Educator for the Northeast Region to include, St. Johnsbury Probation and Parole and Barre Probation and Parole.

Announcements, Information and Questions

Bill Storz will be transferring from the Special Education position he currently holds at Northern State to the Correctional Instructor position at Northeast Regional. Laurette Cross will be filling in as a substitute, at Northeast, in the Correctional Instructor position until the end of the summer. The Special Education position at Northern State will be opened for recruitment.

In the search for an Interim Principal, three faculty members stepped forward and offered their help. On July 7, 2008, Jim Candon will step up as the Interim Principal. He will hold this position for one year until a decision is made regarding a permanent position.

Kathi Cassidy at the Rutland Probation and Parole campus recently held a graduation for nine graduates, on June 25th. There were over 100 people in attendance for this event.

Wilhelmina would like to have a conversation about graduation ceremonies at some point. She would like to encourage students who are not graduating to attend the ceremony. She feels that it is a great motivator for students who are still in pursuit of their diploma. There was a brief discussion about security issues at the facilities that hinder students attending.

If one of your former students is graduating at another facility, you are welcome to and encouraged to attend that graduation.

When you are planning a graduation, please make sure that you communicate with central office as soon as possible! The DOC Commissioner and the Secretary's office have requested information about graduations as soon as possible so that others may make plans on attending if they wish. There was concern about graduates' names being published in the news. Graduates names are public knowledge and therefore, are publishable, but their town of residence is not.

Upcoming graduations: Chittenden Regional – July 1st, Barre P & P – July 17th, Burlington P & P – August 21st and Northern State – August 29th.

Professional Development – Managing Difficult Behaviors

Jennifer Sprafke, Prison Rape Elimination Act (PREA) Training Coordinator from DOC Central Office, conducted a training about difficult behaviors in the classroom and through role playing and discussion, showed how they might be handled.

Announcements, Information and Questions Continued

Many projects are in the works for the summer. Jim Candon and Wade Cole will be working on curriculum projects. Wade will be reviewing three files of recommendations that were found in Bob's office. He will be cross-referencing the recommendations with minutes from past meetings to determine if they have been acted upon.

Amy Cole has been hired as a consultant to work with the curriculum content committee reviewing the curriculum.

Wilhelmina will be working on restructuring the action plan so that CHSVT can continue to move forward.

Article 41 provides Correctional Instructors the opportunity to further their education and have their tuition costs covered by the state. In order to take advantage of this benefit, the following steps must be in place.

1. An initial approval form must be filled out and sent to central office.
2. Pre-Payment agreement form must be filled out and sent to central office.
3. A letter sent to central office requesting Ed leave.

Mo is closing out the budget for the fiscal year. Each campus should be receiving their budget letters soon.

Brattleboro Probation and Parole campus has left over 2008 tassels. If you could use them for your graduation, contact Peter.

Kay Shangraw is available to teach her "Shaken Baby" class this summer. She also has a kit that contains the curriculum that you can borrow if you cannot schedule a time for her to come to your campus. You can contact Nikki Marabella for more information.

Jan Steinbauer, from the Vermont Humanities Council, will be attending the August or September faculty meeting to talk to us about Vermont Reads.

The Department of Education held its board meeting at the Burlington Probation and Parole campus and the Chittenden Regional campus. They spoke to a panel of students from CHSVT and ask the students questions about what did/did not work for them at their prior school and what is working or not working for them at CHSVT. The DOE board members were very respectful and caring towards the students and it was a positive meeting between the members and students. The students made references to the Habits of Mind class being the best part of school and they like the fact that “people know me here”.

The next faculty meeting will be on August 28th. There will be a full agenda.

Everything that you need to know about 504’s but were afraid to ask

Section 504 refers to a student who is a “qualified individual with a disability” if he/she has a physical or mental impairment, which substantially limits a major life activity. A “major life activity” can include functions such as caring for oneself, performing manual tasks, walking, breathing, seeing, hearing, speaking, learning, thinking, and working.

504 plans are used as part of regular education. Special Educators may be used as a resource but 504 plans are placed in the green education folder as part of the regular education plan and not in a yellow special education folder. A 504 plan is created to raise the level of awareness for a student’s specific need.

If a student is under the age of 18 and a parent is involved, a letter of referral needs to be sent to the parent, as well as evaluation meeting dates. Records of all meeting dates should be kept.

A referral meeting and subsequent Evaluation and Determination Report will provide the necessary information to determine the steps needed to assure the student will succeed and how to assist the student.

When should a referral be done?

1. It will be important for everyone at the campus to know he/she needs assistance.
2. Going on to post-secondary education.
3. Aging out of special education.
4. Transitioning out of a facility campus to a street campus, work, etc.
5. For graduation plan, if need to alternate the plan for proficiencies, etc.

Wilhelmina handed out a guide created by the John Jay College of Criminal Justice, in New York, entitled, Back to School: A Guide to Continuing Your Education after Prison. There is a website that you can access for additional copies or for viewing on-line.

<http://www.jjay.cuny.edu/centersinstitutes/pri/publications.asp>.

Technology Plan Presentation

The current draft of the technology plan was available for reviewing, via email, prior to today's faculty meeting and there was a brief discussion. It was requested that the word "students" be added to "Institutional Learning Outcomes" on page eight.

The Technology Committee will fine tune the budget, fix any typos and bring the plan back to the faculty at the August faculty meeting.

Policy Committee – Election

There are two openings on the Policy Committee and three names on the ballot. The names on the ballot are: Wade Cole, Jerry Fortin and Pauline Dwyer. Ballots were handed out and Wade Cole and Jerry Fortin were voted onto the Policy Committee.

Approval of May Meeting Minutes

Jim Candon made a motion to approve the meeting minutes of May 29, 2008. Sharon Strange seconded the motion. The motion was approved unanimously and the minutes were approved.

Beryle Gardner Committee

The committee is still looking for nominations for the Beryle Gardner Award. There are only two candidates so far. The committee will be meeting on July 15th to determine the winners and they will be announced at the August faculty meeting.

Mo announced that the Vermont Retired Teacher's Association will be taking the responsibility for the award money soon. This will open the opportunities for more donations in the future.

Finish Announcements, conversations, planning

The upgrade of the Superintendent's position was approved and the position has been re-opened. Wilhelmina will be reapplying for the position.

The CHSVT State Education Board has had some issues with the Superintendent search process. Wilhelmina left the room so that the issues could be discussed. The board has been unhappy with the hiring process. The faculty discussed sending letters to the board in support of Wilhelmina.

Respectfully Submitted,

Sheila Commo