

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
August 28, 2008
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Chris Cosgrove, John Cross, Laurette Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Jim Graves, Barb Hagen, Audrey Irons, Mike Jenzen, Sue Kuzma, Mark Lather, Dana Lesperance, Tod Lessard, Julie Locke, John Long, Nikki Marabella, Eric Marchese, Mary McCallum, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh

ABSENT: Anne Cote, Alan Frost, Dan King, Mary Koen, Paul Major, Mo McIntyre, Mary Poulos, Bill Storz, and Tom Woods.

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

Roll Call was taken.

Welcome and Announcements

John Long announced that Mary Poulos' daughter had a baby girl last night. Mom and baby are both fine. The baby is 7lbs 5 oz and 19 ½ inches long. Congratulations to Mary and her daughter Rachel!

CHSVT had 51 students graduate in three graduation ceremonies in the past two weeks. Graduations continue to be the highlight of CHSVT and the Department of Corrections.

There are several new faces that have joined CHSVT in the past few months. Mike Jenzen is the new Vocational Coordinator at Southern State, in Springfield. Jim Graves is a new Regional Special Educator. He will be covering special education at Barre P&P, St. Johnsbury P&P and Northeast Regional. Chris Cosgrove is a new Correctional Instructor with Kathi Cassidy at Rutland P&P. Dana Lesperance is the new Work Force Development Chief. He will be part-time as a CHSVT administrator assisting in vocational, career and workforce development for CHSVT.

There are three vacancies. Two candidates are being interviewed for the Special Educator position at Southern State. There is a vacancy for an Interim Correctional Instructor at Marble Valley. The register has been requested for the Special Educator position at Northern State.

The Newport street campus is taking shape. The campus will be housed as a pilot program with a transitional housing program run by Carl Davis. The campus will be staffed with a transferred position from the Burlington P&P campus and most of the supplies will come from the closing at Dale so the cost to open the campus will be minimal.

Wilhelmina will go over the state budget cuts in detail at the October faculty meeting. Reductions in budget cuts for CHSVT were taken from vacant position elimination, adjunct funding, travel

expenses and the savings from using supplies from the Dale campus to outfit the new Newport street campus. There will be four state-wide budget cuts this year instead of two. The budget process for next year will be a little different. It will be tied in with the Action Plan for the school to meet the needs of NEASC recommendations.

The DOC finance office issued a directive that fleet vehicles or rental cars should be used for all in-state travel whenever possible. There are several options available for using these vehicles. There was discussion about the availability of vehicles in some remote areas of the state. Wilhelmina reminded everyone to use their best judgment and to do the best that they can to reduce the use of private vehicles for travel. Dana has a spreadsheet with fleet vehicle directions that he will email to all staff.

Sheila was asked to address the faculty about monthly student hours. No changes to campus hours in the database should be made after the 10th of any month. Changes made after that date reflect at the end of the fiscal year as a discrepancy that needs to be found and corrected. This makes for a very long and tedious process of reconciliation. If hours need to be added for a particular month, you must add them to the following month, not the previous month.

Graduation plans must be submitted and received by the Principal at least two weeks prior to a graduation ceremony. Packets must be completed, database information must match the credit request form and if there are outstanding credit requests, copies of those must be included in the packet so that those requests become a priority and can be entered in the transcript database.

Upcoming meetings/events for Wilhelmina and Jim. If you need to contact either of them you may call their cell phones.

September 3 – CHSVT State Board meets at Rutland P&P.

September 10-11 – Southern State Security Audit.

September 11 – Windsor

September 12 – Action Plan meeting

September 15 – Windsor – Modular Home Showcase

September 23 – Northwest Reorganization meeting

Sam Robinson, Associate Director of the Commission on Independent Schools, at the New England Association of Schools and Colleges, met with Wilhelmina. CHSVT needs to send in their two-year report to NEASC by April 1st. The CHSVT Action Plan needs to be worked on and reported to NEASC by that time. Sam offered any help that the school may need completing their first report to NEASC. Wilhelmina and Jim will bring the report to the faculty for review before sending it to NEASC.

A grant of \$500,000 from the Department of Labor will assist the transition of women offenders from Southeast State to Northwest State. The grant will also assist the street campus sites with vocational opportunities.

Wilhelmina left the room while Jim Candon gave an update on the Superintendent process. Susan Onderwyzer has asked for two new faculty representatives to serve on the hiring committee.

Dave Strong nominated Gene Rembisz

John Long nominated Mary Poulos

Nikki Marabella nominated Barb Hagen

Sue Kuzma requested that nominations be closed

Nominations were voted by paper. Barb Hagen and Gene Rembisz were elected to the Superintendent hiring committee.

Career Resource Centers - Dana Lesperance

The faculty introduced themselves to Dana. Dana is working half time for Vermont Offender Work Program (VOWP) and half time for CHSVT. He will be providing support for the Career Resource Centers, workforce development and Habits of Mind.

Vermont Humanities Council – Jan Steinbauer and Morgan Irons

The Vermont Humanities Council offers theme-based programs that encourage reading and book discussion skills. The Vermont Humanities Council has been a part of the CHSVT curriculum for many years. Jan and Morgan introduced this year's theme: Robert Frost, His Poetry-His Life. Each teacher was given an informational packet and encouraged to contact the council with any questions regarding use of the curriculum.

Security

Scissors are a security issue that needs to be addressed. Scissors need to be secured to a desk at all times and need to be signed-out by the person who is using them. Only scissors with blunt edges may be used. "Safe Scissors" will be purchased by central office for any campus in need of them.

Security audits at each facility will begin soon. Please look around your classroom and office for insecure items. Wilhelmina can get a contraband list from Bill Lawhorn for each campus.

A CHSVT student has composed a wonderful rendition of Pomp and Circumstance. Please let Wilhelmina know if you are interested in using it for your graduation.

Policy Committee

The Policy Committee has been working on revising the Curriculum Manual. Recommendations for the manual may be made by anyone on the faculty. If there are any questions regarding the Curriculum Manual you may contact one of the Policy Committee members. The Curriculum Manual may be reviewed on the shared education drive by going to Sheila's Manuals.

The committee handed out a list of training topics and the faculty was asked to choose three that they would like training in.

Policies – Jim Candon

Jim has been reviewing the recommendations, trying to determine which ones have been approved, which ones need updating, which ones need approval, etc.

Credit – Follow-up – Jim Candon

There was a disagreement about whether credit should be awarded for less than .25 credit. There was discussion about credits and whether they should cumulate from one campus to another to

allow for issuance of not less than .25 credit. Policy states that a student's work should be sent with a student to another campus.

John Cross made a motion that teachers should be allowed to issue credit in any increment earned while at that campus or encourage the teacher to make arrangements to send the work on with the student when they transition to allow them to earn the full credit for that course. Pauline seconded it.

Discussion ensued and the motion was put to a vote. Eleven people voted in favor of the motion and twenty-three were opposed. The motion was defeated.

Wade Cole made a motion to refer the credit issue to the Policy Committee for recommendation. Bobbi Shutts seconded it.

Discussion ensued and the motion was defeated.

Eric Marchese made a motion to let the administration make the decision about how credits should be issued. Sharon Strange seconded it.

Discussion ensued and the motion was unanimously approved.

Technology Committee – Charity Baker

The Technology Plan was sent to the faculty via email prior to the faculty meeting. Budget concerns were addressed and typos were fixed. The plan needs to be adopted by the faculty.

Jenny Estey made a motion to accept the Technology Plan. Sharon Strange seconded it. All approved to accept the Technology Plan for the next two years.

Dan King stepped down from the Technology Committee. His position does not expire until November 2010. Chris Cosgrove volunteered to fill the position. The faculty approved Chris stepping into the committee position.

Alan Frost will be back to work full-time on Tuesday.

Thank you to Charity for all the work that she did during Alan's absence.

Curriculum Content Committee – Katherine Miller

Due to Jim Candon's position as Interim Principal, he has stepped down from the Curriculum Content committee. Jim Graves and Mike Jenzen both volunteered for the position and a vote was conducted by paper ballot. Jim Graves was voted on to the committee.

Beryle Gardner Committee – Cara Berryman

Winners of the Beryle Gardner Student Scholarship this year are: James Crothers, (Northern State Correctional Facility), who received the "Trades Award" and Christopher Richardson, (Northwest State Correctional Facility), who received the "Higher Learning Award." James would like to be a city recreation director and has enrolled at CCV. Chris was the first to receive a diploma in his

family. He is working toward his ASE Certification and has plans to enroll in a Business Management course. The award money from the Vermont Retired Teacher's Association has been transferred back to VRTA to be put in an interest earning, non-profit account.

Campus Reports

Northwest State Correctional Facility campus graduated 15 students at their graduation.

Mary Nelson went to graduation at the Burlington Probation and Parole Campus and said that it was a great ceremony. Northern State will be graduating 25 students tomorrow at 1:00 p.m.

Wade is starting a quilting class. The quilt will be sold to raise money for the annual Dragon Boat Festival, an event in Burlington that raises money for breast cancer in Vermont. This fund helps Vermont cancer patients in need with everything from transportation to chemo, co-payments for health insurance, and childcare.

The students at Dale concluded a seven-week Vermont Humanities class with a poetry reading yesterday.

Please make sure that if your committee needs time at faculty meetings that you contact Sheila or Wilhelmina before the meeting so that your committee can be put on the agenda.

Laurette Cross is being sent to Northern State as an interim instructor. She will be working with Mary Nelson in Special Education.

Dennis Bonanza made a motion to accept the meeting minutes of June 26, 2008. Katherine Miller seconded it. There was a question about Jim being the Interim Principal for one year. Wilhelmina stated that she asked Jim if he would be willing to remain in the position for up to one year if the need was present. **The meeting minutes were unanimously approved.**

John Cross thanked Wilhelmina and Jim for their hard work as Interim Directors of CHSVT.

The meeting adjourned at 1:35 p.m.

Respectfully Submitted,

Sheila Commo