

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
September 25, 2008
Langevin House, VTC
Randolph, VT**

PRESENT: Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Anne Cote, Chris Cosgrove, Laurette Cross, Pauline Dwyer, Jerry Fortin, Alan Frost, Jim Graves, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Julie Locke, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Peter VanWageningen, Tom Woods

ABSENT: Charity Baker, John Cross, Jenny Estey, Barb Hagen, Audrey Irons, Dana Lesperance, Tod Lessard, John Long, Paul Major, Nikki Marabella, Mary Nelson, Wilhelmina Picard, Angie Stewart, Scott Tomlinson, and Bob Walsh.

Wilhelmina is home sick so Jim Candon will be conducting the meeting. Jim called the meeting to order at 9:40 a.m.

Dennis Bonanza made a motion to accept the meeting minutes of August 28, 2008. Bob Salzman seconded the motion. The minutes were unanimously approved.

Announcements

An electronic copy of the 504 Plan and directions for using the form are now in the folder on the education drive labeled 504 Forms. You need to open the form with Acrobat 6.0 and not Reader to be able to save the data entered onto the form.

For those helping with voter registration, if you send a list with student's names and birthdates to Wilhelmina, she will get you their Vermont driver's license numbers. Even if a license has been suspended, you can still get the number. If they have never had a license, you can use the last four digits of their social security number.

October 10th will be an all faculty work day with Amy Cole for the purpose of professional development and the completion of curriculum documents.

Page 16 in the CHSVT Student Handbook states that monthly fire drills should be conducted and students should familiarize themselves with the emergency exits from the school/classrooms. Routes for exiting the classroom should be posted near the doors. The State Fire Marshall recommends that drills should follow the procedures set for the facility or building. Each campus needs to keep track of their drills and be prepared to share the information with the administration if asked.

Note cards and sympathy cards have been designed by the students at the print shop at Northwest and are available for your use. Contact Sheila if you are interested in any of these cards.

The annual state board meeting will be held at the Montpelier Elks, on Wednesday, October 1st. The board would like to invite a teacher representative from each region or local advisory board to attend the meeting. Please decide at the break who will attend and let Sheila know.

Mo announced that Laurette Cross has been working toward her Special Education endorsement and has been working as an interim correctional instructor at Northern State. As of yesterday, Laurette is now a classified state employee and has been appointed to the Special Educator position in Newport.

Mary Koen announced that a two-day training on gender responsiveness is happening today. There are several teachers attending the training.

Alan Frost has several computers that he has fixed. Please do not leave without picking up yours. Alan is no longer working out of the Chittenden Regional facility. He now has a home office in Middlebury.

Business Report – Mo

Effective July 1, 2008, there were some policy changes to Article 24, Corrections Competency Training (stipend). The new language allows for forty hours of stipend training to be used in any denomination throughout the year instead of having to use ten hours per quarter. This will allow for better flexibility in training opportunities.

Software and hardware budget purchases need prior approval before ordering. Software has been ordered recently for computers that cannot handle the software. Invoices for computer software/hardware will not be processed without prior approval.

Make sure that you keep an eye on your campus budget spending. Check your balance on line before making large purchases.

Personnel is working toward a paperless payroll system. Mo handed out the Employee Self-Service Step-by-Step Guidelines manual. This manual provides instructions on how to access your pay information online. You may contact Personnel via phone or email for assistance. The information is in the manual.

Campus Updates

After two years, the Northeast Regional Correctional Facility campus is fully-staffed. Bill Storz has filled the vacant Correctional Instructor position and Jim Graves has filled the Special Educator position as a Regional Special Educator.

Northeast is having a graduation on Tuesday at 1:30 p.m. for Jonathan Heath.

Update on Bob Lucenti: Bob and Laine returned from Nova Scotia after Labor Day and spent some time at their camp in Maine. They will be leaving the second week of October for Sicily and will be there until the end of November.

Assessment Committee – Sharon Strange

Student Learning Outcome #2 states: Students will demonstrate the ability to articulate thoughts through various modes of communication for a variety of purposes. The Assessment Committee created a rubric that addresses this SLO. Each faculty member was given a packet with the rubric and directions to complete the enclosed form for a student's piece of work and send it to Angie or any other Assessment Committee member by October 17th. The committee will be reviewing the rubrics at the next meeting on October 23rd and will be bringing the results to the faculty meeting.

Policy Committee – Tom Woods

The committee conducted a training survey with the faculty at a past meeting to determine training needs. Assessment of prior learning was the number one training request. The Curriculum Manual contains various forms and procedures explaining how to award prior learning credit. The purpose of prior learning credit is to acknowledge student learning for which a student has never earned credit. The overriding question that should be considered when awarding prior learning credit should be is the student demonstrating learning for which he or she has not already earned credit. The committee handed out guidelines for assessing and awarding prior learning credits to assist the faculty in the process.

There are three committee members whose membership expires in October. Nominations will be postponed until next month.

A list of the present status of recommendations was distributed. The list shows which recommendations are currently policy, which are federally or state required, adopted practice or procedure, under discussion, and needed policies. There will be more discussion about current recommendations at future meetings.

Curriculum Content Committee – Katherine Miller

Amy Cole will be working with the faculty and focus groups on October 10th. The focus groups will be working on concepts, content and skills for core concepts. A new focus group list will be updated prior to the meeting.

The next committee meeting will be on October 15th.

Security Audits

The purpose of a security audit is to keep staff and offenders safe. Security audits will be conducted at each facility over the next several weeks. Wilhelmina will have a complete report when they are through.

Adult Basic Education

There was discussion and clarification around a couple of issues that faculty members have brought to the administrators:

ADP: If an inmate chooses to go through the ADP process, it is the ADP instructor's responsibility to provide the materials and instruction. CHSVT provides space for the ADP instructor and a quiet

space if needed for the inmate to complete his/her portfolio tasks. If the ADP examiner identifies academic areas for improvement in order to pass the assessment, then the student should register for classes that will help prepare him/her for the assessment.

High School Completion Program: Since students who are involved in the HSC program (Act 176) have dropped out of high school, when incarcerated they are to be enrolled and put on a grad plan as all other mandated students are. Exception: Some students from Lamoille County may still be enrolled in their local high school and completing requirements through ABE, so they are no different from other incarcerated students who still want to get a diploma from their home school. Depending upon their situation, credits they earn could be applied to their grad plan with their home school. They would still need to be enrolled in CHSVT and in education for 15 hours.

New hires – make sure you get your credentials to Sue Kuzma for the Local Standards Board.

Citizenship and Community Participation (CCP) will soon be required at all campuses. Case workers also need to be trained in CCP.

Richard Anderson is retiring on October 31st. Richard has been a Correctional Instructor with CHSVT since 1994. Please bring your favorite story to share about Richard to the October faculty meeting.

Mary Poulos made a motion to adjourn the meeting. Sharon Strange seconded it. The meeting adjourned at 12:25 p.m.

Respectfully Submitted,

Sheila Commo