

**COMMUNITY HIGH SCHOOL OF VERMONT (CHSVT)**  
**FACULTY MEETING MINUTES**  
**January 27, 2005**  
**South Royalton House**  
**South Royalton, VT**

**PRESENT:** Richard Anderson, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Diana Chapman, Allen Clark, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Anne Emerson, Alan Frost, Barb Hagen, Bob Holt, Audrey Irons, Anna Jeffrey, Dan King, Mary Koen, Susan Kuzma, Mark Lather, Stephan LaTulippe, Tod Lessard, Robert Lucenti, Paul Major, Maureen McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Jane Peterson, Mary Poulos, Eugene Rembisz, Barbara Rintamaa, Robert Salzman, Mary Jo Scott, Bobbi Shutts, Lyn Sibley, Guy Smythe, David Strong, Peter Van Wageningen, Bob Walsh, Tony Washburn, Tom Woods.

**ABSENT:** Wade Cole, Jenny Estey, Dianne Lawrence, John Long, Mary McCallum, Robert Sattelberger, Claire Swaha, and Scott Tomlinson.

**Introduction and Announcements:**

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

Sheila Commo was introduced as the new Program Services Clerk at Central Office.

Bob Lucenti thanked Mo and Audrey for all of the work they did while short-handed in Central Office.

Kathi Cassidy announced that their recent graduation was wonderful and went well!

Bob Lucenti shared an informational meeting that he had with the Senate Committee. Some of the Senators know various CHSVT staff and like what the staff is doing for the students. The staff has a good reputation with Senators! The informational meeting was to explain using Educational Funding for Special Education. The Legislature is discussing this historical moment in Vermont history to use education funding for this “worthy program”. The funding works through Title 28. The Department of Education will pay for Special Education, and we will get general fund monies to run the school. The money would go from the Education Fund to the Department of Education. The money will be for the special education of incarcerated students in the facilities, not the street sites.

Bob Lucenti announced the resignation of State Education Board Chair, Kathy O’Dell, due to health reasons. A discussion followed regarding two board vacancies that need to be filled. The State Board is hosting their annual State Education Board meeting on March 2<sup>nd</sup>, at the Three Stallion Inn in Randolph. This will be an informational meeting for our Local Advisory Board members and for potential new members. Invitation letters will be sent out to all Local Advisory Board members and our potentially new board members.

The Work Force Development Program was discussed. There is some concern that there are not enough students in the program. Many of the potential students are in Kentucky. Bob, Bert Senning, and John Gorczyk have attended meetings with the Commissioner and OOS Director, Ray Flum, to try and resolve this problem.

Gene Rembisz let everyone know that they have six students graduating from the Barre site on February 18<sup>th</sup>.

Steve LaTulippe announced that we have had 52 graduates since July 1<sup>st</sup>.

Anne Cote announced that they had an Adjunct Volunteer social with an introduction and get together. Also, that Pauline Dwyer is certified to teach CPR and taught her first class to certify six students. Jim Candon shared a story of an inmate who saved his roommate's life by reading the CPR instructions.

Jim also shared information about a program from VT Council of Humanities about a State-wide "read together". Peter Gilbert will come talk more about it at a later date. The Master Gardeners of Vermont has a book called Seed Folks. The author will be coming sometime in the Fall to discuss a possible program with area schools. Let Jim know if you might be interested and he will give you the email address.

Windsor is also connected with the VT Council of Humanities and Maryanne Murphy discussed an Iditarod book with a possible sled dog visit to the facility in late February. Maryanne also shared that she will be doing a presentation for the "We Learn" conference that will be held in Providence, RI, in March. "We Learn" is an organization for "Women Expanding in Literacy Education Action Resource Network". She submitted a proposal to do a workshop in the "Habits of Mind" and her proposal was accepted.

Tom Woods had one graduate on January 28<sup>th</sup>. Also, an old friend of the staff, Mary Etter is returning to teach an adjunct course.

Dan King had four graduates in Burlington; one took 5 years to complete his studies. Burlington CCSC announced they have filled the vacant Voc. Counselor position. Kris Degenhardt will begin his duties on February 7<sup>th</sup>. There will be an opportunity for the students to go ice skating one day a week at the Douglas Canns Arena.

Bob Lucenti thanked the staff for their comments on "good time". It will be discussed with the legislature.

Scott Tomlinson will be returning next week part-time.

## **COMMITTEE REPORTS:**

### **Core Curriculum Committee – Katherine Miller**

There was no January meeting due to illnesses. Discussion about “weeding out” courses and needing help from focus groups to align courses with the curriculum. The focus groups need to be reactivated. A question was asked about Standards and whether they could be broken down and partial credit issued if not all students met the content of a course. It was decided that if you change a course description, you need to contact Alan Frost first. You can revise a course if you add or change standards but if you change the content, you need to change the course.

### **Administrative Report – Maureen McIntyre, Audrey Irons**

Audrey handed out a Course Description Table of Contents for new courses created from July-December and directions on how to locate the many courses that can be found in the computer system. Accessing the new courses on computer will eliminate the need for the paper supplements each quarter.

Mo handed out the 1992 Guidelines for stipend information and reminded staff that the guidelines have not changed. She also shared copies of Article 24, of the contract between SOV & VSEA, pertaining to competency trainings.

### **Compensatory Education Committee (New Committee, Mary Koen**

Mary discussed the Federal Grant requirements of this Title I funding and introduced the Title I grant employees who will be a part of this new committee: Lyn Sibley, Bob Walsh, Tod Lessard, and Anna Jeffrey. Mary explained that the core curriculum will interface with the Title I Compensatory Education courses. A question was asked about the age of compensatory students; the answer is that it serves students up to their 21<sup>st</sup> birthday. John Cross recommended that the chair of the Core Curriculum Committee be on the Compensatory Committee.

### **Library Committee – Mary McCallum**

Developed a form for the annual library book orders. Will give final approval of form at next Tuesday’s meeting and everyone will receive new forms at the next faculty meeting in March.

### **Tech Committee – Dave Strong**

Welcomed Dennis Bonanza to the committee. Discussed trouble-shooting with Alan Frost. The committee has not received enough Basic Skills Surveys back yet. Group purchases of software for sites were discussed. Dennis will do a survey of what current software is in use at each site and find out what software would be good to preview. The next meeting is scheduled tentatively for February 22<sup>nd</sup>. Steve talked about an incredible software math program that interacts with a “white board” with the computer. The cost is a bit steep though, coming in between \$7,000 and \$13,000.

### **Curriculum Committee – Barb Hagen**

Just finished working on a new grad plan that will be emailed tomorrow to all staff. Would like to see a 5-day turn around from staff on transcripts so they don't get lost in the shuffle. Information will be in the curriculum policy manual which will be done shortly.

### **LSB Committee – Mary Poulos**

Reminded staff that they are missing licenses and professional development plans! The committee will be sending reminder letters out. Trainings will take place in St. J on the 14<sup>th</sup>, Rutland on the 16<sup>th</sup>, and Burlington on the 18<sup>th</sup> of February. A sign-up sheet was sent around. Nancy from DOE will attend one of these trainings and you will be notified as to which one she will be at.

### **Special Education – Mary Koen**

Procedures and manuals are being worked on to revise performance expectations and job duties to include evaluations that need to be done every year as well as observations. Mary reminded staff that we need to recognize duties that need to be done by our Special Education licensed educators and stressed the need to work together with regular education teachers. Bob Lucenti reiterated that performance evaluations of staff are very important within sites and touched on evaluation programs and evaluating student learning outcomes. A brief discussion of student suspension, and/or expulsion was discussed reminding staff that "everyday is a new day" with students. Each student is entitled to an education but if a staff member is uncomfortable with a particular student, they should have them temporarily removed and Central Office should be notified so that we can work with the staff and student to make it a positive learning experience.

Mary discussed the school's comprehensive system of support services and read the following guidelines:

- 1) Increase the ability of the general education system to meet the needs of all students, including those who require additional assistance in order to succeed or be challenged.
- 2) Be integrated with the general education curriculum.
- 3) Provide a range of support and remedial services, including instructional and behavioral interventions and accommodations.
- 4) Provide needed student support regardless of eligibility for categorical programs.
- 5) Involve families, community supports and the system of health and human services.

### **Old Business**

John Cross gave an update on the Pamphlet/Handbook Ad-Hoc Committee. Barb H., Steve, Wade, Dennis, and John C., are working on gathering testimonials and graphics for the pamphlet and stated that a draft has been started for the handbook. The committee is meeting on February 11<sup>th</sup>. Let them know if you have any items or ideas to add to either one.

The Beryle Gardner award was discussed at length. There is \$1,000 in the account and it was decided that five awards would be given out over the next five years. Criteria for the award are as follows: Must be a graduate from CHSVT even if the diploma is given from another school. Must have given to the community in the form of community service. Must write a 250-500 word essay consisting of a bio, academic achievement, community service, why you feel you deserve the award, and what you intend to do with the award. The award will be given directly to the site to help the student determine how to use it. There was discussion about how to raise more money to extend the award beyond five years. Also some concerns arose about the size of the award (should it be so large?) and whether there should be a plaque to go with the award.

The school student education filing system was discussed with a handout detailing the procedures for entering files in the Ed. File data base. This is a new Ed. File data base and all files need to be entered. When the dump from the old Ed. File data base to this new one occurred, much of the information was lost. It was recommended that each site “close down” for a few hours, day, or week of February 2<sup>nd</sup> -7<sup>th</sup> to input all files and email Mo as soon as you are done.

### **New Business**

Pauline Dwyer gave a brief presentation of the Intel Workshop that she attended along with an overview handout. A survey was then handed out about the presentation and whether or not staff would be interested in attending a workshop that she, Jenny E., and Allen Clark will be offering.

The Facility Quality Report was postponed until the next meeting due to time constraint and **cold limbs!**

Steve asked a trivia question: In 1773, an East India company sent 3 ships to Boston, not knowing that they were bound for the Boston Tea Party. What were the names of the ships? He offered lunch to the first correct answer.

Meeting adjourned at 1:25 p.m.

Respectfully Submitted,

Sheila M. Commo