

COMMUNITY HIGH SCHOOL OF VERMONT (CHSVT)
FACULTY MEETING MINUTES
February 24, 2005
Milano Ballroom
Norwich University
Northfield, VT

PRESENT: Cara Berryman, Dennis Bonanza, Jeff Cassarino, Kathi Cassidy, Diana Chapman, Allen Clark, Wade Cole, Sheila Commo, John Cross, Kris Degenhardt, Pauline Dwyer, Anne Emerson, Jenny Estey, Alan Frost, Barb Hagen, Bob Holt, Audrey Irons, Anna Jeffrey, Dan King, Susan Kuzma, Mark Lather, Stephen LaTulippe, Dianne Lawrence, Tod Lessard, John Long, Bob Lucenti, Paul Major, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Jane Peterson, Mary Poulos, Gene Rembisz, Barb Rintamaa, Bob Salzman, Bob Sattelberger, Mary Jo Scott, Bobbi Shutts, Lyn Sibley, David Strong, Claire Swaha, Bob Walsh, Tony Washburn, Tom Woods.

ABSENT: Richard Anderson, Jim Candon, Anne Cote, Mary Koen, Mary Nelson, Guy Smythe, Scott Tomlinson, Peter VanWageningen.

Introduction and Announcements:

Bob Lucenti called the meeting to order at 9:30 a.m.

Kris Degenhardt was introduced by Dan King as the new Vocational Coordinator at Burlington CCSC.

Bob Lucenti announced the recent resignation of Jane Peterson as Correctional Instructor at Southern State Correctional Facility. He thanked her for her time and commitment to her job. She will be missed. We wish her the best of luck.

Bob Lucenti announced changes in “faces” in State Government: Past Commissioner of Finance, Rob Hofmann is replacing Steve Gold as Commissioner of Corrections. Steve Gold has been appointed to the position of Deputy Secretary of Administration. Agency of Human Services Secretary, Charlie Smith and Agency of Administration Secretary, Mike Smith have swapped positions. These changes have resulted in keeping Central Office very busy. With the Legislature in session and new Commissioners, directors have been filling in to answer their questions about “Good Time”, funding, etc. Corrections Appropriation is slightly over \$100 Million a year and Mr. Hofmann’s background is financial. Bob impressed on the fact to get students in school as our program is FTE formula funded. At the Federal level, 56% of adult education budget for Vermont was proposed to be cut. Bob discussed the three standard funds, the Education Fund, the General Fund, and the Transportation Fund. We’ve been working with the Governor’s office to try and fund our Special Education program with the Education Fund instead of the General Fund.

Susan Onderwyzer is the new Executive Director of Programming. Susan will be overseeing the Women's Programs, Education Program, VCI program, and the Substance and Alcohol Abuse Programs and working with the directors of those programs.

Bob handed out a spreadsheet that shows which schools our students come from. The data was to show how funding could be handled if Special Ed. money followed students and the "last high school attended" was financially responsible for their own students. The results showed that out of 706 students under 22 in our facilities, 6.3% were from out-of-state. A \$770,000 budget request has been made for Special Ed. This would allow for one paid Special Ed. Instructor per facility and two for facilities with more than forty youth. Testimony on this request has been ongoing at the legislative level with the Department of Corrections, Department of Education, and the Governor's office.

This is possibly the last year that we will receive Byrne money for the adjunct program at the street sites.

Executive Director of Vermont Associates, Pat Elmer contacted Bob yesterday and is hoping that the CHSVT can be a partner with them to launch an Americorp grant that Vermont Associates received. This grant is for students age 18 and over to teach technology skills. If you would like more information, please contact her at: 802-524-3200 ext. 12.

Mark Lather is working with the Northern New England Trades Women building modular houses with the inmates. They are building them at Windsor and they will trailer them to sites for low income families. He is also working on developing a pottery program.

Jane Peterson's Physics class in Springfield has built a Van De Graaf generator. The generator shows how static electricity works. It still needs some fine tuning; they fried the motor and now need a new one and a way to keep it cool.

Windsor's Habits of Mind class graduated. They are also looking at their first potential SAT being taken.

Anne Emerson's class will be building solar cars from kits received from a grant. Also, they had a social studies field trip to NYC to visit the Metropolitan Museum of Science.

Bobbi announced that Marble Valley had its first, First Aid class completion.

John Cross announced that the toys have been sent out for the National Guard and about 2000 flowers are being grown to give out to the families of deployed soldiers at Easter time. Also docks being built in the construction class for the town of St. Albans.

Springfield talked about their inmate organized Black History Month. They had a different theme each week including culture, sports, and a soul food dinner.

Southern State would like to start a music class and is looking for suggestions and ideas on how to start.

Bob feels that we have a “worthy program” and that sharing our stories adds up. We want policy makers to “take note”. There was talk on how we could publicize our stories and let the public know what we are up to.

COMMITTEE REPORTS:

Technology Committee – Dave Strong

Dave discussed the results of the Intel training survey. 17 out of 30 surveyed would like to attend trainings this summer. Incentives of attending the trainings were discussed like memory sticks (a \$35 value) and raffling of education technology. **Al Clark, make sure software available?** Dennis discussed an online survey with an internet software researcher to determine which academic software the sites were using.

Jenny explained the Intel program being offered this summer. The first one will begin on April 21st at BFA St. Albans. It is a 40-hour course and will be offered one night a week for 3 hours with 1 hour of open lab time. The class will be from 5:30-8:30 (times negotiable) for 10 weeks. Materials are provided. Marilyn Savoie, a BFA St. Albans technology teacher is offering a week long class at BFA St. Albans the week of July 11th. This will be an 8 hr/day class. There are opportunities to receive credit for these classes through Plymouth State and Pittsburg State. You will need to write a narrative for the credits. You may see Jenny for more information. Pauline will be running an Intel class in May or June at Lyndon State and Al Clark will contact interested parties about running one in the South.

As part of the tech plan, Al handed out a survey to the staff to get a baseline assessment on how much everyone knows about technology. The survey will be used to streamline programs to better train staff on the use of technology. The next Technology meeting will be on March 18th in Waterbury.

Curriculum Policy Committee – Barb Hagen

The Committee is still working on the curriculum manual and emailing requests for updates. This should be done in about a month. Next meeting – March 10th in Waterbury.

Curriculum Content Committee – Katherine Miller

The Committee has not met; they needed guidance on what to do about weeding out courses and did not want to do it alone. Katherine spent time with the staff setting up new focus groups and going over the old lists. Attached are the updated lists of the focus groups.

Local Standards Board – Mary Poulos

Mary briefly discussed a workshop called National Writing Project that is meeting on February 25th. She will reschedule the Rutland class at a later date. She also reminded staff that the IPDP has changed. Mary handed out a Professional Dev. opportunity on writing and handed out a UVM studies survey about workshops for writing. Mary also reminded staff that she is still waiting for IPDP and/or re-licensing from some people.

Special Education – Bob Lucenti

A continuing conflict exists between DOE and DOC regarding the definition of custody and a continuing disagreement on our responsibility for special services in the community.

Library Committee – Bob Sattelberger

After this committee bought the annual periodicals for all sites and allocated library funds to each site, they have a balance of funds totaling \$970. They have been discussing the purchase of internet researcher software for all sites. The cost to purchase one software program is \$60. The tech committee may help with this software purchase. Bob Sattelberger handed out a sample book order form which can be submitted electronically to the committee. Bob will re-email the order form in case someone did not get the forms. Book orders are due no later than the March 31st faculty meeting.

Business Office – Mo McIntyre

Mo reminded everyone that the spending deadline for FY '05 is May 1st. Audrey reminded the staff that we do not pay sales tax. Adjunct invoices with errors such as submitted in pencil, not being the original, no instructor signature, or double billings will be returned to the site and not processed.

New Business

Steve LaTulippe announced the winners of last month's trivia question: Sue K, Pauline, and Barb H., are the dinner with Steve winners! Congratulations! Steve did an impressive card trick to show how teachers "walk the students to where the teacher wants them to go." Steve then presented a power point about all of our sites needing to come together and be the same "shape" to be able to function better as a team. He discussed our facility programs by inputs and outputs to get to a desired ending. We begin with Input – Teachers, Programs, Students, etc., next we have the Box – Classes, Study, Groups, etc. (how you teach), this takes us to the Actual Output – Student Learning Hours, Grad. Plans, Diplomas, etc., finally we have the Desired Output – Jobs, Reintegration, etc. Steve then went on to review a student's process: 1) site review, 2) write program/implement plan, 3) report data, 4) revisit sites to see if program implementation plans are bringing about desired results, 5) administrative input. Steve discussed with the staff the possible reasons for low numbers in various results. All in all, the numbers are great in the whole process. Steve gives it a B+. Can we make it better? "We all have to march together" in order to make it better.

Steve and Bob have decided to reinstate the use of the Teaching Team Course form. This form has not been used over the past few years, but the faculty were asked to begin using them again next quarter. Please fill them out during the administrative week in April and send them to Steve at Central Office. These forms can be found on page 10 of The Budget and Purchasing Procedures Manual.

Adjunct course descriptions were also discussed briefly. Putting the course description on the form with the adjunct form for Audrey. If the adjunct wants to do a course not in the catalog, they must do a course description for approval. Also, watch the class sizes with adjuncts. Make sure there are enough students in a class to warrant having the class. Steve discussed concerns about hours and credits with adjuncts on transcripts, independent study, and assessment of prior learning. We need to look carefully at the reasons for the decrease in hours and increase in credits. Sue Kuzma handed out the Adjunct Handbook Guide.

Barb Hagen discussed the use of a course syllabus and having it attached with the course description and standards for each student. For an example, a check list so we know what a student needs to earn their credit in each class. This will also give Steve another reference point for credit approval and prior learning.

Adjusting the transcript request sheet to make it clearer was also discussed. Barb feels that the syllabus is a great motivational tool for the students, and it can be carried with them from one facility to another to make finishing that credit more clear.

John Gorczyk could not make it to discuss Habits of Mind and Work Force Development. Hopefully, we can schedule him for the March meeting.

Old Business

All of the student education files have been entered into the new file database. Please make sure that if you transfer a file in the computer, that the file gets to where you said it was transferred to!

The Beryle Gardner award was discussed. A discussion ensued as to whether it should be awarded quarterly as students move frequently. Mary P. motioned to keep the award to once per year, the motion was called and all agreed. It was also discussed as to when the award should be given, fiscally or yearly. A motion was brought forth to have the nominations end by the last Thursday in May and the award to be handed out in early fall. Should a student be nominated or apply for the award? The staff should nominate to the committee, and the student should apply to the facility.

Bob gave an update on school approval. He discussed the need for finger-printed record checks for all new employees and monthly fire drills at all sites (as per DOE). The faculty agreed to do monthly fire drills at their site. It was felt that this was better than trying to work out a procedure with state buildings. The DOE is also looking for a revised organizational chart to better reflect how the local boards are integrated into the system. Bob informed the staff that the State Education Advisory Board will be hosting their

Annual Meeting on March 2nd at the Three Stallion Inn in Randolph. This meeting is to inform all Local Advisory Board members of CHSVT history, charge and mission. It is also a time to recruit new members.

Respectfully Submitted,

Sheila Commo

Focus Groups

Math: Mary Nelson
Gene Rembisz
Mary Jo Scott
Anne Cote
Barb Rintamaa
Jeff Cassarino
Bob Holt
Kathi Cassidy
Kris Degenhardt

Science: Maryanne Murphy
Al Clark
Tod Lessard
Anne Emerson
Pauline Dwyer
Dan King
Bob Walsh
Dennis Bonanza

Social Studies: John Long
Richard Anderson
Sue Kuzma
Dave Strong
Mary Poulos
Jim Candon
Anna Jeffrey

Language Arts: Katherine Miller
Tom Woods
Guy Smythe
Bobbi Shutts
Paul Major
Lyn Sibley
Dianne Lawrence
Wade Cole
Peter Van Wageningen
Claire Swaha
Mary McCallum

Trades: Tony Washburn
Alan Frost
John Cross
Mark Lather
Scott Tomlinson
Barb Hagen
Diana Chapman

Technology: Bob Salzman
Bob Sattelberger
Cara Berryman
Jenny Estey