

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
March 26, 2009  
Montpelier Elks Club  
Montpelier, VT**

**PRESENT:** Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Wade Cole, Sheila Commo, Chris Cosgrove, Anne Cote, John Cross, Laurette Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Alan Frost, Barb Hagen, Audrey Irons, Mike Jenzen, Dan King, Mary Koen, Mark Lather, Dana Lesperance, Tod Lessard, John Long, Paul Major, Nikki Marabella, Eric Marchese, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen

**ABSENT:** Sue Kuzma, Mary McCallum, Broni Plucas, Sharon Strange, Bob Walsh, Tom Woods

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

**Approval of Meeting Minutes**

**John Cross made a motion to accept the February meeting minutes. Claire Swaha seconded the motion. The minutes were approved.**

**Campus Reports**

The campus at the Rutland P & P will be having a graduation on Monday.

Bobbi announced that Eric's basketball team took first place in Bennington.

The women are settling in at Northwest. The automotive program now has eight students going seven days a week. Two women have received industry certification. The print shop has several highly motivated students excited to learn.

Cara announced that Tom Woods is recovering well from his heart attack. He is planning on coming back to work in a couple of weeks.

Cara is teaching a new ServSafe course at the work camp. In addition to the CHSVT students, the class is also being taken by two food service managers and a superintendent at the work camp.

Mark announced that the students at the Windsor work camp have planted over 5,000 flowers with the help of Barb Hagen. Five acres of gardens are being tilled and will be ready to plant with vegetables to be used at the facilities.

Maryanne is excited about attendance at the work camp. Currently she has approximately 12 students in her morning classes and 15-20 students in her afternoon classes.

There are four students graduating at the St. Alban's P & P campus on Tuesday.

Bob Walsh is scheduled for surgery next week. We will keep the staff posted on his progress.

Mike is taking a ServSafe class in April with his students. He will be teaching the class in the future.

Eight graduates and one GED recipient attended a graduation ceremony last Friday at the Burlington City Arts Firehouse Gallery. Two Harley Davidson technicians were presented a plaque in appreciation of their dedication to the students involved in the Harley Time class that was offered through the Harley Davidson shop in Essex. The wood for the plaques was made in Newport and the engravings were done at Northwest. Seven parole officers from the Burlington P&P office as well as mentors from Spectrum and Centerpoint and friends and family came to celebrate with the graduates.

Jan Steinbauer from the Humanities Council is offering some parenting programs like “Read with Me” which teaches parents how to read to their children. You can contact Jan if you are interested in any of their programs.

### **Announcements**

Mary recently interviewed a potential special educator for the Southern State and Windsor campuses. Jamie Hutchinson will begin in mid-June if she accepts the position. Until then, Lisa Harrington has been contracted to provide special education services to those campuses.

Marble Valley is looking to partner with a music electronics assembly business in California. If approved, the parts would be shipped to the campus for assembly and then shipped back. Students would be learning valuable electronics and work skills.

The CHSVT State Education Board has a new member. Carol Bokan comes from the Chittenden local board. She works for VSAC and is a strong advocate of CHSVT. She replaces Don Messier on the state board.

### **Update from Administrators**

There has been an increase of inmates at Northern State that may create a challenge for teachers as the student population increases. The Administrators will be keeping an eye on this.

Northeast Regional has been put on the Governor’s list to be closed. No final decision has been made at this time. We will continue to support our colleagues and hope that the outcome is positive.

A Newport community campus site has been found. The building used to be the Public Defender’s office. The building is getting new paint, carpets and some new windows. There will be four classrooms, a reception area and an office. We are hoping to be able to move in by May 1<sup>st</sup>.

Wilhelmina has been asked to speak at a conference for the New England Board of Higher Education at the University of Massachusetts. It is a great honor to be attending. She will be there early next week.

The report for NEASC is just about complete and will be in the mail in time for the April 1<sup>st</sup> deadline.

Wilhelmina will be in Arlington, Massachusetts, the week of April 4<sup>th</sup>, to serve on a visiting committee for a school applying for independent school status with NEASC.

The state is requiring voter registration coordinators be trained to assist and coordinate the registration process. Someone at each campus will be the designated coordinator. Registration kits will be available at the May faculty meeting for each campus along with a brief training. The Secretary of State's office will be using the information to track voter registration in Vermont.

Additional Habits of Mind posters have been ordered and will be available for distribution.

A Career Development Facilitator course is planned to begin in May. Mike Jenzen, Andrea Gould from VSAC and Sally Redpath from DOL will be the instructors.

Classes created from the UVM transportation grant will soon be available at Northern State, Windsor and Southern State. The plan is to have the participation of approximately 20-25 students in Newport with smaller classes in Springfield and Windsor.

Broni will be teaching a ServSafe class in Newport. Staff members and officers will also be taking the class with students.

Dana is heading to Randolph Tuesday for a meeting about WorkKeys and career readiness.

Jim announced that prior learning credit from a GED is being refused if the student has already received two full high school credits in any given area prior to the GED test. It would be helpful to know if there are prior high school credits. Also make sure a student is enrolled before credit is requested.

Approximately \$24 million in federal stimulus money is coming to the state through IDEA B. Mary is looking to see if some of those funds could be used to support assistive technology for our students.

### Increasing Student Hours – Guideline

Wilhelmina handed out a list of examples of student hours that should be counted toward school attendance. Make sure that all students who utilize the school are enrolled so that their hours may count.

### Enrollment

There is still some confusion as to when and whom to enroll. Any student using CHSVT for any reason should be enrolled. Not only is enrollment important for counting attendance but accurate numbers are needed when applying for federal grants.

### Recommendations

Recommendation from the Technology Committee – That one certificate for eight hours of compensation time be awarded through a drawing to one participant as an incentive for attendance at each Technology Committee sponsored professional development workshop. The recommendation was delivered to and accepted by Wilhelmina.

Recommendation from the Policy Committee – Education files sent to central office will have a printed transfer slip attached. The purpose of the recommendation is to increase the likelihood that transfer slips are completed. The recommendation was delivered to and accepted by Wilhelmina.

Recommendation from the Policy Committee – Adopt the method A Mechanism for Awarding Credit for Prior Learning for awarding credit for prior learning. The rationale is to increase the integrity of credit requests. The discussion of this recommendation was tabled until the next faculty meeting so that everyone has a chance to read it and be prepared to discuss it. A copy will be sent via email to all staff members prior to the next meeting.

### Video Conferencing

The Human Resources office has a DOC contract that offers web conferencing. Web conferencing requires the use of a phone and computer. Charity can send information if you are interested in learning more about it. VT Interactive TV is also available. It is more difficult to schedule as it gets used a lot but it is easy to use. The cost is \$50/site.

### Calendar for FY10 including meetings

Wilhelmina is not willing to forgo the monthly staff meetings for video conferencing. It is very important for collegiality that the whole staff see each other at least once a month. It has been proposed that we have one day a month for all meetings. The morning would be a staff meeting and the afternoon would be committee meetings. Some follow-up ideas were to have the meeting during administrative week so that it would not disrupt classes; comp time for overtime because combining meetings would lengthen the day, committee meetings only every other month, also space would be an issue if committees had to break out into their groups. It was decided that we will try meeting just once a month beginning in July. Information on times and places will be forthcoming.

Committee and faculty meeting dates need to be in to Scott by May 1<sup>st</sup> so that he can begin to put together the CHSVT calendar.

Mo reminded campuses to stick to their spending plans and that spending needs to be done by the 1<sup>st</sup> of May.

There was a discussion about the dedication for the annual report. It was suggested that it be dedicated to Blanche Kelley. She has recently resigned from the CHSVT State Education Board. She has been part of the board since its inception. It was also suggested that it be a dual dedication this year and that it also be dedicated to Esther Doran. She has recently passed away and was a current member of the Chittenden local board and has been involved with CHSVT along with Blanche since its inception. The staff agreed that a dual dedication would be a nice idea.

### State of the School

There are lots of wonderful happenings to celebrate at CHSVT. Support for each other, professional teachers and Habits of Mind are just some of the things that make CHSVT great. The staff has been working hard to support each other. The reclassification was successful. We have managed so far not to lose any positions.

## **Committees**

The Technology Committee currently has nine slots filled for the Internet Researcher training on April 9<sup>th</sup>. There is still room and time to sign up.

The meeting adjourned at 12:15 p.m.

Respectfully Submitted,

Sheila Commo