

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
March 31, 2005
Noble Hall, Vermont College
Montpelier, VT**

PRESENT: Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Allen Clark, Wade Cole, Sheila Commo, Anne Cote, John Cross, Kris Degenhardt, Pauline Dwyer, Anne Emerson, Jenny Estey, Alan Frost, Barb Hagen, Bob Holt, Audrey Irons, Anna Jeffrey, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Stephan LaTulippe, Dianne Lawrence, Tod Lessard, John Long, Bob Lucenti, Paul Major, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Poulos, Gene Rembisz, Barb Rintamaa, Bob Salzman, Bob Sattelberger, Mary Jo Scott, Bobbi Shutts, Lynn Sibley, Guy Smythe, David Strong, Claire, Swaha, Peter VanWageningen, Bob Walsh, Tony Washburn, Tom Woods, Guest - John Gorczyk.

ABSENT: Richard Anderson, Diana Chapman, Mary Nelson, and Scott Tomlinson.

Introduction and Announcements:

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

Bob introduced the book Breaking Ranks II: Strategies for Leading High School Reform. Three hours of stipend can be claimed by reading the book and writing a summary. He recommends that every staff obtain a copy.

Instructional vacancies were discussed and the possible reasons why we are having trouble filling them. At the moment, CHSVT is in need of a Vocational Instructor in Newport, a Special Education Instructor in Newport, a Correctional Instructor in Springfield, and a 1/2 Correctional Instructor position in St. Johnsbury. Some suggestions as to where to find applicants were to check colleges, job fairs, REAP, and schoolspring.com. Questions were asked as to whether or not the facilities could have student teachers, or fresh from college on a type of probationary period to gain the experience needed. One possible goal is to get college interns to work with CHSVT which would allow the interns to develop a good rapport with the students and help them with future jobs, as well as, help fill vacancies for us. It was decided that this topic would need to be discussed at future staff meetings.

Mary Koen discussed the Special Ed. funding which passed the House allowing for the funding of seven new instructors. She touched on the fact that it has been difficult to find new Sped Instructors. Funding for Sped from the Department of Education has not increased in twenty years. CHSVT asked for an increase in funds and it looks like we may be receiving \$614,000 for FY '06. This will allow for a Special Educator at each Correctional Facility, plus an additional Special Educator at each site with more than 40 youth.

The DOE is sending a Special Education Monitoring team to each facility to gather information about our Sped programs. All facilities have been asked for their cooperation in this monitoring process. The monitoring teams are looking at our Sped policies for ESS, 504, Act 117, and school quality standards. Mary handed out surveys to be filled out before the teams arrive. Some of the students will also be interviewed.

Local Site Announcements:

Tom Wood's Anthology class is sponsoring a creative writing contest. He passed out the rules and entry forms. The deadline for submission is April 15, 2005.

Bob Sattelberger's Film class is learning about newsreels and was looking for anyone with access to newsreels on video.

Barb Rintamaa talked about the computer technology work that Dan is doing with the Digital Divide program. They are anticipating 24 graduates at their June graduation. Kris has been working hard to obtain jobs for four students. He is working with Old Navy and employing students there. He recently brought a group of students to a CCV enrollment seminar and helped a student to get an apartment.

Northern State is graduating seven students on April 1st. One of the students is coming back from Maine to receive his diploma.

Newport shared a story of a student working through VCI who is doing very well and has even received some significant raises in pay recently.

Cara has one graduate and a candidate for the Beryle Gardner award.

Anne feels that we need to update the curriculum for Basic Math I and Life Skills to include budgeting and bank accounts.

Maryanne is graduating one student next Thursday.

COMMITTEE REPORTS:

Business Office - Mo McIntyre

Mo reminded everyone that the spending deadline for FY '05 is May 1st and that everyone still has money in their budget. Mo passed out AA-16 forms for Byrne grant adjuncts. She reminded staff that the forms must be completed with signature, adjunct's social security number, and address and they need to be at central office by April 8th. Library orders need to specify Library Fund on the invoice. It is not clear and the wrong operating budget could be charged. Mo let everyone know that Bob Lucenti's birthday is Monday, April 4th and that Sheila's was Sunday, March 27th. Mo informed the staff that an agreement between CHSVT and Vermont Associates has been completed. This will

allow for six Americorp participants. Bob reminded everyone to complete their life insurance beneficiary information as it is due by April 1, 2005.

Technology Committee - Dave Strong

Dave reported on the results of the most recent committee meeting which was held on March 18th, in Waterbury. The LCD Projector Pilot Project in Newport is nearing completion, and a report and recommendation from the Tech Committee to the Administration on the future purchase and use of LCD Projectors by school sites should be issued at the next Tech meeting. Details about arrangements to assist Alan Frost with keeping computers up and running, installing software, and activating new computers will be made available soon. Registration information on all three of the Summer Intel Training programs will be available at the April faculty meeting. The Library Committee and the Technology Committee, together, are negotiating to purchase Internet Researchers for the 16 school sites that do not currently have that software. The committee recommended that Allen Clark be allowed to conduct four-hour stipend trainings on Inspiration software at two or three sites, and also decided to make Allen the liaison to the new Computer Studies curriculum subgroup. Pauline distributed the results of the Technology Self-Evaluation Survey that was completed at the February faculty meeting. The Tech Committee is concerned about the lack of progress on getting DOC's approval to make the Vermont Online Library (VOL) available to our students for research purposes. A survey on academic software, that teachers are using, will be conducted next month. At the committee's next meeting on April 13th, the committee will see a demonstration of the use of interactive whiteboard technology and associated software available from RM Educational Software, Inc.

Curriculum Policy Committee - Barb Hagen

The revisions of the policy manual will be finished shortly. If you have any questions, feel free to contact Barb H.

Curriculum Content Committee - Katherine Miller

The committee has not met and, therefore, there is nothing to discuss. Bob Lucenti handed out the focus group sheet so that minor adjustments could be made as needed. The Technology group was renamed Computer Studies.

Special Education - Mary Koen

The Title I team met on March 4th. Their mission is "to work ourselves out of a job" and to integrate the students into regular classrooms. They are working on developing basic skills, identifying who is Title I, and transitioning them into classrooms. The team will meet in April and May and report their results at the May faculty meeting.

Library Committee - Mary McCallum

The committee met two weeks ago and has received lots of library orders and all of them have been approved. They are still waiting on a few more. The Library Committee is working with the Tech Committee on purchasing the internet research software. The cost will be split between the two committees. The committee asked the faculty for feedback on the order forms. A discussion followed on some confusion and lack of space for all the information on the form. The committee will try to tweak the form to make it easier to use. Central Office is not receiving these forms, but the forms would help in determining which invoices get charged to the library budget.

LSB - Mary Poulos

The LSB Annual Meeting was held yesterday. DOE is impressed with CHSVT because we are ahead of most other schools with our procedures. Mary introduced a pilot program with DOE with an electronic portfolio. This will be on the main web server at DOE and you would have to scan student's work onto the site. Anyone interested in more information or trying the electronic portfolio should contact Mary Poulos. Some regulations are changing with IPDP and will be implemented with relicensure. Mary is looking into the differences between the State and Teacher retirement systems as they are not the same when it comes to retirement time. Don't forget to send in your professional development plan. Also, don't forget that you need to submit a narrative piece for relicensure credit. The next LSB meeting will be held on April 29th, in Middlebury.

Old Business

John Gorczyk was in attendance to discuss Habits of Mind and Work Force Development. He thanked the sites for doing a super job working on the program. We had 56 participants from Newport, 30 from Northwest, and a mix from Windsor. Windsor is still working on integrating the HOM curriculum. Work Force Development has been most successful due to the support from the CHSVT staff, industries, caseworkers, and corrections officers. It has had a great impact on policies and individuals. We are changing policies to move away from punishments and to start working through behaviors with alternatives to discipline. John relayed a story of a student who was suspended for discipline, came back, suspended a second time and the caseworker took him to a meeting and gave him a last chance, showing that they don't give up easy on these kids. The annual report is due in May, VCI will be looking for HOM data, training caseworkers, and Alan Frost will be working on the offender re-entry progress report. Also, the curriculum content committee is encouraging the rewrite of the HOM curriculum to make it better.

Break for lunch

Jim Candon gave an update on the CHSVT brochure. The draft was received yesterday for editing and they are looking for suggestions and comments. The Ad Hoc committee consists of Steve, Mary P., Dennis, Jim, and Barb H. Steve made a suggestion that a

planner could possibly be inserted in the back for students. The brochure is not printed yet. There will be 100 copies of the brochure made for each site. The committee can accept comments until April 15th.

Steve LaTulippe's trivia question of the month: In what state in the U.S. is it still illegal to hunt camels?

Steve gave a PowerPoint presentation on student learning hours. There is a real concern that although hours are up overall for the fiscal year, some instructional hours for individuals are low at some facilities. There was a discussion about possible reasons and solutions.

Mary Koen brought up a discussion about the Sped Manual and discipline issues and how our Special Ed. discipline policy should read. A lengthy discussion determined that in our school, each site and each situation was different and that it is going to be difficult to write one policy.

Mo reminded staff that some people are not entering data on student file transfers and the files are still moving without being tracked. It will undo everything we all just did, if files do not get entered before they move. Please use this Education file database!

Bob Lucenti let everyone know that Gary Dillon emailed all of the facilities fire drill information. Each site must log their monthly fire drills.

New Business

Mary Koen passed out a handout on student enrollment and the child find database. Alan Frost implemented a new enrollment form that should make it easier to follow. Mary went over the procedures to locate and determine special ed. students in the child find database.

Bob Lucenti led a discussion on possible suggestions for better use of time at faculty meetings to avoid the amount of time out of class for faculty and committee meetings. Some suggestions were half-day faculty meeting/half-day committee meetings, year round meetings with six mos. of faculty meetings and six mos. of committee meetings, and interactive TV. The goal is discussion today. More discussion will follow at the April faculty meeting.

Meeting adjourned at 2:30 p.m.

Respectfully Submitted

Sheila Commo