

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
April 30, 2009  
Langevin House, VTC  
Randolph, VT**

**PRESENT:** Charity Baker, Cara Berryman, Jim Candon, Jeff Cassarino, Kathi Cassidy, Al Clark, Sheila Commo, Chris Cosgrove, Anne Cote, John Cross, Laurette Cross, Pauline Dwyer, Jenny Estey, Jerry Fortin, Barb Hagen, Mike Jenzen, Dan King, Mary Koen, Sue Kuzma, Dana Lesperance, Tod Lessard, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Broni Plucas, Mary Poulos, Gene Rembisz, Bob Salzman, Len Schmidt, Bobbi Shutts, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods

**ABSENT:** Dennis Bonanza, Wade Cole, Alan Frost, Audrey Irons, Mark Lather, John Long

Wilhelmina called the meeting to order at 9:45 a.m.

**Approval of Meeting Minutes**

**John Cross made a motion to accept the March meeting minutes. Claire Swaha seconded the motion.** Discussion ensued. On page three, sixth paragraph, Broni **will be** teaching ServSafe. She has not started the class yet. On page four, fourth paragraph, it was decided that the once a month meetings will take place on a trial basis beginning after July 1<sup>st</sup>. More information about times and places will be forthcoming. **The minutes were approved with the above changes and additions.**

**Announcements and Updates**

Wilhelmina would like to come up with a way to share materials, ideas, etc. via email with the faculty.

The legislature has not made any final decisions on the budget or on the closing of Northeast. Hopefully we will have answers in the next few weeks.

Concern about the swine flu has been in the news. Wilhelmina handed out some information about the flu from the Department of Health and urged everyone to stay current with the news and take precautions to keep healthy.

Northern State and Chittenden Regional will take place in security audits during the next month. The audits are to make sure that safety procedures are being followed and staff remains safe. If you have any questions concerning the upcoming audits, let Wilhelmina know.

The NEASC report has been completed and sent. A lot has been accomplished. Wilhelmina will share the action plan at next month's meeting.

Wilhelmina was part of a NEASC visiting team for the Arlington School in Bedford, Ma. The school has forty students and eleven teachers. It has a similar governance to CHSVT and is run by a local hospital. Every student is on an IEP and has some mental health issues. Some ideas that

Wilhelmina brought back from the visit include having quarterly IEP reviews with all staff and realizing the importance of fine arts in the curriculum. Wilhelmina would encourage everyone to visit there or someplace like it to get an idea of what it is like to be an instructor there. Wilhelmina has asked Commissioner Pallito to consider giving every staff member the opportunity to be on a NEASC visiting committee. The teachers there had anywhere from 14-39 years of teaching. Fifty percent of them are certified in special education.

Opening the Newport street campus is still in the works. Currently there are negotiations with BGS on the specifics.

Position changes: Northern State is adding 48 more inmates. The vacant position that was held by Barb is being transferred from Northwest State to Northern State to accommodate the increase in number of inmates. Jenny is moving to the Chittenden Regional facility into Mary Poulos' position. There is one vacant special education position that may need to be given up in July; Nikki's Vocational Coordinator position is moving to Northern State, Richard's position at Northern may be given up in July as well. Jenny's position at Northwest State is being moved to Northern. If Northeast Regional closes, the three positions there will be relocated. If Northeast does close it will have a large impact on Northern and Southern state with an increase of inmates.

A policy from DOE on educating students in segregation will be discussed at the next faculty meeting.

### **Campus Updates**

Northeast Regional had graduation with two students. They will be having another graduation in about six weeks.

The Barre street campus had a nice graduation last Friday. It was held at the Natural Foods Community Center in Barre. One of the graduates partnered with one student and performed a hip-hop song for graduation. Barre will be having a larger graduation in about six weeks.

Barre has been given a small plot in the community garden next to Return House. The students will be working in the garden this spring and summer.

Southern State had three students graduate.

Brattleboro street campus will be graduating six students on May 27<sup>th</sup>, in the Brattleboro Common.

Anne Cote has information about free books from the literacy and arts foundation. See her if you are interested.

John Cross shared information about a show on PBS recently in which the Governor was discussing corrections and he mentioned that CHSVT was a model school.

Mo announced that Bill Storz sent a letter to VPR which was read on the air.

Maryanne says that things are going well at the work camp. The honeymoon is over but the guys are still coming to class engaged and eager to learn. Barb has been coming down to lend a hand and Lisa Harrington has been coming in to help.

Kudos to Maryanne, Mark, Barb and Dana for the incredible amount of work that has been accomplished at the work camp. There are full classes, gardens are being plowed and progress is being made. There is also positive support from the facility administration.

Northern State recently had a Habits of Mind graduation and presentation ceremony. One caseworker had never been to a presentation before and had some very negative thoughts about Habits of Mind. After the presentation she had nothing but wonderful things to say about HOM and now supports students enrolling in the class. There are currently two HOM classes running that Sue and Sharon are teaching.

BGS toured the auto shop at Northwest recently. The women are working hard and BGS complimented the women on the great job they are doing.

Mary Nelson said that Sue Kuzma has adjusted well to prison life. She is currently teaching five classes. Sue said that she likes her new job and the different learning curve.

Charity has some of the teacher laptops that can be picked up during the break.

Mary Koen announced that Jamie Hutchinson will begin as a special educator June 8<sup>th</sup>. She would like to train and visit sites sooner. Lisa Harrington is covering the area until Jamie starts.

The Department of Labor offers opportunities for summer employment for youth between the ages of 14 and 24. The Workforce Investment Act (WIA) provides youth services that include a youth counselor and resource centers that can assist with resumes, training, and finding employment opportunities. Contact Mary Koen if you are interested in more information.

CHSVT is not eligible for many of the federal stimulus grants coming to Vermont. It would be more beneficial to partner with community organizations who are eligible for the grants.

The Governor's office is looking for a student to serve on the DOE state education board. This student must be available to attend meetings for two years and must be graduating in 2011. An application and letter of explanation was given to each campus.

### **Technology Committee**

Ten teachers attended the Internet Researcher training. There was a problem with the software but Alan found compatible software online and sent it to all the participants. Dave Strong won the comp time giveaway for attending the training.

Reminder: Charity sent an email with directions on how to handle surplus computers. Contact Charity if you have any questions or problems.

The committee's next meeting is May 22<sup>nd</sup>.

### **Assessment Committee**

The Assessment Committee needs an assessment tool to assess student learning outcomes for NEASC. The committee decided to use the Governor's letter since it is something that is already being done. In addition to the letter being sent to central office for distribution to the Governor and

various legislative committees and DOC groups, the letter will be sent to the Assessment Committee and assessed based upon the identified student learning outcomes in the area of communication. The letter that is sent to the A&E committee should not be the final edit that is sent to central office. This is a trial assessment tool that will be tried until the end of September at which time it will be re-evaluated. The committee handed out the guidelines to be used with the students.

### **Financial Report**

An email was sent last Friday to inform the staff that funds have been exhausted and a spending freeze has been implemented. There are enough funds in the budget to cover operating expenses until the end of the fiscal year. Operating expenses include travel, phones, construction at Northwest, copier leases, fleet vehicles, meetings, cleaning service at Brattleboro, utilities, graduation supplies, gardens, inmate wages, and already entered invoices. The adjunct fund has just enough money to cover the adjuncts scheduled to teach until the end of the fiscal year. There is a little left for tuition as well as money from a few grants that needs to be spent. The budget has not passed in the legislature yet for FY '10 so there is no available information for next year's spending budget.

There was concern about the adjunct program being cut. Although there are no plans to cut the adjunct program, the reality is that all areas will be looked at if cuts need to be made.

Allocations across the board will be much lower next year. Everyone is encouraged to begin thinking about spending for next year.

John Cross thanked the central office staff for the tremendous work being done and for keeping the rest of the staff informed.

Tuition for faculty may need to be cut which means less credits could be earned in a year. Wilhelmina would like to discuss this at the next faculty meeting. Credits needed for licensure renewal to maintain certification will still be allowed per Article 41 in the personnel handbook.

### **Calendar**

Theme: Ideas were HOM, year of firsts (2009), VT authors/artists, CHSVT alumni, adjuncts, remarkable VT women. The final idea was pictures from around the state. The following teachers have agreed to send photos to Scott. All pictures must be in gray scale. Paul, Pauline, Kathi, Mary P., Jenny, Bill, Tom, Gene, Len, Laurette, Sue, Chris, and Angie. **All pictures must be submitted to Scott no later than May 15<sup>th</sup>.**

Dates: Meeting dates are as follows: July 30, 2009; August 27, 2009; September 24, 2009; October 29, 2009; December 10, 2009; January 28, 2010; February 25, 2010; March 25, 2010; April 29, 2010; May 27, 2010; June 24, 2010. After discussion, it was decided that November and December's meetings would be combined and held earlier in December to avoid conflicts with the holidays. It was also decided that committee meetings will follow the faculty meetings with the exception of LSB. The faculty meeting would end at 11:45 and committees would begin at noon. Those not on committees would be working on special projects for the school like the brochure, student handbook, calendar, professional development, etc. The committees would meet until 2:30 after which comp time could be earned if the meeting continued.

Planning weeks: Quarter 1 – June 29, 2009 to July 3, 2009; Quarter 2 - September 28, 2009 to October 4, 2009; Quarter 3 – January 4, 2010 to January 8, 2010; Quarter 4 – March 29, 2010 to April 2, 2010.

### **Recommendations**

There was a discussion about the recommendation that requires professional development to happen at least once per quarter at a faculty meeting. This is not consistently happening.

The following recommendation comes from the Policy Committee: Adopt the method attached for awarding credit for prior learning. The rationale is to increase the integrity of credit requests. After much discussion it was decided that the recommendation be sent back to the Policy Committee.

**Mary Nelson made a motion to send the recommendation for prior learning back to the Policy Committee to be rewritten and that they take into consideration the discussion of today. Sharon Strange seconded it. All approved.**

### **Committee Updates**

Beryle Gardner Committee is meeting in mid-June to look at the latest list of nominees.

Most committees have elections due in May. Please check your by-laws and email faculty with election information so that elections can be held at this faculty meeting.

### **Professional Development**

Wilhelmina broke the faculty into four different groups. Group one consisted of teachers at Southern State and Northern State. Group two consisted of Chittenden Regional, Marble Valley, Northeast Regional, Special Educators and Angie. Group three consisted of Vocational Instructors, Vocational Coordinators, Barb and the work camps. Group four consisted of the street campuses. Each group was asked to talk about what is going well, what they are struggling with and create a list of needs. The list was turned in to Wilhelmina at the end of the session and will be discussed at the next faculty meeting.

Respectfully Submitted,

Sheila Commo