

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
October 25, 2007
Noble Hall, Union Institute
Montpelier, VT**

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Sheila Commo, Anne Cote, John Cross, Pauline Dwyer, Jenny Estey, Alan Frost, John Gorczyk, Barb Hagen, Lisa Harrington, Kit Hubner, Audrey Irons, Debbie Jaimes, Dan King, Mary Koen, Julie Kuk, Sue Kuzma, Mark Lather, Steve LaTulippe, Tod Lessard, Julie Locke, John Long, Bob Lucenti, Paul Major, Nikki Marabella, Mary McCallum, Mo McIntyre, Katherine Miller, Maryanne Murphy, Mary Nelson, Wilhelmina Picard, Mary Poulos, Gene Rembisz, Bob Salzman, Bobbi Shutts, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Scott Tomlinson, Peter VanWageningen, Bob Walsh, Tom Woods.

ABSENT: Richard Anderson, Wade Cole, Jerry Fortin, Eric Marchese, Broni Plucas.

Bob called the meeting to order at 9:35 a.m.

Roll Call was taken.

Bob Salzman made a motion to accept the meeting minutes of May 29, 2007. Cara Berryman seconded it. The motion was accepted and approved.

Bob Salzman made a motion to accept the meeting minutes of September 27, 2007. Claire Swaha seconded it. Sharon Strange requested that all the names be added to the list of who is working on VSEA reclassification with Paul Major. Those names are, Jenny Estey, Mary Nelson and John Cross. **All were in favor of accepting the minutes as amended.**

School Announcements:

There is now a new website for the CHSVT. www.chsvt.org is the new site. It is a more user-friendly site that is more readily available to the public. Eventually, we would like to see student work and more pictures displayed on this website. The AHS/DOC website still exists and will remain available.

Charity has been working on sorting phone codes. When she is finished, everyone will have their own codes.

Local Announcements:

Mark Lather and the women at SESCOF built another canoe that was donated to Camp Ta-Kum-Ta for their annual auction. The canoe, as well as several pottery and furniture pieces helped the camp raise several thousand dollars.

The BAPP campus will be having a graduation on November 1st, with six graduates. The Spaulding High School jazz band will be playing again this year.

Mo reminded the staff that open enrollment for health insurance is coming up.

The CCWC campus is having graduation tomorrow, October 26th, at 7:00 p.m.

Old Business:

Training will be provided for the new course description syllabus form at focus group meetings. Bob Lucenti will be conducting these trainings. The purpose of the training is to go over the forms and discuss issues and concerns in a small group setting.

New Business: Curriculum Design and Implementation

Curriculum development is embracing three areas of learning; content, concepts and skills disposition. The process is always a work in progress but needs to remain on the same path toward continuity of student learning across campuses and student success in the areas of academics, vocational and social skills. By having quality teachers and clear learning standards to achieve, there is credibility and value in the curriculum. Bob handed out a copy of the Chronology of Core Concepts and Standards. In March 2003, focus groups were formed in language arts, math, science, social studies and trades. The objective was to define essential knowledge and skills and habits of mind in academic areas. In March 2005, Breaking Ranks was introduced.

- 1) Establish the essential learning a student is required to master in order to graduate, and adjust the curriculum and teaching strategies to realize that goal.
 - A. Focus on what is learned, not simply what is taught. Use student evaluations, portfolios, and projects to demonstrate learning rather than focusing on seat time or the Carnegie Unit.
 - B. Raise the academic rigor in all classes.
 - C. Initiate interdisciplinary instruction, coordinating contact with an appropriate emphasis on real world application.
 - D. Teach literacy across the curriculum.
 - E. Align student activities, service learning and work study with the essential learning.

CHSVT runs on a standards-based model which eliminates Carnegie units as the basis for earning a diploma and adopts standards-based graduation requirements centered around identified essential learnings. Bob shared from the Breaking Ranks book, the seven cornerstone strategies to improve student performance. If implemented effectively, they will form the foundation for improving the performance of each student in the school.

Content knowledge increases concept understanding, skills and habits of mind skills. Skills are used to effectively manipulate and transmit content knowledge. All habits of mind skills can be used in concept areas to build knowledge needed to survive in the working world. Success is tied to learning outcomes and knowledge.

The focus groups met at this time to determine who would serve as chair, and to plan when their next meeting would be so that Bob could schedule training and determine whether or not there are any questions about the presentation that was just given on Curriculum Design and Implementation.

The following is a list of Focus Group Chairs:

Math – Gene Rembisz

Social Studies – Sue Kuzma

Trades – Nikki Marabella

Science – Lisa Harrington

Language Arts – Katherine Miller

Computer – Jenny Estey

Fine Art/Foreign Language – Cara Berryman

Bob Salzman handed out information on a company called Certiport that offers Internet and Computing Core Certification (IC³). IC³ provides digital literacy in critical computer and Internet skills. The certification program is being piloted at five campuses.

There was a request by the faculty to be updated on the annual state board meeting. The local boards are still working on creating a common set of by laws and local advisory board membership. The state board requested that the local boards be given a survey to determine their thoughts on faculty members being on the board and how they are represented. There was also discussion about the agreement between CHSVT and DOC about the state board being able to recommend policy for the CHSVT, and the local boards' role in providing assistance in creating policies by submitting recommendations to the board.

COMMITTEE REPORTS:

Library Committee – Peter VanWageningen

The committee met this fall about the purchasing of periodicals for each campus. A recommendation was sent to the administration requesting that campuses have more decision making on the choices of periodicals purchased for their own campuses. The administration felt that the ramifications of allowing for periodical purchases to be done at each campus could result in some unfavorable material being ordered. It was decided that the library committee should be responsible for providing the list that each campus orders from. The administration thanked the committee for their understanding of the reason why the recommendation was returned. The library committee is in place to oversee and safeguard periodical purchases. The committee will be meeting on November 13th to work on a list of reference materials that will be ordered. The reference materials should be available by the December faculty meeting.

A vacant position needs to be filled. Nikki Marabella is very interested in the position. **Mary Poulos nominated Nikki Marabella for the vacant position on the library committee. Jenny Estey seconded it. Mary Nelson made a motion to close the nominations. Jim Candon seconded it. All approved of electing Nikki Marabella.**

Curriculum Policy Committee - Barb Hagan

A copy of the recommendation to change the by laws, mission and purpose statement was sent via email to the entire faculty. The committee is looking for feedback. They feel that it affects the whole faculty. The committee is also working on setting up guidelines on prior learning and is also planning a training on transcript analysis. Please be advised that grad plans need to be into central office several weeks in advance of graduation to allow for time to review the credits and print the diploma. Also, a reminder that a U.S History credit is mandatory in order to graduate. Bob handed out a list of CHSVT courses that shows there are presently 241 courses being offered. Fifty of those courses are being taught by adjuncts. Twenty-two percent of those 241 are the four courses that are presently being taught by each teacher. Bob also handed out a graph that shows the number of participants in education classes from fiscal year '97 to '07.

Local Standards Board – Mary Poulos

If you have not sent in your information for “Highly Qualified Teacher” to the LSB, please make sure that you send it to Sue Kuzma. HQT is based on your college transcript. Let the LSB know if you do not have the link to get the information and they will send it to you.

Reminder: You have a year from the time that a course is taken to get the information in to the LSB for relicensure.

Technology Committee - Pauline Dwyer

The committee met on October 19th. Al Clark will send out information on the Riverdeep Learning Training that was held recently. The purchasing of requested laptops, whiteboards and LCD projectors will be completed soon. The term for chair will soon be expiring. Elections will need to be held in November for two vacant positions and a new committee chair. The next technology committee will be held at the SJPP on November 8th, at 10:00 a.m.

Assessment Committee - Cara Berryman

The assessment committee met on October 18th and revisited the Institutional Student Learning Outcomes that were brought to the last faculty meeting. It was agreed that the wording on number four should be changed. Number four originally read as follows: “Students will demonstrate the ability to plan for the future through utilization of knowledge of responsible choices” and was changed to read: “Students will demonstrate the ability to plan for the future and make responsible choices”. Cara will send a copy with the re-wording via email.

Reading Study Group (Ad-hoc committee of Curriculum Content Committee)

The committee has received the results of the survey. The results will be sent via email. There will be a training will be held at Stanley Hall in Waterbury on December 3rd & 4th and February 5th. The training is called Developing Reading and Writing Skills with Adult Students. It is being presented by Neil Sturomski. This training is designed to develop skills and to build the capacity of the school to offer reading and writing instruction across campuses, curriculum and student levels. A sign-up sheet will be sent around during the faculty meeting for anyone who is interested. The cost of the training will be paid for with Title I funds.

Work Force Readiness Certificate Program (Ad-hoc committee) – John Gorczyk

The committee has met three or four times to discuss academic proficiencies and employment soft skills. They have submitted a recommendation for two pilot programs for the WorkKeys certification program.

Special Education – Mary Koen

The special education meetings are held the first Thursday of every month. At the last meeting, new regulations were reviewed and new forms handed out. Special Education is now in full compliance with state and federal regulations. The special education meeting minutes will now be available on the web site.

Beryle Gardner Committee - Cara Berryman

The committee is considering raising the award amount to \$300. They are also putting the award information into the VSAC Scholarship Catalog.

New Business

1. An incident at NERCF brought to the attention of educators that we do not have a policy on academic honesty. Pauline attended a seminar about academic honesty and found that current policies provided negative language instead of positive ideas about pride in your own work, ability and accomplishments. She would like to form a group to create a policy for CHSVT. The faculty feels that the Curriculum Policy Committee should be responsible for creating the policy. The Curriculum Policy Committee is willing to create the policy and welcomes any faculty member to join in the discussion. **Jenny Estey made a motion to refer the request for an academic honesty policy to the Curriculum Policy Committee. Jim Candon seconded it. The motion passed unanimously.**
2. The discussion about DOC issues and concerns with education services was tabled. Bob will email a list to the faculty for future discussion.

The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

Sheila Commo