

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
November 29, 2007
Montpelier Elks Club
Montpelier, VT**

PRESENT: Richard Anderson, Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jeff Cassarino, Kathi Cassidy, Cate Cattier, Al Clark, Wade Cole, Sheila Commo, Anne Cote, Susan Crosby, John Cross, Jenny Estey, Alan Frost, John Gorczyk, Barb Hagen, Lisa Harrington, Debbie Jaimes, Dan King, Mary Koen, Sue Kuzma, Mark Lather, Tod Lessard, Julie Locke, Bob Lucenti, Paul Major, Nikki Marabella, Eric Marchese, Mary McCallum, Katherine Miller, Maryanne Murphy, Wilhelmina Picard, Broni Plucas, Gene Rembisz, Bob Salzman, Bobbi Shutts, Bill Storz, Dave Strong, Claire Swaha, Peter VanWageningen, Bob Walsh,

ABSENT: Pauline Dwyer, Jerry Fortin, Kit Hubner, Audrey Irons, Julie Kuk, John Long, Mo McIntyre, Mary Nelson, Mary Poulos, Sharon Strange, Scott Tomlinson, and Tom Woods.

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

Roll Call was taken.

Approval of October meeting minutes: **Jim Candon made a motion to approve the meeting minutes of October 25, 2007. John Cross seconded it. The motion was approved unanimously.**

School Announcements:

In the 1987-1988 CHSVT Annual Report there were six correctional facilities and fifteen faculty members. One of those faculty members was Anne Cote. Anne has been with Community High School for 20 years. The first faculty meeting that she ever attended was at the Fairbanks Museum, in St. Johnsbury, with twelve people in attendance. The school has come a long way since then. Anne was honored today with a cake. Congratulations, Anne.

The doors to Corrections will now be locked at central office. You may need to call Sheila ahead of time to be let in the door.

Bob will be going to Boston, on December 6th, to attend the NEASC Annual Meeting to receive the official accreditation award.

An “assemblage of documents” masquerading as the Curriculum Manual will soon be available as a PDF via email. It is a work in progress and if there is something that you feel should be changed, a recommendation will need to be made in reference to the section of the manual in question. Bob urges everyone to read pages six to twelve before the next faculty meeting.

The Workforce Development Grant has ended and the research findings have been complete. The findings show that there has been a 20 percent reduction in recidivism rates in males and 40 percent reduction in recidivism rates in females who were in the program. \$100,000 in new money has been allocated to continue the program and provide training for probation and parole officers. There was a question about why the percentages were so different. John Gorczyk feels that the program may be gender responsive which means that the females may have responded to the Habits of Mind curriculum better than the males due to the communication skills that are involved.

Mary gave an update on the reading and writing training that is taking place on December 3rd and 4th, beginning at 9:30 a.m., in Stanley Hall in Waterbury.

Bob passed out an informational sheet titled, Frequently Asked Questions About Federal Student Aid From Incarcerated Individuals. This information may be used to assist students who are interested in continuing their education beyond high school.

Local Announcements:

Katherine Miller's Write Right class, at Southern State, is creating a literacy magazine that Scott Tomlinson's Graphics Art class, at Northwest State, is putting together. The magazine should be ready to share at the December meeting.

Cate Cattier's Video Journalism class, at Barre Probation and Parole, working with Studio Place Arts in Barre has created a video that has been placed on Google video. Cate will send the link so that everyone can view it.

Bob has been visiting the focus groups to talk about the new course description and credit request forms. He has found the small groups nice to work with and has been discussing the new curriculum manual as well.

LSB Training:

The purpose of the training today is to meet as small groups according to subject area to discuss and share materials, syllabi, course work and strategies. Each subject area will be led by an anchor that is there to get the dialog started. There will be two sessions. Each session will meet for approximately 45 minutes. Each person listed their desired subject areas and was put in groups accordingly. When the sessions are complete, each participant will be asked to fill out a workshop evaluation form.

Each anchor did a report out on what the groups talked about. All the groups shared common ideas and information as well as new ideas and materials. Everyone agreed that there was not enough time to share it all. Bob Salzman will put the lessons that he has developed in Basic Computer and Industry Certifications on the shared drive so that anyone may use them or change them for their use.

The next LSB training in January will be on diversity.

Old Business: Curriculum Policy Committee Recommendation

The Curriculum Policy Committee has proposed a recommendation that the committee's name be changed to the CHSVT Policy and Procedures Committee and that the purpose statement and by-laws be amended. The request was brought to the faculty for discussion and vote. **Dave Strong made a motion to vote and accept the new purpose and title for the Curriculum Policy Committee. Jenny Estey seconded it.** Discussion ensued about the role of the committee. Policy can be recommended by any committee, but not created. **A vote to accept the new purpose and title was done by show of hands. The new purpose statement and title was accepted but not unanimously.**

COMMITTEE REPORTS:

Library Committee – Peter VanWageningen

The committee met on November 15th. They have received 15 out of 17 orders for reference materials. Thank you all for getting them in. The next committee meeting will be on January 15th. At that time, they will begin the process for ordering books.

CHSVT Policy and Procedures Committee – John Cross

The committee is looking for two more members. Jim Candon and Gene Rembisz are interested in the positions. **Claire Swaha made a motion to elect Jim Candon and Gene Rembisz to the Policy and Procedure Committee. Anne Cote seconded it. The motion was called and all approved.** The next meeting is December 13th.

Local Standards Board – Sue Kuzma

The LSB is meeting on November 30th. They are missing copies of licenses from some people. Please make sure that you get them in. The committee is looking for a trainer to provide training on concept-based education at a faculty meeting.

Technology Committee – Dave Strong

The committee is ordering 24 new student computers. Their next meeting will be December 14th. There are two vacancies that need to be filled. Dave Strong and Al Clark are stepping down. A question was asked if an adjunct could serve on a committee. No, they can't. Dan King volunteered for one of the positions. There was no other interest in the positions. Al Clark said that he would stay on for another term. **Dave Strong nominated Al Clark for another term. A vote was taken and all were in favor of Al Clark and Dan King for the positions on the Technology Committee.**

Assessment Committee - Cara Berryman

The committee is still working on the Institutional SLOs. They began this process by creating a list of SLOs that the faculty wanted, editing the list; they narrowed down the list to four, fine-tuned the language and brought it to faculty vote. The next step is to define the tools needed to measure the SLOs. The Focus Groups will now follow the same procedures to define SLOs for their group. Please feel free to utilize the Assessment Committee members in helping with the steps. The next Assessment Committee meeting will be on December 20th.

Curriculum Content Committee – Jim Candon

The committee meets every third Wednesday of the month. Their next meeting will be December 19th. The committee has been talking about the academic honesty policy and prior learning. Both of these items are being referred to the policy committee. Bob Lucenti said that prior learning is referenced in the curriculum manual. He is asking the policy committee to look at possibly rewording the section on prior learning to make it clearer.

The focus groups have requested that there be time to meet during faculty meetings. That option is being looked at.

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

Anne Cote reminded everyone to turn in their surveys on how you liked the books that the committee handed out last spring.

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

Bob Salzman reported that the committee will be meeting tomorrow, November 30th, and should have a report at the next faculty meeting.

Special Education – Mary Koen

The December 1st Child Count Report is taking up a lot of time. This is the first year that an official count has been given for all 17 campuses. Tomorrow, November 30th, the Department of Education will be at central office doing an audit of Special Education services for the CHSVT.

Beryle Gardner Committee - Cara Berryman

Cara had no news to report at the time. Bob Lucenti announced to the faculty that the Vermont Retired Teacher's Association has donated another \$3,960, in four increments of \$990 each, for the Beryle Gardner award. The VRTA recently received a national award for its efforts with the CHSVT. They were featured on the front cover of the AARP November national newsletter.

There was a question about DOC concerns that were tabled from the September faculty meeting. They are not of major concern and will be discussed at the December meeting. The concerns are about expanding education hours at the probation and parole campuses and protocol concerning discipline.

Suggestions for the December 27th faculty meeting: Yes we will exchange gifts. The price limit is \$9. Paul Major will call Tony Washburn and see if he would like to join us.

Jim Candon moved to adjourn the meeting. Wade Cole seconded it. The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

Sheila Commo