

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Montpelier Elks, Montpelier, VT
April 25, 2013**

Approved

Present: Charity Baker, Jack Carson, Jeff Cassarino, Susan Chelton, Chris Cosgrove, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Mary Beth Heiskell, Dan Hescoock, Marlena Hughes, Dan King, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Mary Nelson, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Jeanne Smith, Angie Stewart, Dave Strong, Claire Swaha, Chad Thompson, Tatum Tomasi, Scott Tomlinson, Peter Van Wageningen, John Vorder Bruegge

Absent: Cara Berryman, Dennis Bonanza, Jim Candon, Kathi Cassidy, Susan Chiefsky, Wade Cole, Alan Frost, Mo McIntyre, Bill Storz, Sharon Strange

Approval of Prior Meeting Minutes

Barb Hagan moved to approve the meeting minutes of March 28, 2013. Susan Chelton seconded the motion. The minutes were approved.

Administrative Presentation

1. **General System of Education and Support: Universal Design** – Consistent with our mission to support students in meeting their living, learning and working goals. Fishbowl exercise: What about the process of universal design seems new, what seems the same as what is being done already?
2. **Portfolio** – There are two goals for the Portfolio. The first is to enable the faculty of CHSVT to review each graduate's readiness to enter the world after high school. The second is to enable each student to reflect on his/her education and how prepared he/she is for the responsibilities of living, learning, and working in the larger community.

The plan is that the Portfolio will eventually be electronic through Focus. If a student comes already with credits earned then they can just write an individual reflection that covers all areas of a student's work.

There was a discussion about letters of reference for students. Letters can only be informational about academics or work/employment and not about a student's character.

Portfolios will be required for all students. If a student is not working toward a diploma then the portfolio will become a professional portfolio and will include vocational information and certificates.

Exercise: One burning question, thought, or idea about the Portfolio. Paper was balled up and a “snowball fight” commenced. Each “snowball” was then retrieved and read individually and a response was written from what was read.

3. **Curriculum Framework** – On the Ning. Curriculum will be in a new format when on Focus. New syllabus form. Used new MAGIC course as an example of new syllabus form. After discussion, asked to write questions: 1. What do you like/not like about new form? 2. Questions/concerns still have? 3. What do you need in order to implement this syllabus?
4. **Evaluation Framework** - Dana provided a Supervision & Evaluation Rubric. There was discussion about the teaching expectations and levels of performance.

Troy handed out and explained expectations for quarter one starting on July 1, 2013. The following administrative tasks are being removed from the faculty responsibility to make time management more manageable:

- All committee meetings will be conducted via GoToMeeting or other method that does not involve travel (LSB is the exception).
- Everyone will have a reduced teaching expectation in order to take time to get familiar with the new systems and processes.
- No individual or campus budgeting this year. Teams will plan quarterly and will let the admin team know the following: What do you want to do with your students? Why is it important to student learning? What do you need to do it? Angie will be inventorying supplies and books at all campuses so that a list can be created with items that can be shared to keep costs down. The discussion ended with written questions from the faculty to the administrators. It was requested that an email with a list of what was discussed be sent out. A calendar will be created with proposed dates and will be discussed with feedback at a later date.

Expense Forms

Tatum showed an overview of the UPK or “sandbox” which is the training tool for the new expense forms. Here is the link: <https://knowledge.peoplesoft.state.vt.us/Expenses/data/toc.html>

You can also get there by going to Vermont.gov → Agency A-Z → “F” for “Finance & Management Dept. of” → “Quick links” (located on the right side of the screen) → “Expense Module Information” → “Expense UPK” (bottom)

Below is taken from an email from Tatum after the meeting:

Please remember some key points mentioned from the faculty meeting.

- All expenses: Mileage, gas, food, reimbursements will all go on the new expense report.
- I will still need receipts, and some paper forms depending on what you are submitting for reimbursement! If you are looking to be reimbursed or for gas I need a receipt. If you are looking to be reimbursed for a purchase made with you own money I need a reimbursement requests form, signed by Wilhelmina, Troy or Dana **prior to your purchase**, OOS travel sheets, signed by Wilhelmina and the commissioner, Andy, if you are going out of state, etc... I cannot approve your expense report without the appropriate paperwork!

Remember:

- Your “Default Location” is the place you are traveling to.
- **Never, never, never change the account code under “Accounting Detail,”** you will, however, want to put in your fund (which for most will be 20205), department ID, and program code. Most of us do this already, and it is still unclear as to whether or not we will default to our codes or not. I guess we will have to wait and see together.
- If you enter an expense form and there are errors it will not let you submit the form until the errors are corrected. They will show up with a little red flag and it should highlight the mistake in red. Once the mistake is fixed the error message will go away.
- **If an expense form is submitted over the 60 day limit, IT IS TAXABLE!** Therefore, you will need to change “Billing type” to “Taxable.” The new module will not let you submit an expense form over 60 days without changing this-it will show errors! **Also one very important thing I forgot to mention at the meeting is that you will not see this tax reflected in your expense form reimbursement. You will get the entire amount you requested to be reimbursed for and, instead, the taxable amount will be deducted from you next paycheck! That way it will show up on your W2.** Please remember this-there is absolutely no excuse as to why an expense form cannot be submitted within a 60 day period, so I don’t want to hear any belly aching about why your paycheck is short if you decide to do so. Tough love people!! 😊
- You will receive updates via e-mail about your expense reports whereabouts, including when it has been approved in full and is headed to your direct deposit account. Remember **this will be a separate deposit from you paycheck.** Once the expense report has been approved by both Wilhelmina and myself you should be reimbursed within two business days. Which as we are all aware will be a much quicker process than it is now.

Curriculum Committee Update

Two vacancies, one to cover Jim Candon while he is out. Jeanne Smith and Pauline Dwyer volunteered to fill the two vacancies. **John Cross moved to send the slate forward and vote on both vacancies. Mary Nelson seconded the motion. The motion and filled positions were approved.**

Policy Committee

Student Handbook: Adjustments were made to the handbook based on faculty feedback from last month’s meeting. **Len Schmidt entertained a motion to accept the Student Handbook. John Cross seconded the motion. Mary Poulos added a friendly amendment that the administrators be given the policies in the handbook to look over and update as needed. The motion was approved with the added amendment.**

Beryle Gardner Scholarship Recipients

Christopher Clark – Trades
Craig Grasso – Higher Learning
Nicole Hans – Living, Learning, Working

Each recipient received a \$300 scholarship.

A new brochure is being created and will be brought to the faculty for approval.

Term limits were discussed and adjusted during the last committee meeting as all current terms were expiring at the same time.

Faculty Governance

Next meeting date has been changed due to PLC conflicts.

Currently three vacancies need to be filled. Looking for nominations or volunteers. Contact a committee member if interested.

Superintendent Updates - Wilhelmina

Wilhelmina handed out and shared the most current budget projections for FY'14.

Staffing changes, updates and celebrations:

- Mary Nelson and Dave Strong have announced their retirements for the end of June, 2013.
- Mary Beth Heiskell has earned her teaching license.
- VCI Print Shop has been recognized as the Team of the Year.
- Sheila Sayah has been recognized as Support Person of the Year.
- Susan Chiefsky is resigning as of April 30, 2013. She will be managing a local restaurant near her home.
- Jim Candon has had a double knee replacement and is doing well. He will be back around July 1, 2013. A temporary employee, David Hazen, will be working with Kathi until Jim returns.
- The CHSVT State Board is looking for another board member.
- Dana Lesperance has received his Master's degree.
- Wilhelmina now reports directly to the Deputy Commissioner.
- There are now open and posted vacancies in Barre (Dave's position in July) and Springfield (Susan's position) as well as a Vocational Coordinator in Springfield (Mike Jenzen's position).
- Chris Cosgrove will be going to teach at Marble Valley.
- Tom Wood's position is on hold at the moment.
- Having an on-going conversation about legal education courses. Exploring how to do it, how to pay for it, who will take responsibility for the contract and finances (DOC or CHSVT).

May Faculty Meeting

Thursday, May 30, 2013 at Oakledge Park in Burlington.

Admittance tickets were handed out at the meeting. One ticket per car should be given to the parking lot attendant in lieu of personal payment and reimbursement procedures.

The Harley Program bikes will be donated to the Vermont Fallen Families program.

MyLearning Plan

Make sure you use it! Working on fixing bugs and making sure all is working well.

The meeting adjourned at 2:35 p.m.

Respectfully Submitted,
Sheila Sayah