

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES**

**GoToMeeting  
June 27, 2013**

**Approved**

**Approval of Prior Meeting Minutes**

**Wade Cole moved to approve the meeting minutes of May 27, 2013. Jan Noskey seconded the motion. The minutes were approved.**

**Faculty Council – Len**

John Vorder Bruegge was elected to the council. Len will be following up via email for the other open positions.

**2013-2014 Manuals**

Send email to Troy if you cannot open the site.

This manual is a one-stop shopping of important information pertaining to teachers and teaching. Lots of documents. Troy went over some of the current documents.

Discussion about levels and how it works. Troy encouraged teachers to look over carefully. Dana and Troy will be working with everyone to figure out where they are in the evaluation process.

Troy shared the Framework for Teaching evaluation instrument. Will be using for self-assessment and evaluations.

Course codes: All course codes that are part of the Framework have already been added into Focus. Still working on adding other content area. Let Troy know if you need to set up a course in another content area.

Job descriptions: Everyone will be a Corrections Educator. RFR has been submitted. Requesting pay grade 24. There is support from the Commissioner's office.

Looking at next quarter as a transition quarter. Everyone will know what we are doing and will be working on getting familiar with the process throughout this next quarter.

Procedure Manual is new. Policy Committee sent manual to admin team in March and admins looked over.

Troy went over the manual and asked for questions or comments. There was a question about the whole faculty approving the Procedure Manual. Answer: The Manual has been seen by Faculty Council and Administrators and does not need to go to full faculty. The Manual was also shared on the NING.

Student Enrollment procedures were shown. Troy went over the enrollment form.

Student attendance procedures changing. **All attendance must be entered daily by end of each class or as soon as possible by the end of the day.**

Procedures for restrictive housing (segregation) discussed: Procedures a little different. No coursework will be sent to students in segregation. Would encourage basic numeracy or reading packets while in seg. Work on procedure was done by Policy Committee. Admins were all on board with procedures.

Student Enrollment Form is on Google docs and not part of Focus. Charity will be entering information into Focus.

Confidentiality of records: Nothing new. Reminded of directory information. Encouraged to talk to student regardless before giving out information to others.

Thirty-day enrollment not needed at street campus because all students will be required by law to be there. Interpretation has been shared with P&Ps. Still encouraged to develop a contract with student and have them commit and review but will not be able to un-enroll them since they are mandated students.

Discussed prior credit and shared procedure that was written up. Will still accept GED scores for prior learning credit. Will update the manual with this information.

Will be updating procedures around personnel items.

### **My learning plan**

New process for fiscal year: Non-accrued leave notification, also fixed errors with ed leave form. Overtime request - only put in actual number of hours overtime. **Very clear: May request comp or cash for overtime hours.** It is up to Wilhelmina's discretion but you have the right to ask.

Electronic Purchase Requisition: Went over form and read procedure and fielded questions. Question: How long do we have to wait for replies from other campuses before we request supplies? If materials are out there the responses have been pretty timely so a few days would suffice. Question: Shipping materials to other campuses? Check to see if someone is going there. Send a reimbursement request to ship? Not for shipping but yes for personal purchase. Just put shipping through VISION process.

Weekly report: Please send weekly report to Dana and Troy. Highlights, keep informed. Question: Can team submit weekly report or have to be individual? No, you must send your own.

### **FOCUS**

Go to home page – link there – web based so can be accessed anywhere.

Question: If you are out for the day and classes were scheduled, the admins can update your attendance or you can do it from any computer.

Question: Can use Explorer or only Mozilla? Can be accessed anywhere but Mozilla is best. Chrome is good too.

Continue to use PAS system for entering attendance, courses, etc. Do not have end date for old system yet. Old data will eventually be merged with new system.

Start using Focus by July 1<sup>st</sup> to get used to it and prepare for transitioning.

Lunch break at 12:30.

1:30 came back to talk about job assignments.

### **Job Assignments**

Explained and fielded questions.

Have had meeting with street sites and talked about what could/should happen given parameters at this point. No street sites closing. Complication - meet needs of two additional campuses in Morrisville and Hartford. Have plans, know where headed. Will be working to go through transition to get there. Know it will take some time and conversations to be had.

Dana and Troy want to visit every street campus in existence and look at plans for the two additional campuses. Each campus will have at least one full time teacher assigned. Responsible for classes 8:00 a.m. to 12:00 p.m. and afternoon transition, mentoring, sped, assessment, etc.

Job assignment list is in effect FY 14 by July 1, 2013.

Three Special Educators will be assigned statewide and will follow the students.

Offered Barre position to Sarah Loveless last week to replace Dave Strong. No start date as of yet.

Official end of meeting at 2:00 p.m. Meeting remained open to allow for work in Focus sandbox and Troy and Dana remained live to answer any questions and help navigate through Focus.

Respectfully Submitted,

Sheila Sayah