

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
August 29, 2013**

**Approved**

**Present:** Charity Baker, Cara Berryman, Jim Candon, Jack Carson, Kathi Cassidy, Susan Chelton, Wade Cole, Chris Cosgrove, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Dan Hescocock, Marlena Hughes, Dan King, Mike Lacoss, Tatum LaPlant, Dana Lesperance, Tod Lessard, John Long, Sarah Loveless, Paul Major, Eric Marchese, Troy McAllister, Jan Noskey, Wilhelmina Picard, Broni Plucas, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Jeanne Smith, Angie Stewart, Sharon Strange, Claire Swaha, Chad Thompson, Scott Tomlinson, John Vorder Bruegge

**Absent:** Dennis Bonanza, Jeff Cassarino, Mary Beth Heiskell, Mo McIntyre, Bill Storz

**Approval of Prior Meeting Minutes**

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

**Administrative Updates**

There are several vacancies between CHSVT and VCI that are due to retirees and resignations. Plans are in place to fill the vacancies. Glitches in the new system and hiring procedures are making for slow process but progress is being made.

FY'14 budget started in the red. If requests for purchases or trainings are denied it does not mean that your ideas are not being supported. The administrators are keeping track of what is being denied and if there is more money available later in the year, the requests that were denied will be revisited.

Dana talked about the interview process and the incredible pool of candidates that the team has been interviewing for various positions.

Dana introduced Sarah Loveless. She is a new Instructor at the Barre Campus working with Mary Poulos.

Len Schmidt has given his notice. His last day will be Friday, September 13<sup>th</sup>. He is taking a position at the Hinesburg Middle School.

Wade Cole has also given his notice. His last day is tomorrow, Friday, August 30<sup>th</sup>. He has taken a position as interim Assistant Principal at Crossett Brook Middle School in Duxbury.

We wish both of them well in their new endeavors!

There is a possibility that we will try more GoToMeetings in place of faculty meetings to promote cost saving measures in travel and meeting space expenses. More information to come soon.

## **Danielson Framework, Evaluation and Mentoring – Dana**

Four break-out groups were created to work on a Framework Jigsaw. Guiding questions for group discussion included: “Are students learning?” “How do you know?” “How do we continue to grow as teachers?”. Each group reported out from one of the four domains: 1. Planning and Preparation. 2. Classroom Environment. 3. Instruction. 4. Professional Development.

## **Wilhelmina**

Department changes in the way Case Plans are created and carried out will affect CHSVT as we are part of what may be included in many cases. How programming and education work together will be evaluated and will be based on the student’s best interests.

Combining CHSVT and VCI into Corrections Education will broaden opportunities for offenders as workers and students. VCI has begun to coordinate work within the facilities to systematize with seamless job descriptions and consistency. Safety trainings will be mandatory for work crew which would increase the need for classes like OSHA. There have been questions about how combining the two entities will affect NEASC. The answer is that the CHSVT mission will not change and therefore there is no change in accreditation with NEASC.

The Administrators are working hard to get all state evaluations complete.

MyLearningPlan has been a very helpful tool for the Administrators to keep track of everything from leave, purchasing, stipend, etc. Wilhelmina has the capability to run reports that have been very helpful. The site has made things much easier as everything is all in one place.

Correctional Instructor RFR – Wilhelmina is meeting with Gloria in Classification on September 11<sup>th</sup> and will pass on information after the meeting.

## **Focus – Troy**

There was a discussion about how important attendance tracking is for being able to report attendance to the legislature. Also, a behavior module will be added for mandated abuse reporting as licensed educators. The format of the report will satisfy reporting for all agencies. There was also discussion about a discipline module and how that will be used.

There will be updated information coming soon to P&P offices about the rules serving students under the age of 23 at the street campuses. There was further discussion about street campuses vs ADL and those still in DOC custody.

Lyndon State College is allowing us access to their computer lab on September 13<sup>th</sup> to review and get help on Focus. Let Troy know if you are interested in attending and put in a request to MyLearningPlan as there are a limited number of seats..

Respectfully Submitted,

Sheila Sayah