

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Montpelier Elks, Montpelier, VT
September 26, 2013**

Approved

Present: Charity Baker, Cara Berryman, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan Chelton, Wade Cole, Chris Cosgrove, John Cross, Sean Dobbin, Jerry Fortin, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Mary Beth Heiskell, Dan Hescocock, Marlana Hughes, Dan King, Mike Lacoss, 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, Bill Storz, Sharon Strange, Claire Swaha, Chad Thompson, Scott Tomlinson, John Vorder Bruegge

Absent: Dennis Bonanza, Lindsay Dakers, Pauline Dwyer, Tatum LaPlant, Mo McIntyre

Approval of Prior Meeting Minutes

Barb Hagen moved to approve the meeting minutes of August 29, 2013. Jim Candon seconded the motion. The minutes were approved.

Administrative Updates

The legislative session is gearing up to begin in a few short months. The new student information system is already proving helpful with answering questions from the CHSVT State Board and will be instrumental during the legislative session.

State Board Chair, George Cross is looking at calculating the Average Daily Membership of the school to align with the public schools around Vermont in an attempt to show parallel funding needs.

Sarah Clark who is the DOC Financial Director, has been appointed as Deputy Secretary of Finance. She will begin her new position sometime in October. There is no word yet on her replacement.

The RFR for Correctional Instructors was approved as a pay grade 23. Official letters will be mailed soon. At this time it is not known how far back pay will be retroactive.

Getting a sense as to where we are financially as the first quarter of the new fiscal year draws to a close. We spent about \$22,000/mo. in the first quarter which is a minimal amount. Please continue to request items. If they are denied they will be placed on a list for later if the budget allows. If you don't ask, it will not be added to the list and will not be considered.

We have two new staff members. Lindsay Dakers is the new Culinary Vocational Coordinator at Southern State. Molly Humphrey will be the new Correctional Instructor working with Eric at the Bennington campus. Molly officially begins on October 7th.

Laurette has been asked to work at the St. Alban's street campus. Since she has been back, attendance has quadrupled! Also, the management at the P&P is supporting Laurette and the school to assist with attendance issues.

Several professional development contracts are in the works for this fiscal year.

Wilhelmina has been on the road for the past week and a half attending conferences. The first week was in Denver for the National Institute of Corrections (NIC) conference. She then spent three days in Rhode Island at the Northeast Regional Conference.

Dana is now coordinating work with student computers and instructional technology. The following things will be happening. 1. Eric Marchese and Dan Hescocock will be the technology coaches and will be traveling the state assisting as needed. 2. Alan and Charity will be working on how to order computers, computer inventories, what is working and what needs updating. 3. The administrators will be looking at how to continue to support best practices in technology.

If your work station is moved, **do not** move your computer unless you have contacted Dana and Charity for instructions.

All technology purchases must now be requested via MyLearningPlan.

The Technology Committee has been voting and discussing the probability of disbanding. Technology workgroups will be created on an as needed basis.

There was a discussion about the upcoming Vermont Fest Conference at the Killington Resort from November 6-8th.

Student Assessment and Planning Activity

Planning weeks for the second quarter will be September 30th to October 11th. No classes will be in session.

The faculty was broken up into four groups to discuss assessment, planning, teaching and learning. Readings from Habits of Mind were the catalyst for discussion. After each group read and worked together everyone switched places and the next activity began.

The activity also used the Vision and Mission of Corrections Education as a basis for discussion.

Vision: Offenders will live, learn and work in their communities as self-supporting and productive members.

Mission: Corrections Education will provide learning environments for offenders based upon individual need to increase their skills in living, learning and working in order to reduce recidivism.

Learning environments will utilize industry, education and corrections best practices to support offenders as students in educational and work settings through VCI, CHSVT and Offender Work Programs.

There was a discussion about Focus issues after the activity.

Respectfully Submitted,

Sheila Sayah