

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Waterbury State Office Complex (WSOC)  
280 State Drive, Waterbury VT  
Oak Conference Room  
April 1, 2016**

**Approved**

**CHSVT Present:** Charity Baker, Jack Carson, Jeff Cassarino, Chris Cosgrove, Lisa Cowdrey, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Laurette Garrand, Angie Haggett, Harmony Harriman, Dan Hescoock, John Howe, Marlena Hughes, Molly Humphrey, Ben Irish, Dana Lesperance, Tod Lessard, John Long, Paul Major, Troy McAllister, Jan Noskey, Jake Petrasch, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Bobbi Shutts, Jeanne Smith, Bill Storz, Sharon Strange, Claire Swaha, Chad Thompson, John Vorder Bruegge, Matt Ware

**CHSVT Absent:** Mike Lacoss, Broni Plucas, Ashley Pulaski

**Announcements – Troy McAllister**

Legislative session: Still uncertainty with closing of community campuses but the Senate Appropriations is not planning on requesting reductions in the budget.

Troy announced that Angie will be transitioning back into a teaching role. The administrators are looking at how Focus will transition from a solely central office function to a combined function that would include the faculty. No timeframe has been determined at this time.

The CHSVT Coordinating Committee met a few weeks ago. There were really good conversations about appropriate faculty representation, term limits for the members, and how the meeting minutes will be handled. The minutes will be sent out to the entire faculty as soon as they have been read and approved by the committee. There was discussion about a mindful way of shared leadership. It was decided that this committee would meet monthly until all aspects of the committee were solidified.

**Approval of Meeting Minutes:**

**John Cross made a motion to approve the March 4<sup>th</sup> faculty meeting minutes. Dan Hescoock seconded the motion. The meeting minutes were approved.**

**Review NEASC Self-Study Part I – Entire Faculty**

**Standard 1 – Mission**

Content: Few concerns that the Mission Statement is not prominently hung at every campus.  
Assessment: P1

## **Standard 2 – Governance**

Content: Good

Assessment: P2

## **Standard 3 – Enrollment**

Content: Problems accessing and enrolling students.

Assessment: Downgraded to P2

Significant work to do with enrollment process.

## **Standard 4 – Program**

Content: Concerns that PE is not offered everywhere and equally.

\*Chris, Jeanne, and Sean will add language about the need for consistency at all campuses.

Assessment: P1

## **Standard 5 – Experience of the Students**

Content: Lots of discussion about addressing students' needs in raising self-confidence and personality awareness, etc. Also, student feedback, background data, data collection and assessments.

\*Jack and others from the committee will research and identify how we are collecting feedback.

Assessment: P1 – voted to continue looking at other Standards to see if some gaps are covered by other Standards. Can also address gaps and issues in reflection piece.

## **Standard 6 – Resources to Support the Program**

Content: Lots of discussion and many concerns about the lack of resources available. Resources include space, internet access, funding for supplies, etc.

\*Dana and Troy will work on updating the language with the current committee to reflect the current issues.

Assessment: Downgraded to an F1/F2

## **Standard 9 – Faculty**

Content: Staff not adequately distributed, some staff feel isolated.

\*John C., Laurette, and Nick willing to add language to Standard.

Assessment: Downgraded to P2

## **Standard 10 – Administration**

Content: Good

Assessment: P2

## **Standard 11 – Evaluation and Assessment**

Content: Lack of student feedback, assessments not following student, exit interviews, longitudinal study of former students, campus communication.

\*Nick and Claire will work on missing pieces.

Assessment: Downgraded to P2

### **Standard 12 – Health and Safety**

Content: Supervising non-students in library, not feeling safe in some facilities.

\*Mary, Bobbi, Nick, Bill, and Laurette will add information.

Assessment: Downgraded to P2

### **Standard 13 – Communication**

Content: Make sure background materials present to support content.

Assessment: P2

### **Standard 14 – Infrastructure**

Content: Not enough supportive material, not enough info, huge topic.

\*Troy, Pauline, and John H. will update and add more information.

Assessment: P2

### **Standard 15 – Process**

Content: Agree

Assessment: P1

Next Monday, April 4<sup>th</sup> is the day for Reflections and Recommendations. Where do we go from here, what really needs to be addressed. All about school improvement.

### **Focus Updates/Information – Angie**

Students were dropped from Q3 schedules this morning.

Angie reviewed the schedule forms. Please contact Angie with any questions or concerns.

### **Technology Updates/Information – Dan**

All things Google is now available at every community campus except for Burlington and Bennington. Access through google.com. MAKE SURE THAT STUDENTS SIGN OUT OF THEIR SIGN-INS!!! If they don't sign out, anyone will be able to access their pages.

DII Conversations – Discussions about internet access at every campus. Logic is that the state provides internet access to the public at state sites throughout the state (state buildings, welcome centers, court houses) without having access to state network. The Chief Information Security Officer confirmed that internet access is possible without access to the state network and Lisa Menard is supportive of the efforts to expand internet access to all offenders. Working on creating a plan with Lucas Herring and Sean Potter. There is already wifi access in the admin areas of facilities for offenders who are leaving a facility, to gain access to necessary outside agencies.

### **Other Updates, Questions, & Peer Networking**

Peer Networking was skipped due to time constraints.

## **Other Updates:**

Kim Bushey is working on a federal grant that could have a positive impact for us by way of infrastructure and increased funding. Kim is interested in bringing Habits of Mind to the forefront and having foundational training for all Program Services to be able to integrate the HOM language into Risk Reduction. She has added the HOM piece into the grant proposal.

Title I Audit: Tuesday, April 12<sup>12</sup> the auditors will be at central office. Title I funds are around \$147,000/yr. We no longer have the population to support receiving Title I funding. The audit may provide us with some options that will allow us to continue to receive some Title I funding. The Title I team is supportive in finding a way to allow for funding to continue. Question: Should there be a small committee created to design a program that allows for Title I funding? Troy will provide more information after the audit.

Pre-Migration O365 – Some emails have been disappearing from some accounts. If they do not return within a day or so, contact DII and let them know.

Graduation Standards - Troy sent an email out yesterday with two documents regarding proficiency standards and indicators. One is the compilation of the academic power standards that we worked on through the summer and fall and the other is a sample of the proficiency based graduation requirements that the AOE has developed. At the next faculty meeting, we will have a discussion and possibly make some decisions on moving forward.

Celebration – It has been a long time since there was a faculty/staff celebration or fun day. We would like to plan a possible get together in lieu of a May faculty meeting. More information will be provided once we see what kind of venue we can find. The plan is to have a low-key potluck and fun day of activities and socializing.

Troy will be attending a meeting with CCV about a possible model where college students and offenders have classes together that are taught in the facilities. Troy will provide any necessary information after the meeting.

John Cross is planning on retiring at the end of April. Dana opened the floor to anyone who wanted to say a few words or share a story about John. It was a very emotional send off. We will miss you, John!!!

Respectfully Submitted,

Sheila Sayah