

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Waterbury State Office Complex (WSOC)
280 State Drive, Waterbury VT
Cherry Conference Room
October 7, 2016**

Approved

CHSVT Present: Charity Baker, Rebekah Blaisdell Simays, Jack Carson, Jeff Cassarino, Chris Cosgrove, Lisa Cowdrey, Sean Dobbin, Jerry Fortin, Laurette Garrand, Angie Haggett, Harmony Harriman, Dan Hescocock, John Howe, Marlena Hughes, Ben Irish, John Long, Paul Major, Troy McAllister, Jan Noskey, Mary Poulos, Ashley Pulaski, Nick Rulon, Bob Salzman, Sheila Sayah, Bobbi Shutts, Jeanne Smith, Bill Storz, Sharon Strange, Claire Swaha, Cory Valentine, John Vorder Bruegge, Matt Ware

CHSVT Absent: Pauline Dwyer, Molly Humphrey, Mike Lacoss, Dana Lesperance, Tod Lessard, Jake Petrasch, Chad Thompson

Guests Present: Kim Bushey, Morgan Irons from Vermont Humanities Council

Joyce Hayden stopped in and was introduced to the faculty. Joyce is our new Financial Specialist, replacing Sean Burns.

Morgan Irons was introduced. She will be replacing Jan Steinbauer when she retires in a few months so Morgan wanted to come to a meeting to put names and faces together. She will be at the next faculty meeting presenting new information about programming available through the Vermont Humanities Council.

Approval of Meeting Minutes:

Claire made a motion to approve the September 2nd faculty meeting minutes. Nick seconded the motion. The meeting minutes were approved.

Risk Intervention Services – Kim Bushey

Kim stopped in to give an update, from her perspective, on the integration plan progress. Kim stated that by integrating services, what the department is doing is a very practical and systematic approach. No other DOC has a model like this. It is cutting edge and therefore, we are learning along the way.

The two main goals for year one remain the same:

1. One referral system for all risk reduction services.
2. An Integrated Services Plan for the mandated population.

The new Case Management Directive has been shared with Directors and will be in effect in December. There will be a training initiative in November for Case Managers.

The plan is to have two service tracks for need. One will be for offenders with a high need in education who are not mandated, but encouraged to seek educational services. The second, will be for offenders with a moderate to high risk who are mandated to participate in educational services to address their criminogenic needs.

Proposed Pilot #1 - There will be a closer look at ADA (Americans with Disabilities Act) accommodations. There will be a referral to education for assessment, after which, an intervention plan will be created and brought to the Program Services group to determine how to service the offender.

Proposed Pilot #2 - All referrals from Southern State will be sent to central office to be discussed at the Program Services meeting to determine what a plan would look like for the individual offenders.

Looking at how we can develop a model and how to use the resources that we have available, i.e. CHSVT, VCI, RRC (Risk Reduction Coordinators), etc. Looking at two main roles as Risk Containment and Risk Reduction.

NEASC Update

Charity gave a brief summary of the visiting team assignments and reminded everyone to RSVP for the reception so that she can give the final count to the caterer.

FOCUS Update

We were given the opportunity to use the AHS Training Room for an impromptu Focus session.

New alerts have been added for records release and transcript information.

The ability to run a CASAS report has also been created.

*After a student receives their diploma, they should be unenrolled as a graduate. If they are continuing with school, they should be reenrolled as a post-graduate or continuously enrolled student.

As a reminder: All teachers now have access to add/drop students from classes, activate/deactivate a student, and enter race/ethnicity, campus and advisor. New enrollments and record releases are still handled by the Registrar Alias.

Student Enrollment Codes –

Initial Enrollment – will only be used by central office staff to add a new student.

Transfer to another campus – leaving your campus, known to be continuing

Absent, status unknown – don't know status, student not starting at a new campus within a week

Re-entry after voluntary/involuntary withdrawal – reactivate student at your campus

Respectfully Submitted,

Sheila Sayah