

**WALLINGFORD BOARD OF EDUCATION  
INSTRUCTIONAL COMMITTEE MEETING  
Monday – January 5, 2015  
Board of Education Conference Room  
Hall-Elton Building**

**MINUTES**

**I. CALL TO ORDER**

Vice Chairperson Shortell called the meeting to order at 7:00 p.m.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, K. Hlavac, J. Marrone, C. Shortell

**STAFF MEMBERS PRESENT**

C. Lavalette, B. McCully, S. Menzo, S. Parkhurst, K. Veilleux

**II. ACCEPTANCE OF MINUTES**

Instructional Committee Meeting minutes of December 1, 2014 and December 8, 2014 were accepted with corrections noted by Mrs. Hlavac.

**III. CURRICULUM**

**A. Proposed Adoption of New H.S. Course: Ensemble Honors Component**

Shawn Parkhurst, Assistant Superintendent for Curriculum & Instruction, stated the music departments at both high schools are asking for an honors level of work to be offered to students which include several different components of music each quarter. Students will independently design a plan which requires the permission of their instructor before they are allowed to enroll in the honors level. The rationale is as follows: All performance ensembles at both high schools are heterogeneously grouped. By adding the honors component to the high school performance ensembles, it allows the more advanced and highly motivated students to excel and aspire to perform at the highest level.

The requirements for honors credit will open a wider range of musical experiences, especially for those students who plan on continuing their musical training at the college level. This component will encourage our higher level musicians to use critical thinking skills in designing and implementing their own personal learning plan related to the study of music as well as working on the artistic processes of creating, performing and responding. Dr. Menzo noted this course is in line with following the direction of personalized learning.

Mrs. Hlavac referred to Quarter 1 of the proposed course outline and asked what type of concerts students will be reviewing to earn ten points. Dr. Menzo stated a student typically video tapes a fellow student's concert (i.e. instrumental concert, vocal concert, etc.) and then will critique one another's performance. All outside concerts (such as concerts at Choate-Rosemary Hall) must be approved by an instructor. Referring to Quarter 4, Mrs. Hlavac asked if NAFME (National Association for Music Education) replaces the CMEA (Connecticut Music Educators Association) auditions noted in Quarter 2. Mrs. Lavalette stated from 1998 to 2011 the current NAFME was known as the MENC (Music Educators National Conference) and on September 1, 2011 the name was changed to National Association for Music Education.

Mrs. Hlavac requested additional information regarding the NAFME audition process. The NAFME Honor Ensembles are represented in the following components: concert band, mixed choir, symphony orchestra, and jazz ensemble. Only students, who meet the requirements of being accepted to the CMEA All-State competition, are a member of his or her school's choral, string or instrumental ensemble (which must correspond to the ensemble for which the application is made), and receive endorsement from his or her ensemble director, may apply for an audition. Students must prepare two minutes of the piece he or she used for their all-state audition or two minutes of any piece of music on their state's approved all-state audition repertoire list. It must be submitted as a video audition.

Mrs. Hlavac asked what will happen if a student does not make the required points in any of the four quarters. Mr. Parkhurst stated the student would receive credit for taking the course – just not the honors credit. She requested the course proposal be more explicit and asked that it be reviewed again at the next Board of Education meeting.

The unanimous consensus of the Board was to send the proposed New H.S. Course: Ensemble Honors Component to the Board of Education for presentation at its next meeting.

#### **IV. DISCUSSION**

##### **A. Discussion and Possible Action Regarding Information Technology Seasonal Employee**

Karen Veilleux, Director of Information Technology, disseminated an organizational chart of the Information Technology Services current staff members and stated she is requesting to add an additional Computer Technician I to her department. She noted her staff is very specialized and when it comes to break/fix it, deploying new computers/printers, reimaging machines, troubleshooting hardware & software issues or helping teachers with technology in their classrooms, she only has one Computer Technician I and one Computer Technician II. The other IT staff is responsible for network security/configuration, switches, software, cabling, phone intercom, security systems, AV/Video production, WPS Channel 19 and clerical duties. In 2012-2013 IT staff supported 2,618 devices in the district (which include student laptops/companion touch devices, ipads, Chromebooks, tablets, office staff/food service computers, teacher laptops and media center/lab devices). In 2013-2014 that number increased to 3,933 devices and is currently at 4,382 devices.

During the last six months the use of Google Apps for education has grown substantially in the district. There has been a 55% increase in the number of Google Docs/forms – growing from 104 forms to 1,111 forms, a 968% increase. As teachers and staff are trained, more and more are using the features in Google. This significant increase in use also creates more questions and support tickets/calls to the IT department. Mrs. Veilleux stated in 2013 the district hired EASTCONN Technology Solutions to conduct a technology audit. The findings in the report recommended hiring two to three Level II technicians accompanied by Level I/II interns.

Mrs. Veilleux noted when she arrived in Wallingford she reviewed all over-time in the IT department and discovered staff was being paid a lot of over-time (time and a half) for less hours. Mr. Marrone asked if we outsource for any computer services. Dr. Menzo stated he did explore outsourcing services to both ACES (Area Cooperative Educational Services) and CREC (Capitol Region Education Council) and the hourly rate they would charge was significantly greater than \$20.00/hour and the turn-around-time would be an issue. Currently if someone's laptop is broken, it will be repaired and returned back within twenty-four hours. The hourly rate for a Computer Technician I is around \$20.00/hour.

Mrs. Veilleux stated there is seasonal staff budgeted for in one of her IT accounts. Seasonal staff is IT teachers who work during the summer for the IT department providing curriculum development services. The seasonal budgeted amount is \$31,506 and she is looking to spend part of this during the summer and use the remaining amount throughout the year to pay high school students to do updates. The seasonal staff worked only 19.5 hours per week last summer. She stated there are internal candidates who are interested in this proposed Computer I Technician position.

The salary for this proposed position is \$41,598 and would come from the overtime salary account and the seasonal salary account. The funding for benefits would be encumbered from the benefit account if the person who is hired chooses to take benefits. Mrs. Veilleux added she has many colleagues in various districts and none of them outsource the daily break/fix it of laptops, repairing of classroom computers, etc.

The unanimous consensus of the Board was to send the proposed hiring of a new Information Technology Services Computer I Technician for approval to the Board of Education for action at its next meeting.

**V. ADJOURNMENT**

There being no further business, Vice Chairperson Shortell adjourned the meeting at 7:58 p.m.

Respectfully submitted,  
Betsy McCully  
Assistant Superintendent's Secretary