

**WALLINGFORD BOARD OF EDUCATION
INSTRUCTIONAL COMMITTEE MEETING
Monday – February 4, 2013
BOE Conference Room
Mark T. Sheehan High School**

MINUTES

I. CALL TO ORDER

Vice Chairperson Mansfield called the meeting to order at 7:10 p.m.

BOARD MEMBERS PRESENT

K. Castelli, C. Mansfield, J. Marrone, C. Miller

STAFF MEMBERS PRESENT

E. Cohn, J. Guarino, S. Menzo, R. Mancusi, B. McCully

II. ACCEPTANCE OF MINUTES

Instructional Committee Meeting minutes of January 7, 2013 were accepted as presented.

III. PRESENTATION

A. Teacher and Administrator Evaluation Planning

Superintendent Dr. Menzo stated back in August 2012 he was invited to participate in training for the new Connecticut administrator evaluation plan. After completing eighteen hours of training and passing an online video test, Dr. Menzo qualified to become an in-district certified instructor for our administrators at no cost to the district. State legislation mandates districts to establish teacher evaluation requirements as well as administrator evaluation requirements. The state has developed a model plan which districts can follow or they are allowed to choose their own plan. Wallingford's teacher evaluation committee decided to adopt SEED (Connecticut's System for Educator Evaluation and Development) for the 2013-2014 school year. The district only has to commit to one year at a time. Wallingford's current teacher evaluation plan is closely aligned with the State plan; however the administrator evaluation plan still needs work. He noted this is the first time teacher evaluations and administrator evaluations are connected. Jan Guarino, Assistant Superintendent for Personnel, added the evaluation process is truly focused on teaching and learning.

The Connecticut Teacher Evaluation and Support model states all ratings must use four performance levels: Exemplary, Proficient, Developing and Below Standard. An overall rating is determined by ratings in four areas: 45% student growth and development, 5% whole school learning indicators or student feedback or a combination of both, 40% teacher performance and practice, and 10% parent feedback. The final rating determination is as follows: Student outcome rating: (45% + 5%) and Teacher practice rating: (40% + 10%). A summative matrix is utilized to determine a summative rating.

Under the Connecticut Teacher Evaluation and Support model each teacher is observed five to eight times per year through both formal and informal observations. A formal observation is at least thirty minutes, followed by post-observation with written and verbal feedback. An informal observation is at least ten minutes, followed by written and/or verbal feedback. It is recommended in the first year of implementation that the majority of observations be unannounced.

All teachers should be observed six times – three formal and three informal. First and second-year teachers must have at least three in-class observations and two of the three must have a pre-conference. All observations also must have a post-conference with verbal or written feedback or both within two days of an observation. A major concern of this evaluation plan is the number of teacher observations an administrator must complete during the course of a school year. The state requires six observations; however ACES (Area Cooperative Educational Services) is stating six is recommended; but only three are required.

Teachers who receive a “below standard” or “developing” evaluation must have at least three in-class formal observations, two of the three observations must have a pre-conference and all three observations must have post-conferences with verbal or written feedback or both within two days of each observation. Teachers who receive a “proficient” or “exemplary” evaluation must have a combination of at least three formal observations/reviews of practice, one of which must be a formal in-class observation. Other observation considerations – Teachscape calibration & proficiency, the majority of observations should be unannounced, and after the first year the number of observations can vary from teacher to teacher based on needs as long as the district follows the state’s guidelines.

The Connecticut Administrator Evaluation and Support Core Requirements (Guidelines) states the overall rating is determined by ratings in four areas. Ratings must use four performance levels: Exemplary, Proficient, Developing and Below Standard. The process involves orientation, a goal setting conference, evidence collection, a midyear formative review, end-of-year summative review, and local reporting to the Wallingford Board of Education by June 1st. In addition there is State reporting to the State Department of Education by June 30th and summative rating revisions must be completed by September 15th. Multiple Student Learning Indicators comprises 45%: 22.5% is School Performance Index (SPI) where SPI progress is required, and 22.5% are local measurements and must include student outcomes from subjects/grades not assessed on state-administered assessments. They also must include cohort and extended graduation rates (high school only). Teacher effectiveness comprises 5% and is measured by improvement or by reaching and/or maintaining a high target percentage of teachers who meet student learning objectives (45% is from teacher evaluation).

Leadership Practice comprises 40% the evaluation and requires use of a rubric aligned with Common Core of Leading: CT School Leadership Standards. Weights of standards vary within prescribed limits and the 092 rule. Emphasis is on teaching and learning for principals. The final 10% is Stakeholder Feedback: where instrument aligned to CT Leadership Standards, rating is based on both improvement and overall performance and stakeholders must include teachers and parents (applies to school-based administrators).

IV. POLICY

A. Proposed Adoption of Revised Policy – Responsible Use for Students – 6141.321

Dr. Menzo stated the Board approved a Responsible Use for Students policy earlier this year and based on our attorney’s recent input the policy needed to be aligned with information received from the ACLU. The new language is clear and includes helpful definitions within the policy. Please note, this policy addresses only district computers, our computer network (including the internet access and e-mail system) and any electronic devices that access the network which are provided by the Wallingford Board of Education.

The unanimous consensus of the Board was to send the proposed adoption of revised policy: Responsible Use for Students – 6141.321 to the Board of Education for action at its next meeting.

B. Proposed Approval of Revised Regulation – Responsible Use for Students – 6141.321a

The unanimous consensus of the Board was to send the proposed approval of revised regulation: Responsible Use for Students – 6141.321a the Board of Education for action at its next meeting.

V. ADJOURNMENT

There being no further business, Vice Chairperson Mansfield adjourned the meeting at 7:57 p.m.

Respectfully submitted,
Betsy McCully
Assistant Superintendent's Secretary