

**WALLINGFORD BOARD OF EDUCATION
INSTRUCTIONAL COMMITTEE MEETING
Monday – April 21, 2014
Board of Education Conference Room
Hall-Elton Building**

MINUTES

I. CALL TO ORDER

Vice Chairperson Shortell called the meeting to order at 6:59 p.m.

BOARD MEMBERS PRESENT

M. Brooder, K. Castelli, K. Hlavac, J. Marrone, R. McKay, C. Miller, C. Shortell, M. Votto

STAFF MEMBERS PRESENT

D. Bryant, K. Daly, L. Faiella, C. LaTorre, R. Mancusi, B. McCully, S. Menzo, M. Montagnon, S. Parkhurst, A. Varrone-Lederle

II. ACCEPTANCE OF MINUTES

Instructional Committee Meeting minutes of March 3, 2014 were accepted as presented.

III. DISCUSSION

A. Approval of Proposed 2014-2015 District Calendar

Dr. Menzo, Superintendent, stated the calendar committee worked on this revision of the 2014-2015 school calendar. The first day of school for students will be Wednesday, August 27th and convocation for teachers will be on August 25th. August 26th will be an in-service professional development day for staff. The second professional development day in August will be moved to Columbus Day in October; which then becomes a floating holiday. The February break is on Friday, February 13th (early release day) and Monday, February 16th is a holiday. April break will start on April 13th to April 17th. Dr. Menzo suggested rewording the last statement on the bottom of the calendar referring to days lost due to school closings, since it is confusing as written. Louis Faiella, President of the Wallingford Education Association Teacher's Union, informed the Board he did a quick survey of the teachers and the majority agreed the first five days lost to school closings will be made up at the end of the school year and any days beyond five will be made up at the end of the spring vacation, starting with Friday, April 17th and working backwards. Mr. Shortell stated he feels the time between Presidents' Day (February 16, 2015) and Good Friday (April 3, 2015) is a long stretch for students to be in school and asked if consideration has been given to a day off in March. Mr. Votto stated he is not opposed to adding an extra day to the February 2015 break.

The unanimous consensus of the Board was to send the proposed 2014-2015 District Calendar to the Board of Education for action at its next meeting.

B. Update from the Innovation Team

This item was added to the agenda. David Bryant, principal of Lyman Hall High School and member of the Innovation Team, stated the team has been looking at ways to add time to the school day to increase student engagement and student achievement. Melanie Montagnon, AP Psychology teacher at Sheehan High School and Innovation Team member and Ken Daly, English teacher at Lyman Hall High School and Innovation Team member both spoke about the challenges teachers and students face. Teachers and students have only moments of unscheduled time each day.

Case managers lack consistent, direct contact with case load and there is a myriad of interruptions to class time. There is also inconsistent completion of makeup work and trying to balance whole class instructional time with individual needs.

What teachers and students need are fewer interruptions to class time, a culture of revision, quality, unscheduled time with our students, a campus environment, provide mentoring and progress monitoring for Capstone, structured time for personalization and an alternative to zeroes for work not handed in. Mr. Bryant stated they reviewed the current high school schedules for students – There are two alternating day schedules “A Schedule and B Schedule” with each class meeting once every other day for eighty-five minutes. There are four periods a day, every other day. The Innovation Team truly was looking for time they could extract from the current schedule which would be meaningful for students and less of an impact on overall instructional time. The exam structure was reviewed and the current exam schedule (which includes midterm exam review, midterm exams, post midterm exam review, final exam review, final exams and exam make day) totals 15 days or 90 hours.

Mr. Bryant went on to say creating time for teachers and students to have office hours would allow each teacher to hold office hours two times each week for thirty minutes. A typical student schedule with office hours included would allow for two seventy-seven minute periods, two seventy-eight minute periods and a thirty minute office hour period. Class time is reduced from eighty-five minutes only on the days office hours are available. The time frame for exams would also be reduced; but there will still be exams given at the high school. The Innovation Team sees teachers using office hours to provide remediation and enrichment, conference with students about writing, academic progress, etc., meet with students in case load, mentor and progress monitor Capstone students and schedule students to revise or complete missing assignments. They see students using office hours to seek extra help from peers and teachers, discuss plans to address missed classes/assignments, utilize media center for research, work with peers on collaborative projects and self-directed learning. Possible implementation of this schedule would not be until the 2015-2016 school year.

IV. CURRICULUM

A. Approval of Lyman Hall High School Trip to Spain – April 9 to April 17, 2015

The unanimous consensus of the Board was to send the proposed approval of the Lyman Hall Trip to Spain – April 9 to April 17, 2015, and adhering to the revisions approved by the Board to the Field Trips Regulation – 6153a, to the Board of Education for action at its next meeting.

B. Approval of Middle School/High School Health Curriculum

Mr. Parkhurst reviewed the middle school and high school health curriculum changes in an overview by grade and units. These units were rewritten and revised to include health requirements by the State of Connecticut and include realigned content.

The unanimous consensus of the Board was to send the proposed revised Middle School/High School Health Curriculum overview to the Board of Education for action at its next meeting.

V. POLICY

A. Proposed Adoption of New Policy: Non-Lapsing Education Fund - 3171

Mr. Parkhurst stated the third paragraph of this proposed policy addresses also using unexpended funds for not only capital projects but also for other extra-ordinary or emergency expenditures which may be necessary yet otherwise not budgeted for.

The unanimous consensus of the Board was to send the proposed adoption of new policy: Non-Lapsing Education Fund - 3171 to the Board of Education for action at its next meeting.

B. Discussion Regarding Proposed Advertising on Sponsorship Signs Policy

Mr. Parkhurst stated discussion regarding this proposed policy will be tabled to a future meeting. He is waiting for additional information from the Board attorney.

C. Discussion Regarding Field Trips Regulation – 6153a

Mr. Parkhurst stated this policy was tabled at the March Instructional Committee meeting because it was requested to have a discussion about the student/chaperone ratio on field trips. Mr. Miller is concerned about the safety of students when they travel outside the United States. He would like to see one chaperone for every six students. It was decided by the Board to add the following language to the Field Trips Regulation in both the educational field trips section and to the recreational field trips section: *Out of country field trips will require (1) chaperone to every (6) students. Any requests for exceptions must be presented to the Board of Education for approval.*

The unanimous consensus of the Board was to send the proposed adoption of revised regulation: Field Trips Regulation – 6153a to the Board of Education for action at its next meeting.

VI. ADJOURNMENT

There being no further business, Vice Chairperson Shortell adjourned the meeting at 8:37 p.m.

Respectfully submitted,
Betsy McCully
Assistant Superintendent's Secretary