

**WALLINGFORD BOARD OF EDUCATION
SPECIAL INSTRUCTIONAL COMMITTEE MEETING
Wednesday – January 18, 2017
Board of Education Conference Room**

MINUTES

I. CALL TO ORDER

Chairperson Cei called the meeting to order at 6:00 p.m.

BOARD MEMBERS PRESENT

M. Brooder, K. Castelli, A. Doerr, S. Glidden, K. Hlavac, R. McKay, P. Reynolds

STAFF MEMBERS PRESENT

E. Arum, G. Dirkson, T. Hale, C. LaTorre, C. Lavalette, R. Mancusi, S. Menzo

II. DISCUSSION AND POSSIBLE CONSENSUS

A. Draft of Redo and Retake District Guidelines

Dr. Salvatore Menzo, Superintendent of Schools, stated this special Instructional Committee Meeting is to review the latest draft of the Retake and Redo district guidelines. At the January 3, 2017 Instructional Committee Meeting this was an item on the agenda that was discussed. The draft version was sent to Board members, teachers, administrators and parents (PTAC) for their feedback. From that feedback, revised guidelines for student redos/retakes were developed. They are as follows. 1.) Students may redo/retake an assignment/test as specified by the guidelines below and described in detail in their teachers' class expectations to be distributed to students at the beginning of the year. 2.) Parents will sign-off signifying that they have seen the class expectations. 3.) Redos/retakes may be granted no matter the original grade on the initial assignment. (It is understood that the student must have actually completed the assignment originally in order to redo or retest.) 4.) Students may redo/retake an assignment/test once. However, based on teacher discretion, additional retakes may be offered to a student. 5.) Students who wish to request to redo/retake an assignment/test must schedule a time to conference with their teacher within one week of the date the assignment/test was returned and/or feedback was received.

6.) Prior to the conference, the student must complete a redo/retake form provided by the teacher. 7.) In order for the student to complete the form, the teacher will provide to the student the assignment/test or share specific performance information for use in developing a plan. 8.) In an effort to maintain open lines of communication between the teacher, student and parent, a parent signature is required on the redo/retake form. 9.) At the conference, the student must review his/her completed redo/retake form provided by the teacher. This form will require the student to demonstrate evidence of reviewing their original assessment. Students must also share what he/she plans to do, such as attend extra-help, complete targeted assignments, etc. in order to qualify and be prepared for the retake/retest. 10.) If approved, the student must complete the redo/retake of the assignment/test by a mutually agreed upon date with the teacher. 11.) Approval is granted at teacher discretion based on a student's adherence to the parameters and guidelines, demonstration of readiness, and good standing as determined by habits of work indicators. 12.) This protocol does not apply to midterm and final exams. 13.) It is not necessary for students to demonstrate skills and content knowledge that they have previously attained on the original assessment. For example, a writing assignment would probably require the entire response to be done while a summative assessment would provide opportunity for students to improve on specific areas of weakness. Dr. Menzo stated impact of redos and retakes on final grades is the higher score will prevail on the redo/retake of the assignment/test.

Teachers should record a minimum of nine grades (tests, quizzes, projects, etc.) distributed throughout the marking period. These grades must be included in the calculation of the marking period average. He also noted that variations to the guidelines are allowed if approved and supported by building administration. All guidelines and procedures of the redo/retake policy are to be shared with parents and students in class. Mrs. McKay commented she is genuinely impressed with these changes and feels the changes provide teacher discretion and autonomy and the new guidelines outline the student involvement/responsibility throughout this entire process.

The consensus of the Board with Mr. Reynolds stating no, was to send the proposed Draft of Redo and Retake District Guidelines to the Board of Education for action at its next meeting.

III. ADJOURNMENT

There being no further business, Vice-chairperson Doerr adjourned the meeting at 6:23 p.m.

Respectfully submitted,
Betsy McCully
Assistant Superintendent's Secretary