

**WALLINGFORD BOARD OF EDUCATION  
INSTRUCTIONAL COMMITTEE MEETING  
Tuesday – September 8, 2015  
Vo-Ag Community Room  
Lyman Hall High School**

**MINUTES**

**I. CALL TO ORDER**

Chairperson Cei called the meeting to order at 7:25 p.m.

**BOARD MEMBERS PRESENT**

J.P. Bolat, K. Castelli, J. Cei, K. Hlavac, J. Marrone, R. McKay, M. Votto

**STAFF MEMBERS PRESENT**

C. Madancy, S. Menzo, B. McCully, S. Parkhurst

**II. ACCEPTANCE OF MINUTES**

Instructional Committee Meeting minutes of June 15, 2015 were accepted as presented.

**III. CURRICULUM**

**A. Proposed Adoption of New Textbook for Grade 12 AP Calculus: *Calculus***

Christie Madancy, Mathematics Curriculum Coordinator, stated the current Advanced Placement text book for AP Calculus is outdated and all our students who take AP courses during high school are granted UCONN college credit through AP test scores. Since the current Calculus text is no longer on the UCONN approval list for ECE (Early College Experience) courses, the district could lose our ECE partnership if we do not update our text. The new textbook is an updated version of the current book and is the same custom edition that UCONN is using. It has a 2015 copyright.

The unanimous consensus of the Board was to send the proposed adoption of new textbook for Grade 12 AP Calculus: *Calculus* to the Board of Education for action at its next meeting.

**B. Proposed Adoption of New H.S. Geometry Unit 1 – Transformations & The Coordinate Plane**

Mrs. Madancy stated there is no Geometry textbook used for this course/unit. Teachers utilize internet resources and applications through software called Geogebra. This unit is designed to be taught in a five week time period; however there is flexibility within each unit to extend the time period. Stage 1 of each unit is *Desired Results*, Stage 2 is *Evidence* and Stage 3 is the *Learning Plan*.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. Geometry Unit 1 – Transformations & The Coordinate Plane to the Board of Education for action at its next meeting.

**C. Proposed Adoption of New H.S. Geometry Unit 2 – Congruence, Proof & Constructions**

This unit is designed to be taught in a five week time period; however there is flexibility within each unit to extend the time period.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. Geometry Unit 2 – Congruence, Proof & Constructions to the Board of Education for action at its next meeting.

**D. Proposed Adoption of New H.S. PreCalculus Unit 1 – Angles and Basic Trigonometric Functions**

This unit is designed to be taught in a four week time period; however there is flexibility within each unit to extend the time period.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. PreCalculus Unit 1 – Angles and Basic Trigonometric Functions to the Board of Education for action at its next meeting.

**E. Proposed Adoption of New H.S. PreCalculus Unit 2 – Graphing**

This unit is designed to be taught in a four week time period; however there is flexibility within each unit to extend the time period.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. PreCalculus Unit 2 - Graphing to the Board of Education for action at its next meeting.

**F. Proposed Adoption of New H.S. Algebra 2 Unit 1 – Functions & Inverse Functions**

This unit is designed to be taught in a six week time period; however there is flexibility within each unit to extend the time period.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. Algebra 2 Unit 1 – Functions & Inverse Functions to the Board of Education for action at its next meeting.

**G. Proposed Adoption of New H.S. Algebra 2 Unit 2 – Quadratic Functions**

This unit is designed to be taught in a six week time period; however there is flexibility within each unit to extend the time period.

The unanimous consensus of the Board was to send the proposed adoption of new H.S. Algebra 2 Unit 2 – Quadratic Functions to the Board of Education for action at its next meeting.

**IV. POLICY**

**A. Proposed Adoption of Revised Policy: Instructional Materials - IIA**

Mr. Parkhurst stated the revised policy Instructional Materials - IIA includes the following new language in paragraph one: *When curriculum is being reviewed and recommended to be sent to the Board of Education for approval, the Curriculum Management Team must consist of the following members for a recommendation of action to be taken: Assistant Superintendent for Curriculum & Instruction, a Curriculum Coordinator or Curriculum Resource Teacher in the related subject area, Subject Area Coordinators in related subject area, Department Chairpersons in related subject areas, three building level administrators and a minimum of 4 teachers; one from K-2; one from 3-5, one from 6-8 in related subject area and one from 9-12 in related subject area.*

The unanimous consensus of the Board was to send the proposed adoption of revised policy – Instructional Materials – IIA to the Board of Education for action at its next meeting.

**B. Proposed Adoption of Revised Policy: Textbook Selection - IIAA**

Mr. Parkhurst stated the revised policy Textbook Selection – IIAA has the removal of paragraph one and the addition of the following sentence: *The Board of Education shall adopt textbooks by a majority vote.*

The consensus of the Board, with Mr. Votto abstaining, was to send the proposed adoption of revised policy – Textbook Selection – IIAA to the Board of Education for action at its next meeting.

**C. Proposed Adoption of Revised Policy: Curriculum Development and Adoption - IF**

Mr. Parkhurst stated the revised policy Curriculum Development and Adoption - IF includes the following new language in paragraph one: *When curriculum is being reviewed and recommended to be sent to the Board of Education for approval, the Curriculum Management Team must consist of the following members for a recommendation of action to be taken: Assistant Superintendent for Curriculum & Instruction, a Curriculum Coordinator or Curriculum Resource Teacher in the related subject area, Subject Area Coordinators in related subject area, Department Chairpersons in related subject areas, three building level administrators and a minimum of 4 teachers; one from K-2; one from 3-5, one from 6-8 in related subject area and one from 9-12 in related subject area.*

The following new language is included in paragraph two: *If the management team makes revisions it must go back to the curriculum writing team prior to presentation to the Board of Education. When curriculum is being reviewed and recommended to be sent to the Board of Education for approval, the Curriculum Management Team must consist of the following members for a recommendation of action to be taken: Assistant Superintendent for Curriculum & Instruction, a Curriculum Coordinator or Curriculum Resource Teacher in related subject area, Subject Area Coordinators in related subject area, Department Chairpersons in related subject area, three building level administrators and a minimum of 4 teachers; one from K-2; one from 3-5, one from 6-8 in related subject area and one from 9-12 in related subject area.*

Also, please note wherever it states *curriculum guides* in the policy, the wording has changed to *curriculum units of study*.

The unanimous consensus of the Board was to send the proposed adoption of revised policy – Curriculum Development and Adoption - IF to the Board of Education for action at its next meeting.

**D. Proposed Adoption of Revised Policy: Curriculum Documents - IFE**

Mr. Parkhurst stated the revised policy Curriculum Documents – IFE has all mention of *curriculum guides* changed to read *curriculum units of study*. Item E has been changed to read: In all cases, sufficient latitude shall be permitted to provide the teacher with time to teach the current, topical, and incidental which adds to motivation and meaningful teaching and learning, in collaboration with administration, subject area coordinators and department chairs.

The unanimous consensus of the Board was to send the proposed adoption of revised policy – Curriculum Documents - IFE to the Board of Education for action at its next meeting.

**E. Proposed Adoption of Revised Regulation: Requests for Reconsideration of Instructional Materials – IIAF-R**

Mr. Parkhurst stated the issue with this regulation is if there is going to be an actual form or a letter as part of the proposed regulation. The Board was presented with two potential forms – one has three questions to be completed and the other has four questions to be completed by the parent/guardian. The Board did not feel comfortable voting to move forward the Parent Notification Letter until there were revisions/deletions incorporated into the document. Mr. Parkhurst stated all Board members may email him with suggestions for revisions/deletions to the proposed Parent Notification letter which will be presented at a future Instructional Committee Meeting.

There being no further business, Chairperson Cei adjourned the meeting at 9:45 p.m.

Respectfully submitted,  
Betsy McCully  
Assistant Superintendent's Secretary