WALLINGFORD BOARD OF EDUCATION
INSTRUCTIONAL COMMITTEE MEETING
Monday – December 1, 2014
Vo-Ag Community Room
Lyman Hall High School

MINUTES

I. CALL TO ORDER

Chairperson Cei called the meeting to order at 6:04 p.m.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

R. Arciero, D. Bellizzi, N. Brophy, D. Dayo, K. Friend, C. LaTorre, C. Lavalette, R. Mancusi, B. McCully, S. Menzo, R. Napoli, S. Parkhurst, V. Reed, C. Stone

II. ACCEPTANCE OF MINUTES

Instructional Committee Meeting minutes of November 13, 2014 were accepted as presented.

III. PRESENTATION

A. Elementary School Improvement Plans

Shawn Parkhurst, Assistant Superintendent for Curriculum & Instruction, informed the Board the Elementary School Improvement Plans they received are condensed versions of each buildings School Improvement Plan. Nicholas Brophy, Principal at **E.C. Stevens Elementary School**, stated in Reading/Language Arts the goal is for increased student growth and achievement in literacy through analyzing and implementing assessment information from multiple measures. Measurement tools include Track My Progress, IRLA (Independent Reading Level Assessments), STAR Renaissance program, performance tasks, running records scores and AIMSWeb (a curriculum based measurement tool). Note: IRLA tests the comprehension level of students and has its own leveling system for language arts books.

Strategies implemented to increase student growth and achievement include data review of STAR literacy information needed to inform intervention groups and monitor student progress. Intervention services include student intervention stations and flex grouping. This year teachers are piloting IRLA, STAR Renaissance and Track My Progress programs and throughout the year there are opportunities for these teachers to share their feedback about each program. In Mathematics at **E.C. Stevens Elementary School** the goal is for increased student growth and achievement in numeracy. Strategies implemented to increase student growth and achievement include analyzing and implementing assessment information from multiple measures, implement math units of study and provide professional development to support Math Number talks. Measurement tools include Track My Progress, STAR Renaissance and performance tasks. Touch screen tablets and audio support are provided for students with fine motor issues and hearing issues.

Mr. Cei asked how parents are informed when their student needs the next level of support. Mr. Brophy stated letters are sent home to parents and parents are updated throughout the year via conferences and report cards.

The Community Outreach/Partnerships goal is to increase community involvement and support of Wallingford schools. Strategies implemented to achieve this goal include reviewing and updating electronic communication with parents and community stakeholders, increase opportunities for extracurricular involvement, review of the school webpage and holding a Veteran's Day assembly.

The Climate goal is to increase positive behaviors and to improve communication among all school community members. Strategies implemented to achieve these goals include responsive classroom training for all staff, continued involvement with school climate consultant, a planned professional development session for lunchroom and recess aides and complete the 3-Day Training for certified staff. Measurement tools include monitoring professional development attendance, conducting parent surveys and discipline data collection.

The Professional Development goal is to improve instruction & assessment and provide an engaging learning environment which includes professional technology. Strategies implemented to achieve these goals include self-directed learning opportunities for teachers, provide grade level, school-wide and/or department professional learning opportunities and to provide release time to allow teachers unit development and planning time. In addition, teacher surveys will be utilized to plan professional development offerings aligned to district focus areas and to offer professional development for noncertified staff in technology. Measurement tool used is the professional development survey.

The Technology goal is to increase and improve instructional technology to increase professional productivity. Strategies implemented to achieve this goal include utilizing student devices for personalized learning, upgrade classrooms to reflect 21st century technology, create a menu of offerings to provide during self-directed and building professional development and provide professional development for all staff on Google along with integration of technology into the classroom. Measurement tools include technology inventory and professional development offerings.

Cook Hill Elementary School has the same Reading/Language Arts goal as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include aligning assessments to instruction, improve practice of progress monitoring, increase ability to modify instruction within all tiers and provide phonological awareness training for Tier 1 and increase supports for Tier 2 & 3. Cook Hill Elementary School also has the same Mathematics goal and strategies and which includes a number facts fluency focus to help improve student engagement and discourse along with a grade level data team which provides collaborative opportunities for planning and reviewing student work.

The Community Outreach/Partnerships goal is also the same as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include reviewing and updating electronic communication with parents and community stakeholders, providing increased opportunities for extracurricular involvement through the district web page, along with newsletters/photos and links to interactive learning opportunities. Student work will be showcased and communication with families/community will continue to increase awareness of how to support learning outside of school.

The Climate goal is to increase positive behaviors and improve communication among all school community members. Strategies implemented to achieve this goal include responsive classroom training for all staff; provide screening to inform educators and plan for Tier 2 behavioral and social supports. There must be increased supports for all students and a use of behavior management strategies for students along with monitoring and documenting improvement in self-regulation strategies. Measurement tools include monitoring professional development attendance, conducting parent surveys and discipline data collection.

The Professional Development goal is to improve instruction & assessment and provide an engaging learning environment which includes professional technology. Strategies implemented to achieve this goal include self-directed learning opportunities for teachers and provide grade level, school-wide and/or department professional learning opportunities. In addition, increase the opportunities for self-directed professional learning opportunities through webinars, book study, colleague sharing, classroom visits and modeling/co-teaching opportunities. Measurement tool is the professional development survey.

The Technology goal is to increase and improve instructional technology to increase professional productivity. Strategies implemented to achieve this goal include utilizing student devices for personalized learning, upgrade classrooms to reflect 21st century technology, increase access to technology within classrooms to allow for interactive learning opportunities and further develop and refine methods of communication to reach all families and community members. Measurement tool is the technology inventory professional development offerings.

Highland Elementary School has the same Reading/Language Arts goal as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include analyzing and implementing assessment information from multiple measures, a literacy coach to provide job embedded professional development to classroom teachers and the creation of interdisciplinary units for Social Studies. Highland Elementary School also has the same Mathematics goal and strategies implemented which include analyzing and implementing assessment information from multiple measures, a mathematics coach to provide job embedded professional development to classroom teachers and the creation of interdisciplinary units for science.

The Community Outreach/Partnerships goal is also the same as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include reviewing and updating electronic communication with parents and community stakeholders, providing increased opportunities for extracurricular involvement, continue to invite community members to school events and collaborate with business & community agencies when appropriate.

The Climate goal is to increase positive behaviors and improve communication among all school community members. Strategies implemented to achieve this goal include responsive classroom training for all staff and increased parental engagement via school activities and town meetings for students and staff. Measurement tools include monitoring professional development attendance and conducting parent surveys.

The Professional Development goal is to improve instruction & assessment and to provide an engaging learning environment which includes professional technology. Strategies implemented to achieve this goal include self-directed professional development for teachers; provide grade level, school wide and/or department professional learning opportunities, and increase professional development offerings for noncertified staff in literacy and numeracy. Measurement tool is the professional development survey results.

The Technology goal is to increase and improve instructional technology to increase professional productivity. Strategies implemented to achieve this goal include utilizing student devices for personalized learning, upgrade classrooms to reflect 21st century technology, provide professional development for all staff on Google and provide professional development on the integration of technology within the classroom. Measurement tools include technology inventory and professional development offerings.

Moses Y. Beach Elementary School has the same Reading/Language Arts goal as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include analyzing and implementing assessment information from multiple measures, the use of curriculum mapping to identify interdisciplinary connections, partnering with a consultant for advanced professional development in reading instruction and continued professional development on IRLA. Moses Y. Beach Elementary School also has the same Mathematics goal and strategies implemented include analyzing and implementing assessment information from multiple measures, utilizing mathematics data to align instruction and provide professional development to support math discourse "number talks."

The Community Outreach/Partnerships goal is also the same as E.C. Stevens Elementary School. Strategies implemented to achieve this goal include reviewing and updating electronic communication with parents and community stakeholders and to increase opportunities for extracurricular involvement through partnerships with WalMart and Wallingford Youth Services.

The Climate goal is to increase positive behaviors and improve communication among all school community members. Strategies implemented to achieve this goal include responsive classroom training for all staff, continued involvement with school climate consultant and to expand opportunities for parent workshop offerings. Measurement tools include monitoring professional development attendance and conducting parent surveys.

The Professional Development goal is to improve instruction & assessment and to provide an engaging learning environment. Strategies implemented to achieve this goal include self-directed learning opportunities for teachers and provide grade level, school-wide and/or department professional learning opportunities. In addition, provide routine release time to allow teachers unit development and planning time and utilize teacher surveys to plan professional development offerings aligned to district focus areas.

The Technology goal is to increase and improve instructional technology to increase professional productivity. Strategies implemented to achieve this goal include utilizing student devices for personalized learning, upgrade classrooms to reflect 21st century technology, create a menu of offerings to provide to teachers during self-directed professional development and to provide increased hardware to support an interactive classroom environment. Measurement tool is the technology inventory professional development offerings.

Parker Farms Elementary School Reading goal is to provide focused instruction to improve student achievement in the area of reading comprehension that aligns with CT Core Standards. Strategies implemented to improve student achievement include reviewing data points at grade level meetings, observation of teacher lessons, staff collaboration between classroom special education and intervention teachers and to review teacher developed student learning objectives (SLO's) involving reading. Measurement tools include Track My Progress, IRLA (Independent Reading Level Assessments), running record scores, grade level common assessments and formal/informal observations with evidence of best instructional practices.

The Mathematics goal is to provide focused instruction to improve student understanding of concepts and procedures aligned with CT Core Standards. Strategies implemented to improve student achievement include calibration of unit performance tasks, reviewing of data at grade level meetings to plan instruction, utilize the K-12 district math rubric and use of math coach to support and review new math standards. Measurement tools include use of district performance tasks, exemplars assessments and grade level common assessments.

The Community Outreach/Partnership goals are to develop a partnership with area businesses, provide students with mentoring opportunities for social and academic needs and to collaborate with PTAC & PTO members. Strategies implemented to achieve these goals include communicating with area businesses to establish relationships and to collaborate with the Boys & Girls Club, invite senior citizens and Sheehan students to Parker Farms and to discuss important district and school initiatives to improve student success. Measurement tools include a review of the number and type of businesses that express interest in partnering with the school and determine the total number of mentors available and assign mentors to students.

The Climate goals are to create a climate where students feel safe from mean-spirited behavior, to increase overall building morale and to improve parent communication and involvement. Strategies implemented to achieve these goals include holding Spirit Days, responsive classroom, student council meetings, staff recognition days, staff social events, email blasts to parents, guest reader days and a parent/guardian day. Measurement tools include distribution of parent & student surveys, keeping track of the number of visitors at each school event and participation of staff at staff events.

The Professional Development goals are consistent analysis and scoring of district grade level performance tasks and classroom common assessments, ensure successful implementation of the Responsive Classroom philosophy using morning meeting to help build a culture of respect for staff & students and to provide professional development so all faculty members are proficient in the use and integration of existing technology. Strategies implemented to achieve these goals include assessment calibration, training sessions with district consultant and training of teachers on use of Google Docs & Smart Technologies software. Measurement tools include use of math and language arts district performance tasks, classroom observations of morning meeting and regular usage of Google docs.

The Technology goal is to improve student academic achievement through the use of technology in the curriculum. Strategies implemented to achieve this goal include providing collaborative time for teachers to build lessons that integrate current technology which exists in the school and to collaborate with school IT teacher to assist with the implementation and designing of lessons. Measurement tool will be classroom observation of technology lessons implemented in the classroom.

Pond Hill Elementary School Reading goal is to increase reading comprehension. Strategies implemented to achieve this goal include comprehension monitoring, cooperative learning, graphic organizers, story structure and Tier intervention. Measurement tools include Track My Progress, IRLA (Independent Reading Level Assessments), Running Records scores and AIMSWeb (a curriculum based measurement tool).

The Mathematics goal is to increase math competencies. Strategies implemented to achieve this goal include explicit and systematic instruction, strategy instruction, Tier intervention, use of concrete-representational-abstract techniques and use of manipulatives. Measurement tools include Track My Progress and math performance assessments.

The Community Outreach/Partnerships goal is to increase communication with Pond Hill families and the surrounding community. Strategies implemented to achieve this goal is to hold assemblies & programs such as Veteran's Day, Special Person Luncheon, American Education Week, school concerts and the use of teacher & principal newsletters. Measurement tools include the use of parent/student/teacher surveys and monitoring attendance at events and meetings.

The Climate goals are to increase interpersonal relationships and facilitate mutual respect among staff and students, increase overall building morale, provide an opportunity for all staff members to serve on a school committee where the focus is to improve student academic achievement as well as increase school morale and to improve parent/student/school communication. Strategies implemented to achieve these goals are for Pond Hill students to be placed in cross grade heterogeneous groups. Adult staff members will guide students in exploring various interpersonal and intrapersonal relationship topics, have monthly student assemblies, school spirit days, identify purpose of each committee and organize staff events throughout the year along with providing activities for parent involvement. Measurement tools include conducting teacher surveys and monitoring attendance at meetings.

The Professional Development goal is to improve instruction & assessment and to provide an engaging learning environment which includes professional technology. Strategies implemented to achieve this goal are to review the math unit curriculum, assessments, materials & teaching strategies, use of consultant three times during school year and provide Intervention professional development to address a variety of strategies in the areas of reading & math. Measurement tools include Track My Progress, STAR, IRLA and running records.

The Technology goal is to increase the use of technology in the classrooms. Strategies implemented to achieve this goal are offering professional development on Google applications, use of Chromebooks and document cameras. Measurement tools include increased student and teacher use of these applications and conducting teacher surveys.

Rock Hill Elementary School Reading goal is to increase student achievement in the ability to read and comprehend text. Strategies implemented to achieve this goal are the use of IRLA to inform instructional practices along with continued professional development on power goals and interpretation of IRLA data, implementation of Track My Progress/STAR as a universal screen and progress monitoring tool and to analyze data to inform instruction. Measurement tools include screen results three times per year and the use of IRLA (Independent Reading Level Assessments), STAR Renaissance program, Running Records scores and AIMSWeb (a curriculum based measurement tool).

The Mathematics goal is to increase student achievement in numeracy aligned with grade level CSS standards. Strategies implemented to achieve this goal are to review Track My Progress data for intervention services & flex time groupings and to provide grade level days to discuss instructional strategies aligned to math units. Measurement tools include performance task data review, Track My Progress, and STAR/AIMSWeb progress monitoring data.

The Community Outreach/Partnerships goal is for Rock Hill to keep parents and community informed of district and school events in an effort to increase participation and a level of awareness of the Wallingford Public School mission/vision. Strategies implemented to achieve this goal include curriculum nights, weekly school bulletins, monthly newsletters for curriculum initiatives, use of social media & other electronic communications and to expand opportunities for parents to be involved in their student's education through open houses, holiday concerts and classroom activities. Measurement tools include parent surveys and attendance at school events.

The Climate goal is to increase positive behaviors and improve communication among all school and community members. Strategies implemented to achieve this goal include the use of DESSA (Devereux Student Strengths Assessment) to form small flexible groups for targeted intervention, refine and adjust school-wide behavior plan during monthly climate meetings, continue and expand learning in social supports through Responsive Classroom training and create opportunities for school-wide communication and celebration. Measurement tools include DESSA results, climate meeting minutes, professional development reflections after Responsive Classroom training and school climate survey results.

The Professional Development goals are to improve instruction & assessment, to increase student engagement and to increase the use of professional technology. Strategies implemented to achieve this goal include offering professional development in the areas of curriculum & instruction, instituting positive behavior supports and use of technology. Professional development will be initiated by staff during grade-level meetings, faculty meeting times and on professional development days. Measurement tool is professional development survey.

The Technology goal is to increase professional use of technology within the classroom. Strategies implemented to achieve this goal include expanded use of Chromebooks within the classroom and provide opportunities for growth and learning during grade level/building meetings. Measurement tool is to monitor use of technology within the classroom via Google calendar and technology use survey.

Yalesville Elementary School Reading and Mathematics goals are to provide focused instruction to improve student achievement through intervention and consistent scoring of assessments across classroom/grade levels. Strategies implemented to achieve these goals are to review data, identify students in need of intervention and implement instruction with fidelity. Staff will collaborate to plan effective instructional strategies with a focus on rigorous expectations & appropriate academic language and staff will collaborate to calibrate assessment results. Building administrator will monitor fidelity of instruction, review student progress and assist staff in adjusting instructional strategies. Measurement tools include Track My Progress, STAR, caseload reports, fidelity logs, performance tasks, formal & informal observations in Bloomboard, classroom walkthroughs and grade level meetings.

The Community Outreach/Partnerships goals are access to pertinent information which will be available 24/7, maintain consistent communication practices and ensure that all stakeholders will have a better understanding of the mission, vision, operations and needs of the school. Strategies implemented to achieve these goals are to post upcoming events and noteworthy information on the website and to communicate with parents through weekly updates and monthly newsletters, to focus on agenda items on the district/school strategic plan and extend invitation to all households for school events. Measurement tool is to have postings on the website and provide copies of communications to parents.

The Climate goals are to create a climate where students feel safe from mean spirited behavior, increase overall building morale and improve communication between school & parents and to provide additional opportunities for parent involvement. Strategies implemented to achieve these goals include implement RESPECT Grid, begin implementation of Responsive Classroom, communicate with staff through weekly updates, organize social events to improve morale, provide activities for parent involvement and communicate with parents through newsletters. Measurement tool is to schedule professional development with consultant and schedule events.

The Professional Development goals are to ensure all faculty members are proficient in the use and integration of technology, consistent scoring of assessments across classroom/grade levels and to create a culture of shared respect among students and staff where all members feel valued. Strategies implemented to achieve these goals include building an understanding among staff to efficiently utilize technology & instructional software, calibrate scoring of performance tasks in reading & math and continue Responsive Classroom. Measurement tool is professional development survey.

The Technology goal is to ensure equipment is available to support student achievement. Strategies implemented to achieve this goal are to purchase Chromebooks & ipads to support classroom instruction and to purchase SMARTboards for all regular education classrooms. Measurement tool is the purchase of this equipment.

Mrs. McKay congratulated the eight elementary principals for all the time spent in providing this presentation for the Board.

IV. DISCUSSION

A. ELL Audit (English Language Learners)

Mr. Parkhurst stated the district has contracted with CREC (Capitol Region Education Council) to conduct the ELL (English Language Learners) audit during the month of December. The audit will commence over five days and hopefully a report with recommendations will come before the Board in January 2015. The cost of the audit is $5,000.

B. Field Trip Cost to Mahan Planetarium at Mark T. Sheehan High School

Dr. Menzo stated the current cost for out of district students to visit the Mahan Planetarium at Sheehan High School is $5.00 per student. The Leitner Family Observatory and Planetarium at Yale University currently charges $2.00 per student. The money collected goes to the Wallingford Education Foundation and will be used to offset the cost of the maintenance agreement ($5,000/annually) for the new projection system. Wallingford is one of only two facilities in the State of Connecticut which offers this kind of planetarium projection system. Chris Stone, a Pond Hill Elementary School teacher, and Joe Marrone, BOE member, both have talked with parents who have concerns about the student fee and cost of transportation to the planetarium. The Board agreed to reduce the cost for out of district students to visit the Mahan Planetarium to $3.00 per student.

The consensus was to send the proposed change in the field trip cost to Mahan Planetarium at Mark T. Sheehan High School for approval to the Board of Education for action at its next meeting.

C. <u>**Discussion and Possible Action for Special Weather Related Early Release Schedule**</u>

Dr. Menzo stated this item is not ready for discussion this evening. He is working with the principals and Food Service to potentially create a shortened early release schedule. There is no longer a state required minimum on how many minutes constitute a half day when dealing with "emergency issues". This item will be brought to the Board for action once a schedule has been created.

V. <u>**ADJOURNMENT**</u>

There being no further business, Chairperson Cei adjourned the meeting at 7:55 p.m.

Respectfully submitted,
Betsy McCully
Assistant Superintendent's Secretary