

**WALLINGFORD BOARD OF EDUCATION
INSTRUCTIONAL COMMITTEE MEETING
Monday – December 6, 2010
Board of Education Conference Room**

7:00 P.M.

MINUTES

I. CALL TO ORDER

BOE Chairperson Hennessey called the meeting to order at 7:05 p.m.

BOARD MEMBERS PRESENT

K. Castelli, J. Cei, J. Marrone, R. McKay, (arrived at 7:10), C. Miller, M. Votto

STAFF MEMBERS PRESENT

R. Backus, E. Cohn, J. Guarino, R. Kovi, J. Lautier, S. Menzo, B. McCully

II. ACCEPTANCE OF MINUTES

The minutes of the November 8, 2010 Instructional Committee meeting were accepted as presented.

III. PRESENTATION

A. Update on District Strategic Plan

Dr. Menzo stated this past May the district started collecting data as a district and in July a District Strategic Planning Committee was formed to produce the District Strategic Plan 2011 – 2016. At this meeting the final draft of the plan was reviewed. He indicated this is a living document which is never truly completed and is looking for Board approval at the next full Board meeting. Mr. Votto stated he would like to see some guidelines on how the plan will be monitored throughout the school year. Leslie Abbatiello from Area Cooperative Educational Services (ACES) spoke on behalf of the committee and provided a brief overview of the process which led to the creation of this document.

The first subgroup to present at this meeting was the Community Outreach – Communication & Partnerships subgroup, chaired by Jan Guarino, Assistant Superintendent for Personnel. She stated she had an excellent committee which created five goals for each one of the Partnerships and five goals for each Communication. The goals for Communication are as follows: Goal 1: Students, parents, families and the community will have access to pertinent information about our schools, 24 hours per day, 7 days per week. Goal 2: Students and parents will be able to access information about student progress on a regular basis. Goal 3: All stakeholders will have a better understanding of the vision, mission, operations, and needs of the school district. Goal 4: All stakeholders will have opportunities to provide feedback and suggestions. Goal 5: Maintain consistent communication practices among all schools. The goals for Partnerships are as follows: Goal 1: To graduate students who are ready to meet the challenges that await them after they leave Wallingford Public Schools. Goal 2: Students will benefit from the work of older students, alumni, senior citizens, and town officials. Goal 3: Students will benefit from input, support, and involvement of parents and family groups. Goal 4: Students will contribute to and benefit from their interaction with community groups. Goal 5: Students will contribute to and benefit from reciprocal relationships with colleges, universities and other post-secondary institutions. Mr. Votto voiced concerns regarding the Parent Teacher Advisory Council (PTAC). He stated there needs to be a section addressing parent involvement within the entire school system. He also is concerned that special education is not truly addressed in this strategic plan. Ms. Abbatiello addressed Mr. Votto's concerns and stated in the articulation of these goals, strategies and actions there needs to be a balance struck between listing everything and hence turning the document into an "inventory" list while truly keeping the document one that

is created with broader goals and objectives. She does not recall any other school district's strategic plan addressing special education as a separate subgroup; however that's not to say it can't be included. Dr. Menzo added that one of the challenges with so many constituent groups within our school system, it is difficult to address each group within this plan. The plan therefore includes language such as *all students* or *each student* in the effort not to leave out any particular group of students.

The next subgroup to present was the Curriculum & Instruction subgroup, chaired by Ellen Cohn, Assistant Superintendent for Curriculum and Instruction. She stated she also had an excellent committee which created five Curriculum and Instruction goals. Goal 1: Students will master foundational skills and knowledge at every level of their education. Goal 2: Students will be excellent communicators. Goal 3: Students will learn and develop their competencies for working independently and with others. Goal 4: Students will be highly prepared for their next challenge in school and in life. Goal 5: Students will explore and understand their own strengths, challenges, and interests and make connections between them and the real world of learning, work, and life.

The next subgroup to present was the District Climate subgroup, chaired by Janice Lautier, Director of Pupil Personnel Services. Her committee created five District Climate goals. Goal 1: All staff members will feel respected and included in the school community. Goal 2: All staff will feel connected to the professional learning community. Goal 3: District employees will model understanding of the code of professional responsibility. Goal 4: All students will be educated in effective problem solving skills so that they experience fairness in their interactions with all members of the school community. Goal 5: Students will feel they are in a safe, healthy environment that respects individual differences (social, emotional, academic and cultural).

The next subgroup to present was the Facilities subgroup, chaired by Dr. Menzo, Superintendent. His committee created four Facilities goals. Goal 1: Maintain facilities to meet all federal, state and local safety guidelines, and regulatory codes. Goal 2: Complete capital projects to sustain and enhance the educational process. Goal 3: Ensure a safe, secure learning and working environment. Goal 4: Develop energy efficiency throughout our facilities.

The next subgroup to present was the Finance subgroup, chaired by Linda Winters, Business Manager. Her committee created three goals. Goal 1: Develop a process to evaluate the financial effectiveness of existing and proposed programs. Goal 2: Develop a three year projection of funds. Goal 3: Implement a continuous improvement process to improve quality, productivity and reduce costs using best management practices.

The last subgroup to present was the Technology subgroup, chaired by Randall Backus, Information Technologies Department Director. His committee created five goals. Goal 1: Improve student academic achievement through the use of technology in elementary and secondary curriculum. Goal 2: Ensure that all faculty members and staff are proficient in the use and integration of existing technology and ongoing professional development activities in emerging technologies are provided. Goal 3: Ensure that all K-12 educational institutions have the capacity, infrastructure, staffing, and equipment to meet academic and business needs for effective and efficient operations and communications. Goal 4: Develop a plan of current and future financing requirements to ensure that K-12 resources are available for all students, faculty members, and staff, so they can become technologically literate and proficient. Develop a schema of current and future financing requirements to support the technology plan.

Dr. Menzo thanked everyone involved in developing this District Strategic Plan including Board members, Town Council members, ACES participants, the focus group members, the subgroup committee members, and a special thank you was given to all of the students who were involved in creating this plan.

The unanimous consensus of the Board was to send the proposed District Strategic Plan to the Board of Education for action at its next meeting.

B. Approval of Proposed District Improvement Plan

Ellen Cohn, Assistant Superintendent for Curriculum and Instruction, presented year two of the District Improvement Plan to the Board. Wallingford currently is in year two of failure to make Adequate Yearly Progress (AYP). This plan is not much different from last year's plan – being there are three major goals in the area of math proficiency, reading proficiency, and a desire to increase parental involvement and engagement. There were gains made in the area of students with disabilities; although we did not reach our SMART Goals in their entirety. In the special education subgroup for reading and for the Connecticut Mastery Test (CMT), area district efforts actually raised student performance 10.1% in reading. For the special education subgroup in the Connecticut Academic Performance Test (CAPT) for reading the group improved 5.1%. In mathematics special education scores increased 10.6%. Special education subgroup in CAPT increased 5.8%. This plan will go into effect in 2011-2012.

Mrs. McKay asked what happens to a district when they do not make AYP in year two of the District Improvement Plan. Dr. Menzo stated in year three there are sanctions where a district must offer supplemental services for certain students and the reconstitution of schools. However, these sanctions are for districts in full failure, not a district such as Wallingford where there are subgroups of students who failed.

The unanimous consensus of the Board was to send the proposed District Improvement Plan to the Board of Education for action at its next meeting.

C. Approval of Selection Committee for John J. Robinson Scholarship

Attorney Norman F. Fishbein from Wallingford and Town Attorney Adam Mantzaris were present at the meeting to ask Board approval of the proposed selection committee for the John J. Robinson Scholarship. This scholarship fund of \$2 million is to benefit Wallingford High School graduates who are planning to attend the University of Connecticut. The committee will set up its own rules and regulations as to how this scholarship will be administered. The scholarship will fund the cost of tuition, room and board for two students their first year at UCONN. After that the committee will decide if these two students are deserving of receiving additional funding. Mr. Robinson's Will specified the student(s) will be selected based on financial need, community service and they must be a graduate of either Mark T. Sheehan High School or Lyman Hall High School. Attorney Fishbein requested there be coverage in the local newspaper indicating the nature of the scholarship and a brief biography about Mr. Robinson when the scholarship is awarded. He would like someone from the Board of Education to inform him when this will occur so that proper recognition is given to the Robinson family.

The unanimous consensus of the Board was to send the proposed approval of the Selection Committee for the John J. Robinson Scholarship to the Board of Education for action at its next meeting.

IV. CURRICULUM

A. Approval of Proposed Modification to H.S. Course Outline: Learning Strategies Lab – Grade 10

Mrs. Cohn stated the modification to this course outline is a request to add a half credit Grade 10 Learning Strategies Lab course. This course is currently offered to grade 10 students only as a full-year course, although students in grade 9 have the option of taking the course as a full-year or half-year course. On occasion a Planning and Placement team determines that the educational needs of a student would best be served by a schedule of courses that includes only one semester of Learning Strategies Lab in grade 10.

The unanimous consensus of the Board was to send the proposed modification to high school course outline: Learning Strategies Lab – Grade 10 to the Board of Education for action at its next meeting.

V. POLICY

A. Proposed Adoption of New Policy EEAD – Records and Reports: Transportation

Mrs. Cohn stated there is no clear division of whose responsibility is what in the event of an accident. This district has procedures to follow in the event of a bus accident; however we need a policy to also address these issues.

The unanimous consensus of the Board was to send the proposed adoption of new Policy EEAD – Records and Reports: Transportation to the Board of Education for action at its next meeting.

B. Proposed Adoption of Revised Policy IGAHA – District Wellness

Mrs. Cohn stated the addition to this policy comes from a wellness regulation and statutes which requires districts to have the following stated in their district wellness policy: Staff shall not deny a student's participation in recess or other physical activity as a form of discipline or punishment, nor should they cancel it for instructional makeup time.

The unanimous consensus of the Board was to send the proposed adoption of revised Policy IGAHA – District Wellness to the Board of Education for action at its next meeting.

C. Proposed Adoption of New Policy IGBH – Migrant Students

Mrs. Cohn stated under the No Child Left Behind Act there are regulations stating districts must identify migrant students. A form will be developed that a parent completes when registering a student.

The unanimous consensus of the Board was to send the proposed adoption of new Policy IGBH – Migrant Students to the Board of Education for action at its next meeting.

D. Proposed Adoption of New Policy IGC – Programs for Limited English Proficient Students

Mrs. Cohn stated the policy states this district provides ELL programs.

The unanimous consensus of the Board was to send the proposed adoption of new Policy IGC – Programs for Limited English Proficient Students to the Board of Education for action at its next meeting.

VI. ADJOURNMENT

There being no further business, Chairperson Cei adjourned the meeting at 10:15 p.m.

Respectfully submitted,
Betsy McCully
Assistant Superintendent's Secretary