

**REGULAR MEETING – CURRICULUM/PROGRAMS & PERSONNEL COMMITTEE**  
**Litchfield Board of Education**  
**Thursday, March 10, 2011, District Office Conference Room, 6:30 p.m.**

---

Meeting called to order at 6:29 p.m.

Members Present: Ms. Fabbri (chair), Ms. Rosser, Mr. Shuhi and Mr. Katzin (at 6:45 p.m.).  
Also present: Mr. Simone, Dr. Wheeler, Ms. Longobucco, Ms. Murphy, Ms. Della Volpe, and Mr. Buccitelli.

**Approval of Minutes of Regular Meeting of February 10, 2011**

MOTION made by Mr. Shuhi and seconded by Ms. Rosser: to approve the minutes of the regular meeting of February 10, 2011 as written.

MOTION carried. All votes were in the affirmative. There were no abstentions.

**Communications** – None

**Public Comment** – None

**Old Business** –

- a. Follow up to Gender Parity discussion - review and discussion about writing instruction K-12 (Dr. Wheeler). Center School Writers Workshop; LIS new Empowering Writers; LHS writing embedded across the curriculum. Reviewed K-3 skills checklist and prompt data; 4-6 prompt data.
- b. Leadership Advisory Council update – reviewed Leadership Council meeting minutes of March 1, 2011 (Dr. Wheeler). Overarching context derived from Elmore’s (2009) Instructional Core: Interaction among Students, Teachers and Content. We have honed in on the Teacher’s professional practice and drilled down to “Instruction” as our area for focus using Danielson’s (2007) *Enhancing Professional Practice: A Framework for Teaching, 2<sup>nd</sup> edition* to frame discussion around our professional practice. Next meeting scheduled for April 4<sup>th</sup> to plan professional learning activities for professional development days 2011-2012

**New Business** –

- a. 7-12 LA Curriculum presentation - (Debbie Dove) Pulling together all threads of English/LA skills 7-12 through new curriculum documents; 7<sup>th</sup> and 8<sup>th</sup> grades students have similar experiences; 9<sup>th</sup> to 12<sup>th</sup> differentiation through Academic, Honors and AP courses. Explicit instruction in grammar back in curriculum; common formative assessments now in all courses; Common Planning Time beneficial; need more K-12 conversation regarding Language Arts curriculum and instruction; block

schedule beneficial for teaching English/LA. Needs: more non-fiction text; software to identify plagiarism

- b. Update on LHS Course of Studies - Registration for courses for 2011-2012 ends during the last week of March; this is the first time building the schedule through PowerSchool; no decisions made yet on which courses may not run due to lack of enrollment; question regarding the “add/drop” process: students can elect to make changes after the school year starts until the end of the 1<sup>st</sup> quarter; question regarding the potential change to a Middle School block schedule: at end of March administration and guidance will review the 7<sup>th</sup> and 8<sup>th</sup> grade course selections; question regarding UConn Calculus: staffing change for AP Calculus left no teacher with qualifications to teach UConn level calculus; course being offered this summer at UConn Torrington, credit earned will be added to LHS transcript; question regarding independent study option: must be identified 3 weeks before the course starts; using Capstone as a model
- c. Update on World Language Program of Studies – long term plan to continue to offer Spanish, French and Latin; for 2010-2011 French added to curriculum at LIS; at this time course selections at LHS indicate that fewer students are enrolling in entry level Latin courses; no data yet on Spanish or French enrollments.
- d. Review LIS building schedule – reviewed history from 2006/2007 to present; current format designed as developmentally appropriate: 4<sup>th</sup> and 5<sup>th</sup> elementary model, 6<sup>th</sup> grade middle school model with more integrated curriculum; hours of instruction in Language Arts now better aligned with SDE expectations.
- e. Budget Discussion – Proposed LIS Science/Supplemental Skills position – increased opportunity for more authentic Science content aligned with frameworks, writing and research skills; in grades 4 and 5 concern that content is not being delivered as richly as desired; current 3<sup>rd</sup> graders have had Science since Kindergarten: collecting own data; 6<sup>th</sup> grade Science aligned with the middle school curriculum and practice; new LEA contract facilitates using classroom teacher time to work in other classrooms conducting guided reading groups or remediation activities when their assigned class is in Science; Science teacher also 0.4 FTE in supplemental skills.
- f. Director of Business Operations – review contract – Board needs to respond to the Director regarding contract renewal by April 1<sup>st</sup>. Refer to full Board meeting on March 16<sup>th</sup>.

MOTION made by Mr. Shuhi and seconded by Ms. Rosser: to added New Business item  
g. Discussion of AFSCME proposal for retirement incentive.

MOTION carried. All votes were in the affirmative. There were no abstentions.

- g. Discussion of AFSCME proposal for retirement incentive – Dr. Wheeler explained the proposal from the bargaining unit as reductions in three paraprofessional positions are in adopted 2011-2012 budget. Committee agreed that a proposed Memorandum of Agreement be brought to the full Board meeting on March 16<sup>th</sup>.

**Future Agenda Items -**

- a. Math 7-12 Curriculum

MOTION made by Mr. Shuhi and seconded by Ms. Rosser: to adjourn the meeting at 8:25 p.m.

MOTION carried. All voters were in the affirmative. There were no abstentions.

Respectfully Submitted,  
Dr. Deborah S. Wheeler