

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

EDUCATION COMMITTEE

August 20, 2018
SAU Boardroom
5:30 PM

Minutes

Committee Members:

Richard Dunning, Bernd Foecking, Janine Lesser, Niki McGettigan, Linda Quintanilha, Kristen Reilly, and Crista Salamy (Chair)

Present: Crista Salamy, Richard Dunning, Dr. Ann Forrest, Ben Moenter, Myron Steere (5:39 p.m.)

Crista Salamy called the meeting to order at 5:31 p.m.

5:30 Approval of June 18, 2018 Minutes

Dick Dunning moved to accept the minutes of June 18, 2018. Crista Salamy second. Unanimous.

5:35 Identify primary focus areas for the 2018-2019 Education Committee meeting agendas.

- Review action steps from the district's Strategic Plan with deadlines that fall during the 2018-2019 School Year.

Ann Forrest distributed a document titled "Strategic Plan Action Steps" which earmarked Education Meeting dates for specific focus points in the plan (see attached).

- Review Curriculum Renewal Cycle.

Additionally, Ann highlighted three items for the Curriculum Review Cycle for February, April, and May. Three-Keys to Literature feedback is needed. Where do we go from here?

Wordland – 2nd grade would be trained in either June 2019 or August/September 2019. This year, Pre-K to 1st grade, three district days are being used for training.

What works well? What do we need to change for second grade? What other supports to be successful are needed?

February was agreed upon to look at student data and answer these questions.

Discussion took place about the offering of World Language at the middle school level. It is a choice in one school and not the other. It is more of an introduction to world culture and less the teaching of the language. What does World Language look like at the middle schools?

PBIS in the middle schools; middle school principals have met with Howard Muscott. Monthly meetings are scheduled to meet on this topic. If this is done right, it will make a difference.

Universal Teams are critical. Building level administration must hold the line. If we agree to this, everyone must do it and staff members must be held accountable.

Education Committee members not present will be asked for input on the schedule for agendas. What would they like to see included?

Assessments and progression were cited as important.

Learning opportunities – is this what used to be called community service? No, this is tied more to the high school.

Service Learning – refers to internships that will be developed for career paths. Clarity from the Strategic Plan Committee will be gained.

Dick Dunning spoke about community service hours in the past at SMS.

- Review policies referred to the Education Committee by the Policy Committee.

Policy will be included on each agenda in the event discussion is needed. Already identified are policies ILBAA, IMBD, and JLD.

- Review the Board's goals for the 2018-2019 school year.

The 2018-2019 Board Goals were listed.

- Consider requests for presentations made during the Board Retreat—e.g., Middle School Inquiry Groups, Fidelity Integrity Assessment (FIA).

6:15 Review and discuss [Policy IIB Class Size \(Part III\)](#)

Recommendations were brought forward and the Policy Committee returned it for further review on the areas at the high school. Policy currently reads 25-28 students. The recommendation is 22-25. 25-28 is on the high side.

Clarity from Policy Committee is needed.

Are there class sizes that are set by law or other regulation?

Why do we offer certain courses with low subscription? Are some of these classes combined? What is honors pre-calculus?

Is some of this driven by scheduling? Block scheduling?

When is small too small?

When looking at current policy; any class size at the high school with fewer than 22 should be looked at.

Are there guidelines for combining classes?

Do Advanced Placement (AP) Classes have to be full year?

How many students take first block off? Last block?

What percentage of students enrolled in AP classes actually take the AP exam?

Does the Policy Committee want to stay with 25-28 or 22-25? 20 was seen as optimal; 25 seems to be more of a load. 22-25 students was recommended.

6:30 Other

Dick Dunning motioned to adjourn at 6:42 p.m. Crista Salamy second. Unanimous.

Respectfully submitted,

Brenda Marschok

Strategic Plan Action Steps

6/30/2019

1.1.4 The School District will perform a review of the World Language content and instruction and then revise curriculum and professional practices based on research and/or the analysis of CVSD student data. *April*

6/30/2021

2.1.2 The School District will train staff to provide interventions that address behavior concerns. *Sept.*

12/31/2018

2.2.4 The School District will establish service learning opportunities that require interaction with area service agencies. *Nov.*

11/15/2011

3.1.2 Make a determination on whether to pursue multi-age/multi-grade as a District practice. *Dec.*

12/13/2018

3.1.3 Develop policy on use of multi-age/multi-grade classes. *Dec.*

8/30/2018

4.12.2 The School District will catalogue and distribute software/subscription offerings to all staff based on program needs (see amendment to RSA 189:66 at the bottom of page 2). *June*

6/30/2019

4.13.3 The School District will incorporate competencies into existing curriculum. *March*

6/28/2019

4.14.3 The School District will implement Learning Commons model. *Nov.*

6/28/2019

4.16.3 The School District will develop digital citizenship and media literacy curriculum to appropriately deliver content at each grade level. *March*

Curriculum Review Cycle

- World Language Program *April*
- School Counseling Program *May*
- On-going Review of Math Program *Feb.*

2018-2019 School Board Goals

1. Develop and communicate a warrant article that proposes a long-term sustainable organizational structure for the ConVal School District.
2. Adopt, publish, and implement a comprehensive Board communications plan.
3. Examine and support the equitable distribution of resources at ConVal High School. — *April*
4. Review the implications of universally available pre-school within the ConVal School District.
5. Continue to support the enhancement and growth of business and community partnerships that result in high value educational and post-graduate career pathways. — *Nov. (Service Learning)*

Additional Agenda Items & Considerations for Agenda Items

1. Multiage at DCS *Dec.*
2. Presentation on the Fidelity Integrity Assessment (FIA) *Oct.*
3. Presentation on Social, Emotional, Behavioral Curriculum at the elementary level *Sept.*
4. School Culture/Climate Survey—Staff, Students, and Parents *Sept.*
5. Presentation on the Middle School Inquiry Groups *Oct.*
6. Extended Day, Extended School Year *Jan.*
7. What does inclusion look like in the ConVal School District? *Dec.*
8. Assessment Schedule for the 2018-2019 SY *Sept.*

Policies that Need to be Reviewed by Education Committee:

- In the “Que” for Policy Committee
 - ILBAA High School Competencies
 - IMBD High School Credits for 7th/8th Grade Coursework
 - JLD School Guidance and Counseling Programs and Services

Amend RSA 189:66 by inserting after paragraph IV the following new paragraph:

V. The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies. Each local education agency shall develop a data and privacy governance plan which shall be presented to the school board for review and approval by June 30, 2019. The plan shall be updated annually and presented to the school board. The plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use.
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed standards set by the department.
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions.
- (d) A response plan for any breach of information.
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

252:2 Student and Teacher Information Protection; Data Inventory Security Plan. Amend the introductory paragraph of RSA 189:66, IV to read as follows:

IV. The department *and each local education agency* shall make publicly available students' and parents' rights under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. section 1232g, et seq., and applicable state law including:

252:3 Effective Date. This act shall take effect 60 days after its passage.

Approved: June 12, 2018

Effective Date: August 11, 2018

Education Committee Meeting	Agenda	Strategic Plan, School Board Goal, and/or School Goal Alignment
Monday, January 14, 2019 or Monday, January 28, 2019? 3 rd Monday – School Closed	Student Achievement Presentation Extended Year and Summer Programming Policy (if needed)	SP Action Step 1.2.6 Develop and implement an extended day and year on an as needed basis for students to assure all students make or exceed a year’s worth of growth.
Monday, February 18, 2019	Math Program Review Update on Implementation of Letter Land and Key Comprehension Routine Policy (if needed)	SP Action Step 1.1.1 Math Program Review SP Action Step 1.1.5 Reading Program Review
Monday, March 18, 2019	Digital Citizenship & Media Literacy Curriculum Recommendation Update on integrating ISTE Standards for Students into core curriculum areas. Policy (if needed)	SP Action Step 4.16.3 The School District will develop digital citizenship and media literacy curriculum to appropriately deliver content at each grade level. SP Action Step 4.13.3 The School District will incorporate competencies into existing curriculum.
Monday, April 15, 2019	World Language Committee Program Review & Recommendations Exploring Educational Equity at the High School Policy (if needed)	SP Action Step 1.1.4 The School District will perform a review of the World Language content and instruction and then revise curriculum and professional practices based on research and/or the analysis of CVSD student data. School Board Goal: Examine and support the equitable distribution of resources at ConVal High School.

Education Committee Meeting	Agenda	Strategic Plan, School Board Goal, and/or School Goal Alignment
Monday, May 20, 2019	<p>School Counseling Program Review & Recommendations</p> <p>Policy (if needed)</p>	Curriculum Renewal Cycle
Monday, June 17, 2019	<p>Middle School Inquiry Group Recommendations</p> <p>Data and Privacy Governance Plan</p> <p>Policy</p>	<p>Exploring Educational Equity at the Middle Schools</p> <p>4.12.2 The School District will catalogue and distribute software/subscription offerings to all staff based on program needs (see amendment to RSA 189:66 at the bottom of page 2).</p>

IIB – Class Size (DRAFT)

The ConVal School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering to class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

The School Board recognizes the many instructional benefits based on reasonable class sizes. To that end, the Board recommends and will make reasonable efforts to support the following class size guidelines:

Grade Level	Number of Students
Kindergarten	15 – 18
Combination Kindergarten/Grade 1*	
Grade 1	18 – 20
Combination Grade 1/Grade 2*	
Grade 2	
Grade 3	20 – 22
Combination Grade 3/Grade 4*	
Grade 4	
Combination Grade 4/Grade 5*	
Grade 5 – Grade 8	22 – 25**
Grade 9 – Grade 12	

Current policy has 25-28.

* *When considering combining multiple grades into one class, the guidelines for the lowest grade will be used.*

***Except for classes that benefit from an increased number of students—e.g., Concert Band.*

When class sizes fall below or exceed these guidelines, the staff, administration, and School Board will review all available options and recommendations. Staffing needs, safety, class schedules, as well as material and space allocation will be considered as part of the final decision in adjusting class sizes.

Legal Reference:

NH Code of Administrative Rules, Section Ed 306.17, Class Size

Category: R

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

Semester 1
2018-2019

Course Name	Enrolled Students
2D STUDIO ART	18
2D STUDIO ART	18
2D STUDIO ART	18
3D STUDIO ART	18
3D STUDIO ART	18
AESTHETICS & IDEAS	14
AESTHETICS & IDEAS	13
ALGEBRA 1-PT 1	25
ALGEBRA 1-PT 1	24
ALGEBRA 1-PT 1	25
ALGEBRA 1-PT 1	26
ALGEBRA 2	25
ALGEBRA 2 HONORS	22
ALGEBRA 2 HONORS	18
ALGEBRA 3	20
ALGEBRA 3	20
AMER ECON/GOVT	22
AMER ECON/GOVT	23
AMER ECON/GOVT	22
AMER ECON/GOVT	25
ANAT & PHYSIOLOGY 1	22
BIOLOGY	14
BIOLOGY	20
BIOLOGY	18
BIOLOGY HONORS	24
BUSINESS & PERSONAL LAW	17
BUSINESS MANAGEMENT	22
CALCULUS	12
CERAMICS	18
CERAMICS	18
CERAMICS	18
CHAMBER CHOIR (F)	24
CHEMISTRY	22
CHEMISTRY HONORS	24
CHILD GROWTH & DEVELOPMENT	16
COLLEGE COMPOSITION	18
COMP PGRM/SOFTWARE DEV 1	17
COMPUTER NETWORKING 1	18
CONCERT BAND (F)	40
DIGITAL PHOTO/VIDEO 1	20
DIGITAL PHOTO/VIDEO 1	19
DIGITAL PHOTO/VIDEO 1	20

EARLY RELEASE	19
EARTH & SPACE SCIENCE	22
EARTH & SPACE SCIENCE	23
EARTH & SPACE SCIENCE	20
EARTH & SPACE SCIENCE	22
EASTERN WORLD HERITAGE	20
EASTERN WORLD HERITAGE	16
EASTERN WORLD HERITAGE	18
EASTERN WORLD HERITAGE	17
EASTERN WORLD HERITAGE	16
ENG 11 AMER CULTURAL STUDIES	20
ENG 11 AMER CULTURAL STUDIES	17
ENG 11 AMER CULTURAL STUDIES	15
ENG 11 AMER CULTURAL STUDIES	18
ENGINEERING DESIGN/MFG 1	18
ENGINEERING DESIGN/MFG 3	4
ENGINEERING DESIGN/MFG 3	0
ENGINEERING DESIGN/MFG 3	1
ENGINEERING DESIGN/MGF 2	11
ENGLISH 10	19
ENGLISH 10	20
ENGLISH 10	19
ENGLISH 10	19
ENGLISH 10 HONORS	18
ENGLISH 10 HONORS	23
ENGLISH 10 HONORS	16
ENGLISH 9	20
ENGLISH 9	24
FIREFIGHTER ACADEMY 1	1
GEOMETRY	21
GEOMETRY	24
GEOMETRY CONCEPTS	13
GEOMETRY CONCEPTS	12
GERMAN 1	22
GERMAN 1	18
GERMAN 1	17
GERMAN 2	22
GERMAN 2	25
GERMAN 4	13
GRAPHIC DESIGN 1	15
GRAPHIC DESIGN 1	17
GRAPHIC DESIGN 2	14
HEALTH & WELLNESS 1	25

HEALTH & WELLNESS 1	25
HEALTH & WELLNESS 2	14
HEALTH & WELLNESS 2	25
HEALTH & WELLNESS 2	22
HEALTH & WELLNESS 2	22
HISTORY OF ROCK&ROLL	8
INT MUSIC THEORY/KEYBOARD	5
INT MUSIC THEORY/KEYBOARD	6
INTRO TO BUSINESS	23
MANUFACTURING	18
PERSONAL FITNESS	13
PERSONAL FITNESS	20
PHILOSOPHY	17
PHYSICAL SCIENCE	24
PHYSICAL SCIENCE	22
PHYSICAL SCIENCE	24
PHYSICAL SCIENCE	21
PHYSICAL SCIENCE	24
PHYSICS	6
PHYSICS HONORS	13
PRE-ALGEBRA	9
PRECALCULUS HONORS	19
PSYCHOLOGY	14
PSYCHOLOGY	10
ROBOTICS	18
SENIOR MATH	23
SPANISH 1	16
SPANISH 1	22
SPANISH 2	18
SPANISH 2	20
SPANISH 3	11
SPANISH 4	14
STATISTICS	24
STRING ENSEMBLE (F)	5
US HISTORY	13
US HISTORY	17
US HISTORY	15
US HISTORY	18
WESTERN WORLD HERITAGE	13
WOODWORKING 1	16
WOODWORKING 2	12