

Regional School District No. 17

Board of Education

Policy-Curriculum Subcommittee Minutes

Co-Chairs: Dr. Nelson Rivera (Policy) & Dr. Kathleen Zandi (Curriculum)

A meeting of the Regional School District No. 17 Policy-Curriculum Subcommittee was held on May 16, 2023 at 5:30 p.m. in the Central Office Board Room.

Subcommittee Members Present: Nelson Rivera (Co-Chair-Policy), Kathleen Zandi (Co-Chair-Curriculum), Lisa Connelly, Joel D'Angelo, Corey Roberts, Suzanne Sack (remote)

Also present: Curriculum Coordinator Heather Rigatti, HKHS Principal Donna Hayward, Assistant Principal Adam Apicella, Dr. JeanAnn Paddyfote (remote)

1. Call to Order/Opening of the Meeting

The meeting was called to order at 5:31 pm by Kathy Zandi (Co-Chair-Curriculum).

2. Approval of Previous Meeting Minutes

Lisa Connelly made a motion and Nelson Rivera seconded to approve the previous minutes. The minutes were approved.

3. HKHS Schedule and Supporting Data

HKHS Principal Donna Hayward and Assistant Principal Adam Apicella presented the HKHS scheduling process to the committee. They described the process as an "enrollment driven" program, offering many options in the Opportunities Book and making final decisions based on student interest. HKHS has enjoyed great success from this method leading to 95% of students taking 92% of their chosen classes. The three challenges the scheduling team faces are:

- Student Choice
- Specific Teacher Certification (Especially for Science)
- Part-time Teacher's schedules
- Class sizes may vary based on classes that must be offered according to state guidelines regardless of the number of students enrolled.
- The scheduling process is now moved up by two weeks to better align with the budget referendum, allowing the administration to have a better idea for projections and funding requests.

4. Curriculum Council PD Update

Curriculum Coordinator Heather Rigatti presented information on the Curriculum Council and planned Professional Development. The council is composed of three levels of teams, the Curriculum Council, K-12 Vertical Teams, and Grade Level Teams. This process includes a six year review cycle for all courses including three phases: Writing and Revising, Implementation, and Review.

Professional Development is scheduled for July 12th with representatives from the State Department of Education. The plan is to work on the Curriculum Template with the goal of keeping the curriculum fresh and to current standards, while allowing teachers to participate in discussions.

5. Subcommittee Goal Setting

The Curriculum and Policy Committees discussed goals to present at the next Board of Education Meeting.

6. Legal Services RFP (Board By-Law 9315)

The subcommittee discussed the need to choose legal representation for the next cycle. All the members received packets from four firms to review.

7. Revision of Policies

The subcommittee reviewed the following policies to present to the full Board for approval:

- **5131.92 Use of Private Technological Devices by Students**
- **5131.914 Use of the District's Computer Systems and Internet Safety**
- **6116 Parent-Teacher Communication**

8. Items of Information

The subcommittee reviewed the following regulations:

- **5131.914 R Administrative Regulation Regarding Student Use of the District's Computer Systems and Internet Safety**
- **6116 R Administration Regulation Regarding Parent-Teacher Communication**

9. Attendance Policy

Superintendent Wihbey and Assistant Superintendent Miller presented potential updated wording for an employee attendance policy to the subcommittee.

10. Adjournment

Nelson Rivera adjourned the meeting at 7:03pm.