

**CAPE Subcommittee Meeting
November 20, 2018
Brookfield High School
Minutes**

Present: Rosa Fernandes, Joy Greenstein, Jen Laden; Kemen Holley, Department Chair K-12 WL/EL, Marc Balanda, Brookfield High School Principal, Deb Farias, Director of Instruction, Maureen Ruby, Assistant Superintendent

Meeting was called to order at 5:50 p.m. by CAPE Chair Jen Laden.

Mr. Balanda presented on Public Act 17-42 An Act Concerning Revisions to the High School Graduation Requirements for one credit in Physical Education and Wellness and a credit in Health and Safety Education. He described the current program and staffing. Mr. Balanda discussed state and district PE requirements and impact on staffing. The committee members were in favor of a one credit PE requirement at the high school, but will have Mr. Balanda will present courses at the December CAPE meeting to gain further information to support a recommendation to the full Board. Mr. Balanda will present a scope and sequence of Health and PE.

Ms. Holley presented on the survey results querying parents, students, and community members on preferences for an additional world language offering at Brookfield High School. The choice, as a result of an evaluation of the data from the survey, is American Sign Language.

Discuss ensued detailing yesterday's visit to West Hartford HS to observe the ASL program. They will be visiting Greenwich High School.

CAPE unanimously recommends that the Board approve adoption of ASL as an additional WL, offering ASL 1 and ASL 2.

Maureen Ruby reviewed the Board's adoption, three years ago, of the Open Court K-3 Reading Foundations Skills Kit. This curricular tool aligns tightly with the CT Core Standards for Reading Foundations for K-3. The Open Court Word Analysis kits for grades 4 and 5 have been released. These kits complete the vertical alignment of standards-aligned curricular tools for teaching K-5 reading skills at the word level in the Open Court family of curricular tools. Ruby presented the scope and sequence K-5 of the program - as cross walked with the standards, shared sample lesson content, supports for EL students and other features of the kits. Adoption of the grade 4 and 5 Open Court word analysis kits will support the teaching of a challenge area, as exemplified by assessment data: multi syllabic word decoding and the systematic application of morphological components of words, not only for decoding, for vocabulary learning and improving fluency, comprehension and spelling. CAPE voted unanimously to recommend adoption of the Open Court Word Analysis kits for grades 4 and 5.

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Maureen Ruby sought input from CAPE on matters related to Article IX of the Teacher Contract, which concerns Professional Development. Under Article IX, "The Board shall establish a staff development account in the amount not less than \$20,000 per year for the duration of this contract to cover the expense of any professional development programs approved by the Board. Examples of programs are itemized in the article and furthermore, the article states the programs must align with district goals.

In the Guidelines of the Professional Development Grant Program, "designed to ensure that all proposals are reviewed, processed, and awarded fairly and equitably, and that the programs take full advantage of existing funds," it states that "Academic coursework related to the current teaching assignment, at an accredited institution, for teachers who have received their first Master's degree, may be funded at a rate of no more than one course every three years." Note that since the maximum grant dollar amount is \$700.00, funding for approved requests would be limited to \$700.00, not the full course tuition.

The question of whether or not courses for administrator certification are eligible for Professional Development Grant Funding has surfaced. The Board's CAPE committee's decision, following discussion, is that the courses in a planned program of study for the 092 administrator certificate are not "Academic coursework related to the current teaching assignment" and therefore are not eligible for funding through the Professional Development Grant Program.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,
Maureen Ruby, Ph.D.