Committee members present: Barbara Higgins, Chair; Tom Croteau, Rusty Cofrin, Jennifer Patterson

Other Board members present: Clint Cogwell

Administrators and school staff present: Chris Rath, Superintendent, Donna Palley, Assistant Superintendent; Gene Connolly, CHS Principal; Linda Lawson, English Department Facilitator; Beth York, English teacher; Kaileen Chilauskas, English teacher; Steve Rothenberg, CRTC Director

Principal Gene Connolly thanked the committee for the support it has given the high school this fall. He said he appreciated the recent Concord Monitor editorial in which it was clear the Monitor editor and reporter understood the work the high school was doing to implement competency-based grading.

CRTC Director Steve Rothenberg introduced the proposal to add Technical Writing to the program of studies for 2015-2016 as an English elective. Beth York, English and Reading Specialist at the high school and mother of a CRTC student, described the need for this course. She noted that the course would meet the needs of students seeking to be critical readers, writers, speaker and listeners, with content that they will find relevant for their future lives. Ms. York noted that the class being proposed would fill a gap in the English elective program. While the current program is strong, there is a need for a course that prepares students for non-literature-based expectations for reading, writing and presenting, which they will encounter in college and careers. Ms. York emphasized that this class was designed for students with a variety of interests – photographers, musicians, those wanting to become lawyers – as well as those interested in technical fields.

English teacher Kaileen Chilauskas reviewed the course’s competencies, noting their strong alignment with Common Core standards. The course competencies and the Common Core Standards both address reading and writing of informational text, as well as public speaking. This course’s competencies are well-aligned with competencies in other electives. The expectations of students in this class will be as rigorous as those for students in other English electives.

Linda Lawson, English Department Facilitator, reported on the courses that students in CRTC have signed up for in the past, including Film Study, Public Speaking, Poetry, The Novel and Advanced Writing.

Mr. Rothenberg noted that the CRTC’s Perkins grant will help fund some of the professional development for English and CRTC staff. Mr. Rothenberg noted that Maura Sampson, a Concord High English teacher who taught a Technical Writing
course under the auspices of the Diploma Academy at CHS, has been working with the Career and Technical teachers on technical writing in their classes.

Jennifer Patterson asked about need for technology and materials for this class.

Mr. Rothenberg and Ms. Lawson noted that the course would not need large investments of new equipment and materials.

Rusty Cofrin asked who would take this class. The class is being designed as a senior elective, but is open to juniors. Tom Croteau asked if any of the staff had talked with representatives from post-secondary schools about this course. Mr. Rothenberg reported that students in a community college program still have to take *English Composition* unless attending a four-year program like Johnson & Wales, where core courses are applied in the Culinary area.

Clint Cogswell asked about the staffing needs for the course. An English teacher will be teaching this one-semester class. CRTC teachers will help with development of materials. CRTC teachers will benefit from the expertise of English teachers.

Mr. Cogswell noted that there would be an emphasis on understanding technical text, and that learning vocabulary and sequencing informational text will be critical skills.

Mr. Cofrin asked if any other class would be eliminated because of the addition of this class. Ms. Lawson noted that they did not think that any class would be eliminated; she predicted that there may be fewer sign-ups for *Film Study* and *Public Speaking*.

Mr. Croteau complimented the administrators and teachers on the energy and commitment the team brings to the Board with their presentations.

The Committee voted 4-0 to recommend to the full Board that this course, *Technical Writing in the Workplace* (with possible a slightly revised name) be added to the course offering for 2015-2016 (Ms. Patterson moved, Barb Higgins seconded).

The meeting adjourned at 6:10 p.m.

Chris Rath, *recorder*