



## West Windsor-Plainsboro Board of Education

Board Curriculum Committee Meeting

Central Office Conference Room

July 5, 2011 10:00 AM

### Summary Notes

**BOE Attendance:**

Chair – Richard Kaye

Rachelle Feldman Hurwitz

Dana Krug

**Administrative Liaison:**

David Aderhold

Victoria Kniewel

**Guests:**

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**DISCUSSION (●) / DECISION (\*)**

**I. CLOSED SESSION – Personnel Discussion**

**II. (●) Program Review Update**

The committee will revisit the status of the program reviews at a subsequent meeting. The Social Studies Program Review should be prepared to present at either a September or October BOE meeting. The Special Education Review has been delayed with the transition to a new supervisory model and the availability of our external consultant. The internal committee will continue to complete their review over the summer and expect to work with the external consultant on recommendations in the early fall. A request for proposal must be created and posted for Language Arts as this review was not successful in launching during the 2010 – 2011 school year. Furthermore, it is anticipated that a review of the Music and Language Arts Departments begin during the 2011 – 2012 school year.

**III. (●) Grade Point Status of Students Involved in Major Co-Curricular Activities**

The committee has asked that the administration investigate the status of students below a 2.0 grade point average. Before we move to policy the committee has asked that we fully understand the present state of affairs for student in all major co-curricular activities.

a..What number in major co-curricular activities that meet regularly?

b. What process/procedures currently exist in the high schools to support improved academic achievement for all students with a G.P.A. of 2.0 and below?

c. The development of a formal plan is requested if none exists: who, what, when, assessment of success, etc.

**IV. (●) Field Trips Costs – Music, Athletics, World Language, Other**

This agenda item will be discussed at a future committee meeting.

**V. (\*) Consultants – Startalk Grant Hindi Summer Program**

The committee recommends approval of the following consultants for services provided to 80 students from July 11, 2011 to July 22, 2011 in relation to, and funded by, the Startalk Hindi/Urdu Summer Program:

Rajni Bhargava – Program Director & Curriculum Development Specialist

Nusrat Sohail – Co-Director & Curriculum Development Specialist

Bindeshwari Aggarwal, Milind Ranade, Neeta Yagnik, Humeira Rahman, Javed Khan, Shagufta Khan, – Instructors

Shanti Jain and Gargi Bajaj, Saima Chaudhry – Teaching Assistants

Scott Safir – Program Coordinator

Doa Rahman, Eman Chaudhry, Julia Meyers – Junior Assistant/Activity Leader

Kanupriya Bhargava - Videographer

Rosanne Zeppieri - Stipend for Lead Instructor (Personnel Item)

## VI. (\*) Grants

The committee reviewed the 2010 – 2011 submission of NCLB funds in anticipation of the 2011 – 2012 allocation. Should the funds be submitted prior to the next committee meeting the administration will request the full BOE to vote to submit the entitlement grant. The BOE acceptance of the grant is required prior to the submission of the NCLB plan to the NJ Department of Education.

To submit the entitlement grant of **\$359,332** for the “No Child Left Behind Act” Consolidated formula sub-grant from the State of New Jersey (formerly the IASA), for the Fiscal Year 2012.

Title I Total	<b>\$165,121</b>
Title II Part A	<b>\$131,065</b>
Title III	<b>\$ 62,813</b>

## VII. (●) District Goals 2011-2012

The curriculum committee sees the 2011 – 2012 school year as a time to institutionalize and refine the implementation plans for the programs/goals we have undertaken during the 2010 – 2011 school year. The committee recommended the following areas of focus for the district goals:

Strategic Goal 3 – Expand utilization of technology. Provide access to coaches/advisors so they are aware of student grades – 2.0 and below.

Strategic Goal 4 – Continually review, evaluate, revise curriculum, etc. Completion of Social Studies, Language Arts//English, Special Services/Education.

Strategic Goal 4 – 21<sup>st</sup> Century Competencies. Continue the development of work started in the Eighth Grade Assessment. Continue to utilize rubrics and assessment opportunities as we work to actualize the 21<sup>st</sup> Century Competencies in the format developed during the 2010 – 2011 school year.

Strategic Goal 4 – Continually create, review, evaluate, and revise internal common assessments.

Strategic Goal 4 – Continue to improve two-way communication between the school board and community.

Strategic Goal 5 – Develop district wide infrastructure for hiring, developing and implementing WW-P Framework for Professional Practice for all staff (evaluations). Develop frameworks for secretarial and any other group not completed thus far.

## VIII. (●) Effective Educators for New Jersey Grant

Dr. Kniewel shared with the committee that the administration has submitted a letter of intent acknowledging to the district’s intention to apply for the grant.

**Next Meeting Date: Monday, August 1, 2011 10:00am**

### Future Topics

Exceptionality Update

Professional Development

Special Services Program Review Presentation

Amend the FY10 NCLB Application

Field Trip Approvals

Field Trip Costs



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**I. CLOSED SESSION – Personnel Discussion**

**Assistant Superintendent Search:**

Dr. Kniewel shared that the administrative team is currently screening applicants for the Assistant Superintendent of Curriculum and Instruction. Once a candidate pool is established phone screenings will take place prior to first round interviews.

**Math and Language Arts Supervisors:**

Dr. Aderhold informed the committee that two finalists for each position were being brought forward to a 2<sup>nd</sup> round interview committee on Wednesday July 6<sup>th</sup>. Denise Mengani and Brian Stevens have spearheaded this process. Dr. Kniewel will conduct a third and final interview with recommended finalists. It is anticipated that a finalist for each position be brought forward at the July 26<sup>th</sup> Board of Education meeting.

**Gifted & Talented:**

In order to further develop the Gifted and Talented program the administration is recommending a budget neutral staffing shift. Last year the district moved from a K-3 Specialist for Gifted and Talented to a K-12 focus under the direction and leadership of Joan Ruddiman. In order to continue her work at the 4 – 5 level it is recommended that we repost the K – 3 Specialist position. This was part of the original plan that was discussed at the Curriculum Committee during the 2009 – 2010 school year. In order to achieve this staffing move without increasing staff it is proposed that we shift the Teacher Resource Specialist at the 4 – 5 level of literacy. By eliminating these two positions (Millstone River and Village) and creating a Teacher Resource Specialist at the 4 – 8 level for Literacy we can achieve a greater alignment for both Gifted and Talented as well as providing support for Literacy.

**K-12 Supervisor of Instructional Technology:**

The administration proposed a staffing shift that would provide for a growth administrative position while subsequently reducing one of the four 12 month technology specialists. The salary differential between a 12 month technology resource specialist and a step one supervisor is approximately \$10,000. The committee discussed potential concerns with the addition of an administrator and the increased expense. It was discussed that the salary breakage of retirees or the currently unfilled and open supervisor positions could be utilized to offset the differential in salary.

The position would be utilized to oversee the district's initiative toward the utilization of Performance Matters as well as overseeing the implementation and placement of common assessments into this student data management system. As data is utilized to drive instruction there will be a greater need to coordinate the staff's understanding of utilizing instructional software systems and strategies in driving instruction. Furthermore, this position could be used to offset between 30 – 40 staff evaluations.



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