



West Windsor-Plainsboro Board of Education
Board Curriculum Committee Meeting
Central Office
May 7, 2012 10:00 AM

SUMMARY NOTES

BOE Attendance:

Chair – Richard Kaye
Rachelle Feldman
Dana Krug

Administrative Liaison:

Martin Smith
David Aderhold

Guests:

Deborah Batchelor
Samantha Tognela
Michelle Kaish

DISCUSSION (●) / DECISION (*)

I. (●) Special Services Program Review

David Aderhold, Deborah Batchelor and Samantha Tognello presented a summary of the processes and recommendations from both the Internal and External Special Services Program Reviews. The RFP for the external review was written by an outside consultant in the summer of 2010. The external review occurred between Winter 2010 and Spring 2011. Dr. Kamens submitted her 1st draft in August 2011 and her final report in February 2012. She presented this to the Internal team the week of May 1st. The Internal review was conducted during a time of retirements and long-term leaves in the special services department. The Internal review was conducted during Spring 2011 and Fall 2011/Winter 2012. Recently the internal report has been reviewed to create a consistent internal voice. The Executive Summary and Final Recommendations need to be drafted and reviewed by the Curriculum Committee. The external reviewer is not available until August. It is the belief of the CC that it would be best to have the public presentation at the opening of the school year in September when everyone is available. As the final recommendations are developed, the process needs to include full input of the community and allow for all stakeholders to understand and contribute to the process. The Internal team will develop a process to ensure proper vetting of the recommendations and procedures to continue input as recommendations are implemented. A discussion of how to identify and develop early intervention services occurred. The need for continued professional development and monitoring of the processes was identified. The Committee recommends that the Executive Summary include recommendations from both reviews and an accounting of the discrepancies between reviews and why a specific recommendation will or will not be followed. The Committee will be updated at a future CC meeting to provide input on the Executive Summary and Final Recommendations.

II. (●) IEP Direct

The CC received an update on the purchase of a system to better manage the IEP process. It will provide standardization to the process and allow for greater consistency in code compliance. The system is compatible with our Information Management System.

(●) Title I Update

David Aderhold informed the Committee on plans to use Title I funds to offer summer programs for identified at-risk students. The programs must provide services that are in addition to what the district already offers, the funds cannot be used to supplant already existing services. The program will allow the district to provide a summer bridge for learning to assist identified at-risk students in Title I K-5 schools.

III. (●) Summer Reading Lists

To recommend approval of the required 2012 Summer Reading lists for middle and high school students. The lists will be posted on the district web site right after the June 12, 2012 board meeting.

The Committee discussed ensuring that the process for reviewing summer reading by teachers is consistently implemented and checked in a way that is fair for students to demonstrate the work they did. The students need guidelines to focus their reading. The Curriculum Committee will review the revised lists at the June 4 CC meeting. The CC wants to be certain that all assigned summer work across all disciplines is meaningful, purposeful and consistent.

IV. (*) Local Professional Development Committee

To recommend approval to submit of the Local Professional Development Committee District Plan.

The Curriculum Committee supports submission of the plan by the May 15 due date.

V. (*) Grant Amendment

To recommend acceptance of the amended entitlement grant to \$397,843 for the Fiscal Year 2011 "No Child Left Behind" Consolidated formula sub-grant from the State of New Jersey (formerly the IASA), originally submitted on July 27, 2010, to include prior year carryover as follows:

Title I-A	\$ 180,091
Title II-A	\$ 139,992
Title II-D	\$ 330
Title III	\$ 71,474
Title IV	\$ 3,610

The Curriculum Committee supports acceptance of the amended grant.

VI. (*) Quest Summer Institute

To recommend approval for two teachers to attend the 2-week Quest Summer Program at a cost of \$1,300 each, and three teachers to attend the 1-week Quest Summer Program at a cost of \$650 each, including supplies, materials, and stipends. The Curriculum Committee supports providing this opportunity for science instruction.

VII. (*) Professional Development

- a) To recommend approval for three science teachers and two language arts teachers to attend Advanced Placement Institutes between July 1, 2012 and June 30, 2013 at a cost of \$850 per teacher, plus travel. [Advanced Placement Institutes are mandatory for teachers new to teaching AP course or for courses that have been re-designed.]
- b) To recommend approval for two world language teachers to attend Advanced Placement Spanish Literature Summer Institute at Fordham University from July 15, 2012, to July 20, 2012, at a cost of \$1,410 per teacher, plus travel. [Advanced Placement Institutes are mandatory for teachers new to teaching AP courses or for courses that have been re-designed. AP Spanish Literature is not being offered at a location in New Jersey.]

The Curriculum Committee supports approval of these PD Institutes.

VIII. (*) Travel Approval - Overnight Field Trip

To recommend approval for the District to support the High School South Future Problem Solvers to the International FPS Competition at the University of Wisconsin by financially supporting one chaperone to accompany the team to LaCrosse, Wisconsin, at a cost not to exceed \$1,000.

The Curriculum Committee supports sponsoring the chaperone for this trip.

IX. (*) Science Kits

To recommend approval to enter into an agreement with ECA Educational Services to provide science kit refurbishing services for the 2011-2012 school year.

The Curriculum Committee supports purchase of the kits.

X. (●) Graduation Rate

The Curriculum Committee reviewed the recently released graduation rates for High School North (96.05%) and High School South (98.05%). Across the State, the average dropped 9%, but rates remained stable in the district.

XI. (●) Program Review Updates

- The Social Studies Executive Summary and Final Recommendations will be presented at the May 22 PTSA President's Meeting. The monies for the mapping project have been budgeted in the Summer curriculum and professional development plans.
- The Language Arts External Reviewer was in during the week of April 23. She now has all the data in hand and has begun to review in order to develop the External report.

XII. (●) 2012-2013 Professional Development and Curriculum Articulation Hours

Necessary additional hours for professional development, testing, and curriculum articulation will be posted in May and appointments will be placed on future personnel agendas.

The Curriculum Committee supports posting of these projects.

XIII. (●) Curriculum Committee Schedule for June 2012 through May 2013

The following proposed dates for Curriculum Committee meetings take place on Mondays at 10am unless otherwise indicated:

<u>2012</u>	<u>2013</u>
June 25	January 7
August 6	February 4
September 4 (Tuesday)	March 4
October 8	April 8
November 5	May 6
December 4 (Tuesday)	

The Curriculum Committee moved into Closed Session to discuss items with personnel implications.

Next Meeting Date: June 4, 2012

Future Topics:

Program Review Updates (Social Studies, Language Arts, Special Education)
New Teacher Professional Development for June 2012