



**West Windsor-Plainsboro Board of Education**  
Board Curriculum Committee Meeting  
Superintendent's Office Conference Room  
October 7, 2013 11:00 AM

**SUMMARY NOTES**

**BOE Attendance:**

Chair – Richard Kaye  
Rachelle Feldman Hurwitz  
Dana Krug  
Michele Kaish -Guest

**Administrative Liaison:**

Martin Smith  
David Aderhold

**Guests:**

Lee McDonald

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**DISCUSSION (●) / DECISION (\*)**

**I. (●) I&RS/504 Update**

**I&RS:**

[https://docs.google.com/document/d/1eLDwQ78iCVvpuL2PzC\\_7bu63iK0Ti28RjxFoQiA1mfQ/edit?usp=sharing](https://docs.google.com/document/d/1eLDwQ78iCVvpuL2PzC_7bu63iK0Ti28RjxFoQiA1mfQ/edit?usp=sharing)

**504:**

<https://docs.google.com/document/d/1N8ZW1dcpS5OelZOUVnDhYDrVrhtId5pbRL9xqgxwj44/edit?usp=sharing>

I&RS/504 – During the 2011-12 school year Mr. McDonald began to review the processes within the district regarding I&RS and 504 plans. His review determined that there were a great deal of inconsistencies across the different buildings. This was also confirmed by Dr. Kamens and what she was seeing while conducting the external review of the Special Education Program. Mr. McDonald developed a three year action plan with the goal of developing a district mission and a consistent set of processes to guide I&RS/504 plans. During the last school year (2012-13), Mr. McDonald met 4 times with the teams to review procedures and processes. The teams collected data about who were the students who were coming through the process and the results of their experiences. It was determined that there was great individuality in the makeup of who was on the teams and the processes they were following to evaluate and make recommendations for courses of action. Out of last year's work, teams of counselors and teachers met this past summer to develop curricula for I&RS and 504s. The curricula establish consistent data collection procedures and processes for each building team. In the district, about 60% of students who went through the I&RS process who were recommended for Special Ed evaluation were then classified according to data collected during the 2011-2012 school year. 2012-2013 is still being calculated. If the I&RS process is working well, it is recommended to expect about an 80% or more rate of classification.

At last year's February In-Service, the district offered a well-attended session on collecting data for identifying students. This session will be offered again at this year's January In-Service day. The district needs to continue to identify and offer professional development opportunities for staff (both internal and external) related to assessing students' learning needs and working with diverse learners. A web presence for I&RS/504 has been developed and a brochure is now posted on the district website. Next steps are to identify what supports are available to help teachers work with struggling learners. A review of 504 forms showed the need to develop consistency so that all of these forms have been changed to ensure compliance with 504 requirements.

Mr. McDonald continues to work on developing consistent criteria for assessing students. There is a flag in Infinite Campus that lets teachers know that a student went through the I&RS process in a previous school year. A yellow folder is created that holds all of the hard copies and this is passed on from coordinator to coordinator as children move from one building to the next. The district is looking at the Response to Intervention as a model for working with struggling learners. This is a research-based three tiered model for determining what types of interventions are needed. The district will continue to review and refine processes related to I&RS and 504s to ensure best-practice.

**II. (\*) Community Education**

To recommend approval of the Fall 2013 Community Education Adult and Youth Courses. The Curriculum Committee recommends approval of the Fall 2013 Community Education Adult and Youth Courses.

**III. (\*) State of New Jersey Department of Education Model Foreign Language Program**

To recommend the execution of an agreement to accept five (5) digital cameras from the State of New Jersey, Department of Education in connection with the district's involvement with the grant program: New Jersey's Model for High School Reform in World Languages: Building a Linguistically and Culturally Competent Workforce. The cameras should be used for the purpose of sharing exemplars of curricular, instructional, and assessment practices that have been implemented successfully in the world languages program in the district. The district agrees to submit at least three exemplars to the Foreign Language Educators of New Jersey All-Stars by October 31, 2013, after which the cameras become the property of the Board of Education.

The Curriculum Committee recommends execution of the agreement.

**IV. (\*) Professional Development**

- To recommend approval for IDE to provide non-tenured teacher training at various dates throughout the 2013-2014 school year at a cost of \$10,038. [Paid through NCLB Title II funds.]
- To recommend approval for four administrators to attend the Princeton University Teachers as Scholars Program for the 2013-2014 school year at a total cost not to exceed \$1,500.
- To recommend approval for three Reading Recovery teachers to attend the Literacy for All Conference in Providence, Rhode Island November 3, 2013 through November 5, 2013, at a cost not to exceed \$1,500 total per teacher. [Training required by and reimbursed through the Reading Recovery i3 grant].

The Curriculum Committee recommends approval of the three PD opportunities.

**V. (\*) Donations**

- To accept a monetary donation from the Maurice Hawk School PTA in the amount of \$14,142.94 to be used for the purchase of technology and literacy items as follows:

Quantity	Item Name	Approximate Total Cost
15	iPad2's	\$5,985.00
25	IPEVO Document Cameras	\$2,500.00
1	iPad Literacy and Math centers	\$1,697.94
1	Designing Bridges to e---Literacy	\$849.00
1	Spanish Resources	\$425.00
1	Replace VHS with DVD (media center)	\$1,186.00
1	Voices from the Land Poetry Project	\$1,500.00

The Curriculum Committee recommends acceptance of the technology purchase.

**VI. (\*) STARTALK Grant Application**

To recommend approval to submit the 2014 STARTALK grant application for Hindi/Urdu Summer Immersion Camp in the amount of approximately \$99,500 [West Windsor-Plainsboro will serve as lead agency].

The Curriculum Committee recommends approval to submit the grant.

**VII. (\*) Non-public Technology**

To recommend approval for expenditures of the FY 2014 NJ Nonpublic School Technology Initiative as follows:

The Wilberforce School \$1,050.76

The Curriculum Committee recommends approval of the expenditures.

**VIII. (\*) Overnight Field Trips**

To recommend approval of the following overnight field trips:

High School North

- a. Junior Statesmen of America to Woodbridge, New Jersey, from November 16, 2013, to November 17, 2013. The cost of the trip is approximately \$120 per student.
- b. Model Congress to Washington, D.C., from November 21, 2013, to November 24, 2013. The cost of the trip is approximately \$450 per student.
- c. Model Congress to Yale University, New Haven, Connecticut, from December 5, 2013, to December 8, 2013. The cost of the trip is approximately \$300 per student.
- d. Model United Nations to Rutgers University, Highland Park, New Jersey, from December 5, 2013, to December 8, 2013. The cost of the trip is approximately \$295 per student.
- e. Model United Nations to Harvard University, Boston, Massachusetts, from January 30, 2014, to February 2, 2014. The cost of the trip is approximately \$360 per student.
- f. Model United Nations to Georgetown University, Washington, D.C., from February 13, 2014, to February 16, 2014. The cost of the trip is approximately \$375 per student.
- g. Junior Statesmen of America to Washington, D.C., from February 21, 2014, to February 23, 2014. The cost of the trip is approximately \$300 per student.
- h. Senior Class Trip to Disney World, Orlando, Florida, from March 6, 2014, to March 10, 2014. The cost of the trip is approximately \$1,250 per student.
- i. Washington Seminar to Washington, D.C., from March 18, 2014, to March 22, 2014. The cost of the trip is approximately \$775 per student.
- j. Model United Nations to George Washington University, Washington, D.C., from March 20, 2014, to March 23, 2014. The cost of the trip is approximately \$375 per student.

- k. Model Congress to the University of Pennsylvania, Philadelphia, Pennsylvania, from March 27, 2014, to March 30, 2014. The cost of the trip is approximately \$375 per student.
- l. Special Olympics to the NJ Special Olympics Spring Sport Festival in Wildwood, New Jersey, from March 29, 2014, to March 30, 2014. There is no cost for this trip.
- m. Model Congress to Rutgers University, Highland Park, New Jersey, from April 3, 2014, to April 6, 2014. The cost of the trip is approximately \$350 per student.
- n. Junior Statesmen of America to the Spring State Conference, Parsippany, New Jersey, from April 12, 2014, to April 13, 2014. The cost of the trip is approximately \$120 per student.

#### High School South

- o. Model United Nations to William and Mary High School MUN Conference, Williamsburg, Virginia, from November 22, 2013, to November 24, 2013. The cost of the trip is approximately \$375 per student.
- p. Model United Nations to Princeton University MUN Conference, New Brunswick, New Jersey, from December 5, 2013, to December 8, 2013. The cost of the trip is approximately \$340 per student.
- q. Model United Nations to the University of Pennsylvania, Philadelphia, Pennsylvania, from January 30, 2014, to February 2, 2014. The cost of the trip is approximately \$375 per student.
- r. Model United Nations to Georgetown University, Washington, D.C., from February 13, 2014, to February 16, 2014. The cost of the trip is approximately \$375 per student.
- s. Washington Seminar to Washington, D.C., from March 11, 2014, to March 15, 2014. The cost of the trip is approximately \$775 per student.
- t. Senior Class Trip to Disney World, Orlando, Florida, from March 13, 2014, to March 17, 2014. The cost of the trip is approximately \$1,250 per student.
- u. Model United Nations to George Washington University, Washington, D.C., from March 20, 2014, to March 23, 2014. The cost of the trip is approximately \$375 per student.
- v. Model United Nations to Cornell University, Ithaca, New York, from April 10, 2014, to April 13, 2014. The cost of the trip is approximately \$375 per student.

#### Middle Schools

- w. Grover Middle School and Community Middle School German Students to Washington, D.C. from April 25, 2014, to April 26, 2014. The cost of the trip is approximately \$250 per student.

- x. Grover Middle School Grade 6 Outdoor Education to Timber Tops Camp, Greeley, PA, from June 2, 2014, to June 6, 2014. The cost of the trip is approximately \$250 per student.
  - y. Community Middle School Grade 6 Outdoor Education to Camp Canadensis, Canadensis, PA, from June 4, 2014, to June 8, 2014. The cost of the trip is approximately \$250 per student.
  - z. Grover Middle School Choir to Philadelphia, PA and Williamsburg, VA, from May 2, 2014, to May 4, 2014. The cost of the trip is approximately \$375 per student.
- The Curriculum Committee recommends approval of the field trips with the exception of W.

**IX. (●) January Curriculum Committee Date**

The January Curriculum Committee meeting will be held prior to the Reorganization meeting, so the current committee may decide on the date and time. Proposed date/time is Monday, January 13 at 11:00am.

**Next Meeting Date: Monday, November 4, 2013 11:00am**

Future Topics

Program of Studies

Program Review Updates

Summer Reading