

HOLMDEL TOWNSHIP BOARD OF EDUCATION
CURRICULUM & INSTRUCTION/SPECIAL SERVICES COMMITTEE MEETING NOTES
SEPTEMBER 22ND AT 9:00 AM

Board Members Present: E. Urbanski, Chair | E. Briamonte | V. Flynn | L. Zhang
Administrators Present: J. Charney, Interim Assistant Superintendent | F. Stromsland, Interim Director of Special Services.
Meeting Location: Board Conference Room, Village School

The committee met in person on Wednesday, September 22nd at 9:00 AM for its Curriculum and Instruction/Special Services Committee Meeting. The following agenda items were discussed.

1. Recommendation for Approval: The committee discussed items recommended by the Interim Superintendent for approval including, but not limited to: New policies and regulations, Professional development for district staff and non public staff members, standardized testing schedule for 2021/2022 school year, Superintendent's/District goals, Mentoring plan, \$1,000 Equitable excellent scholarship to Souis Jasti from the Equitable foundation, Donation of \$1,982 from the HYAA, Textbook adoptions, curriculum guide for adoption and field trips.
2. Special Services: Dr Stromsland presented Special Services recommendations for approval including, but are not limited to: student placement, home/hospital instruction, functional vision assessment, LearnWell, IDEA/ARP fund October 1st submission, and a new PreK disabled class at Village school.
3. Polices and Regulations: Dr. Charney presented regulations and policies which include mandated policies on diversity, mental health, African American accomplishments, child sex abuse, and Covid updates (Road Forward).
4. Class sizes: Dr. Charney presented data on class sizes for each school and classroom. A discussion was had about how many students are in classes and the school policy on class sizes. Dr. Charney stated studies have shown that larger class size is not detrimental to learning in the secondary grades. Some high school classes, such as AP macroeconomics, have 30 students in them. Dr. Charney does not see this as a problem because these classes contain the more academically accelerated students. A discussion was had about placing aides in the Kindergarten classes that are 24 students or larger. Dr. Stromsland said some ICR High School classes are overbooked and she is actively remediating this problem. Ms. Flynn stated that a few years ago board policy was instituted to limit class sizes to 24 in the upper school and 22 in the lower school. She was actively looking for the written policy.
5. Student instruction during Quarantine: The committee discussed teaching for students in quarantine which includes having access to Google Class and Google Meet during class time, and student/teacher contact for follow up and questions in the Chat Room.

6. Rapid Covid Testing Grant: The administration has applied for a NJ state grant that would allow students who have been exposed to Covid to have an on-site rapid antigen test and if the students are negative they can attend school.
7. HS Students with 504 plans: HS students with a 504 plan will be overseen by the Principal or designee. The High School and Satz have a revised set of processes and protocols that are being shared for their consideration and use.
8. Standardized testing schedule: The testing schedule and a letter was sent to parents and guardians at the beginning of the year. State-mandated Start Strong assessments will be administered at the end of the September- Early October These new tests will produce immediate scores and the performance data will gauge learning loss and help guide instruction. There will be no additional time taken away from class teaching time as Benchmark tests, utilizing Linkit, will be used as common assessments. These may replace unit tests and quarterlies. The NJSLA will be administered in the Spring. New testing includes Inner Orbit which tests science standards in Satz. Linkit will be introduced to Indian Hill this year. The in-school SAT is to be determined. The in-school PSAT is scheduled for October 13th.
9. PLC: Teachers will make use of the new PLC (Professional Learning Communities) teacher planning time in Village and Indian Hill. Teachers will meet daily to collaboratively work on lesson plans, data analysis, constructing collaborative lessons that target student needs and review teaching resources. In order to accommodate different schedules, teachers may be assigned different tasks with a point person being responsible for coordinating these tasks and relaying important information. One period a cycle the goal would be to gather teachers, by grade level, to review data and outcomes. Substitute coverage may be necessary for this step.
10. Superintendent Goals: Dr. Charney presented a detailed plan of Superintendent Goals for the 2021-2022 school year. This 5 point plan includes the following: 1) Build capacity of all certificated staff to analyze data to track student growth 2) Align instruction and assessment with the New Jersey Student Learning Standards (NJSLS) and differentiate instruction for all students to maximize student achievement 3) Implement AchieveNJ in accordance with state regulations and district strategic goals. 4) Support the expansion of a full-day pre-kindergarten program 5) Expand social-emotional learning in each school.
11. Observations/Evaluations: Dr. Charney presented a working document of the teacher evaluations schedule.
12. Genesis Teacher training: The committee was shown a Genesis teacher training instruction video. Dr. Charney stressed how the teachers are receiving PD on Genesis.
13. Mentor Plan: Dr. Charney discussed the teacher mentor plan and detailed staff induction guide. The staff induction guide, which delineates role and responsibilities, will be a useful tool going forward for both mentors and mentees. The new teachers will have a mentor during the 1st year and a “Buddy” mentor the 2nd year.

14. Guidance: Angela Thomas, the HS Vice Principal is overseeing the High School Guidance department and will be meeting with the department weekly. More student interaction is encouraged and there is a goal that Counselors will meet with each student 4 times a year and log meetings with students. Each counselor is scheduled to be downstairs and available to students during unit lunch on a rotating basis. Guidance has the following goals: increasing student achievement, data-driven decision making, improving school culture, and building relationships with stakeholders. A guidance meeting agenda was shown to the committee.

15. Lesson Plans: The committee was updated on progress to enhance teacher lesson plans. Teachers are learning how to create lesson plans in PLC during the first marking period. Second marking period a model lesson plan will be required by all teachers.

Next Meeting Date: October 20th at 9:15 AM