

Curriculum & Instruction Committee Meeting Notes

Wednesday, April 7, 2010, 6:00 PM

Attending: Board Members - Ray Tai, Mary Hartnett, Ana Vander Woude, Michael Collins
Administrators – Barbara Duncan, Mary Beth Currie, Richard Katz (Assistant Principal HHS)

Textbook List and Curriculum Guide List:

The Committee reviewed the textbook and the curriculum guide lists and recommends that they be approved by the whole board at the re-organization meeting.

Academic Integrity Policy:

Mr. Katz addressed the Committee concerning the proposed Academic Integrity Policy at the high school. In response to complaints that teachers handle instances of cheating and plagiarism differently, a committee of teachers, administrators and students was formed to tackle the problem. They examined various academic integrity policies from high schools and came up with a general philosophy that they believe is well suited to Holmdel. That is that:

The Holmdel High School Academic Integrity Policy will promote an environment of intellectual honesty, integrity, fairness, and mutual respect. This initiative will enable students to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

The policy was based upon four basic principles: honesty; integrity; fairness; and mutual respect. It has expectations for all shareholders, students, parents, teachers and administrators. There is a list of possible infractions included, that is not inclusive and offenses are classified as either Level 1 or Level 2 with all violations following the student as part of the student's disciplinary record.

World Language Update:

The Committee was updated on World Language K-6. Districts in New Jersey with model world language programs at the younger grades have more hours of world language instruction than we do. However, it is not possible for us to increase instruction at this time due to fiscal constraints. The administration is looking at other alternatives to improve our program such as technology based programs similar to the Rosetta stone for elementary students.

C&I Annual Summary:

High Priority:

- World Language Program – first year of language at Satz in 09-10; K-6 program reviewed and will continue to be a priority on agenda next year
- Basic Skills Program – to be reviewed in 10-11
- Technology – initiatives continues through Learnia, Tech Step, Skills Tutor and Study Island as well as in many other areas
- Character Education – responsive classroom implemented K-5, new anti-bullying programs in place at Satz and at High School, Transitions Program in second year,
- Differentiated Instruction continues to be a priority through professional development, curriculum writing and in professional learning communities
- HS Programming
 - o Fine and Performing Arts Program – Honors Music in 09-10, and Honors Arts in 10-11
 - o HS Courses Acceleration/Online Courses – will look into this in the future
 - o HS Open House & Orientation – Open House for 8th graders has been moved up to January and now coincides with the open houses held by High Tech and the other vocational schools, so parents and

students can make a more fully informed choice of high school programs; and a new comprehensive 4-hour orientation was conducted for incoming freshmen on their first school day

- QSAC/5-year Curriculum Plan – passed QSAC with high score, but still need to focus on updating outdated curricula
- Data Analysis to Drive C&I – Learnia, NJASK and other tests are being used to identify target areas
- Middle Majority - During Committee meetings, members discussed whether the needs of the middle student were being adequately addressed in Holmdel. It remains a high priority.
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- Medium Priority (continue to monitor & seek opportunity for improvement this year or in the long run):
- Preschool program – – self-sustaining inclusive preschool program meeting national standards created at Village
- Class Grouping – the Committee reviewed the articulation process between Village and Indian Hill
- Summer Reading Susan is working on it for this summer and will present it to the board in May
- Satz/HS Program of Study – done
- Summer Enrichment Program totally in-house now, continues to improve and thrive
- Gift & Talented – the G&T program successfully expanded from the third grade into the 4th grade at Indian Hill and will continue its expansion into the 5th grade in 10-11.
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Just Monitor (have been addressed in recent years, no major changes this year):

- AP Course Criteria
- Honors Course Criteria
 - o Ranking/Valedictorian & Salutatorian calculation Numerical to letter grade translation, Valedictorian & Salutatorian Calculation, and Lunch Exemption guidelines have been fine-tuned or clarified and codified into board policy/regulation.
- Administrators' Professional Development Initiative
- Numerical to letter grade translation and Lunch Exemption guidelines

Other significant C&I Work:

- **At Satz, mathematics courses were reviewed and seventh grade students, meeting the criteria created by administrators and teachers can now take Algebra I.**
- **At the high school, the Senior Option and Financial Literacy were added to the Program of Study**