



HOLMDEL TOWNSHIP PUBLIC SCHOOLS
“A COMMITMENT TO EXCELLENCE”

Office of the Assistant Superintendent
65 McCampbell Road
Holmdel, NJ 07733
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Curriculum and Instruction Committee Meeting Notes

Wednesday, July 22, 2015, 10:00 AM

Attending:

Board Members: Chung-yin Liu (Chair), Joe Hammer, Denise Kline, Mike Sockol (via phone)

Administrators: Barbara Duncan, Robert McGarry, Eric Swenson, Lisa Marino

Items for Discussion/Updates

1. Rotating Schedule Implementation Update

- a. Approval of Department Teacher-Leaders
 - There are 8 teachers that have been identified by administrators. 1 teacher from each Department. The list will be on July Board agenda for approval.
- b. Professional Development
 - PD day for Department Teacher-Leaders will take place in August.

2. Follow-up from the Arts Evaluation Presentation

- Dr. McGarry will meet with all Visual and Performing Arts teachers and will provide recommendations to the AdHoc Committee.
- After meeting with AdHoc Committee, Dr. McGarry will present the final recommendation to the Board ahead of 2016-2017 budget development.

3. Middle School Transition/Grade 6 Configuration

- Indian Hill Principal sent a letter to parents explaining the rationale and expectation for departmentalizing 6th grade.
- The proposal is well received by parents and teachers.
- This change will take place in 2015-2016.

4. William R. Satz School Recognition Pilot Programs – Lisa Marino

- Mrs. Marino provided updates of three student recognition pilot programs at Satz in 2014-2015.



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- President's Educational Awards Program (8th Graders), 50% of students received the recognition.
 - Character Education Recognition Program- Monthly Students Award (from 7th and 8th graders). One student from each team received the award. The program ran from October to June, 9% of students received the award.
 - Honor Roll Students (7th Graders), 50 % of students received the recognition.
- Teachers provided feedback on the pilot programs at their faculty meeting. Modifications for the programs may be considered in the future.
 - The C&I committee is pleased with the outcome and suggested that the school continue the programs for the coming year.

5. Guidance Department Updates – Eric Swenson

a. PSAT exam

- New PSAT EXAM will start in 2015-2016
- Exam will run on Wednesday during school hours
- The new PSAT exam will mimic the NEW SAT. C&I committee suggested it is necessary to encourage Juniors and Sophomores to take advantage of practicing the new SAT exam.
- Administrators will decide how to administer the new PSAT exam including scheduling and registration details.

b. AP courses/ exam

Mr. Swenson indicated the participation in AP exam has improved. The Guidance Department will continue monitoring the situation and encourage students to take the exam if they took the classes.

c. Rotating Schedule

The final scheduling is underway. The Guidance Department accepted applications from students who wish to fill their Study Hall period with a class. Mr. Swenson indicated, the Guidance Department will help students make a selection if there is a seat open for them during their assigned Study Hall period.

d. Holmdel High School Class of 2015



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Mr. Swenson indicated that two lists have been posted on the High School website page—1. Where graduates from the Class of 2015 are headed; and, 2. Where graduates from the Class of 2015 were accepted.

e. College Applications

- Mr. Swenson indicated the Guidance Department will run parent information nights for each grade, and an additional parent meeting in the spring for the Junior class which will provide information and procedures for the College Application. And,
- Counselors will meet with the Junior Class individually right after the Spring Parent Meeting.
- The Senior Package is provided to the senior class in the beginning of the school year.
- Monmouth County Guidance Directors offer two College Fairs in the fall and spring annually.
- Some Colleges will make requests to visit Holmdel High School.

The C&I committee suggested that the administrators investigate inviting colleges to Holmdel High School and arrange college information sessions and essay workshops from those visiting Colleges. The C&I committee also suggested to provide essay classes for the college application at the district Summer Enrichment Camp.

f. Transition Programs for New/Transfer Students

Mr. Swenson indicated each school has its own programs to help individual students who are new to the building. Parents should contact the building principals for details and offerings.

At the high school, besides the open house, the Principal will host an Orientation meeting to welcome the 9th grade class, new students, and their parents. The upper class students of HHS will serve as transition leaders to help the new students throughout the first year. The Principal and Guidance Department also provide transition meetings/assemblies to help the students during their first year.

6. NJSBA Leadership Conference

- AchieveNJ—NJDOE reminds that board members must ensure the annual PD day for evaluation observers are planned, and, ensure that all staff understand the expectations to avoid misunderstanding the points/rubrics



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of evaluation. And, corrective action plans need to be in place to help those under performance teachers.

(Dr. McGarry indicated the observation PD day is part of the administrators retreat agenda and that corrective actions plans are developed for teachers who need improvement right after the conclusion of evaluation. Furthermore, the district provided the evaluation data to different groups of staff for review and feedback. Developing Teacher Growth Objectives is also on the agenda of the administrators retreat.)

- **BYOD Update**— A legal specialist suggested that the district should set or review the BYOD related policy. COPPA should be included in the policy for the group of age 13 and under students. The Social media usage related to the discussion of school related activities among students or staff should be in a closed group format, and monitoring the site is needed.

7. G&T/ Voyagers program update

Mrs. Waddell requested a transfer back to Indian Hill as an Achieve Teacher and Technology Coach. To better assist the needs of the Voyager students, Dr. McGarry will be recommending increasing our teacher observation supervisor, Mrs. Wrubel, from 2 days to 3 days, to cover the administration work, student selection, and cluster teacher coaching and training for the Voyagers program. Currently, the district is looking for a part time Voyagers teacher to teach 11 pull-out periods from grades 3 through 8. C&I supported this recommendation.

Items for Discussion and Board Approval

1. School Handbooks and Athletic Handbook
 - The C&I committee reviewed all handbooks, and provided feedback to administrators. The Handbooks will be on July BOE meeting agenda for approval."
2. Curriculum Guides:
 - Accounting
 - Transitional English (Grades 7-8)
 - English I (Grade 9)
 - Honors English I (Grade 9)
 - Financial Literacy & Economics



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- Introduction to French
- French I
- French II
- Mathematics 4th Grade
- Sports and Entertainment Marketing

3. Textbook & Supplemental Materials:

(1) Title: *Sports and Entertainment Marketing 4E*
 Author: Ken Kaser and Dotty Boen Oelkers
 Publisher: South-Western Cengage Learning
 Date: 2008
 Cost: \$7,101.00 Total (100 @65.75 per book + S & H)

(2) Title: *We the People*
 Author: Center for Civic Education
 Publisher: Center for Civic Education
 Date: 2011
 Cost: \$3608.00 Total (225 needed for classroom sets, 15 for teachers)

4. PSA Donation

<u>Qty</u>	<u>Description</u>	<u>Total</u>
50	Samsung Galaxy Tab4 (10.1)(\$274.39 each)	\$13,719.50
50	2-Year Multi-User Protection Plan (10.1) (\$71.99 each)	\$3,599.50
50	10.1 Inch Stand Cover (midnight blue) (\$42.70 each)	\$2,135.00
2	Charging Cart (DS-GRT-M32 Gatherround)	\$2,790.00
1	Shipping Fee with lift gate	\$175.75
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		\$22,419.75

Next meeting: Wednesday, August 19th, 2015, at 12 noon.

Sincerely Submitted,
Chiung-yin Cheng Liu, Chairperson