



HOLMDEL TOWNSHIP SCHOOLS

Curriculum & Instruction/Special Services Meeting Notes BOE Conference Room August 21, 2019@3PM

Attending Board Members: Lori Ammirati-chair, Eileen Briamonte, Jamie Collins, Vicky Flynn
Administrators: Robert McGarry, Dineen Seely, Meryl Gill, Brian Schillaci, Caren MacConnell, Shane Fallon, Alicia Farese, Alicia Killean, Chantal Simonelli, Denise Wrubel

Policy and Regulations

1. Approval of Revised Regulation
 - a. [Attendance Regulation](#) -updated language.
 - b. [Feedback Form](#)

The regulation was never adjusted to reflect attendance according to the number of class meetings with the rotating drop schedule at the high school. Specifically, the credit restoration component was revised to be in line with the chronic absenteeism guidelines of 10% of total class meeting days. The high school administration will include this information with other student handbook updates in their opening week assemblies with students.

Superintendent's Recommendations for Approval

2. Approval of Out-of-District Travel, District Personnel
3. Approval of Out-of-District Travel, Non Public Schools
The Committee is required to approve these professional development activities that are paid for through grant funds that our District manages for the non-public schools in town.
4. Approval of New Textbooks and Supplemental Resources for Instruction
There was only one supplemental novel up this month for approval at the high school.
5. Approval of Curriculum Guides
 - a. Approval of All Curricula 2019-2020- curriculum list for the 2019/2020 school year
Annually, we approve all of our curricula documents. They are all posted on the Curriculum and Instruction page of our website.
 - b. Approval of the New/Revised Curriculum 2019-revised curriculum list for the 2019/2020 school year
Over the course of the summer, the teachers and supervisors engaged in writing and revising over 40 courses including a new Rutgers healthcare course and new LLD content area courses at the high school and several new elective courses at Satz School, such as Game Design, Engineering, Biotechnology Mysteries in History and Creative Media. We appreciate all of their hard work to develop courses that will be interesting and exciting to our students as well as meet and exceed the state standards.
6. Approval of Adoption textbooks/supplemental resource books and materials 2019/2020.
 - a. High School
 - b. W.R. Satz
 - c. Indian Hill
 - d. Village

The state requires annual adoption of the textbooks and materials used in each of our schools. You may notice the publication dates on some of these materials are old, however, it is important to note that if a teacher uses only a page from any of these documents we keep them on the list of approved resources.
7. Approval of Code of Conduct 2019/2020
 - a. High School
 - b. W.R. Satz
 - c. Indian Hill
 - d. Village

These documents are developed at each school and required for annual approval.
8. Approval of School Parental Involvement Policies and Student Compact

- a. High School
- b. W.R. Satz

- c. Indian Hill
- d. Village

These documents are required as part of the title grant funds that the district receives to support supplemental instruction.

9. Approval of Standardized Testing Schedule for 2019/2020 School Year

10. Approval of Professional Development Plan, Mentoring Plan and Program Guide

These documents are developed each summer to support the professional development for all staff and mentoring of staff new to the district.

11. Approval for the Self-Assessment for Determining Grades under the Anti-Bullying Rights Act

This is a summary report that is developed annually based upon the incidents and professional development of the previous school year.

12. Approval of Presenters

There are several presenters on the agenda that will conduct professional development for our staff.

13. Approval of Staff Members to Attend Summer Training

Some of our teachers attended training this summer to support their teaching of courses for the upcoming school year, including our new preschool program.

14. Approval of Tuition Students

These are students from out of the district that will pay tuition to attend our schools. We do not develop new programs for out-of-district students, but we will accept tuition students if we have available seats in special education programs.

15. Approval of Student Placements

There are students for approval for out-of-district placements.

16. Approval of ACCESS for ELLs report

Our new Supervisor of Humanities, Mrs. Alicia Farese, presented the achievement results analysis for our English language learners for their 2019 testing.

17. Approval of Option Two

Mr. Fallon and Mr. Swensen developed a framework for eligibility and participation in the newly developed Option Two program for students engaged in rigorous athletic activities outside of the regular school day. This program was developed at the direction of the Board in the July meeting and will be rolled out over the course of the next two school years. Information will be sent out to parents tomorrow and if they qualify, they may complete an online form to apply for enrollment by September 4th. Students that qualify for the Option Two program for the full year will still be enrolled in a traditional health course during the school year for one marking period. Students with a regularly scheduled study hall (identified period in the schedule rotation) do not qualify for Option II. Students may NOT enroll in another academic class; Option II students will have a study hall during their PE period.

18. Approval of Student Teachers/Clinical Practice/Observations/Field Experience

At Satz School there will be a counselor intern and at Indian Hill there will be a student teacher for field experience.

Items to Discuss

1. Presentations:

- a. Option II
- b. Access for ELLs

2. Old Business

a. Pep Band Club

Dr. McGarry, Mr Schillaci, Mr. Fallon and our new Assistant Principal Mr. Brown hosted a meeting of the Band, Football, Dance and Cheer advisors. Mrs. McCarthy, the Pep Band advisor, will follow up with the student leaders of the band.

b. Summer Homework

The supervisors will meet with the teachers during the first week of school to review the summer assignments to ensure that they are reviewed with students and if graded, and will offer the opportunity for the students to revise their work once the grading criteria is clearly communicated.

c. MCVSD Acceptances

Student acceptances to the vocational schools for the last five years were included in the report. Ninth grade acceptances are at an all-time high, with 17 more ninth grade students accepted in 2019 than the previous year. The administration will send a survey to students to gain a better understanding as to why students choose to attend the magnet schools rather than enrolling in our comprehensive high school program. Total enrollment for the upcoming school year in the magnet schools will be 107 students in grades 9-12.

3. New Business
 - a. Option Two Presentation
 - b. Access for ELLs Presentation
 - c. Student Handbooks Village IHS _Satz High School
 - d. Athletic Handbook
4. Items for the Good of the Order
5. Next meeting date: September, 18 2019 @ 3:30