



# Curriculum & Instruction Committee Meeting Agenda

Tuesday, December 10, 2024, 5:30 PM

*The mission of the Curriculum and Instruction Committee is to provide process guidance and oversight of matters related to Pre-K-12 curriculum and instruction. Our aim is to strengthen student achievement by supporting efforts that allow students to explore and imagine, to pursue personal passions, in a learner-centered environment through multiple pathways. We are committed to partnering with the district to ensure all students have equitable access to effective supports and innovative teaching, and monitoring achievement data to drive continuous improvement.*

## Attendees

**Chairperson:** Shayna Sackett-Gable

**Committee:** Elizabeth Callahan, Nubia DuVall Wilson, Bill Gifford

**Administrative Liaison(s):** Mr. Jason Bing, Superintendent, Ms. Ann Bodnar, Asst. Superintendent of Curriculum & Instruction, Dr. Zoila Correa, Director, Curriculum & Instruction, Dr. Kevin Gilbert, Asst. Superintendent of Access & Equity, Ms. Kerri Waibel - Director, Access & Equity

## Discussion

### District Goals

- **Goal 1 - College & Career Readiness**

CHS interventions have reduced student cuts (hall wandering) - Mr. Sanchez and Ms. Banner presented [[presentation](#) posted to Drive]

#### *Overview of Work*

The work on student attendance interventions began in September. The main goal of the initial meeting was to discuss how to collaborate with students to improve attendance.

#### *Key Points Discussed*

- A presentation was shared with the committee outlining current strategies and data.
- Attendance has been a primary focus for CHS this year.
- Ms. Banner is completing her Leadership internship with Mr. Sanchez and she was assigned the task of working with the Assistant Principals (APs) to address attendance issues.
- The first step was to analyze attendance data.
- APs now have the ability to easily run "Cut Reports" in PowerSchool to track student absences.
- Ms. Banner reached out to families, many of whom were surprised to learn about their child's absences.

#### *Communication Strategies*

- Parents receive automated notices at 5:00 PM daily if their child cuts class. These notices are sent in both Spanish and Haitian Creole to ensure effective communication with all families.

#### *Intervention Process*

- Students who cut classes are given immediate consequences.
- The school has implemented a tiered structure with escalating consequences for repeated absences.
- During detention, students are provided with a clear path forward:
  - They complete a reflection worksheet.
  - They meet 1:1 with either a counselor or teacher.
  - The staff member submits a summary of the meeting to the APs, and they work to address students' challenges.

#### *Results*

- 60% of students who participated in Saturday detentions have shown significant improvement in their attendance and have not received further Saturday detentions.
  - Parents are becoming more consistent in reporting absences.
  - Teachers are now correcting attendance errors in real-time.
  - Students are becoming more diligent about attending classes and monitoring their attendance.
  - Overall, students are receiving the necessary support to be successful.
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- **Goal 2 - Global Citizenship**
    - K-2 Social Emotional Support - Teachers and admin are beginning to see some big behaviors with K-2 students. SLT met with Dr. Ross Greene on resources and strategies. They will be working with the NJTSS team on building their toolboxes through PD.
  - **Goal 4 - Family & Community Engagement**
    - January 21st - Dr. Robles - World Language and ML Curriculum Night
    - Math Night follow-up: SLT has been discussing the turnout and believe we need to revise how we communicate these sessions to parents. The most recent math session had only 5 parents in attendance, and we want to ensure better participation moving forward.
    - A schedule of all future curriculum nights will be provided.

#### CHS Scheduling Update

- **December Timeline Action:** Supervisors finalize CHS Program of Studies



- The Program of Studies is on track to being finalized this month.
- Supervisors are examining class-size reports and determining best ways to promote current classes with low enrollment.

Curriculum for BOE Approval [will be linked before BOE meeting if ready]

## Budget

- Title Carryover Money - Ms. Bodnar is drafting the amendment for the carryover funds. The allocation of funds is as follows:
- **Title I: \$17,528**
  - To be split among three schools, all of which have identified a need for additional supplies.
- **Title IIa: \$28,715**
  - To be utilized for professional development focusing on student behaviors.
- **Title III: \$14,212**
  - Allocated for supplies and field trips.
- **Title III Immigrant: \$8,016**
  - Allocated for supplies and field trips.
- **Title IVa: \$11,301**
  - Dedicated to STEM and Gifted & Talented (G&T) supplies and opportunities.

## Policy

### Review

- [2365 Acceptable Use of Generative Artificial Intelligence \(AI\)](#)

We discussed this policy again including feedback from SLT, Oliver Negin (student board rep) and Frank Sanchez since the topic was recently discussed with teachers at a CHS staff PD session. It is recommended that a similar stakeholder group, including a media specialist, be convened to write the regulation.

Key points to keep in mind: This policy is focused on students, and there should be future considerations given to teachers' use of A.I. Also, this policy is focused on *generative* A.I. - creating new, original content.



Committee feedback on the options to include within the policy will be provided to the Policy Chair.

**First Read** - none

**Second Read** - none

## **New Business**

- Check-in on mid-year targets from district goals in January.
- Review [Question Tracker](#)
- **Wins**
  - Dr. Correa and Ms. Parsio are presenting at Techspo.
  - Teachers and students have completed their 4-day Restorative Circles PD.
  - It's been a productive year! There is great momentum!

## **Important Dates**

- Next C&I Meeting: TBD after reorganization

***Meeting Adjourned @ 7:00pm***