

**Office of Curriculum, Instruction and Assessment  
Board of Education Curriculum Committee Meeting  
Friday, January 22, 2016**

Members Present:      Mr. Larry Greenstein                      Dr. Wafa Westervelt  
                                 Ms. Nora Johnson                              Ms. Christina Nadolne

Guests:                      Dr. Kathleen Mooney, Ms. Karen Sloan, Ms. Elizabeth Weisburd  
                                 Ms. Mehri Fryzel, Mr. Kevin Scully, Mr. Hank Hardy, Ms. Shirley Cepero,  
                                 Ms. Stephanie Joannon

Community  
Members:                      George Borda, Adrienne Sauer, Lisa Spiryda, Jennifer Mannion, Deb Danow, Lynn  
                                 Steinberg, Cindy Moroney, Nanette Melkonian

Minutes

Meeting was called to order at 8:36 a.m. by Curriculum Committee Chairperson Larry Greenstein. The minutes were adopted from the December 15, 2015, meeting and will be posted.

Dr. Westervelt thanked the directors for coming to the meeting so that the community members could understand each of their roles.

Dr. Mooney provided an updated on the PGCD PEP subcommittee that has been asked to reconvene and provide a recommendation prior to the spring 2016 break. She stated that she has made a recommendation to the Board to reduce the PEP program by one teacher, and that the subcommittee's charge is to reconfigure the structure of the program within the following parameters:

- Two teachers
- The location(s) will be centralized so that students in the grades four and five core groups will be clustered by grade level. Considering Sousa and/or Weber with District transportation
- The third grade core instruction would be eliminated but fourth and fifth grade core instruction would remain. Identification of students for core group instruction will continue to take place in third grade.
- Grade level enrichment for third grade (and possibly second grade) in the five elementary schools to be included
- The sixth grade core still needs to be determined – considerations for Core Extension to be utilized.

She also stated that the reduction of one teacher was necessitated by several factors including space issues within the elementary schools, as well as the number of additional teacher/staff requests that are needed due to the increasing student enrollment. Third graders will still be identified but their program will start in the fourth grade.

Dr. Westervelt presented on her role as Assistant Superintendent of Curriculum, Instruction, and Assessment.

***I. Curriculum, Instruction, and Assessment***

- a. Oversee district-wide curriculum & instructional practices in all disciplines, pre-k - 12
- b. Review and approve summer curriculum writing projects
- c. Member of the Teacher Center Policy Board
- d. Member of Schreiber's Middle States Committee

- e. Head Wellness Committee
- f. Review and approve all new course offerings
- g. Review and recommend staff conference attendance for teachers and administrators
- h. Review and approve all field trips
- i. Work with Jamie Nolan on the scoring processes for the grades 3-8 ELA, Math, & Science (gr. 4 & 8) exams;
- j. Work with J. Nolan and BOCES on having reports of student achievement on these state exams sent home to parents
- k. Oversee the implementation of NWEA testing in reading comprehension and mathematics
  - i. Send reports to Grades K-8 parents twice a year of their child's results
- l. Work with J. Nolan on helping teachers utilize data from the Data Warehouse
- m. Arrange for psychologists to complete PEP IQ testing
- n. Observe teachers
- o. Analyze student data and make recommendations
- p. Program reviews
- q. Serve as a liaison to the administration and the SED in determining curriculum requirements and regulations as identified by the Commissioner of Education

**II. Supervision**

- a. District Directors: Meet throughout school year
  - i. Director of ENL
  - ii. Director of Guidance
  - iii. Exec. Director of PPS
  - iv. Director of Technology
  - v. Director of Creative Arts
  - vi. Director of Health, Physical Education, and Athletics
  - vii. Administrative Assistant for Data Management
- b. Meet regularly with building principals
- c. Provide support and guidance to reading teachers, AIS math teachers, and PEP teachers with whom I meet throughout the school year

**III. Professional Development**

- a. Participate in professional development opportunities to stay current
- b. Currently serve as the President Elect for the Nassau Association of District Curriculum Officials (NADCO)
- c. Co-chair of Staff Development Committee—develop professional development program each year for the purpose of providing training to administrators and teachers
- d. Plan and organize all Superintendent Conference Days
- e. Coordinate all after-school PD opportunities (prek-12)
- f. Make recommendations to principals, directors, and teachers for out-of-district PD opportunities & support attendance
- g. Plan and organize parent workshops in varied topics (ex. NWEA this year; Math in Focus last year)

**IV. Budgets/Grants**

- a. Oversee budgets within my direct purview
- b. Work collaboratively with Dr. Mooney, Central Office members, and district and building administrative teams on budget items related to the instructional program
- c. UPK—write, oversee, and submit required reports—includes 6 non-publics
  - i. Coordinate curriculum & instruction with them

- ii. Site visits
- iii. Request for Proposals—review and approve
- d. Write, oversee, and submit reports for Titles I & IIA—For Title IIA, also work with three non-publics who also receive part of our funding
- e. Collaborate with Shirley Cepero on Title III
- f. Seek competitive grants

**V. *Committees***

- a. Co-chair of PGCD
- b. Co-chair of Curriculum Committee
- c. Co-Chair of Staff Development Committee
- d. Serve as a Policy Board member for the PW Teacher Center
- e. Head Wellness Committee

**VI. *School and Community Relations***

- a. Attend community-based, district, and building events (concerts, plays, Pride in Port, Ed. Foundation functions, HEARTS functions, & other special events)
- b. Present to Board, AGATE, SEPTA, Parent Council, and Ed. Foundation on a myriad of topics
- c. Attend many community, district and school events, including those by the Ed. Foundation, HEARTS, Pride in Port, Parent workshops, etc.
- d. Respond to parental requests/concerns

VII. ***Presentations:*** Conduct presentations at Parent Council, AGATE, and other community-based organizations, as well as at local universities and/or BOCES on varied topics.

VIII. Other responsibilities that do not necessarily fall within the areas identified above.

Ms. Shirley Cepero presented on her role as the Director of English as a New Language (ENL)

- Port Washington currently has 463 English Language Learners (ELLs).
- Oversee that district follows all regulations to make sure that the district is in compliance with New York State Commissioner's Regulations, Part 154 (CR 154)
- Inform and provide guidance to all administrators and staff on CR 154 and instruction for ELLs.
- Provide staff development for ESL/ENL and mainstream teachers
- Communicate with ELL parents on a regular basis
- Develop workshop for parents to explain the new Part 154 regulation
- Making sure that our ENL program is following the common core with modifications
- Track data on the students who are entering the district who would require English language services. This includes identifying the student, having them tested on the NYSITELL and notifying parents, entering information in ASPEN. Follow up on their progress to make sure they are on track to graduate from Schreiber High School.
- Schreiber currently has 105 ELLs and 27 Commanding students which must receive ENL services.
- Collaborate with Schreiber Guidance to make sure students' schedules have the required courses and credits in their ENL English language courses
- Oversee budget and grant spending
- Prepare grants and budget
- Organize and supervise all aspects of ESL Summer School and ESL STAR.
- Organize NYSESLAT scheduling and testing
- ENL staff observations and hiring
- Act as Chairperson for HS ENL Department
- Collaborate with principals about service delivery to ELLs and scheduling

Ms. Mehry Fryzel presented on her role as the Executive Director of Pupil Personnel Services.

- Students with disabilities have special needs significant enough to warrant classification and the provision of special education services in accordance with IEPs (Individualized Education Program).
- Evaluate 60-140 Pre K students
- The PPS department provides extended school year (summer) IEP mandated services to eligible students with disabilities. Further, we provide special education support for age eligible preschoolers with a disability. These are children between the ages of 3 and 5 years old who, after evaluation, are found eligible for classification as a preschooler with a disability. We serve between 80 and 160 preschoolers with disabilities each year.
- 12-14% of students are serviced district-wide; about 800 students currently
- Oversees a continuum of services to implement IEPs including placement of students in general education classes with support, special classes in the district, out of district placement in day or residential schools and home/hospital institutions. Approximately 5-10 families home school their children and PPS needs to regulate that as well
- Oversee 75 staff members who make up the district PPS team services which include Special Education Teachers, Psychologists, Social Workers, Speech Teachers and Teacher of the Deaf. Agency contracts provide OT, PT, Behavioral Consultants and Vision Itinerant Teachers.
- Oversees the Health Office in each of the 7 district schools and in concert with the Medical Coordinator, coordinates the supervision and placement of 11 district nurses
- Also oversee any outside teachers deemed necessary, such as Occupational and Physical Therapists, Mental Health providers and Behavioral Specialists
- Manage 2,500 CSE meetings annually to make sure in compliance
- Collaborate, solicit, consider input, guide others, make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds and communicate clearly in oral and written form. This administrator possesses knowledge of relevant district practices and policies as well as NYSED regulations and indicators which monitor district compliance with Part 200 requirements.
- Play a critical role in the budget development process including federal grants, verification of STAC, (State Tracking and Accounting of Children), Medicaid reports, state data reporting and IEP Direct data management. The information needed for these activities is gathered at CSE meetings.
- Data management, including paperwork for Medicaid to make sure district received reimbursement
- Deal with district's attorney on any legal issues including successfully resolving requests for Impartial Hearings through effective problem solving
- Supervise two administrators: Dr. Stephanie Allen, Assistant Director of PPS, and Dr. Terence Reilly, Associate Administrator of PPS in order to meet its obligation to provide a free and appropriate public education in the least restrictive environment
- Oversee the New York State Alternate Assessment state assessment exams
- Oversee professional development for special education teachers
- Conduct observations of staff
- Executive Director of PPS participates in all personnel activities (recruitment, hiring, and evaluations) for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring that the objectives of our special education programs are achieved within budget.

Mr. Hank Hardy presented on his role as the Director of Guidance.

- Oversees all PreK-12 guidance programs- Works with the counselors at all schools in designing programs and curriculum. Collaborates with principals in supervising the staff and evaluating the programs and initiatives. Helps the counselors with disseminating information and coordinating the programs. Attends the elementary department meetings and oversees the staff development for the counselors.
- 504 Coordinator for district: Participate in initial reviews. Chair meetings with counselors and psychologist for 504 students. Also answers questions and inquiries regarding 504 regulations and implementation. Work with Schreiber High School teachers on implementing 504 to eligible students

- DASA coordinator for district-Oversee the DASA implementation and review the regulations yearly. Have conducted staff development on DASA related topics (Cultural Competency), helped implement programs to education staff and parents, and worked with schools on reporting requirements. Will also consult with schools and school administration on DASA related incidents.
- Work with district's attorney on state regulations- In reviewing NYSED and Commissioner regulations, will work with the school district's attorney to research cases and seek advice on how to proceed with carrying out these regulations.
- Data collection of out of district students; make sure they graduate on time- Coordinate these efforts with Pupil Personnel to monitor the academic progress of students in out of district placements. Review course and exam requirements (and completions).
- Oversee the mailing of materials to colleges for about 3,400 initial requests and subsequent requests. With the high school staff, implement office protocols and procedures which allow us to handle the requests for college admissions materials. Send initial records and forms, as well as midyear and final transcripts to over 350 colleges (for approximately 360 seniors). Also conduct college presentations, fairs, information sessions, and other related forums.
- Oversee that students are in the right courses; regents exams- Work with high school administration and counselors in ensuring the proper courses and regents exams are completed for high school graduation and diploma requirements. Oversee the publication of the Program Planning Guide.
- Oversee innovative programs that are available such as SKYPE with colleges- Implement and evaluate initiatives such as SKYPE, CollegeGoal Day, Junior Mock Interviews, College Application Help Day, On Site College Reviews, Financial Aid Night and other programs.
- Organize workshop to help parents to file their FASFA application- CollegeGoal Day was held in January of this year where financial aid representatives worked with families in preparing the FAFSA form.
- Developed Summer College Application Day for students and parents – With the help of Dr. Westervelt, have organized and run a college application help day where counselors work with families in filling out the Common Application.
- Involved with several professional affiliations both in and outside of the district- Nassau Counselor Association, NYS School Counselor Association, North Shore Directors of Guidance, National Association of College Admissions Counselors, PGCD, Outreach Committee, and Diversity Committee.

Ms. Stephanie Joannon presented on her role as Director of Athletics, Health and Physical Education.

- Must be certified in physical education and hold a school district administrator's certification
- Prepare a master budget and supervise equipment inventories
- Supervise and evaluate district health education and physical education teachers 7-12.
- To advise on the development of a physical education and health education program, K-12.
- To supervise and coordinate all physical education and health education activities.
- Assume responsibility for curriculum development and revision of the physical education program
- Assist in the selection of all department personnel.
- Assist in scheduling department personnel.
- Supervision and evaluation of all department personnel.
- Prepare all budget item request and submit to Business Office
- Insure that all equipment is properly reconditioned and inspected as necessary.
- Inspect all AED's in the district and budget for new equipment as needed.
- Receive and check all orders and shipments of physical education and health supplies and equipment.
- Responsible for the distribution and storage of all physical education supplies and equipment.
- Insure all department personnel are updated with certifications and professional development.
- Place and supervise student teachers.
- Hold staff meetings.

- Keep all department records.
- Serve as chairperson in the high school
- Develop pre and post SLO exams and calculate scores for teacher evaluation.
- Serve as a member of the districts Wellness Committee

#### Athletics:

- Prepare a master budget and supervise equipment inventories.
- Secure and file the paperwork for equipment lease requests involving the athletic department.
- Prepare a master sports calendar that includes conference and non-conference games/events. Coordinate gym, and athletic field use with the district facilities office and maintain
- Coordinate and assign gym use for practices and games and give final clearance for the use of either the gym or the athletic field for team use.
- Work with coaching staff and transportation office to schedule all athletic departure times and provide bus supervision for teams.
- Take care of travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
- Seek and recommend suitable competition for all non-conference events/games.
- Coordinate with Section VIII BOCES for 7-12 and non-conference contests.
- Confirm official's contracts and all non-conference contest contracts.
- Secure game workers for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. and submit the list of contacted workers for that contest to the event supervisor prior to the event.
- Submit athletic expense request sheets for payment of supervisors and other workers to district office.
- Coordinate the collection of rosters for program information as needed.
- Act as a resource person and coordinator for all coaches.
- Assist in supervision at home athletic contests.
- Coordinate the selection of coaches for the athletic program.
- Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the appropriate district administrator.
- Complete an evaluation form and hold a conference with all coaches after the conclusion of their sport season.
- Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
- Provide a channel through which students and the community may express their concerns about an athletic program.
- Provide for in-service training of coaching staff and supervisors as needed.
- Disseminate NYSPHSAA materials and enforce NYSPHSAA and Section VIII rules and regulations, including player eligibility.
- Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the medical clearance, academic eligibility and athletic code of conduct.
- Collect and maintain on file required certifications for all coaches.
- Distribute athletic training rules yearly to all athletic participants. Collect and maintain on file a signed copy of student/parent athletic participation contract.
- Update the Coaches Handbook as needed.
- Ensure district adherence to all NYSPHSAA, Section VIII and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
- Hold preseason meetings with all coaches. Establish parent meetings with teams.
- Coordinate off-site practices and events for teams.
- Order Post season awards for each program.
- Attend monthly athletic conference meeting.
- Perform other duties as assigned.

Mr. Kevin Scully presented on his role as the Creative Arts Director

Main Role: Create a Vision for the Arts:

- Work with all constituencies to develop an overall VISION for Arts Education for Grades K-12 in the Port Washington School District.
- Supervise and evaluate all art and music teachers (pre K-12), in collaboration with principals.
- Along with Elaine Fenick and the building principals, lead the hiring process for all art and music positions.
- Serve as *Department Chairperson* for Art and Music at Weber and Schreiber.
- Help develop, implement, and oversee the art and music curriculum in grades pre-K-12 in collaboration with Dr. Westervelt and the PGCD
- Organize and implement inter-disciplinary experiences throughout the District in collaboration with each principal. (I.e. American Ballet Theater at Weber, Planting Fields: Drawn to Science program with the elementary school, Planting Fields Arboretum, Dancing Classrooms at the elementary schools, guest performances through Landmark on Main, etc.)
- General oversight of all theatrical productions in collaboration with the building principals.
- Member of District-Wide Staff Development Committee
- Organize and facilitate staff development meetings for K-12 Art and Music.
- Serve on NYSCAME *Balanced Mind* professional development day committee.
- Promote and lead professional development opportunities for Art and Music teachers.
- Organize and oversee department meetings at Schreiber and Weber.
- Organize and oversee co-curricular music ensembles, music clubs, art clubs, and honor societies in art and music.
- Organize and oversee NYSSMA Solo and Ensemble participation for all students in the District.
- Lead Cultural Arts Committee meetings with representatives from each school's HSA/PTA.
- Serve as liaison regarding arts-related matters with each HSA/PTA, The Ed Foundation, and HEARTS.
- Promote community relations with such organizations as Landmark on Main, the Port Washington Library, Community Chest, Dejana Foundation, etc.
- Work with parents regarding general and specific concerns regarding their children and the Creative Arts programs.
- Seek out and apply for honorary programs such as Best Communities for Music Education and the GRAMMY Signature Schools programs.
- Oversee all-county programs in art and music.
- Publicize arts-related honors and awards for programs and individual students. (All-County Art, New York State School Boards Association Art Exhibit, All-County Music, All-State Music, All-Eastern Music, All-National Music).
- Publicize District art exhibits, concerts, presentations, drama productions, and musical theatre productions.
- Serve as District liaison with BOCES, the Arts Supervisors Association, the New York State Council of Administrators of Music Education, New York State School Music Association, New York State Art Teachers Association, Nassau Music Educators Association, and Long Island String Festival Association.
- Serve as District representative at NYSSMA Advocacy Day in Albany
- Advocate for Arts Education with local, state, and national organizations and officials.

- Request, distribute, and oversee budget for pre K-12 art and music, including grant money donated from each school's HSA/PTA, The Ed Foundation, HEARTS, and the New York State Council for the Arts (NYSCA).
- Assist teachers with maintaining accurate, up-to-date inventories of musical instruments, art equipment, and art supplies.
- Organize all concerts, art exhibits, and theater productions in collaboration with the teachers.
- Host NYSSMA solo and ensemble festivals on a bi-annual basis.
- Organize logistics and bussing for festivals in Art and Music. (NCMA, Planting Fields Arboretum, District Band Spectacular, All-District Music Festival, All-County, PortFest, Night of 1000 Strings, American Ballet Theatre, etc.)

#### Comments/Concerns/Questions

- PEP program concerns regarding the reduction of a teacher.

Meeting adjourned at 10:05 a.m.  
Next meeting: February 12, 2016