



# CURRICULUM REVIEW AND DEVELOPMENT

EATONTOWN PUBLIC SCHOOLS  
Administrative Offices  
5 Grant Avenue  
Eatontown, New Jersey 07724

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## **A MESSAGE FROM THE OFFICE OF CURRICULUM AND INSTRUCTION**

The Eatontown Public Schools maintains a long-range curriculum revision plan which closely follows a prescribed cycle of activities. The purpose of this booklet is to reflect the cyclical steps which are followed in conducting evaluation of curricula with a focus upon improvement and alignment to the standards.

The Three-Year Curriculum Review Plan presented serves two critical purposes. Primarily, it ensures that all curricula are reviewed and updated on a regular basis. Second, it identifies the status of the general program at any point in time.

This systemic approach to curriculum revision is proven and effective. It provides accountability in the area of school operations that is essential for the success of students and teachers.

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Scott T. McCue  
Superintendent of Schools

## **DISTRICT COMMITTEES**

The evaluation of curriculum is accomplished by committees of professional staff and, at times, members of the community and consultants. The composition of the curriculum revision committees should reflect consideration of the following:

- ❖ Representation from all four schools based upon expertise, or affinity for, a specific area
- ❖ At least one administrator chairperson
- ❖ At least 2 members per content area

The committee, which begins in Year 1 evaluation, should look toward working together for two years. Year 2 includes recommendations for improvement, the search for materials, and pilot projects.

The committee's insights into the particular area of curriculum under study become heightened under this process. Its recommendations, therefore, represent the best position for the future, and in that light are critically important at the Board level for adoption.

## **AUTHORITY**

All committees for curriculum revision, textbook and equipment selection, or other committees related to curriculum are solely advisory bodies to the Superintendent of Schools and the Eatontown Board of Education. The committees shall have no other duties, powers, or rights except to make insightful recommendations to the Superintendent of Schools for Board of Education consideration.

The Eatontown Board of Education expressly reserves to itself, in its sole and absolute discretion, unilaterally, and at any time:

- ❖ To amend, modify, change, or discontinue this curriculum review process, or
- ❖ To dissolve any or all committees formed or existing under this curriculum review process

The financial implementation of the process of curriculum revision and the strict adherence of the Three Year Cycle are directly and expressly contingent upon the financial ability of the District to fund the costs of revision through the budget process. Implementation also is contingent upon a successor Board's approval and authorization to continue the funding commitment.

Continuation of this process is subject to annual adoption by the Board of Education.

**Eatontown Public Schools**  
**Curriculum Review and Revision Schedule**  
**March 2013**

<b>Department</b>	<b>Last Date of Curriculum Revision/Approval</b>	<b>Proposed Curriculum Review/Revision Schedule</b>	<b>Three Year Curriculum Review Cycle Schedule Deadline</b>
Preschool	June 2012		June 2015
Art	September 2012		September 2015
ELL	February 2013		February 2016
Gifted and Talented	November 2012		November 2015
Guidance	September 2012		September 2015
English Language Arts	July 2012		July 2015
Library Sciences	November 2012		November 2015
Mathematics K-5	September 2011		September 2014
Mathematics 6-8	July 2012		July 2015
Music	September 2012		September 2015
PE/Health	September 2012		September 2015
Science	June 2011		June 2014
Social Studies	August 2012		August 2015
Technology	August 2012		August 2015
World Languages	June 2012		June 2015

## **CURRICULUM REVIEW AND DEVELOPMENT**

Curriculum review and development is the process through which the District's PK-8 course offerings and the curricula, are studied, revised, and implemented. This long range plan for program analysis will:

- ❖ Provide a systematic process for evaluating existing programs and services in the district.
- ❖ Provide a sequential approach for identifying programs or services in need of revision.
- ❖ Provide a mechanism for coordinating district-wide objectives with program assessment, revision, implementation and evaluation.
- ❖ Establish a three year schedule for service analysis.

### **RATIONALE**

In the changing world and society, school districts have an obligation to challenge students in a variety of instructional offerings delivered in the most contemporary of formats and organizations. The curriculum is the cornerstone of the school district's operation. Clearly a systematic approach to evaluating the efficacy of each component of curriculum within a time frame is needed in order to stay relevant and therefore, to provide students with a competitive edge in the world economy and a solid foundation for citizenship. Providing rich curriculum and programs of excellence help students prepare for college and career.

### **THE MODEL – AN OVERVIEW**

The Three-Year Curriculum Review Plan contains three phases. The initial phase is the Evaluation, which occurs in Year 1. During this phase, a needs assessment occurs, supported by research, visitations, and surveys.

The second phase, Year 2, requires Revision and Development. During this phase, final direction for change is established, materials are reviewed and pilot studies are conducted.

The third phase, Year 3, is the actual beginning of implementation. During this phase, the new program is reviewed for any additional revisions or refinements as needed.

## **CYCLE OF ACTIVITIES**

### *YEAR 1 (First Phase)*

#### **EVALUATION**

- ❖ Organize committee
- ❖ Diagnose needs
- ❖ Set goals and objectives for inquiry
- ❖ Establish priorities
- ❖ Review research
- ❖ Conduct surveys
- ❖ Provide PK-8 articulation
- ❖ Report to Board of Education

### *YEAR 2 (Second Phase)*

#### **REVISION AND DEVELOPMENT**

- ❖ Develop recommendations
- ❖ Examine materials
- ❖ Conduct pilot studies
- ❖ Establish budget impact
- ❖ Order materials and equipment
- ❖ Revise/write curriculum
- ❖ Report to Board of Education

### *YEAR 3 (Third Phase)*

#### **IMPLEMENTATION**

- ❖ Obtain and distribute materials, etc.
- ❖ Provide orientation and technical assistance for staff
- ❖ Implementation of instruction
- ❖ Evaluate program...teacher feedback
- ❖ Revise as needed
- ❖ Report to Board of Education if revisions are needed

## NOTES