

CURRICULUM POLICY

The Board of Trustees establishes a Curriculum Council (CC) and grants it the authority to make professional decisions, which it recommends to the Board, pertaining to curriculum, professional development, assessment and student learning. The CC will adhere to the following administrative procedures.

Curriculum Council

The Curriculum Council (CC) is a representative group of district personnel and community representatives. The CC makes all professional decisions pertaining to curriculum, professional development, assessment and student learning and advises the Board of Trustees, through the superintendent, in these matters. This means the CC also serves as a sounding board for certified personnel in curriculum and assessment matters, makes recommendations regarding professional development, coordinates accreditation processes, directs work of all Subject Area Committees, and appoints and directs any other committees necessary for the development, implementation, and long-term evaluation of curriculum and common outcome assessments. The CC does not make managerial decisions related to buildings, personnel, budgets, or other agenda items reserved for the administrative team or building principals.

Meetings

GENERAL PROCEDURES: The CC will meet regularly throughout the school year for the purpose of carrying out its functions. Meeting dates will be established and noted on the district calendar. At the beginning of each school year members will be informed of all regular open meeting dates. Special meetings may be called as needed by the curriculum director, superintendent, or at least 5 members of the CC. Notification of any extra meetings shall be given at least five working days prior to the meeting.

DECISION-MAKING PROCESS: All decisions shall be by consensus of those members present. Voting will be used only when consensus cannot be reached and a decision must be made according to an immediate timeframe. In that case, simple majority shall rule. Consensus principles and procedures are outlined in Appendix A.

QUORUM: A quorum constitutes a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

CHANNELS OF COMMUNICATION: All recommendations of the CC will be presented to the Board of Trustees by the superintendent or other appointed designee.

AGENDA DEVELOPMENT AND PROCEDURE: A tentative agenda for the following meeting shall be established by CC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the CC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Trustees. The items should be submitted to the curriculum director at least five working days prior to the scheduled meeting of the council. The agenda and notification of the meeting shall be distributed by e-mail to members of the CC, all certified staff, and to each member of the Board of Trustees. The agenda will also be posted on the district website by the curriculum director. The curriculum director shall determine the priority of the agenda items.

MAINTAINING MEETING RECORDS: Minutes of all meetings shall be recorded and kept on file by the administrative assistant. Minutes will be forwarded to the curriculum director, CC members, all certified staff, the superintendent, members of the Board of Trustees, and posted to the district website. Summaries of Subject Area Committee meetings shall be forwarded to the curriculum director, and may be included in regular CC meeting minutes. The curriculum director will maintain a master file of all minutes, summaries, and other materials submitted to the CC.

Amendments

The mission statement, long-range plan, and the policy document are subject to review at the beginning of each school year. If changes, corrections, or updating are determined to be necessary after this analysis, then the CC will make the amendments following the standard procedure for decision making.

CURRICULUM POLICY

Personnel

THE CHAIRPERSON OF THE CC: The curriculum director serves as chairperson of the CC, with the following specific duties:

1. presides at all regular meetings
2. prepares agendas for all regular meetings
3. provides for notification of all meetings
4. calls all special meetings
5. assists in conducting inservice activities
6. oversees selection of CC members according to the policy document and provides their training, using current CC members as resources
7. with the approval of CC members, appoints and trains members of Subject Area Committees
8. monitors attendance of CC members
9. receives all written resignations from CC members
10. prepares an annual report on the activities of the CC to be submitted to the superintendent and Board of Trustees
11. recommends yearly committee goals and objectives
12. represents the CC at all Board of Trustees meetings and other appropriate public functions, or appoints a CC member to do so
13. assists all district committees in adhering to the goals of the mission statement and the long-range plan
14. assists all district committees in the accreditation process

VICE-CHAIRPERSON OF THE CC: A vice-chairperson shall be selected by members of the CC. This individual shall have a minimum of one year's experience as a CC member and will fulfill all the duties of the chairperson in that person's absence.

SECRETARY: The curriculum director and superintendent will select an individual who is not a member of the CC to serve as secretary. The duties of the secretary include these provisions:

1. attends all meetings of the CC
2. takes accurate and thorough notes of proceedings
3. prepares notifications and minutes of all meetings, and distributes them to all CC members, the superintendent, Board of Trustees, all certified staff, and posts them on the district website
4. maintains all CC minutes, correspondence, and other pertinent documents
5. performs necessary secretarial tasks for the timely completion of CC and Subject Area Committee projects
6. works closely and cooperatively with the curriculum director and all CC members for the success of the curriculum development process

Members of the CC

The members of the CC shall be representative of district certified personnel, the Board of Trustees and community interested parties will be asked to fill out an application and submit it to the curriculum director. The curriculum director and CC vice-chairperson will work with the superintendent in making the final selections. Principals will be asked for their input on teacher applicants and will periodically be asked to make recommendations. District personnel members of the CC will be selected on the basis of interest and experience. Community members will be selected according to interest and availability, and be representative of each side of the district. Member replacement will be made to maintain appropriate representation. Additional provisions are these:

1. TERMS: Members of the *first* CC will serve for one, two, or three years in order to stagger terms. After the initial appointments, all members will serve for a term of three years. They may reapply for subsequent three-year terms.
2. RESIGNATION: A CC member may resign at any time. A letter of resignation shall be written and submitted by the resigning member to the curriculum director at least one regular meeting prior to the effective date of the resignation. The resigning member's constituency shall then be notified immediately by the curriculum director. The vacancy shall be filled promptly from the constituency according to the selection procedures.

CURRICULUM POLICY

3. COMPOSITION AND REPRESENTATION: Member selection should provide for a variety of personal and professional traits, assuring that all grade levels, professional categories and campuses are represented. There shall be:

Elementary Teachers (K-5)	2
Middle Level Teachers (6-8)	2
High School Teachers (9-12)	2
Certified Personnel Outside Regular Classroom	1
Community Persons	2
High School Counselor*	1
Special Education Director*	1
Building Administrators*	6
Superintendent*	1
Curriculum Director*	1
Board of Trustees Member**	<u>1</u>
Total	20

*These members are on the CC by virtue of their positions; they do not apply for membership.

**The Board of Trustees selects one of its members to serve on the CC.

4. COMPENSATION: Certified staff CC members will each be paid at a rate determined by the Board of Trustees. Administrative personnel may not receive compensation.
5. ATTENDANCE: If a member is unable to attend, he/she may designate a representative in his/her place. A member may be absent from no more than three regular meetings during one fiscal year. Those who are members by application will be contacted by the curriculum director and/or superintendent after a second absence.
6. DUTIES OF AN INDIVIDUAL CC MEMBER:
- completes a training program in the curriculum model being used in the district
 - attends all regularly scheduled meetings of the CC and assigned Subject Area Committee
 - maintains positive communication between CC and building faculties, emphasizing teacher ownership of curriculum planning
 - assists in training new CC members, SAC members, or other participants in the district's curriculum development process
 - chairs a SAC or serves as a member of such committee as assigned
7. DUTIES OF THE CC AS A WORKING GROUP:
- acts as the communication link among the certified staff, superintendent, and Board of Trustees; and promotes and encourages communication among buildings and levels within the district
 - establishes meeting dates and length of meetings
 - sets and prioritizes goals for the year
 - reviews the curriculum policy document on a yearly basis and makes revisions when appropriate
 - reviews the district mission statement on a yearly basis and recommends revisions when appropriate
 - uses the district mission statement in all CC decision-making circumstances
 - develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
 - assists the curriculum director in selection of Subject Area Committee members who are not CC members
 - establishes guidelines for Subject Area Committees, approves work completed by these groups, and recommends completed work to the Board of Trustees
 - assists Subject Area Committees with staff development sessions related to new curricula
 - recommends staff development sessions based on the needs and timelines of the curriculum model
 - guides the district through a process of defining mastery and validates that definition periodically
 - discusses and recommends modifications to student grading policies and progress reports
 - reviews and supports plans for extended student learning opportunities

CURRICULUM POLICY

- o. makes decisions about assessments
- p. reviews and acts on externally mandated assessment and accreditation issues
- q. reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district

Subject Area Committees

The Curriculum Council (CC) appoints Subject Area Committees (SACs) in accordance with the long-range plan for curriculum development. A SAC is formed for each subject area to be analyzed. The primary responsibility of this group is to formulate an outcome-based curriculum by following an action agenda prescribed by the CC.

1. **SELECTION:** Prospective members of each SAC should show an interest in curriculum development and have one year of successful classroom teaching experience. Exceptions to this rule may occur when particular teachers must be appointed to the SAC because of district size and the need for grade level or course representation. Council members will choose SAC members using previously mentioned criteria as well as building and grade level representation to guide the selection process. The number of individuals appointed to a SAC may vary according to subject; however, no SAC should be larger than 20 and no SAC involving all levels (elementary, middle, high school) should be smaller than five or six.
2. **TERMS:** Members of SACs will meet regularly and will follow a prescribed action agenda for a period of three to four years.
3. **RESIGNATION:** A SAC member may resign if there are additional persons available in the position represented. If a member submits a resignation, the resigning member's building principal and the superintendent will make a recommendation to the CC for a replacement. In all cases involving the work of the SAC, the CC has the right and obligation to make whatever decisions necessary — to include removal and appointment of SAC members — to facilitate the successful completion of the SAC's work.
4. **COMPENSATION:** SAC members will receive compensation for time worked outside their regular contracted time.
5. **LEADERSHIP:** All SACs will be chaired by a member of the CC. Chairs will:
 - preside at meetings,
 - schedule meetings and plan agendas,
 - monitor attendance,
 - work closely with the curriculum director,
 - report progress to the council at each of its meetings,
 - ensure completion of curriculum documents according to a schedule established by the council, and
 - personally present completed curriculum documents to the council and the Board of Trustees.
6. **DUTIES OF MEMBERS:** SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communication between the SAC and building faculties.

Adopted: 1/17/2012

Revised: 12/17/19