

CURRICULUM PROCEDURES

Sweetwater County School District #1
(updated September 23, 2015)

Community Curriculum Council

The Community Curriculum Council (CCC) is a representative group of district personnel and community representatives. The CCC advises on decisions pertaining to curriculum, instruction, and student learning. This means the CCC also serves as a sounding board for certified personnel in curriculum/instruction matters, makes recommendations regarding staff development, coordinates accreditation processes, and directs work of all Subject Area Committees (SAC).

Meetings

GENERAL PROCEDURES: The CCC 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 meeting dates. Special meetings may be called as needed.

DECISION-MAKING PROCESS: All decisions shall be by consensus of those members present. 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 CCC will be presented to the appropriate decision teams and/or task forces as referenced in Sweetwater County School District Number One policy IF.

The Office of Curriculum and Instruction and chair of the department or committee will present the recommendations to appropriate decision teams and/or task forces which includes the Administrative Leadership Team and Leadership Cabinet. Additional decision teams and/or task

forces might include, but are not limited to the CCC, grade level teachers, content area teachers, or District task forces. Once the curriculum recommendation or course recommendation has gained the approval of the appropriate decision teams and/or task forces, the curriculum document will be presented to the Superintendent and the Board of Trustees for official approval.

AGENDA DEVELOPMENT AND PROCEDURE: A tentative agenda for the following meeting shall be established by CCC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the CCC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Education. The agenda and notification of the meeting shall be distributed to members of the CCC. The Chief Academic Officer shall determine the priority of agenda items.

MAINTAINING MEETING RECORDS: Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be made available to all stakeholders. Summaries of Subject Area Committee meetings shall be forwarded to the Chief Academic Officer, and may be included in regular CCC meeting minutes. The Chief Academic Officer will maintain a master file of all minutes, summaries, and other materials submitted to the CCC.

Amendments

The district vision and mission statements, curriculum long-range plan, and the procedures document are subject to review annually. If changes, corrections, or updating are determined to be necessary after this analysis, then the CCC will make the amendments following the standard procedure for decision making.

Personnel

THE CHAIRPERSON OF THE CCC: The Chief Academic Officer serves as chairperson of the CCC, 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 in-service activities
6. oversees selection of CCC members according to the policy and procedures documents and provides their training, using current CCC members as resources
7. with the approval of CCC members, appoints and trains members of Subject Area Committees
8. monitors attendance of CCC members
9. receives all written resignations from CCC members
10. prepares an annual report on the activities of the CCC to be submitted to the superintendent and Board of Education
11. sets and prioritizes goals for the year
12. represents the CCC at all Board of Education meetings and other appropriate public functions, or appoints a CCC member to do so

VICE-CHAIRPERSON OF THE CCC: The Elementary and Secondary Curriculum Specialists shall be the Vice-Chairpersons of the CCC. These individuals will fulfill all the duties of the chairperson in that person's absence.

SECRETARY: The Chief Academic Officer and superintendent will select an individual who is not a member of the CCC to serve as secretary. The duties of the secretary include these provisions:

1. attends all meetings of the CCC
2. takes accurate and thorough notes of proceedings
3. prepares notifications and minutes of all meetings, and makes them available to all stakeholders
4. maintains all CCC minutes, correspondence, and other pertinent documents
5. performs necessary secretarial tasks for the timely completion of CCC and Subject Area Committee projects
6. demonstrates a willingness to work closely and cooperatively with the Chief Academic Officer and all CCC members for the success of the curriculum development process

Members of the CCC

The members of the CCC shall be representative of district certified personnel and parent/community members. Interested parties will be asked to submit a letter of interest to the Chief Academic Officer. The Chief Academic Officer and CCC vice-chairperson will work with the superintendent in making the final selections. However, principals may be asked for their input on teacher applicants and may periodically be asked to make recommendations. Parent/community members will be selected according to interest, availability, and a rotation among buildings and levels. Member replacement will be made to maintain appropriate representation. Additional provisions are these:

1. **TERMS:** Members of the first CCC 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 CCC member may resign at any time. A letter of resignation shall be written and submitted by the resigning member to the Chief Academic Officer 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 Chief Academic Officer. The vacancy shall be filled promptly from the constituency according to the selection procedures.
3. **COMPOSITION AND REPRESENTATION:** Member selection should provide for a variety of personal and professional traits, assuring that all grade levels and professional categories are represented. There shall be:

primary teachers (K-2)	2
intermediate teachers (3-4)	2
intermediate teachers (5-6)	2
Junior high teachers (7-8)	2

high school teachers (9-12)	2
certified personnel outside regular classroom	1
instructional coach	1
Special Ed	2
parent/community persons (not certified staff)	2
mental health professional	1
SEA rep	1
building administrators (by level)	4
Chief Academic Officer*	1
board member**	1
Total	24

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

**The Board of Education selects one of its members to serve on the CCC.

4. STIPENDS: Stipend amounts will be issued in accordance with the Sweetwater School District Number One policies to be determined as needed.
5. ATTENDANCE: 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 Chief Academic Officer after a second absence.
6. DUTIES OF AN INDIVIDUAL CCC MEMBER:
 - a. completes a training program in the curriculum model being used in the district
 - b. attends all regularly scheduled meetings of the CCC
 - c. maintains positive communication between CCC and building faculties, emphasizing teacher ownership of curriculum planning
 - d. assists in training new CCC members, SAC members, or other participants in the district's curriculum development process
7. DUTIES OF THE CCC AS A WORKING GROUP:
 - a. acts as the communication link among the certified staff, superintendent, and Board of Education; and promotes and encourages communication among buildings and levels within the district
 - b. establishes meeting dates and length of meetings

- c. recommends yearly committee goals and objectives
- d. reviews the curriculum procedures document on a yearly basis and makes revisions when appropriate
- e. reviews the district vision and mission statements and curriculum policy on a yearly basis and makes recommendations when appropriate
- f. develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
- g. establishes guidelines for Subject Area Committees, approves work completed by these groups
- h. assists Subject Area Committees with staff development sessions related to new curriculums
- i. recommends staff development sessions based on the needs and timelines of the curriculum model
- j. guides the district through a process of defining mastery and validates that definition periodically
- k. reviews grading and assessment processes
- l. reviews extended learning opportunities
- m. reviews and acts on externally mandated assessment and accreditation issues
- n. reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district

Subject Area Committee

The CCC 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 a results-based curriculum by following an action agenda prescribed by the CCC.

1. **SELECTION:** Prospective members of each SAC should show an interest in curriculum development and have successful classroom teaching experience along with building administrator approval. Exceptions to this rule may occur when particular teachers must be appointed to the SAC because of the need for grade level or course representation. The Chief Academic Officer and/or select 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, when possible SACs should be no 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 should understand that the committee will meet regularly — and will follow a prescribed action agenda — for a period of three – 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 Chief Academic Officer will make a recommendation to the CCC for a replacement.
4. **STIPENDS:** Stipend amounts will be issued in accordance with the Sweetwater School District Number One policies to be determined as needed.
5. **LEADERSHIP:** The CCC will appoint a member of the CCC to act as SAC chair. They will attend all SAC meetings and assist in scheduling meetings and planning agendas, monitoring attendance, working closely with the Chief Academic Officer, providing minutes to the council at each of its meetings, and ensuring completion of curriculum documents according to a schedule established by the council.
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.

Appendix A

Consensus

Two or more people cooperatively arrive at a decision they can support.

What consensus might look/sound like?

1. All group members contribute and have a chance to express feelings.
2. Everyone's opinions are heard and encouraged.
3. Differences are/can be viewed as helpful.
4. Everyone can paraphrase the issue. (clarity)
5. Those who disagree indicate a willingness to trust the group.
6. All members share in the final decision (may not necessarily be everyone's first choice, but a decision that everyone can & will support).
7. All members agree to take responsibility for implementing the final decision.

Some guidelines to use in achieving consensus:

1. Present your position lucidly & logically as possible but listen to the other member's reactions and consider them carefully before you press your point. Avoid arguing unduly for your own position.
2. Don't assume that someone must win and someone must lose when discussion reaches a stalemate. Instead look for the next-most-acceptable alternative.
3. Do not change your mind simply to avoid conflict and to reach agreement & harmony. Yield only to positions that have objective and logically sound foundations.

4. Avoid conflict-reducing techniques such as majority vote, averages, coin-flips and bargaining. When a dissenting member finally agrees, don't feel that he/she must be rewarded at a later time.
5. Differences of opinion are natural and expected. Seek them out and try to involve everyone. Disagreements can help the group's decision because, with a wide range of information and opinion, there is a greater chance that the group will hit upon more adequate solutions.

Assumptions about consensus decision-making:

1. Everyone has wisdom.
2. Each person's wisdom is honored.
3. The whole is greater than the sum of its parts. The group uses all perspectives to create a product that is wiser than any one perspective.
4. The facilitator does not tell the group what to do, but guides the group to discern its deepest wisdom.
5. If the group can't/won't make the decision, someone else will.

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Consensus has been reached when participants can say:

1. I believe you understand my point of view.
2. I believe that I understand your point of view
3. Whether or not I prefer this idea or concept, I will support it because it was reached openly and fairly.
4. I can live with this decision.
5. Silence is consensus.

(William G. Ouchi – "Theory Z")

Acknowledgement: Jeff Halstrom, ESU 2, Fremont , NE

