

# **Governance of Student Learning Community Consolidated School District 46**

## **Curriculum Coordinating Council**

The Curriculum Coordinating Council (CCC) is a representative group of district personnel and community members that advises the Board of Education, through the Superintendent, in matters concerning curriculum and instruction. It provides recommendations to the Superintendent and Board of Education regarding curricular areas that need review and potential revision. The goal is to develop a comprehensive coordinated curriculum across K - 8 that is vertically and horizontally aligned with state standards.

The Curriculum Coordinating Council oversees staff development needs, directs the work of the Subject Area Committees and directs any other committees necessary for the development, implementation and long-term evaluation of curriculum and instruction.

The Curriculum Coordinating Council does not make managerial decisions related to building, personnel, budgets, or other agenda items reserved for the administrative team or building principals.

## **Meetings**

**General Procedures:** The CCC will meet a minimum of once each month for the purpose of carrying out its functions. A primary meeting date will be established the second Thursday of each month and noted on the District calendar.

A second meeting date may be tentatively reserved for use if needed. Notification of all extra meetings shall be given at least five days prior to the meeting. Special meetings may be called as needed by the Superintendent, Director of Curriculum or at least five members of the CCC.

**Decision-Making Process:** All decisions shall be by consensus of those members present. In the event that consensus cannot be reached, a 2/3 majority will rule.

**Quorum:** A quorum consists of a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

**Channels of Communication:** All CCC recommendations will be presented to the Board of Education by the Superintendent and/or designee.

In the event that the superintendent does not support the recommendations of the CCC, the ex-officio member from the Board of Education will present the views of the CCC to the Board.

**Agenda Development and Procedure:** *Agenda items relevant to curriculum, may be proposed for consideration to the CCC by certified and non-certified personnel, the administration, community members, parents, students or the Board of Education.* The items should be submitted to the Curriculum Director at least ten working days prior to the scheduled meeting of the council. The agenda and notification of the meeting shall be distributed to members of the CCC, one copy per building for posting, and on the District web page. Distribution shall occur at least five working days prior to the scheduled meeting. The Director of Curriculum shall determine the priority of agenda items. An agenda for the following meeting shall be established by the CCC consensus at the conclusion of each regular meeting.

**Maintaining Meeting Records:** All meeting records shall be kept on file by the committee secretary. Summaries of Subject Area Committee meetings shall be forwarded to the Curriculum Assistant. Curriculum Assistant will maintain a master file of all meeting records submitted to the CCC.

## **Personnel**

**The Director of Curriculum:** The chairperson of the CCC shall be a permanent one, and the position will be filled through regular district personnel procedures.

**The Chairperson of the CCC:** The *Director of Curriculum* serves as the 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 document and provides the 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. Recommends yearly committee goals and objectives
12. Represents the CCC at all Board of Education meetings and other appropriate public functions, or appoints a CCC member to do so
13. Assures that all district committees adhere to the goals of the mission statement and long-range plan

**Vice-Chairperson of the CCC:** The Assistant Curriculum Director serves as the Vice-Chairperson of the CCC and will fulfill all the duties of the Chairperson in that person's absence.

**Secretary:** The Director of Curriculum and Superintendent will select an individual who is not a member of the CCC to serve as secretary. The salary or stipend for this position will be reviewed annually and adjusted based on proposed hours of work and the level and type of production required.

Secretary Duties:

1. Attend all meetings of the CCC
2. Takes accurate and thorough notes of proceedings
3. Distributes all pertinent documents to CCC members, Curriculum Director and Superintendent.
4. Maintains all CCC records, and performs necessary secretarial tasks for the timely completion of CCC and Subject Area Committee projects
5. Demonstrates a willingness to work closely and cooperatively with the Assistant Superintendent and all CCC members for the success of the curriculum development process

## **MEMBERS OF THE CCC**

RESIGNATION: Committee member will provide a written notification to Curriculum Director.

COMPOSITION AND REPRESENTATION: Membership will be balanced by school, grade level, parents, and will also have a Board of Education representative.

## Composition of CCC - 2008-2009

### **Teachers**

#### **Pre K - K**

Teacher - Lisa Zeigler

#### **Grades 1 - 2**

Teacher - Michelle Dzik - Prairieview

Teacher - Keri Fedenia - Woodview

Teacher – Jen Kasmer - AV

#### **Grades 3 - 4**

Teacher - Peggy Holm – Park/Prairieview

Teacher - Terry Goth - Meadowview

#### **Grades 5 - 6**

Teacher - Rob Depke - Frederick

#### **Grades 7 - 8**

Teacher - Jen Voss - Park

Teacher – Michael Barry – Grayslake Middle School

### **Parents/Community Members**

Parent (pre K - grade 4) - Jamie Barenbaum

1 Parent (grade 5 - 8)

### **District Staff**

Karen Fritz – New Teacher Mentor – Pupil Services

Shawna Desecki – Curriculum Assistant & CCC Secretary

### **Leadership**

Director of Curriculum - Lynn Barkley

Leadership Team Representative (K - 4) - Craig Keer

Leadership Team Representative (5 - 8) - Rhonda Mathis

Assistant Curriculum Director (K-8) - Kathy Ellison

Pupil Services Director (PreK-8) - Mary Meduna

The Director of Curriculum, one Leadership Team Representative and one teacher will serve as co-chairs. The Superintendent will appoint the Leadership Team Representative, and the teacher will be selected by the group.

### **Ex-officio**

Superintendent of Schools - Ellen Correll

One Board of Education Member - Karen Weinert

### **Selection of Team Members:**

#### **Teachers**

Selected by lot from those volunteering

#### **Principal**

Selected by the Superintendent

### **Parents**

Drawn by lot from those expressing interest

### **Board Member**

Selected by the Board of Education

**Stipends:** The CCC members will each be paid a stipend for attending meetings that exceed or are outside their contract of employment. Each member will also serve as a chairperson or a committee member for a Subject Area Committee. If a teacher, who is a member of CCC, is appointed to chairperson of a Subject Area Committee, a stipend will be paid for that work according to the same guidelines. In accordance with Board policy, administrative personnel may not receive stipends. Stipend amounts will be issued in accordance with the policies of the Board of Education.

**Attendance:** In the event of excessive absences it will be up to the discretion of the CCC to determine if a replacement member is necessary.

### **Duties of an Individual CCC Member**

- Attend all regularly scheduled meetings of the CCC and assigned Subject Area Committee meetings.
- Maintain positive communication between CCC and building faculties, emphasizing teacher ownership of curriculum planning.
- Assist in training new CCC members, SAC members, or other participants in the district's curriculum development process.
- Chairs a SAC or serves as a member of such committee.

### **Duties of the CCC as a working group**

- Acts as the communication link among the staff, superintendent and Board of Education; and promotes and encourages communication among buildings and levels within the district.
- Establishes meeting dates and length of meetings.
- Sets and prioritizes short and long term goals for the year.
- Assures that the district's mission statement is used in all district decision-making circumstances.
- Develops a long-range plan for curriculum development, implementation, and evaluation with an annual review of progress and direction
- Establishes guidelines for Subject Area Committees, approves work completed by these groups, and recommends completed work to the Board of Education.
- Assists Subject Area Committees with staff development sessions related to new curriculum adoptions.
- Recommends staff development sessions based on the needs and timelines of the curriculum development and textbook adoption cycle.
- Guides the district through a process of defining mastery and validates that definition periodically.
- Creates a plan for extended learning opportunities.
- Makes decisions about assessments.
- Reviews and acts on externally mandated assessment and accreditation issues.
- Reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district.