

Ida Curriculum Council Procedures and Guidelines

(Last Updated October 2016)

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1 - Statement of Purpose

The responsibility of the Ida Curriculum Council is to guide the process of school improvement and the implementation of curriculum initiatives. This will best be achieved through a cooperative effort of students, staff, community, and the Ida Board of Education.

Functions:

- I. To ensure a high level of communication and coordination between students, staff, Board and community regarding quality education efforts and accomplishments.
- II. To recommend the establishment of subcommittees with specified tasks if needed: to research, study, develop, initiate and evaluate curricular and instructional topics.
- III. To provide for the collaboration and coordination of activities that focus on school improvement and the implementation of educational concepts, innovations, and programs. These efforts will be data driven and follow Michigan's outlined curriculum.
- IV. To review proposals and approve school initiatives that deal with curriculum before those initiatives are presented to the Board.
- V. To make recommendations for implementing new programs and revising on-going programs.
- VI. To ensure that school improvement plans are developed and that annual reports are completed in accordance with State guidelines.
- VII. To oversee the process of approving the professional development funds for in-services and professional development activities for groups. Teachers will share information garnered from professional development activities at building staff meetings when appropriate.
- VIII. To annually plan and evaluate PD activities scheduled for building staff development opportunities in accordance with building or district school improvement plans.

2 - Structure of the Ida Curriculum Council

Membership may include:

Staff Members:

3 principals, assistant principal (1 elementary, 1 middle, 1 high)

7 teachers (2 elementary, 2 middle, 2 senior high, 1 special education)

Non-Staff Members:

3 Parents (1 elementary, 1 middle, 1 high school)

1 Business Representative

1 or 2 Student Representatives

1 Board of Education Representative

Ex-Officio Members:

Curriculum Coordinator

Superintendent

Board President

Chairperson:

Curriculum Coordinator

3 - Responsibilities of Ida Curriculum Council

Main Goal: Improved communication to facilitate continual school improvement.

1. Assist in the development of agenda items for Curriculum Council and building meetings.
2. Be an informed decision maker for our district; listen with an open mind, be an active participant (prepared, knowledgeable), and vote accordingly.
3. Be involved (and recruit others) in any Curriculum Council subcommittees in which you have an interest.
4. Keep the staff and community informed of curricula; relay staff and community concerns to committee.
5. Attend all meetings; inform alternate(s) if you cannot attend. Invite non-Curriculum Council representatives to attend when issues pertain to them.
6. Take a leadership position as a staff member, parent, or community member.
7. Seek and receive feedback from staff and community regarding Ida schools curriculum and bring feedback to the meetings.

4 - Curriculum Committee Operating Guidelines

1. Any interested person may attend meetings; however, voting is limited to members.
2. Data collected will be analyzed and reported.
3. Any student, parent, community or staff member may submit a curriculum suggestion to the Curriculum Council as a new business item to be discussed at a future curriculum meeting.

4. If curriculum or school improvement decisions need to be made that would identify students, a closed meeting will be held with the school improvement team members and administrators from that building, along with the district school improvement chair to adhere to FERPA regulations.
5. At the first meeting of the Curriculum Council, the Curriculum Coordinator will report on the status of all recommendations made in the prior school year. This report will include:
 - a. The status of implemented Board of Education approved proposals
 - b. The status of Board of Education approved proposals not implemented.
 - c. The status of all Curriculum Council approved initiatives not requiring Board approval.
6. The last Curriculum Council meeting of the school year shall be used to:
 - a. Evaluate ICC work for the year
 - b. Review the status of any subcommittees
 - c. Assess the progress of the School Improvement Plans

5 - Operating Principles

1. The process for decision-making should align actions with beliefs and be based on the following questions:
 - a. What are the facts?
 - b. What do we believe?
 - c. What do we need to know more about?
 - d. What is our desired outcome?
 - e. What must we do in order to reach the goal?
2. Decisions will be knowledge-driven and research-driven.
3. Everyone who chooses to be can be involved in major decisions affecting them.
4. We will strive for 100% agreement on decisions.
5. Once consensus is reached, everyone agrees to live with the decision or agreement until such time as the decision is changed by another established process.
6. The process decision-making will involve no blame, humiliation, sarcasm, or excuses.
7. An individual's position or title in the district will not be used as power.
8. Curriculum Council members will be active participants in the school improvement process.