

# CURRICULUM PROCEDURE FOR FREMONT SCHOOL DISTRICT

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

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## ADMINISTRATIVE PROCEDURES

### Curriculum Coordinating Council:

The Curriculum Coordinating Council (CCC) is a representative group of district personnel. The CCC supports professional decisions pertaining to curriculum, instruction, and student learning, through the superintendent, in these matters. This means the CCC also serves as a sounding board for certified personnel in curriculum/instruction matters, makes recommendations regarding staff development, coordinates accreditation items, directs the work of Subject Area Committees, and appoints and directs any other committees necessary for the development, implementation, and long-term evaluation of curriculum and instruction. The CCC 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 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 by the superintendent, or at least five members of the CCC. Notification of any extra meetings will be given at least five work days prior to the meeting.

DECISION-MAKING PROCESS: All decisions will 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 will 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 CCC will be presented to the Board of Education by the superintendent.

AGENDA DEVELOPMENT AND PROCEDURE: A tentative agenda for the following meeting will be established by CCC consensus at regular meetings. Additional agenda items for consideration by the CCC may be proposed by the members, by certified personnel, the superintendent. The items should be submitted to the curriculum coordinator at least ten working days prior to the scheduled meeting of the council. The agenda and notification of the meeting will be distributed to members of the CCC. The CCC chair will determine the priority of agenda items.

**MAINTAINING MEETING RECORDS:** Minutes of all meetings will be recorded and kept on file by the secretary. Minutes will be forwarded to the coordinator, CCC members, the superintendent, members of the Board of Education, and to each building for posting. Summaries of Subject Area Committee meetings will be forwarded to the CCC Chair, and may be included in regular CCC meeting minutes. The coordinator will maintain a master file of all minutes, summaries, and other materials submitted to the CCC.

## **Amendments**

The mission statement, long-range plan, and the procedure document are subject to review at the beginning of each year. 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**

**CURRICULUM COORDINATOR:** The position of curriculum coordinator will be a permanent one, and the position will be filled through regular district personnel procedures.

**THE CHAIRPERSON OF THE CCC:** The curriculum coordinator 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 inservice activities
6. oversees selection of CCC members according to the Procedure document 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. 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 the long-range plan

**VICE-CHAIRPERSON OF THE CCC:** A vice-chairperson will be selected by members of the CCC. This individual will fulfill all the duties of the chairperson in that person's absence.

**SECRETARY:** The 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 distributes them to all CCC members, the superintendent, Board of Education, and all school buildings for posting

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 curriculum coordinator and all CCC members for the success of the curriculum development process

## **Members of the CCC**

The members of the CCC will be representative of district certified personnel. Interested parties will be asked to fill out an application and submit it to the curriculum coordinator. The CCC vice-chairperson will work with the superintendent in making the final selections. However, principals will be asked for their input on teacher applicants and will periodically be asked to make recommendations. District personnel members of the CCC will be selected on the basis of interest and experience. Member replacement will be made to maintain appropriate representation. Additional provisions are these:

**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.

**RESIGNATION:** A CCC member may resign at any time. A letter of resignation will be written and submitted by the resigning member to the curriculum coordinator at least one regular meeting prior to the effective date of the resignation. The resigning member's constituency will then be notified immediately by the coordinator. The vacancy will be filled promptly from the constituency according to the selection procedures.

**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 will be:

primary teachers (K-2)	1
intermediate teachers (3-5)	1
middle level teachers (6-8)	1-2
high school teachers (9-12)	1-2
certified personnel outside regular classroom	1
building administrators (by level)*	1
superintendent*	1
Total	8+-

\*These are permanent members of 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.

## **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 and assigned Subject Area Committee
- 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
- e. chairs a SAC or serves as a member of such committee

#### 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. sets and prioritizes goals for the year
- d. reviews the curriculum Procedure document on a yearly basis and makes revisions when appropriate
- e. reviews the district mission statement on a yearly basis and makes revisions when appropriate
- f. assures that the district's mission statement is a working mission statement used in all district decision-making circumstances
- g. develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
- h. assists the curriculum coordinator in selection of Subject Area Committee members who are not CCC members
- i. establishes guidelines for Subject Area Committees, approves work completed by these groups, and recommends completed work to the Board of Education
- j. assists Subject Area Committees with staff development sessions related to new curriculums
- k. recommends staff development sessions based on the needs and timelines of the curriculum model
- l. guides the district through a process of defining mastery and validates that definition periodically
- m. discusses and possibly modifies student progress reports
- n. creates a plan for extended learning opportunities
- 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 Committee (SAC)**

The Curriculum Coordinating Council (CCC) appoints Subject Area Committees (SAC) 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 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 should understand that the committee will meet regularly for a period of three to four years following a prescribed action agenda.
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 CCC for a replacement. In all cases involving the work of the SAC, the CCC has the right and obligation to make whatever decisions necessary to facilitate the successful completion of the SAC's work including removal and appointment of SAC members.
4. STIPENDS: SAC members will receive stipends in accordance with the current curriculum rate.
5. LEADERSHIP: All SACs will be chaired by a member of the CCC. Chairs will preside at meetings, schedule meetings and plan agendas, monitor attendance, work closely with the curriculum coordinator, 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 CCC and the Board of Education.
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 as lucidly and 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")

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