

Curriculum Council's Handbook and Bylaws – 2009

BYLAWS AND PROCEDURES

These bylaws shall be approved by the Board of Education and shall be consistent with the Board of Education policies. These operating procedures may be amended by a consensus of the Council.

RATIONAL

A Curriculum Council is an effective means of providing leadership, coordination, and quality control of curriculum and instructional improvement efforts. The Council helps to develop ownership and support for curriculum study and development.

MEMBERSHIP

The Curriculum Council's voting membership consists of all administrators, leadership team chairpersons, Board members, building School Improvement representatives, other members currently on the Council, and Education Paradigms students (advisory only). The Director of Curriculum will serve as the chairperson for this Council.

AUTHORITY

The Curriculum Council is a decision-making body that reviews and recommends curriculum changes, instructional programs, and assessment practices. The Council provides recommendations to the Superintendent, and ultimately to the Board of Education

MISSION

Webberville Schools, in partnership with the community, will educate and prepare each student to be a responsible citizen capable of pursuing life goals, now and in the future.

BELIEFS

We, the Curriculum Council, believe:

All Students Can Learn

Every Individual Has Value

Together Everyone Achieves More

High Expectations are Essential

Positive School Climate and Community Support

Contribute to Achievement

GOALS

To provide staff and students a meaningful and relevant educational program.

To constantly work toward sharing information in order to make knowledgeable instructional decisions.

To facilitate Pre-K-12 articulation regarding curriculum.

To provide responsibility for curriculum development, support, services, and programs.

To allow all students opportunities to demonstrate progress toward achieving the exit standards identified by our school system.

To analyze trends that cross learning areas.

To provide support for the school improvement process.

To assure an articulated curriculum in a learning area.

To coordinate and facilitate the systematic review and revision of the curriculum in a specific learning area to ensure currency and effectiveness.

To facilitate the pilot and/or implementation of a new or revised curriculum.

DUTIES

1. To provide a decision-making process for professional staff to improve curriculum, instruction, and assessment.
2. To provide a means for continuous study of curriculum development, revision, and assessment.
3. To determine curriculum areas for study and development.
4. To receive and consider proposals from Leadership Teams/Groups.
5. To make recommendations for changes in curriculum, instruction, and assessment to the Superintendent and Board of Education.
6. To establish procedures for monitoring and evaluating curriculum, instruction, and assessment.
7. To regularly attend Council meetings.
8. To inform building staff of council proceedings

MEETINGS

Printed agendas will be sent prior to each meeting. Additional agenda items may be added to the printed agenda for discussion as time permits.

CONTENT LEADERSHIP TEAMS

Language Arts	Technology
Mathematics	Fine Arts
Science	Health/PE
Social Studies	Media Services
Early Childhood	

RESPONSIBILITIES

Department Chairs and Teacher Leaders will send their reports electronically at the completion of each meeting and one week in advance of each Curriculum Council Meeting.

All reports will be reviewed by members of the Curriculum Council before the meeting and any questions will be addressed at that time.

To conduct a periodic evaluation of the effectiveness and appropriateness of the written curriculum in a learning area.

To identify and analyze curriculum concerns and/or issues in a learning area.

To organize and monitor the revision of the curriculum in a learning area.

To organize and monitor pilots of new or revised curriculum, curriculum guides, and/or instructional methodologies.

To recommend curriculum changes to the Council.

To recommend to the Council textbooks to be considered for adoption.

To recommend to the Council annual instructional objectives for a learning area.

To identify professional development needs related to the curriculum and make recommendations to the Staff Development Leadership Team.

STRATEGIES

1. Established a Preschool-12th grade curriculum council.
2. Established curriculum leadership teams.
3. Developed a procedure for curriculum proposals.
4. Continue providing professional development opportunities linked to the district goals.
5. Develop curriculum implementation indicators to assess whether the curriculum is being implemented as designed.
6. Align the assessment tools used by the district and develop a way of analyzing and tracking our assessments.
7. Implement and integrate technology/media in formation skills into our curriculum to facilitate lifelong learning.
8. Monitor State mandates continue to comply with PA25/335/339 and align our curriculum with the Michigan Curriculum Framework.
9. Align our curriculum with assessments and instructional delivery.
10. Build character by developing social/emotional competence.
11. Integrate Character Education into the curriculum and community.
12. Focus on early intervention programs.

GROUND RULES

1. Be positive and enthusiastic.
2. Be prepared, honest, open, and receptive to others' ideas.
3. Organize your thoughts before speaking and be concise.
4. Show your concerns, as well as your support and encouragement.
5. Proposals presented electronically may be voted on at the next meeting..
6. Meetings will begin promptly and end promptly.
7. When presenting, information must be sent to the Director of Curriculum and Curriculum Co-Chairs a week in advance.
8. Minutes will be taken and distributed to members.
9. Follow the agenda.
10. Have fun!!

CURRICULUM PROPOSAL PROCEDURE

1. Proposals are developed by a committee, department and/or team in conjunction with the Building Administrator.
2. Proposals with building administrator approval will be presented to the Curriculum Council.
 - a. Proposals presented electronically a week of advance of Curriculum Council Meeting.
 - b. The Curriculum Council will vote on the proposals at the next meeting.
3. Recommendations will be made to the Superintendent and the Board of Education.
4. The Director of Curriculum will submit the proposals, together with all recommendations, to the Superintendent and/or Board of Education for study and action.