

## **Instruction**

### **Curriculum Design/Development/Evaluation**

#### **District Steering Committee**

##### **I. Mission**

The District Steering Committee is a 7-12 standing committee whose purpose is to provide leadership, coordination, articulation and planning for district-wide issues pertaining to curriculum and instructions development and evaluation, student achievement, academic standards and professional development. Responsibilities include, but are not limited to, the following:

- Recommending textbook adoption
- Recommending summer curriculum and projects
- Initiating curriculum reviews and updates
- Initiating and overseeing instructional initiatives
- Initiating and reviewing evaluations of curriculum
- Evaluations of curriculum shall be conducted by a subgroup of the steering committee along with subject area teachers from grades 7-12. Each evaluation subcommittee shall be assisted by an outside expert support.

##### **II. Organization and Membership**

###### **A. Officers**

1. The Committee is chaired by the Director of Curriculum and Professional Development.
2. The Chairperson shall designate a Secretary the beginning of each year.

###### **B. Membership**

###### **1. Voting Membership**

- a. The Principal of each school
- b. The Director of Pupil Personnel Services
- c. The Director of Curriculum & Professional Development
- d. The High School Guidance Department Chair
- e. Minimum of three (3) faculty representatives from each school selected for three-year staggered terms
- f. A PTSA representative from each school
- g. A high school student elected by the Student Government

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#### **II. Organization and Membership (continued)**

##### **B. Membership (continued)**

###### **2. Ex-officio Members**

- a. Board of Education members appointed by the Board Chairperson
- b. Superintendent of Schools

###### **3. Observers:** The Chairperson shall invite the Superintendent of each of the district's elementary systems to send observers to each of the Committee meetings. A calendar of the meeting dates will be sent with the invitation.

###### **4. Vacancies**

- a. If a vacancy occurs during the school year, the Principal shall hold an election for a replacement to fill the unexpired portion of the term of the departing member.
- b. Annual elections will be held in each school in May to select a representative for a three year term.

#### **III. Procedures**

##### **A. Meetings:** The Chairperson will establish a meeting schedule and notify members of the committee. The Chairperson will send out meeting notices and agendas.

##### **B. Minutes:** Minutes of all actions taken by the Committee will be recorded by the Secretary. Copies will be distributed to each member of the Committee by the Chairperson prior to each meeting. Approved minutes shall be filed and maintained by the Chairperson. Action will be communicated to the Board of Education at its regular monthly meetings.

##### **C. Submitting Proposals**

- 1. Proposals may be submitted to this Committee which deal with items within its jurisdiction. The Committee does not deal with such problems as are properly within the province of professional negotiations or with issues or policies which affect the students or staff of a single school. Building-level subject teams (department at the high school) handle building-level issues.
- 2. Proposals should be addressed to the Chairperson and accompanied by a brief rationale. The Chairperson will work with the Superintendent to prepare the agenda for each meeting.

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#### **III. Procedures (continued)**

##### **C. Submitting Proposals (continued)**

3. The proposal approved by the Director of Curriculum and Professional Development and the Superintendent shall be brought to the table at the first meeting after receipt by the Chairperson. After it is placed on the Committee agenda, the Secretary shall notify the proposer as to the date when the proposal shall be considered by the Committee and invite that person to that meeting to speak to it. The proposer may invite to that meeting any interested person(s) to speak on behalf of the proposal.
4. Any proposal having budgetary implications for the ensuing year, especially those dealing with curriculum, must be submitted to the Council either (a) at the last two meetings of the school year or (b) the first meeting of the following year. This time constraint is necessary so as to allow the cost factor of any accepted proposal to be planned for in the next budget.
5. If a proposal is to affect more than one school, those people directly concerned must be given the opportunity for input before the proposal is submitted to the Steering Committee for discussion and action.

#### **IV. Voting and Recommendations**

1. An affirmative vote of the majority of Committee members present, when the vote is cast, will cause the Committee to send the approved recommendation to the Superintendent and, if necessary, to the appropriate Board Committee. Upon receiving such a recommendation, the Committee will review, respond and send its recommendation to the full Board of Education for approval or disapproval.
2. A negative vote of the majority of Committee members present when the vote is cast will reject the proposal at the Committee level.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-16c et seq. re family life education.

10-17 English language to be medium of instruction.

10-17 et seq. re Bilingual instruction.