

2015 Policy for Governing Academics

Northeast Curriculum Council

The Northeast Curriculum Council (NCC) is a representative group of district personnel and community members that advises the Board of Education, through the superintendent, in matters concerning curriculum, instruction and assessment. The NCC makes all professional recommendations pertaining to curriculum, instruction, and student learning. This means the NCC also serves as a sounding board for certified personnel in curriculum/instruction matters, facilitates communication regarding staff development needs and accreditation processes, directs work of all Subject Area Committees, and appoints and directs other committees necessary for the development, implementation, improvement, and long-term evaluation of curriculum, instruction and assessment. (See Appendix A.) The NCC does not make managerial decisions related to buildings, personnel, budgets, or other agenda items reserved for the administrative team, building principals, or site councils.

Meetings

GENERAL PROCEDURES: The NCC will meet a minimum of once each month ,with the exception of July, for the purpose of carrying out its functions. A primary meeting date will be established for each month and noted on the district calendar. At the beginning of each school year members will be informed of all regular meeting dates. Notification of all extra meetings shall be given at least five business days prior to the meeting. Special meetings may be called as needed by the curriculum coordinator, superintendent, or at least five members of the NCC.

DECISION-MAKING PROCESS: Decisions shall 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 shall rule. Consensus about decisions regarding policy will be determined at a meeting subsequent to the meeting at which the policy decision was proposed. (Consensus outlined in Appendix B.)

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 NCC will be presented to the Board of Education by the curriculum coordinator or the superintendent.

AGENDA DEVELOPMENT AND PROCEDURE: A tentative agenda for the following meeting shall be established by NCC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the NCC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Education. The items should be submitted to the curriculum coordinator at least six business days prior to the scheduled meeting of the council. The agenda, notification of the meeting, and support materials shall be distributed to members of the NCC. Agenda and notification of the meeting will be distributed to all certified staff and members of the Board of Education via email and Principals will post a copy in each building. Distribution shall occur at least five business days prior to the scheduled meeting. The coordinator shall determine the priority of agenda items.

MAINTAINING MEETING RECORDS: Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded, via email, to the curriculum coordinator, NCC members, the superintendent, members of the Board of Education, each certified staff member and published on the web site. Summaries of Subject Area Committee meetings shall be forwarded to the curriculum coordinator, and will be attached to regular NCC meeting minutes. The coordinator will maintain a master file of all minutes, summaries, and other materials submitted to the NCC.

Amendments

The mission statement, long-range plan, and the policy document are subject to annual review. If changes, corrections, or updating are determined to be necessary

after this analysis, then the NCC will make the amendments following the standard decision-making process.

Personnel

CO-CHAIRPERSONS OF THE NCC: The curriculum coordinator and Curriculum Leadership Institute (CLI) consultant will serve as co-chairs of the NCC, with the following specific duties:

1. preside at all regular meetings
2. prepare agendas for all regular meetings
3. provide for notification of all meetings
4. call all special meetings
5. assist in conducting inservice activities
6. oversee selection of NCC members according to the policy document and provide for their training, using current NCC members as resources
7. with the approval of NCC members, appoint and train members of Subject Area Committees
8. monitor attendance of NCC members
9. receive all written resignations from NCC members
10. prepare an annual report on the activities of the NCC to be submitted to the superintendent and Board of Education
11. recommend yearly committee goals and objectives
12. represent the NCC at all Board of Education meetings and other appropriate public functions, or appoint a NCC member to do so
13. assure that all district committees adhere to the goals of the mission statement and the long-range plan

VICE-CHAIRPERSON OF THE NCC: A vice-chairperson shall be selected by members of the NCC. This individual should have a minimum of one year's experience as a NCC member and will fulfill all the duties of the chairperson in the person's absence.

SECRETARY: The curriculum coordinator and superintendent will select an individual who is not a member of the NCC to serve as secretary. The duties of the secretary include these provisions:

1. attends all meetings of the NCC
2. takes accurate and thorough notes of proceedings
3. types and duplicates notifications and minutes of all meetings, then distributes them according to previous policy statements.
4. maintains all NCC minutes, correspondence, and other pertinent documents

Members of the NCC

The members of the NCC shall be representative of district certified personnel and community members. Interested parties will be asked to fill out an application and submit it to the curriculum coordinator. The coordinator and principals will work with the superintendent in making the final selections. Community members will be selected according to interest, availability, and a representation among, instructional levels, and communities. Member replacement will be made to maintain appropriate representation. The Board of Education must approve all members annually, in August. Additional provisions are these:

1. TERMS: Members of the *first* NCC 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. Initial length of term shall be determined by lot.
2. RESIGNATION: A NCC member may resign at any time. A letter of resignation shall 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 shall then be notified immediately by the coordinator. The vacancy shall be filled promptly from the constituency according to the selection procedures.
3. COMPOSITION AND REPRESENTATION: Member selection should provide for a variety of personal and professional traits, assuring that all grade levels, communities and professional categories are represented.

NCC composition and representation shall be:

primary teachers (PK-2)	1
intermediate teachers (3-5)	1
middle level teachers (6-8)	1
high school teachers (9-12)	2
certified personnel outside regular classroom	2
parent/community persons	4
high school counselor*	1
building administrators*	3
curriculum coordinator *	1
superintendent *	1
board member**	<u>1</u>
Total	18

*These members are on the NCC by virtue of their positions; they do not apply for membership.

**The Board of Education selects one of its members to serve on the NCC.

ATTENDANCE: A member may be absent from no more than three regular meetings during one school year. Those who are members by application will be contacted by the coordinator and/or superintendent after a second absence.

4. DUTIES OF AN INDIVIDUAL NCC MEMBER:

- a. completes training in the curriculum model being used in the district
- b. attends all regularly scheduled meetings of the NCC and assigned Subject Area Committee
- c. maintains positive communication between the NCC and his or her representative group(s)
- d. assists in training new NCC members, SAC members, or other participants in the district's curriculum development process
- e. may chair a SAC or serve as a member of such committee

5. DUTIES OF THE NCC AS A WORKING GROUP (to advise, communicate, and make recommendations pertaining to each of the following):
 - 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 policy 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 NCC 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 proficiency and validates that definition periodically
 - m. discusses and possibly modifies grading practices and 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
 - r. receives reports from each building regarding implementation of any of the approved initiatives listed above
 - s. receives input, periodically, from focus groups of district students

Subject Area Committees

The Northeast Curriculum Council (NCC) appoints Subject Area Committees (SACs) 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 and the corresponding local assessments by following an action agenda prescribed by the NCC.

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 ensuring that each building and grade level is represented. 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 and will follow a prescribed action agenda for a period of three to four years.
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 NCC for a replacement. In all cases involving the work of the SAC, the NCC has the right and obligation to make whatever decisions necessary — to include removal and appointment of SAC members — to facilitate the successful completion of the SAC's work.

4. LEADERSHIP: SACs will be chaired by a member of the NCC if possible. 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 council and the Board of Education.

5. 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.