

COMMITTEE FOR CURRICULUM STUDY

Administration - Board Conference Room

Wednesday, September 6, 2017

3:30 PM

MEETING MINUTES

1. APPROVAL OF MINUTES (06/07/2017)

2. NEW BUSINESS

a. Membership and Introductions:

- i. The Committee for Curriculum Study (CCS) shall be made up of approximately 40 members whose terms will be for one year with the option to continue to serve on CCS beyond that, if desired.
- ii. Grade Level Content Coordinator's (Roles, Expectations and Purpose - Regarding CCS)
 1. Jim reviewed the purpose of these positions and how the job responsibilities were agreed upon by various parties. Content Coordinators have been asked to join as CCS members, although they do not have voting rights.
- iii. Introductions, Current Membership, Vacancies Needed to be Filled
 1. Jim reviewed the representatives from each elementary school. One rep is needed for Genet and one additional rep is needed for Goff.

b. Review the Purpose of CCS:

- i. The Committee for Curriculum Study serves in an advisory capacity to the Superintendent of Schools on matters of curriculum development, maintenance, review and evaluation.

It was discussed that the purpose of this committee is to endorse recommendations to the Superintendent of Schools, and the importance of following the procedures of implementing curriculum. J. McHugh recognized the importance of following procedures for purchasing things, proposing new courses, etc. for budgetary purposes.

c. CCS Procedures and Attendance:

- i. The business of the committee shall be conducted according to a modified (informal) form of Robert's' Rules of Order
- ii. Voting Rights - Each member of the committee shall have one vote. Alternates vote only in the absence of a representative. Motions shall be passed or defeated by a simple majority of the members present. All votes will be by raised hand of recognized members. The role of the alternate is to assure that in the event a member is absent from a meeting, the constituency retains its vote through the alternate.

- iii. Attendance - A member who misses three consecutive meetings without contacting the Assistant Superintendent for Curriculum and Instruction and/or sending the alternate shall be considered to have vacated his/her seat on CCS. The alternate should attend all meetings for continuity on CCS issues.

d. Program Reviews:

- i. Purpose of Program Reviews - To ensure that programs of instruction are meeting the needs of students
- ii. Requirements/Expectations:
 - 1. Building administrators should serve as co-chairs of program review committees for departments not represented by a department chairperson.
 - 2. A building administrator should serve as an active member on every program review committee.
 - 3. Updates on program reviews in process should be given K-12 Principal's meetings.
 - 4. Monthly reports are to be presented in sections following the program review report format as they are completed e.g. mission statement, needs assessment, and goals. Each section, as it is presented, is to be voted on for endorsement by CCS.
 - 5. Subcommittees will be established each year in accordance with CCS Five-Year Program Review Plan. The composition of a subcommittee will be representative of teachers, administrators and Board of Education members. The subcommittee facilitator will be a member of CCS and preferably a curriculum director or department chair. The composition of each subcommittee must reflect adequate and appropriate (K-12) grade level and (7) building level representation in order to conduct the review.
 - 6. Whenever possible, parents and Board of Education members should be represented on all subcommittees.
 - 7. The result of the program review process is a five-year plan, to be submitted to CCS.
 - 8. Subcommittees typically meet once a month, with additional scheduled work sessions.
 - 9. The facilitator (most often the Department Chair) is responsible for recruiting the subcommittee members, scheduling meetings, and distributing materials.
 - 10. Each subcommittee typically makes one presentation to the Board of Education, one during the review and one upon completion of the five-year report. The BOE presentation is the first shared with CCS for review and endorsement. Subcommittees will present components of their work (i.e. mission statement, goals, survey, etc.) for CCS endorsement as they are generated. It is the responsibility of the subcommittee members to report

frequently to the constituency groups they represent, and to accurately report any concerns, questions, or feedback.

11. Monthly reports to CCS need to be focused and informative. Program review reports should be presented in sections and approved in sections e.g. mission statement, needs assessment, goals.

12. It is recommended that monthly progress reports be emailed to the CCS chairperson and the Assistant Superintendent for Curriculum and Instruction prior to the CCS meeting.

e. 2017-2018 Programs to be Reviewed:

J. McHugh reviewed that the purpose of Program Reviews is to

i. Art

Andrea Neiman will be working on this throughout the year.

ii. Academic Intervention Services

Jim recognized that it may be more challenging to find the appropriate membership for this committee.

iii. Social Studies

iv. Mathematics

f. Organization, Facilitators for this Year's Program Reviews

g. Schedule for 2017 Curriculum Writing Project Presentations

Over the course of the next two CCS meetings, project managers from the 2017 Curriculum Writing Projects will present to CCS and share the work that they have worked on over the summer. Donna Shepardson and Katrina Gruet were recognized for the work they have put into a revision of the HVCC Microsoft Office course, and Kate (Ingham) Banks was recognized for her role in spearheading a group effort for revising the Digital Literacy Library curriculum. Jim pointed out that moving forward, it will be crucial that applications for summer curriculum writing have connections to Board of Ed goals. Tammy Kirwin suggested that people have a better idea of the appropriate length of time for CCS presentations so that clarity and conciseness is paramount. Wayne Grignon suggested that members of CCS have access to presentations beforehand in case they may have questions during the actual presentations.

J. McHugh pointed out that non-negotiable benchmark assessments will be put into place for ELA and Math within grades K-5. Each question identifies exactly which standard is being assessed so that teachers are able to use that information in the classroom.

It was discussed that we will need to address the idea of having a specific process in place for a discussion of and approval of students to take on-line courses for high school credit. Allison Milazzo drafted a form regarding course approval for review, and will work with department chairs on this.

h. New Course Proposals

i. Forms and Due Dates

i. Textbook Proposals

- i. Forms and Due Dates

3. OLD BUSINESS

4. PROFESSIONAL DEVELOPMENT

5. FOR THE GOOD OF THE ORDER

M. Asenbauer shared that Columbia's English Department will be fostering the love of literacy this year by earmarking five days throughout the school year to focus on independent reading within the classroom. English teachers will be promoting this practice, and tee-shirts are for sale for teachers to wear on the designated Fridays, beginning on September 29th.

D. Shepardson shared that the Business Department will be hosting a Career Connections Day on Friday, September 29th with eight speakers throughout the day. Students and faculty are invited to attend the sessions to hear local business leaders speak.

6. ADJOURNMENT

J. McHugh motioned to adjourn the meeting. Helen Squillace seconded the motion.