

BRITTONKILL

District Curriculum and Assessment Council

Advocating for Students

Revised 1/20/2016

Primary Purpose of the Council

To ensure that our PK- 12 instructional expectations will prepare our students to be productive and successful citizens who possess the characteristics, knowledge, and skills necessary to thrive in an ever-changing world.

- Identify, in broad terms, what all students need to know and be able to do upon graduation
- Describe the learning outcomes that students must be able to demonstrate at each grade (PK-5) and for each course (6- 12)
- Identify ways by which students can demonstrate their mastery of these skills and knowledge

Key Responsibilities

- Provide leadership, guidance and support for continuously reviewing and updating the district's PK- 12 instructional expectations through the *Instructional Program Review Process* (see attachment A)
 - Recommend the order and sequence of program reviews
 - Assist in identifying resources needed for scheduled reviews
 - Plan and organize instructional program review teams
 - Monitor the progress of review teams
 - Assure timely communications to, and appropriate input from, affected faculty
 - Conduct a final review of the recommendations of instructional program review teams
 - The council will accept, review and respond to requests and proposals for additions and changes to instructional programs. It will be the responsibility of the council to ensure that any proposed additions or changes are consistent with the profile of the graduate and graduation expectations before recommending any changes to the superintendent.
- Provide leadership and support for the clear and timely communication of instructional expectations to faculty, students, and parents.
- Provide leadership for regularly reviewing and effectively using student achievement and assessment results.
 - Identify tools for analyzing and using data
- Monitor trends and changes which could lead to a need to update our instructional expectations and change our course offerings.

- Identify needed changes in instructional programs, consult with appropriate faculty members, and prepare and submit recommendations to the Superintendent
 - Track NYSED activities related to instructional requirements, standards, and assessments
- Provide leadership and support for professional development PK- 12.
 - Serve as Professional Development Planning Committee
 - Recommend appointments to Professional Development Implementation Team
- Provide guidance and support for Annual Professional Performance Review (APPR)
 - Regularly review district APPR plan
- Additional responsibilities as needed.

Council Membership

Level	Council Positions
Elementary	4
Middle	2
High	4
Superintendent of Schools	1
BOE Liaison	1

- Teacher representatives will serve three year terms.
 - Appointees filling a vacancy in the middle of a term will serve for the remainder of the vacated term.
- BOE Liaison appointed annually by the BOE.

- Greater Community Representatives – As needed
- Council will be co-chaired by the Superintendent of Schools and a teacher member of the Council who will be appointed at the last meeting of each school year.

Council Procedures

- Quarterly meetings will be held from 8:00 am to 2:00 pm (additional meetings as necessary)
 - Dates will be determined by the Council at the last meeting of each school year.
 - Summer meetings of the council may be scheduled (teacher compensation for additional work beyond release time will be in accordance with current contractual requirements)
- The rules contained in Robert's Rules of Order – Revised shall be used.
 - A simple majority vote in the affirmative is needed to pass all motions
- Meeting agendas will be developed collaboratively by the co-chairs of the Council in consultation with district administrators.
- Meetings will be collaboratively facilitated by the co-chairs of the Council.
- The co-chairs of the council will make regular reports to the Board of Education.
 - A status report will be made to the BOE at least once each year
 - Formal written reports, recommendations, and work products will be presented to the BOE for their formal consideration and action
- Meeting minutes, reports and work products will be appropriately distributed (also available on the district's website)

Co-Chair of Curriculum and Assessment Council

Key Responsibilities

- Serve as district resource on the Instructional Program Review Process.
 - Organize and conduct special sessions for teachers to inform them of the Instructional Program Review Process.
 - Respond to questions regarding the Instructional Program Review Process.
- Plan and organize meetings (at least quarterly) of the District Curriculum and Assessment Council (C&A)
 - Collaborate with the Superintendent and building administrators to create an agenda for each Curriculum and Assessment Council meeting.
 - Solicit input from administrators approximately two weeks prior to each C&A meeting.
 - Share draft agenda with administrators.
 - Finalize agenda with Superintendent's approval prior to each meeting.
 - Prepare materials necessary for each C&A meeting.
 - Collaborate with Superintendent to facilitate C&A meetings.
- Collaborate with C&A Council and Program Leaders to
 - Develop an annual schedule and budget for the Instructional Program Review Process.
- Facilitate meetings of Program Leaders as directed by the Curriculum and Assessment Council.
- Collect and process from Program Leaders
 - Curriculum Change Requests
 - Textbook Requests
- Request, collect, and process
 - Summer/Per Diem Curriculum Writing Requests

Appointment

- Annual appointment.
- Must be a current member of the District Curriculum and Assessment Council
- Annual stipend of \$1,500.
- Selection will be made by the Superintendent, after consultation with the Curriculum and Assessment Council.