

Curriculum By-Laws for Central School District #301

Curriculum Coordinating Council

The Curriculum Coordinating Council (CCC) is a permanent group of representatives of district personnel and community members that advises the Board of Education, through the superintendent or designee, in matters concerning curriculum, instruction and assessment. The CCC's purpose is to establish and maintain academic program governance. It will serve as the "keeper of the vision" as it assures compliance with the district mission statement, curriculum policy and long range plans. CCC is to be a positive influence in the systematic process of integrating, aligning and communicating with all stakeholders within the district of the committee work, curriculum and district-wide assessments.

The CCC serves as a sounding board for certified personnel in curriculum and instruction and assessment matters, implementation and long term evaluation of curriculum, instruction and assessment in District #301.

The CCC will not make managerial decisions related to buildings, personnel, budget, or any other agenda items reserved for the administrative team, building principals, or site teams.

Meetings

The CCC will meet a minimum of once per quarter during the academic year in order to carry out its functions. The December meeting may be waived by the CCC members if there are no pressing curriculum issues. Primary meeting dates will be noted on the District 301 Curriculum calendar. Second meeting dates will also be tentatively reserved for use if needed. All members shall be informed of meeting dates at the beginning of the school year. Notification of any extra meetings will be at least five working days in advance of the meeting. Special meetings may be called by the curriculum director(s), superintendent, or at least five members of the CCC.

Decision-making Process

All decisions shall be by consensus of those members present. The following consensus principles and procedures will be utilized in the decision-making process.

1. Reaching consensus on decisions is the goal to which the group should strive. Continuous communication, understanding, and supportive unity are critical features to meeting consensus.
2. Every member's opinion is valuable and needs to be heard.
3. Each member needs to be open to the perspectives of others.
4. Questions need to be asked back and forth in order to gain a more accurate understanding of others' opinions.
5. One member may block or stop a decision in the initial decision-making stages. If a member disagrees, he/she should not initially "give in" just to reach easier agreement or to avoid controversy and he/she must give an alternative solution or suggestion. Initial agreement of the group will be determined by the thumbs up or thumbs down procedure.

6. If consensus is not reached in the initial decision-making stages due to a block and disagreement continues, at least one of the following actions or alternatives will be followed:
 - a. Restate each position, including added thought from each side of the disagreement, to bring more information or understanding for consideration.
 - b. Withdraw the problem.
 - c. Postpone the decision
 - d. Develop a compromise or provisional solution
7. If a consensus decision is still not achieved, a single member may not hold up the decision making process. The thumbs up or thumbs down procedure will be initiated and an 80% majority of present votes will prevail regardless of a member's decision to block the consensus issue.

Consensus has been reached if the thumbs up or thumbs down procedure results in an 80% pass rate

Quorum

A quorum is necessary for meetings to be conducted. The quorum for this committee shall follow Robert's Rules of order 50% plus 1.

Channels of Communication

All recommendations of the CCC will be presented to the Board of Education by the superintendent or his/her designee. In the event that the superintendent does not support the recommendation of the CCC, a curriculum director will present the views of the CCC. Certified personnel who serve as members of the CCC serve as communicators to their representative groups even though communication will be sent out by the district curriculum department.

Agenda Development and Procedure

Agenda items for consideration may be proposed by CCC members, certified personnel, or the superintendent/designee. Items should be submitted to the curriculum director(s) at least 10 working days prior to the scheduled meeting. Agenda and notification of the meeting shall be distributed to the members of the CCC. This notification will occur at least 5 days prior to the meeting. The director(s) will establish the priority of agenda items. This notification will occur at least 5 days prior to the meeting. The director(s) will establish the priority of agenda items.

Maintenance of Meeting Records

Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded to the curriculum director(s), CCC members, the superintendent/designee, and a summary emailed out to all faculty and posted on the district website.

Amendments

The following items are subject to review at the beginning of each year: the mission statement, the long-range plan for curriculum, and the policy document. If any changes are deemed

necessary after analysis, then the CCC will make amendments following the standard procedure for decision making.

Personnel

Curriculum director(s): The position of curriculum director(s) shall be permanent, and filled through regular district personnel procedures.

Chairperson of the CCC: The curriculum director(s) serve as the chairpersons of the CCC with the following duties:

1. Presides at all regular meetings.
2. Prepares agendas for all regular meetings.
3. Provides notification of all meetings.
4. Calls any special meetings.
5. Assists in conducting in-service activities.
6. Oversees the selection of CCC members according to policy document
7. Monitors attendance of CCC members.
8. Receives all written resignations of CCC members.
9. Represents the CCC at all Board of Education meetings and other appropriate public functions, or appoints a CCC member to do so.
10. Assures that all district committees adhere to the goals of the mission statement and the long range plan.

Secretary: The curriculum director(s) and the superintendent/designee shall select a person who is not a member of the CCC to serve as secretary. The duties include:

1. Attends all CCC meetings.
2. Takes accurate and thorough notes of proceedings.
3. Types and duplicates notifications and minutes of all meetings; distributes them to all CCC members, superintendent, and administrators. Minutes will be emailed out to all Central 301 staff and posted on the district website.
4. Maintains all CCC minutes, correspondence, and other pertinent documents. Posts minutes on D301 website.
5. Performs necessary secretarial tasks for the timely completion of CCC and SAC tasks.
6. Demonstrates willingness to work closely with the curriculum director(s), all CCC members and Team Lead Facilitators SAC members for the success of the curriculum development process.
7. Manages and updates the electronic databases for assessments and curriculum.

Members of CCC

The members of the CCC shall be representative of district certified personnel and parent/community members. Interested persons are asked to complete an application online through the RedRover portal and submit to the curriculum director(s). The curriculum director(s) will work with the superintendent/designee in making the final selections. Principals will be asked for their input on teacher applicants and will be asked periodically to make recommendations. District personnel members of the CCC will be selected on the basis of

interest and experience. Parent/community members must represent a community or school organization and will be selected according to interest, availability, and a rotation among buildings and levels. Member replacement will be made to maintain appropriate representation.

1. Terms: Members will serve 3 year terms. Members may reapply.
2. Resignation: A CCC member may resign at any time. A letter of resignation shall be submitted to the curriculum director(s) at least one regular meeting before the effective date of the resignation. The resigning member's constituency will be immediately notified by the director. The opening will be filled promptly from the constituency according to the selection procedures.
3. Composition of the CCC: Member selection is meant to provide a variety of personal and professional traits, and assurance that all grade levels and professional categories are represented.

Primary teachers (EC-2)	2
Intermediate teachers (3-5)	2
Middle level (6-8)	2
High school (9-12)	2
Certified teachers outside regular classroom (non-core)	2
Parent/community members, by level	3
High school counselor	1
Administration by level*	3
Superintendent *	1
Instructional Coach	1
Curriculum Director(s)*	2
ML Director*	1
Technology Director	1
Board member**	<u>1</u>
	24 members

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

**The Board of Education selects one member to serve on the CCC.

4. Stipends: Stipends are issued in accordance with the Teacher/Board Master Contract and board policy.
5. Attendance: If a member is unable to attend, they are strongly encouraged to designate a representative in his/her place, this designee may vote. A member may be absent no more than 2 regular meetings during one fiscal year. CCC members will be contacted by the coordinator after 2 absences. In the case of an ex-officio member's absences, the CCC as a whole or the supervisor of that member will make a recommendation.
6. Duties of an individual CCC member:
 1. Attends all regularly scheduled meetings of the CCC.

2. Maintains positive communication between the CCC and building faculties, facilitating teacher ownership of curriculum planning.
7. Duties of the CCC as a working group:
 1. Acts as the communication link between certified staff and their represented group; promotes and encourages communication between buildings and levels in the district
 2. Establishes meeting dates
 3. Sets and prioritizes goals for the year
 4. Reviews curriculum policy documents on a yearly basis and makes revisions when appropriate
 5. Reviews the district mission statement on a yearly basis as presented by the Board of Education; assures the mission statement is a working statement used in all decision making circumstances
 6. Develops a long range plan for curriculum development, implementation, and evaluation, with an annual review of progress and direction
 7. Establishes guidelines for Subject Area Committees, approves the work done by these committees, and recommends completed work to the Board of Education
 8. Assists Subject Area Committees with staff development sessions related to new curriculum
 9. Recommends staff development sessions based on the needs and timelines in the curriculum model
 10. Guides the district through the process of defining mastery and periodically validates that definition. The CCC will oversee the SAC's work in defining this mastery
 11. Discusses and possibly recommends modification of student progress reports.
 12. Creates a plan for extended learning opportunities
 13. Makes decisions about core assessments
 14. Receives information from buildings regarding implementation of any of the approved initiatives listed above
 15. Reviews the latest trends and developments in curriculum and instruction aligned to district goals. and makes decisions regarding applicability in the district.

Subject Area Committees (SAC)

The Subject Area Committees or SAC will be formed for each subject area as a sub committee of CCC. A committee's purpose is to prepare the comprehensive curriculum documents, to implement and validate the document, and to find resources which support the validated curriculum. Subject Area Committees may be asked to also prepare local assessments. Further details of SAC teams can be found [here](#).

1. Selection: Prospective members should show an interest in curriculum development and have at least one year of classroom experience. (Exceptions to this rule may occur when particular teachers must be appointed due to district size and the need for grade level or course representation.) Curriculum Director(s) in collaboration with building administration will choose SAC members using the criteria mentioned above and representation for buildings and grade levels. The number may vary according to

subject. No SAC should be larger than 20, and core subject groups (math, language arts, social studies and science) should not be smaller than 6. The list of SAC members will be shared with CCC members.

2. Terms: Members will create an annual prescribed action plan by the beginning of September along with a schedule of meeting dates.
3. Resignation: SAC members may resign by submitting a resignation letter to curriculum director(s). The resigning member's building principal and the curriculum director(s) will make a recommendation to the CCC for a replacement. In cases involving the work of the SAC, the CCC has the right and obligation to make decisions to facilitate the successful completion of the SAC's work
4. Stipends: SAC members will receive stipends in accordance with the policies of the Board of Education.
5. SAC Facilitators K-5 and/or Department Chairs 6-12 will preside at meetings, schedule meetings, plan agendas, monitor attendance, work closely with the curriculum director(s), report progress as requested by the CCC. A curriculum director could be asked to step in to run a meeting in the absence of a SAC Facilitator or department chair.
6. Duties of the Members: SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communications between the SAC and the building faculties.

Appendix A – Protocol of the Meeting

- I will treat each person as a peer.
- I will commit to producing the agreed upon product and to be present for the agreed upon length of meeting.
- I will contribute, but not dominate.
- I will not hold personal conversations while a public conversation is occurring.
- I will see through the eyes of others—from their unique perspectives.
- I will communicate openly and honestly.
- I will support team decisions outside the meeting forum

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