

District Curriculum Advisory Committee

What is the District Curriculum Advisory Committee?

The district curriculum advisory committee provides feedback regarding academic standards, student achievement goals, district assessments, and district programs. The role of the committee is to provide input and advice by making recommendations.

The members of this committee include parents, community members, and school staff. Whenever possible two-thirds of the advisory committee shall represent the diversity of the district and include parents and the community.

Is a District Curriculum Advisory Committee required?

Yes, each school district in Minnesota is required to have a Curriculum Advisory Committee (CAC) School districts must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards. A district advisory committee, to the extent possible, shall reflect the diversity of the district and its learning sites and shall include parents, community residents, and school staff.

The following may be addressed by the CAC:

SCOPE OF RESPONSIBILITY: ADVISEMENT ON

- Articulation of courses of study from kindergarten through grade twelve.
- Identify minimum objectives for each course and at each elementary grade level.
- Continuing evaluation of programs for the purpose of attaining school district objectives.
- Specific, particular, and special needs of all members of the school community.

- Local literacy plan to have every child reading at or above grade level no later than the end of Grade 3 and teachers providing comprehensive, scientifically based reading instruction consistent with law and comprehensive identification of students who are not on grade level are screened for the characteristics of dyslexia.
- Requirement and elective course standards in scope and sequence of the district curriculum.
- Meeting all applicable requirements of Title I, Achievement and Integration, World's Best Workforce law.

LEVEL OF AUTHORITY: MAKE RECOMMENDATIONS

- Consensus is not necessary as the Committee is advisory, not a decision-making group.
- Serve as a forum for the expression of concerns and recommendations pertaining to the education of students.
- Support and encourage the involvement of families of learners in their school and educational programs.

MEMBERSHIP

The Curriculum Advisory Committee shall consist of 15 members: A parent Representative from the American Indian Parent Advisory Committee, A Parent who has a Title I student, A Parent who has a student on an IEP, A Parent of a student served by EL, One parent from each school (Preschool, NH, SP, CMS, SH), 1 Elementary Teacher, 1 Secondary Teacher, Elementary Administrator, Secondary Administrator, The Director of Teaching and Learning, Community Member, and Two School Board Member.

TERMS OF OFFICE

Committee members shall serve a one-year term, but multiple terms are acceptable. Parent committee members must have a child at the school they represent, if a child moves to a new school all efforts will be made to maintain that member.

ATTENDANCE

In order to promote cohesiveness and enable all members of the committee to be informed, members are encouraged to attend each of the committee meetings. A committee member who misses three meetings will be contacted by the committee chair to determine if they are still interested in committee membership.

If a member is unable to attend a committee meeting, it is expected that you call Suraya Driscoll at 218-793-2901 before 4:30 on the day of the meeting.

In case of inclement weather, committee meetings will be canceled.

MEETINGS

The Curriculum Advisory Committee will meet five times per year. Meetings will be limited as much as possible to 1 hour and 30 minutes in length.

DISCUSSION AND INFORMATION SHARING

In order to facilitate discussion among all committee members, all members will be asked to limit their comments so as not to prohibit others from speaking. Agendas will be timed so that meetings can be efficient and end on time. If a particular agenda item requires more discussion, an agenda item may be carried over to the next meeting.

HOW DO I BECOME A DISTRICT CURRICULUM ADVISORY COMMITTEE MEMBER?

Members of the CAC are recruited when seats are available through announcements and on the District Website egf.k12.mn.us. If you are interested in becoming a member please contact Suraya Driscoll either via email or by phone. Office number: 218-793-2901 Cell Number: 701-317-0710.

