

August 2010

CURRICULUM COUNCIL GUIDELINES

- A. Participation in the Curriculum Council will be **voluntary**. Qualifications, functions and responsibilities will be outlined in the Job Description for a Curriculum Council Member.
- B. Curriculum Council meetings will be held after school as described in the Collective Bargaining Agreement. The Director of Curriculum, Instruction and/or Building Principals will be responsible for determining the tasks, members to participate and time needed complete such tasks. Input and feedback related to these tasks will be an on-going process with members of the Curriculum Council. Curriculum Council members may need to participate on in-service days, Act 80 days as mutually agreed upon by both parties to develop and/or revise instructional programs and to participate in other related curriculum matters.
- C. Beginning in the fall of 1993 elections of members will be completed yearly during the month of September with names being submitted for Board of Education approval at the September Board meeting. Terms of office will run from September to September.
- D. Appreciating the need to keep all faculty and administration informed of the goals and tasks being addressed, tentative agendas will be posted prior to Curriculum Council meetings and minutes will be kept of all discussions and activities. The Director of Curriculum and Instruction will be responsible for the dissemination of such information.
- E. Any faculty member may present in writing any suggestion, idea, item of concern to their curriculum chairperson and principal. Once reviewed, individuals may be invited to participate at a Curriculum Council meeting to share ideas or discuss concerns.

F. Curriculum Council membership is as listed below:

Waynesburg Central Elementary School

Kindergarten
Grade 1/Special Ed./Title I
Grade 2/Special Ed./Title I
Grade 3/Special Ed./Title I
Grade 4/Special Ed./Title I
Grade 5/Special Ed./Title I
Guidance/IST/Nurse/Librarian/Art/Music/Phys. Ed.

Margaret Bell Miller Middle School

Mathematics/Art
Science/Tech.Ed.
Language Arts/Librarian
Social Studies/Music
Phys. Ed./Health/Nurse/Home Ec.
Special Education/Guidance

Waynesburg Central High School

English/Librarian/Distance Learning
Mathematics
Science
Social Studies/Foreign Language
Phys. Ed/Health/Driver Ed./Art/Music/Nurse
Special Education/Guidance
Vocational (Bus. Ed./Tech. Ed/Vo Ag/Home Ec.)

G. The following process will be utilized for the selection of Curriculum Council members.

1. The Director Curriculum and Instruction will post in all school buildings by the first day of school of each school year a copy of the Curriculum Council Guidelines and a Job Description for a Curriculum Council member. The Principal of each school will ensure communication regarding selection process for Curriculum Council.
2. Building/grade levels/department (per item F) will meet to choose two faculty members who are willing to represent their

areas on Curriculum Council. Each building/department may select the method for choosing their representation. The names of two representatives should be submitted to the building principal by the first Tuesday of September.

3. The Principal and Director of Curriculum and Instruction will make their recommendations for Curriculum Council membership to the Superintendent.
4. The Superintendent and Curriculum Committee of the Board of Education will present their recommendation for membership to the District Curriculum Council to the Board of Education for approval at the September Board meeting.