

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #11
CURRICULUM COORDINATING COMMITTEE
OPERATING POLICIES AND PROCEDURES**

| Topic | Comments |
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| Type of Committee | This is a standing committee. This is MSAD #11's governing body over the curriculum in the district. |
| Purpose and Scope of Committee | <p>This committee's sole purpose is to make recommendations to the Director of Curriculum and Instruction and the MSAD #11 School Board. This committee makes recommendations based on information from the Content Area Committees.</p> <p>This committee reviews current curriculum, instructional practices, local assessment system, as well as the procedures, forms, and formats for establishing the different curriculum pieces.</p> <p>The charge of this committee is to provide recommendations only.</p> <p>Final decision-making power resides with the Superintendent and the School Board.</p> |
| Composition <ul style="list-style-type: none"> ▪ Number of members ▪ How appointed/selected ▪ Rotations ▪ Quorum | <p>This Committee will consist of 19 members. The membership of this committee will be as follows:</p> <ul style="list-style-type: none"> • Chair – Director of Curriculum • PE/Health – 1 representative • VPA - 1 representative • Math - 2 representatives • Reading – 2 representatives • Writing – 2 representatives • Technology – 1 representative • Science – 2 representatives |

Curriculum Coordinating Committee
Operating Policies and Procedures

| Topic | Comments |
|---|--|
| | <ul style="list-style-type: none"> • Social Studies – 2 representatives • World Languages – 1 representative • Career Prep – 1 representative • Special Education – 1 representative • Gifted and Talented - 1 representative • Adult Education – 1 representative • School Board – 1 representative <p>Members are selected based on interest in serving. Members are generally selected and approved by the Content Area Committee they are representing. Members are responsible for reporting back to their Content Area Committee and/or any other appropriate group in order to promote communication around the district.</p> <p>All minutes will be posted on the MSAD #11 Website.</p> <p>Every effort will be made to have representation across grade levels and across schools.</p> <p>Yearly rotation of membership is encouraged, but is not appropriate in all cases.</p> <p>10 members are needed for a Quorum.</p> |
| <p>Relationships (Internal and External)</p> <ol style="list-style-type: none"> 1. To MSAD #11 School Board 2. To Other Committees/Groups | <p>The CCC has the following relationships:</p> <ol style="list-style-type: none"> 1. To MSAD #11 School Board – makes recommendations to the school board particularly as it pertains to policies, curriculum, and need for resources. 2. To Content Area Committees – listens to the needs of Content Area Committees particularly during a Review Year. Establishes and reviews procedures that the Content Area Committees must follow. |

| Topic | Comments |
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| 3. To the Director of Curriculum | 3. To the Director of Curriculum – advises and makes recommendations to the Director of Curriculum |
| Responsibilities/Duties | <ol style="list-style-type: none"> 1. Be present at all meetings or get an alternate. 2. Report back to your sending Content Area Committee or group. |
| Authority/Decision-Making | The CCC only has authority to make recommendations. The Director of Curriculum will listen to and take these recommendations very seriously. |
| Meetings/Schedules | The CCC will meet a minimum of four times per year. |
| Fiscal Management/Budget | Members of the committee will receive compensation according to their contract. |
| Charges of this Committee | <ol style="list-style-type: none"> 1. Narrow and communicate district focus. 2. Create, focus, and monitor curriculum work. 3. Advise and monitor professional development work. 4. Review District Assessment Data. 5. Develop Long Term and Short Term goals for Curriculum, Professional Development, and Student Achievement. 6. Develop and recommend policies. 7. Develop and recommend new programs or adjustments to existing programs. 8. Listen to and make decisions based on Yearly Curriculum Reviews from the Content Areas. The “Curriculum Review Cycle” will determine the order of these reviews. |