

# LODI UNIFIED SCHOOL DISTRICT

Rule 6142

## Instruction

### Curriculum Council

#### **Role of Curriculum Council**

The Lodi Unified School District Curriculum Council (Council) shall provide guidance and recommendations to curriculum staff, the Superintendent and the Board of Education regarding curriculum development and implementation. This includes, but is not limited to, recommendations regarding new courses of study, new district adopted texts and programs (print and digital), pathways to graduation, and changes to existing courses of study. The Council may engage in other business as designated by the Superintendent.

The Council also serves as a communication link for school sites regarding curriculum development goals, timelines, activities, processes and other issues related to the Council.

The Assistant Superintendent of Curriculum and Instruction or his/her designee, is responsible for facilitating the activities of the Council.

#### **Members**

There will be nineteen (19) total voting members on the Council.

- A. Lodi Education Association (LEA)  
Fourteen (14) members elected by LEA
- |                    |   |
|--------------------|---|
| Elementary:        | 6 |
| Secondary:         | 6 |
| Special Education: | 2 |

LEA member candidates must meet all of the following criteria:

- Have permanent status in the district
- Not on a Professional Improvement Plan at the time of the election
- Have at least five (5) years of experience in the category that they will represent

Elections will be conducted by LEA in the spring of each year for vacancies due to terms ending.

LEA members can represent a teaching area on the Council based on their teaching credential(s) authorization(s).

Vacancies occurring for reasons other than terms ending will be filled by joint agreement between the LEA President and the Superintendent.

- B. Lodi Pupil Personnel Association (LPPA)
  - One (1) counselor with secondary experience appointed by the President of LPPA.
- C. Administrators
  - Four (4) members selected by the Superintendent or designee, two (2) with elementary experience and two (2) with secondary experience when possible.
- D. The Assistant Superintendent of Curriculum and Instruction is a non-voting member.

### **Terms of Membership**

- A. LEA members will serve a three-year term.
- B. For the spring 2018 election,
  - a. LEA will determine the terms for current Council members
  - b. Based on (a), LEA will determine the terms for the vacancies to be filled by election
- C. LEA members may serve two consecutive terms.
- D. LEA members who complete two consecutive terms must have at least a one year break before returning to the Council.
- E. The terms for administrators will reflect the above to the extent possible.
- F. The President of LPPA will determine the process of selecting members and will inform the Superintendent of the appointments by June 30 of each year.
- G. Council Members who leave the employee group which they represent will no longer be a member of the Council unless selected to represent their new group.

### **Meetings**

- A. The Council will meet at least once per quarter. The Council will set its own calendar. The agenda will be posted at least 72 hours before each meeting.
- B. LEA members will be provided one (1) full day release time per quarter for the purpose of Council meetings.
- C. The Council, as needed, can set additional meetings during non-instructional time.

- D. The Assistant Superintendent of Curriculum and Instruction may approve additional release time for major district projects for which the Council is needed.
- E. A quorum must be present for all action by the Council (50% +1 of voting membership).
- F. Roberts Rules of Order will be followed at all Council meetings.
- G. The Assistant Superintendent of Curriculum and Instruction can approve the attendance of invited guests if their presence for a discussion benefits the Council and/or district. Guests can participate in the discussion but do not vote. Guests will have a "Guest" name plate at the table.
- H. Minutes will be taken by the Council Secretary. The Assistant Superintendent of Curriculum and Instruction will distribute the minutes to all LUSD teachers, site administrators, Cabinet members, and employee group presidents.

### **Duties**

- A. The Council serves as a district-wide coordinating and communication body to:
  - 1. Review and recommend curricula and instructional resources to the Superintendent and Board of Education
  - 2. To recommend policies and/or procedure for administrative action
  - 3. To evaluate the strengths and weaknesses for the curriculum and recommend plans for improvement
  - 4. To recommend establishment of, and criteria for, curriculum committees and/or task forces, and to review at least annually, the reports from those groups
  - 5. To receive legislative updates and review reports related to the instructional program from the Assistant Superintendents of Elementary and Secondary Education, the Assistant Superintendent of Curriculum and Instruction, or their designees.
- B. The Council may request research data, through the Assistant Superintendent of Curriculum and Instruction, as necessary to complete tasks outlined above.
- C. The Council will provide an orientation session for new members.

### **Roles and Responsibilities**

- A. Members will attend all Council meetings. If a member misses two consecutive meetings, the Council Co-chairs will review his/her membership status. The Co-chairs may choose to dismiss the member. The Co-chairs will notify the LEA President and Superintendent within 30 days. The LEA

President and Superintendent will appoint a temporary replacement until LEA can run an election.

- B. Members are to be prompt in arriving to meetings and returning from breaks and are expected to stay for the duration of the meeting.
- C. Members are to be prepared for meetings and ready to listen and participate.
- D. Members are to take this responsibility seriously and offer their personal and professional best.
- E. Members are to act respectfully and courageously when presenting a point of view, posing a question or asking for clarification.
- F. When called upon by the Superintendent or Assistant Superintendent, members will present items to the Board of Education presenting both majority and minority views.
- G. LEA members will contribute curriculum updates to the LEA newsletter and/or at an LEA meeting.
- H. Council members may be asked to contribute curriculum updates to community groups or parent newsletters.

### **Leadership**

- A. Co-chairs:
  - a. Elected by the Council
  - b. Serve a term of two years which will be staggered
  - c. The open position will be elected at the first meeting of the school year
  - d. Collaborate with the Assistant Superintendent of Curriculum and Instruction on Council meeting agendas
  - e. Conduct Council meetings
  - f. Approve Council meeting minutes before distribution
  - g. Determine if member dismissal is warranted due to lack of attendance
  - h. Meet with members to ensure the business of the Council runs smoothly
  - i. Follow up on business carried on at Council meetings, in consultation with the Assistant Superintendent of Curriculum and Instruction
  - j. Appoint subcommittees as needed
  - k. Assure that any subcommittees coordinate their activities and follow up on their responsibilities
  - l. Develop and present an annual report of Council business to the Board of Education in consultation with the Assistant Superintendent of Curriculum and Instruction.

B. Secretary:

- a. Elected by the Council at the last meeting of the school year for the following year
- b. Works with the Co-chairs and Assistant Superintendent of Curriculum and Instruction to set the meeting agendas
- c. Monitors meeting attendance and reports absences of two consecutive meetings by a member to the Co-chairs
- d. Takes minutes of Council meetings and submits minutes to Co-chairs within five days.

Rule

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