

What is CAC?

The Curriculum Advisory Committee is designed to involve students, parents or guardians and community members in decisions regarding implementation of the Minnesota Academic Standards and high academic achievement for all students. The role of the committee is to provide input and advice by making recommendations. The members of CAC include an equal mix of district parents, community representatives and school staff.

Is CAC required by law?

Yes, each school district in Minnesota is required by law to have a Curriculum Advisory Council (CAC). According to Minnesota Statute 120B.11, 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 teachers, parents, support staff, students, and other community residents.

The following may be addressed by CAC:

- Scope of Responsibility: ADVISE.
- To review the information, and provide recommendations regarding the development, in the Annual Report on Curriculum, Instruction, and Student Achievement. Staff development reports to the School Board via board representation and the Director of Curriculum, Instruction and Assessment.
- To provide input to curriculum committees and the school board regarding implementation of local graduation requirements, K-12 curriculum, assessment, student learning opportunities, and other related issues.
- To provide feedback to district committees on draft curriculum documents for parents.
- To review district assessment results including the Minnesota Comprehensive Assessments and the NWEA Measurements of Academic Progress.
- 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 involvement of families of learners in their school and educational programs.

Membership

The Curriculum Advisory Committee shall consist 15 committee members: the Director of Curriculum, Instruction and Assessment, Curriculum Coordinator, eight parent representatives (1 parent from each site), 2 teachers (1 elementary and 1 secondary), elementary principal, secondary administrator, and a School Board member.

Terms of Office

Committee members will serve a two-year term and may serve a total of three terms. 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 an informed member, members are encouraged to attend each of the council 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 they contact the Curriculum Instruction and Assessment Department at 651-403-7015 before 4:30 p.m. on the day of the meeting.

In case of inclement weather, a committee meeting may be canceled. Every effort will be made to contact committee members via a phone call to alert them to the cancelation. Please also check your emails for cancelations.

Meetings

The Curriculum Advisory Committee will meet five times per year. Meetings will be limited, as much as possible, to one 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 CAC member?

Members of CAC are recruited when seats are available through announcements in district publications and the ISD 197 website. If you are interested in becoming a CAC member, please contact the building principal of the school your child attends.

