

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan, Minnesota  
*Educating, developing, and inspiring our students for lifelong success.*

Series Number 601.2.2AR Adopted July 1993 Revised July 2024

Title Curriculum and Instruction Advisory Council

1. **Purpose** – The purpose of the Curriculum and Instruction Advisory Council (CIAC) is to:
  - 1.1 Ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards, and
  - 1.2 Recommend to the School Board student achievement goals and measures, district assessments and other components of the comprehensive achievement and civic readiness under Minnesota Statute 120B.11 and the North Star Accountability System under the Every Student Succeeds Act (ESSA).
2. **Role**
  - 2.1 A districtwide Curriculum and Instruction Advisory Council (CIAC) will be established and maintained by the district to serve in an advisory capacity to the School Board on matters related to curriculum, instruction, student assessment, program review/evaluation and implementation of the state academic standards.
  - 2.2 CIAC activities may include the following:
    - 2.2.1 Reviewing improvement plans for subjects which have undergone curriculum review and evaluation;
    - 2.2.2 Annually reviewing the district’s strategic work in line with the components of Minnesota Statute 120B.11 and the North Star Accountability System; and suggesting revisions for School Board adoption, if necessary, and
    - 2.2.3 Reviewing other curriculum-related matters and programs.
3. **Membership** – To the extent possible, the council represents the diversity of the district communities and learning sites. The membership of the council should include parents, teachers, support staff, students and other community residents. Whenever possible, parents and other community residents shall comprise at least two-thirds of the council members.
  - 3.1 The CIAC is made up of 18 parents/residents, eight employees, five students and the Director of Instruction and Achievement. Members of the Board Curriculum and Instruction Committee serve as ex-officio members.
    - 3.1.1 Each student will represent one of the district’s four comprehensive high schools and the School of Environmental Studies (SES).
    - 3.1.2 The parents/residents and employees has chosen as follows: Each cluster has two elementary parents, one middle school parent and one high school parent. Each cluster has an elementary staff member and each cluster shall have either a high school or middle school staff member. A cluster is comprised of a comprehensive high school and the middle and elementary schools that feed into it. For parents, the school level they represent is based on where their child attends school during the first year of the parents’ first term. In addition, a parent member of the Native American Parent Advisory Committee (NAPAC) and a parent member of the Equity Advisory Council (EAC) also serve as members of the CIAC.

- 3.2 Terms of Office – Terms of office run from August 15 through the last day of school in June.
  - 3.2.1 Parents, residents and employees serve three-year terms. Terms are established to ensure the continuity of a portion of the membership each year.
  - 3.2.2 Students serve up to a two-year term.
  - 3.2.3 The Director of Instruction and Achievement serves on an ongoing basis.
  - 3.2.4 No member may serve more than two three-year terms, whether or not the terms are consecutive, however, a person selected to complete an unexpired term may not serve more than a maximum of eight years.
- 3.3 Selection of CIAC Members
  - 3.3.1 Parents/residents must complete and submit an application form (Procedure 601.2.2P, Application to Serve on the Curriculum and Instruction Advisory Council). Employees may be recommended to serve or may apply by completing and submitting an application form to the Director of Instruction and Achievement.
  - 3.3.2 Students may be recommended by teachers or their principal (after consulting with teachers who know the student), or may apply to a teacher or principal.
  - 3.3.3 Openings on the CIAC are advertised in district publications, area newspapers and on the district website. Applications are accepted until the published deadline for terms beginning the following August 15. Applicant recruitment may take place after the published deadline for openings for which there are no applicants meeting the guidelines in section 3.1.2 above.
  - 3.3.4 After the published deadline, district staff on the CIAC meets to review applications based on membership criteria described in sections 3 through 3.1.2 above and make recommendations to the Board Curriculum and Instruction Committee regarding the new members.
  - 3.3.5 The Board Curriculum and Instruction Committee makes recommendations for all CIAC membership to the School Board.
  - 3.3.6 The School Board is asked to approve new members.
- 3.4 Filling Unexpired Terms – When a position becomes vacant before the end of its term, the position remains open until the next application (see section 3.3 above).
- 3.5 Chairperson - At the first meeting, the CIAC elects a chairperson for the current year. The Director of Instruction and Achievement is not eligible to serve as chairperson.
- 3.6 Expectations and Roles of Members
  - 3.6.1 Members are expected to attend a minimum of two of the four regular CIAC meetings each year.
  - 3.6.2 Members are invited to participate in other CIAC-related activities.
  - 3.6.3 A member who isn't able to fulfill their commitment may resign or may be asked to resign by the Director of Instruction and Achievement.

4. **Meetings** – The CIAC holds at least four regular meetings each year, from August through May. The meetings are publicized in district publications, area newspapers and on the district website, and are open to the public.
5. **Relationship to the School Board** - The CIAC serves in an advisory capacity to the School Board.

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**References:** - Minnesota Statute 120B.11, School district process for reviewing curriculum, instruction, and student achievement goals; Striving for the Comprehensive achievement and civic readiness  
- MSBA/MASA Model Policy 603