MANHASSET PUBLIC SCHOOLS

Excellence Through Effort

Manhasset Union Free School District
Curriculum & Instruction Working Group
Presented to the Board of Education August 2026

Purpose:
The Curriculum & Instruction Working Group is a collaborative advisory body convened by the Assistant Superintendent for Curriculum and Instruction to provide diverse stakeholder perspectives on curriculum, instruction, assessment, and emerging educational initiatives.
The Working Group supports continuous improvement by reviewing district programs, examining evidence of student learning, discussing instructional priorities, and providing recommendations that help strengthen teaching and learning across the District.
The Working Group serves in an advisory capacity and may be convened, modified, or sunset as district priorities evolve.

Leadership:
The Working Group is facilitated by the Assistant Superintendent for Curriculum and Instruction, who is responsible for establishing the annual agenda, convening meetings, facilitating discussion, and considering the group's recommendations as part of the District's continuous improvement process.

Membership:
The Working Group is intentionally small to encourage meaningful dialogue while ensuring representation from key stakeholder groups.

Membership	Representation
Asst. Supt. for Curriculum & Instruction	Facilitator
Elementary or K-12 Administrator	One (Annual Appointment)
Secondary or K-12 Administrator	One (Annual Appointment)
Elementary Teacher	One (Annual Appointment)
Secondary Teacher	One (Annual Appointment)
Parents	Two (Annual Appointment)

Membership	Representation
Students (Grades 10-12)	Two (Annual Appointment)
Board of Education Trustee	One Standing Liaison

Total Membership: 10 members

Membership & Appointments:
Membership is intentionally rotated to encourage broad participation, cultivate leadership, and ensure that a variety of perspectives contribute to the District's curriculum and instructional work.

- The elementary and secondary administrator representatives are appointed annually by the Assistant Superintendent for Curriculum and Instruction.
- The elementary and secondary teacher representatives are appointed annually by the Assistant Superintendent for Curriculum and Instruction in consultation with building principals, and the MEA.
- Parent representatives serve staggered two-year terms to provide continuity while welcoming new perspectives and are appointed through consultation with the SCA.
- Student representatives (Grades 10–12) serve on one–year terms and are selected through an application and recommendation process.
- The Board of Education Trustee serves as the Board's standing liaison to the Working Group.

As needed, curriculum coordinators, instructional coaches, teachers, counselors, specialists, technology staff, or other subject-matter experts may be invited to participate as guest presenters or resource members when topics align with their expertise.
To support transparency, parents who wish to view committee meetings are welcome to do so but may not participate in the formal discussion.

Responsibilities:
The Working Group will:

- Review district curriculum initiatives, instructional programs, and assessment practices.
- Examine student achievement trends, program data, and evidence of student learning.
- Provide stakeholder feedback on curriculum revisions, instructional resources, and program enhancements.
- Explore emerging educational research, instructional practices, and opportunities for innovation.
- Consider ideas that support continuous improvement and future-ready learning.

- Provide recommendations to the Assistant Superintendent for Curriculum and Instruction to help inform future planning and decision-making.

What the Working Group Does Not Do:
The Working Group serves in an advisory capacity and does not:

- Develop or write district curriculum documents.
- Evaluate teachers, administrators, or instructional staff.
- Make personnel, staffing, or hiring decisions.
- Address individual student, parent, or personnel matters.
- Replace existing administrative decision-making processes.
- Establish Board of Education policy.
- Approve curriculum, textbooks, instructional materials, or courses.
- Make budgetary or purchasing decisions.
- Serve as a grievance, complaint, or appeals body.

Recommendations generated by the Working Group are advisory in nature and are considered by the Assistant Superintendent for Curriculum and Instruction. If appropriate, recommendations may be shared with the Superintendent and Board of Education for further review and consideration.

Meeting Schedule:
The Working Group will typically meet five times during the school year, with meetings lasting approximately 90 minutes.

Proposed Meeting Schedule	
Meeting 1	September
Meeting 2	November
Meeting 3	January
Meeting 4	March
Meeting 5	May

Meeting agendas will be developed by the Assistant Superintendent for Curriculum and Instruction and will reflect district priorities, program needs, and opportunities for stakeholder feedback. Topics may include curriculum review, instructional initiatives, assessment, program evaluation, emerging educational research, or other matters related to teaching and learning.

Member Expectations
Members are expected to:

- Keep students at the center of every discussion.

- Engage in respectful, collaborative, and solution-oriented dialogue.
- Base recommendations on evidence, educational research, and district priorities.
- Represent the interests of the District as a whole rather than individual constituencies.
- Listen with curiosity and value diverse perspectives.
- Maintain appropriate confidentiality regarding district planning and discussions.
- Participate consistently and come prepared for each meeting.
- Support a culture of continuous improvement and shared responsibility.

Year-End Reflection & Recommendations

At the conclusion of each school year, the Curriculum & Instruction Working Group will prepare a brief Year-End Reflection & Recommendations.

The reflection will summarize:

- Key topics reviewed throughout the year.
- Stakeholder perspectives and recurring themes.
- Recommendations for future curriculum, instruction, and assessment work.
- Emerging opportunities and priorities for continued exploration.

The Year-End Reflection is intended to inform district planning and support continuous improvement. This report will be shared with the Superintendent and Board of Education for consideration and made public via the school website.

Guiding Principles

The work of the Curriculum & Instruction Working Group is grounded in the following principles:

- Students are at the center of every decision.
- Continuous improvement is a shared responsibility.
- Diverse perspectives strengthen educational decision-making.
- Recommendations should be informed by evidence, educational research, and stakeholder feedback.
- Collaboration, transparency, and respectful dialogue foster trust and innovation.
- Curriculum and instruction should prepare every student for success in college, career, and civic life while reflecting the District's commitment to excellence.