

*Appendix I is provided for informational purposes only and is not negotiable or grievable. It may be changed at any time by the Curriculum Council.*

## APPENDIX I

### MEMORANDUM OF UNDERSTANDING

#### CURRICULUM COUNCIL

The Board and the Association recognize that education must undergo a continuous process of evaluation, modification, and growth in order to satisfy the educational needs of students. The Curriculum Council shall be maintained as a permanent body in the District.

#### A. Membership

The Curriculum Council shall consist of the following members: Five high school teachers (at least one from each high school), five middle school teachers (one from each middle school), six elementary school teachers (at least one from each quadrant), one dean, seven lay citizens (one from each elementary quadrant), two student body representatives from each high school appointed by the student council or guidance dean (one member shall be a junior and the second member shall be a senior), one high school principal (or assistant principal), one middle school principal (or assistant principal), three elementary school principals, one member of the Board of Education shall serve as an ex-officio member/liaison, and the Director of Special Education shall serve as a permanent voting member. A designee of the Superintendent shall serve as permanent chairperson of the Curriculum Council. Curriculum coordinators and teacher instructional leaders shall be ex-officio, non-voting members.

The Superintendent shall appoint 12 teacher members of the Curriculum Council chosen from a list submitted by the Association. All other members shall be appointed by the Superintendent from a list submitted by the Program Support Leader for Curriculum and Instruction.

Members of the Curriculum Council will have three year terms. The terms will be staggered to allow for continuity on the Council. In so far as possible, members shall be representative of the entire school system and shall include teachers who represent several different disciplines.

- B. The Curriculum Council should meet two one-half days or one full day during each month of the school year. Additional meetings may be scheduled upon the request of any council member with the approval of the Administration. Substitute teachers will be provided at the Board's expense for all meetings.

#### C. Duties and Responsibilities

1. The Curriculum Council is the recognized advisory group to the Superintendent on curriculum matters.
2. The Council shall consider all proposals from any source respecting curriculum, including new, pilot, or revised programs, course offerings at all levels, high school graduation requirements, middle and elementary school requirements, textbook selection, and any other matter pertaining to curriculum carried on or proposed to be carried on in School District 186.
3. The Council shall discuss, investigate, evaluate, and make suggestions to the Administration pertinent to problems regarding curriculum. Such suggestions will be made available to the Association.

## 2019-2021 Agreement

4. The Council shall review and evaluate any recommendations which the Administration might make regarding changes in curriculum.
5. The Council may make proposals respecting curriculum. Except in case of emergency, the Superintendent will not make curriculum recommendations to the Board unless the changes have been referred to the Curriculum Council and they have been given an opportunity to make a recommendation respecting such action.
6. The Council will cooperate with the Administration in the implementation of revisions in the educational program which the Curriculum Council has considered and approved.
7. The Council will present an annual report to the Superintendent and the Board of Education with a copy to the President of the Association concerning their activities. Said report will include major curricular adoptions, a summary of the work of the year, and suggestions and conclusions to aid the work of the future councils. This report will be made no later than June 30 of each year.
8. The Council shall submit their recommendations or suggestions at scheduled Board meetings through the Superintendent.
9. The Council may establish committees to consider particular matters. One committee shall be responsible for preparation of the Council agenda. This committee shall be composed of the chairperson, two teachers, and one administrator.
10. Each school shall be kept informed of the activities of the Curriculum Council. Copies of the minutes of each meeting shall be sent to Curriculum Council members, Building Principals and the President of the Association. In addition, the principal or his/her designee shall post one copy in the faculty lounge of every school.

### D. Provisions for Implementation

1. The provisions of this Agreement will remain in effect for the duration of this contract.
2. The provisions of this Agreement will be incorporated into the Curriculum Council Handbook.