
CURRICULUM OFFICE

To: Holly Arroyo, Kelly Beuten, Kristine Bushman, Lori DeRaedt, Jeff Gorman, Laurie Kling, Theresa Kolkebeck, Joanne Lund, Kathy McCoy, Cathy Mullahy, Lynette Niequist, Dave Oleson, Donna Roark, Todd Stirn, Nancy Straub, Carie Walter, Rita Weber, Cheryl Wessels, Betsy Cappas, Janet Krambeer, Noelle Carani

From: Esther Martin

Subject: Minutes of January 11, 2010

Date: 1/14/10

cc: Jan Harnish, Trent Lange, Dann Schuth, Lloyd Stover, Greg Rabenhorst, George Gouriotis

MEMBERS PRESENT: Holly Arroyo, Kelly Beuten, Kristine Bushman, Lori DeRaedt, Jeff Gorman, Theresa Kolkebeck, Joanne Lund, Kathy McCoy, Lynette Niequist, Dave Oleson, Donna Roark, Todd Stirn, Nancy Straub, Rita Weber, Cheryl Wessels, Betsy Cappas

Guests: Greg Rabenhorst

MEMBERS ABSENT: Laurie Kling, Cathy Mullahy, Carie Walter, Janet Krambeer, Noelle Carani

Meeting began at 3:47 p.m.

1. The committee was asked if they had any questions or comments regarding the November 16th minutes, none made. Motion to approve minutes from 11/16/09 CCC meeting, Betsy approved, Todd seconds the motion.
2. By-Laws – Changed voting members to add Literacy Coordinator as a voting member in lieu of the Curriculum Director. It was brought to the committee’s attention that a change was made to the verbiage under Members of the CCC, #4 – Stipends, last sentence. The original By-Laws stated, “Stipends are issued in accordance with board policy”. It was changed to read, “Stipends are issued in accordance with the Teacher/Board Master Contract and board policy”. Prior to the new contract committee members were paid \$375.00 twice a year, now they are paid (Section 7.18) \$150.00 <15 hours, \$300.00 – 15 to 20 hours and hourly (Section 7.14) exceeding the 20 hours. The reason for the change was due to negotiations of the new teacher contract and the fact that members of other committees were not being paid at all; equal pay to all committees.

It was also stated that on page 2, #6, the wording should be changed from “may” to “will”, as it should not be an option. Currently reads, “If consensus is not reached in the initial decision-making stages due to a fisted block and disagreement continues, the following actions or alternatives may be followed.” Change to read, “If consensus is not reached in the initial decision-making stages due to a fisted block and disagreement continues, at least one of the following actions or alternatives will be followed.” Motion to approve the changes,

Jeff approved, Lynette seconds the motion. It was stated the committee needed to vote on the changes to the by-laws; committee voted fist-to-five: *Passed – 100%*

3. Assessments – Essential questions – All SAC’s are expected to have these written, but not until next year and validated the following year. A copy of the PowerPoint that will be discussed with all SAC members on Friday, January 15th was handed out to committee members to show what staff will be expected to work on regarding essential questions on Friday (1-15-10). It was stated that some assessment questions may have been written already, but may need to be altered. The essential questions will be embedded in student assessments and will be used to monitor the curriculum to check for flow from K-12 and for holes in the curriculum.
4. Grades – Before 1991 a weighted grading system was not used. At that time, the board put a weighted grading system in place. In 1998, it was reduced to just weighing AP courses only. The question was raised on why students would receive weights for AP classes but not for honors classes. A committee was formed to look at other high schools and colleges to see what they are doing as far as weighted grades go. The committee will be meeting on Tuesday, February 9th.
5. Textbook Adoption – Elementary will be adopting two different programs; Kindergarten, 4th and 5th grades will be implementing Literacy by Design (Rigby) and 2nd, 3rd and 4th grades will be implementing Making Meaning (Developmental Studies Center). Middle school teachers have decided not to adopt new textbooks this year and the high school is not quite ready. Esther will be meeting with the high school English department on Friday, January 15th. One book for the high school did go in front of the board in December. Upon approval from the board this book will be ordered for usage 2nd semester.
6. Keyboarding – Cathy Mullahy was not present to report if training was done at Lily Lake. Dave was to check with Cathy.
7. Other – At the last meeting, the Curriculum Department was asked to create a new/revised Course Change Proposal so that CCC receives the necessary information they need to determine whether a new course is approved or not. Minor changes were made to the original form the high school uses. The biggest changes were in the Course Description and asking for Statistical/background history of course. Additionally, requirement of curriculum prior to class running was discussed.

One member asked if a timeline could be created and brought to the next meeting giving step-by-step instructions as to what steps have to be taken when proposing a new course. There is a set timeframe of when the courses have to be presented to the different SAC’s, CCC and then to the board for final approval. It will have to be included in the course catalog prior to actual receiving the written curriculum. Curriculum would have to be written for the new course as soon as it is approved by the board. If curriculum is not written, the class will have to be pulled and the kids that registered for that class would have to be re-assigned to another class.

The committee was reminded of the date change for February. Instead of February 8th, the committee will meet on February 22, 2010, the same day as the board meeting.

Meeting was adjourned at 4:51 p.m.

Next meeting will be on February 22, 2010 from 3:45 p.m. – 5:00 p.m. in the CHS LMC