



The Governance Charter of the Curriculum, Instruction & Assessment Committee

Subcommittee of the School District of Tomahawk Board of Education

Adopted March 17, 2015

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I Context

Prior to the adoption of this document, the name of this committee was the **Curriculum and Assessment Committee**, which was formed during a board committee reorganization that took place during the 2008-2009 school years. The **Curriculum, Instruction & Assessment Committee, or CIA**, is a subcommittee of the School District of Tomahawk Board of Education.

II Mission

To boldly empower all students to be socially responsible life-long learners in an ever changing world *by reviewing and maintaining a vision for the overall direction of the School District of Tomahawk's educational program.* (The italics represent additional verbiage to district mission.)

III Vision

To assure that curriculum and instructional practice adapts in order to achieve student progress by utilizing assessments and other approved methods. School improvement plans will be reviewed annually, with results reported prior to the start of the next school year.

IV Committee Structure

Members of this committee are members of the School District of Tomahawk Board of Education who have been appointed by the president of the Board of Education. The District Administrator of the School District of Tomahawk and/or designee of the District Administrator will act in a consulting role. All other persons, not appointed to this committee, are considered to be members of the public.

V Purpose and Role of the Curriculum, Instruction & Assessment Committee

A. Purpose

To facilitate the monitoring of the District's ongoing efforts to improve educational programming, student support services and professional development.

To provide students with rigorous academic opportunities that prepare them for post-secondary education and the world of work, through educational resources, programs, curriculum development, co-curricular activities, assessment and instructional technology; all with the goal of increasing student achievement and career related skills.

This committee's work will monitor, review and communicate the strengths and opportunities of our instructional and student support programs and areas targeted for improvement. The committee will prepare for full Board review of information about academic growth of students; promote a positive learning environment for our students; and a positive teaching environment for our teachers; thereby creating a culture of continuous improvement for our District.

B. Role

The role of the **Curriculum, Instruction & Assessment Committee** will be to:

1. monitor and review Curriculum and Extra-Curricular programs and development;
2. assure financial stability that maintains educational programming in order to meet the needs of our students;
3. facilitate, support and act as a sounding board for educational ideas between members of the committee and school district administration and the community;
4. review information (educational materials) and provide presentations versus conducting in depth studies;
5. receive proposals, screen ideas and streamline information around district curriculum, instruction, assessment, extra/co-curricular programming, before/after school student-based activities, community education, and the overall educational program for the entire school board;
6. receive and review testing & assessment presentations;
7. monitor and review progress toward instructional and/or extra-curricular/co-curricular goals;
8. review technology (instructional) practices;
9. communicate with the community issues related to educational programs;
10. strive to deal with issues and information at the committee level and make recommendations to the full Board

VI Operation

The **Curriculum, Instruction & Assessment Committee** will abide by Roberts Rules of Order

A. Motions and Voting

1. The **Curriculum, Instruction & Assessment Committee** has the power to refer items to the Board of Education or other committees. All motions and actions of this committee are advisory to the whole of the Board of Education.
2. Committee members may abstain from voting. A vote count will be identified and reflected in the committee minutes
3. The committee will strive to achieve unanimous consensus on motions, but in situations where this is not possible, the committee must come to at least a majority consensus. If there is an even number of members and a vote is a tie then the motion either dies or is put on the next agenda at the discretion of the committee chair or by a majority decision *(Ken to reflect more on this item)*

B. Meeting Agenda

This committee shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place and subject matter of the proposed meeting. A committee may conduct a closed meeting, pursuant to 19.84 Wis. Stats, providing it is for one of the purposes described and the committee abides by all requirements for the conduct of a closed meeting.

1. The committee chair will confer and will work in collaboration with the District Administrator and/or designee for compiling, setting and finalizing the agenda.
2. If a committee member cannot be present at a meeting, they may request that the committee chair consider moving important agenda items to the next meeting as follows:
 - a. If the agenda has been posted, the committee chair should make a motion at the meeting to move the item(s) to the next meeting if possible. The agenda item will be moved by a majority vote.
 - b. If the agenda has not been posted, the committee chair may move the item at his/her discretion.
3. Meetings will plan to be no longer than 90 minutes. Agenda topics will be set with times allocated for presentation and time for questions. The committee chair or designee will identify that there is a need to proceed to the next agenda item when time is up. Presenters should fit the presentation time. Committee members who have questions that exceed the time limit for such have two options
 - a. Schedule an appointment to meet or talk with appropriate school personnel to have questions answered. The District Administrator will be notified of these requests or
 - b. Ask the committee chair to have the item added to the next committee meeting agenda.
4. The District Administrator or designee is the meeting time keeper.

C. Discussion and Comment

Committee meetings will provide for a period of public participation, and recording appropriate minutes of the meeting. The **Curriculum, Instruction & Assessment Committee** is a subcommittee of the Board of Education.

1. Members of the public who speak will follow guidelines as posted on the district web site for board meetings
2. Members of the public refusing to abide by these rules will be asked to leave the meeting.
3. The No Surprise Rule: an individual wanting to speak/present at this committee, will need prior approval from the chair, at least a week in advance of the meeting, to be considered for addition to the committee agenda. The chair will talk with appropriate personnel to assure the committee is prepared to address ideas/concerns.
4. Non-committee Board members who attend this meeting are considered members of the public.
5. Administrators are members of the public. They will follow the same rules as the public. They will be recognized for agenda items when they are presenting information.

6. The District Administrator and/or designee will assist to facilitate this committee and may act in the role of consultant(s) to the committee and thus are neither full voting members of the committee or members of the public.
7. Presenters who have been recognized by the committee chair may recognize other members of the public to help with their presentation.

D. Committee Communication at meetings of the Entire Board

1. It is the responsibility of the chair to present a condensed version of the committee meeting to the Board of Education's regular meeting. The committee chair will present any items that the Board must consider for action.
2. The committee can recommend full presentations of important items to the board. If this recommendation is not made, the committee chair will strive to present key information and not replicate committee presentations.
3. If a non-committee Board member seeks more in-depth information he/she is encouraged to attend the committee meeting or to communicate with the committee chair for additional details.

E. Internal Committee Communication

1. Committee members who receive feedback from the public, including district personnel, will not offer a solution to those individuals but refer the individual to the appropriate school personnel and may notify the individual that they will bring those concerns to the committee chair. (*Refer to the Tomahawk School District Board Communication Protocol)
2. Concerns with committee decisions will be voiced at the committee meeting and all attempts at achieving unanimous consensus will be made on all issues. Consensus may not always be achieved which is okay. Issues that cannot be resolved will be handled in a professional manner and will stay within the committee.

VII Agreement:

Board members who are appointed to this committee hereby acknowledge that they have read The Governance Charter of the **Curriculum, Instruction & Assessment Committee** and understand the guidelines outlined in this document and will signify this by signing the documents signature page. This page will be kept on file in the school district office.

**Signature Page of the Governance Charter of the
Curriculum, Instruction & Assessment Committee**

By signing below, I hereby agree that I have read the: **The Governance Charter of the
Curriculum, Instruction & Assessment Committee**

Signature: _____ Date: _____
Printed Name: _____

Signature: _____ Date: _____
Printed Name: _____

Signature: _____ Date: _____
Printed Name: _____

Signature: _____ Date: _____
Printed Name: _____