



PRINCETON PUBLIC SCHOOLS  
 INDEPENDENT SCHOOL DISTRICT NO. 477  
 706 First Street, Princeton, MN 55371  
 763.389.2422 763.389.9142 Fax

*Dr. Julia Espe, Superintendent* 763.389.6190  
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*Brenda Alexander, Director of Human Resources* 763.389.6181  
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**Curriculum Committee Meeting Agenda**  
**9/17/13 ~ 5:00pm-6:00pm**

*Purpose of Meeting:* To provide organization and information to the board on the positive direction of curricular implementation and educational leadership in #477.

*Committee Members:* **Deb Ulm\***, **Chuck Nagle**, **Howard Vaillancourt**, **Julia Espe**, **Melinda Jezierski**

*Committee Members Present:*

*Committee Members Absent:*

*Next Curriculum Meeting:* All meetings go from 12:00-1:00 with the exception of 9/10/13 which begins at 6:00pm  
 9/10/13\*, 9/17/13, 10/1/13, 12/3/14, 2/4/14, 6/3/14

1. Review of Marzano/Leadership, STEM/MSTP work from the summer: Teachers involved and potential benefits to students.
2. Curriculum Review Cycle being developed to follow state statute/curricular review: Presentation and review of the Princeton Curriculum Cycle.
3. State Testing Data: Review of the MCA reading, math & science scores longitudinally across grade bands. Review of work to date on ATPPS District/School Goals
4. Reminder the process of revision/additions to the High School course schedule, 2014-15 school year will begin soon. (See attached)
5. Review of previously agreed schedule and timeframe for meetings: (See above)



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**TO:** High School Principals, High School Department Chairpersons, Guidance Dept.  
**FROM:** Melinda Jezierski, Director of Teaching and Learning  
**RE:** New Secondary Course Proposal Process  
**DATE:** September 11, 2013

Proposals for new courses or significant course content changes, which would affect students beginning in the 2014-2015 school year, need to be submitted for review by the **third Thursday in October**. A description of the course proposal process appears below. The course proposal form is available on the district web site under <Curriculum>.

*New Secondary Course Proposal Process*

**Step 1: Proposal Process Distribution – September**

Proposal process information is distributed to department chairs. Departments are encouraged to begin to discuss/gather information on possible proposals for fall submission.

**Step 2: Preliminary Planning – September – Mid October**

Departments begin planning for course additions or deletions for the following school year. All new course proposals shall be submitted to the principal from the department chairs by **October 17**.

**Step 3: Administrative Review – Late October**

Individuals may submit proposals to the appropriate department chairperson. The proposals, even if not supported by the department or department chair, will be submitted to the principal for review. Only complete proposals submitted using the district format are considered. The Director of Teaching and Learning and building Principal will conduct a proposal review and may ask for clarifications from the proposing department. This administrative team may submit accompanying recommendations along with the proposal.

**Step 4: Site Leadership Committee Review – Early November**

All proposals are forwarded from administrative review to the Site Leadership Committee for review. Committee reviews are completed by **November 15** in order to be presented to the School Board at the first December meeting. Proposals that have approval/support from any one of the following will be forwarded to the Board: Site Leadership Committee, Principal or Director of Teaching and Learning.

**Step 5: School Board Review - December**

Course proposals approved by one or all of the above will be forwarded to the School Board for review at the first December regular Board meeting.

**Step 6: Final Board Decision/Registration Guide – December - January**

The Board may need to make final decisions during the second December or first January meeting. Following final Board decisions, the Registration Guide is printed by the end of January, in order to be ready for registration.

**Step 7: Completion of Course Outline – March 15**

If the course is approved by the Board, the submitting department is responsible for submitting the completed course outline by early **March** of the current school year to the Director of Teaching and Learning. No district funds for curriculum writing are allocated for this purpose.