

CURRICULUM STEERING COMMITTEE POLICIES AND PROCEDURES

A. General Policies and Procedures

- A-1. The Curriculum Steering Committee (herein referred to as CSC) will meet on the second and fourth Wednesday of each month at 4:30 p.m. at the Administration Building.
- A-2. The Vice Chairperson will contact members before meetings are scheduled by the chairperson or their designee.
- A-3. A quorum of nine of the sixteen members is necessary to conduct CSC business. A simple majority of those present is required to pass a motion. In the event of a tie, the chairperson's vote shall break the tie. Only members and seated alternates who are present may vote. Alternates shall be allowed as follows:
- I. The central-office administrator may find another central-office administrator to serve as an alternate.
 - II. A grade-level administrator may find another administrator at the same grade level to serve as an alternate.
 - III. The WEA appointed member may have the WEA President, Vice President or Congressional Trustee serve as an alternate.
 - IV. The WEA grade-level members may have the respective WEA Zone Trustee, the President or Vice President may serve as an alternate.
- A-4. At the discretion of the Chairperson, CSC may act as:
- I. THE COMMITTEE OF THE WHOLE to:
 - a. Act on applications for funding
 - b. Approve or accept all completed proposal reports.
 - c. Approve committee expenditures.
 - d. Review and make recommendations on all proposed curriculum changes.
 - II. A SUB-COMMITTEE to:
 - a. Hear a project leader's presentation.
 - b. Make a recommendation on the proposal to the Committee of the Whole.
- A-5. At the first regularly scheduled CSC meeting of the school year, officers will be elected. All terms of officers will be one year. Officers are:
- CHAIRPERSON Chairs meetings. Shall be a WEA member.

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VICE-CHAIRPERSON	Chairs meetings when the chairperson is absent or upon request of the chairperson. Shall handle all correspondence of the committee.
TREASURER	Distributes funds and keeps committee informed on the status of funds. Shall be the Chief Academic Officer or his/her administrative designee.
SECRETARY	Takes minutes of meetings and disseminates the minutes.

- A-6. Each year CSC will announce a funding cut-off date when its budget is depleted.
- A-7. CSC may restrict the amount of money allocated and/or the number of participants funded for any one conference or project.
- A-8. Funding for CSC is designated by curriculum projects and conferences. The following restrictions shall be in place:
- I. Tuition for graduate courses or credits shall not be covered. SB-CEU credits shall be funded if their cost is included in the conference registration fee.
 - II. Membership Fees shall only be covered if the member attends the CSC approved conference and it is part of the registration fee.
 - III. Professional Organization Dues shall only be covered if the member attends the CSC approved conference and it is part of the registration fee.
 - IV. Computer hardware or other equipment shall only be covered if it is part of a CSC approved project and shall become property of the district.
 - V. Texts or other consumable items such as workbooks shall only be covered if it is part of a CSC approved project and shall become property of the district.
 - VI. Classroom guest speakers shall only be covered if it is part of a CSC approved project.
 - VII. Supplies or materials for classroom use shall only be covered if it is part of a CSC approved project and shall become property of the district.
- A-9. Applications for conferences shall only be approved if it is aligned with the teacher's building school improvement goals or evaluation goals.
- A-10. Exceptions to these policies are at the total discretion of CSC.

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- A-11. Participants will be required to fill out a conference/project evaluation form that must be submitted to CSC and submit original receipts for qualified expenses to be reimbursed through the Out-of-Pocket Expense form on the district Document Repository website. In addition, participants MAY be expected to:
 - I. Act as a district resource person.
 - II. Help, plan or present in-service training based on building or district needs.
 - III. Present CSC with an oral report when a project is completed.

- B. Conference Policies and Procedures
 - B-1. Applicants must be a WEA member.

 - B-2. The CSC shall grant a maximum of \$800 for in-state or \$1,200 for out-of-state conferences with conference attendance not to exceed three (3) sub days. The maximum of three (3) days may include one (1) day as a travel day (i.e. one travel and two for conference attendance during the work week).

 - B-3. Individuals are limited to one in-state or out-of-state conferences each year. WEA members (not alternates) who serve on CSC may attend one conference each year. One WAA member (not alternates) on the committee may attend one conference each year.

 - B-4. A maximum of four (4) people per building and ten (10) people per district may attend the same conference each year.

 - B-5. CSC will award funding for conference participation that aligns to the applicant's:
 - I. Building school improvement goals
 - II. Evaluation goals

- C. Project Policies and Procedures
 - C-1. Funding for projects may be granted every year with a maximum of ten (10) projects funded per year not to exceed to maximum allowed in the WEA Master Agreement.

 - C-2. The maximum amount awarded per project will not exceed \$1,500.

 - C-3. CSC will award funding to curriculum projects based on the following criteria:

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- I. Projects must have educational benefit for students and be based on sound educational philosophy and practice consistent with WCS curriculum.
 - II. Benefit WEA members in supporting or assisting curriculum.
 - III. Projects must not be self serving, i.e. not used to recruit students for courses or extend contract limitations.
- C-4. CSC will consider projects based on these additional criteria:
- I. Can be used at other schools.
 - II. May pay for training, typing, small consumables and workshop time.
 - III. May pay for recognized consultants as part of an ongoing project.
 - IV. Part of the funding may be used for substitute teachers.
- D. Conference and Project Application and Reimbursement Policies and Procedures
- D-1. Conference applications must be submitted to the applicant's building principal and/or supervisor for approval at least three (3) weeks in advance of the conference.
 - D-2. Application must be completely filled out with all necessary approvals and/or signatures.
 - D-3. Project applications must be completely filled out with all necessary signatures and received by the Vice Chairperson by 4:00 p.m. of the Friday prior to the next scheduled meeting for consideration at that meeting.
 - D-4. Incomplete conference and project applications will be returned to the applicant for completion and will not be considered approved until complete.
 - D-5. Project applicants will be notified no later than the Monday prior to the next scheduled meeting of the date and time for consideration of their application. Applicants must appear before the committee for their project application to be considered.
 - D-6. Upon approval of a conference application the applicant will receive, via email, notification that their conference has been approved, their absences has been entered into AESOP, conference information has been entered into KALPA, and directions for submitting their expenses for reimbursement.

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- D-7. Upon approval of a project application the applicant will receive, via email, notification that their Project has been approved and the procedures for submitting their expenses for reimbursement.
- D-8. If the applicant's principal and/or supervisor denies approval of a conference, the teacher and the Principal and/or supervisor have the right to present their case to CSC. If the applicant requests an appeal of the principal and/or supervisors denial, they must notify the Vice Chairperson within five (5) work days of receiving the denial, via email. The applicant must be present for the appeal to be considered. The decision of CSC shall be final. If the vote of CSC ends in a tie, the vote of the chairperson shall prevail.
- D-9. After a conference or project is completed, the participant(s) must complete an online Out-of-Pocket Expense Report, located on the Document Repository, and send original receipts for reimbursement to the CSC Treasurer within fifteen (15) school days of the end of the conference or project. Should an expense report not be submitted within fifteen (15) school days of the end of the conference, expenses shall no longer be reimbursed to the member. Appeals to this deadline may be made to CSC whose decision shall be final. Failure to clear conference expenses for conferences could result in lost money for CSC and may affect future approval of conference and project applications.
- D-10. Reimbursement will be according to the following guidelines:
- I. Reimbursements shall not exceed the maximum amounts set in this document.
 - II. Participants are required to submit appropriate original (not duplicate or FAX) receipts for all expenses.
 - III. The conference fee or registration is paid in full.
 - IV. Transportation reimbursement is set at current IRS code (as determined by the district) per mile (automobile) and air travel is limited to flight cost as coach fare.
 - V. Food costs are limited to \$8.75 for breakfast, \$8.75 for lunch, and \$21.00 for dinner, per day (no reimbursement is allowed for alcoholic beverages).
 - VI. Any costs of substitutes are paid in full and are not included in the individual amount allocated for the conference or project. If the participant does not attend a pre-approved conference and does not

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notify the CSC Vice Chairperson, the participant's Personal Leave Days (PLD) may be affected.

- VII. For curriculum projects any participant workshop rate of pay is set by contract.

E. Curriculum Policies and Procedures

- E-1. CSC will review all curriculum changes including those not necessarily funded through this Committee. If the Committee or District establishes a teacher curriculum study, review or writing group, it shall be composed of teachers. All teachers currently teaching the subject area under study shall be considered for the group and shall be notified of the opportunity to serve on the group. Teachers shall be paid at the workshop rate for all work performed outside of the work day.
 - I. All reports, proposals, and recommendations reviewed by the Steering Committee shall be submitted in a timely manner to the Chief Academic Officer and the WEA President.
 - II. The Chief Academic Officer shall have the right to review all reports and make suggestions for change in writing to the curriculum study, review or writing group.
 - III. The Chief Academic Officer shall forward his/her considerations back to the Steering Committee in a timely manner.
 - IV. The Steering Committee, upon receipt of the Chief Academic Officer's written recommendations, may modify its report prior to submitting its final report back to the Chief Academic Officer.
- E-3. The Chief Academic Officer shall then submit all curriculum recommendations to the Board which shall include the recommendations of the Steering Committee and the designated study committees. At least two (2) work days prior to the Chief Academic Officer's recommendation being sent to the Board, a copy shall be provided to the Steering Committee and the Association.