

School District of Lodi
Curriculum and Instruction Committee

(A)9-11-95
(R) 4-9-01
(R) 11-10-08

Purpose: The function of the Curriculum and Instruction Committee is to evaluate and review staff development, curriculum programs and their progress. The committee shall review textbooks and workbooks and may review other instructional materials as deemed appropriate. The guidelines used for assessment shall include alignment to local standards and financial impact. Committee recommendations shall be presented to the full Board for approval.

The committee will review the Curriculum and Instruction budget on a semi-annual basis.

Agenda: The Director of Instruction, in consultation with the Chairperson may place items on the agenda. The committee, through the Chairperson, retains the right to limit this authority; however, considerable flexibility should be allowed for the Director of Instruction to place items on the agenda. The Director of Instruction shall ensure collection and timely distribution of supporting material, and proper posting of agendas.

Any committee member may have items placed on the agenda for an upcoming meeting by suggesting the items during a committee meeting. An agenda item titled "Future Agenda Items" will be on all committee meeting agendas to insure that a convenient opportunity for suggesting future topics will be available. No discussion of the item may occur until the item is properly noticed and included on a meeting agenda.

Committee Authority:

Committees are not empowered to make decisions in place of the board. Committees shall ensure that board guidelines and policy are followed their area of responsibility. Committees will make recommendations to the board regarding agenda items that require a vote by the board. Committees will make periodic reports to the board to keep fellow board members informed of the status of committee activities. Committees will take action as a group by majority vote. Committees should provide input to and receive input from the administration during the development of recommendations to the board. Committees may require reports from the administration. Committee shall abide by all Open Meetings and Open Records Laws in the State of Wisconsin.

Membership: Director of Instruction
School Board Members (3)
(Members and Chairperson to be appointed by the board President.)

Frequency of Meetings:

It is recommended that the committee meet a minimum of four times per year. All meetings are on call of the Chairperson.

Minutes: The Director of Instruction shall ensure complete minutes are recorded and maintained. Meeting minutes shall be distributed to all board members, posted on the district web site and maintained at the district office.