

# **Township of Union Public Schools Curriculum Council and Course Adoption**

est. 5/2021

The purpose of the Township of Union Curriculum Council is to serve as an initial feedback forum for proposed new courses and proposed changes to existing programming in the district. Curriculum Council should review both new/revised course proposals (defined as any course that will require a new course code in Genesis) as well as changes and reconfigurations of courses of study.

Curriculum Council members should be established annually at the end of the school year and should consist of:

- two central office administrators;
- one elementary building-level administrator;
- one middle school building-level administrator;
- one high school building-level administrator;
- three content-area supervisors;
- the Supervisor of Counseling;
- five instructional staff members;
- two parents;
- and two students.

Efforts should be made to include representation of varied grade levels as well as of target populations (i.e. ESL, SPED, etc.).

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## ***Curriculum Council Yearly Schedule and Meeting Goals***

### **Meeting 1: October**

#### **Meeting Goals:**

- Review educational trends related to programming
- Review any data/feedback related to programs introduced in the prior school year
- Discuss, in generalizations, what the district may want to consider implementing for the following school year

## **Meeting 2: December**

### Meeting Goals:

- Administrators present new courses for consideration for implementation in next school year
- Note that all courses must be brought to Curriculum Council via an administrator. Staff are welcome to present as well, but an administrator must initiate the introduction to Curriculum Council. Content area courses should be initiated by the content area supervisor. Building level programs should be initiated by building administrators.
- Courses approved at this meeting will go on to receive appropriate Central Office administration for final approval.

## **Meeting 3: January**

### Meeting Goals:

- Administrators present new programs/courses for consideration for implementation in next school year.
- This meeting is **the last opportunity** for new courses to be introduced for implementation or for changes to be made (sequence/prerequisites/etc.) to existing courses for the following September, excluding NJDOE required programs that are announced after this date.
- Note that all programs/courses must be brought to Curriculum Council via an administrator. Staff are welcome to present as well, but an administrator must initiate the introduction to Curriculum Council. Content area courses should be initiated by the content area supervisor. Building level programs should be initiated by building administrators.
- Courses approved at this meeting will go on to receive appropriate Central Office administration for final approval.

## **Meeting 4: March**

### Meeting Goals:

- Review courses that received final approval from Central Office for implementation in the following school year.
  - Discuss trends/goals for courses that the district may want to begin considering to investigate.
  - Identify members for the following year's Curriculum Council.
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## ***Course of Study Adoption Procedures***

### **Step 1**

- Establish a need using current educational trends, data, student surveys, and NJDOE directives.

### **Step 2**

- Complete the Proposal Form.
- Contact the appropriate Central Office administrator to be placed on the Curriculum Council agenda for either December or January.

### **Step 3**

- Present the proposal to the Curriculum Council.
- If approved, contact the appropriate Central Office administrator to make an appointment for review.

### **Step 4**

- Once Central Office provides approval, post for curriculum writing.
- Begin preparing quotes for materials.

### **Step 5**

- BOE approval for curriculum writing may require a presentation by the proposing administrator to the BOE Education Committee.

### **Step 6**

- Contact Ann Hart to receive a course code.
- Once a course code is received, communicate the code and the course description to Nicole Ahern. *This must be completed by the end of February of the prior school year to allow for scheduling.*

### **Step 7**

- Submit completed curriculum guide to appropriate Central Office administrator for approval by July 15.

