

Minutes for **INSTRUCTIONAL IMPROVEMENT COUNCIL** Meeting
3:45 – 5:15 p.m. Wednesday, January 18, 2011
Germantown School District – Board Room

“Empowering and Inspiring All Students to Success”

1. Junior Achievement – other district examples
 2. Northwest Mutual-community partnership example
 3. School Improvement Plans – KMS
 4. Report out findings on service learning/community service from other districts
 5. RTI update
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- ❖ Next meeting date/time (See website)
 - Agenda items:

Process for Course/Program Addition, Deletion or Modification

1. Recommendations for course/program additions, deletions or modifications shall be presented to the subject area curriculum steering committee by April 1 of the school year proceeding the school year in which the proposal shall be considered for adoption. High school course proposals shall have received the acknowledgment of the high school department and administration prior to submission to the steering committee.
2. K-12 curriculum steering committees shall provide an initial endorsement, an endorsement with modifications, or a rejection by May 1 of the same school year mentioned above. A definite Course outline is to be developed prior to further consideration by the K-12 committee in the fall.
3. By October 1, the finalized course proposal shall be presented to the subject area curriculum steering committee for review, adoption or rejection.
4. The approved proposals shall be presented to the Instructional Improvement Council by November 1 for discussion and review.
5. The Instructional Improvement Council shall take final action relative to course/program proposals at the scheduled end of November meeting.
6. The Board shall act on the proposals no later than its last meeting in December.

Instructional Improvement Council Responsibilities

The Instructional Improvement Council monitors and reviews all recommendations relative to the instructional program. The Council sends recommendations to the Administrative Council and to the Board of Education.

- A. To act on program modifications.
- B. To recommend modifications to the Administrative Council and Board.
- C. To endorse textbook adoptions.
- D. To receive and analyze reports that impact the instructional program:
 - a. achievement testing
 - b. curriculum evaluation, audit reports and implementation plans
- E. To recommend and assist in implementing effective staff development programs.
- F. To review curriculum steering committee goals.
- G. To update the K - 12 curriculum long-range action plan as necessary.