

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan, Minnesota  
*Educating our students to reach their full potential*

Series Number 601.2.2AR Adopted July 1993 Revised February 2016

Title Curriculum and Instruction Advisory Council

1. **Purpose** – The purpose of the Curriculum and Instruction Advisory Council (CIAC) is to:
  - 1.1 Ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards, and
  - 1.2 Recommend to the School Board student achievement goals and measures, district assessments and other components of the World’s Best Workforce – Our Learning Plan.
2. **Role**
  - 2.1 A districtwide Curriculum and Instruction Advisory Council (CIAC) will be established and maintained by the district to serve in an advisory capacity to the School Board on matters related to curriculum, instruction, student assessment, program evaluation and implementation of the state academic standards.
  - 2.2 CIAC activities may include the following:
    - 2.2.1 Reviewing improvement plans for subjects which have undergone curriculum review and evaluation;
    - 2.2.2 Annually reviewing components of the World’s Best Workforce-Our Learning Plan and suggesting revisions for School Board adoption, if necessary, and
    - 2.2.3 Reviewing other curriculum-related matters and programs.
3. **Membership** – To the extent possible, the council will represent the diversity of the district communities and learning sites. The membership of the council should include parents, teachers, support staff, students and other community residents. Whenever possible, parents and other community residents shall comprise at least two-thirds of the council members.
  - 3.1 The CIAC will be made up of 16 parents/residents, eight employees, five students and the Director of Teaching and Learning. Members of the Board Curriculum and Instruction Committee serve as ex-officio members.
    - 3.1.1 Each student will represent one of the district’s four comprehensive high schools and the School of Environmental Studies (SES).
    - 3.1.2 The parents/residents and employees will be chosen as follows: Each cluster shall have two elementary parents, one middle school parent and one high school parent. Each cluster shall have an elementary staff member and each cluster shall have either a high school or middle school staff member. A cluster is comprised of a comprehensive high school and the middle and elementary schools that feed into it. For parents, the school level they represent will be based on where their child attends school during the first year of the parents’ first term on the CIAC.
  - 3.2 Terms of Office – Terms of office shall run from August 15 through the last day of school in June.

- 3.2.1 Parents, residents and employees shall serve three-year terms. Terms shall be established to ensure the continuity of a portion of the membership each year.
- 3.2.2 Students will serve a one-year term.
- 3.2.3 The Director of Teaching and Learning will serve on an ongoing basis.
- 3.2.4 No member may serve more than two three-year terms, whether or not the terms are consecutive, however, a person selected to complete an unexpired term may not serve more than a maximum of eight years.

### 3.3 Selection of CIAC Members

- 3.3.1 Parents/residents must complete and submit an application form (Procedure 601.2.2P, Application to Serve on the Curriculum and Instruction Advisory Council). Employees may be recommended to serve or may apply by completing and submitting an application form to the Director of Teaching and Learning.
- 3.3.2 Students may be recommended by teachers or their principal (after consulting with teachers who know the student), or may apply to a teacher or principal.
- 3.3.3 Openings on the CIAC will be advertised in district publications, area newspapers and on the district website. Applications will be accepted until the published deadline for terms beginning the following August 15. Applicant recruitment may take place after the published deadline for openings for which there are no applicants meeting the guidelines in section 3.1.2 above.
- 3.3.4 After the published deadline, the district staff on CIAC will meet to review applications based on membership criteria described in sections 3 through 3.1.2 above and make recommendations to the Board Curriculum and Instruction Committee regarding the new members.
- 3.3.5 The Board Curriculum and Instruction Committee will make recommendations for all CIAC membership to the School Board.
- 3.3.6 The School Board will be asked to approve new members in June.

3.4 Filling Unexpired Terms – When a position becomes vacant before the end of its term, the position will remain open until the next application (see section 3.3 above).

3.5 Chairperson - At the first meeting, the CIAC will elect a chairperson for the current year. Student members and the Director of Teaching and Learning are not eligible to serve as chairperson.

### 3.6 Expectations and Roles of Members

- 3.6.1 Members are expected to attend a minimum of two of the four regular CIAC meetings each year.
- 3.6.2 Members are invited to participate in other CIAC-related activities.
- 3.6.3 A member who isn't able to fulfill their commitment may resign or may be asked to resign by the Director of Teaching and Learning.

4. **Meetings** – The CIAC will hold at least four regular meetings each year, from August through May. The meetings will be publicized in district publications, area newspapers and on the district website, and will be open to the public.

## 5. **Relationship to the School Board**

- 5.1 The CIAC will serve in an advisory capacity to the School Board.
- 5.2 In accordance with statute, the World's Best Workforce – Our Learning Plan will specify CIAC goals, objectives and accomplishments annually with the School Board.

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**References:** - Minnesota Statute 120B.11, School district process for reviewing curriculum, instruction, and student achievement; Striving for the world's best workforce