

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Instruction

6141.6 - AR

CURRICULUM COUNCIL

A. Purpose and Scope

The Curriculum Council shall serve as a consultative body to assist and make recommendations to the Assistant Superintendent - Educational Services, on varied issues relating to the educational programs of the district.

B. General

Suggestions and/or questions regarding this procedure should be directed to the Assistant Superintendent - Educational Services, or to the chairperson of the Curriculum Council.

C. Forms Used and Additional References

1. No standard forms
2. Additional references are found in district policies and administrative regulations relating to the educational program and specifically to curriculum and instruction issues.
3. Additional references may also be found in state law, regulations, advisories, and curriculum publications as appropriate to specific issues.

D. Procedure

1. Functions

To fulfill its purpose as stated in "A" above, the Curriculum Council may review and make recommendations on the:

- a. Development, review, revision, and deletion of curriculum
- b. Development, review, revision, and deletion of various instructional support programs
- c. Selection and adoption of textbooks and other instructional materials
- d. Challenges to the selection, use, and/or retention of the various forms of instructional materials

2. Membership and Terms

a. Teachers

- 1) One teacher from each regular school selected by the faculty of that school for a two-year term. (The first council formed under this regulation will have one half of the representation on one year terms.)
- 2) One representative of the certificated bargaining unit selected annually by that unit.
- 3) One special education teacher representative selected annually by the district's special education staff.

b. Instructional program leaders

- 1) An elementary principal for each three elementary schools appointed annually by the Assistant Superintendent - Educational Services
- 2) Middle school principals
- 3) High school principals or assistant principals, instruction
- 4) District-level directors, administrators, and coordinators with curriculum and instruction responsibilities

c. Parents

One parent from each high school companion attendance area and two at-large parent/community members appointed by the Placentia-Yorba Linda PTA Council Executive Board for a two year term. (The first council formed under this regulation will have one-half of this representation on one year terms.)

3. Meetings

- a. The Curriculum Council shall meet quarterly or as required to fulfill its function.
- b. Special meetings may be called by the chair if necessary to accomplish tasks referred to the council or to meet fixed time requirements.

4. Officers and Their Duties

- a. A chairperson shall be appointed by the Assistant Superintendent - Educational Services. The chairperson shall schedule meetings, publish agendas, and conduct the meetings. The chairperson shall appoint a chairperson pro tem on an as needed basis.
- b. The chairperson shall provide a secretary. The secretary shall keep and distribute minutes and other records of the Council.

5. Agendas

The chairperson shall prepare agendas at least two weeks before scheduled meetings. Agendas and supportive documents, when appropriate, should be distributed to members prior to the meeting date.

6. Quorum

Twenty (20) members shall constitute a quorum. Business may be conducted without a quorum, but the minutes must reflect the absence of the quorum.

E. Reports Required

None

F. Record Retention

Minutes, agendas, supportive documents as appropriate

G. Responsible Administrative Unit

Assistant Superintendent - Educational Services

H. Approved by:

Dr. Olivia Yaung
Responsible Division Head

10/3/23
Date

Dr. Alex Cherniss
Superintendent

10/3/23
Date