

Curriculum Leadership Institute E-Hint

Use your Long Range Plan!

Planning for next year is in full swing; in fact, many of you have completed most of the planning necessary to start school. For those of us in charge of curriculum and instruction, planning for each Subject Area Committee (SAC) that will be active is one of our most important tasks. It is possible, even preferable, to lay out the schedule for all SACs well in advance so everyone can see what will be happening throughout the next school year. The key to planning this schedule is to *put the Long Range Plan in front of you* and use it as your guide. Remember, the Long Range Plan (LRP) should be a "living" and well-used document, not something created once and then forgotten. On the next page is a sample LRP, complete with an explanation of the code abbreviations. Using this sample as a guide, we know we would need to plan for the following:

Every SAC that has a "C," or is writing a new curriculum document, needs a series of meetings during the school year, or comparable time during a "summer SAC."

Every SAC that has a "VC," or is implementing a new curriculum will need at least one SAC meeting towards the latter part of first semester and one SAC meeting towards the latter part of second semester for validation reports and decision-making.

Every SAC that has an "A," is developing new common assessments and will also need a series of regular meetings, as this is time-consuming work.

A SAC with a "VA," is implementing new assessments and will also need at least one SAC meeting at the end of first semester and one SAC meeting at the end of second semester for validation reports and decision-making.

SACs with an "R" are going through the resource adoption process and will need a series of meetings to give adequate time to reviewing and evaluating preview copies. You may have all teachers involved in this process, and if so, the SAC will need at least one meeting at the end of the process to make the final recommendation based on the teachers' input. The final decision must be made in time for the March or April Curriculum Coordinating Council and Board meetings so requisitions can be completed and the orders submitted and received in time to be distributed for the new school year.

Scheduling SACs may seem like a simplistic concept but as the years go by, scheduling SACs is anything but simple. Every SAC must be held to the LRP's timeline or the curriculum process is compromised. The more SACs that are active, the more complicated the schedule becomes, and – likewise – the more investment that must be made in terms of time and money. Hold SACs to their timelines...teachers will be more satisfied with the work and the board will be more satisfied with how money is being spent!

Page three of this *E-hint* is a complete SAC schedule that correlates with the sample Long-Range Plan. Please contact CLI if you have any questions regarding these samples.

Sample USD 000 LONG-RANGE PLAN

Abbreviations:	
C.	Develop curriculum documents
VC.	<i>Implement and validate new curriculum</i>
R.	Select resources
	Develop common summative assessments
VA.	Implement and validate new assessments
C-2	2 nd Cycle: develop curriculum
A-2	2 nd Cycle: develop assessments

SUBJECTS	06 Summer	06-07	07 Summer	07-08	08 Summer	08-09	09 Summer	09-10	10 Summer	10-11
Math		VA						C-2, A-2		VCA, R
Language Arts	C	VC, R	A	VA					C-2, A-2	VCA
Science			C	VC, R	A	VA				
Social Studies					C	VC	A	VA, R		
Technology & Computer Apps.				C		VC, R		A		VA
Foreign Language						C		VC		A, R
Fine Arts (Art, Vocal, Band, Speech)		VC	A	VA, R						C-2, A-2
PE					C	VC	A	VA, R		
Health				C		VC		A, R		VA
Practical Arts (CTE)*		R						C-2, A-2		VCA

*Career & Technical Education: Family and Consumer Sciences (FACS), Health Careers, Auto Collision, Culinary Arts, Printing-Graphic Communications, Agriculture Sciences, Business-Accounting Technician, Business-Information Processing, Cabinet Making, Drafting, Communication Technology

08-09 Summer & School Year SAC and CCC Schedule

Science SAC – create new assessments, validate new assessments

Social Studies SAC – write new curriculum, validate new curriculum

Technology/Computer Applications SAC – validate curriculum, choose new resources

Foreign Language – write new curriculum

PE – write new curriculum and validate new curriculum

Health SAC – validate new curriculum

Month	Activity	Times
June 9-13	Science SAC (Assessments) Social Studies SAC (Curriculum) PE SAC (Curriculum)	8:00-3:00
August 27	Foreign Language SAC CCC	8:00-3:00 3:30-5:00
September 17	Foreign Language SAC CCC	8:00-3:00 3:30-5:00
October 9	Technology/Computer Applications SAC CCC	8:00-3:00 3:30-5:00
October 29	Foreign Language SAC CCC	8:00-3:00
November 11	PE SAC Health SAC CCC	8:00-3:00 3:30-5:00
December 3	Science SAC Social Studies SAC CCC	8:00-3:00 3:30-5:00
January 20	Technology/Computer Applications SAC	8:00-3:00
January 21	Foreign Language SAC CCC	8:00-3:00 3:30-5:00
February 18	Foreign Language SAC CCC	8:00-3:00 3:30-5:00
March 25	PE SAC Health SAC CCC	8:00-3:00 3:30-5:00
April 9	Technology/Computer Applications SAC	8:00-3:00
April 15	Science SAC Social Studies SAC CCC	8:00- 3:00 3:30-5:00
May 5	To be scheduled as needed	

Approved by CCC—May 8, 2008