

Windham Academy – Curriculum Committee Guidance

A high functioning committee presents an arena for teachers, administrators, parents and Board members to discuss new and perhaps better ways to increase student enrichment. It is a venue to exchange ideas and foster a positive impact on student learning and achievement.

The **Curriculum Committee's primary purpose** is to continuously improve the educational environment while adhering to the overall mission and vision of Windham Academy, as stated in its charter. The committee provides input on, but does not select, the curriculum for Windham Academy.

Curriculum Committee Structure and Meetings

Curriculum Committee meetings will occur at least once per quarter. Minutes will be taken at each meeting and distributed to attendees and other committee members.

- **Curriculum Committee** members will include; a board liaison, a teacher, and no more than three (3) parent representatives. The Committee Chair will be chosen from the parent representatives and approved by the Board of Trustees, as directed in the charter. The Director and the Committee Chair will serve as co-chairs of the Curriculum Committee.

Parent representatives may be recruited as needed to have a representation of the school membership. Interested persons can send an email to the Committee Chair person with information on why they would like to serve on the committee and the skills and perspectives they would bring. Parent representatives will be interviewed by committee representatives, such as the co-chairs and a quorum of the current committee members, in order to clarify roles and responsibilities.

A Curriculum Committee member who has a financial, personal, or private interest in any curricular change or learning material before the committee shall disclose such interest.