

Las Virgenes Unified School District Educational Services Department 4111 N. Las Virgenes Rd. Calabasas, CA 91302

Spring, 2009

## Dear Applicant:

Thank you for your interest in serving on the Las Virgenes Unified School District's Curriculum Council. I am enclosing an application for you to complete and return to my office by June 19<sup>th</sup>. All applications will be presented to the Board of Education. The Board will then form a sub-committee for the purposes of interviewing all applicants and making a recommendation to the full Board of Education.

Following is information that I believe will answer your questions regarding the purpose and responsibilities of Curriculum Council members.

- The Curriculum Council is made up of community members, teachers, administrators, and board members.
- Community member Appointments to the Council are for a two year period. There are six community members on the Council. Three positions are open per year, on a revolving basis.
- Successful candidates will have "broad-based" interests, be good listeners, be able to work I groups, and have a strong interest in the education of our students.
- Members of the Council attend four meetings per year scheduled for the third Wednesday of the month, October, January, March, and May, from 3:30 to 5:00 p.m. at the District Office. They may also be asked to serve on a sub-committee to further consider one of the areas of focus the Council has established for the year.
- The Curriculum Council is an advisory committee which addresses global and specific issues that either directly or indirectly impact the curriculums offered at the elementary, middle and high school levels and then makes a recommendation to the Board of Education. Examples include offering new or more advanced classes, modifying or deleting classes currently offered.
- The council is not a decision making committee. It makes recommendations to the Board of Education after thoroughly researching and discussing each issue.

Thanks again for your interest in volunteering to serve on the district's Curriculum Council.

Sincerely, Mary Schillinger Assistant Superintendent-Education

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