

## TEACHING AND LEARNING CHARTER

### Teaching and Learning committee authority

Pursuant to Resolution 2012-BOE28, dated November 7, 2012, the Board of Education of the Kingston City School District, has established a Teaching and Learning Committee to assist the Board of Education in the oversight of curriculum issues.

The District's resolution also states that the Teaching and Learning Committee will meet with Teaching and Learning administration at least quarterly to discuss and oversee curricular decisions and implementation in the Kingston City School District.

The committee will focus on issues of: equity and access, support and enrichment, and academic performance.

### Mission

The Board of Education of the Kingston City School District has established a Teaching and Learning Committee to provide independent assistance to the Board in the oversight of curriculum and instruction. The committee will work with the Teaching and Learning division and other administrators to ensure the effective and equitable implementation of KCSD's instructional program and social emotional learning objectives. Specifically, the committee will focus on:

#### Equity and access

- Equitable educational opportunities across all schools.
- All students have access to academic and extracurricular educational opportunities.
- Differentiation of instruction across the district; students of differing abilities and backgrounds are supported in ways that help them reach their academic potential.
- Diversity among KCSD Faculty & Staff

#### Support and enrichment

- Opportunities for support and enrichment are realized at the elementary, middle, and high school level.
- Implementation of AIS/RTI.
- Implementation of SEL initiatives.
- Implementation of programs for students with disabilities.

#### Academic performance

- Growth in student performance (local, state, national testing measures, graduation).

### Composition

The Kingston City School District Teaching and Learning Committee is a committee of the Board, consisting of up to four Board members, the Superintendent or ~~his/her~~ their designee, the Deputy Superintendent for Teaching and Learning, and Assistant Superintendents as needed (at the discretion of the Deputy Superintendent for Teaching and Learning), staff from the

department of Diversity, Equity, and Inclusion, and other faculty and staff as needed. Committee may include a member of the community.

### **Duties and responsibilities**

The duties and responsibilities of the Kingston City School District, Teaching and Learning Committee include the following:

- Monitor student academic performance.
- Discuss plans for enhancing student performance, including changes in programming, course offerings, and school schedules.
- Review corrective action plans.
- Discuss opportunities for enrichment and support and access to academic and extracurricular opportunities, with an eye toward equity. Bring community input to the committee and board.

### **Membership**

The membership duties of the Kingston City School District, Teaching and Learning Committee include the following;

- Good faith: members of the committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the committee and the district with such care as a generally prudent person in a similar position would use under similar circumstances.
- Confidentiality: during the exercise of duties and responsibilities, the committee members may have access to confidential information. The committee shall have an obligation to the district to maintain the confidentiality of such information.
- Oath of Office: All non-board members who are members of the Teaching and Learning Committee should be administered the district's oath of office by the district clerk.

### **Meetings and notification**

The Kingston City School District Teaching and Learning Committee shall meet at a minimum of four times a year. An agenda of each meeting should be clearly determined in advance. Any member of the Board of Education who is not a member of the Teaching and Learning Committee may attend these meetings as an observer.

The Teaching and Learning Committee shall prepare minutes. At a minimum, the minutes will include the following:

- Copies of the meeting agenda
- Date, attendance and location of the meeting
- Brief summary of the topics discussed or presented at the meeting
- A record of all actions or recommendations agreed to by the committee

### **Decision-making process**

All recommendations shall be reached by consensus of those members present at the meeting. Consensus is defined as an acceptable solution that all can agree to support. If consensus cannot be reached, polling of the voting membership will take place and simple majority will rule. A

quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

**Reporting requirements**

The Kingston City School District Teaching and Learning Committee has the duty and responsibility to report its activities to the BOE. Periodic reports of Teaching and Learning Committee activities are an important communication link between the Teaching and Learning Committee and the BOE on key decisions and responsibilities. The Teaching and Learning Committee’s reporting requirements are to:

- Report on the scope and breadth of committee activities so that the BOE is kept informed of its work,
- Make available minutes of meetings and work sessions, which clearly record the actions and recommendations of the committee, and
- Report on matters that should be disclosed to the BOE.

**Review of the charter**

The Kingston City School District Teaching and Learning Committee shall assess and report to the BOE on the adequacy of this charter on an annual basis. Charter modifications, as recommended by the Teaching and Learning Committee, should be presented to the BOE in writing for members’ review and action.

First Reading: November 28, 2012

Adoption Date: December 5, 2012

Revised: January 16, 2013

Revised: November 4, 2015

Revised: October 5, 2016

Revised: October 24, 2018

Revised: September 1, 2019

Revised: October 7, 2020

Revised: September 23, 2021

Revised: Sept 22, 2022

Revised: Oct 2, 2023