



Curriculum Writing Notes (CUR-F002)

Date: _____

Subject Area _____ Grade Level _____

Facilitator: _____ Place: _____
 Note Taker(s): _____

Agenda

I. Team members from the schools

	A. CHS / Richview	
	B. KHS / KMS	
	C. KIHS/KIMS	
	D. MCHS / MCMS	
	E. NEHS / NEMS	
	F. NWHS / NPMS	
	G. RHS / Rossvie	
	H. WCHS / WCMS	
	I. K-12 Virtual	
	J. Middle College HS	
	K. Elementary School Team	

II. Examine course standards

	A. State standards	
	B. National standards	
	C. Other	

III. Write curriculum scope and sequence

	A. Group standards into appropriate order of Teaching	
	B. Allocate instructional time necessary to teach each standards group (unit)	
	C. Integrate necessary instructional pacing into district and school calendars	
	D. Align textbooks when appropriate	
	E. Develop resources necessary to complete curriculum (ongoing process)	
	F. Other	

IV. Post work on the Curriculum Hub

	A. Review format	
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	B. Select information / documents to post	
	C. Post information / documents for each course	
	D. Other	

Consulting Teachers

V. Review postings on Curriculum Hub and communicate with subject area teachers

	A. Verify information is housed in correct locations	
	B. Contact teachers and administrators of the subject that updated curriculum is posted	
	C. Other	