



OFFICE OF INSTRUCTION

**Matanuska Susitna Borough School District**  
*Curriculum Council By-Laws*

***Article I: Name of the Organization***

The name of this organization shall be the **MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT CURRICULUM COUNCIL**, hereafter referred to as the Council.

***Article II: Purpose & Mission***

The main function of the Council is to recommend policy on the instructional programs of the District while overseeing the ongoing development and implementation of curriculum. In order to provide quality education to all the children of the District, the Council shall recommend curriculum which aligns with state and national standards, for approval by the MSBSD School Board.

The mission of the Council is to support a guaranteed and viable curriculum for our students through the implementation of a comprehensive curriculum review cycle so that students are demonstrating continual academic growth as evidenced by student achievement data.

***Article III: Meetings***

**Section A: Conduct of Meetings**

All meeting of the Council shall be conducted in accordance with "Parliamentary Law at a Glance" based on Revised Robert's Rules of Order.

**Section B: Regular Meeting**

The Council shall meet regularly during the school year. The dates for each school year will be established at the beginning of the school year.

**Section C: Special Meetings**

Special meetings may be called by the chairperson or by a majority vote of the Council.

**Section D: Place of Meetings**

The Council shall hold its regular meeting at a place designated by the Assistant Superintendent or designee.

**Section E: Notice of Meetings**

Notice of regular and special meetings will be published on the MSBSD website that shall state the day, hour, and location of the meeting. It will be delivered via calendar appointment or email to each member not less than three (3) days prior to the meeting.

**Section F: Quorum**

The presence of two-thirds of voting members (excluding open positions) shall be necessary for transaction of business of the Council.

**Section G: Decision of the Council**

All decisions of the Council shall be made only after an affirmative vote by the majority of its members.

**Section H: Meetings Open to the Public**

Meetings of the Council shall be open to the public.

## Article IV: Responsibilities

1. Make recommendations to the School Board regarding developed curriculum through the Assistant Superintendent or designee.
2. Monitor that curriculum presented for Council approval has been developed according to established Curriculum Review Cycle processes.
3. Make recommendations to the School Board regarding textbook/materials adoptions through the Assistant Superintendent or designee.
4. Monitor textbook/materials adoptions that are presented for Council approval have been conducted according to established Curriculum Review Cycle processes.
5. Make recommendations to the School Board regarding new courses and pilot programs through the Assistant Superintendent or designee.
6. Share content-area expertise based on literature, research, and best practices as appropriate to benefit Curriculum Council discussions and decisions.

## Article V: Members

### Section A: Composition of Council—26 Voting Members, 6 Non-voting Members

Elementary Core Content	1 Language Arts Teacher 1 Math Teacher 1 Social Studies Teacher 1 Science Teacher
Middle School Core Content	1 Language Arts Teacher 1 Math Teacher 1 Social Studies Teacher 1 Science Teacher
High School Core Content	1 Language Arts Teacher 1 Math Teacher 1 Social Studies Teacher 1 Science Teacher
K-12 Elective Content	1 Career & Technical Education Teacher 1 Fine Arts Teacher 1 PE/Health Teacher 1 Advance Placement (AP) Teacher 1 International Baccalaureate (IB) Teacher
Programs	1 Special Education Teacher 1 English Language Learners Teacher 1 Library Media Specialist 1 Secondary Counselor
At Large	1 Elementary School Principal 1 Middle School Principal 1 High School Principal 1 Parent Advisory Representative 1 Student Representative (School Board Representative Elect)
Non-voting Members	2 Executive Directors 1 Curriculum Coordinator 1 Curriculum Secretary 1 Counseling Coordinator 1 Educational Technologist



**Section B: Term of Office**

Members of the Council shall be selected as needed for a rotating three-year terms. Teachers and administrators may apply for the positions. The Council will make recommendation of new members. At the end of their term, members must wait three years before applying for another term.

Positions that have non-expiring terms are: the Assistant Superintendent or designee, Executive Directors, Curriculum Coordinator, Curriculum Secretary, Counseling Coordinator, and Educational Technologist

The Student School Board Representative Elect are appointed yearly by the School Board. The District-Wide Parent Advisory Representative is appointed yearly by the Superintendent.

In the event that no applications are submitted for an open position, the last seated member would reserve the right to act as interim until the position is filled.

**Section C: Voting Rights of Members**

Each member shall be entitled to one (1) vote and may cast that vote on each matter submitted to a vote of the Council. An electronic vote, along with a statement of verification (state name and vote), will be permissible for revisions of curriculum. Proxy voting shall not be permitted unless in writing. Assistant Superintendent or designee holds a non-voting position.

**Section D: Termination of Membership**

A member shall no longer hold membership should s/he cease to be a teacher or administrator in the Matanuska-Susitna Borough School District or move from represented area or level. The Council will review membership if a member is absent from three (3) meetings during the school year. Membership may terminate if any member is absent from three (3) regular and special meetings.

**Section E: Resignation**

Any member may resign by filing a written resignation with the chairperson of the Council.

**Section F: Vacancy**

Any vacancy of the Council shall be filled for the remainder of the un-expired term through recommendation by the chairperson with approval of two-thirds of those members present.

**Section G: Membership Approval**

The Assistant Superintendent or designee will submit to the School Board a Curriculum Council membership list.

**Article VI: Officers and Other Roles**

**Section A: Officers**

The officers of the Council shall be a chairperson and other officers, as the Council may deem desirable.

**Section B: Election and Term of Office**

The officers of the Council shall be selected annually at the last meeting and shall serve for one (1) year. The term of office is from July 1 through June 30 of the next school year. Officers may be elected for no more than two (2) consecutive one-year terms for the same office.

**Section C: Removal**

Any officer elected or appointed by the Council may be removed by a two-thirds roll call vote of the Council whenever, in their judgment, the Council would be served thereby.



**Section D: Vacancy**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Council for the un-expired term of the position.

**Section E: Chairperson**

The chairperson shall preside at all meetings of the Council. In addition, the chairperson shall perform duties as may be prescribed by the Council.

**Section F: Secretary**

The secretary, provided by the School District, will confirm the true and correct recording and archiving of the minutes of all Council meetings; publish the summary of each Council meeting and the results of official motions to the district's website. The secretary will oversee all notices are duly given in accordance with provisions of these By-Laws; be custodian of the Council's records and maintain these records.

**Section G: Assistant Superintendent or Designee**

The Assistant Superintendent or designee establishes the Curriculum Council agenda notifying the Chairperson in advance of any specific topics that require advanced preparation. The Assistant Superintendent or designee is responsible for ensuring that items requiring School Board approval are forwarded to the Superintendent for placement on the School Board agenda, and that necessary information and memos are provided.

**Article VII: Amendments**

These By-Laws may be amended upon second reading by a two-thirds affirmative vote of the members of the Council and the approval of the School Board, provided the amendment is to further carry out the purposes and objectives of the Council as stated previously. Any amendment must conform to the regulations as set forth by the State of Alaska, Department of Education and Early Development, School Board, and the Administration.

**Article VIII: By-Law Approval**

By-Laws become effective subject to the approval of the School Board.

