

Board Curriculum Committee

September 5,
2024





Committee Information

Administrative Team



Specialist
Jen Morgan



Exec Director
Chane Beam



CTE Director
Andrea Wade



Coordinator
Tara DeVaughn



Coordinator
Mackenzie Staiger



Board Curriculum Committee Schedule

Board Curriculum Committee 2024 – 2025 Meeting Schedule

Administrative Center
Boardroom (1st Floor)
520 Fifth Avenue, Fairbanks, AK 99701

Meeting time is 5:30 – 7:30

Thursday, September 5, 2024

Thursday, October 3, 2024

Thursday, November 7, 2024

Thursday, December 5, 2024 **(tentative)**

Thursday, January 9, 2025

Thursday, February 6, 2025

Thursday, March 6, 2025

Thursday, April 3, 2025

Thursday, April 17, 2025 **(tentative)**

Board Curriculum Committee Information Sheet

The Board Curriculum Committee (BCC) is established in accordance with [Policy 236.1](#) (School Board Committees to Advise Administration and the School Board) and [Policy 910](#) (Curriculum Development). Administrative Regulation [\(AR\) 236.1](#) details the structure of administrative committees, [AR 910](#) outlines the process for curriculum development, [AR 910.1](#) states a review of current needs and relevant educational research must be conducted prior to curriculum revision, and [AR 910.3](#) establishes that revised curricula will be presented to the BCC.

Board Curriculum Committee Membership

MEMBERSHIP OF THE COMMITTEE:

The BCC consists of **13 members**, including one non-voting School Board member assigned by the Board president to chair the committee and one non-voting administrative staff member assigned by the superintendent to provide support and act as chair in the absence of the assigned Board chair. The BCC also contains one elementary and one secondary principal assigned to the committee by the Fairbanks Principals' Association (FPA) president, one elementary and one secondary teacher assigned to the committee by the Fairbanks Education Association (FEA) president, one tribal consultation representative assigned to the committee by the Fairbanks Native Association executive director, **one military-connected member assigned by the Board Military Advisory**, and one student assigned by the Regional Student Council. Additionally, three parents and **one** community-at-large member are selected to participate on the BCC via an application process, with the final selection made by the Board chair. Voluntary BCC members are limited to membership on one committee. District employees **may serve** on the BCC in the capacity of a parent or community member.

Board Curriculum Committee Terms

LENGTH OF TERMS:

The committee meets on the school year schedule; members' terms start in September and are completed in May.

- School Board chair - appointed annually (1 year term; 2 term limit, unless waived by the Board president)
- Administrative Staff Member – appointed annually (no term limit)
- Principals – appointed annually (1 year term; 2 term limit)
- Teachers – appointed annually (1 year term; 2 term limit)
- Student – appointed annually (1 year term; 1 term limit)
- Tribal Consultation Member – appointed annually (2 year term, 1 term limit)
- Military-Connected Member – appointed annually (1 year term, 2 term limit)
- Parents – selected through application process (2 year term; 1 term limit)
- Community members – selected through application process (2 year term; 1 term limit)

A committee member that wants to continue to serve after reaching their term limit must allow one year to pass prior to reapplication or request for assignment.

Board Curriculum Committee Rules

STAFF TO THE COMMITTEE:

The superintendent may assign additional district staff to the BCC in order to provide support and resources as necessary. The additional staff are not voting members of the committee.

MEETINGS:

As a Board committee, a quorum is required for the committee to meet. A quorum shall be a majority of filled voting member positions or five, whichever is less. All meeting procedures will follow *Robert's Rules of Order*, and the BCC is subject to the Alaska Open Meetings of Governmental Bodies Act ([AS 44.62.310](#)). Meetings will be held prior to presenting recommendations for adopting curriculum or textbooks/materials to the School Board. The meetings will be public; public testimony is not taken during the meetings. Committee meetings will not be held during recognized school holidays or breaks, and if school is canceled such as for inclement weather.

Board Curriculum Committee Rules

ATTENDANCE:

If a voting member misses more than three meetings, they may be dismissed and replaced by the committee chair.

Board Committee Standards:

Board committee members are expected to work productively. A committee member who demonstrates a pattern of disrespectful behavior towards other committee members or attendees may be removed from the committee upon the recommendation of the chair. The Board president or superintendent will approve or deny the recommendation after consulting with legal, if appropriate.

Board Curriculum Committee

SCOPE OF RESPONSIBILITIES:

The BCC will act in an advisory capacity regarding all aspects of curriculum development. The curriculum review process requires two separate and distinct actions to be taken by the Board: adoption of the curriculum and adoption of the textbooks/materials. The BCC will review each of these recommended actions prior to it being forwarded to the Board for adoption.

Curricular issues of interest to parents, students, and staff will be addressed by the BCC. The subject areas focused on each year will be the curricula identified for evaluation and development. Committee members will gain understanding of the curriculum development process and may provide input on curriculum development from a variety of perspectives. The BCC will receive information from the administration staff and/or curriculum committees regarding the revisions under consideration. The BCC also has the option to make a committee recommendation to the School Board.

REPORTING:

BCC meeting notes will be posted on the school district's website. Recommendations from the BCC will be presented to the School Board via written reports, as appropriate, by the committee chair or the administrative staff member.

Board Curriculum Committee

Quick Reference for AK Open Meetings Act & Robert's Rules

- Board committees are governed by:
 1. state statutes and the Alaska Open Meetings Act (§44.62.310-319),
 2. school board policies and administrative regulations, and
 3. in the absence of either, the latest edition of Robert's Rules of Order.
- All meetings must be properly noticed to the public a minimum of five days prior to the meeting.
- The agenda is emailed to committee members and posted on the district website. It cannot be changed once posted unless there is time to properly re-notice the change (four days before meeting). New or additional items cannot be added to the agenda at the meeting, but items can be removed or rearranged.
- All business must be conducted at a properly noticed meeting - no business can be conducted through emails, texts, etc., including providing personal opinions or discussions. Group correspondence outside properly notices meetings could be a violation of the Alaska Open Meetings Act. Emails to the group on general committee operations or to provide one-way factual data/ information is allowed.
- A quorum (simple majority of currently filled membership) must be established to conduct business.
- Meetings are recorded for public record and audio is posted on the district website.
- When speaking, identify yourself for the record, speak clearly and concisely, and obey the rules of debate.
- The structure of meeting adheres to federal law, the Open Meetings Act and/or state statute, borough ordinance, board policies, and if not addressed through any of these avenues, Robert's Rules of Order. The public needs to know when a meeting is called to order, who was in attendance, agenda items, action taken by the committee, who made motions, how the members voted, adjournment, etc.
- Public testimony is not taken during Curriculum Committee meetings.
- Closing comments should be general in nature. All comments related to agenda items should be made when the item is up for discussion to alleviate the chance of an item being rehashed after it has been disposed of, which is not fair to the public process as it does not allow for full debate or provide opportunity for response.

Board Curriculum Committee

Open Meetings Act

Robert's Rules of Order

Motions

A motion is a proposal the entire membership takes action or a stand on an issue. Individual members:

1. Call to order.
2. Move a motion.
3. Second a motion.
4. Debate motions.
5. Vote on motions.

Basic Types of Motions

- Main motions introduce items to the membership for their consideration, cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, or incidental motions.
- Subsidiary motions (amendments) change or affect how a main motion is handled and are voted on before a main motion.

Presenting Motions

1. Obtaining the floor.
 - a. Wait until the last speaker has finished.
 - b. Address the chair.
 - c. Wait until the chair recognizes you.
2. Make your motion.
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively (e.g., “I move that we” rather than “I move that we do not”).
 - c. Stay on subject.
3. Another member will second your motion or the chair will call for a second. If there is no second to your motion, it is lost.
4. The chair states your motion.
 - a. The chair will state “it has been moved and seconded that we...” thus placing your motion before the membership for consideration and action.
 - b. The membership either debates the motion or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chair, it becomes “assembly property” and cannot be changed by you without the consent of the members.

Robert's Rules of Order

5. Expanding on your motion.
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished unless called upon by the chair.
6. Amendments may put forward to the motion on the floor (same process as for motions) – maker of the amendment speaks first and after discussion, vote on the amendment is called. Once all amendments have been heard and addressed, you can move to vote on the main motion (as amended, if the amendment carried).
7. Putting the question to the membership.
 - a. The chair asks “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken.

Voting on a Motion

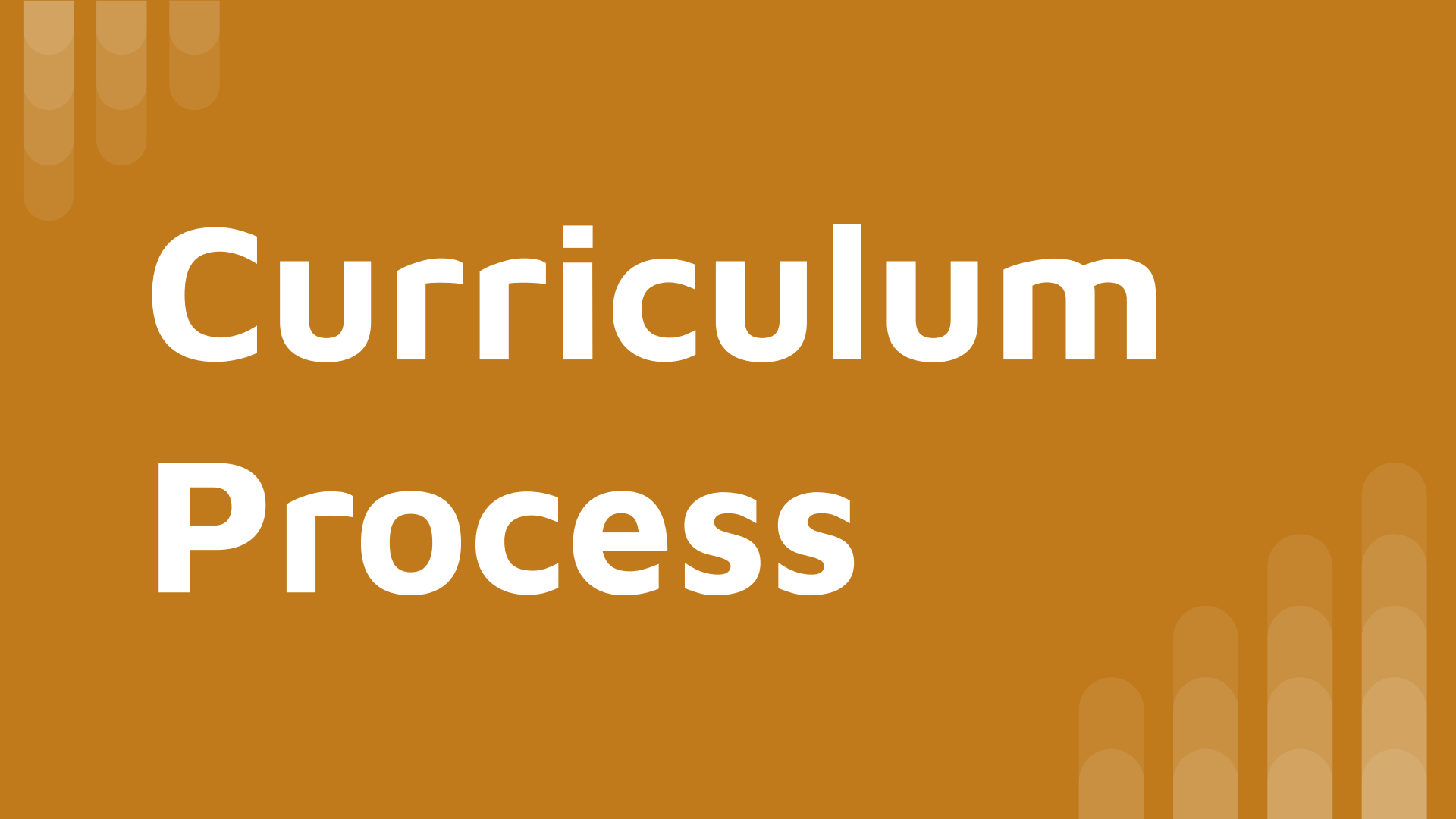
The method of vote on any motion depends on the situation and the bylaws of policy. Options include:

- By voice – the chair asks those in favor to say “aye” and those opposed to say “no.” Any member may move for an exact count.
- By roll call – each member answers “yes” or “no” as his/her name is called. This method is used when a record of each person’s vote is required.
- By general consent – when a motion is not likely to be opposed, the chair says “if there is no objection...” and the membership shows agreement by their silence. However, if one member says “I object,” the item must be put to a vote.

Other Motions Commonly Used

- Motion to table – this is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table” for reconsideration by the membership.
- Motion to postpone indefinitely – this is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Robert's Rules of Order



Curriculum Process

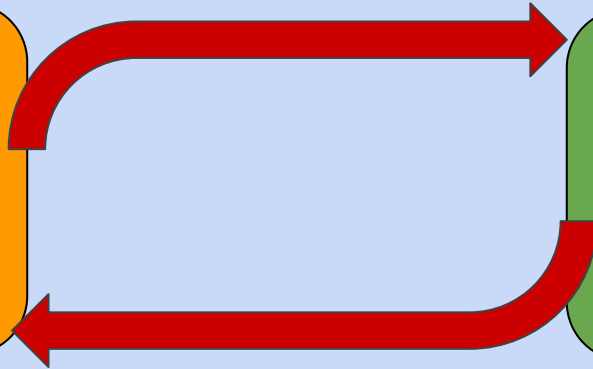
**Admin Team
brings curricular
plans to the
Committee**

**Could include
curriculum and/or
materials**

**Will include
feedback from
teachers,
community
members, other
stakeholders**

**Overall Process
of this
Committee**

**Board Curriculum
Committee give
feedback**

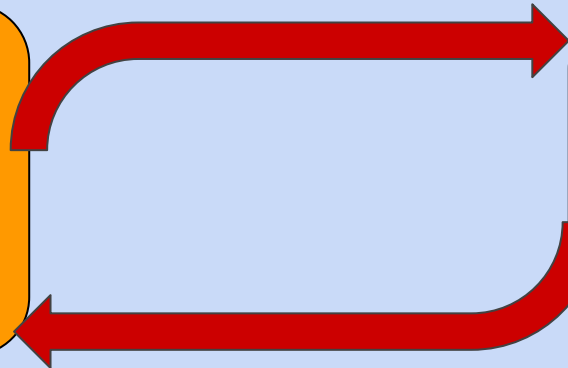


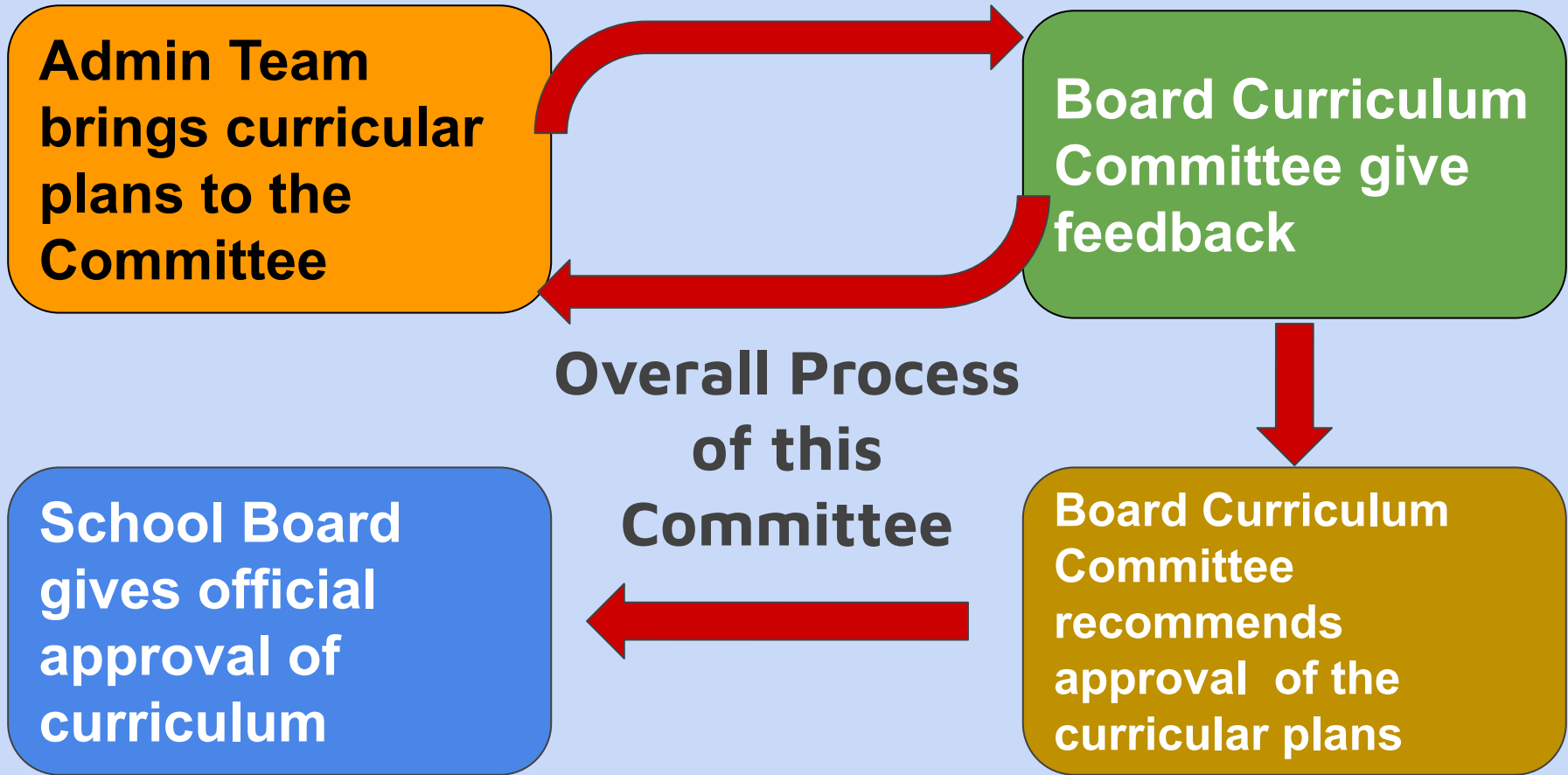
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**Board Curriculum
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**Overall Process
of this
Committee**

**Board Curriculum
Committee
recommends
approval of the
curricular plans**





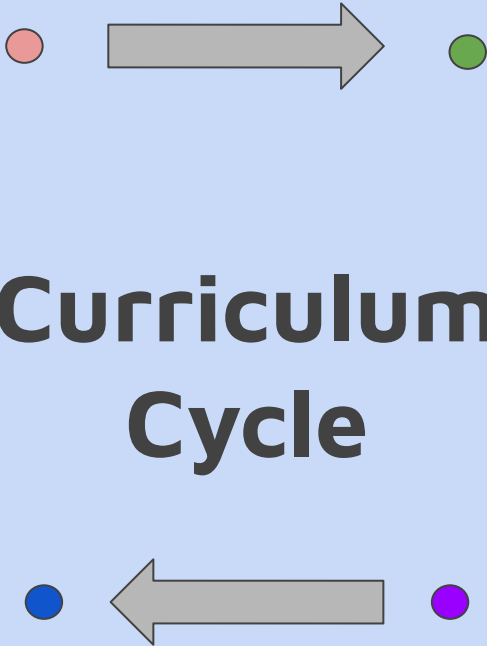
Curriculum Cycle

Year 1
Review and Purchase
Curriculum / Materials aligned to
district needs and content-area
trends

Year 2
Develop and design pacing
guides & common assessments
Train on the new resources and
best instructional practices

Years 4-6 Implement
Measure Refine Revise

Year 3 Continued professional
learning and adjustments as
needed



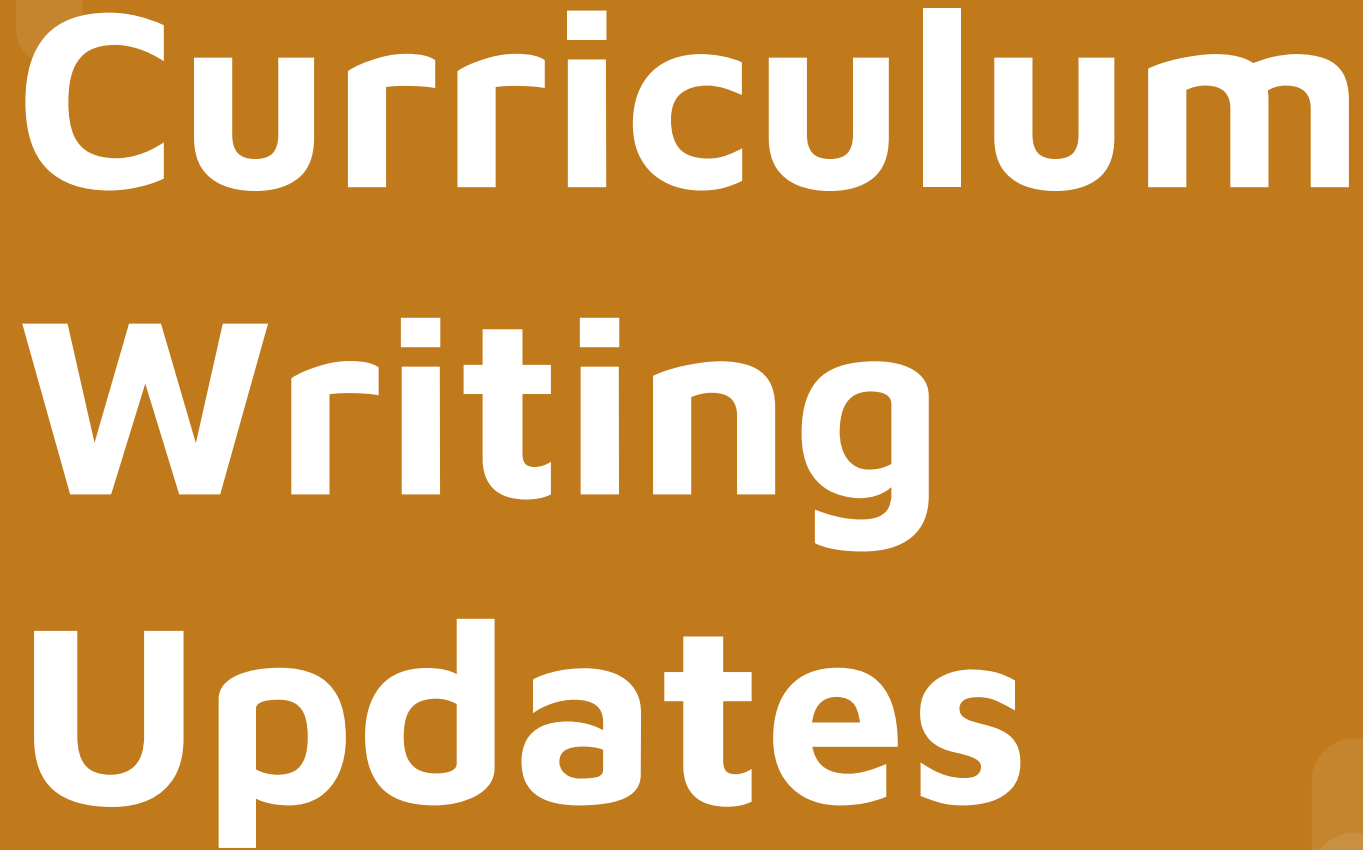
Previous Board Curriculum Cycle

Curriculum Cycle

	2018-19	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
World Languages (2018)	Implement	Measure-Refine-Revise			Research & Review	Develop & Define	Implement
English / Lang. Art (2011)	Research & Review	Develop & Define	Implement	Measure-Refine-Revise			Research & Review
Social Studies (2013)	Research & Review	Develop & Define	Implement	Measure-Refine-Revise			Research & Review
Math (2014/15)	Measure-Refine-Revise	Research & Review	Develop & Define	Implement	Measure-Refine-Revise		
Technology (2011)	Measure-Refine-Revise	Research & Review	Develop & Define	Implement	Measure-Refine-Revise		
Health/ PE (2016)	Measure-Refine-Revise		Research & Review	Develop & Define	Implement	Measure-Refine-Revise	
Science (2016)	Measure-Refine-Revise		Research & Review	Develop & Define	Implement	Measure-Refine-Revise	
Art (2017)	Measure-Refine-Revise			Research & Review	Develop & Define	Implement	Measure-Refine-Revise
Music (2017)	Measure-Refine-Revise			Research & Review	Develop & Define	Implement	Measure-Refine-Revise

Adjusted Curriculum Cycle - **ADJUSTED VERSION?**

Content Area	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Science	Develop & Define	Implement	Measure- Refine- Revise			Research, Review, & Materials	Develop & Define
Art	Research, Review, & Materials	Develop & Define	Implement	Measure- Refine- Revise			Research, Review, & Materials
Music	Research, Review, & Materials	Develop & Define	Implement	Measure- Refine- Revise			Research, Review, & Materials
World Language	Research, Review, & Materials	Develop & Define	Implement	Measure- Refine- Revise			Research, Review, & Materials
Health	Measure- Refine- Revise	Research, Review, & Materials	Develop & Define	Implement	Measure- Refine- Revise		
PE	Measure- Refine- Revise	Research, Review, & Materials	Develop & Define	Implement	Measure- Refine- Revise		
English Language Arts	Measure- Refine- Revise		Research, Review, & Materials	Develop & Define	Implement	Measure - Refine - Revise	
Social Studies	Measure- Refine- Revise			Research, Review, & Materials	Develop & Define	Implement	Measure - Refine - Revise
Math	Measure- Refine- Revise				Research, Review, & Materials	Develop & Define	Implement



Curriculum Writing Updates



CTE

Curriculum



2023-2024 CTE Curriculum

Curriculum Development is critical for CTE funding through the Carl D. Perkins Federal Grant.

PROCESS

- **Community Local Needs Assessment (Completed in Spring 2024)**
- **Perkins 4 Year Plan (Completed in Spring 2024)**
- **District Curriculum Review and Creation**
- **State Review of Curriculum for Federal Perkins Guidelines.**

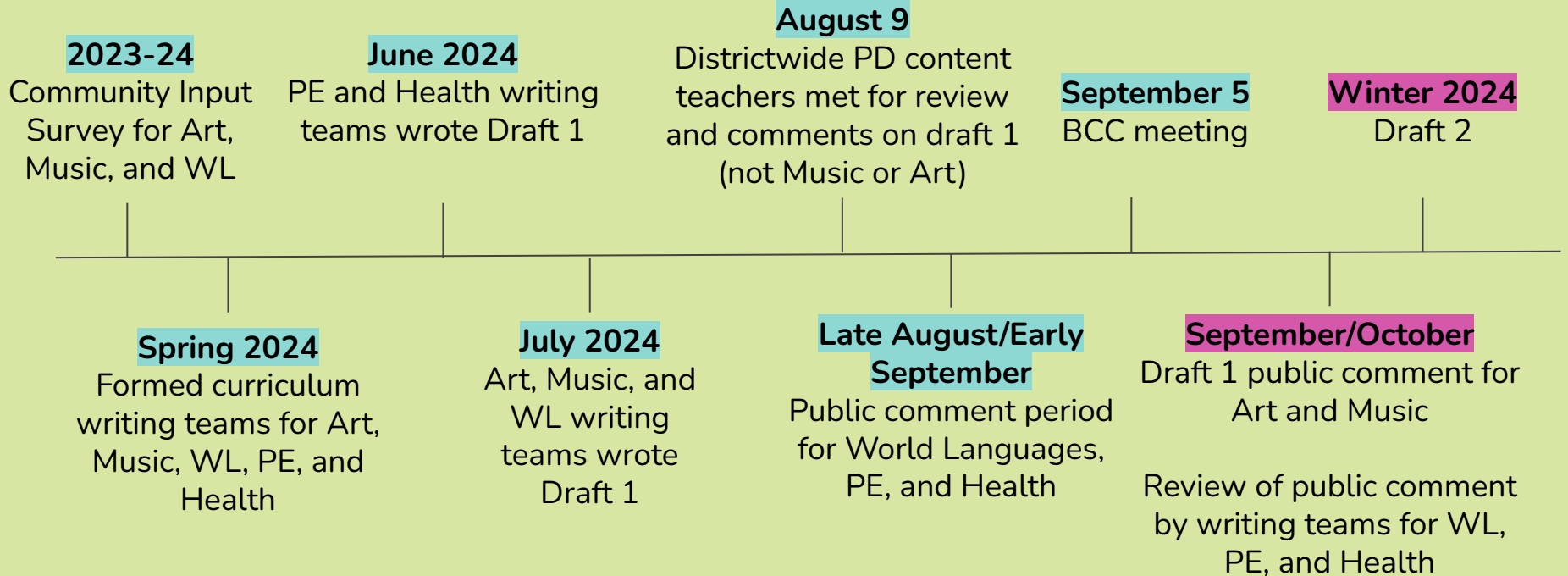


- **Agriculture (Year 2)**
- **Education (Year 2)**
- **Hospitality and Tourism (Year 1)**
- **Arts, A/V Technology, & Communications (Year 1)**
- **Business (Year 1)**

Draft 1: major changes, hopes and dreams

- adding classes**
- removing classes**

2024-25 Curriculum Writing Timeline



Art and Music Curriculum

Draft 1 Coming Soon...

World Languages Curriculum



Draft 1 - Proposed Changes

- Structure change - course to levels
 - Instead of Spanish 1,2, 3, and 4 = Level 1, 2, 3, and 4
 - Kept course descriptions for language specific courses
- New Courses
 - Russian 1
 - American Sign Language 1 - 3
- Archived Courses
 - Chinese Culture
 - French IV
 - J-Pop Culture
 - Spanish Speaking Countries and Culture

Physical Education Curriculum

Draft 1 Proposed Changes



Aligned to SHAPE Standards (2024)
New format

Middle School

- Two new courses were added: Middle School PE for grades 6-8 and Integrated Health and PE for grade 6.
- Integrated Health & PE 7-8 was removed
- The curriculum clarifies that Health will be offered for one quarter and PE for three quarters for each grade at the middle school level.

High School

- The following courses were archived and will no longer be included in the curriculum: Dance, Integrated Fundamentals of Health & PE, Fencing, Fitness-Outdoor Pursuits, Fitness-Team, Individual-Outdoor Pursuits, and Team-Outdoor Pursuits.



Health Curriculum

Draft 1 - Proposed Changes



Aligned to SHAPE Standards (2024) and National Sex Education Standards
New format

Elementary:

- K-5 - Disease prevention and personal wellness replaced with Personal Health and Development
- K-5 - Health Advocacy added
- 3-5 - Human Growth and Development added topic

Middle School:

- Grade 7 additions: goal setting & decision making, healthy relationships & communication, safety & first aid, physical activity & health lifestyles
- Grade 8 additions: addictive substances, mental & emotional health, sexual health

High School:

- Unit on Safety and First Aid added to required health course
- Archived Courses
 - Health Leadership Skills
 - Applied Health Skills

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Thank you