

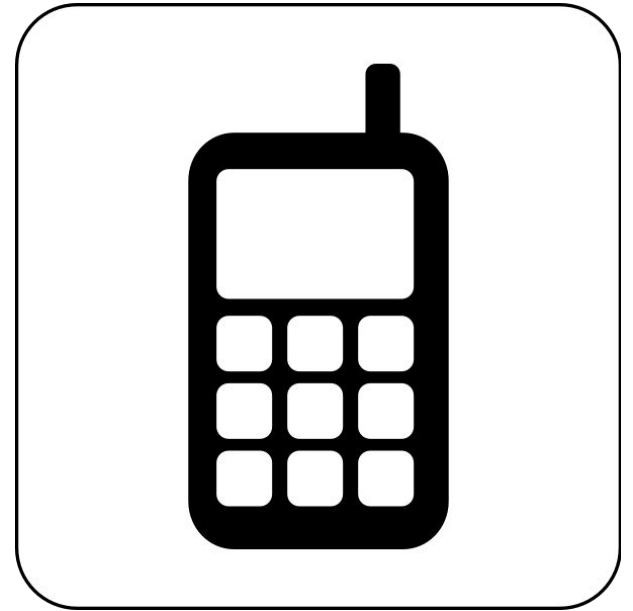
Science Curriculum Adoption Committee: AP Biology, AP Chemistry, IB Biology, IB Chemistry Committee Meeting

Wednesday, October 23, 2024
SUSD Oak Campus

Call to Order



Housekeeping



Roll Call and Introductions

The Committee

Brandon Bogardus - Teacher

Randy Coffey - Teacher

Jennifer MacColl - Teacher

Stacey Rosenfeld - Teacher

Jacqueline Wells - Teacher



Committee Support

Dr. Kim Dodds Keran - Director of Teaching and Learning

- Committee Co-Chair

Johanna Kaiser - Science Academic Coach

- Committee Co-Chair

Dede Johnston - Instructional Materials Coordinator

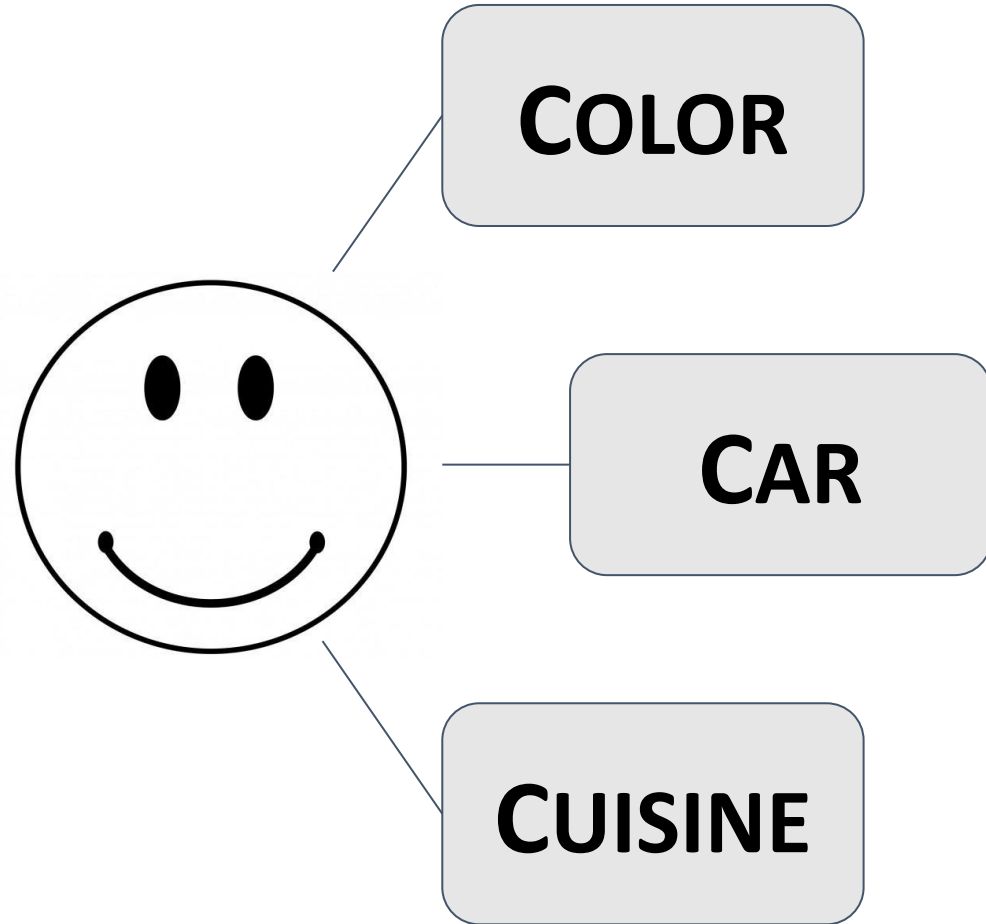
Roll Call - Introductions

Name

School

Role

C-C-C Description



Sign In Sheets

Please record arrival time on the sign-in sheet as you arrive. Record departure time if you are leaving before the meeting officially adjourns.

Agenda


Agenda for Wednesday, October 23, 2024

The Agenda for the meeting is:

1. Call to Order
2. Welcome
3. Roll Call and Introductions

Information/Discussion and Possible Action

4. Approval of 10/23/2024 Meeting Agenda - **Action Item**
5. Open Meeting Laws
 - a. Joint information presentation with members of Intro to Statistics Adoption Committee
6. Committee Goals
7. Committee Norms and Expectations
8. Committee Timeline
9. Arizona Science Standards, Advanced Placement (AP) Course and Exam Descriptions, International Baccalaureate (IB) Diploma Programme (DP) Subject Briefs
10. Vendor Criteria Communication
11. Rubric Review
12. Arizona Department of Education Resources
13. Future Meetings



Scottsdale *Unified* School District
Engaging all students in world-class, future-focused learning

NOTICE and AGENDA
SCIENCE CURRICULUM ADOPTION COMMITTEE:
AP BIOLOGY, AP CHEMISTRY, IB BIOLOGY, IB CHEMISTRY
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48

Date: Wednesday, October 23, 2024 Time: 3:30 - 5:30 pm

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Secondary Science Curriculum Adoption Committee and to the general public that on Wednesday, October 23, 2024, at 3:30 PM, at the SUSD Oak Campus, 7501 E Oak St, Scottsdale, AZ 85257, the Science Curriculum Adoption Committee: AP Biology, AP Chemistry, IB Biology, IB Chemistry will hold a meeting. One or more members of the Committee and non-member participants will participate in the meeting in-person.

The Agenda for the meeting is:

1. Call to Order
2. Welcome
3. Roll Call and Introductions
- Information/Discussion and Possible Action**
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SCIENCE CURRICULUM ADOPTION COMMITTEE: AP BIOLOGY, AP CHEMISTRY, IB BIOLOGY, IB CHEMISTRY MATERIALS WILL BE AVAILABLE TWENTY-FOUR (24) HOURS IN ADVANCE OF THE MEETING, AT THE SCOTTSDALE UNIFIED SCHOOL DISTRICT, MOHAVE DISTRICT ANNEX, 8500 E. JACKRABBIT ROAD, SCOTTSDALE, AZ 85250-6768.

Date Posted: October 22, 2024

Action Item

Discussion and Approval of Meeting Agenda for October 23, 2024

Open Meeting Laws

Open Meeting Law & Public Records Law*

*This presentation was created by Jennifer MacLennan of Gust Rosenfeld and is being used with her permission.

Nicholas B. Buzan, Esq.

General Counsel

Scottsdale Unified School District



Agenda



- Public Records Law
- Open Meeting Law- what is it? why comply?
 - Notice
 - Agenda
 - Executive Sessions
- Questions?

Introduction

Public Records

Board Governance

Election Law (Overrides
and Bond Elections)

Open Meeting Law

Student Discipline and
Employment Hearings

Attorney-Client
Privilege

Conflict of
Interest Laws



Public Records



Public Records Law

- The general policy of this State with respect to public inspection of governmental records is set forth in A.R.S. § 39-121: "Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours."

Public Records Law

- Personal Documents
- Although most documents in a public officer's possession are public records, documents that relate solely to personal matters and have no relation to official duties are not public records even if a public officer or agency possesses them or uses public funds to create them.
- Emails one specific example

Confidentiality Concerns/Best Interests

- Although there is a presumption in favor of access to public records, this presumption may be outweighed by legitimate government considerations of privacy and the best interests of the State.
- Scottsdale USD v. KPNX- teacher's dates of birth example

Confidential by Statute

- Over 300 laws in Arizona protecting confidentiality
- Teacher evaluations
- Medical data
- Student records
- Executive session minutes
- DCS records

Cumbersome Requests

- If the custodian of public records does not promptly respond to record requests and promptly furnish records that are subject to disclosure, access will be deemed denied. A.R.S. § 39-121.01(E).
- “‘Prompt,’ . . . mean[s] ‘quick to act or to do what is required,’ or ‘done, spoken, etc. at once or without delay.’” *W. Valley View, Inc. v. Maricopa County Sheriff’s Office*, 216 Ariz. 225, 230, ¶ 21, 165 P.3d 203, 208 (App. 2007)

Who is subject to OML (Besides a quorum of the Board)?

- All standing , special, or advisory committees or subcommittees of, or appointed by the Board.
- “Advisory Committee”
 - Officially established by motion or order of the public body or by the presiding officer.
 - Appointed to make a recommendation concerning a decision to be made or considered by the public body.

Does not include a committee established by the Superintendent.

Who is subject to OML (Besides a quorum of the Board)?

What if we direct the superintendent to establish an advisory committee?

What if we direct who is on the committee?

What if Board members serve on the committee?

A quorum

- Majority
- Vacancies count in determining what your quorum is.

Agendas

- How specific does it have to be? Be as specific as possible, but if it is for executive session, don't defeat the purpose..
- Lists of employees and vouchers.
 - Available at a public place at least twenty-four hours ahead of the meeting.

Agendas

Superintendent and Board Reports.

- Notwithstanding subsection H of this section, the chief administrator, presiding officer or a member of a public body may present a brief summary of current events without listing in the agenda the specific matters to be summarized, if:
 1. The summary is listed on the agenda.
 2. The public body does not propose, discuss, deliberate or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for legal action.

OML in the Age of Technology

Emails.

One member to all Board members generally a bad idea but okay if:

- From superintendent
- No ongoing discussion;
- one member replies to you personally without sharing;
- But NOT okay if Board member proposes legal action.

OML in the Age of Technology

Text Messages.

- Public record or no? Probably.
- Sending and receiving them during the meeting
- public thinks you are up to something.

OML in the Age of Technology

Twitter, Facebook, and Statements to the press.

Public statement on a position you are going to take is not a violation.

BUT commenting between a quorum would be a violation.

Call to the Public

- Reasonable time, place and manner.
- Crowd control.
 - Recess, recess, recess.
 - Give opportunity to register support or opposition without talking.
- Responding:

At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. This does not mean a discussion.

Executive Sessions 38-431.03(A)

(A)(1) Personnel.

(A)(2) Confidential records.

(A)(3) Legal advice.

(A)(4) Instruct your attorney(s).

(A)(5) Instruct your representatives regarding negotiations with employee organizations regarding salaries, salary schedules or compensation.

(A)(6) international and interstate negotiations.

(A)(7) Instruct your representatives regarding negotiations for the purchase, sale or lease of real property.

Executive Sessions 38-431.03(A)

Who may attend—only those persons “whose presence is reasonable necessary in order for the public body to carry out its executive responsibilities.”

Executive Sessions 38-431.03(A)(1)

Personnel

1. Does the employee have a right to attend? No. Just a right to have matter discussed in public.
2. Does the employee have a right to minutes? Yes.
3. Can this paragraph be used to discuss reorganization? Not unless specific employees are discussed.
4. 24 hour notice to employee—does this also apply to non-employee applicants? Yes.

Executive Sessions 38-431.03(A)(2)

Confidential Records

1. Student Records.
2. Teacher Evaluations.
3. Medical records

Executive Sessions 38-431.03(A)(3)

Legal Advice

Cannot be used as a ruse to talk to each other.

“Once the members of the public body commence any discussion regarding the merits of enacting the legislation or what action to take based upon the attorneys' advice, the discussion moves beyond the realm of legal advice and must be open to the public.”

City of Prescott v. Town of Chino Valley

Executive Sessions 38-431.03(A)(4)

Instructing your Attorney

- When is a vote not a vote?
- Applies to:
 - contracts that are the subject of negotiations,
 - pending or contemplated litigation or
 - settlement discussions conducted in order to avoid or resolve litigation.
- But you should also take the (silly?) step of voting in public.
Johnson v. Tempe Elementary.
- Minutes should reflect instructions.

Legal Advice . . .

- Of course, e-session discussions are confidential.
- But . . . What happens if attorney advice gets out?
- Only the Board may waive attorney-client privilege.



Nicholas B. Buzan
nbuzan@susd.org

Thank you



Committee Goals

SUSD Strategic Plan

GOAL 1: **ACADEMIC EXCELLENCE**

Challenge and inspire students to reach high levels of achievement so they thrive as confident, dynamic, future-ready learners equipped to pursue their passions and ambitions. Commitments:

1.1: Provide learning opportunities that ensure all students graduate prepared for relevant and viable postsecondary higher learning and careers.

1.2: Cultivate critical and creative thinking by integrating problem-based learning opportunities throughout the curriculum.

GOAL 5: **OPTIMIZED RESOURCES**

Generate and utilize resources to maximize educational opportunities in order to ensure organizational health.

5.3 *Ensure equitable distribution of resources to meet the needs of our students.*

Committee Purpose and Objective

Purpose

The purpose of the Science Curriculum Adoption Committee: AP Biology, AP Chemistry, IB Biology, IB Chemistry is to review, evaluate, and recommend quality and appropriate textbooks and instructional resources for approval by the district Governing Board.

Objective

The committee will:

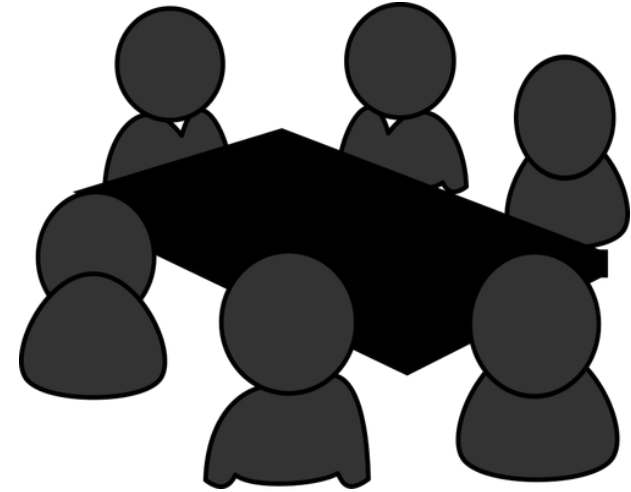
- Learn about current best practices in three-dimensional science instruction.
- Learn about Arizona Science Standards, International Baccalaureate (IB) Diploma Programme, College Board Advanced Placement (AP) and Arizona science education requirements.
- Review rubric criteria to be used to evaluate science textbooks and resources.
- Review and evaluate science textbooks and instructional resources.
- Recommend textbooks and instructional resources to the Governing Board for formal approval and adoption.

Courses Included in this Adoption Cycle

- AP Biology (5435-5435)
- AP Chemistry (5436-5437)
- IB SL Biology (5084-5085)
- IB HL Biology Year 1 (5080-5081)
- IB HL Biology Year 2 (5082-5083)
- IB SL Chemistry (5090-5091)
- IB HL Chemistry Year 1 (5092-5093)
- IB HL Chemistry Year 2 (5094-5095)

Committee Norms and Expectations

Committee Norms



Establishing norms:

- Encourages behaviors that allow groups to work together successfully.
- Allows groups to dialogue, engage productively in conflict, discuss and decide, invent and problem solve.
- Make it safe to examine one's practice and talk about difficult to discuss topics.

Key Question:

How must we conduct ourselves to allow us to work together most successfully to accomplish our goals?

Norms

Be fully present.

Listen to understand and ask questions for clarification.

Take care of your needs.

Be open to new ideas.

Invite and welcome the contributions of every member.

Support the group's recommendation after consensus is reached.

Be mindful of how often and how long you speak.

Questions and challenges are welcomed. Question and challenge the idea, not the person.

Clarifying Decision-Making Process

Defining Consensus

Defours et al - Definition of Consensus:

All points of view have been heard.

The will of the group is evident even to those who most oppose it.

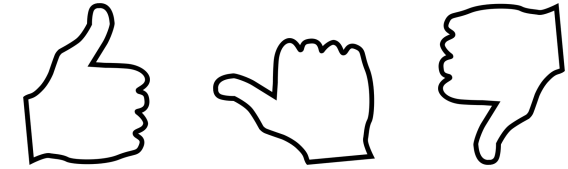
If all members of a committee/group must agree - or if every member of a committee can veto taking action - groups will be subjected to constant inaction... a state of perpetual status quo.

Without a shared understanding of consensus, persons determine their own standards.

Consensus decision making is a group decision making process that seeks consent of all participants where everyone's opinions are heard and understood. It is an acceptable resolution; one that can be supported, even if it is not the "first choice" or "favorite" of each individual.

Clarifying Decision-Making Process

Defining Consensus



Consensus is...

- Consenting to a proposal because **group members choose to cooperate** with the direction of the **group rather than insist on their personal preference.**
- ***“Is this proposal something you can live with?”*** While group members may be willing to go along with a proposal, **they do not actually need to favor it above another choice.**
- To ***“consent”***. This means that even if group members disagree, **there is still overall consent to move forward** in order to settle the issue.

Committee Timeline

Proposed Adoption Timeline

Date	Description
Wednesday, October 23, 2024	Committee Meeting, 3:30 - 5:30 pm, Oak Campus
Wednesday, October 30, 2024	Committee Meeting, 4:00 - 6:00 pm, Oak Campus
by Friday, November 1, 2024	Letters sent to vendors requesting materials to be submitted for review
Friday, November 15, 2024	Vendor deadline to submit Letter of Participation and/or complete Letter of Participation Google Form
Tuesday, November 26, 2024	Vendor materials due date
Wednesday, December 4, 2024	Committee Meeting, 4:00 - 6:00 pm, Oak Campus - Materials Review
Thursday, December 5, 2024	Public Review of Materials Window Opens
Wednesday, December 11, 2024	Committee Meeting, 3:30 - 5:30 pm, Oak Campus - Materials Review
Wednesday, December 18, 2024	Committee Meeting, 3:30 - 5:30 pm, Oak Campus - Materials Review

Proposed Adoption Timeline - Continued

Date	Description
by Friday, January 10, 2025	Finalist vendors notified and invited to participate in Vendor Presentation Day
Thursday, January 23, 2025	Vendor Presentation Day, Time TBD (tentative 8:00 - 3:00), Oak Campus
Wednesday, January 29, 2025	Final Committee Meeting, 3:30 - 5:30 pm, Oak Campus
Tuesday, March 4, 2025	SUSD Governing Board Meeting, 6:00 pm Presentation/Information Session, 1st Read
Tuesday, April 8, 2025	SUSD Governing Board Meeting, 6:00 pm 2nd Read, Possible Action Item

AZSS

AP Course and Exam Descriptions

IB DP Subject Briefs

Standards vs. Curriculum vs. Instruction

Standards - What students need to know, understand, and be able to do by the end of each grade (end of high school). The WHAT

Curriculum - Resources adopted by districts to be used in the classroom to teaching the standards. The HOW (part 1)

Instruction - The methods used by teachers to teach their specific students. The HOW (part 2)

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Arizona Science Standards

[Arizona Science Standards - 2018 \(Complete PDF\)](#)

- [HS Physical Science Standards Placemat](#)
- [HS Life Science Standards Placemat](#)

AP Biology

[College Board's AP Biology Webpage](#)

[AP Biology Course Overview](#)

- This resource provides a succinct description of the course and exam.

[AP Biology Course at a Glance](#)

- Topics, skills and sequencing

[AP Biology Course Exam Description](#)

- Full course and exam description (224 pages)

[AP Biology Course Exam Description Walk-Through](#)

- Interactive walk-through (interactive video)

AP Chemistry

[College Board's AP Chemistry Webpage](#)

[AP Chemistry Course Overview](#)

- This resource provides a succinct description of the course and exam.

[AP Chemistry Course at a Glance](#)

- Topics, skills and sequencing

[AP Chemistry Course Exam Description](#)

- Full course and exam description (238 pages)

AP Chemistry Updates for 2024-2025

- [Updates](#), [Overview Slides](#), [Overview Video](#)

IB DP HL/SL Biology

[International Baccalaureate \(IB\) Diploma Programme \(DP\) Biology Webpage](#)

[Biology SL & HL - First Teaching Aug/Sept 2023](#)

- Subject Brief - Overview of Standard Level (SL) and Higher Level (HL) courses
- SL = minimum 150 hours (1 year in SUSD), HL = minimum 240 hours (2 years in SUSD)
- Course Description, aims and sequencing

[Biology Updates \(June 2023\)](#)

- Latest updates on IB DP Biology course

IB DP HL/SL Chemistry

[International Baccalaureate \(IB\) Diploma Programme \(DP\) Chemistry Webpage](#)

[Chemistry SL & HL - First Teaching Aug/Sept 2023](#)

- Subject Brief - Overview of Standard Level (SL) and Higher Level (HL) courses
- SL = minimum 150 hours (1 year in SUSD), HL = minimum 240 hours (2 years in SUSD)
- Course Description, aims and sequencing

[Chemistry Updates \(June 2023\)](#)

- Latest updates on IB DP Biology course

Course Summaries and Poster Presentations

- AP Chemistry
- AP Biology
- IB Chemistry
- IB Biology



Task

Alone Zone (15 minutes)

- Open up the presentation for today
- Go to the slide for your group's course
- Review the resources provided for your course

Group Work (15 minutes)

- Prepare a poster with key information that committee members will need to know about that course to help with selecting high-quality instructional materials.
- Content? Sequence? Assessment? What should we know?

Vendor Criteria Communication

Criteria for Vendor Communication

Review and revise the document that specifies the committee's expectations for the content and format of materials submitted by publishers.

- Resources provided in the Additional Resources file

Rubric Review

Review Existing Example Rubrics

Review existing rubrics used to select instructional materials.

- Resources provided in the Additional Resources file

Revise and Create a Rubric

Start revising and developing a rubric (or multiple rubrics) that aligns with the committee's goals and criteria.

ADE Resources

Arizona Department of Education Resources

[Arizona Science Standards](#) webpage

Recorded Webinars and Videos (16 available)

- [Science Standards Overview Video](#)
- [Phenomenon-Based 3-Dimensional Instruction Video](#)
- [SEPs, CCCs, and Core Ideas: Putting the 3-Dimensions Together Video](#)

[ADE Guidance for Evaluating High Quality Instructional Science Materials Resource Page](#) and [Video](#)

And so much more!



Future Meetings

Next Meeting

~~Wednesday, October 30, 2024 from 4:00 - 6:00 - CANCELLED~~

Wednesday, December 4, 2024 from 4:00 - 6:00 pm
at SUSD Oak Learning Campus 7501 E Oak St, Scottsdale, AZ 85257

Meeting
adjourned!

