



**MINUTES OF SCIENCE CURRICULUM ADOPTION COMMITTEE:  
AP BIOLOGY, AP CHEMISTRY, IB BIOLOGY, IB CHEMISTRY  
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48  
SUSD Oak Campus, 7501 E Oak St, Scottsdale, AZ 85257**

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

**1. Call to Order**

Meeting was called to order at 3:31 PM

**2. Welcome**

Johanna Kaiser

**3. Roll Call (Attendance) and Introductions**

Present: Brandon Borgardus, Randy Coffey, Jennifer MacColl, Jacqueline Wells.

Absent: Stacey Rosenfeld

- The committee was informed about the requirements for holding a meeting, specifically the need to establish a quorum of at least three members. Committee members were encouraged to notify Johanna Kaiser if they would be unable to attend, arrive late, or need to leave early. This helps in planning meetings effectively and ensures compliance with Open Meeting Laws.

**Information/Discussion and Possible Action**

**4. Approval of 10/23/2024 Meeting Agenda** - Information/Discussion or Possible Action Item  
Johanna Kaiser

- Motion: Randy Coffey moved to approve the agenda for October 23, 2024 as written.
- Seconded: The motion was seconded by Jennifer MacColl.
- Vote: A vote was taken, and the motion passed 4 to 0.

**5. Open Meeting Laws**

Nicholas B Buzan, Esq., Legal Council for Scottsdale Unified School District

- Members of the Science Curriculum Adoption Committee: AP Biology, AP Chemistry, IB Biology, IB Chemistry and members of the Intro to Statistics Adoption Committee jointly received a presentation given by Nicholas Buzan, Legal Council for SUSD.
- Committee members received an overview of state and local regulations for District committees. Topics included in the presentation were open meeting laws, public records requests, and conflict of interest.

- Committee members were reminded to conduct all committee-related business within the time and space of formal committee meetings.

## **6. Committee Goals**

Johanna Kaiser

- Reviewed the goals and purpose for the committee and related SUSD's Strategic plan goals. It was emphasized that the committee's decisions will be presented as recommendations to the SUSD Governing Board.
- A list of the courses included in this adoption were discussed. A description of the different courses (including the difference between HL and SL IB courses) was discussed.

## **7. Committee Norms and Expectations**

Johanna Kaiser

- Reviewed group norms and the consensus decision-making process.
- The group chose to move forward with the norms as written.

## **8. Committee Timeline**

Johanna Kaiser

- An overview of the adoption process was discussed. Reviewed meeting dates, vendor deadlines, public review window, vendor presentation days, and Governing Board meetings.
- Errors regarding committee meeting dates on slides 49 and 50 were identified. Slides were updated to reflect the accurate information:
  - Wednesday, October 31, 2024 corrected to Wednesday, October 30, 2024
  - Wednesday, January 23, 2025 corrected to Thursday, January 23, 2025
  - Monday, February 12, 2025 corrected to Wednesday, January 29, 2025
- In addition to the Public Review window and location at Oak Campus, finalist products will be sent out to the five high schools in January so that teachers, students and parents can view the materials and provide feedback from a more convenient location.

## **9. Arizona Science Standards, Advanced Placement (AP) Course and Exam Descriptions, International Baccalaureate (IB) Diploma Programme (DP) Subject Briefs**

Johanna Kaiser

- The committee discussed the current status of the AP Biology, AP Chemistry, IB Biology and IB Chemistry curricula. The current curricula do not are not or will not (at the end of this year) meet the requirements of College Board and International Baccalaureate.
- Committee members received a brief overview of the Arizona Science Standards, AP Course and Exam Descriptions for AP Biology and AP Chemistry, and IB DP Subject Briefs for IB HL/SL Biology and Chemistry.
- Committee members spent time viewing course materials, descriptions, subject briefs, etc. about the AP and IB courses in this adoption (links provided on slides 54-58).
- Links to outdated HL and SL IB courses were identified and removed from the presentation slides 57 and 58. All information and links in the slides is up to date.
- Committee members decided not to create posters about the course information (as planned on slide 59), as they felt confident in their understanding of the course requirements and found the provided information to be sufficient.

## **10. Vendor Criteria Communication**

Johanna Kaiser

- Reviewed the Vendor Criteria. Examples of Criteria Letters from previous adoptions as well as a DRAFT Criteria Letter were shared with the committee members for viewing and editing.
- The committee provided input and made edits surrounding AP course sequencing, IB DP examinations, lab resources, teacher guides, and other general formatting and editing changes. A copy of the revised Criteria Letter is provided under Additional Resources B.

## **11. Rubric Review**

Johanna Kaiser

- A sample rubrics from previous adoptions were shared with the committee.
- The committee worked together to edit the rubric to meet the criteria discussed.
- A copy of the revised Rubric for this adoption cycle is provided under Additional Resources B.

## **12. Arizona Department of Education Resources**

Johanna Kaiser

- Committee members were provided access to a slide in the presentation that contained links to Arizona Department of Education's resources on Arizona Science Standards and Guidance for Evaluating High Quality Instructional Science Materials.

## **13. Future Meetings**

Johanna Kaiser

- By completing edits to the Vendor Criteria letter and the Rubric, the committee accomplished the goals of the Wednesday, October 30th meeting. The committee determined that it was not necessary to meet on October 30th.
- Slide 67 was edited to reflect the cancellation of the October 30th meeting.
- Next meeting: Wednesday, Dec. 4 2024, 4:00 PM - 6:00 PM, SUSD's Oak Campus.

## **Adjournment**

Meeting was adjourned at 5:34 PM

Dated this day, Wednesday, Oct. 23, 2024.