



## Fairbanks North Star Borough School District

# 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.

### MEMBERSHIP OF THE COMMITTEE:

The BCC consists of 17 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, and one student assigned by the Regional Student Council. Additionally, three parents and six community-at-large members 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 not serve on the BCC in the capacity of a parent or community member.

### 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)
- 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 (2 year term, 1 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.

### 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. 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, and public testimony is not taken during the meetings. Committee meetings will not be held during recognized school holidays or breaks, and if

school is cancelled such as for inclement weather.

ATTENDANCE:

If a voting member misses more than 50% of meetings for the current school year, that member may be dismissed and replaced by the school board chair.

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, as appropriate, by the Board chair via written reports.