



Board Curriculum Review Committee Bylaws

The Board Curriculum Review Committee (BCRC) is established in accordance with [BOE BDF](#) (Advisory Committees), and [BOE IG](#) (Curriculum Development). Administrative Regulation [BOE CE](#) details the structure of administrative committees, [BOE IG](#) outlines the process for curriculum development and states all new programs and courses of study as well as the elimination and extensive alteration of the content of current programs and courses shall be presented by the superintendent to the Board for its consideration and action.

MEMBERSHIP OF THE COMMITTEE:

The BCRC consists of 15 members, including one School Board member assigned by the board to co-chair the committee along with the superintendent or his designee, and one non-voting staff member assigned by the superintendent/superintendent designee to provide support as assigned Board co-chairs.

The BCRC also contains the following voting members who are approved annually by the Elizabeth Board of Education.

- One elementary and one secondary principal/assistant principal recommended to the committee by the superintendent/superintendent designee.
- One elementary and one secondary teacher recommended to the committee by the Teacher Advisory Committee
- The Elizabeth School District Director of Special Services
- One student from Elizabeth High School
- Two parents from within the district
- Two community-at-large members

LENGTH OF TERMS:

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

- School Board Member - Co-chair
- Superintendent/Superintendent designee
- Administrative Staff Member – appointed annually
- Principals – appointed annually (1 year term)
- Teachers – appointed annually (1 year term)
- Student – appointed annually (1 year term)
- Parents – appointed annually (2 year term)
- Community members – appointed annually (2 year term)

STAFF TO THE COMMITTEE:

The superintendent/superintendent designee may assign additional district staff to the BCRC 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 BCRC is subject to the Colorado Open Meetings of Governmental Bodies Act ([C.R.S. § 24-6-402](#)). 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.

The BCRC will meet in September, November, January, and March. Additional meetings will be scheduled as needed.

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

SCOPE OF RESPONSIBILITIES:

The BCRC will act in an advisory capacity regarding aspects of curriculum development and selection as outlined in [BOE IC – Curriculum Development](#). The BCRC will not directly select or recommend curriculum or textbook/materials to the Board of Education, but will serve in an advisory capacity to ensure community and parental input as part of the process. Selection and adoption recommendations to the Board of Education will be made by the superintendent per relevant Board policies. The Board of Education reserves final decision-making authority related to any curriculum development and textbook/materials as outlined in [BOE IC – Curriculum Development](#).

Each year, the board will produce a list of charges outlining specific curricular areas they wish the district and BCRC review. These charges may outline other areas of responsibilities assigned to the committee.

School and district leadership are responsible for identifying and selecting curriculum and textbooks/materials, and for making a recommendation to the superintendent for consideration of adoption by the Board of Education. Once the recommended selection of curriculum and/or textbooks/materials are determined by school and district leadership, the BCRC will review and provide feedback related to curriculum and textbook/materials prior to being recommended to the Board for adoption.

The BCRC will receive information from the administration staff and/or curriculum committees regarding the revisions under consideration at the beginning of each school year.

REPORTING:

BCRC meeting notes will be posted on the school district's website. Recommendations from the BCRC will be presented to the School Board, as appropriate, by the Board Co-chairs via written reports.