



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

## NWABSD BOARD OF EDUCATION

### Policy Work Session

Conducted via Teams and in the NWABSD Boardroom

### Agenda

February 24, 2026

1. Roll Call
2. Items for Board Bylaw Review (BB items to progress to First Reading at the April 2026 Regular Board Meeting):
  - a. **BB 9320 Meetings**
    - i. This update includes additional language to clarify virtual/remote meetings.
    - ii. This update also includes “virtual” by all references to “teleconference” for clarity and the addition of language to notify the Board President/Superintendent when attending an in-person meeting virtually.
3. Items for Board Policy Review:
  - a. **BP/AR 6145 Extracurricular and Cocurricular Activities**
    - i. **Direction is sought for participation in NWABSD activities for students who are not enrolled in any NWABSD school.**

Options:

- b. Allow school-aged children living within the region to participate in school district activities with no paperwork or fees – past practice
- c. Allow school-aged children living within the region to participate in school district activities with paperwork and fees
- d. Allow only District-enrolled (full or dual-enrolled) children living within the region to participate in school district activities

Additional Information:

- e. Current BP/AR has been applied differently at different schools
- f. Most impact is in Kotzebue, with over 20+ school-aged children not enrolled with the NWABSD; other villages have a typical 1-2 children
- g. Each school is budgeted a specific amount for extra-duty contracts based on enrollment.
- h. Coaches/advisors/sponsors are paid per the negotiated agreement:
  - i. Group One Activities will be compensated according to the following schedule and ranges.....\$2,500-\$3,500
    1. Kotzebue Wrestling (Varsity)

Technology Director: Amy Eakin

MISSION: To provide a learning environment that inspires and challenges students and employees to excel.  
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

2. Varsity Basketball Academic Decathlon 52
3. Future Homemakers of America
4. Year Book
5. Sysop
- ii. Group Two ..... \$1,500-\$2,500
  1. Student Council Advisor
  2. Cheerleader/Pep Club
  3. Cross-Country Running
  4. Varsity Volleyball
  5. Cross-Country Skiing
  6. Varsity Wrestling
  7. Jr. High School Basketball
  8. Senior Class Advisor
  9. Newspaper/Magazine Sponsor
- iii. Group Three ..... \$1,000-\$1,500
  1. Junior Class Advisor
  2. Sophomore Class Advisor
  3. Freshman Class Advisor
  4. Junior High School Advisor
  5. Battle of the Books/Spelling Bee
  6. Native Youth Olympics
  7. National Honor Society
  8. Pep Band
  9. Elementary Club and Activity Sponsors
  10. High School Club Sponsors

i. Informal Numbers that represent grade levels and coach-to-student ratios:

Activity	Grades	C:P Ratio
Elementary Wrestling	1st-3rd	1:15
Elementary Wrestling	4th-6th	1:25
Elementary Cheer	4th-6th	1:8
Little Dribblers	1st-2nd	1:8
Lions Club Basketball	3rd-6th	1:12

- j. Other activity costs:
- i. Shirts/uniforms/supplies
  - ii. Travel
  - iii. Meals



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## New Student Enrollment Packet

Dear Parents/Guardians:

Greetings and welcome to the Northwest Arctic Borough School District!

This student enrollment packet is for students who are new to our district or students who have left our district for more than 2 years. Please give all completed forms to your school secretary.

***In addition to the forms listed below, please provide your school with a copy of the student's birth certificate and immunization record.***

Immunization records can be requested from your local clinic or Public Health Nursing (PHN) in Kotzebue at 907-442-7144.

### **Student Registration**

Please provide a home phone number and mailing address. If you provide a cell phone number, we will send attendance alerts via text message when your student is absent and not excused. Schools may also send other text messages related to school activities. Contact your school secretary to opt-out of this service. *Please be sure to sign and date this form and provide at least one emergency contact.*

### **Health Care Emergencies**

Authorization for emergency health care is vital. We may not be able to reach you if your child is ill or injured and needs medical attention.

### **Acceptable Use Policy for District Students and Permission to Publish**

This reviews the District's rules and procedures concerning computers and the use of the internet. Permission to publish gives the District permission to share photos, videos, and student work in social media, radio and print publications.

### **Home Internet Access (Digital Equity)**

The state of Alaska has asked all school districts to collect information from families regarding internet at home. Please complete this for your household.

### **Home Language Survey**

This form needs to be completed for all new students to our district and lets us know if English is not the primary language in your home.

### **(FERPA) Release and Disclosure**

This form addresses the release of directory information regarding your child. If you give permission to release information, you do **not** have to complete this form. The Parent/Student Handbook includes additional FERPA (Family Educational Rights and Privacy Act) information form.

### **Indian Ed (Title VI) Student Eligibility Certification**

Please complete this form if you, your child, or the grandparents of the child are enrolled in a Tribe. This form is used for state/federal reporting and grant purposes.

### **Migrant Education Parent Questionnaire**

Please complete this form if you would like to be contacted for more information about our Migrant Ed. program. Please be sure to list all children living in the home.

Please return all forms to your school secretary, thank you and have a great year!





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## HEALTH CARE EMERGENCIES

Parents/Guardians:

If an accident or illness occurs, the Northwest Arctic Borough School District will attempt to notify the parent/guardian. If we cannot reach you, we will attempt to notify the alternate emergency contact that you provide. However, please complete the following Authorization for Emergency Medical Treatment. This authorization can be used to obtain emergency medical care for your child in the event you cannot be reached.

### ***AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT***

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, consent to emergency transportation, medical treatment, care or hospitalization as deemed necessary for the welfare of my son/daughter by the local health care provider, in the event an injury or illness occurs while my son/daughter is at school or a school sponsored activity. I understand that the School District will assume no liability or costs for such emergency transportation and medical treatment.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Revised: July 2015

MISSION: To provide a learning environment that inspires and challenges students and employees to excel  
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**  
**Acceptable Use Policy for District Students**  
**(Grades PK - 3)**

**Student's Name:** \_\_\_\_\_

**Dear Parents,**

Your child's teacher has read this document to his/her class and explained the importance of using the internet and other computer resources appropriately. We want to make you familiar with these rules as well. Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, ask your child's teacher.

I have read and understand this document.

\_\_\_\_\_/\_\_\_\_\_  
**Parent(s) Signature** **Date**

**I understand that I may use the internet under the direction of my teacher if I follow these rules:**

- ✓ I am responsible for using the internet in an appropriate way. I may use the internet for research, to communicate with others, and do assignments from my teachers.
- ✓ If I use someone else's networks, I must obey the rules of that network.
- ✓ It's against the law to send certain things over the school networks. I will not send copyrighted, threatening or obscene material over school networks.
- ✓ My teachers will set rules for using school networks, and I agree to follow them. I know that the inappropriate use of our networks can break school rules and sometimes even break the law.
- ✓ I will never harm or destroy computers or harm or destroy the work of another person on our school system or any other system.

**When I am using school networks, I will always:**

- 1. BE POLITE:** Never send, or tell others to send, abusive messages.
- 2. USE APPROPRIATE LANGUAGE:** I will never swear or use any other inappropriate language or threaten or humiliate others;
- 3. RESPECT PRIVACY:** I will not tell my home address, phone number, or names or addresses of family members, or the addresses or phone numbers of other students;
- 4. AVOID DISRUPTIONS:** I will not use the network in any way that would disrupt the use of the network by others;
- 5. BE HONEST:** I will not send anonymous messages or represent a message to have been written by someone else. I will always sign all messages I send with my name and e-mail address.

# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## Acceptable Use Policy for District Students (Intermediate/Secondary, Grades 4-12)

### Introduction

On the school network and on the internet, you may participate in a variety of activities that support learning. With access to other networks and people around the world, you may have access to information that may not be appropriate. The Northwest Arctic Borough School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the internet. The district is not responsible for other people's actions or the quality or content of information available through this service. We trust our students to know what is appropriate and what is inappropriate.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privilege of using the network may be withdrawn. Failure to follow these rules may also result in other forms of discipline.

### Your Use is Not Private

School computers are the property of the district. You should not expect that your use is private or that files stored on the system are private. Your teacher or other authorized school employees, may, at any time, review the subject, content, and appropriateness of electronic access, communications, or other computer files, and remove them if warranted, reporting any violations of rules to the school administrator or law enforcement officials.

### User Agreement

The use of school and district networks must be in support of education, research, and the educational goals of the Northwest Arctic Borough School District. You are personally responsible for this provision at all times when using building or district networks.

- ✓ The use of another organization's networks or computing resources must comply with these rules as well as rules appropriate to that network;
- ✓ Transmission of any material in violation of School Board policies and federal, state, or local laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret;
- ✓ All sites containing sexually explicit materials—materials showing male or female nudity—are off-limits to students;
- ✓ The school district will not be responsible for any unauthorized charges or fees resulting from access to computer networks.

Be familiar with these rules and how to use the internet before getting on-line. If you have any questions about these rules, please ask your teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

### Security

If you identify a security problem in the building or district network, notify the system administrator at once. Never demonstrate a problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to the network, and may be liable for disciplinary action or prosecution.

# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## Acceptable Use Policy for District Students (Intermediate/Secondary, Grades 4-12) (Continued)

### Vandalism

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

### Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

1. **BE POLITE:** Never send, or encourage others to send, inappropriate or abusive messages;
2. **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language;
3. **PRIVACY:** Do not reveal the addresses or phone numbers of friends or colleagues without written permission;
4. **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others. Do not damage hardware or software;
5. **REPRESENTATIONS:** Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator. Any transmission or use which has the purpose or effect of promoting hatred or harassment is prohibited.

**Student Name:** \_\_\_\_\_

**Acceptance:** *I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I agree to follow these rules and use school and district networks in an appropriate manner.*

\_\_\_\_\_  
**Student Signature**

/\_\_\_\_\_  
**Date**

*I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I understand that determined users may be able to access services and communicate with people on the internet that the district has not authorized for educational purposes. I also acknowledge that students may intentionally or unintentionally gain access to information and communications that they or I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that by authorizing my student's use of the internet, I assume these risks. I approve of my child's participation in network activities.*

\_\_\_\_\_  
**Parent(s) Signature**

/\_\_\_\_\_  
**Date**



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## Permission to Publish Media Release Form

Dear Parent/Guardian,

As part of your son's/daughter's educational program, (s)he will have the opportunity to:

1. Create and publish documents and projects on the internet such as a story, book or poem, a graphic, a science or research project, or a collaborative project with other students locally or regionally and
2. Participate in a wide range of activities such as clubs, school assemblies, sports, performances, and academic contests, including but not limited to spelling bees, science fairs, and Battle of the Books

These are exciting and memorable moments for both your student and school. In addition, student work, photos, and videos are commonly used in various forms of media to recognize student achievement and promote pride in the school district and community.

The Northwest Arctic Borough School District will publish these items only with your written permission.

Without permission, the student cannot appear in any class pictures, team photos, or any other school pride promotions or have any of their work published. Please note that all District students may have their likeness appear in certain school-sponsored or approved productions, including sporting events broadcasts or group photographs.

Thank you for your support.

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**Student Name:**

**Please initial one of the options below:**

**I GRANT** NWABSD permission to publish my child's name, student work, photographs, voice, and/or video recordings in Northwest Arctic Borough School District print media, social media, website, and the use, editing, and release to local newspapers (i.e., The Arctic Sounder) and radio stations (i.e., KOTZ Radio).

**I DO NOT GRANT** NWABSD permission to publish my child's name, student work, photographs, voice, and/or video recordings in Northwest Arctic Borough School District print media, social media, website, and the use, editing, and release to local newspapers (i.e., The Arctic Sounder) and radio stations (i.e., KOTZ Radio).

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**Parent/Guardian Signature**

**Date**

MISSION: To provide a learning environment that inspires and challenges students and employees to excel  
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## Home Internet Access (Digital Equity)

Name of student: \_\_\_\_\_

Other school age children in the same household:

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1. Do you have internet at home? (please circle)

Yes

No

2. Which electronic device does the student *most* often use to complete schoolwork at home?

Chromebook

Laptop computer

Desktop computer

Tablet (iPad, Windows surface)

Smartphone

Other

None

3. If the student has a device, is it personally owned by you or school provided?  
Is the primary learning device shared with anyone else in the household?

Personal – Not shared

School provided – Not shared

Personal – Shared

School provided – Shared

No device



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## HOME LANGUAGE SURVEY

Dear Parents/Guardians:

To make sure that all students receive the education services they need, the law requires us to ask questions about students' language backgrounds. The answers to Section A below will tell us if a student's proficiency in English should be evaluated and help us to ensure that important opportunities to receive programs and services are offered to students who need them. The answer to Section B below will help us communicate with you regarding the student and all school matters in the language you prefer.

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
Month Day Year

**Place of Birth:** \_\_\_\_\_

**Has the student received formal education outside of the US?**     Yes     No

If yes, circle grades completed outside of the US:    K 1 2 3 4 5 6 7 8 9 10 11 12

If yes, what was the Language of Instruction? \_\_\_\_\_

### SECTION A: LANGUAGE BACKGROUND

1. What is the primary language used in the home (regardless of the language spoken by the student)?     English     Other \_\_\_\_\_
2. What is the language most often spoken by this student?     English     Other \_\_\_\_\_
3. What is the first language this student learned to speak?     English     Other \_\_\_\_\_

### SECTION B: COMMUNICATION PREFERENCES

1. In which language do you prefer to receive school communication?     English     Other \_\_\_\_\_

### PARENT/GUARDIAN SIGNATURE

Parent/Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Information about schools' civil rights obligations to English learner students and limited English proficient parents can be found on [USED's Office for Civil Rights webpage](https://www2.ed.gov/about/offices/list/ocr/ellresources.html) <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>. If you have questions about this form or about services available to your child, please contact Perrian Windhausen at 907-442-1866.

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

P.O. BOX 51  
KOTZEBUE, ALASKA 99752  
TELEPHONE (907) 442-1800 ♦ Fax (907) 442-2392

**RELEASE AND DISCLOSURE**

(Directory Information Board Policy 5125.1)

The **Family Educational Rights and Privacy Act (FERPA)**, a federal law, requires the District, with certain exceptions, to obtain your consent prior to disclosing personal information from your student’s education records. The law recognizes, though, that schools often desire to publish student information, for example, to recognize students through awards or athletic programs. Additionally, outside organizations such as colleges, legislators, the military, and vendors for items such as photographs or class rings, often seek contact information for students. To meet this need, FERPA allows the District to designate as “directory information” any personally identifiable information in a student’s educational records that would not generally be considered harmful or an invasion of privacy if disclosed. School officials may release directory information about a student without first obtaining parental consent, unless you object by returning this form.

The District has identified the following information as directory information: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, name of school most recently attended, participation in officially recognized activities and sports, and height and weight of athletic team members. This list is found at Northwest Arctic Borough School District Board Policy, Article 5, section 5125.1. A copy of this policy is available for review in the office of all our schools, or on the District’s website ([www.nwarctic.org](http://www.nwarctic.org)).

In two instances, the District is required by law to release certain contact information regarding junior and senior high school students, unless you object. First, the District is required to provide to the University of Alaska the names and addresses of those students eligible for UA scholarship programs. Second, upon receiving a request from military recruiters and/or institutions of higher learning, the District must provide names, addresses, and telephone listings.

If you do not want the District to disclose directory information from your student’s education records during this school year, you must notify the District, in writing, by returning this form. If you have no objections to the release of directory information, you do not need to take any action.

Thank you for your cooperation.

I Do **NOT** give permission for the release of directory information regarding my child. (For parents of junior and senior high school students, this form also prevents release of phone numbers and other contact information to military recruiters and/or postsecondary educational institutions.)

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**ED 506 Form**  
**Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program**

**Parent/Guardian:** This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

**Student Information**

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade level \_\_\_\_\_

Name of School \_\_\_\_\_ School District \_\_\_\_\_

**Tribal Membership**

The individual with Tribal membership is the (select only one): \_\_\_child \_\_\_child's parent \_\_\_child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: \_\_\_\_\_

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Tribe or Band is (select only one):

- Federally Recognized Tribe
- State Recognized Tribe
- Terminated Tribe
- Alaska Native
- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- Membership or enrollment number establishing membership (if readily available) or
- Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). \_\_\_\_\_

**Attestation Statement**

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

**For Parent/Guardians:**

**Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

**Student Information:** Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

**Tribal Membership:** Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

**Attestation Statement:** Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Loretta Kittrell – Admin Assistant State/Fed Programs  
Phone: (907) 442-1817  
Scan/email this form to lkittrell@nwarctic.org



## Request for Migrant Education Interview

Would you like to be contacted to apply for Migrant Education status?  
(please circle)

**YES**

**NO**

**If YES please fill out the remainder of this form and return to the School Secretary today, or at your earliest convenience.**

Name (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

*If you are from Kotzebue, please include your house number:* \_\_\_\_\_

Phone number: \_\_\_\_\_

Please list all of your children in your home: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BB 9320 MEETINGS

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the [School](#) Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed.

*(cf. 9321 - Executive Sessions)*

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference/[virtual](#), the location of any teleconferencing facilities that will be used. Public Meetings may not be held in a private home or private business.

*(cf. 9012 - Communications To and From the Board)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

### Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

[All members shall make every reasonable effort to attend in-person for regular, non-primarily teleconference/virtual meetings.](#)

### Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference/[virtual](#), the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media. This notice also shall be posted at district and school sites at least 24 hours before the meeting. Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

### **Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as practicable, the Board [president](#) shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

### **Teleconferences/[Virtual](#)**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference/[virtual](#) is authorized whenever physical presence is not practicable. [If a Board member knows they will be unable to physically attend scheduled in-person meetings, worksessions, or committee assignments, they must notify the Board President and the Superintendent's Office of an intended teleconference/virtual attendance.](#)

—All votes at a meeting of members attending by teleconference/[virtual](#) shall be taken by roll call.

The Board also authorizes the use of teleconferences/[virtual](#) for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference/[virtual](#) facilities used for the Board meeting. [The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable. Board members may attend teleconference/virtual meetings at their local school or board room when prior arrangements have been made.](#)

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[Teleconference executive sessions:](#)

1. To promote the highest degree of confidentiality during executive sessions, such Board members must annually sign an affidavit that the only people, if any, that will be present in the room during an executive session are authorized to be there.
2. At the beginning of every teleconference/virtual executive session, each member shall verbally affirm that the only people in the room with them are authorized to be there.

*Legal Reference:*

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

[14.14.080](#) *Declaring a school board vacancy*

[29.20.020](#) *Meetings public*

[44.62.310](#) *Agency meetings public*

[44.62.312](#) *State policy regarding meetings*

*Adoption Date: May 23, 1995*

*Revised: March 27, 2007*

*Revised: April 29, 2025*

[Revised:](#)

**Northwest Arctic Borough School District**