



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

Board Bylaw Worksession

Conducted via Teams and in the NWABSD Boardroom

Agenda

August 25, 2025

1. Roll Call
2. Items for Board Bylaw Review:
 - a. **BB 9120 Officers**
 - i. This update includes the legal note and removes “receipt” per the Alaska Statute.
 - b. **BB 9123 Secretary**
 - i. This update clarifies the responsibilities of the Secretary to the Board. The title of the policy is also updated to include all positions cited in within the policy to be aligned to model policy.
 - c. **BB 9320 Meetings**
 - i. This update includes additional language to clarify virtual/remote meetings.
3. Recommendation of BB items to progress to First Reading at the September 2025 Regular Board Meeting

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.

BB 9120 OFFICERS AND DUTIES

Note: Pursuant to A.S. 14.08.091 and A.S. 14.14.070, the School Board must meet within seven days of the certification of election results in order to elect one of its members as president, one as clerk, and if necessary, one as treasurer.

At its organizational meeting, held within seven (7) days ~~after receipt~~ of the certification of the results of the election, the Board shall elect officers in the following order: President, Vice-President, Secretary and Treasurer. Before taking office, each new member shall sign the oath of office.

(cf. 9121 — School Board President)

(cf. 9122 - Vice President/Clerk)

(cf. 9123 - Secretary/Treasurer)

Legal Reference:

ALASKA STATUTES

[14.08.091](#) Administration

[14.12.110](#) Single body as assembly and school board

[14.14.070](#) Organization of school board

[29.20.300](#) School boards

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9123 CLERK/SECRETARY AND TREASURER

Note: A.S. 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

The Secretary shall ensure that an accurate record of the proceedings of the Board is kept, and that a copy of the record is distributed to each member, the Superintendent and others requesting it.

The Board delegates to the Superintendent's office the performance of all ministerial duties of the Secretary.

The Clerk/Secretary to the School Board, shall have the following duties:

1. Prepare and maintain the School Board minutes.
2. Sign the minutes of the School Board meetings following their approval.
3. Maintain School Board records and documents.
4. Submit to School Board the correspondence addressed to it.
5. Manage purchase orders and process check requests.
6. Other duties as assigned by the School Board.

Commented [AE1]: Model policy has this as a Vice-chair responsibility.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 — School Board Minutes)

Legal Reference:

ALASKA STATUTES

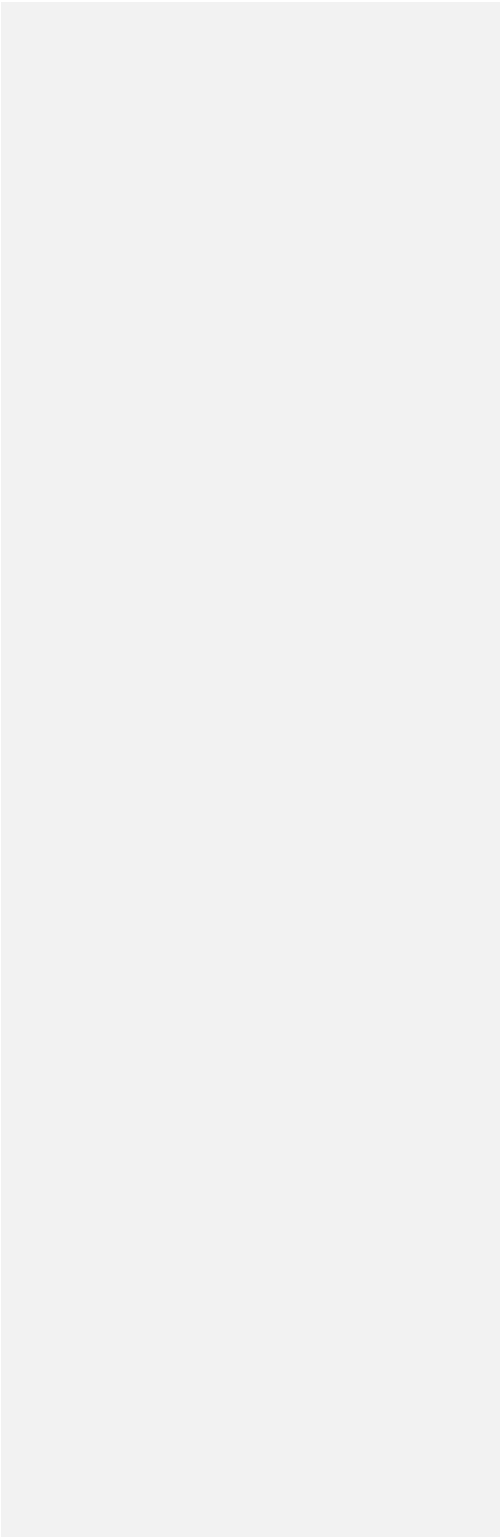
[14.08.091](#) Administration

[14.14.070](#) Organization of school board

Adoption Date: May 23, 1995

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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 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, 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 attend in-person for regular, non-primarily teleconference 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, 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 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

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 is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences 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 facilities used for the Board meeting.

VERSION 1: Teleconference Attendance:

1. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable
2. No other board members will be in person when the meeting has been scheduled to be primarily through teleconference.
 - a. Board members may attend teleconference meetings at their local school when prior arrangements have been made. No more than two (2) board members may attend in one location.

VERSION 2: Teleconference Attendance:

1. No board members will be in person when the meeting has been scheduled to be primarily through teleconference.
2. Board members may attend teleconference meetings at their local school when prior arrangements have been made. No two (2) board members may attend in one location.

VERSION 3: Teleconference Attendance:

1. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable.
2. Board members may attend teleconference meetings at their local school or board room when prior arrangements have been made.

a. —

Teleconference executive sessions:

1. To promote the highest degree of confidentiality during executive session, 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 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

Northwest Arctic Borough School District