



# 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

## Board Policy Committee Meeting Agenda

April 10, 2023  
9:00 a.m.

1. BP Revisions on the April Board Meeting agenda for first reading are:
  - a. BP 3100 Budget
  - b. BP 3280 Sale or Lease of School Facilities or Real Property
  - c. BP 6146.8 Postsecondary High School Dual Credit
  - d. BP 6161.4 Internet
  - e. BB 9200 Board Members
  - f. BB 9270 Conflict of Interest
  - g. NEW POLICY - BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems
  
2. BP Revisions on the June Board Meeting agenda for first reading are:
  - a. BP 3260 Material Fees: This update provides stylistic edits to the Board's material fees program.
  - b. BP 3400 Management of District Assets/Accounts: This update provides stylistic edits to the management of district accounts policy.
  - c. BP 3470 Fund Balance Classification: This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts.
  - d. BP 3550 Food Service: This update includes language to recognize various dietary guidelines that may apply to different districts. It also updates nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services.
  - e. BP 3554 Other Food Sales: This update makes the food sale policy inclusive of all District programs.
  - f. BP 8200 Powers and Duties: This update changes language around local manuals.
  
3. Discussion: BB 9110 Board Membership  
President Hansen asked that the board policy committee review the board bylaw that outlines the size of our board and compare to other Alaska school board sizes.
  
4. Discussion: Day-Long Board Policy Committee in the Summer  
Set a date for the day-long Board Policy Committee in the summer.

**Committee Members:** Ellen Coffin, Cindy Fields, Marie Greene, Millie Hawley, Carol Schaeffer

**Assistant Superintendent:** Scott Lefebvre

**Secretary for Superintendent/Board:** Jazmine Camp

**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

## BP 3100 BUDGET

Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.410. A.S. 14.17.900 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and District goals and objectives. ~~The Board shall adopt an annual budget which is compatible with district goals and objectives.~~

*(cf. 0200 - Goals for the School District)*

*(cf. 3460--~~Periodic Financial Reports~~Financial Reports and Accountability)*

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. ~~A public hearing shall be held~~The Board shall take public input prior to the adoption of the budget or a revised budget. A public hearing shall be held, during a worksession, prior to the adoption of the budget.

*(cf. 1220--~~Citizen committees~~)*

*Legal Reference:*

### ALASKA STATUTES

14.07.030 Powers of state department

14.07.170 Additional powers and duties of state board

14.12.020 Support, management and control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.300 - 14.17.990 Financing of public schools

14.17.010 - 14.17.250 ~~Public school foundation program~~

### ALASKA ADMINISTRATIVE CODE

[4 AAC 09.005 - 4 AAC 09.105](#) *State Aid*

[4 AAC 09.110 - 4 AAC 09.160](#) *School Operating Fund*

**Adopted: February 25, 1994**

***Revised:*** *(Date of Revision)*

**Northwest Arctic Borough School District**

## **BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY**

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

The Board shall dispose of, or recommend to the borough the disposal of, **borough owned** school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the Board may lease, or recommend to the borough the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

*(cf. 1330 - Use of School Facilities)*

The School Board encourages public participation in the determination of school facility needs.

*(cf. 1230 - Citizen **Advisory Committees**)*

*Legal Reference:*

ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE

4 AAC 31.085 Disposal of abandoned or obsolete property

**Adopted: February 25, 1994**

*Revised: (Date of Revision)*

**Northwest Arctic Borough School District**

## **BP 6146.8 POSTSECONDARY/HIGH SCHOOL DUAL CREDIT**

The School Board recognizes that individual students may wish to enroll in college classes for a variety of reasons. By using the following guidelines, the Superintendent or designee may accept college coursework for credit in lieu of high school coursework.

1. Enroll in alternative course offerings.
2. Students must register for at least three (3) semester hours to receive ~~0.5~~ **1.0** high school credits and six (6) semester hours for ~~1.0~~ **2.0** high school ~~credit~~ **credits**.
3. Upon completion of the college coursework, the student must submit proof of the grade to the Principal or Assistant Principal for inclusion in their permanent records.

*Legal Reference:*

*ALASKA ADMINISTRATIVE CODE:*

*4 AAC 06.075 High school graduation requirements*

*Revised: May 03, 2006*

*Adopted: April 28, 2004*

Northwest Arctic Borough School District

## **BP 6161.4 INTERNET AND DISTRICT TECHNOLOGY**

**Note:** *The following policy should be used by all districts providing student access to the Internet and other computer networks. An Internet safety policy is required for schools receiving universal service discounts.*

**Note:** *The Children's Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act ([20 U.S.C. § 6751-6777](#)) for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most federal universal service discounts ([47 U.S.C. § 254](#)).*

*The district's internet safety policy must include a "technology protection measure" that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for "bona fide research or other lawful purpose."*

*Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.*

*As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to "inappropriate matter" on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access ("hacking") and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.*

The Board recognizes the educational and communication opportunities that exposure to the Internet and other computer networks can provide students and staff. The Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Board has established ~~the this~~ Internet and District Technology acceptable use policy to ensure appropriate use of ~~this these~~ resources. District technology includes, but is not limited to, District computers, laptops, tablets, and phones.

## Authority

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network, District technology, or for any information that is retrieved via the Internet.
2. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or District technology.
3. The use of District technology, the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers and other District technologies are the property of the School District. At no time does the district relinquish its exclusive control of ~~computers~~ District technology provided for the convenience of the students and staff. ~~Computers~~ District technology shall may not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. Nor may computers be used for harassment or bullying. District technology must be used in accordance with this policy.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

5. The School District reserves the right to inspect and review files and data on ~~district computers~~ District technology, and to monitor the online behavior of ~~minors~~ persons when using ~~district computers~~ District technology or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without ~~student~~ consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research



or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

## Internet Safety

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including "hacking," and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Note:** *The Children's Internet Protection Act, defines "harmful to minors" as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

## Use Guidelines

*Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.*

1. School officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non-education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts and all District technology. These ~~accounts~~ are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network or on District technology. No



use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.
6. District technology and networks shall not be used to disseminate, maintain, or access sexually explicit, vulgar, indecent, offensive, or lewd communications, images, or videos. The District strictly enforces this provision.
7. Users are expected to display proper "netiquette" (network etiquette) at all times.
8. Staff members shall supervise students while students are using district Internet access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.
9. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
  - a. Use of the network or District technology to facilitate illegal activity.
  - b. Use of the network or District technology for commercial or for-profit purposes.
  - c. Use of the network or District technology for non-work or non-school related work.
  - d. Use of the network or District technology for product advertisement or political lobbying.
  - e. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
  - f. Use of the network or District technology to access obscene or pornographic material.
  - g. Use of inappropriate language or profanity on the network or District technology.
  - h. Use of the network or District technology to transmit material likely to be offensive or objectionable to recipients.
  - i. Use of the network or District technology for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
  - j. Impersonation of another user, anonymity, and pseudonyms.
  - k. Use of network facilities or District technology for fraudulent copying, communications, or modification of materials in violation of copyright laws.
  - l. Loading or use of unauthorized games, programs, files, or other electronic media.
  - m. Use of the network or District technology to disrupt the work of other users.
  - n. Destruction, modification, or abuse of network hardware and software.
  - o. Quoting personal communications in a public forum without the original author's prior consent.

- p. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- 10. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

*(cf. 6161.5 - Web Sites/Pages)*

*(cf. 6184 - Virtual/Online Courses)*

## **Education**

**Note:** *Effective July 1, 2012, the Children's Internet Protection Act requires that a school district's Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response.*

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

**Note:** *the following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.*

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

## **Policy Review**

The district, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

*Legal Reference:*

UNITED STATES CODE

[15 U.S.C. 6501-6505](#) *Children's Online Privacy Protection Act*

[20 U.S.C. 6751-6777](#), *Enhancing Education Through Technology Act, Title II, Part D*

[47 U.S.C. § 254](#), *Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)*

CODE OF FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), *as updated by the Federal Communications Commission Order and Report 11-125 (2011)*

*Revised: January 29, 2013*  
*(Date of Revision)*

*Adopted: April 28, 2004*

**Northwest Arctic Borough School District**

## **BB 9200 BOARD MEMBERS**

### **Limits of Board Members Authority**

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

*(cf. 6162.8 - Research)*

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

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

*(cf. 1250 - Visits to the Schools)*

### **Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain. If a Board Member knows they will be unable to

attend scheduled meetings, worksession, or committee assignments they must notify the Board President or the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*

*Legal Reference:*

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment*

*Adoption Date: May 23, 1995*

Revised or Reviewed: (Date of Revision/Review)

**Northwest Arctic Borough School District**

## BB 9270 CONFLICT OF INTEREST

**Note:** [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

**Decision making.** The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or ~~his or her~~ their family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

**Appearance of impropriety.** When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

**Other duties.** School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

**Other legal obligations.** School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

*(cf. 3115 - Relations with Vendors)*

*(cf. 4112.8 - Employment of Relatives)*

*(cf. 2300 - Conflict of Interest Code: Designated Personnel)*

*Legal Reference:*

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

*Adopted: May 23, 1995*

*Revised: August 30, 2016, (Date of Revision)*



## USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(a)

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

~~District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA) ), 20 U.S.C. § 1232g and 34 CFR Part 99.~~

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

### Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

### Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas such as the gymnasium and weight room, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Classrooms, restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where this a reasonable expectation for privacy.

### Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct through a subpoena.

### Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

## **USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(B)**

### **Use of Video Recordings for Disciplinary Action**

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

### **Retention of Video Recordings**

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Review**

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

*(cf. 1340 – Access to District Records)*

*(cf. 3515 – School Safety and Security)*

*(cf. 3580 – District Records)*

*(cf. 5125 – Student Records)*

#### Legal References:

UNITED STATES CODE 20 U.S.C. 1232g

UNITED STATES CODE OF FEDERAL REGULATIONS 34 CFR Part 99

ALASKA STATUTES

40.21.070 – Records Management for Local Records 40.25.110-250 Public Records Act

ALASKA ADMINISTRATIVE CODE

2 AAC 96.100-370 Public Information

*Revised 10/2021*

## BP 3260 MATERIAL FEES

The School Board will make every effort to provide the ~~instructional equipment, books and materials~~ resources needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of ~~any~~ school supplies or materials must be authorized by the Superintendent or designee ~~, or the Board~~.

Fees may be charged for materials used for individual student projects.

*(cf. 1321 - Soliciting Funds from and by Students)*

*Adopted: February 25, 1994*

*Reviewed: (Date of Review)*

*Revised: (Date of Revision)*

**Commented [JC1]:** This update provides stylistic edits to the Board's material fees program.

**Northwest Arctic Borough School District**

## **BP 3400 MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

**Commented [JC1]:** This update provides stylistic edits to the management of district accounts policy.

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

### **Accounting Systems**

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of ~~income revenue~~ and expenditures as outlined in the adopted budget.

(cf. 3440 - Inventories)

### **Audits**

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

The Board shall provide for an annual audit of **all** district accounts by **an independent** public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of **federal and** state regulations.

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

Legal Reference:

#### ALASKA STATUTES

[14.08.111](#) Duties (Regional school boards)

[14.14.050](#) Annual Audit

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.082](#) Fund balance in school operating fund

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.120](#) Accounting and audit manuals, charts of accounts, code descriptions

[4 AAC 06.121](#) Annual financial reporting requirements

[4 AAC 09.130](#) School district audit

[4 AAC 09.160](#) Fund balance

Adopted: February 25, 1994

Reviewed: (Date Reviewed)

Revised: (Date of Revision)

**Northwest Arctic Borough School District**

## BP 3470 FUND BALANCE CLASSIFICATION

**Note:** This policy is consistent with the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy allows a school board to have greater control over the district's fund balances by addressing the order of spending.

Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).

~~Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).~~

The Board desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the Board regarding fund balance designations. Formal Board action is required to establish, modify, and/or rescind a committed fund balance amount.

### Fund Balance Classifications

Fund balances will be classified as follows:

- A. Nonspendable fund balance - The non-spendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; ~~or, or~~ (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
- B. Restricted fund balance - The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; ~~or, or~~ (b) imposed by law through constitutional provisions or enabling legislation. This includes "categorical balances."
- C. Committed Fund Balance - The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the Board. Commitments may be removed or changed by formal Board action. This classification also includes contractual obligations to the extent that existing

**Commented [JC1]:** This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts.

resources in the fund have been specifically committed for use in satisfying those contractual requirements. Any remaining excess fund balance in a special revenue or capital projects fund at fiscal ~~year-end~~year-end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.

- D. Assigned Fund Balance - The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. ~~Thus, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects and/or permanent funds (unless that amount is negative, which requires classification as unassigned fund balance).~~
- E. Unassigned Fund Balance - The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

### **Spending Prioritization**

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

Legal Reference:

DEED Uniform Chart of Accounts

*Adopted: July 26, 2012*

*Reviewed: (Date of Review)*

*Revised: (Date of Revision)*

**Northwest Arctic Borough School District**



## BP 3550 FOOD SERVICE

Note: The following optional policy may be revised to reflect district philosophy and needs.

The School Board recognizes that students need adequate, nourishing food in order to grow, ~~and~~ learn, and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service ~~and including such~~, other snack, and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that ~~the breakfast, lunch, and other nutrition~~ programs ~~are~~ is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the ~~National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans~~, applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.
- ~~2. Foods can help students and families to feel comfortable in the school. To further this, Foods and beverages available should be considered as carefully as other educational support materials as they can serve to build cultural connectedness for students. The District may include cultural and subsistence foods if available and shall~~can be served in compliance with school safety and nutritional program guidelines. The District will include subsistence foods as a part of the nutritional and dietary guidelines for Americans.
- ~~2-3. \_\_\_\_\_~~
- ~~3. Foods and beverages available should be considered as carefully as other educational support materials and can serve to build cultural connectedness for students.~~
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat and travel to and from the cafeteria.
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the Sstate provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.

**Commented [JC1]:** This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services.

~~10. The District will include subsistence foods within food pyramids as a part of the nutritional and dietary guidelines for Americans.~~

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared, and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness ~~among students.~~

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel ~~and/or an independent contractor~~, taking into consideration professional standards required by law, and will ~~provide-ensure that~~ continuing education and training ~~is provided to food service personnel~~ in compliance with ~~applicable state and~~ federal standards.

*(cf. 4131 – Staff Development)*

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve ~~of~~ menu prices. Program financial reports shall be presented regularly for inspection by the Board.

*(cf. 3554 – Other Food Sales)*

*(cf. 5040 – Student Nutrition and Physical Activity)*

*(cf. 6163.4 – School Gardens, Greenhouses and Farms)*

*Legal Reference:*

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210, 220, and 235](#) National School Lunch Program and  
Breakfast Program

Federal Register

Professional Standards for State and Local School Nutrition Programs  
Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol.  
80, No. 40 and No. 88 (2015)

Revised: August 25, 2020

**Adopted: February 25, 1994**

Reviewed: (Date of Review)

Revision: (Date of Revision)

**Northwest Arctic Borough School District**

## **BP 3554 OTHER FOOD SALES**

**Commented [JC1]:** This update makes the food sale policy inclusive of all District programs.

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

*(cf. 5040 - Student Nutrition and Physical Activity)*

### ***During School Day***

Between the hours of 12:00 a.m. and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements National School Lunch Program Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

*(cf. 5040 - Student Nutrition and Physical Fitness)*

### ***Outside of School Day***

From 30 minutes after the conclusion of the instructional day until 12:00 a.m. the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

*(cf. 1321 - Solicitations of Funds from and by Students)*

*Legal Reference:*

#### UNITED STATES CODE

*Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)*

*Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)*

#### CODE OF FEDERAL REGULATIONS

*[7 C.F.R. Parts 210](#) and [220](#), National School Lunch Program and Breakfast Program*

#### Federal Register

*Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)*

*Adopted: February 25, 1994*

*Reviewed: (Date of Review)*

*Revised: January 27, 2015, (Date of Revision)*

**Northwest Arctic Borough School District**

## BP 8200 POWERS AND DUTIES

The powers and duties of the Advisory School Council are delegated by the School Board and may be discharged only at a legal meeting conducted according to Board policy and administrative regulations.

Advisory School Councils shall advise the School Board and administration on all matters concerning the schools and shall perform other duties as prescribed by the School Board.

The Advisory School Council shall seek to represent the interests of the community and communicate those interests to the School Board and administration.

Within the guidelines established by the School Board, the Advisory School Council shall:

1. Develop a school philosophy that is in line with NWABSD goals, and state and federal mandates.
2. Carry out all duties assigned to the Advisory School Councils as outlined in the NWABSD strategic plan.
3. Reinforce district policy manual and student/parent handbook. ~~Establish local policy manuals in the form of student and staff handbooks prepared by the pP~~Principals will prepare a school wide management plan with input and approved by from the Advisory School Council which should include, but not be limited to the following areas:

The ASC shall advise on:

- a. School facilities (use of school buildings by outside groups, and cold weather closure);
  - b. Advisory School Council rules of operation (meetings and work sessions, notification procedures for members, communication with the Advisory School Council, reading files, records and minutes.
4. The Advisory School Council shall be informed of the student activity program of the school.
  5. Advise the principal as to the allocation of site/community-generated funds earmarked for the local student activity program.
  6. Review once per semester student achievement/behavioral/attendance data and make recommendations to administration in how to increase student achievement. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Council and to the community served by the Advisory School Council. This report shall include the following:
    - a. progress and achievement through the year,

- b. recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels,
  - c. status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.
7. Assist in the selection of the school principal by selecting a representative from the Advisory School Council or Advisory School Council designee to participate in interviewing candidates as part of the district interviewing team that makes recommendations to the Superintendent who will make the final decision.
  8. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Council development.
  9. Each member shall visit an elementary, middle, and high school classroom at least once per year.
  10. Review annually the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.
  11. Review annually the school's crisis response plan for the purpose of recommending and adopting changes to the plan.
  12. Review the school's ~~bilingual/bicultural~~ Inupiaq program for the purpose of making recommendations to the School Board.

**Note:** According to [AS 14.30.420](#), a School Board shall establish a local Native Language Curriculum Advisory Council for each school in which a majority of the students are Alaska Natives. Any school district with Alaska Native students may establish a local Native Language Curriculum Advisory Council for each school with Alaska Native students. The Native Language Curriculum Advisory Council may recommend a Native language education program, which, if established should comply with [AS 14.30.420](#).

13. Act as, or establish a local Native Language Curriculum Advisory Council for each school in the district in which a majority of students are Alaska Natives.
14. Recommend to the Superintendent a representative to be named to the NWABSD Parent Action Committee (PAC) for the purpose of advising the NWABSD on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.
15. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with NWABSD policy and procedures.
16. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

Duties not performed by the Advisory School Council in a timely manner and in accordance with the policies and regulations of the district are to be carried out by the next responsible board or school official.



*Legal Reference:*

ALASKA STATUTES

[14.08.115](#) *Advisory school boards in REAA*

[14.12.035](#) *Advisory school boards in borough school districts*

[14.30.420](#) - *Native language education*

*Revised: March 01, 2016*

*Adopted: March 28, 1995*

**Northwest Arctic Borough School District**

## **BB 9110 BOARD MEMBERSHIP**

### **Regular Members**

The School Board shall consist of 11 members elected or appointed in accordance with law.

*(cf. 9220 - Board Elections)*

*(cf. 9223 - Board Vacancies)*

### **Student Board Members**

The Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members shall have the right to attend public meetings of the Board, be recognized at meetings, participate in discussing issues and shall receive all materials presented to Board members except those related to executive sessions.

The Board of Education will develop procedures in conjunction with the Districtwide Student Council for the selection of up to two (2) student representatives and one (1) alternate student representative to the Board of Education. These representatives shall be advisory non-voting members to the Board.

*(cf. 1220 – Citizen committees)*

*Legal Reference:*

#### ALASKA STATUTES

[14.08.091](#) *Administration*

[14.12.030](#) *School boards*

[14.12.040](#) *Transition from five to seven member board*

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

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

[14.14.120](#) *Inoperative district*

[14.14.250 - 14.14.310](#) *Involvement of young people in government*

[29.20.300](#) School boards

*Revised: March 07, 2017*

*Revised: June 7, 2022*

**Adoption Date: May 23, 1995**

**Northwest Arctic Borough School District**

District:	Region	ADM	# of Board Members
Alaska Gateway	INT	379	7
Anchorage	SC	42,886.54	7
Annette Island	SE	319.63	5
Chugach	SC	585	5
Copper River	SC	421	7
Craig	SE	709	5
Denali	INT	995.2	9
Dillingham	SW	423	5
Galena	INT	9064	5
Haines	SE	248	7
Hoonah	SE	130	5
Juneau	SE	4228	7
Kashunamiut	SW	330	5
Kodiak	SW	2218.96	8
Klawock	SE	119	Five
KPBSD	SC	8301.07	9
Kenai	SW	345.85	Seven
Lake & Peninsula	SW	300.75	7
Lower Kuskokwim	SW	4008	8
Nenana	INT	1621.61	5 voting 2
Nome	NW	696	5
North Slope	NW	1865.85	7
NW Arctic	NW	1886	11
Petersburg	SE	426	5
Pribilof Island	NW	54	5
Sitka	SE	1143	5
SE Island	SE	146.48	5
Unalaska	SW	354.95	6
Valdez	SC	615.31	7
Wrangell	SE	257.5	Five

**Article 2. School Boards.**

**Sec. 14.12.030. School boards.**

(a) Each borough and city school district with an average daily membership of 5,000 or less has a school board of five members, except that the governing body of the borough or city may by ordinance, concurred in by a majority of the district school board, provide for a school board of seven members.

(b) Each borough and city school district with an average daily membership exceeding 5,000 has a school board of seven, nine, or eleven members, as established by ordinance.

(c) The provisions of (a) and (b) of this section do not apply if the assembly serves as the school board of the borough school district.

(d) The provisions of (a) and (b) of this section do not apply to a regional educational attendance area that converts to a city or borough school district. The number of school board members may be changed by the qualified voters in a district by placing the question on the ballot at a regular school board election in the manner prescribed by law.

(e) Each city or borough school district that is operating schools on a military reservation under AS 14.12.020(a) has one nonvoting delegate from the military reservation or reservations to the school district board to advise and assist the board in matters relating to the military reservation schools operated by the school district and to act as liaison between the board and the military community. The nonvoting delegate shall be appointed by the school district board, shall serve at the pleasure of the school district board, and must be an inhabitant of the area served by the military reservation schools operated by the school district by contract. If an elected community school committee is established on a military reservation, the only inhabitants of that military reservation who are eligible for appointment as the nonvoting delegate are those inhabitants who are members of the elected school committee.

## Article VIII EDUCATION

### Section 8.01 Public school system

There shall be a system of public education for the borough, conducted in the manner provided by law. The system of public education shall be operated by a school board of eleven members.

### Section 8.02 School board

1. Qualifications. A school board member shall be a qualified borough voter and a resident of the borough. No school board member may hold any compensated school district employment while serving on the school board.
2. Term. Each school board member shall be elected to three-year staggered terms.
3. Election. Each school board member shall be elected at large by the qualified voters of the borough and shall be residents of the district to which the seat they seek is assigned pursuant to Section 2.02 of this charter. Such elected school board member represents all the voters of the borough.
4. The assembly may, by ordinance, adopt additional procedures pertaining to the nominations and election of school board members.
5. Vacancies. The office of school board member shall become vacant upon death, resignation or removal from office in any manner authorized by law or by this charter, or by forfeiture of office as prescribed for assembly members in Section 2.05 of this charter. Vacancies shall be filled in a manner prescribed by law.

### Section 8.03 Budget

The superintendent of school shall submit an annual budget which shall first be approved by the school board at such time as the board may direct, but in no case at a date later than that prescribed by state law. The proposed school budget shall be a public record available from the time of its sub-mission to the board for public inspection and distribution. The board shall hold public hearings on the budget before approval and submission to the assembly for final action.

### Section 8.04 Joint conference

The assembly and board may meet jointly at public meetings to deliberate upon matters of mutual interest.

**Subject:** Re: Summer Schedules-- Board Policy Committee  
**Date:** Sunday, March 26, 2023 at 9:57:16 PM Alaska Daylight Time  
**From:** Marie Greene  
**To:** Carol Schaeffer, Jazmine Camp, Ellen Coffin, Cynthia Fields, Millie Hawley  
**CC:** Scott Lefebvre

Dates that will not work for me are:

May 11

May 15-19

June 3-16

July 10-24.

Those are the commitments I currently have for now.

Marie

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**From:** Carol Schaeffer <cschaeffer@nwarctic.org>  
**Sent:** Tuesday, March 21, 2023 8:57:54 AM  
**To:** Jazmine Camp <jcamp@nwarctic.org>; Ellen Coffin <ecoffin@nwarctic.org>; Cynthia Fields <cfields@nwarctic.org>; Marie Greene <mgreene@nwarctic.org>; Millie Hawley <mhawley@nwarctic.org>  
**Cc:** Scott Lefebvre <slefebvre@nwarctic.org>  
**Subject:** RE: Summer Schedules-- Board Policy Committee

Hello Jazmine,

Thank you for following up. I will be out of town starting June 14-July 9, 2023. And for work, I will also be making trips to all of the villages starting in May through when I leave. We haven't set that schedule up yet; so I will try to block off our Board Policy meeting when we start working on my village trips schedule. Does this make sense?

Thanks,  
Bunny

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**From:** Jazmine Camp <jcamp@nwarctic.org>  
**Sent:** Tuesday, March 21, 2023 8:51 AM  
**To:** Ellen Coffin <ecoffin@nwarctic.org>; Cynthia Fields <cfields@nwarctic.org>; Marie Greene <mgreene@nwarctic.org>; Carol Schaeffer <cschaeffer@nwarctic.org>; Millie Hawley <mhawley@nwarctic.org>  
**Cc:** Scott Lefebvre <slefebvre@nwarctic.org>  
**Subject:** Summer Schedules-- Board Policy Committee

Good morning,

At the last board policy committee meeting we discussed having a daylong meeting in the summertime to make some progress with our out-of-date policies. Please let me know what dates will NOT work for you from mid-May through July. With that information I will narrow down some dates that will work and ask for the committees preference.

Thank you,  
Jazmine