

THE LAKE AND PENINSULA SCHOOL DISTRICT
101 Jensen Drive
P.O. Box 498
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Phone (907) 246-4280 / Fax (907) 246-4473



Local School Advisory Committee Handbook

Dear LSAC Member,

Congratulations and Welcome to your community's Local School Advisory Committee (LSAC). As a member of the committee, you are vital in your support of teachers, families, and community members as you all work together to ensure that our schools are the very best that we can provide. As a result of your commitment and dedicated work, our students will get the quality of education they need to lead productive lives. As LSAC members your goal is to develop and encourage strong, positive partnerships between teachers and parents. The contribution of your time and service will continue to improve our schools and strengthen the school, parent, and teacher relationships.

This Handbook gives you information on important work that you do as an LSAC member and offers other types of information that will assist you in your responsibilities and duties as a committee member. We are grateful that you are part of this important and vital working group of committed community members!

Forms and Templates can be found at the end of this Handbook

Mission Statement

The mission of the Lake and Peninsula School District is to develop productive citizens who are positive role models, self-directed learners, academically prepared and resilient. We will accomplish this through our Standards-Based System in a safe, culturally sensitive environment with an emphasis on technology, extended opportunities and committed partnerships.

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[words in brackets throughout the document were added for clarification]

TIPS FOR SUCCESSFUL PUBLIC SERVICE

1. Engage with the School Board, such as attending meetings or joining via distance technology.
2. Learn all you can about your school and the school district.
3. Make it the aim of your LSAC to consider every decision based on “What’s best for students?”
4. Work closely and cooperatively with your school administrator, teachers, and staff. Learn how to listen to each other and to support each other.
5. Evaluate recommendations and alternative courses of actions.
6. Devote sufficient time to your duties as a member of the LSAC.
7. Be a strong team member intent on building a strong team, resisting the temptation to be a committee of one.
8. Don’t let honest differences of opinion degenerate into personality conflicts.
9. Remember that you represent all the people of your community, not just your family or neighbors or friends.
10. Make decisions on the basis of what is good for everyone, with student achievement as the priority, and be consistent. Strive for the win-win.
11. Keep fellow community members informed of the LSAC’s work and plans.
12. Don’t be afraid of change, but rather strive for change that will most likely improve the school.
13. Be concerned and plan for the long-term future.
14. Have some goals and objectives for each year.
15. Be a leader and a servant to make your school the best it can be.
16. “Speak” to the School Board through courteous and professional LSAC written motions (resolutions) passed through parliamentary procedure.

CONCEPTS AND ROLES (BP 8000)

The LSAC functions under the direction of the School Board. School Board policy and actions shall prevail and be followed. The LSAC's function is advisory except in those areas that have been specified by [the] School Board.

The LSAC shall seek to learn the will of the people of the community and to represent their interests in actions taken by the LSAC.

The LSAC shall develop an effective working relationship with the school personnel, particularly the Principal/Head Teacher or designee. The administration and the LSAC are expected to work together cooperatively for the betterment of the local school.

This relationship should ideally be modeled on the relationship between the School Board and Superintendent or designee. That is, the Principal/Head Teacher shall be the executive officer of the LSAC and administrative head of all parts of the school.

Role of the School Board

The School Board shall:

- 1) Establish LSACs as deemed to be in the best interests of the district.
- 2) Determine the membership and method of selection of LSACs.
- 3) Determine the powers and duties of LSACs.

Role of the Superintendent or [Designated Principals and Head Teachers]:

The Superintendent or designee shall:

- 1) Supervise the conduct of elections of LSAC members.
- 2) Oversee the operation of LSACs and report to the board regarding the relationship between LSACs and the schools.
- 3) Solicit and receive recommendations from the LSAC.

BOARD MEMBERSHIP (BP 8110)

Each community area shall be served by an elected LSAC.

Each LSAC shall consist of a minimum of three members. The LSAC may increase the number of members serving on the LSAC to a maximum of five members. Members shall serve a term of three years.

The School Board encourages LSACs to appoint a non-voting student member to the LSAC.

Student Representative on LSAC

The LSAC is urged to have a student representative to sit with them in a non-voting capacity. This student should be selected by the student body of the school and should be responsible to report back to the student body concerning the business of the LSAC. The student should be responsible for presenting to the LSAC the concerns of the student body.

ELECTIONS & QUALIFICATIONS (BP 8120)

Note: Pursuant to [AS 14.08.115](#) and [AS 14.12.035](#), the school board prescribes the manner of selecting advisory boards.

All qualified and interested individuals are encouraged to serve the district and its student[s] by seeking election to the advisory school board. The district shall be responsible for conducting advisory school board elections for the respective attendance areas. The Superintendent or [Principal or Head Teacher] shall make the necessary procedures, forms and staff assignments for the conduct of elections.

Qualifications for Candidates and Voters

An individual is eligible to seek election to the advisory school board if the person meets the voter qualifications set forth below, [OPTIONAL is a parent/guardian, stepparent, or grandparent of a student who attends the local school,] and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual with the following qualifications is eligible to vote in an advisory school board election:

1. is a United States citizen;
2. is 18 years of age or older;
3. is a registered voter in the State of Alaska;
4. has been a resident of the school attendance area for at least 30 days before the date of the election; and
5. is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.

Note: ~~The following language should be utilized if the School Board has determined that student members are permitted to serve on advisory school boards.~~

A district student is eligible for appointment as a Student Advisory School Board Member without meeting the above qualifications.

Note: The following options may be selected based on district philosophy and needs.

Option 1: School board members may not hold concurrent membership on both the school board and a local advisory school board.

Option 2: School board members may hold concurrent membership on both the school board and a local advisory school board.

ELECTION PROCEDURES (AR 8120)

Election of LSACs

- 1) LSAC elections may be held each year at the regularly scheduled LSAC meeting in October or in conjunction with other state and local elections provided that local LSAC elections are held prior to November 30th each year. The notice of election should be posted at least ten (10) days in advance and give the time and place of the meeting. The notice should be posted in at least three public places in the village.
- 2) LSAC elections shall be under the supervision of the local LSAC.
- 3) The election will be conducted in an open meeting of the LSAC as follows:
 - a) Nominations for membership, which qualify under Section 7.04, may be received from the floor.
 - b) Voting for the candidates will be by secret ballot.
 - c) The Principal/Head Teacher will assist the LSAC in conducting the election and will have a supply of paper and pencils available for secret ballot.
 - d) Minutes of the meeting will be kept listing the candidates and the procedures followed in selecting the members of the committee.
- 4) Provide for [an] election where communities opt to elect an alternate LSAC member.
- 5) Election of [an] alternate LSAC member shall be annually. The person receiving the next highest number of votes to the seated LSAC members shall be the alternate. Alternates serve for one year.
- 6) Results of [election] certification will be conveyed to the District Office at the earliest possible opportunity following certification by the LSAC detailing member's seats and term.

VACANCIES AND TERMS OF OFFICE (BP 8130)

A vacancy on the LSAC may occur for any of the following reasons:

- 1) If an Advisory Board member submits a written resignation, which is subsequently accepted by the LSAC.
- 2) If an Advisory Board member moves out of the attendance area he/she represents.
- 3) If an Advisory Board member is removed from office by action of the LSAC or the School Board.

The LSAC may recommend that the School Board remove a member from office because of misconduct in fulfilling his/her responsibilities.

If a vacancy occurs on the LSAC, the remaining members will, within 30 days of the vacancy, appoint a successor to serve until the next regular election. If unable to agree on a successor, the LSAC shall submit recommendations to the School Board for appointment.

Terms of Office and Vacancy of LSACs

- (a) LSAC members shall be elected for a term of three (3) years. Alternates elected shall serve for one year, or remainder of school year.
- (b) Vacancies of LSACs shall be filled by appointment of a replacement by the remaining members until the next regular election. At that time, an election will be held for the remaining portion of a term. LSAC members may consult the community in selecting a member to fill a vacancy, but are under no obligation to do so.
- (c) An LSAC member who misses three (3) meetings without prior permission of the other members of the LSAC [and/or] without good reason (such determination of the reason to be made by the other LSAC members) may be removed by: An Aye vote by three of the four remaining members of a five-member board, or two members of a three-member board.

An LSAC member so removed should be notified by registered mail with return-receipt requested.

OFFICERS [and ALTERNATES] (BP 8140)

Each LSAC shall annually elect a chairperson, vice-chairperson and secretary. Members may serve consecutive terms as a Board officer.

The duties of the **Chairperson** are to preside at LSAC meetings, appoint all committees of the LSAC, and represent the LSAC at Public meetings, special meetings, and other occasions as directed by the School Board. The Chairperson will also see that all information from the School Board is distributed to other LSAC members. The chairperson shall be an ex-officio member of all LSAC committees.

The duties of **Vice-chairperson** are to preside at LSAC meetings in the absence of the chairperson and to perform all other duties as shall be assigned by the LSAC.

The duties of the **Secretary** are to [ensure] that an accurate record of the proceedings of the LSAC is kept and that a copy of this record is presented to each LSAC member, the Principal/Head Teacher or designee, and the Superintendent or designee who will make these records available to the School Board.

[Seats A-E are all 3-year terms. The **Alternate** seat is a one-year term. The Alternate becomes a fully-active and voting member whenever another member seat is absent from a meeting. Alternates are elected annually on the LSAC Ballot.]

POWERS AND DUTIES (BP 8200)

Duties of the LSAC

A LSAC shall review and make recommendations to the School Board concerning the curriculum, program, and general operation of the local school and shall exercise additional responsibilities and functions, as may be delegated by the District School Board.

This guide should in no way be construed to authorize LSACs to assume administrative duties, such as the establishment of school rules and regulations, the hiring and release of classified personnel, etc., which are the responsibilities of the school Superintendent or Chief School Administrator. The Superintendent or Chief School Administrator may, however, request advice from the LSAC on any school-related matter.

Neither should this guide be construed to authorize the LSACs to assume duties such as the establishment of policies, the commitment or expenditure of funds,

the hiring of certificated personnel, etc., which are the responsibilities of The Lake and Peninsula School Board. However, the School Board does desire advice from the LSACs on school-related matters and may request advice on specific matters.

Duties and Responsibilities of the LSACs:

1) Serve in an advisory capacity to the Superintendent or Chief School Administrator, Principal/Head Teacher and to the School Board.

a) Review and approve a report prepared by the Principal/Head Teacher to and submitted prior to the end of the school year to the School Board and to the community served by the LSAC. REDUNDANCY stricken on p.11 in Green

This report shall include the following:

(a) Progress toward strategic objectives.

(b) Personnel recommendations for next year.

(c) Student achievement.

(d) Status of the physical plant including suggestions for summer maintenance.

(e) Extracurricular activities throughout the year.

b) Assist in selecting teachers by outlining to the Superintendent or Chief School Administrator desirable characteristics and skills needed by teachers to fill potential vacancies.

i) Review and advise the site administrator regarding site budget expenditures.

2) Assess the educational needs of the community and make recommendations to the Principal/Head Teacher and the Board on appropriate direction and content of educational programs.

3) Maintain close communications with the Principal/Head Teacher in regard to community feelings about specific educational programs, school policies, school regulations, and school employees. The LSAC may from time to time, convey to the Superintendent or Chief School Administrator the qualifications and qualities of teachers they wish to see placed in the local school.

4) Serve as liaison for information and positive relations between the school and community.

5) Welcoming and assisting teachers moving into the community.

6) In conjunction with the local site administrator, prepare a school calendar for each school year. This calendar must be submitted to the Board for its review and approval by May 1.

7) Make recommendations to the Board on maintenance and building needs of the school facility.

8) Assist in surveys and meetings in preparation for building of new school facilities and in creation of educational programs and curriculum.

9) In cooperation with the Principal/Head Teacher, be responsible for care of school facilities and equipment of all kinds.

10) In cooperation with the Principal/Head Teacher, make recommendations on hire and dismissal of classified personnel.

11) In cooperation with the Principal/Head Teacher and teaching staff, review ~~plan and prepare~~ school day schedules, ~~including beginning and dismissal times,~~ and in accordance with the following:

Alaska School Laws, Department of Education Rules and Regulations, School District's Policy Manual, School District's Administrative Manual, School District's Curriculum Guide, School District's Parent Student Handbook, and the School District's Classified Personnel Handbook.

12) Regularly meet to discuss and review how the LSAC can improve its effectiveness in service to the schools and community.

13) Assist the District Board by reviewing all proposed Board policies prior to Board adoption.

14) Each LSAC shall develop a local school operations manual to cover gym hours, emergency plan, accidents, and use of school facilities by the public.

When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title 1, take place in the school, approve the program to be implemented. The respective parent committee has responsibility for the preparation of the program but every effort should be made to coordinate all programs, which take place in the school. The LSAC may also act as the Parent Action Committee (PAC) for the purpose of advising the district on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.

Review at least once per semester student achievement/behavioral/attendance data and make recommendations to administration on how to increase student achievement.

~~Review and adopt a report prepared by the Principal/Head Teacher to be submitted prior to the end of the school year to the LSAC and to the community served by the LSAC.~~

~~This report shall include the following:~~

~~1) Progress and achievement through the year.~~

~~2) Recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels.~~

~~3) Status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.~~

ORIENTATION (BP 8310)

The Superintendent or designee will work with new LSAC members in conjunction with personnel and/or materials from the State Department of Education and Early Development and Association of Alaska School Boards for the purpose of orientation. *[See BP 8330 Member Responsibilities, below]*

MEETINGS (BP 8320 and AR 8320)

All meetings of the LSAC shall comply with the open meeting laws. The LSAC shall provide public notice of its meetings and allow for public participation at its meetings.

The LSAC may not hold executive sessions.

Regular Meetings

Regular meetings will be held monthly at a regular date, time and place to be determined by the LSAC.

1) The LSAC shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least 48 hours in advance.

2) The LSAC meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.

3) Five days notice shall be given for cancellation of the regular meeting during non-school months.

Special Meetings

1) All meetings called for a special purpose shall be considered as special meetings and are open to the public. Public notice shall be given 24 hours in advance.

2) Notice of a special meeting shall include a statement of the purpose of the meeting.

3) No business may be transacted other than that stated in the notice of the meeting.

4) All LSAC members must be contacted in person at least 24 hours in advance of the meeting.

5) Special meetings may be called by the chairperson upon request of two LSAC members or the Principal/ Head Teacher.

Work Sessions

Work sessions or in-service training sessions may be held with 24-hour public notice given but no business may be transacted. Work sessions will be held in a public building.

Agendas

1) Agendas will be prepared by the Principal/Head Teacher at the direction of the LSAC chairperson. An agenda shall be made available to each LSAC member prior to each meeting.

2) Anyone wishing to address the LSAC may request placement of an item on the agenda by contacting the LSAC chairperson 24 hours in advance.

3) The chairperson shall give ample notice to a person who wishes to address the LSAC of the time and place of the meeting.

Communications

1) All written communication addressed to the LSAC shall be brought to the LSAC's attention.

2) Written communications will be read at LSAC meetings.

- 3) Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
- 4) Oral communications, whether a new subject, a report, or in support of a written communication or agenda item shall be limited usually to 5 minutes.
- 5) The chairperson shall have the power to maintain order at all meetings of the LSAC or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the LSAC may be ordered to leave.
- 6) Following consideration of oral and written communication, the LSAC shall direct the Principal/Head Teacher or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
- 7) As far as practical, the Principal/Head Teacher or designee shall provide logistical and clerical support to the LSAC.

[For Sample Agenda see Appendix G]

Minutes

- 1) A record of LSAC discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
- 2) The official minutes shall be primarily concerned with definite recommendations.
- 3) Minutes shall indicate speaker, organization and topic. Reactions from LSAC members, staff or public will not be reported except as they indicate solutions to problems addressed.
- 4) All unofficial minutes of the LSAC shall be available to LSAC members, staff, and the public no later than ten days following the meeting.
- 5) Copies will be made available by request in the Principal/Head Teacher or designee's office.
- 6) Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

[For Example Minutes see Appendix H]

Quorum

A majority of the number of filled positions on the **School Board's [LSAC]** constitutes a quorum.

Affirmative votes by a majority of the **School Board's [LSAC]** membership are required to approve any action under consideration, regardless of the number of members present.

Motions

- 1) The vote on all recommendations shall be by voice.
- 2) When the number of ayes and nays is not clear, a member or the Chairperson may call for a roll call vote in order to determine the prevailing side.
- 3) In a roll call vote the name of Chairperson shall be called last.
- 4) No member shall be entitled to vote on any matter in which he or she has any direct or indirect financial interest.

Committees

- 1) Committees may be appointed as needed by the LSAC chairperson. Membership may be comprised of LSAC members, community members, parents, teachers and students as deemed appropriate by the LSAC chairperson.
- 2) Committees shall function as advisory only and concern themselves only with the special assignment from the LSAC.
- 3) LSAC members serving on such committees shall not speak for the LSAC unless authorized to do so.
- 4) Committees shall report to the LSAC and shall terminate after their final presentation.
- 5) The committee chairperson will be appointed by the LSAC chairperson.

MEMBER RESPONSIBILITIES (BP 8330)

Members of LSACs have no authority within the school district to manage or control students or staff, except as may be specifically authorized by the School Board or administration.

The LSAC may recommend to the Superintendent or designee that its members represent the district at community or school functions or at activities associated with school business.

Functions that Cannot be Legally Delegated to the LSACs

The following functions cannot be delegated to the LSACs due to the legal responsibility vested in The Lake and Peninsula School Board:

- 1) final approval of contracting and terminating certificated and classified staff.
- 2) contracting services.
- 3) expending funds without the express permission of The Lake and Peninsula School Board.

Note: *LSACs actions cannot be contrary to any Lake and Peninsula School Board Policies, official Board actions, negotiated agreements, State Law, and Department of Education Rules and Regulations.*

CODE OF ETHICS (BP 8340)

The School Board expects all members of LSACs to maintain the highest ethical standards, which includes complying with state and federal laws and the board policies and administrative regulations of the district.

APPENDIX A
ANNUAL SIGNATURE PAGE
CODE OF ETHICS & OATH OF OFFICE

To be signed annually in a fall meeting by each LSAC Member

I. As a member of my LSAC, representing all the citizens of my school, I recognize:

- That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
- That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
- That the future welfare of the community, of this State, and of the Nation depends in the largest measure upon the quality of education we provide in the public schools to meet the needs of every learner.
- That my fellow committee members and I must take the initiative in helping all the people of this community to have all the facts all the time about their school, to the end that they will readily participate in providing the finest possible school program, school staff and school facilities.

II. In view of the foregoing consideration, it shall be my constant endeavor:

- To devote time, thought, and study to the duties and responsibilities of an LSAC member so that I may render effective and creditable service.
- To work with my fellow committee members in a spirit of harmony and cooperation in spite of differences of opinion that arises during vigorous debate on points at issue.
- To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, non-swayed by partisan bias of any kind; and thereafter, to abide by and uphold the final majority decision of the committee.
- To remember at all times that as an individual I have no legal authority outside the meetings of the LSAC, and will conduct my relationships with the school staff, local citizenry and all media of communication on the basis of this fact.
- To resist every temptation and outside pressure to use my position as a committee member to benefit either myself or any other individual.

OATH OF OFFICE

I _____, do solemnly swear that I will abide by the Code of Ethics for the LSAC (E 8340, above); honestly, faithfully, and impartially perform my duties and responsibilities as a member of the LSAC to the best of my ability; and, that I will always keep in mind that the primary purpose for the office I hold is to help provide the best possible education for the children of my community.

 LSAC Member Signature

 Date

 LSAC Member as Witness

 Date

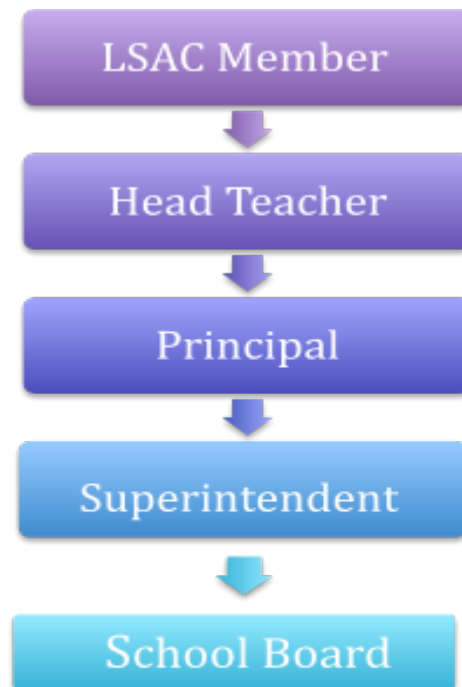
**** To be kept on file in the school office****

APPENDIX B

CONCERN OR COMPLAINT PROCESS

Schools and other organizations train people to solve issues at the lowest level possible. In doing so, all team members can enjoy a safe and productive atmosphere for the betterment of children. As adult LSAC members and staff members, we are also all role models in teaching children how to resolve conflict. For example, if a parent has a concern with a particular classroom or assignment, we train the parent to speak to the teacher directly. When both the teacher and the parent act professionally and gracefully, this solves misunderstandings nearly all the time AND makes us all better people and teammates.

If LSAC members hear from others about concerns, they are encouraged to guide the parties in the manner above. If that is not working, then please notify the Head Teacher or the Principal as soon as you see or hear of a potential situation or conflict that needs attention. If the concern cannot be resolved with the Principal/Head Teacher, the concern should be placed into writing and forwarded to the Superintendent. Solutions that benefit everyone, especially our children, will be achieved by working together in a positive, constructive manner.



APPENDIX C**MEMBERS & TERM EXPIRATION CHART**

LSAC Member	Seat	2020	2021	2022	2023	2024	2025
NAME 1	A		Elected			Term Expires	
NAME 2	B			Elected			Term Expires
NAME 3	C	Elected			Term Expires		
NAME 4	D		Elected			Term Expires	
NAME 5	E			Elected			Term Expires
NAME 6	Alt.	Elected & Expires	Elected & Expires	Elected & Expires	Elected & Expires	Elected & Expires	Elected & Expires

Seats A-E are all 3-year terms. The Alternate seat is a one-year term. Alternates are elected annually on the LSAC Ballot by losing the election with the highest vote count to the seated members. The Alternate becomes a fully-active and voting member whenever another member seat is absent from a meeting.

Name	E-mail address	Phone Number
1. Name 1		
2. Name 2		
3. Name 3		
4. Name 4		
5. Name 5		
6. Name 6		

APPENDIX D

NOTICE OF LSAC ELECTION TEMPLATE

Post in the Community 10 Days in Advance



**PRINCIPAL/HEAD TEACHER:
please professionally complete this ballot before printing.**

THERE WILL BE AN ELECTION FOR THE

(Name of Community)

LSAC ON

(Date of Election)

AT THE POLLING PLACE

(Location of Election)

**INTERESTED CANDIDATES MUST INDICATE/SPECIFY
THE SEAT FOR WHICH THEY ARE FILING**

THE FOLLOWING SEATS ARE OPEN:

SEAT ____: Is a 3-Year Term, Expires October/November _____, 20 __.

SEAT ____: Is a 3-Year Term, Expires October/November _____, 20 __.

APPENDIX E

DECLARATION OF CANDIDACY FORM

Anyone interested must file a Declaration of Candidacy Form at the school office no later than one week before the election. Please contact your site Principal/Head Teacher for a form.

DECLARATION OF CANDIDACY

I _____, hereby, declare my candidacy for Seat _____ as a member of the LSAC of _____ school, in the election on _____.

I certify that I meet the following qualifications:

I am not a teacher, a teacher's spouse, or a member of the LPSD School Board.

Qualifications for Candidates and Voters (BP8120)

An individual is eligible to seek election to the advisory school board if the person meets the voter qualifications set forth below, and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual with the following qualifications is eligible to vote in an advisory school board election:

1. is a United States citizen;
2. is 18 years of age or older;
3. is a registered voter in the State of Alaska;
4. has been a resident of the school attendance area for at least 30 days before the date of the election; and
5. is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.

I request that my name be printed on the ballot as follows:

(Please Print Name)

Date: _____

Signature: _____

(Site Administrator Use Only)

Receipt of Declaration of Candidacy for Local School Advisory:

Received by _____ School

Candidate: _____

Date: _____

Signature of Site Administrator:

****PLEASE GIVE THIS TO YOUR SITE ADMINISTRATOR
at least ONE WEEK PRIOR TO THE ELECTION****

APPENDIX F

BALLOT FOR LSAC ELECTIONS TEMPLATE

**PRINCIPAL/HEAD TEACHER:
please professionally complete this ballot before printing.**

BALLOT FOR LSAC ELECTIONS

FOR _____ SCHOOL

(Date of Election)

CANDIDATES

*Place a check mark in the Circle next to the name
for whom you would like to place a vote*

Seat _____ -Three (3) Year Term

- _____
- _____

Seat _____ -Three (3) Year Term

- _____
- _____

Write-In Candidates Below:

Please be sure to place a check in the Circle after you write a name to indicate your vote.

- _____ SEAT _____
- _____ SEAT _____

APPENDIX G

SAMPLE AGENDA TEMPLATE

Date: _____

Time: _____

Location/School: _____

CALL TO ORDER

ROLL CALL OF LSAC MEMBERS/ ROLE OF THE ALTERNATE (Voting in today's meeting?)

INTRODUCTION OF VISITORS

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MINUTES

CORRESPONDENCE

FINANCIAL REPORT

OLD BUSINESS

- 1.
- 2.

NEW BUSINESS

- 1.
- 2.

PRINCIPALS/HEAD TEACHER'S REPORT

TEACHER REPORTS

STUDENT REPORT

TECHNOLOGY REPORT

FACILITY REPORT

STUDENT GOVERNMENT REPORT

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE

ADJOURNMENT

APPENDIX H

EXAMPLE MINUTES

Date: _____ Time: _____

Location _____, Alaska

CALL TO ORDER

The Regular Meeting of the _____ LSAC was called to order by _____ at _____ AM/PM at the _____ School in _____, Alaska

ROLL CALL OF LSAC MEMBERS: *List all members present. Note members absent.*

INTRODUCTION OF VISITORS: *List guests (with positions, if relevant).*

APPROVAL OF AGENDA

MOTION: Moved [insert name], Seconded [insert name] to approve Agenda as presented.

DISCUSSION: [insert summary, additions or deletions to agenda]

VOTE: Voice Vote; all in favor; motion approved

APPROVAL OF PREVIOUS MINUTES

MOTION: Moved [insert name], Seconded [insert name] to approve Minutes as presented.

DISCUSSION: [insert summary, including any revisions/amendments to Minutes]

VOTE: Voice Vote; all in favor; motion approved

OLD BUSINESS

1. LJMS Fundraiser, for example. Motion to “purchase pizzas, mark them up by \$10 ea to sell for Super Bowl Sunday. Proceeds to benefit LJMS.” Moved [Mike]. Seconded [Andrew]. Voice vote; all in favor; motion approved.

2.

NEW BUSINESS

1.

2.

PRINCIPALS/HEAD TEACHER’S REPORT: *briefly summarize only significant items and/or attach any written reports.*

STUDENT REPORT

TEACHER REPORTS

FUTURE AGENDA ITEMS AND SET MEETING DATE

ADJOURNMENT

MOTION: Moved _____, Seconded _____ to adjourn at _____ AM/PM

PASSED AND APPROVED THIS _____ DAY OF _____, 20____

BY THE _____ LSAC

APPENDIX I**LPSD SCHOOL CONTACTS*****Levelock School: 286-3060***

PO Box 89
800 School Road
Levelock, AK 99625

Newhalen School: 571-1211

PO Box 89
900 School Road
Newhalen, AK 99606

Chignik Lagoon School: 840-2210

PO Box 50
200 School Road
Chignik Lagoon, AK 99565

Nondalton School: 294-2210

1000 School Road
Nondalton, AK 99640

Chignik Lake School: 845-2210

300 School Road
Chignik Lake, AK 99548

Perryville School: 853-2210

PO Box 103
1200 School Road
Perryville, AK 99648

Igiugig School: 533-3220

PO Box 4010
500 School Rd
Igiugig, AK 99613

Tanalian School: 781-2210

1400 School Road
Port Alsworth, AK 99653

Kokhanok School: 282-2210

PO Box 1109
700 School Road
Kokhanok, AK 99606

Meshik School: 837-2210

1500 School Road
Port Heiden, AK 99549

APPENDIX J

LPSD SCHOOL BOARD INFORMATION

Please go to

<https://www.lpsd.com/our-board.html>

to see your current Lake & Peninsula School Board members and their contact information.

The LPSD Board loves to hear from local LSACs, school staff, parents, and students. Feedback is the breakfast of champions and makes LPSD work better together as a team.

The LPSD School Board generally meets once per month throughout the school year, but may also call special meetings as necessary.

School Board meetings, except for executive sessions, are open to the public for information and public comment.

Public postings of upcoming meetings and agendas are posted at schools and around the village each month.

Please contact your principal/head teacher or district office to find out when the next meeting will be.

LSAC members can comment as private individuals during the Public Comment portion of the School Board meetings.

LSACs can also “speak” corporately on behalf of the school or community to the School Board by passing motions (resolutions) using parliamentary procedure.

LSACs can forward such motions to the School Board through their Principal or Head Teacher or directly to the Superintendent or School Board through the School Board link at the top of this page.