

## **ARTICLE 9 BYLAWS OF THE BOARD (Series 9000)**

**Northwest Arctic Borough School District**

# **BB 9000 ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)**

## **Powers and Duties**

**Note:** Pursuant to AS 14.08.021, regional school boards are delegated authority to operate public schools subject to laws and regulations applicable to regional school boards and other school districts.

The School Board's primary goal is to provide each student with an education of the highest quality in keeping with their capacity to learn. This goal shall be the basic factor motivating the School Board's execution of its powers and duties.

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

The School Board is responsible for the general control and direction of education in the school district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The School Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs.

*(cf. 9200 - School Board Members)*

## **Governance Functions**

The School Board shall consider and approve or disapprove matters submitted to it by the Superintendent or designee and the public and is committed to establishing policies to govern School District activities. The School Board shall prescribe bylaws for its own governance with law or with the rules prescribed by the State Board of Education.

*(cf. 9300 - Governance)*

## **Executive Functions**

The Superintendent or designee shall serve as the chief executive officer of the School Board. The School Board delegates to the Superintendent or designee the authority to carry out School Board decisions and to make and carry out any decisions which it delegates. The Superintendent or designee shall be fully responsible for the proper use of this authority. The School Board retains ultimate responsibility for the performance of any powers or duties delegated.

*(cf. 2210 - Administrative Leeway in Absence of Policy)*

## **Judicial Functions**

The School Board believes that positive personnel and public relations rely upon the ability to hear and resolve of grievances, complaints and criticisms. The School Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with School Board policies and negotiated employee agreements.

*(cf. 1312 - Complaints Concerning the Schools)*

*(cf. 4144 - Grievances/Complaints)*

*Legal Reference:*

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.08.111 Duties (regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.130 Chief school administrator

29.35.160 Education (military reservations)

Adoption Date: May 23, 1995

Revised: April 28, 2025

**Northwest Arctic Borough School District**

## **BB 9010 PUBLIC STATEMENTS**

Before voting on any issue, all Board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Board makes its decision. Any Board member who may wish to criticize or oppose any specific Board action should do so during the Board meeting.

Once a Board decision has been reached, all Board members shall abide by that decision until it is amended or rescinded by subsequent Board action. When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such.

Public statements in the name of the School Board shall be issued by the Board president or, if appropriate, by the Superintendent or designee at the direction of the Board president.

*(cf. 9011 - Disclosure of Confidential Information)*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9011 DISCLOSURE OF CONFIDENTIAL INFORMATION**

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Board.

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

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

*(cf. 5125 - Student Records)*

Information from executive session shall be released by the president or chairman of the meeting in which the executive session is held.

Any Board member who releases confidential information contrary to the provisions of this bylaw may be publicly censured by a majority vote of the Board.

*(cf. 4119.23 - Unauthorized Release of Confidential Information)*

*(cf. 9321 - Executive Sessions)*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9012 COMMUNICATIONS TO AND FROM THE BOARD**

The Board recognizes that appropriate communication procedures must be adhered to when communicating among Board members, and between Board members, district administration, and members of the public. Public communication by the Board should reflect positively on the district and serve the community by keeping it informed about the goals, programs, and achievements of the district and its schools.

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

### ***Board Member Use of Electronic Communications***

Electronic communications are an efficient and convenient way to communicate and can expedite the exchange of information. Board members shall exercise caution so as to ensure that these communications are not used to discuss, deliberate, or take action on Board business outside of a properly scheduled meeting. To ensure compliance with the Open Meetings Act, electronic communications by and between members shall not be used to conduct Board business but shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

Board members may properly use electronic communications to provide:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to the requirements of this policy.

Board members shall make every effort to ensure that their electronic communications conform to Board Bylaw 9010, Public Statements. Unless authorized to speak on behalf of the full Board, a Board member should clarify that the member is speaking as an individual member, and not as an official Board or district spokesperson.

A Board member sending an electronic communication concerning the district shall copy the Superintendent or designee, who shall store the message consistent with the district's practice of record retention.

Board members shall abide by the district's acceptable use policy when using district-issued devices or technology resources, including district Internet access on a personal device. There is no expectation of privacy for any Board Member messages sent or received by e-mail or other electronic communication, and these communications may be subject to public disclosure. Board members should keep public and personal communication totally separate.

### **Board Member Use of Social Media**

Social media can be a positive tool for fostering community engagement with the district but this form of communication carries unique responsibilities. Board members desiring to utilize social media to communicate on matters of the district must adhere to the rules above. In addition, Board members must be cognizant to:

1. Keep public and personal social media accounts totally separate;
2. Post only content that the district has already released to the public;
3. Clarify that the posting is not an official record of Board meetings or Board business;
4. Conduct yourself online in a manner that reflects well on the district and on you as a publicly elected official;
5. Do not post anonymously about school business;
6. Immediately report harassing or defamatory communications to the Superintendent if they involve the district, its employees, or students;
7. Retain a copy of your posts and what others post on your account if required by the district's records retention procedures; and
8. Immediately report to the district any potential security breach.

Board members should not use social media as a vehicle for communicating with each other outside of properly noticed meetings.

*(cf. 3523 - E-Mail)*

*(cf. 9010 - Public Statements)*

*(cf. 9320 - Meetings)*

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

*Legal Reference:*

**ALASKA STATUTES**

*40.25.110 - .220 - Alaska's Public Records Act*

*44.62.310 - .312 - Alaska's Open Meetings Act*

*Revised: January 31, 2006*

*January 30, 2018*

*Adoption Date: May 25, 2005*

**Northwest Arctic Borough School District**

## **BB 9020 BOARD STANDARDS**

The School Board believes that it should hold itself to high standards of the Iñupiat Iḷitqusiat, performance, accountability and conduct in order to meet the public trust that has been bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provides a framework for effective school governance and keeps the School Board's focus on cultural responsiveness and student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

*(cf. 9000 - Role of School Board and Members)*

*(cf. 9230 - Orientation)*

*(cf. 9240 - School Board Development)*

*(cf. 9400 - School Board Self-Evaluation)*

*Adopted: April 29, 2025*

**Northwest Arctic Borough School District**



## **E 9020 BOARD STANDARDS**

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the Northwest Arctic Borough School District School Board as a standard of performance that this school board will constantly strive to meet.

### **VISION**

#### *The Board Creates A Shared Vision To Enhance Student Achievement*

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

### **STRUCTURE**

#### *The Board Provides A Structure That Supports The Vision*

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

### **ACCOUNTABILITY**

#### *The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.*

- 3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.
- 3.2 Board evaluates the superintendent's performance annually and reports a statement to the public. The statement may include a possible contract extension, a change in salary, and goals.
- 3.3 Board evaluates the board performance biennially (every two years) and reports a statement to the public. The statement may include the resulting goals.
- 3.4 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.5 Board uses an understandable format to periodically report district performance to the public.

## ADVOCACY

### *The Board Champions The Vision*

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The board is proactive in identifying and addressing issues that affect the education of students.

## CONDUCT & ETHICS

### *The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner*

- 5.1 Board and its individual members act in a manner that reflects the Inupiat Iqitqusi:

- |                             |                       |
|-----------------------------|-----------------------|
| a. Knowledge of Family Tree | j. Humor              |
| b. Love for Children        | k. Humility           |
| c. Avoid Conflict           | l. Respect for Elders |
| d. Knowledge of Language    | m. Spirituality       |
| e. Cooperation              | n. Respect for Others |
| f. Family Roles             | o. Respect for Nature |
| g. Sharing                  | p. Domestic Skills    |
| h. Hard Work                | q. Hunter Success     |
| i. Responsibility to Tribe  |                       |

- 5.2 Board and its individual members act in a manner that reflects service to the community on behalf of students.

- 5.3 Board demonstrates a commitment to continually improving teamwork, problem-solving, and decision-making skills through a conscious program of board development.

- 5.4 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

*Adopted: November 19, 2024*

## **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**

## **AR 9110 BOARD MEMBERSHIP**

### **Selection of Student Representative to the Board**

Each year, the following procedure will be followed for selection of up to two (2) student representatives and one (1) alternate student representative to the Board:

1. The district shall advertise for applicants for up to two (2) student representatives and one (1) alternate student representative to the Board no later than March 1.
2. The interested student representatives and alternate student representative to the Board shall be eligible to attend high school during the school year applying for and have a minimum GPA of 3.0, good attendance, leadership potential; and participation in school and community affairs.
3. Interested students shall submit an application, a letter of interest, and two (2) references, which must be received by the Superintendent no later than March 31 or the date announced by the Superintendent.
4. The Board shall interview all applicants at the Board meeting following the submission of applications, asking the same questions of all applicants.
5. Up to two (2) student representatives and one (1) alternate student representative to the Board will be selected by vote at the Board meeting.
6. When a student representative is not available to attend the Board Meeting, the alternate student representative will attend in their absence.

### **Role of the Student Representative While Serving on the Board**

The student representative and alternate will serve from August through May of the school year following the year of his/her selection. The student representative or alternate will be considered in attendance when away from the school site to attend to Board matters.

The student representatives or alternate will meet with the Board as necessary for work sessions, will be seated with the Board at regular meetings and can speak as a Board member on agenda items. He/she will not attend executive sessions, unless requested by the Board.

The student representatives or alternate will receive a copy of the agenda in advance of meetings and packets of information pertaining to Board items where student opinion is desired. The Board will instruct the student representatives or alternate on Board policies and procedures.

At the Board's desire, an independent course of study may be developed for the student representatives and alternate that includes all of the activities and responsibilities mentioned above plus other additional activities as appropriate.

### **Responsibilities of the Student Representative**

The student representatives or alternate to the Board will regularly call all school liaisons prior to Board meetings to receive student input and will schedule regular audio/video conferences with the entire student council. After each Board meeting, the student representative will send copies of Board minutes to the school liaisons.

On occasion, the Board may request that the student representatives or alternate report back to the Board on a specific item. Such reports will be in writing and can be an agenda item, if the Board so desires. If student opinion is sought, a record of the vote by the district student council will be included in the report.

The student representatives or alternate shall maintain good attendance, behavior and scholarship while serving on the Board. Failure to comply with all the student representative responsibilities may lead to dismissal by the Board.

## **Student Liaison**

Each school will establish a student council and select one (1) student representative and one (1) alternate student representative to serve as a liaison between that school and the student representative to the Board. Each school will establish criteria for selection of a liaison that will include, but not be limited to: scholarship (minimum of 3.0 GPA); good attendance; leadership potential; and participation in school and community affairs.

*Adoption Date: March 07, 2017*

*Revised: February 08, 2018*

*Revised: February 28, 2024*

**Northwest Arctic Borough School District**

# E 9110 APPLICATION STUDENT REPRESENTATIVE TO THE NWABSD BOARD OF EDUCATION



## 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

### Application

#### Student Representative

#### to the NWABSD Board of Education

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ GPA: \_\_\_\_\_

Attach a letter of interest explaining why you wish to serve as the Student Representative.

#### Criteria:

The interested student representative to the Board shall be eligible to attend high school during the school year applying for and have a minimum GPA of 3.0, good attendance, leadership potential, and participation in school and community affairs.

*c.f. BB 9110 and AR 9110*

#### Letters of Recommendation

Each applicant must submit with this application two (2) letters of recommendation for the position. One letter should be from a school administrator/teacher and one from a local community member.

#### Student Statement of Commitment

I confirm that I would like to participate as a Student Representative to the NWABSD Board of Education. I agree to make a commitment to fully participate in the process.

Applicant's signature: \_\_\_\_\_

Date \_\_\_\_\_

#### Parents' statement of consent and support

I support my child participating as a Student Representative to the NWABSD Board of Education and he/she has my permission to participate in all associated activities.

Parent/guardian signature: \_\_\_\_\_

Date \_\_\_\_\_

**Note:** The NWABSD Board of Education will interview applicants. Up to two (2) student representatives and one alternate student representative will be selected by vote of the Board at a

*Board meeting.*

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*Adoption Date: March 07, 2017*

*Revised: February 8, 2018*

*Revised: February 28, 2024*

**Northwest Arctic Borough School District**

## **BB 9120 OFFICERS AND DUTIES**

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

*(cf. 9121 - Board President)*

*(cf. 9122 - Vice President/Clerk)*

*(cf. 9123 - Secretary/Treasurer)*

*Legal Reference:*

### ALASKA STATUTES

*14.08.091 Administration*

*14.12.110 Single body as assembly and school board*

*14.14.070 Organization of school board*

*29.20.300 School boards*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**



## **BB 9121 PRESIDENT**

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have the same right as other members to offer resolutions, participate in discussions, vote, and to initiate or second motions upon relinquishment of the chair.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent or designee on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

*(cf. 9223 - Board Vacancies)*

6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.
9. Counsel Board members regarding behavior that potentially erodes public confidence in the Board as a whole.
10. Authorize individual Board member travel.

### **President Pro-Tem**

In the absence of the President and Vice President, the President, will in advance, designate a board member to act as President pro-tem.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9320 - Meetings)*

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

*Legal Reference:*

ALASKA STATUTES

*14.14.070 Organization of school board*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9122 VICE PRESIDENT**

Note: The following sample bylaw may be revised as needed. AS 14.14.070 requires the School Board to elect, at a minimum, a president, a clerk/secretary, and, if necessary, a treasurer. There is no language prohibiting the election of a vice president.

The duties of the vice president shall be to:

1. Serve as presiding officer in the absence of the President.
2. Certify or attest to actions taken by the School Board when required.
3. Sign documents as directed by the School Board on behalf of the School District and sign all other items which require the signature of the vice president.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*Legal Reference:*

### ALASKA STATUTES

#### 14.14.070 Organization of school board

*Adoption Date: May 23, 1995*

*Revised: June 03, 2025*

**Northwest Arctic Borough School District**

## **BB 9123 SECRETARY**

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

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

*(cf. 9324 - Board Minutes)*

*Legal Reference:*

### ALASKA STATUTES

*14.08.091 Administration*

*14.14.070 Organization of school board*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9124 TREASURER**

The Treasurer shall ensure that all fiscal documents are properly executed and signed, shall review disbursement, and shall ensure preparation of a summary of disbursement for information to the Board at periodic intervals.

The Treasurer shall obtain a surety bond as required by AS 14.14.020. The Board delegates to the Superintendent's office the performance of all ministerial duties of the Treasurer.

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9125 ATTORNEY**

The School Board may use the services of private attorneys to meet the needs of the district. The Board-appointed legal counsel shall render legal advice to the Superintendent or designee and the Board and perform other administrative duties as assigned by the Board and Superintendent or designee.

The Superintendent or designee may confer with the district's legal counsel at his/her discretion.

*(cf. 9200 - Members Limits of Authority)*

*(cf. 9321 - Executive Sessions)*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9130 BOARD COMMITTEES**

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

The president may be a member of any committee. The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act.

*(cf. 1220 - Citizen committees)*

*(cf. 9330 - Meetings)*

*(cf. 9321 - Executive Sessions)*

*Legal Reference:*

### **ALASKA STATUTES**

*29.20.020 Meeting public*

*44.62.310 Agency meetings public*

*44.62.312 State policy regarding meetings*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9140 BOARD REPRESENTATIVES**

The President, subject to Board ratification, may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

*(cf. 1020 - Youth Services)*

*(cf. 9110 - Board Membership)*

*(cf. 9250 – Renumeration, Reimbursement, and Other Benefits)*

*Adoption Date: May 23, 1995*

*Revised: February 23, 2021*

**Northwest Arctic Borough School District**



## **BB 9200 BOARD MEMBERS**

### **Limits of Board Member 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. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

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 School District to any policy, act or expenditure. School visits by Board members are encouraged. Site Administrators should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. 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)*

Note: The following is an optional process for Board members to make information requests.

### **Board Member Requests for Information**

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent, who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.
2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full Board for consideration. Upon concurrence of the other board members/majority request of the Board, the request shall then be forwarded to the Superintendent for response.
3. Complaints regarding personnel. Board members may have their own concerns and complaints regarding District personnel. Informal concerns should be privately communicated to the Superintendent. Formal complaints should be in writing and follow the District's complaint policies. Board members may notify the Superintendent that they have filed a formal complaint.
4. When Board members receive complaints or requests for action from staff, students, or members of the public, the Board members will direct the staff, students, and members of the public to the appropriate complaint policy. Such information will be conveyed to the Superintendent.
5. Requests for legal advice or opinions by a Board member that will incur a cost for the District must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

*(cf. 6162.8 - Research)*

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

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 the 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)*

### **Obligations of Members**

Members of the Board must make strong efforts 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, worksessions, or committee assignments, they must notify the Board President and the Superintendent's Office of this intended absence.

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

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*

*Revision Date: June 06, 2023*

*Revision Date: June 03, 2025*

**Northwest Arctic Borough School District**

## BB 9210 QUALIFICATIONS

Note: Under AS 14.08.041 (governing regional school boards) and AS 14.12.080 (municipal school boards), individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at AS 29.26.050. To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the Alaska Constitution, Article V, and AS 15.05.010. The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

All qualified and interested individuals are encouraged to serve the School District and its students by seeking election to the School Board.

*(cf. 9220 - School Board Elections)*

An individual with the following qualifications is eligible to be a member of the School Board:

1. is a citizen of the United States;
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 District for 30 days immediately preceding the election (or appointment); 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.

*(cf. 9200 - School Board Members)*

*(cf. 9223 - Filling Vacancies)*

Note: The following language should be utilized by those school boards that have student board members.

A District student is eligible for appointment as an advisory Student School Board Member without meeting the above qualifications.

*(cf. 9110 - School Board Membership, incl. Student School Board Members)*

*Legal Reference:*

### ALASKA STATUTES

14.08.041 Regional school boards

14.12.080 Qualification of members

15.05.010 Voter Qualification

29.26.050 Voter Qualification

### ALASKA CONSTITUTION

art. 5, sec. 1, Qualified Voters

*art. 5, sec. 2, Disqualifications*

*Adopted: June 03, 2025*

**Northwest Arctic Borough School District**

## BB 9220 SCHOOL BOARD ELECTIONS

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Any person eligible to be a voter in the School District is eligible for School Board membership. A District employee may seek election to the School Board but must resign their position with the District if elected.

Note: The following optional language is intended to avoid situations which may be viewed as a conflict of interest.

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

*(cf. 9210 - Qualifications)*

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

*(cf. 9270 - Conflict of Interest)*

Note: The following options should be revised or deleted as appropriate in light of applicable municipal ordinances or state regulations. AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance. AS 14.08.071 authorizes regional school boards, by resolution, to request of the Lieutenant Governor that runoff elections not be held.

Whenever it is impossible to determine which of two or more candidates has been elected to the School Board, a runoff election shall be held in accordance with law.

Note: If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.

### *Legal Reference:*

#### ALASKA STATUTES

14.08.041 *Regional school boards*

14.08.051 *School board sections*

14.08.061 *Term of office*

14.08.071 *Elections*

14.08.081 *Recall*

14.12.050 *School board terms*

14.12.080 *Qualification of members*

14.12.110 *Single body as assembly and school board*

14.14.140 *Restrictions on employment*

29.20.300 School boards

29.26.060 Runoff elections

39.50.020 Report of financial and business interests

*Adoption: May 23, 1995*

*Revised: June 03, 2025*

**Northwest Arctic Borough School District**

## **BB 9222 RESIGNATION**

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

*(cf. 9223 - Board Vacancies)*

*Legal Reference:*

ALASKA STATUTES

*14.08.045 Vacancies*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign their employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

*(cf. 9220 - School Board Election)*

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

**Note:** A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

*(cf. 9121 - President)*

*(cf. 9320 - Meetings)*

### Appointment to the Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board



members and shall be afforded all the powers and duties of a Board member upon appointment.

*Legal Reference:*

ALASKA STATUTES

14.08.041 *Regional school boards*

14.08.045 *Vacancies*

14.08.081 *Recall*

14.12.070 *Vacancies*

14.14.080 *Declaring a school board vacancy*

29.26.240 - 29.26.360 *Recall*

*Adoption: May 23, 1995*

*Revised: April 29, 2025*

**Northwest Arctic Borough School District**

## **BB 9224 OATH OR AFFIRMATION**

Before taking office, all School Board members shall take and sign the oath or affirmation required by law.

*Legal Reference:*

### ALASKA STATUTES

*14.08.091 Administration*

*14.12.090 Oath*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **E 9224 OATH OR AFFIRMATION**

School Board members, before taking office and sign the following oath of affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a School Board member to the best of my ability."

*Legal Reference:*

AS 14.12.090

*Adopted: April 28, 2025*

**Northwest Arctic Borough School District**

## **BB 9230 ORIENTATION**

The School Board invites all School Board candidates to attend public School Board meetings during the period of their candidacy so that, insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the School Board from the time they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about School District activities and school programs.

The School Board and the Superintendent or designee shall help each newly elected member to understand the School Board's commitment to Board standards, District operations, and the School Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the School Board's policies and informational materials on the function of the School Board and the school District, to visit school facilities, and to meet with the Superintendent or designee and School Board president, as needed, to become oriented to School Board service.

The incoming member may attend, at District expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

*(cf. 9020 - Board Standards)*

*(cf. 9240 - Board Development)*

*Legal Reference:*

### **ALASKA STATUTES**

**14.14.160** *Cooperation and support of certain association functions*

*Adoption Date: May 23, 1995*

*Revised: June 03, 2025*

**Northwest Arctic Borough School District**

## BB 9240 BOARD DEVELOPMENT

Note: AS 14.14.160 authorizes cooperation with AASB in its training activities and in encouraging and fostering cooperation among school boards.

The public entrusts the School Board with the governance of its schools. The School Board recognizes that in order to live up to that public trust, they must strive to meet the Board standards they have adopted for themselves. School Board members, like teachers and administrators, need in-service training to assist them in meeting those standards. As part of their job, School Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

School Board members are strongly encouraged to attend at least one or more School Board development activities each year.

School Board members shall report on the development activities they attend at a regular School Board meeting as soon as possible after the School Board member's return.

Funds for School Board development and related travel shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the Association of Alaska School Boards.

*(cf. 9020 - Board Standards)*

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

*Legal Reference:*

### ALASKA STATUTES

#### 14.14.160 Cooperation and support of certain association functions

*Adoption Date: May 23, 1995*

*Revised: June 03, 2025*

**Northwest Arctic Borough School District**

## **BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS**

Note: A.S. 14.14.140 authorizes the School Board to compensate its members as provided by board resolution. The following optional bylaw may be revised or deleted to reflect district philosophy and needs.

The School Board recognizes the time and personal effort School Board members give to the district.

### **Compensation**

Board members are entitled to an honorarium of \$250.00 per day the Board is conducting board approved District business. District business is defined as: regular meetings, special meetings, work sessions, budget hearings, NWABSD committee assignment, official assignments such as regular meetings of the Association of Alaska School Boards and National Association of School Boards appointments; and attendance at a convention, conference, workshop or similar gathering as allocation in the Board's budget allows.

Board members who are required to travel from their normal place of residence for District business shall be entitled to actual transportation, hotel expenses and per diem for meals. Per diem shall be determined annually per the Nationwide Per Diem rates website: [www.gsa.gov](http://www.gsa.gov).

### **Health and Welfare Benefits**

Board members may participate in the health and welfare benefits program as provided for district employees.

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program.

*Legal Reference:*

#### **ALASKA STATUTES**

##### **14.14.140 Restriction on employment**

*Adoption Date: May 23, 1995*

*Revised: July 26, 2011*

*Revised: April 27, 2021*

*Revised: August 27, 2024*

**Northwest Arctic Borough School District**

## BB 9260 LEGAL PROTECTION

Note: For all districts, Sections 8551-8558 of the Every Student Succeeds Act are designed to provide teachers, principals and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section 8556 limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections 8556 and 8557 limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages.

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

*(cf. 3530 - Risk Management)*

*Legal Reference:*

### ALASKA STATUTES

#### *14.12.115 Indemnification*

*Every Student Succeeds Act, §§ 8551-8558 (P.L. 114-95)*

*Adoption Date: May 23, 1995*

*Revised: March 7, 2023*

**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 their immediate family member (husband/wife, father, mother, son, daughter, brother, or sister) 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*

*Revised: June 6, 2023*

*Revised: April 29, 2025*

**Northwest Arctic Borough School District**

## BB 9271 CODE OF ETHICS

This code of ethics expresses the personal ideals which the School Board believes should guide each school Board member's activities.

In all actions as a school Board member, the member's first commitment is to the well-being of our youth. His/her primary responsibility is to every student in the district.

Board members also have other major commitments to:

- The Community. Each Board member is responsible to all residents of the district and not solely to those who elected him/her; nor solely to any organization to which he/she may belong, or which may have supported his/her election.
- Individuals. Each Board member has a direct concern for every individual in the community. As an integral part of his/her duties, he/she represents the authority and responsibility of government. This authority must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- Employees. The Board member's actions may affect the capability of district employees to practice their trade or profession and should encourage their increasing competence and professional growth.
- Laws, Policies. Each Board member must be aware of, and comply with, the constitutions of State and Nation, the Alaska Education Statutes, other laws pertaining to public education, and the established policies of the district.
- Decision making. Each Board member is obliged by law to participate in decisions pertaining to education in the district. As an elected representative of the people, the Board member can neither relinquish nor delegate this responsibility to any other individual or group.
- Individual Feelings and Philosophy. Every individual Board member has something to contribute to society.

Understanding and acting upon the foregoing premises, each Board member shall:

- Consider his/her position on the Board as a public trust and not use it for private advantage or personal gain.
- Be constantly aware that he/she has no legal authority except when acting as a member of the Board. Board members shall present their concerns and concepts through the process of Board debate. If in the minority of any decision, they shall abide by and support the majority decision. When in the majority, they shall respect divergent opinions.
- Encourage ideas and opinions from the residents of the district and endeavor to incorporate community views into the deliberations and decisions of the Board.
- Devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available facts and vote in accordance with honest convictions, unswayed by partisan bias of any kind.
- Remember that the basic functions of the Board are to establish the policies by which district schools are administered and to select the Superintendent and staff who will implement those policies.
- Promote and participate actively in a concerted program of timely exchange of information with all district residents, parents, employees and students.

- Recognize that the deliberations of the Board in executive session may be released or discussed in public only with Board approval.
- Make use of opportunities to enlarge his/her potential as a Board member through participation in educational conferences, workshops and training sessions made available by local, state and national agencies.

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9300 GOVERNANCE**

The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the school district. This right shall be retained solely by the Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Board shall exercise its accountability for the governance of the schools.

*(cf. 0500 - Review and Evaluation)*

The School Board has the power of establishing its own procedures within the parameters of law. All actions of the Board shall be taken only in official Board meetings according to these bylaws and the statutes of the state.

*(cf. 9310 - Policy Manual)*

*Legal Reference:*

### ALASKA STATUTES

*14.08.021 Authority (regional school boards)*

*14.08.041 Regional school boards*

*14.08.101 Powers (regional school boards)*

*14.12.010 Districts of state public school system*

*14.12.020 Support, management and control*

*14.12.035 Advisory School Councils in borough school districts*

*14.14.100 Bylaws and administrative rules*

*29.35.160 Education (borough school district)*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9310 POLICY MANUAL**

In governing the district, the School Board has pledged to consider the will and needs of the community. The district's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The School Board desires that the community and district employees have access to the policy manual. The School Board welcomes suggestions from the public regarding its adopted policies and regulations. A public copy of the manual shall be maintained in the district central office. Districts publishing policies online shall provide access to policies at each school and at the district office. Districts with no online access will maintain a policy manual at each school site so that it may be examined by students, staff and other interested parties during normal business hours.

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

The Superintendent or designee shall provide access to copies of the district policy manual to School Board members, central office administrators, principals, recognized employee organizations, and other key district personnel.

As necessary, the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views. The Superintendent or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations after adoption. The Superintendent or designee shall annually arrange to have all district policy manuals monitored to ensure that they are up to date and complete.

*(cf. 9311 - School Board Policies)*

*(cf. 9312 - School Board Bylaws)*

*(cf. 9313 - Administrative Regulations)*

*Legal Reference:*

### ALASKA STATUTES

*14.14.100 Bylaws and administrative rules*

*Revised: January 29, 2013*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9311 BOARD POLICIES**

The School Board recognizes that its most important function is to establish policies which communicate its direction for the management and control of the schools. Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

*(cf. 2210 - Administrative Leeway in Absence of Board Policy)*

The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy.

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

*(cf. 1020 - Youth Services)*

*Legal Reference:*

### ALASKA STATUTES

#### *14.14.100 Bylaws and administrative rules*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9312 BOARD BYLAWS**

The School Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent or designee shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

*(cf. 9311 - Board Policies)*

*Legal Reference:*

ALASKA STATUTES

*14.14.100 Bylaws and administrative rules*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9313 ADMINISTRATIVE REGULATIONS**

The implementation of policies is an administrative task to be performed by the Superintendent or designee who shall be held responsible for the effective administration and supervision of the entire school system.

The Superintendent or designee shall develop administrative regulations when required by law or Board policy or when, in his/her judgment, Board endorsement of district procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board may review administrative regulations and require the revision of any regulations which it finds inconsistent with Board policy.

Administrative regulations shall be included in the district's policy manual. District and site level procedures will be maintained in appropriate district and/or site locations and readily available to school personnel.

*Legal Reference:*

### ALASKA STATUTES

*14.14.100 Bylaws and administrative*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**



## **BB 9314 SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS**

Policies, bylaws and administrative regulations may be suspended for a specific purpose and limited time by majority vote of the Regional Board.

### **Superintendent or Designee's Authority**

The Superintendent or designee may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent or designee shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## BB 9320 MEETINGS

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

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

*(cf. 9321 - Executive Sessions)*

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

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

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

*(cf. 9323 - Meeting Conduct)*

### **Regular Meetings**

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

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

### **Special Meetings**

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

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

### **Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice

requirement is waived. In that event, as soon after the meeting as practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

## **Teleconferences**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

*Legal Reference:*

### ALASKA STATUTES

14.08.091 *Administration*

14.14.070 *Organization of school board*

14.14.080 *Declaring a school board vacancy*

29.20.020 *Meetings public*

44.62.310 *Agency meetings public*

44.62.312 *State policy regarding meetings*

*Adoption Date: May 23, 1995*

*Revised: March 27, 2007*

*Revised: April 29, 2025*

**Northwest Arctic Borough School District**

## BB 9321 EXECUTIVE SESSIONS

Note: AS 44.62.312 sets forth a strong state policy favoring open meetings and the narrow construction of the exceptions to the public meeting law. The following bylaw reflects the legislature's revisions to AS 44.62.310, relating to executive sessions of the School Board.

Prior to entering an executive session, the School Board first shall meet in open session. At this open meeting, the School Board shall enter an executive session only after a majority of the School Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the School Board may discuss in an executive session of the School Board are:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District,
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
3. Matters which by law, municipal charter, or ordinance are required to be confidential, or
4. Matters involving consideration of government records that by law are not subject to public disclosure.

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

The School Board may not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the School Board must be made in an open meeting.

*(cf. 1120 - School Board Meetings)*

*Legal Reference:*

### ALASKA STATUTES

#### 44.62.310-312 Alaska's Open Meetings Act

*Adoption Date: May 23, 1995*

*Revised: June 03, 2025*

**Northwest Arctic Borough School District**

## **BB 9322 AGENDA/MEETING MATERIALS**

### **Construction of Agenda**

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board.

*(cf. 9121 - President)*

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

*(cf. 9320 - Meetings)*

Note: A.S. 29.20.020 requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

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

*(cf. 9323 - Meeting Conduct)*

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

*(cf. 1312 - 1312.3 - Complaints Concerning Schools)*

### **School Board Member Preparation**

A copy of the agenda shall be forwarded to each Board member at least ten (10) business days before each regular meeting date. All meeting materials will be publicly available at least five (5) business days prior to the meeting.

When special meetings are called, the Superintendent and President shall make every effort to get the agenda and support materials to School Board members one (1) week prior to special meetings or as soon as possible.

School Board members shall review all meeting materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

*(cf. 9200 - School Board Members)*

*Legal Reference:*

ALASKA STATUTES

29.20.020 Meetings public

*Adoption: May 23, 1995*

*Revised: April 29, 2025*

**Northwest Arctic Borough School District**

## **BB 9323 MEETING CONDUCT**

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

### **Parliamentary Procedure**

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

### **Quorum**

Seven (7) members of the Board constitutes a quorum which may legally call the meeting to order. A quorum of six (6) members is required to continue a meeting and conduct business after it has been called to order. However, a smaller number may adjourn from day-to-day for a period not to exceed ten (10) days.

### **Abstentions**

In order to ensure that the public may know the vote of each person entitled to vote, all voting shall be conducted by roll call or show of hands. The names of each member voting shall be recorded in the minutes, with an indication of which members voted yes, no, or abstained.

If a member abstains, a reason must be given. The only acceptable reasons for abstaining are:

1. inadequate knowledge of the item being voted on;
2. conflict of interest as defined in BB 9270.

### **Public Participation**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. Individual speakers will be allowed 3 minutes to address the Board, 5 minutes will be allowed for groups or organizations.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

*(cf. 1312.I - Complaints Concerning School Personnel)*

*(cf. 9312 - Executive Sessions)*

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

*Legal Reference:*

ALASKA STATUTES

*29.20.020 Meetings public*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**



## **BB 9324 BOARD MINUTES**

The Board secretary or designee shall keep minutes and record all official Board actions.

*(cf. 9123 - Secretary/Treasurer)*

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location at the District office.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

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

### **Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

### **Recording Devices**

A video or audio tape recording may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

*Legal Reference:*

ALASKA STATUTES

*14.14.090 Additional duties*

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## **BB 9330 MEMBERSHIP IN ASSOCIATIONS**

Membership in recognized associations such as Association of Alaska School Boards will be maintained by the schools for several reasons, including:

1. The inservice education benefits our staff and School Board which comes from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the School District in particular.

The School Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the District as outlined in state law and Board policy.

The Superintendent or designee is directed to budget funds for such memberships, and for paying the costs of adequate participation of School Board, administration and staff in the activities of such associations to achieve the purposes listed above.

*Legal Reference:*

### ALASKA STATUTES

14.07.058 *Alaska School Activities Association*

14.14.150 *Association of Alaska School Boards the representative agency of board members*

### ALASKA ADMINISTRATIVE CODE

4 AAC 66.010-66.060 *Regional resource centers*

*Adoption Date: May 23, 1995*

*Revised: April 28, 2025*

**Northwest Arctic Borough School District**

## BB 9400 BOARD SELF-EVALUATION

Effective, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards Board standards and its stated goals and objectives, biennially (every other year) the Board will schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

Note: Language below is optional. Some School Boards invite public input to help assess School Board achievements believing that expectations developed and shared by both the School Board and community contribute to better communication and a successful school program.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

*(cf. 9240 - Board Development)*

*(cf. 9230 - Orientation)*


*(cf. 9240 - School Board Development)*

*Adoption Date: May 23, 1995*

*Revised: January 22, 2025*

**Northwest Arctic Borough School District**

## QUICK START INSTRUCTIONS

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**Northwest Arctic Borough School District**

