



Northwest Arctic Borough School District
Advisory School Councils
Workshop

Provided by



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Northwest Arctic Borough School District Advisory School Councils

Objectives

- Have a better understanding of your roles & responsibilities as an ASC member
- Identify how through your role as an ASC member, you can make an impact in your community.

Our Time Together

- Laying the Groundwork
- Your Role as an ASC Member (BP 8000's)
- ASC Meetings
- Communication
 - handling complaints
 - Communicating with one another, your community, your principal, and your regional school board

Alaska Statute

Advisory School Boards in REAA's - AS 14.08.115

Sec. 14.08.115. Advisory school boards in regional educational attendance areas.

(a) A regional school board shall establish advisory school boards in each community in the regional educational attendance area that has more than 50 permanent residents, and by regulation shall prescribe their manner of selection and organization, and, in a manner consistent with (b) of this section, their powers and duties.

(b) An advisory board shall **advise** the regional school board on all matters concerning schools in the community in which the advisory board is established.

What Impacts Decisions Made in Schools?

<p>State and federal laws</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Tenure • Special Education • Personnel files • Every Student Succeeds Act (ESSA) <p><i>Resources:</i></p> <ul style="list-style-type: none"> • Building Administrators • Superintendent • School Attorney 	<p>Regulations</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Academic mandates • School day and year <p><i>Resources:</i></p> <ul style="list-style-type: none"> • Superintendent • State Education Dept • AASB
<p>Negotiated agreements</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Staff Professional Development • Work-day • Hiring Procedures <p><i>Resources:</i></p> <ul style="list-style-type: none"> • Contracts • Union Leadership • Staff, Building Administrators • Superintendent • School Board 	<p>Board policies</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Policies or policy decisions by board that affect your school. • Policy review and revision • School climate data <p><i>Resources</i></p> <ul style="list-style-type: none"> • Policy Manual (policy online) • School Handbooks • Building Administrators • Board Members

BP 8000 CONCEPTS AND ROLES

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

(cf. 8200 - Powers and Duties)

(cf. 9310 - Policy Manual)

The Advisory School Council shall seek to learn the will of the people of the community and to represent their interests by communicating issues and concerns of the community to the school principal and School Board.

The Advisory School Council shall develop an effective working relationship with the principal or designee.

Role of the Board

The School Board shall:

1. Establish Advisory School Councils in each community.
2. Determine the membership and method of selection of Advisory School Councils.
3. Determine the powers and duties of Advisory School Councils.

Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Oversee the operation of elections of Advisory School Councils and report to the School Board, regarding the relationship between Advisory School Councils and the schools.
2. Solicit and receive recommendations from the Advisory School Council.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local education

Revised: October 29, 2002

Adopted: March 28, 1995

BP 8110 BOARD MEMBERSHIP

Each Advisory School Council shall consist of a minimum of three elected members. The Advisory School Council may increase the number of elected members serving on the Council to a maximum of seven members. Members shall serve a term of three year.

Advisory School Council Members may be employed by the district.

The School Board encourages Advisory School Councils to appoint a nonvoting student member to the Advisory School Councils.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Adopted: March 28, 1995
Revised: August 24, 2001
Revised: October 29, 2002

Northwest Arctic Borough School District

BP 8120 ELECTIONS

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the advisory school council. The district shall be responsible for conducting advisory school council elections for the respective attendance areas.

The Superintendent or designee 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 council 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 Council 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.

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

School board members may hold concurrent membership on both the School Board and local Advisory School Council.

Election Procedures

The Superintendent may make a timely request that the Division of Elections conduct the advisory school council elections at the same time as the Regional School Board election, occurring annually on the first Tuesday in October. The advisory school council and regional school board elections shall be conducted separately. The Superintendent shall oversee the district's obligations for the advisory school council elections, including advertising, printing and delivering of ballots, tallying of ballots, and certification of the advisory school council elections.

Legal Reference:

ALASKA STATUTES

14.08.071 Elections, advisory votes

14.08.115 *Advisory school boards in REAA*

ALASKA ADMINISTRATIVE CODE

6 AAC 27.180 *Advisory school board elections Adopted: March 28, 1995*

Revised: October 29, 2002

Revised: February 25, 2025

Northwest Arctic Borough School District

AR 8120 ELECTIONS

Election Procedures

1. Notice of election shall be posted by August 31st or no later than 20 business days prior to the election and will note the vacancies for each Advisory School Council in the district.
2. A petition for each candidate signed by ten qualified voters will be required to be on file at the office of the Superintendent or designee by September 15th prior to the election. Petitions shall be available when election notices are posted. If the petition is received after the deadline, the candidate's name will not be considered. However, an individual may seek election on a write-in basis.

Ballots

1. Sample Ballots: Sample ballots will be made available three working days after the close of the date for receipt of nominating petitions. They shall be printed on colored paper and clearly marked, SAMPLE BALLOT.
2. Official Ballots: Official or regular ballots shall be prepared on white paper and be available prior to election day.
3. Absentee Ballots: Absentee ballots will be available three days after the closing date for the receipt of petitions. These may be requested from the district office or from the individual schools.
4. Question Ballots: If a ballot is questioned by the election committee, i.e. one or more members of the committee have reason to believe the voter is not qualified, the ballot shall be sealed in a plain inner envelope, then sealed in an outer envelope, upon which pertinent data concerning the voter shall be affixed.

Appointment of Election Committees

The Superintendent or designee shall be responsible for appointing election committees and shall designate the election committee chairperson. The election committee shall be selected at least three weeks prior to the election whenever possible. In no instance shall this committee be less than two members nor shall it be composed of candidates in the election or their spouses, or parents, or children.

Each Advisory School Council Election Committee shall have a chairperson. This person is responsible to see that all materials are on hand prior to the election and that proper election procedures are followed throughout the election. They are in charge of the voter registration list. In addition, the Election Committee chairperson shall:

1. Be sure sufficient numbers of ballots are on hand.
2. Be sure they have ballot boxes and keys are on hand.
3. Be sure the polling place is available and set up on that date.
4. Gather all supplies -- pencils, tally sheets, registration sheets, envelopes, forms, etc.
5. Make certain election judges will be in attendance.
6. Review all relevant materials.
7. Determine ballot box is empty prior to casting of first ballot.

8. Instruct fellow judges regarding the signing of the voter registration list, etc.
9. Keep all polls open from 8:00 a.m. to 8:00 p.m.
10. Be in charge of counting ballots with other judges.
11. See that all judges sign a statement of the ballot count (signifying they agree with the tally).
12. See that the ballot box is locked and placed in the custody of the principal or principal teacher.

Polling Time and Places

Time and Place - all Advisory School Council elections will be held the first Tuesday in October. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be in close proximity to the polling place for general elections.

Ballot Boxes - each school will have a clearly marked ballot box with a lid for the election.

Booth - a private voting booth will be available at each polling place.

Procedure for Voting

Each voter, upon presenting themselves at the polls, shall have their name checked against the voter registration list. If their name appears on the list, they shall be given an official ballot and may proceed to vote. If their name does not appear on the list, but the committee has knowledge that they are qualified voters, they shall be given an official ballot and may proceed to vote. If one or more members of the committee has doubts concerning a voter's qualifications, the person shall be given an official ballot and may vote but the ballot shall be placed in a question ballot envelope. The necessary information shall then be affixed to the envelope and the envelope inserted in the ballot box. The validity of question ballots shall be determined at the time election results are certified.

Counting of Ballots

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instrument. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided and returned to the ballot box which shall then be closed. The unofficial results may be posted. The ballot box shall be turned over to the principal who locks it in a secure location until results are certified. The committee may then post the unofficial results.

Background Check

Winning vote getters must be submitted for a background check before being certified as a winning candidate. If the winning vote getter does not pass the background check, the second highest winning vote getter will be notified and submitted for a background check.

Certification of the Election

The principal and election committee shall rule on any question ballots, count absentee ballots, and send unofficial results to the District.

The results will be certified by the Superintendent or designee following background checks. Certified ASC results will be reported at the next regularly scheduled School Board meeting.

Write-in Candidates

A write-in candidate may be elected provided that the individual is a qualified Advisory School Council voter.

If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Principal concerning acceptance of the position. If the individual declines, the second highest vote getter shall be contacted.

Tie Vote

In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made.

In the event a recount confirms the tie, a run-off election shall be held within 10 days between the two candidates.

Recount Procedure

If necessary, a recount committee of three citizens who are acceptable to all the candidates and who have not been candidates themselves in the election shall be appointed by the Superintendent or designee.

A recount shall take place in the District Office following a 24-hour posting of such a recount and notification to all affected candidates, with representation present from all candidates if they desire.

The results of any recount shall be certified at the next regularly scheduled School Board meeting.

Recount by Candidate's Request

Following certification by the District, requests for a recount must be made within 10 days by candidate's request. Such a request shall be accompanied by a check or money order for \$100 to pay for the expenses of said recount. This request for a recount shall be made to the Superintendent or designee. The procedure shall be as outlined above.

Adopted: March 28, 1995

Revised: October 29, 2002

Revised: November 19, 2024

BP 8130 VACANCIES

A vacancy on the Advisory School Council may occur for any of the following reasons:

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

Should an Advisory School Council member be absent from three consecutive regular meetings without prior excuse by the President the Advisory School Council may remove the member from office and declare his/her position vacant. If a member misses two consecutive regular meetings, the Advisory School Council President will notify the member by certified return receipt mail of this policy.

The Advisory School Council 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 Advisory School Council, 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 Advisory School Council shall submit recommendations to the School Board for appointment.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8140 OFFICERS

Each Advisory School Council shall annually elect a President, Vice-President and Secretary. Members may serve consecutive terms as a council officer.

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

The duties of Vice-President are to preside at Advisory School Council meetings in the absence of the President and to perform all other duties as shall be assigned by the Advisory School Council.

The duties of the Secretary are to insure that an accurate record of the proceedings of the Advisory School Council is kept and that a copy of this record is presented to each Advisory School Council member, the Principal or designee, and the Superintendent who will make these records available to the School Board.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts Revised:October

29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8200 POWERS AND DUTIES

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

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

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

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

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

The ASC shall advise on:

- a. School facilities (use of school buildings by outside groups, and cold weather closure);
 - b. Advisory School Council rules of operation (meetings and work sessions, notification procedures for members, communication with the Advisory School Council, reading files, records and minutes).
4. The Advisory School Council shall be informed of the student activity program of the school.
5. Advise the principal as to the allocation of site/community-generated funds earmarked for the local student activity program.
6. Review once per semester student achievement/behavioral/attendance data and make recommendations to administration in how to increase student achievement. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Council and to the community served by the Advisory School Council. This report shall include the following:
 - a. progress and achievement through the year,
 - b. recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels,
 - c. status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.
7. Assist in the selection of the school principal by selecting a representative from the Advisory School Council or Advisory School Council designee to participate in interviewing candidates as part of the district interviewing team that makes recommendations to the Superintendent who will make the final decision.

8. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Council development.
9. Each member shall visit an elementary, middle, and high school classroom at least once per year.
10. Review annually the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.
11. Review annually the school's crisis response plan for the purpose of recommending and adopting changes to the plan.
12. Review the school's bilingual/bicultural program for the purpose of making recommendations to the School Board.
13. Act as, or establish a local Native Language Curriculum Advisory Council for each school in the district in which a majority of students are Alaska Natives.
14. Recommend to the Superintendent a representative to be named to the NWABSD Parent Action Committee (PAC) for the purpose of advising the NWABSD on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.
15. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with NWABSD policy and procedures.
16. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

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

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

14.30.420 - Native language education

Revised: March 01, 2016

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8310 ORIENTATION

The Superintendent or designee will work with new Advisory School Council members in conjunction with personnel and/or materials from the State Department of Education and Association of Alaska School Boards for the purpose of orientation. The training will be done as soon as practicable after the Advisory School Council election.

(cf. 8330 - Member Responsibilities)

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8320 MEETINGS

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

The Superintendent or designee shall establish regulations to ensure compliance with law.

(cf. 1340 - Access to District Records) (cf. 9320 - Meetings)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

AR 8320 MEETINGS

Regular Meetings

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

1. The Advisory School Council shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least five (5) days in advance.
2. The Advisory School Council meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.
3. Public notice shall be given for cancellation of the regular meeting during non-school months.

Special/Emergency 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. However, a special meeting may be held with less than 24 hours notice for an emergency if all members are present or if the absent members sign a waiver, either before or after the meeting.
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. Reasonable effort must be made by the Advisory School Council President to contact all Advisory School Council members at least 24 hours in advance of the meeting.
5. Special meetings may be called by the President upon request of two Advisory School Council members or the Site Administrator.

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.

Communications

1. All written and signed communication addressed to the Advisory School Council shall be brought to the Advisory School Council's attention. Any written communication that violates privacy laws must not be shared, however, the Advisory School Council shall be notified that they received such a communication and that it will be addressed appropriately.
2. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
3. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item may be limited to 5 minutes.

4. The President shall have the power to maintain order at all meetings of the Advisory School Council or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Advisory School Council may be ordered to leave.
5. Following consideration of oral and written communication, the Advisory School Council President shall work with the Site Administrator or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
6. As far as practical, the Site Administrator or designee shall provide logistical and clerical support to the Advisory School Council.

Agendas

1. Agendas will be prepared by the Site Administrator, in conjunction with the Advisory School Council President. An agenda shall be made available to each Advisory School Council member prior to each meeting.
2. The agenda shall always include a process for public comment.
3. The President shall give ample notice to a person who wishes to address the Advisory School Council of the time and place of the meeting.

Suggested Order of Business

1. Call to order
2. Roll call
3. Moment of silence
4. Pledge of Allegiance
5. Introduction of Staff and Guests
6. Approval of Agenda
7. Approval of past meeting minutes
8. Public Comments
9. Correspondence
10. Reports from committees
11. Site Administrator reports
 - A. Student Activities & Funds Update
 - B. Student Attendance & Enrollment
 - C. Upcoming Events
12. Board Policy Review for Public Comment
13. Items for Advisory School Council Consideration
 - A. Old Business
 - B. New Business
14. Items for next meeting's agenda
15. Public Comments
16. ASC member comments
17. Time and Place of next meeting

18. Adjournment

Minutes

1. A record of Advisory School Council 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 Advisory School Council members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Advisory School Board shall be available to Advisory School Board members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request in the Site Administrator or designee's office.

Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

Quorum

A majority of the number of filled positions on the Council constitutes a quorum.

Affirmative votes by a majority of the Council's 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 President may call for a roll call vote in order to determine the prevailing side.
3. In a roll call vote the name of President 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 Advisory School Council President. Membership may be comprised of Advisory School Council members, community members, parents, teachers and students as deemed appropriate by the Advisory School Council President.
2. Committees shall function as advisory only and concern themselves only with the special assignment from the Advisory School Council.
3. Individual Advisory School Council members serving on such committees shall not speak for the Advisory School Council unless authorized to do so.
4. Committees shall report to the Advisory School Council and shall terminate after their final presentation.

5. The committee chairperson will be appointed by the Advisory School Council President.

Adopted: March 28, 1995

Revised: September 27, 2011

Revised: July 31, 2024

Northwest Arctic Borough School District

BP 8321 EXECUTIVE SESSIONS

The Advisory School Council may not hold executive sessions.

Legal Reference:

ALASKA STATUTES

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8330 MEMBER RESPONSIBILITIES

The School Board requests Advisory School Council members to participate in training as made available by the district. In addition, Advisory School Council members must become familiar with state laws and regulations related to schools and district policies and regulations. The Superintendent or designee shall assist members to understand their responsibilities within the framework of the laws, board policies and regulations. Members of Advisory School Councils have no authority within the school system to manage or control students or staff, except as may be specifically authorized by the School Board or administration.

(cf. 1250 - Visits to the Schools)

The Advisory School Council 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.

(cf. 1220 - Citizen councils)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8340 CODE OF ETHICS

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

(cf. 9270 - Conflict of Interest) Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

E 8340 CODE OF ETHICS FOR THE ADVISORY SCHOOL COUNCIL

As a member of my local Advisory School Council, representing all the citizens of my village, I recognize:

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community;
2. 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;
3. 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 fit the needs of every learner;
4. That my fellow Advisory School Council members and I must take the initiative in helping all the people in this community to have all the facts, all the time, about their schools;
5. That I must never neglect my personal obligation to the community and my obligation to the state, nor surrender these responsibilities to any other person, group, or organization.

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

1. To devote time, thought, and study to the duties and responsibilities of an Advisory School Council member so that I may render effective and creditable service;
2. To work with my fellow Advisory School Council members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Advisory School Council and the School Board;
4. To remember at all time that as an individual I have no authority outside the meeting of the Advisory School Council, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as an Advisory School Council member to benefit either myself or any other individual or agency apart from the total interest of the school;
6. To recognize that it is important for the Advisory School Council to understand and evaluate the educational program of the schools;
7. To bear in mind under all circumstances that the primary function of the Advisory School Council is to advise the principal regarding matters of a concern to parents, students, and the community, but that the administration of the educational program and the conduct of school business shall be left to the employed principal or designee of the school and staff. The local principal or designee and his/her staff function under the direction of the Superintendent or designee as he/she implements the policies established by the School Board;

8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
9. Finally, to strive step-by-step toward ideal conditions for the most effective Advisory School Council service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8400 NAMING SCHOOLS

School buildings shall be named for:

the community-geographic location (English or Inupiaq); and a distinguished community resident living or deceased.

An Advisory School Council request for naming a building after a prominent living or deceased resident must be made by formal resolution, requiring a confirming vote of the citizens of that community at a special election held following the public meeting at which the Advisory School Council resolution passed.

(cf. BP 7511 - Naming of Facility) Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

Local School Advisory Committee Roles and Responsibilities

What will you do in the year ahead?

- ☐ Establish a regular meeting schedule
- ☐ Elect officers
- ☐ Fill appointments to ASC vacancies
- ☐ Share meeting minutes with the Regional School Board
- ☐ Develop annual goals for the ASC
- ☐ Review Principal reports and provide feedback
- ☐ Review school handbook
- ☐ Attend school events and activities
- ☐ Advise the Principal on facility use procedures for the community; review and approve facility use agreements
- ☐ Review student attendance and achievement data, make recommendations for improvement strategies
- ☐ Act as the Native language curriculum advisory board
- ☐ Review school climate and connectedness data
- ☐ Develop staff appreciation initiatives
- ☐ Review and provide comments/recommendations to the School Board on district policy changes
- ☐ Visit the school (notify Principal when possible)
- ☐ Help community understand complaint resolution process
- ☐ Review the school's safety and discipline plan, and crisis response plan
- ☐ Represent the school and ASC at regional school board meetings (typically the President, may be others as designated)
- ☐ Review and discuss school maintenance needs
- ☐ Host family engagement events

Advisory School Council Annual Calendar

Having an annual calendar can help an ASC pay attention to their major responsibilities. This calendar should be customized to meet the needs of the ASC within the scope of duties delegated by the Regional School Board. Please note a single agenda item may need to be included and discussed at multiple meetings depending on the scale and complexity of the work. For example, reviewing a student handbook may take 2 to 3 meetings.

Month	Example Activity	Your ASC Activity
January	<ul style="list-style-type: none"> Review student handbook 	
February	<ul style="list-style-type: none"> Review and discuss student attendance data 	
March	<ul style="list-style-type: none"> Review and discuss student achievement data 	
April	<ul style="list-style-type: none"> Discuss school maintenance needs 	
May	<ul style="list-style-type: none"> Review Principal year-end report 	
June/July	<ul style="list-style-type: none"> Break 	
August	<ul style="list-style-type: none"> Welcome staff and students! 	
September	<ul style="list-style-type: none"> Set ASC meeting schedule for the year Discuss and plan for a staff appreciation activity in the year ahead. 	
October	<ul style="list-style-type: none"> Swear in new members & elect officers New member orientation 	
November	<ul style="list-style-type: none"> Review and discuss school safety plan 	
December		

Communication: Handling Complaints

1. Don't make assumptions

Listen to the concern and ask questions for understanding. Avoid making promises or agree to "fix" the problem.

2. Provide a process, not a solution

Explain how the individual can address the problem at the appropriate level.

Generally, a complaint about a staff person should first be addressed to the particular person by the complainant. The next level is the staff person's supervisor – principal -- if no satisfaction is found. The complainant then moves to the superintendent and finally, if unresolved, may be heard by the Regional School Board.

The district's formal complaint process can be found in Board Policy 1312 *Public Complaints Involving the Schools*.

3. Inform and advise

Make sure the principal knows of the complaint, no matter how trivial it seems.

Provide help if someone needs assistance understanding the process. Be generous with your time, but don't become the public sounding board.

4. Follow-through

It is likely that neither you nor the complainant will know the specifics of any disciplinary action, but the administration can communicate that the district is following established procedures to address the complaint.

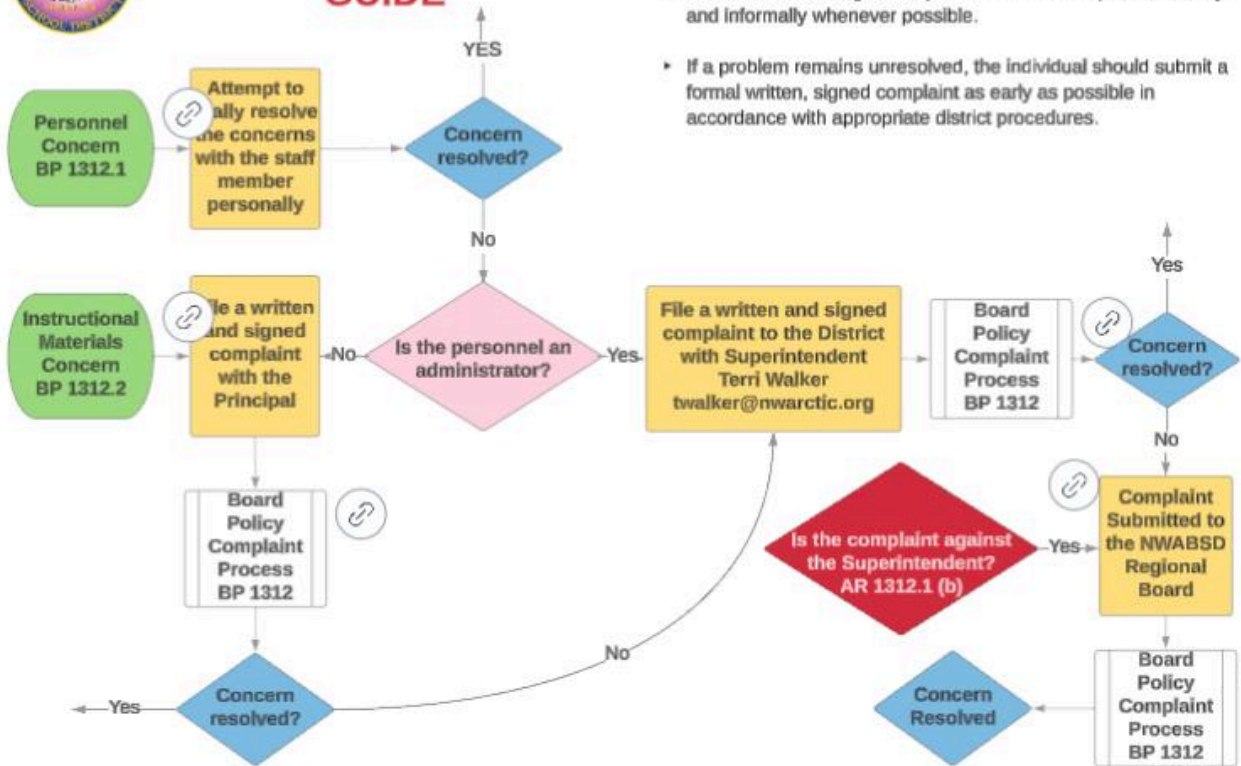
Communication: What Do You Say?

Suggested answers to use in tough situations.

Situation	Suggested Statement
1. A parent or guardian shares a concern about school issue.	"I appreciate your concerns about this issue. Have you spoken with the teacher or principal about this?"
2. A parent or guardian shares a complaint about the performance of an employee.	<p>"The ASC doesn't manage or evaluate school personnel. Please speak with the teacher directly and then the Principal."</p> <p><i>Note - you can also redirect people to the district's formal complaint procedures found in board policy 1312 Public Complaints Concerning the Schools.</i></p>
3. A staff member approaches you and requests you take action on their behalf.	"I appreciate the information, but the ASC doesn't intervene in personnel matters. Please make this request to your supervisor or principal."
4. Request for a decision or commitment by the ASC.	"Would you like me to talk with the Principal and the ASC President about discussing this at an ASC meeting?"
5. The same person calls and stops you every time you see them with the same concern.	"I appreciate your concerns and will forward them to the Principal."



CONCERN & COMPLAINT GUIDE



PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

Board Policy 1312

- The Board encourages complainants to resolve problems early and informally whenever possible.
- If a problem remains unresolved, the individual should submit a formal written, signed complaint as early as possible in accordance with appropriate district procedures.

To make a suggestion online go to: www.nwarctic.org/CommentForm
To view NWABSD Board Policy online go to: www.nwarctic.org/Board_Policy

04-28-2021



Communication: With your School Board

- How does your ASC communicate with the regional school board?
- What could you communicate to the regional school board?

Sample letter to your RSB from your LSAC (Tell your story).

Start with which site you are from and how your ASB is connected to this issue.

Dear President Hansen and School Board Members,

This letter is a recommendation from the ASC in XXXX community. We are writing to you, the Regional School Board, because we want what is best for all of the kids in XXXX, and we have a recommendation for the school's summer maintenance.

Be specific about your concerns, how it has or will impact your site, and how it would benefit or harm your school.

Currently the walls in the main entry and hallways have multiple spots of drywall damage, which we conceal through posters and signs. Also the accent walls in the hallways are dark blue and this makes the school quite dim, especially in the winter. For many months our students come to school in the dark and go home in the dark and we would like to add some brightness with better wall colors.

Talk about how your ASC feels about the potential action. Highlight the qualities or the reasons you want them to pay attention to your request.

We all want our students to learn in an environment that is safe and positive and well-cared for. We recommend repair of the walls, and repainting the accent walls to be yellow, light blue, or bright green. We can provide more specific paint selections if that is helpful.

Explain how they can reach your ASC if they have more questions.

As you know, our ASC meets monthly at the school. We'd be happy to answer any follow up questions you have on this issue, or in the interim please contact our Principal NAME.

Thank the RSB for reading your recommendation and wish them good luck in their decision.

We at XXXX ASC appreciate the work of the School Board and hope you will consider our recommendation about summer maintenance at our school.

Let's Practice!

1. What topics, ideas or concerns do you want to bring up to your Regional School Board?
2. What recommendation do you have around these topics?

Next Steps

1. How can you as an ASC member support your school and community?
2. What questions do you have about the work of the ASC?
3. To be effective, what should your ASC focus on in the year ahead?