

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Note: Pursuant to A.S. 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.

Powers and Duties

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

(cf. 0200 - Goals for the School District)

The Board is responsible for the general control and direction of education in the 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 Board may execute any powers delegated by law to it or to the district that it governs, and shall discharge any duty imposed by law upon it or upon the district that it governs.

(cf. 9200 - Board Members)

Governance Functions

The Board shall consider and approve or disapprove matters submitted to it by the Superintendent and the public and is committed to establishing policies to govern district activities. The 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 Board. The Board delegates to the Superintendent or designee the authority to carry out Board decisions and to make and carry out any decisions that it delegates. The Superintendent or designee shall be fully responsible for the proper use of this authority. The Board retains ultimate responsibility for the performance of any powers or duties delegated.

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

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

(continued)

Judicial Functions

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

(cf. 1312 - Public Complaints Concerning the Schools)

(cf. 4144/4244/4344 - 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

14.14.130 Chief school administrator

Revised 9/97- AASB

Adopted 6/01

PUBLIC STATEMENTS

Note: Based on sound governance practices, AASB recommends that each member present his/her position and all pertinent information before the Board makes its decisions. The following bylaw is not meant to infringe upon Board members' first amendment rights. It is intended as a reminder that individual Board members have a duty not to express themselves outside of the Board meeting in ways that may jeopardize the Board's ability to act effectively.

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)

Adopted 6/01

DISCLOSURE OF CONFIDENTIAL INFORMATION

Confidential information that is produced for or that 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. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)
(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES
44.62.310-312 Alaska's open meeting act

Adopted 6/01

BOARD STANDARDS

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

Therefore, the Board has adopted the Board standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the Board's focus on 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 Board's effectiveness in meeting them.

(cf. 9000 - Role of Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

(cf. 9400 - Board Self-Evaluation)

Added 9/99 - AASB

Adopted 6/01

BOARD STANDARDS

The Board standards developed by the Association of Alaska School Boards and listed below have been adopted by the North Slope Borough 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.

BOARD STANDARDS (continued)

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 and Board performance annually and reports the result to the public.
- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.4 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.

BOARD STANDARDS (continued)

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 service to the community on behalf of students.
- 5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of Board development.
- 5.3 Expenditures for Board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

Adopted 6/01

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of seven (7) members elected or appointed in accordance with law.

(cf. 9220 - School 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 questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to executive sessions.

Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes.

(cf. 1230 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.091 Organization

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 school governance

29.20.300 School boards

Adopted 6/01

BOARD MEMBERSHIP

Selection of Student Representative to the Board

Each year, the following procedure will be followed for selection of the student representative to the Board:

1. Each school will select one student 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 (C average or above); good attendance; leadership potential; and participation in school and community affairs.
2. The district shall advertise for applicants for student representative to the Board no later than March 1.
3. Interested students shall submit a letter of interest directed to the Board president, which must be received by the Superintendent no later than March 31.
4. The Board shall telephonically interview all applicants at the April Board meeting, asking the same questions of all applicants.
5. The student representative to the Board will be selected by vote at the April Board meeting.

Role of the Student Representative While Serving on the Board

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

The student representative 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 representative 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 representative on Board policies and procedures.

BOARD MEMBERSHIP (continued)

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

Responsibilities of the Student Representative

The student representative will regularly call all school liaisons prior to Board meetings to receive student input and will schedule regular audio 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 representative 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 representative 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.

Adopted 6/01

OFFICERS AND AUXILIARY PERSONNEL

Within seven (7) days after certification of election results, the Board shall meet to elect a president and clerk.

(cf. 9121 - President)

(cf. 9123 - Clerk)

Legal Reference:

ALASKA STATUTES

14.08.091 Organization

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

29.20.300 School boards

Revised 9/97- AASB

Adopted 6/01

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 all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

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;

Bylaws of the Board

BB 9121(b)

PRESIDENT (continued)

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.

When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

(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

Adopted 6/01

CLERK

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meetings following their approval;
3. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk;
4. Serve as presiding officer in the absence of the president;
5. Perform any other duties assigned by the Board.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.020 Bond required

14.14.070 Organization of school board

Revised 9/97- AASB

Adopted 6/01

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 - Board Members)
(cf. 9321 - Executive Sessions)

Adopted 6/01

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. 1230 - Citizen Advisory Committees)

(cf. 9320 - Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

44.62.310 Government meetings public

44.62.312 State policy regarding meetings

Adopted 6/01

BOARD REPRESENTATIVES

The Board 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)

Adopted 6/01

BOARD MEMBERS

Limits of Board Members Authority

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

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/ Meeting Materials)

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

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

Note: Pursuant to A.S. 14.14.140, a Board member may not be employed by the school district.
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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. 9210 - Qualifications)

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

(cf. 9270 - Conflict of Interest)

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

(cf. 1260 - Visits to the Schools)

BOARD MEMBERS (continued)

Obligations of Members

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons.

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

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

(cf. 9320 - Meetings)

Legal Reference:

ALASKA STATUTES

14.14.140 Restrictions on employment

Adopted 6/01

QUALIFICATIONS

To be eligible for nomination for Board membership, a person must have been a borough resident for at least six months prior to the date of election (or appointment) and must have the qualifications necessary to vote. A member who ceases to be a borough resident immediately ceases office.

No School Board member may hold any other compensated school district employment or office, or elected partisan political office while serving on the School Board.

(cf. 9200 - Board Members)

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

Candidates for Board membership must also comply with applicable borough and state requirements for candidacy for office.

(cf. 9220 - School Board Elections)

(cf. 9270 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.12.080 Qualification of members

39.50.020 Report of financial and business interests

North Slope Borough Municipal Code 1.28 Elections

*North Slope Borough Home Rule Charter 9.020(a) School Board Qualifications and
3.030(a) Assembly Qualifications*

Adopted 6/01

SCHOOL BOARD ELECTIONS

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections.

Note: Pursuant to A.S. 14.14.140, a board member may not be employed by the school district. Qualifications for school board membership are set by the North Slope Borough Home Rule Charter, 9.020(a).

Any person who meets the borough qualification requirements is eligible for Board membership. However, a district employee elected to the Board must resign his/her position with the district in order to qualify for Board membership.

(cf. 9110 - Board Membership)

(cf. 9210 - Qualifications)

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

Note: Pursuant to A.S. 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.

(cf. 9270 - Conflict of Interest)

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

North Slope Borough Municipal Code 1.28 Elections

North Slope Borough Home Rule Charter 9.020(a) School Board Qualifications and

3.030(a) Assembly Qualifications

Revised 9/99- AASB

Adopted 6/01

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

Adopted 6/01

BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to A.S. 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 his/her employment after election.

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

1. Fails to qualify for Board membership within thirty (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 that he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Elections)

The School Board shall declare a vacancy on the Board for any actions that 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 (3) 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

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

BOARD VACANCIES (continued)

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 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

Revised 9/97- AASB

Adopted 6/01

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 Organization

14.12.090 Oath

Adopted 6/01

OATH OR AFFIRMATION

School Board members, before taking office, will read aloud and sign the following statement:

“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 Oath

Added 9/2000- AASB

Adopted 6/01

ORIENTATION

The Board invites all Board candidates to attend public 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 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 district activities and school programs.

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

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

Revised 9/99- AASB
Adopted 6/01

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 Board with the governance of its schools. The 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. Board members, like teachers and administrators, need training to assist them in meeting those standards. As part of their job, 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.

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

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

Funds for 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

Revised 9/99- AASB

Adopted 6/01

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Note: A.S. 14.14.140 authorizes the board to compensate its members as provided by board resolution.
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Honorarium

The School Board recognizes the time and personal effort Board members give to the district. Each member of the School Board may receive a per meeting honorarium in quarterly proportions rounded up from the proportion of each meeting they participate. The proportion of a meeting will be based upon the cumulated hours of the meeting. Therefore if a meeting lasted one day, 8 hours (minus lunch and recesses), then 2 hours, equals $\frac{1}{4}$ Honorarium; 3 hours, equals $\frac{1}{2}$ Honorarium (rounded up);

Reimbursement of Expenses

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board. Board members, to the extent possible, will use purchase orders and other routine district travel procedures, as well as choose the most economical means of travel.

Per Diem

In addition to the honorarium, Board members will receive a per diem for living expenses if they are required to leave their village of residence in order to attend a regular or special meeting of the Board.

(cf. 9240 - Board Development)

(cf. 4133, Travel Expenses)

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program 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.

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

(continued)

Loss-of-Pay Compensation

In addition to the honorarium, Board members who are employed full time and who are not compensated by their employers for time spent serving in their official Board member capacity will receive loss-of-pay compensation for each day of attendance at a Board meeting, seminar, function, or other activity in the Board member's official capacity as a designated representative of the Board. No loss-of-pay compensation shall be paid to a Board member under this section when the Board member receives compensation from a person or entity other than the district for attendance or participation at the meeting, seminar, function or other activity.

Designated Representative Pay

In addition to any loss-of-pay compensation that is due, Board members formally designated by the Board to attend meetings, seminars, functions, or other activities in their official capacities, including special committee meetings of the Board, shall be paid a set amount for each such activity attended, regardless of its length.

Restrictions

Board members who do not attend meetings, or fail to attend all sessions of any meeting (regular or special), workshop or retreat will forfeit their right to claim honorarium.

Board members who do not attend meetings, or fail to attend the majority of sessions of any meeting (regular or special), workshop or retreat, will forfeit their claim for per diem, loss-of-pay compensation, and/or travel costs.

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment; compensation of board members

North Slope Borough Municipal Code 2.24, Compensation

Adopted 6/01

Revised 10/04

Revised 3/05

Reviewed 1/12

Revised 2/15

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Remuneration for meeting attendance is set by the North Slope Borough Municipal Code and Board resolution and will be handled as explained below.

Honorarium

Board members will be paid an honorarium of \$1000.00 for the regular monthly meeting attended, \$250.00 for each work session and workshop meeting attended, and \$300.00 for each special meeting attended. The School Board President shall be paid \$1,250.00 for each regular meeting and \$350.00 for each special meeting pursuant to North Slope Borough Municipal Code Sec. 2.24.020 (B).

The length of any regular monthly meeting or special meeting will be determined by the number of days required to make a disposition of all items on the agenda. Any meeting may be “recessed” overnight, for lunch or dinner, or for any other reason, but a new meeting will not be considered to have been called until there has been a disposition of all items on the agenda and a new agenda is created.

“Payroll deductions” such as FICA, PERS, federal withholding taxes and state withholding taxes, will be taken from the honorarium payments; however, these deductions will not be construed to mean that the Board members are employees of the district, but rather the deductions will be made merely to comply with regulations concerning taxable compensation.

The pay date for the honorarium will be the day after the first day of the meeting. The Board clerk or designee will furnish a memorandum of the Board members in attendance to the payroll office at the beginning of the day after the first day of the meeting.

Per Diem

A per diem advance of \$145.00 per night for up to two days living expenses will be paid at the same time as the honorarium, and any needed adjustment in amount for greater or less than two days will be made on the next payment of per diem.

The pay date for the per diem will be the day after the first day of the meeting and will be paid to all non-resident-of-meeting-village Board members in attendance as listed by the memorandum of the Board clerk or designee described above.

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS(continued)

Full Per Diem: \$145.00 per night when Board member provides own meals and lodging. An additional half day of per diem may be added to an overnight stay for expenses on the following day.

Partial Per Diem: \$50.00 per full day when Board member provides own meals.

Incidentals Only: \$25.00 per partial or full day when Board member provides no lodging or meals.

EXAMPLES

1. No Overnight Stay: Depart village of residence without staying overnight. Since per diem is calculated on a per night basis, there is no per diem due if the Board member does not stay overnight. Board members, however, may have some incidental expenses, such as lunch, which are properly reimbursable; therefore, a payment of \$25.00 per diem shall be paid for incidental expenses when the Board member does not stay overnight.

Summary -	1 partial day for incidentals:	\$25.00
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2. Single Night Stay: A single overnight would result in a per diem payment of \$145.00, assuming the Board member arranges own lodging and food. Because this may not fully cover expenses, a single overnight stay will be interpreted as requiring 1.5 days of per diem payment. For example:

a. Depart Barrow on Tuesday for Nuiqsut and return Wednesday. Since *The Board member stayed overnight, per diem would be 1.5 days at \$145.00 per day, a total of \$217.50.*

Summary -	full day full per diem for Tuesday: \$145.00	
	1/2 day full per diem for Wednesday: \$72.50	

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS(continued)

- b. Depart Barrow on Tuesday for Point Hope and return Wednesday. Board member stays at borough camp where lodging and meals are provided. Since the Board member stayed overnight and since all but incidental expenses were paid for by the district or borough, the per diem due is \$25.00 for each of two days for incidentals, a total of \$40.00.

Summary -	1 full day for incidentals:	\$25.00
	1 partial day for incidentals:	\$25.00

- c. Depart Barrow on Tuesday for Wainwright and return on Wednesday. Several Board members stay at the hotel (paid by district purchase order) and others stay with family and friends. Meals are not included on the district purchase order to the hotel. Per diem for one night and part of the next day would be:

Stayed in Hotel: \$50.00 per day times 1.5 days = \$75.00

Summary -	Full day partial per diem Tuesday:	\$50.00
	1/2 day partial per diem Wednesday:	\$25.00

Stayed with family: \$135.00 per day times 1.5 days = \$202.50

Summary -	1 full day per diem Tuesday:	\$145.00
	1/2 day full per diem Wednesday:	\$72.50

- 3. Multiple Night Stay: Depart village of residence for Anchorage on Tuesday and return on Saturday. Per diem for the four nights would be \$135.00 times 4 = \$540.00. Because of food expenses on the last day (Saturday), this four night stay will be interpreted as 4.5 days of per diem: 4.5 times \$135.00 = \$607.50.

Summary -	1 day full per diem Tuesday:	\$145.00
	1 day full per diem Wednesday:	\$145.00
	1 day full per diem Thursday:	\$145.00
	1 day full per diem Friday:	\$145.00
	1/2 day full per diem Saturday:	\$72.50

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

(continued)

- 4. Multiple Night Stay - Lodging and Food Provided: Depart village of residence on Wednesday for Prudhoe Bay and return on Saturday. All lodging and food provided by either borough or district purchase order. Since there are no expenses except incidentals, per diem would be 4 days times \$25.00 per day = \$100.00.

Summary -	1 day incidentals only Wednesday:	\$25.00
	1 day incidentals only Thursday:	\$25.00
	1 day incidentals only Friday:	\$25.00
	1 partial day incidentals only Saturday:	\$25.00

Loss-of-Pay Compensation

Loss-of-Pay Compensation is set at \$300 per day. A Board member may receive an advance of not more than two days' loss-of-pay compensation. Payroll deductions will be taken from these payments; however, these deductions will not be construed to mean that the Board members are employees of the district, but rather the deductions will be made merely to comply with the regulations concerning taxable compensation.

The pay day for loss-of-pay compensation will be the day after the first day of the meeting and will be paid to all Board members in attendance who request loss-of-pay compensation, in accordance with Board policy. Adjustments to loss-of-pay compensation for periods greater or less than two days will be made on the next payment of loss-of-pay compensation or honorarium.

Designated Representative Pay

Designated Representative Pay is set at \$200, regardless of the length of the meeting, seminar or other event attended. Payment shall be made prior to the Board member's departure for the event. Payroll deductions will be taken from these payments; however, these deductions will not be construed to mean that the Board members are employees of the district, but rather the deductions will be made merely to comply with the regulations concerning taxable compensation.

Adopted 06/01
Revised 10/04
Revised 03/05
Revised 10/08
Revised 01/12
Revised 09/15

LEGAL PROTECTION

Note: For all districts, Sections 2361-2368 of the No Child Left Behind 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 2366 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 2366 and 2367 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 provisions of the law took effect on April 8, 2002.

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

No Child Left Behind Act of 2001, §§ 2361-2368 (P.L. 107-110)

Adopted 6/01

Revised 8/03

CONFLICT OF INTEREST

Note: Candidates for public office in the North Slope Borough must file Public Official Financial Disclosure statements when filing for election, in accordance with A.S. 39.50.

In order to instill public confidence in public office and to provide public accountability, School Board members and designated employees shall adhere to applicable conflict of interest financial disclosure requirements. Board members and designated employees shall file statements of economic interests as required by law.

Board members shall disclose any financial interest in a contract before the Board and shall refrain from participating in any decision related to a disclosed interest unless authorized to do so by the Board.

(cf. 3315 - Relations with Vendors)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)
(cf. 2300 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.08.131 Disqualification from voting for conflict of interest
14.14.140 Restriction on employment; compensation of board members
11.56.100-11.56.130 Bribery and related offenses
29.20.010 Conflict of interest
39.50.020 Report of financial and business interests

ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members
4 AAC 18.900 Definitions

Adopted 6/01

CODE OF ETHICS

The North Slope Borough School District School Board has adopted the following Code of Ethics.

AS A MEMBER OF MY LOCAL SCHOOL BOARD, REPRESENTING ALL THE CITIZENS OF MY DISTRICT, I RECOGNIZE THAT:

1. My fellow citizens have entrusted me with the educational development of the children and youth of this community.
2. The public expects my first and greatest concern to be in the best interest of students without distinction as to who they are or what their background may be.
3. The future welfare of the community, Alaska, 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. My fellow Board members and I must take the initiative in helping all the people of this community to have and understand all the facts all the time about their schools, to the end that they will readily support the finest possible school program, school staff, and school facilities.
5. Legally, Board authority is derived from the state, which ultimately controls the organization and operation of the district, and which determines the degree of discretionary power left with the Board and the people of the community for the exercise of local autonomy.
6. I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization, but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept strong and free.

IN VIEW OF THE FOREGOING CONSIDERATIONS, IT WILL BE MY CONSTANT ENDEAVOR TO:

1. Devote time, thought, and study to the duties and responsibilities of a Board member so that I may render effective and creditable service.

CODE OF ETHICS (continued)

2. Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. 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, to abide by and uphold the final majority decision of the Board.
4. Remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, and local citizenry, and all media on the basis of this fact.
5. Comply with federal and state laws and regulations, as well as District policies and regulations, including the Board Standards (BB 9020), in my work as a Board Member.
6. Keep in confidence information that has been obtained in the course of Board service during executive session or information required by law to be confidential.
7. Resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the district.
8. Not use Board privileges for private gain, to promote political candidates, or for partisan political activities.
9. Recognize that my behavior reflects on my position, the whole school board, and the educational community and, therefore, conduct myself in a manner that will bring credit to the District and the Board avoiding inappropriate conduct and acts of moral turpitude.
10. Recognize that it is as important for the Board to understand and evaluate the educational program of the schools, as it is to plan for the business of school operation.

CODE OF ETHICS (continued)

11. Bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed district Superintendent and to the professional and classified staff.
12. Welcome and encourage active cooperation by citizens, organizations, and the media in the district with respect to establishing policy on current school operation and proposed future developments.
13. Support my state and national school boards associations.
14. Finally, to strive step-by-step toward ideal conditions for most effective Board 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.

BOARD SELF MONITORING AND ACTION RELATED TO THE CODE OF ETHICS AND BOARD STANDARDS.

The Board shall strive to periodically review the Code of Ethics and Board Standards (BB 9020). In addition, the Board shall strive to address any concerns regarding individual Board Member conduct in a professional manner such as, by way of example only, one-to-one discussions, a Board executive session, a written letter of concern, or, where deemed necessary, through Board action. Board action can include, but is not limited to, reprimands, resolutions of concern, public or private censure, or action to remove for a defined period of time certain Board benefits such as District provided travel, District provided travel benefits (e.g. car rental), or District honorariums or pay. Board action regarding an individual Board member and this Code of Ethics or Board Standards shall require a vote of five (5) or more members to take action.

Adopted 6/01

Revised 2/06

Revised 5/15

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 in general

14.12.035 Advisory school boards in borough school districts

14.14.100 Bylaws and administrative rules

29.35.160 Education (borough school district)

Adopted 6/01

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 Board desires that the community and district employees have access to the policy manual. The 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 and 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 issue copies of the district policy manual to Board members, central office administrators, site administrators, 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; this may be done through electronic means. 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. 5030 - School Discipline and Safety)

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

14.12.020 Support, management, and control in general

Adopted 6/01

Revised 2/15

BOARD POLICIES

The School Board recognizes that its most important function is to establish policies that communicate its direction for the management and control of the schools. Policies are written statements adopted by the Board that 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 to 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)

(cf. 5030 - School Discipline and Safety)

Legal Reference:

ALASKA STATUTES

14.14.100 *Bylaws and administrative rules*

Adopted 6/01

BOARD POLICIES

Regular Policy Review

To insure that policies are updated to meet changing conditions and legal requirements, all policies will be subject to regular review and revision.

Sections of the policy manual shall be reviewed on the following continuous rotating schedule:

Year 1 - Chapters 0 through 3

Year 2 - Chapters 4 through 6

Year 3 - Chapters 7 through 9

Rotating review schedule will start in year 2016/2017 as year one.

Adopted 6/01

Revised 12/14

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

Adopted 6/01

ADMINISTRATIVE REGULATIONS

Note: Pursuant to A.S. 14.14.100, administrative rules which do not embody school district policy need not be formally adopted, but must be in written form and readily available to school personnel.

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.

Note: The term "administrative regulations" refers to those written procedures that are reviewed or approved by the Board and placed in the policy manual. "Rules" or "procedures" are used when Board review or approval is not required.

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 that 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.

(cf. 5030 - School Discipline and Safety)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

Adopted 6/01

SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS

Policies, bylaws and administrative regulations may be suspended for a specific purpose and limited time by majority vote. Suspension of any policy, bylaw or administrative regulation shall undergo the following consideration:

1. Policies, bylaws or administrative regulations shall be reviewed on their own merits rather than the circumstances of the moment.
2. The School Board shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

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.

Adopted 6/01

MEETINGS

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 law.

(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.

(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.

The Board shall hold one regular meeting each month at a designated time. 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 the 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 all regular district and school sites at least 24 hours before the meeting.

MEETINGS (continued)

Notice of a 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 is 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.

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 Organization

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Government meetings public

44.62.312 State policy regarding meetings

Revised 2/95- AASB

Adopted 6/01

Revised 2/15

EXECUTIVE SESSIONS

Note: A.S. 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 A.S. 44.62.310, relating to executive sessions of the Board.

Prior to entering an executive session, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the 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 Board may discuss in an executive session of the 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 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 Board must be made in an open meeting.

(cf. 1120 - Public Involvement in Board Meetings)

Legal Reference:

ALASKA STATUTES

44.62.310-312 Alaska's open meetings act

Revised 9/97- AASB

Adopted 6/01

AGENDA/MEETING MATERIALS

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

(cf. 9121 - President)

Board members may place any item on the agenda no later than fourteen (14) days before the scheduled meeting date.

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 that governing bodies provide a reasonable opportunity for the public to be heard.
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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 fourteen (14)_working days before the scheduled meeting date.

When constructing the agenda, the majority of the board members 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. 9323 - Meeting Conduct)

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

(cf. 1312 - Public Complaints Concerning the Schools)

AGENDA/MEETING MATERIALS (continued)

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least five (5) days before each regular meeting date, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

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

(cf. 9200 - Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

Adopted 6/01

Revised 2/15

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

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

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Note: A.S. 29.20.020 requires that the board provide an opportunity for the public to be heard at board meetings.

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.

MEETING CONDUCT (continued)

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 - 5 minutes depending on number of participants requesting to address the Board.
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 district, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference that 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. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 9321 - 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.

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/ Meeting Materials)

Legal Reference: (See next page)

Bylaws of the Board

BB 9323(c)

MEETING CONDUCT (continued)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

Adopted 6/01

BOARD MINUTES

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

(cf. 9123 - Clerk)

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

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 Duties of school boards

Adopted 6/01

MEMBERSHIP IN ASSOCIATIONS

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

1. The training benefits to staff and School Board which come 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 Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the district as outlined in law and Board policy.

The Superintendent is directed to budget funds for such memberships, and for paying the costs of adequate participation of Board, administration and staff in the activities of such association 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

Revised 9/97- AASB

Adopted 6/01

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 meeting Board standards and its stated goals and objectives, the Board will annually 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 year's evaluation.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting Board standards, goals and objectives 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. 9020 - Board Standards)
(cf. 9230 - Orientation)
(cf. 9240 - Board Development)

Revised 9/99
Adopted 6/01