

CONCEPTS AND ROLES

BP 8000

Note: Pursuant to 14.12.035, borough school districts may establish community based advisory school committees and establish their manner of selection, organization, powers, and duties.

Role of the Board

The School Board may:

- Establish Community School Advisory Committees (CSAC) as and to the extent deemed to be in the best interests of the district;
- Determine the membership and method of selection of CSAC members as may be amended from time to time;
- Determine the powers and duties of the CSAC as may be amended from time to time.

Role of the Community School Advisory Committee (CSAC)

- CSAC's are advisory only and function under the direction of the School Board as may be determined from time to time. The CSAC's function is advisory and School Board actions and directions shall take precedence over any conflicting CSAC recommendations. The CSAC is not authorized to address staff or student complaints or staffing issues.
- The CSAC shall seek to learn the will of the community and to represent the community's interests in recommendations made by the CSAC. The CSAC shall submit its recommendations and reports to the Board through the Site Administrator and Superintendent.
- The CSAC shall develop an effective working relationship with school personnel, particularly the Site Administrator or designee.

Role of the Superintendent or Designee

The Superintendent or designee shall:

- Supervise the elections, selection, and qualification of CSAC members;
- Oversee the operation of the CSACs and report to the Board as determined appropriate;
- Request recommendations as the Superintendent determines appropriate and receive recommendations from the CSAC's.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Adopted 6/01

Revised ____

ESTABLISHMENT AND QUALIFICATION

BP 8010

Each school attendance area shall be served by an advisory Community School Advisory Council (CSAC).

The CSACs shall consist of five members in each of the villages of Anaktuvuk Pass, Tikigaq, Nuiqsut, Point Lay, Ulġuniq, Kaktovik and Atqasuk (seat numbers 1-5 in each village), and seven members in Utqiagvik (seat numbers 1-7). Members shall serve a term of three years.

Qualifications for CSAC Membership

An individual who wishes to serve on a CSAC must meet the following qualifications:

1. Must be a United States citizen;
2. Must be at least 18 years of age on the date of the election;
3. Must be a legally registered voter in the area served by the school;
4. Must have been a resident of the area served by the school for at least thirty (30) calendar days preceding the election;
5. Has never been convicted of a crime requiring registration on any sexual offender list, or committed a crime against children;
6. School Board members may not be Community School Advisory Council members.
7. Shall not be employed in a regular employment position with the District while serving on a CSAC. This restriction does not apply to temporary employment with the District.

Additional Qualification for Being Seated as a CSAC Member

- Prior to serving as a CSAC member, the individual must successfully complete CSAC training.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Revised 03/06

Revised 04/14

Revised ____

ELECTIONS

BP 8020

CSAC seats shall be filled by the following process:

1. Elections will be held on a date determined by the Superintendent in March of each year. The District will work with local city governments to the extent determined appropriate in conducting and coordinating the election and election procedures. An election will only be held if an open CSAC seat has at least two declared candidates. Election results will be confirmed by the Board of Education.
2. If an open CSAC seat has not been filled through the election process authorized above, the School Board may fill the seat by appointment in a manner determined appropriate by the Board. A District student is eligible and may be considered by the Board for appointment to a CSAC seat even though the student does not meet the qualifications set out in BP 8010 above. If appointed, the student must successfully complete CSAC training.
3. A CSAC that does not have a quorum of qualified members shall be inoperative for that school year.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Adopted 6/01

Revised 01/03

Revised 01/14

Revised _____

VACANCIES

BP 8030

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

1. If a CSAC member submits a written resignation;
2. If a CSAC member moves out of the attendance area he/she represents;
3. If a CSAC member is removed by action of the School Board.

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

If a vacancy occurs on the CSAC, the School Board may appoint a successor to serve until the next regular election.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Revised 9/97-AASB

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Revised _____

CSAC OFFICERS

BP 8040

Each CSAC shall annually elect a president, vice-president and secretary. Election of officers shall be placed on the agenda of the CSAC's first meeting. Members may serve consecutive terms as a CSAC officer.

The duties of the president are to preside at CSAC meetings and represent the CSAC at public meetings, special meetings, and other occasions as and to the extent directed by the School Board. The president will also see that all information from the School Board is distributed to other CSAC members.

The duties of vice-president are to preside at CSAC meetings in the absence of the president.

The duties of the secretary are to ensure that an accurate record of the proceedings of the CSAC is kept and that a copy of this record is provided to each CSAC member, the site administrator, and the Superintendent.

Legal References:

ALASKA STATUTES

14.12.35 Advisory school boards in borough school districts

Adopted 6/01

Revised _____

MEETINGS

BP 8050

The CSAC shall meet at least once per quarter and no more than once per month.

All meetings of the CSAC shall be publicly noticed and comply with the Open Meetings Act (OMA).

The Site Administrator or designee shall confirm that public notice of all CSAC meetings is posted at least five (5) days prior to the meeting and, further, that the notice has been submitted to the Superintendent's office.

CSAC meetings shall comply with the following:

1. All CSAC meetings shall be held in the School Building.
2. The Site Administrator shall attend all CSAC meetings.
3. Following a CSAC meeting, minutes shall be prepared and approved. Minutes are a record of the CSAC discussions and recommendations and shall be made in writing in sufficient detail to provide accurate information. Once approved the CSAC or Site Administrator will submit the minutes to the Superintendent or designee.

As an advisory body, the CSAC may not go into Executive Session.

As an advisory body, the CSAC shall not receive, discuss, or take action on staff or personnel complaints or staffing decisions.

Agendas shall be developed by the CSAC President and the Site Administrator.

Suggested Order of a CSAC meeting agenda:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. Administrative reports;
5. Advisory Items for CSAC consideration;
6. CSAC member comments;
7. Items for next meeting's agenda;
8. Adjournment.

Quorum

A majority of the number of seats (filled or unfilled) on the CSAC constitutes a quorum.

Affirmative votes by a majority of the Council's membership are required to approve any recommendation under consideration, regardless of the number of members present.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

ADVISORY DUTIES

BP 8060

The responsibilities of the CSAC may only be carried out at a legal meeting of the CSAC that is in compliance with open meeting laws and BP 8050.

(cf. 8320 – Meetings)

The CSAC shall advise the School Board and the administration on matters concerning the schools and shall perform other duties as requested by the School Board or Superintendent.

The CSAC shall seek to represent the interests of the community through the following:

1. Assess the community's educational needs and advise the site administrator, Superintendent and the Board of the CSAC's recommendations;
2. Work with the site administrator in supporting the school district's development of the school calendar for the following school year;
3. Serve as liaison for information and good relations between the school and community;
4. Perform other school-related advisory responsibilities as requested by the site administrator, Superintendent, or Board.

The CSAC members shall receive no financial compensation for their services.

Legal References:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Adopted 6/01

Revised _____

CODE OF ETHICS

BP 8070

All members of a CSAC shall 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)

Newly elected CSAC members shall read aloud and sign an oath of office at the first meeting following certification of election results by the School Board. The oath shall be administered by a person mutually agreed upon by the site administrator and the CSAC president.

Adopted 6/01

Revised _____

OATH OF OFFICE COMMUNITY SCHOOL ADVISORY COUNCIL (CSAC) E 8340-E2

I, _____, do solemnly swear that I will honestly, faithfully, and impartially perform my duties and responsibilities as a member of the Community School Advisory Council to the best of my ability; and that I will always keep in mind that the primary purpose for the office I hold is to help provide the best possible education for the children of my community.

Signature _____ Date _____

Witness _____ Date _____

Adopted 6/01

Revised _____