

## **BB 9110 BOARD MEMBERSHIP**

### **Regular Members**

The School Board shall consist of 11 members elected or appointed in accordance with law.

*(cf. 9220 - Board Elections)*

*(cf. 9223 - Board Vacancies)*

### **Student Board Members**

The Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members shall have the right to attend public meetings of the Board, be recognized at meetings, participate in discussing issues and shall receive all materials presented to Board members except those related to executive sessions.

The Board of Education will develop procedures in conjunction with the Districtwide Student Council for the selection of ~~up to~~ two (2) student representatives and one (1) alternate student representative to the Board of Education. These representatives shall be advisory non-voting members to the Board.

*(cf. 1220 – Citizen committees)*

*Legal Reference:*

#### ALASKA STATUTES

[14.08.091](#) *Administration*

[14.12.030](#) *School boards*

[14.12.040](#) *Transition from five to seven member board*

[14.12.110](#) *Single body as assembly and school board*

[14.14.070](#) *Organization of school board*

[14.14.120](#) *Inoperative district*

[14.14.250 - 14.14.310](#) *Involvement of young people in government*

29.20.300 School boards

~~Revised: March 07, 2017~~

~~Revised: June 7, 2022~~

**Adoption Date: May 23, 1995**

Revised: March 07, 2017

Revised: June 7, 2022

Revised:

**Northwest Arctic Borough School District**

## AR 9110 BOARD MEMBERSHIP

### Selection of Student Representative to the Board

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

1. The district shall advertise for applicants for ~~one (1)~~up to two (2) student representativess and one (1) alternate student representative to the Board no later than March 1.
2. The interested student representativess and alternate student representative to the Board shall ~~be in 8<sup>th</sup> through 11<sup>th</sup> grade~~ be eligible to attend high school during theis school year applying for and have a minimum GPA of 3.0, good attendance, leadership potential; and participation in school and community affairs.
3. Interested students shall submit an application, a letter of interest and two (2) references, which must be received by the Superintendent no later than March 31 or the date announced by the Superintendent.
4. The Board shall interview all applicants at the ~~April~~ Board meeting following the submission of applications via VTC, asking the same questions of all applicants.
5. ~~One (1)~~Up to two (2) student representativess and one (1) alternate student representative to the Board will be selected by vote at the April Board meeting.
6. When ~~the a~~ student representative is not available to attend the Board Meeting, the alternate student representative will attend in their absence.

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

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

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

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

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

## **Responsibilities of the Student Representative**

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

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

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

## **Student Liaison**

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

*Revised: February 08, 2018*

*Adoption Date: March 07, 2017*

*Revised: February 08, 2018*

*Revised:*

**Northwest Arctic Borough School District**

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



## NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

### Application

### Student Representative

### to the NWABSD Board of Education

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

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

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

#### Criteria:

The interested student representative to the Board shall be ~~in 8<sup>th</sup> through 11<sup>th</sup>~~ grade eligible to attend high school during the ~~is~~ school year applying for and have a minimum GPA of 3.0, good attendance, leadership potential, and participation in school and community affairs.

*c.f. BB 9110 and AR 9110*

#### Letters of Recommendation

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

#### Student Statement of Commitment

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

\_\_\_\_\_

Applicant's signature:

Date

**Parents' statement of consent and support**

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

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Parent/guardian signature:

Date

**Note:** *The NWABSD Board of Education will interview applicants. One student representative and one alternate student representative will be selected by vote of the Board at a regular school Board meeting.*

~~*Revised: February 8, 2018*~~

*Adoption Date: March 07, 2017*

*Revised: February 8, 2018*

*Revised:*

**Northwest Arctic Borough School District**

## BB 9200 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. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

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

School visits by Board members are encouraged. Principals should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

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

### Board Member Requests for Information

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

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full

Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own complaints regarding District personnel. These concerns should be privately communicated to the Superintendent.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

Commented [AE1]: This is new from AASB.

*(cf. 6162.8 - Research)*

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

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

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

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

*(cf. 9270 - Conflict of Interest)*

Commented [AE2]: This is not in the AASB Model BB 9200.

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

*(cf. 1250 - Visits to the Schools)*

## 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. If no compelling reason requires abstention, members of the Board shall not abstain.

If a Board Member knows they will be unable to attend scheduled meetings, worksession, or committee assignments they must notify the Board President or the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.

Commented [AE3]: This is not in the Model AASB policy.

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. 9230 - Meetings)

Legal Reference:

### ALASKA STATUTES

[14.14.140](#) Restrictions on employment

Adoption Date: May 23, 1995

Revision Date: June 6, 2023

Revision Date:

**Northwest Arctic Borough School District**

## BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

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

### Compensation

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

Board members who are required to travel from their normal place of residence for District business shall be entitled to actual transportation, hotel expenses and per diem. Per diem shall be at the rate of sixty dollars for all travel within the boundaries of the School District and eighty dollars for all travel outside the boundaries of the School District.

### Health and Welfare Benefits

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

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

*Legal Reference:*

#### ALASKA STATUTES

[14.14.140](#) *Restriction on employment*

*Adoption Date: May 23, 1995*

*Revised: July 26, 2011*

*Revised: April 27, 2021*

**Commented [AE1]:** This section varies greatly from the AASB Model.

#### **Commented [AE2R1]: Stipend**

**OPTION 1:** The School Board views School Board service as a voluntary contribution to the community and does not approve compensation for School Board members under current circumstances.

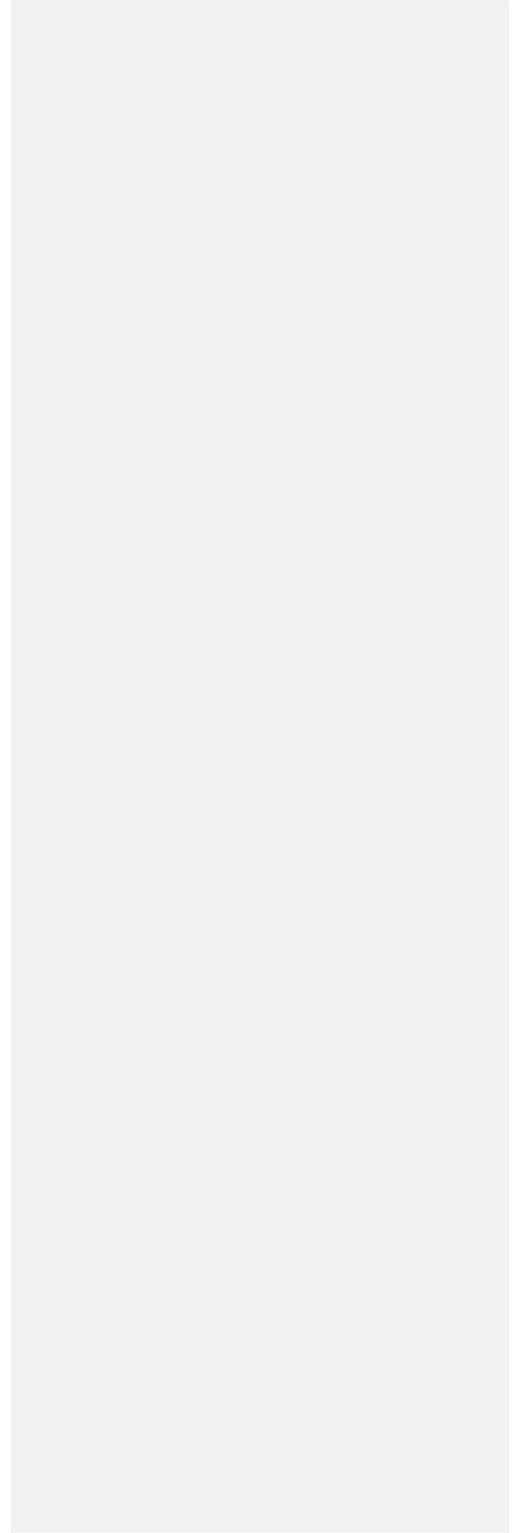
**OPTION 2:** The School Board recognizes the time and personal effort School Board members give to the district. Each member of the School Board may receive a monthly or per meeting stipend as determined annually by School Board resolution.

#### **Reimbursement of Expenses**

School 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 School Board.

*(cf. 9240 - School Board Development )*

**Northwest Arctic Borough School District**



## BB 9322 AGENDA/MEETING MATERIALS

### Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board. ~~The agenda shall be distributed to board members at least ten (10) days prior to regular meetings and, if practical, one (1) week prior to special meetings.~~

*(cf. 9121 - President)*

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

*(cf. 9320 - Meetings)*

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

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

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

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

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

*(cf. 9323 - Meeting Conduct)*

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

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

### School Board Member Preparation

Commented [AE1]: Put into section below.

Commented [AE2]: Model Policy adds: School Board members may place any item on the agenda no later than five days before the scheduled meeting date.

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

Commented [AE3]: Model Policy has 3 days.

Commented [AE4]: Not in Model

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

Commented [AE5]: Model does not stipulate a timeline.

School 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 - School Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

Adoption Date: May 23, 1995

Revised:

**Northwest Arctic Borough School District**