

BP 8000 CONCEPTS AND ROLES

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

(cf. 8200 – Powers and Duties) (cf. 9310 – Policy Manual)

The Advisory Board shall seek to learn the will of the people of the community and to represent their interests in actions taken by the Advisory School Board.

The Advisory School Board shall develop an effective working relationship with the school personnel, particularly the principal or designee. The administration and the Advisory School Board are expected to work together cooperatively for the betterment of the local school. This relationship should ideally be modeled on the relationship between the School Board and Superintendent or designee, i.e., the principal shall be the executive officer of the Advisory School Board and administrative head of all the parts of the school.

Role of the School Board

The School Board Shall:

Establish advisory school boards where required by law and as deemed to be in the best interests of the District.

Determine the membership and method of selection of advisory school boards.

Determine the powers and duties of advisory school boards.

Require that advisory school boards support the mission and goals of the District by communicating feedback to the regional board, including recommended responses and actions.

Role of the Superintendent or Designee

The Superintendent or designee shall:

- Supervise the conduct of elections of advisory school board members.
- Oversee the operation of advisory school boards and report to the board regarding the relationship between advisory school boards and the schools.
- Solicit and receive recommendations from the advisory school board.

Legal Reference:

ALASKA STATUTES

14.08.115 School Advisory School Boards in REAA

14.12.035 Advisory School Boards in Borough School Districts

ALASKA ADMINISTRATIVE CODES

4 AAC 02.010 – 4 AAC 05.090 Local Education

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9/92

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BP 8110 BOARD MEMBERSHIP

Each school attendance area shall be served by an elected advisory school board. All other areas would be served by state or district correspondence. Any change in a school attendance boundary, such as caused by a change in bus route due to decrease or increase in student enrollment, may affect the local Advisory School Board boundary.

(cf. 5116 - School attendance Boundaries)

Each Advisory School Board shall consist of a minimum of three members. The Advisory School board may increase the number of members serving on the Advisory School Board to a maximum of five members. Members shall serve a term of three years.

Advisory School Board Members may not be employed by the district without approval by the School Board.

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

Legal Reference:

ALASKA STATUTES

14.12.35 Advisory school boards in REAA

14.12.35 Advisory school boards in borough school districts

Revised 9/97

9/92

Adopted 11/23

BP 8120 ELECTIONS

All qualified and interested individuals are encouraged to serve the district and its student by seeking election to the advisory school board. The district shall be responsible for conducting advisory school board elections for the respective attendance areas. The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections.

Qualifications for Candidates and Voters

An individual is eligible to seek election to the advisory school board if the person meets the voter qualifications set forth below, and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual with the following qualifications is eligible to vote in an advisory school board election:

- is a United States citizen;
- is 18 years of age or older;
- is a registered voter in the State of Alaska;
- has been a resident of the school attendance area for at least 30 days before the date of the election; and
- is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.

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

School board members may not hold concurrent membership on both the school board and a local advisory school board.

Election Procedures

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

Legal Reference:

ALASKA STATUTES

14.08.071 Elections, advisory votes

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

ALASKA ADMINISTRATIVE CODE

6 AAC 27.180 Advisory school board elections

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AR 8120 ELECTIONS

Election Procedures

1. Notice of election shall be posted six weeks prior to the election and will note the vacancies for each Advisory School Board in the district.
2. A petition for each candidate signed by ten qualified voters will be required to be on file in the district's office of the Superintendent or designee three weeks prior to the election. Petitions shall be available when election notices are posted. If the petition is received after the deadline, the candidate's name will not be considered. However, an individual may seek election on a write-in basis.

Ballots

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

Appointment of Election Committees

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

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

1. Be sure sufficient numbers of ballots are on hand.
2. Be sure they have ballot boxes and keys are on hand.
3. Be sure the polling place is available and set up on that date.

4. Gather all supplies-- pencils, tally sheets, registration sheet, envelopes forms, etc.
5. Make certain election judges will be in attendance.
6. Review all relevant materials.
7. Determine ballot box is empty prior to casting of first ballot.
8. Instruct fellow judges regarding the signing of the voter registration list, etc.
9. Keep all polls open from 8:00 a.m. to 8:00 p.m.
10. Be in charge of counting ballots with other judges.
11. See that all judges sign a statement of the ballot count (signifying they agree with the tally).
12. See that the ballot box is locked and placed in the custody of the principal or principal teacher for delivery to the district central office.
13. See that the keys to the ballot box are mailed back to the Superintendent of Schools.

Election Committee Compensation

Election officials other than the chairperson shall be paid at the district rate for temporary hire. The chairperson shall receive this rate plus \$1.00 per hour.

Revised 9/97

Polling Time and Places

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

Ballot Boxes - each community will be provided a ballot box with a lockable lid and key for the election. Booth - a private voting booth will be available at each polling place.

Procedure for Voting

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

Counting of Ballots

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instrument. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided and returned to the ballot box which shall then be relocked. The unofficial results may be posted. The keys shall be mailed by the election chairman to the superintendent and the ballot box turned over to the principal who delivers same to the Central Office as soon as possible. The committee may then post the unofficial results.

Certification of the Election

The School Board at its next meeting shall open each ballot box, rule on any question ballots, count absentee ballots, and certify the election for each community.

Write-in Candidates

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

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

Tie Vote

In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made. The expense of the recount shall be borne by the district. In the event a recount confirms the tie, the Advisory School Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

Recount Procedure

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

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

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

Recount by Candidate's Request

Following certification by the School Board, requests for a recount must be made within 15 days by candidate's request. Such a request shall be accompanied by a check or money order for \$100 to pay for the expenses of said recount. This request for a recount

shall be made to the Superintendent or designee. The procedure shall be as outlined above.

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Adopted 11/23

E 8120 NOMINATING PETITION FOR ADVISORY SCHOOL BOARD CANDIDATE

View or print [NOMINATING PETITION FOR ADVISORY SCHOOL BOARD CANDIDATE](#).

(pending)

BP 8130 VACANCIES

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

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

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

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

If a vacancy occurs on the Advisory School Board, the remaining members will, within 30 days of the vacancy, appoint a successor to serve until the next regular election. If unable to agree on a successor, the Advisory School Board shall submit recommendations to the School Board for appointment.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised 9/97

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Adopted 11/23

BP 8140 OFFICERS

Each Advisory School Board shall annually elect a chairperson, vice-chairperson and secretary. Members may serve consecutive terms as a Board officer.

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

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

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

Legal Reference:

ALASKA STATUTES

14.12.35 Advisory school boards in REAA

14.12.35 Advisory school boards in borough school districts

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Adopted 11/23

BP 8200 POWERS AND DUTIES

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

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

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

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

1. Develop a school philosophy aligned with that of the School District.
2. Develop goals and objectives aligned with District Plans and State and Federal mandates.
3. Participate in the development of local practices consistent with District Policy regarding the use of facilities
4. Develop the calendar of the school within the parameters set by the School Board and review the daily schedule as prepared by the principal. The Advisory School Board shall be informed of the activity program of the school.
5. Advise the principal as to the allocation of site/community generated funds earmarked for the local student activity program. In addition, administration shall review the budget process with the Advisory School Board at least once annually.
6. When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title 1, take place in the school, approve the program to be implemented. The respective parent committee has responsibility for the preparation of the program but every effort should be made to coordinate all programs which take place in the school. The Advisory School Board may also act as the Parent Action Committee (PAC) for the purpose of advising the district on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.
7. Review at least once per semester student achievement/behavioral/attendance data and make recommendations to administration on how to increase student achievement.
8. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Board and to the community served by the Advisory School Board. This report shall include the following:
 - a. progress and achievement through the year,
 - a. recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels,

- b. status of the physical plant including suggestions for summer maintenance, and
 - c. extracurricular activities carried on throughout the year.
9. Assist in the selection of the school principal by selecting a representative from the Advisory School Board to participate in interviewing candidates, or reviewing application, as part of the district interviewing team that makes recommendations to the Superintendent or designee who will make the final decision.
 10. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board and attending all training sessions offered for Advisory School Board development.
 11. The Advisory School Board shall visit an elementary, middle, and high school classroom at least once per year.
 12. Review periodically, but at least once every three years, the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.
 13. Review the school's bilingual/bicultural program for the purpose of making recommendations to the School Board.
 14. Act as the local Native language curriculum advisory board for each school in the district in which a majority of students are Alaska Natives.
 15. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with district policy and procedures.
 16. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

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

Legal Reference

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

14.30.420 - Native language education

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Adopted 11/23

BP 8310 ORIENTATION

The Superintendent or designee will work with new Advisory School Board members in conjunction with personnel and/or materials from the State Department of Education and Early Development and Association of Alaska School Boards for the purpose of orientation. The training will be done at a central place with all Advisory School Board members attending together as soon as practicable after the Advisory School Board election.

(cf. 8330 - Member Responsibilities)

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BP 8320 MEETINGS

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

The Advisory School Board shall not go into executive session unless the session has been authorized by the Regional School Board for a permissive purpose.

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

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

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

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AR 8320 MEETINGS

Regular Meetings

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

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

Special Meetings

1. All meetings called for a special purpose shall be considered as special meetings and are open to the public. Public notice shall be given 24 hours in advance.
2. Notice of a special meeting shall include a statement of the purpose of the meeting.
3. No business may be transacted other than that stated in the notice of the meeting.
4. All Advisory School Board members must be contacted in person at least 24 hours in advance of the meeting.
5. Special meetings may be called by the chairperson upon request of two Advisory School Board members or the Principal.

Work Sessions

Work sessions or in-service training sessions may be held with 24 hour public notice given but no business may be transacted. Work sessions will be held in a public building.

Agendas

1. Agendas will be prepared by the principal, at the direction of the Advisory School Board chairperson. An agenda shall be made available to each Advisory School Board member prior to each meeting.
2. Anyone wishing to address the Advisory School Board may request placement of an item on the agenda by contacting the Advisory School Board chairperson 24 hours in advance.
3. The chairperson shall give ample notice to a person who wishes to address the Advisory School Board of the time and place of the meeting.

Communications

1. All written communication addressed to the Advisory School Board shall be brought to the Advisory School Board's attention.
2. Written communications will be read at Advisory School Board meetings.
3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
4. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item shall be limited usually to 5 minutes.
5. The chairperson shall have the power to maintain order at all meetings of the Advisory School Board or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Advisory School Board may be ordered to leave.
6. Following consideration of oral and written communication, the Advisory School Board shall direct the Principal or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
7. As far as practical, the Principal or designee shall provide logistical and clerical support to the Advisory School Board.

Suggested Order of Business

1. Call to order
2. Roll call
3. Approval of minutes
4. People to be heard
5. Correspondence
6. Reports from committees
7. On-site procedures
8. Administrative reports
9. Items for Advisory School Board Consideration
10. Old Business
11. New Business
12. Items for next meeting's agenda
13. Adjournment - Time and Place of next meeting.

Minutes

1. A record of Advisory School Board discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
2. The official minutes shall be primarily concerned with definite recommendations.
3. Minutes shall indicate speaker, organization and topic. Reactions from Advisory School Board members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Advisory School Board shall be available to Advisory School Board members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request in the Principal or designee's office.
6. Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

Quorum

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

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

Motions

1. The vote on all recommendations shall be by voice.
2. When the number of ayes and nays is not clear, a member or the Chairperson may call for a roll call vote in order to determine the prevailing side.
3. In a roll call vote the name of Chairperson shall be called last.
4. No member shall be entitled to vote on any matter in which he or she has any direct or indirect financial interest.

Committees

1. Committees may be appointed as needed by the Advisory School Board chairperson. Membership may be comprised of Advisory School Board members, community members, parents, teachers and students as deemed appropriate by the Advisory School Board chairperson.
2. Committees shall function as advisory only and concern themselves only with the special assignment from the Advisory School Board.
3. Advisory School Board members serving on such committees shall not speak for the Advisory School Board unless authorized to do so.

4. Committees shall report to the Advisory School Board Committee and shall terminate after their final presentation.
5. The committee chairperson will be appointed by the Advisory School Board chairperson.

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BP 8330 MEMBER RESPONSIBILITIES

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

(cf. 1250 - Visits to the Schools)

The Advisory School Board may recommend to the Superintendent or designee that its members represent the district at community or school functions or at activities associated with school business.

(cf. 1220 - Citizen Advisory Committees) Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

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Adopted 11/23

BP 8340 CODE OF ETHICS

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

Each Advisory School Board shall adopt a code of ethics to govern its members in relation to their responsibilities and actions.

(cf. 9270 - Conflict of Interest)

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Adopted 11/23

E 8340 CODE OF ETHICS FOR THE ADVISORY SCHOOL BOARD

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

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community;
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be;
3. That the future welfare of the community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner;
4. That my fellow Advisory School Board members and I must take the initiative in helping all the people in this community to have all the facts, all the time, about their schools;
5. That I must never neglect my personal obligation to the community and my obligation to the state, nor surrender these responsibilities to any other person, group, or organization.

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

1. To devote time, thought, and study to the duties and responsibilities of an Advisory School Board Committee member so that I may render effective and creditable service;
2. To work with my fellow Advisory School 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. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Advisory School Board Committee and the School Board;
4. To remember at all time that as an individual I have no authority outside the meeting of the Advisory School Board, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as an Advisory School Board member to benefit either myself or any other individual or agency apart from the total interest of the school;
6. To recognize that it is as important for the Advisory School Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation;

7. To bear in mind under all circumstances that the primary function of the Advisory School Board is to recommend procedures by which the school is to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed principal or designee of the school and staff. The local principal or designee and his/her staff function under the direction of the Superintendent or designee as he/she implements the policies established by the School Board;
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
9. Finally, to strive step by step toward ideal conditions for the most effective Advisory School 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.

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Adopted 11/23