

Advisory School Boards

CONCEPTS AND ROLES

BP 8000

Note: State policy AS 14.08.115 requires the Iditarod School Board to establish an Advisory School Board in each community with more than 50 residents.

The Advisory School Board functions under the direction of the Iditarod School Board. Iditarod 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 the Iditarod School Board.

(cf. 8200 - Powers and Duties)

(cf. 9310 - Policy Manual)

The Advisory School 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/Principal-Teacher or designee.

Role of the Iditarod School Board

The Iditarod School Board shall:

1. Establish Advisory School Boards where required by law and as deemed to be in the best interests of the district.
2. Determine the membership and method of selection of Advisory School Boards.
3. Determine the powers and duties of Advisory School Boards.

Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Supervise the conduct of elections of Advisory School Board members.
2. Oversee the operation of Advisory School Boards and report to the Iditarod School Board regarding the relationship between Advisory School Boards and the schools.
3. Solicit and receive recommendations from the Advisory School Boards.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

14.12.035 Advisory School Boards in borough school districts

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local education

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

BOARD MEMBERSHIP

BP 8110

Each funding community shall be served by an elected Advisory School Board.

(cf. 5116 - School attendance Boundaries)

The Advisory School Board will consist of five (5) members. Very small communities may, with the approval of the Iditarod School Board, decide to have a three (3) member Advisory School Board. Members shall serve a term of three years.

Permanent employees of Iditarod Area School District are not eligible to serve on an Advisory School Board, except in the communities of limited population with Board approval.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

14.12.035 Advisory School Boards in borough school districts

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ELECTIONS

BP 8120 (a)

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards. Effective 2014, regional educational attendance areas (“REAs”) may request that advisory school board elections be conducted by the Division of Elections (“Division”). If a request is made, the election will be held on the first Tuesday in October. AS 14.08.071(e). In such a case, the role of the Division is limited and REAs retain most of the obligations for conducting the election. In addition, the Division will only conduct advisory school board elections in those communities where the Division is already scheduled to conduct an in-person election for the regional school board. The following policy provides optional language for REAs desiring to have the Division conduct advisory school board elections. That language incorporates the requirements of 6 AAC 27.180, Advisory school board 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:

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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Advisory School Boards

ELECTIONS

BP 8120 (b)

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.

Note: The following optional language may be used by regional educational attendance areas that desire to have advisory school board elections conducted by the Division of Elections. The written request must be made by the Superintendent to the Division of Elections at least 150 days before the election date. The request needs to include a list of communities where the advisory school board elections are to be conducted and the name and contact number for each site administrator or designee. The list can only include those communities where the Division is already scheduled to conduct a simultaneous in-person Regional School Board election. In addition, the request must include the district's agreement to do the following: 1) be responsible for all advertising and public notices for the election; 2) printing the advisory school board ballots on colored paper and delivering them to the polling sites; 3) retrieving the voted ballots from the Division representative when the polls close; 4) tallying the ballots and notifying the public of election results; and 5) certifying the election and notifying the candidates of certification. Finally, the Superintendent can request a separate list of voters registered in the precinct for use during the advisory school board election. AS 14.08.071; 6 AAC 27.180.

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

Revised 4/2014

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Advisory School Boards

ELECTIONS

AR 8120 (a)

Election Procedures

The Superintendent or designee shall be the authority regarding questions concerning Advisory School Board elections.

The Principal/Principal-Teacher shall be responsible for the following in relation to Advisory School Board elections:

1. Keep a record in the school office of which members hold which seats on the Advisory School Board so that staggered length and expiration dates of terms can be traced for election and fulfillment of vacancies purposes.
2. Post public notices in the community of the vacant seats on the Advisory School Board at least thirty (30) days prior to the election.
3. Post public notices of the election at least ten (10) days prior to the election date in appropriate places in the community.

Ballots

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

14.12.035 Advisory School Boards in borough school districts

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ELECTIONS (continued)

AR 8120 (b)

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 most communities, this is the local state election board or judges.

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 if applicable.
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/Principal-Teacher for delivery to the Iditarod Area School District Office, McGrath, Alaska.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ELECTIONS (continued)

AR 8120 (c)

After Election

Ballots shall be sealed in a plain clearly marked envelope and sent to the District Office by the Principal/Principal-Teacher. The ballots will be held for thirty (30) days after election results are certified by the Iditarod School Board. Ballots may be destroyed after the thirty (30) days.

Election Committee Compensation

Whenever possible the local State Election Board will conduct Advisory School Board elections and a stipend will be paid based on the following schedule:

Advisory School Board elections held concurrently with other state or municipally conducted election:	\$225.00
Advisory School Board elections not held concurrently with other state or municipally conducted election:	\$400.00

Stipends will be reviewed annually.

The local State Election Board Chairperson shall be responsible for equitably dividing the stipend among election workers.

In communities where the State Election Board is not established or unwilling to conduct the election, the Principal/Principal-Teacher at his/her discretion may hire individuals to conduct the election.

In all Advisory School Board elections, state election procedures will be followed where possible.

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.

In extenuating circumstances, the election may take place with federal elections or a time and place authorized by the superintendent or designee.

Ballot Boxes - each community will have a sealed ballot box for the election.

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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ELECTIONS (continued)

AR 8120 (d)

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 have 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. The Election Committee shall open each ballot box, rule on any question ballots and count absentee ballots. 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 sealed. The unofficial results may be posted. The keys, if applicable, shall be mailed to the superintendent or designee and the ballot box turned over to the Principal/Principal-Teacher who delivers same to the District Office.

Certification of the Election

The Iditarod School Board at its next meeting will 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ELECTIONS (continued)

AR 8120 (e)

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 Iditarod School Board meeting.

Recount by Candidate's Request

Following certification by the Iditarod 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

E 8120 (a)

Note: This is an optional form.

CANDIDATE STATEMENT

The purpose of this statement is to provide information about candidates for the Advisory School Board. A copy of this statement will be posted at your local school.

Name _____ **Place of Birth** _____

Mailing Address _____

Residence Address _____

Length of Residence in your Village _____

Tell us about yourself: Education Background:

Military Service _____

How many of your children attend village school? _____

Married: _____ **Yes** _____ **No**

Spouse's Name _____

Name and age of children _____, _____

_____, _____, _____

_____, _____, _____

Give your opinion of the strengths and weaknesses of your local school?

What are your goals for improving your local schools?

Can you make a commitment to attend the monthly meetings of the Advisory School Board committee?

Advisory School Boards

ELECTIONS

E 8120 (b)

IDITAROD AREA SCHOOL DISTRICT

M E M O R A N D U M

TO: All Sites

FROM:

DATE:

RE: ASB Elections

The election date Advisory School Boards' (ASB) members is the **first Tuesday in October**, the same date as other state and municipality conducted elections. **Notice of the vacancy(s) on the ASB must be posted at least 30 days in advance of the election date.**

Please note that you will need to fill in the number of vacancies on the Notice as well as the date you posted it.

Remember, if an individual was appointed to a seat after the last election that seat must be on the ballot for the remainder of the seat's term.

Please refer to the sample ballot to create one for your site. Remember you need a write in line for each seat you have on the ballot.

Please refer to Board Policy BP8110, ASB Board Membership, BP8120 ASB Elections and BP8130 Vacancies to assist you with the election process.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Advisory School Boards

ELECTIONS

E 8120 (c)

~~NOTICE~~

of

_____ **SCHOOL**
ADVISORY SCHOOL BOARD VACANCY(S)

Alaska State law (AS 14.08.115 [5]) states that:

- a) "A regional school board shall establish an advisory school board in each community in the regional attendance area that has more than 50 permanent residents, and by regulation shall prescribe their manner of selection and organization, and, in a manner consistent with (b) of this section, their powers and duties."
- b) "An advisory board shall advise the regional school board on all matters concerning schools in the community in which the advisory school board is established."

Advisory School Board elections will be held on the first Tuesday in October. Election to an Advisory School Board is not an election to a civil office of the state. Current Iditarod Area School Board members may not serve as Advisory School Board members. Permanent employees of IASD are not eligible to serve on an Advisory School Board, except in communities with limited population. (BP 8110)

A person may be elected to membership on an Advisory School Board, and may vote in an election for Advisory School Board members if he/she:

- A. is a citizen of the United States;
- B. is 18 years of age or older;
- C. has been a resident of the school attendance area for at least thirty (30) days before the election.
- D. 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 incompetency, unless the disability no longer exists.

The _____ School has ____ vacancies on the Advisory School Board. If you are interested in serving the community of in this capacity, please contact the school Principal to have your name placed on the ballot.

DATE POSTED: _____

Advisory School Boards

ELECTIONS

E 8120 (d)

SAMPLE BALLOT

School Logo

OFFICIAL BALLOT

School Name
Advisory School Board

Election Date: _____

Mark only by use of an "X" a plus "+" or a check sign. Marks must be inside or touching the square so as to indicate the intent of the voter.

To vote for a person whose name is not printed on the ballot, you may write his or her name in the blank space provided. **YOU MUST MARK THE SQUARE OPPOSITE THE CANDIDATE'S NAME.**

Advisory School Board Election

Vote for not more than _____ (*fill in the number of vacancies for your site.*)

Candidates:

Name of Candidate #1

Name of Candidate #2

Name of Candidate #3

Write In _____

Write In _____

Write In _____

Date sample ballot posted: _____

Note: There must be one write in line for each seat that is open.

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015

Advisory School Boards

ELECTIONS

E 8120 (e)

OATH OF OFFICE

I, _____, do solemnly swear that I will support and defend the Constitution of the United State of America, the Constitution and laws of the State of Alaska, and that I will honestly, faithfully and impartially discharge my duties as an ASB school board member to the best of my ability.

ASB Member Signature

**IDITAROD AERA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Advisory School Boards

VACANCIES

BP 8130

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

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

Should an Advisory School Board member be absent from three (3) consecutive regular meetings or for a total of four (4) meetings in one calendar school year, without prior excuse from the Chairperson of the Advisory School Board, his/her seat on the Advisory School Board shall be declared vacant.

If an Advisory School Board member has two (2) consecutive unexcused absences from regular meetings, the Advisory School Board secretary or Principal/Principal-Teacher shall give written notice to that member of this policy.

Advisory School Board members are subject to recall in accordance with the provision of the A.S. 29.28.130-29.28.250, except that the Superintendent or designee of the Iditarod Area School District shall perform the functions of the municipal clerk, and the Iditarod School Board shall perform the functions of the assembly or council under those sections.

The Advisory School Board may recommend that the Iditarod 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 shall give public notice and solicit letter of interest or refer to the previous election results. At the next official meeting, the Advisory School Board shall select by majority vote, a person to fill the vacancy. The person shall serve the remainder of the unexpired term until the next regular election, when a successor shall be elected to serve the balance of the term.

INACTIVE ADVISORY SCHOOL BOARD

If the Advisory School Board is unable to meet due to a lack of a quorum for four consecutive meetings, the Principal/Principal-Teacher will notify each Advisory School Board member in writing. If the ASB is still unable to meet after notice, the Advisory School Board member seats will be declared vacant by the Iditarod School Board and a new election will take place (special or at the time of other community elections.)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

14.12.035 Advisory School Boards in borough school districts

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

OFFICERS

BP 8140

At the first meeting of the Advisory School Board following certification of the Advisory School Board election results by the Iditarod School Board and within twenty-one (21) days following such certification, seats will be assigned to newly elected members.

The Advisory School Board may assign seat placement by either of the following:

1. based upon number of votes and term of office with the highest votes receiving the longest terms, or
2. by the drawing of lots.

Members may serve consecutive terms as an Advisory School 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 Iditarod School Board. The Chairperson will also see that all information from the Iditarod 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/Principal-Teacher or designee, and the Superintendent or designee who will make these records available to the Iditarod School Board. The Secretary of the Advisory School Board is not obligated to take or type minutes of Advisory School Board meetings but they are responsible to insure that an accurate record is kept.

The Principal/Principal-Teacher shall serve in a support role to the local Advisory School Board. It shall be the duty of the Principal/Principal-Teacher to orient newly elected members prior to the first regular meeting after the election.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

14.12.035 Advisory School Boards in borough school districts

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

POWERS AND DUTIES

BP 8200 (a)

Note: Pursuant to A.S. 14.08.115 Advisory School Boards shall advise the Iditarod School Board on all matters concerning the schools in the community in which the Advisory School Board was established. A.S. 14.08.115 and A.S. 14.12.035 give the Iditarod School Board the authority to prescribe the powers and duties of Advisory School Boards.

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

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

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

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

1. Develop a school philosophy aligned with that of the Iditarod School District.
2. Develop goals and objectives aligned with District plans and state and federal mandates.
3. Establish local practices consistent with IASD district-wide Parent/Student Handbook and other district policies regarding the use of school buildings, school equipment, etc. Review facility use requests by the public and make recommendations to the Principal/Principal-Teacher regarding such use in accordance with district policy and procedures.
4. Give input for the districtwide school calendar and review the daily schedule as prepared by the Principal/Principal-Teacher and/or district personnel. The Advisory School Board shall be informed of the activity program of the school. The ASB will advise the Principal/Principal-Teacher of any site/community generated funds earmarked for the local student activity program.
5. Give recommendations on site priorities for budget development.
6. When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title I, 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Advisory School Boards

POWERS AND DUTIES (continued)

BP 8200 (b)

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 I-A, and Title I-C Migrant Education.

7. Review student achievement/behaviors/attendance data at least once per semester and make recommendations to administration on ways to increase student achievement.
8. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the Iditarod School Board and attending all training sessions offered for Advisory School Board development.
9. The Advisory School Board shall visit an elementary, middle, and high school classroom at least once per year.
10. Advise the Principal/Principal-Teacher on long-range building plans and review the status of the physical condition of the school facility.
11. Review the district's bilingual/bicultural, technology, Vocational Education/CTE and other plan of services for the purpose of making recommendations to the Iditarod School Board.

Note: According to AS 14.30.420, a School Board shall establish a local Native language curriculum advisory board for each school in which a majority of the students are Alaska Natives. Any school district with Alaska Native students may establish a local Native language curriculum advisory board for each school with Alaska Native students. The advisory board may recommend a Native language education program, which, if established should comply with AS 14.30.420.

12. Act as the local Native language curriculum advisory committee for each school in the district in which a majority of students are Alaska Native.

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

Revised 3/2015

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Advisory School Boards

RELATIONSHIP BETWEEN THE ADVISORY SCHOOL BOARD AND PRINCIPAL

BP 8220

It is strongly encouraged that the Principal/Principal-Teacher and the Advisory School Board will work closely together to create a learning environment most beneficial to the students. This can be accomplished through mutual respect and unified objectives.

The Principal/Principal-Teacher shall act as the professional advisor and chief executive officer to make recommendations to the Advisory School Board related to their powers and responsibilities.

The Principal/Principal-Teacher's role and responsibility to the Advisory School Board shall be:

1. To be the educational leader of the staff and student body.
2. To keep the Advisory School Board informed of directives from the Iditarod School Board and Office of the Superintendent with regard to District, State and Federal regulations.
3. To involve the Advisory School Board in the development of local curriculum and programs.
4. To involve the Advisory School Board in a review of local internal operating procedures.
5. To involve the Advisory School Board in local construction and/or remodel projects.
6. To seek the advice on the following which are conditioned upon recommendation of the Superintendent and Iditarod School Board approval:
 - a. the development of a district-wide calendar
 - b. all student handbooks and conduct regulations
 - c. local student activities and travel
 - d. grant proposals which relate to the site (not federal grants under the normal Title I-A, I-C, IIA, III, VI-B or X)
7. The following areas are determined by state law and are for review only:
 - a. The basic length of the school session and grade organization
 - b. Recommendations on employee hires

(cf. 8200 - Powers and Responsibilities)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

ORIENTATION

BP 8310

The Superintendent or designee will orient new Advisory School Board members pertaining to their roles and responsibilities.

(cf. 8330 – Member Responsibilities)

Advisory School Boards

MEETINGS

BP 8320

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 hold executive sessions.

(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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEETINGS

AR 8320 (a)

Regular Meetings

The Advisory School Board will hold regular monthly meetings throughout the school year.

In the rare circumstance the Principal/Principal-Teacher is unable to attend, the Superintendent or designee must be present.

The date, time, place and tentative agenda of each regular meeting shall be posted as a public notice at least two (2) days prior to the meeting by the Principal/Principal-Teacher or designee. These public notices will be posted in at least three places.

No Advisory School Board meetings will be held in businesses or private homes. The meetings will usually be held in a room in the school or other appropriate public building.

The Principal/Principal-Teacher shall ensure that official copies of the Advisory School Board Local Procedure Manual and local handbooks, Iditarod Area Iditarod School Board Policy Manual, The Alaska Compiled School Laws, The State Board of Education Administrative Rules and other reference material is on hand at every meeting of the Advisory School Board.

Special Meetings

All meetings other than the regularly scheduled meetings of the Advisory School Board will be called "Special Meetings." A special meeting may be called by the Chairperson of the Advisory School Board at the request of two members of the Advisory School Board, the Principal/Principal-Teacher, Superintendent or designee or the Iditarod School Board.

Public notice of any special meeting shall be given in the same manner as notification for a regular Advisory School Board meeting, except that a twenty-four (24) hour notice will be given. The notice should include the purpose of the meeting, the agenda, the time, place and date. If possible, all members of the Advisory School Board should be contacted in person at least twenty-four (24) hours in advance of the meeting.

Topics discussed at special meetings will be limited to the specific reason or reasons for which the meeting was called.

No topics or business items other than those listed on the agenda for the special meeting may be discussed or acted upon by the Advisory School Board.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEETINGS (continued)

AR 8320 (b)

Work Sessions

In addition to regular and special meetings, the Advisory School Board can hold Advisory School Board work sessions. The purpose of a work session is to provide a less formal way of learning and discussing complicated and detailed information.

All Advisory School Board work sessions are public meetings that must be announced in exactly the same manner as special meetings.

Minutes are not taken or kept on work sessions, although notes or summaries may be useful for future reference. The Advisory School Board may not take any votes or actions during a work-session. Work sessions are strictly for information exchange and discussions.

Agendas

The Principal/Principal-Teacher shall prepare all agendas for meetings of the Advisory School Board in consultation and with the approval of the Chairperson.

The Advisory School Board members may request the Chairperson to put items on the agenda before the agenda has been finalized and public notice given. Adding items after that time or at the meeting will require the majority vote of the Advisory School Board to do so.

Any Advisory School Board member may request that an item be added to future agendas if the rest of the Advisory School Board approves by a majority vote.

The Principal/Principal-Teacher shall distribute the tentative agenda and any related backup material to each Advisory School Board prior to 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 five (5) minutes.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEETINGS (continued)

AR 8320 (c)

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/Principal-Teacher 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/Principal-Teacher or designee shall provide logistical and clerical support to the Advisory School Board including preparation of the agenda, minutes and packets.

Suggested Order of Business

An order of business shall be established for regular meetings of the Advisory School Board. The order may be changed by the Chairperson with the consent of the Advisory School Board in order to accommodate the interest of the public, and to facilitate orderly and timely transaction of business.

The order of business should include:

1. Call to Order / Roll Call / Establishment of Quorum
2. Introduction of Guest / Scheduling of Audience Participation
3. Correction / Approval of Minutes
4. Principal/Principal-Teacher & Staff Reports:
 - a. Title I
 - b. Migrant Education (if applicable)
 - c. Indian Education
 - d. JOM (if applicable)
 - e. Library grants (federal and state if applicable)
 - f. Other Special Programs
5. Correspondence
6. Modification / Adoption of the Agenda
7. Action Items:
 - A. Old Business
 - B. New Business
8. Comments: Principal/Principal-Teacher, Advisory School Board, Audience
9. Future Meetings / Events
10. Adjournment

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEETINGS (continued)

AR 8320 (d)

People wishing to be heard under item #2 above are encouraged to notify the Principal/Principal-Teacher in advance of the meeting and to provide any written documentation five (5) days prior to the meeting so that the information can be furnished to the Advisory School Board members.

Minutes

Minutes of all Advisory School Board meetings shall be taken. The Secretary of the Advisory School Board shall serve as the custodian of the minutes by insuring that all the provisions of this policy are executed.

The minutes of the Advisory School Board should provide a record of Advisory School Board actions, which are made in writing in sufficient detail to provide accurate information for later reference.

The Principal/Principal-Teacher has the responsibility to see that the minutes are drafted and distributed to the Advisory School Board members and that approved minutes are kept on file in the school office.

The Principal/Principal-Teacher shall see that the official minutes of all regular and special meetings of the Advisory School Board shall be available to the Advisory School Board members, staff and Superintendent or designee's office no later than ten (10) working days following the meetings. They will be available to the public upon request at the Principal/Principal-Teacher's office during regular business hours.

All approved minutes of the Advisory School Board will be signed by the Secretary of the Advisory School Board.

Executive Sessions

The Advisory School Board shall not conduct executive sessions. Matters related to personnel shall be referred to the Principal/Principal-Teacher to be handled by IASD policy.

Quorum

A simple majority of the Advisory School Board shall constitute a quorum for the transaction of business. In order for a motion to pass a majority vote equal to the quorum must occur.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEETINGS (continued)

AR 8320 (e)

Motions

Robert's Rules of Order shall be used to govern and keep order at the meetings of the Advisory School Board. The Chairperson of the Advisory School Board is chiefly responsible for maintaining an orderly and efficient meeting.

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 the 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 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 and shall terminate after their final presentation.
5. The Committee Chairperson will be appointed by the Advisory School Board Chairperson.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

MEMBER RESPONSIBILITIES

BP 8330

The Iditarod School Board encourages Advisory School Board members to participate in in-service training 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 Iditarod 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)

An Advisory School Board member having direct or indirect pecuniary (financial) interest in an item concerning the Advisory School Board must disclose that interest to the rest of the Advisory School Board and Principal/Principal-Teacher during the public meeting.

The remaining members of the Advisory School Board may either disqualify the person from voting on the issue or approve the person's voting on the issue.

(cf. 8200(a) - Powers and Responsibilities)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

14.12.035 Advisory School Boards in borough school districts

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

CODE OF ETHICS

BP 8340

The Iditarod 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 member shall review and sign the Code of Ethics when they are elected.

(cf. 9270 - Conflict of Interest)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

CODE OF ETHICS FOR THE ADVISORY SCHOOL BOARD

E 8340 (a)

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 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 and the Iditarod School Board;
4. To remember at all times 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Advisory School Boards

CODE OF ETHICS FOR THE ADVISORY SCHOOL BOARD (continued) E 8340 (b)

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/Principal-Teacher or designee of the school and staff. The local Principal/Principal-Teacher or designee and his/her staff function under the direction of the Superintendent or designee as he/she implements the policies established by the Iditarod 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.
10. I must never neglect my personal obligation to the community or students to be a good role model and therefore will not attend meetings under the influence of alcohol or drugs.

Signature

Date

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**