

Bylaws of the Iditarod School Board

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

BB 9000 (a)

Powers and Duties

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

(cf. 0200 - Goals for the School District)

The Iditarod School Board is responsible for the general control and direction of education in the district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Iditarod School Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs.

*(cf. 0440 - Advisory School Boards
cf. 9200 - School Board Members)*

Governance Functions

The Iditarod School Board shall consider and approve or disapprove matters submitted to it by the Superintendent or designee and the public and is committed to establishing policies to govern district activities. The Iditarod School Board shall prescribe bylaws for its own governance with law or with the rules prescribed by the State Board of Education.

(cf. 9300 - Governance)

Executive Functions

The Superintendent or designee shall serve as the chief executive officer of the Iditarod School Board. The Iditarod School Board delegates to the Superintendent or designee the authority to carry out Iditarod School Board decisions and to make and carry out any decisions which it delegates. The Superintendent or designee shall be fully responsible for the proper use of this authority. The Iditarod School Board retains ultimate responsibility for the performance of any powers or duties delegated.

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

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

BB 9000 (b)

Judicial Functions

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

(cf. 1312 - Complaints Concerning the Schools)

(cf. 4144 - Grievances/Complaints)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.08.111 Duties (regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.130 Chief school administrator

29.35.160 Education (military reservations)

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POWERS AND DUTIES

E 9000 (a)

Duties

A regional school board shall:

1. provide, during the school term of each year, an educational program for each school age child who is a resident of the district;
2. develop a philosophy of education, principles and goals for its schools;
3. employ a chief school administrator and approve the employment of the professional administrators, teachers and noncertificated personnel necessary to operate its schools;
4. establish the salaries to be paid its employees;
5. designate the employees authorized to direct disbursements from the school funds of the board;
6. submit the reports prescribed for all school districts;
7. provide for an annual audit in accordance with A.S. 14.14.050;
8. provide custodial services and routine maintenance of school buildings and facilities;
9. establish procedures for the review and selection of all textbooks and instructional materials before they are introduced into the school curriculum; the review includes a review for violations of A.S. 14.18.060;
10. provide prospective employees with information relating to the availability and cost of housing in rural areas to which they might be assigned, and, when possible, assist them in locating housing; however, nothing in this paragraph requires a regional school board to provide teacher housing, whether owned, leased or rented or otherwise provided by the regional educational attendance area, nor does it require the board to engage in a subsidy program of any kind with respect to teacher housing; and
11. train persons required to report under A.S. 47.17.020, in the recognition and reporting of child abuse, neglect and sexual abuse of a minor.

Additional Duties of School Boards

In addition to other duties, a school board shall:

1. determine and disburse the total amount to be made available for compensation of all school employees and administrative officers;
2. provide for, during the school term of each year, an educational program for each school age child who is a resident of the district;

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POWERS AND DUTIES

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3. withhold the salary for the last month of service of a teacher or administrator until the teacher or administrator has submitted all summaries, statistics and reports which the school board may require by bylaws;
4. transmit, when required by the assembly or council but not more often than once a month, a summary report and statement of money expended;
5. keep the minutes of meetings and a record of all proceedings of the school board in a pertinent form;
6. keep the records and files of the school board open to inspection by the public at the Principal/Principal-Teacher administrative office of the district during reasonable business hours;
7. provide for the development and implementation of a preventative maintenance program for school facilities; in this paragraph, "preventative maintenance" means scheduled maintenance actions that prevents the premature failure or extend the useful life of a facility, or a facility's systems and components, and that are cost-effective on a life-cycle basis.

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PUBLIC STATEMENTS

BB 9010

Before voting on any issue, all Iditarod School Board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The Iditarod School Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Iditarod School Board makes its decision. Any School Board member who may wish to criticize or oppose any specific School Board action should do so during the School Board meeting.

Once an Iditarod School Board decision has been reached, all Iditarod School Board members shall abide by that decision until it is amended or rescinded by subsequent Iditarod School Board action. When Iditarod School Board members express their opinions outside of the Iditarod School Board meeting, it is their responsibility to respect the democratic nature of Iditarod School Board decision-making and always identify personal viewpoints as such.

Public statements in the name of the Iditarod School Board shall be issued by the Iditarod School Board Chairperson or, if appropriate, by the Superintendent or designee at the direction of the Iditarod School Board Chairperson.

(cf. 9011 – Disclosure of Confidential Information)

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

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DISCLOSURE OF CONFIDENTIAL INFORMATION

BB 9011

Confidential information which is produced for or which comes out during executive sessions of the Iditarod School Board shall not be divulged or released unless a majority of the Iditarod School Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Iditarod School Board.

(cf. 1340 – Access to District Records)
(cf. 4112.6/4212.6/4312.6 – Personnel Records)
(cf. 5125 – Student Records)

Information from executive session shall be released by Chairperson of the meeting in which the executive session is held.

Any Iditarod School Board member who releases confidential information contrary to the provisions of this bylaw may be publicly censured by a majority vote of the Iditarod School Board.

(cf. 4119.23 – Unauthorized Release of Confidential Information)
(cf. 9321 – Executive Sessions)

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COMMUNICATIONS TO AND FROM THE BOARD

BB 9012

Staff members, parents, and community members should submit questions or communications to the Iditarod School Board through the Superintendent or designee. Iditarod School Board members' questions or communications to staff or about programs will be channeled through the Superintendent or designee's office. If contacted individually, Iditarod School Board members will refer the person to the appropriate channel of authority, except in unusual situations. Iditarod School Board members will not take private action that might compromise the Iditarod School Board or administration.

(cf. 9200 – School Board Members)

School Board Member Use of Electronic Mail

E-mail to, by, and between Iditarod School Board members, in their capacity as Iditarod School Board members, shall not be used to conduct Iditarod School Board business. It shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

It may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Iditarod School Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.

An Iditarod School Board member sending an e-mail concerning the district shall copy the superintendent or designee, who shall store the message consistent with the district's practice of record retention. There is no expectation of privacy for any messages sent or received by e-mail. Iditarod School Board members should keep public and personal communication totally separate.

(cf. 3523 – E-Mail)

(cf. 9010 – Public Statements)

(cf. 9320 – Meetings)

(cf. 9322 – Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

40.25.110 - .220 – Alaska's Public Records Act

44.62.310 - .312 – Alaska's Open Meetings Act

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BOARD STANDARDS

BB 9020

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

Therefore, the Iditarod School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the Iditarod School Board's focus on student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the Iditarod School Board's effectiveness in meeting them.

(cf. 9000 – Role of School Board and Members)

(cf. 9230 – Orientation)

(cf. 9240 – School Board Development)

(cf. 9400 – School Board Self-Evaluation)

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BOARD STANDARDS

E 9020 (a)

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the Iditarod Area School Board as a standard of performance that this school board will constantly strive to meet.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

STRUCTURE

The Board Provides A Structure That Supports The Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

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BOARD STANDARDS (continued)

E 9020 (b)

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

- 3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.
- 3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.
- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.4 Board uses an understandable format to periodically report district performance to the public.

ADVOCACY

The Board Champions The Vision

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The board is proactive in identifying and addressing issues that affect the education of students.

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BOARD STANDARDS (continued)

E 9020 (c)

CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

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

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SCHOOL BOARD MEMBERSHIP

BB 9110 (a)

Regular Members

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

(cf. 9220 - School Board Elections)

(cf. 9223 - School Board Vacancies)

Student School Board Members

The Iditarod School 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 Iditarod School Board shall appoint Student School Board members as deemed necessary.

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 9210 – Qualifications)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

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

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OFFICERS AND AUXILIARY PERSONNEL

BB 9120

Note: Pursuant to A.S. 14.08.091 and A.S. 14.14.070, the School Board must meet within seven days of the certification of election results in order to elect one of its members as Chairperson, one as clerk, and if necessary, one as treasurer.

Within seven days after certification of election results, the Iditarod School Board shall meet to elect officers. The Iditarod School Board may also elect a treasurer.

(cf. 9121 – School Board President)

(cf. 9122 – Vice President)

(cf. 9123 – Secretary/Treasurer)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

29.20.300 School boards

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CHAIRPERSON

BB 9121 (a)

The Iditarod School Board Chairperson shall preside at all Iditarod School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Iditarod School Board in its proper order;
3. Enforce the Iditarod School Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Iditarod School Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The Chairperson shall have all the rights of any member of the Iditarod School Board, including the right to move, second, discuss, and vote on all questions before the Iditarod School Board.

The Chairperson shall also perform other duties as directed by the Iditarod School Board, and state laws, regulations and the Iditarod School Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Iditarod School Board;
2. Consult with the Superintendent or designee on the preparation of the Iditarod School Board's agendas;
3. Appoint and disband all committees, subject to Iditarod School Board approval;
4. Call such meetings of the Iditarod School Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

(cf. 9223 - School Board Vacancies)

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CHAIRPERSON (continued)

BB 9121 (b)

6. Confer with the Superintendent or designee on crucial matters which may occur between Iditarod School Board meetings;
7. Be responsible for the orderly conduct of all Iditarod School Board meetings.
8. Share informational mail with other Iditarod School Board members.

When the Chairperson resigns or is absent or disabled, the Vice Chairperson shall perform the Chairperson's duties. When both the Chairperson and Vice Chairperson are absent or disabled, the Iditarod School Board shall choose a Chairperson pro tempore to perform the Chairperson's duties.

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

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VICE CHAIRPERSON/CLERK

BB 9122

The Vice Chairperson, in the absence of the Chairperson, shall discharge all the duties of the Chairperson.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

14.14.020 Bond required

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SECRETARY/TREASURER

BP 9123

The Secretary/Treasurer to the Board shall oversee the following:

1. Preparation and maintenance of Board Minutes.
2. Maintenance of Board records, documents and financial reports.
3. Other duties as assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

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ATTORNEY

BB 9124

The Iditarod School Board may use the services of private attorneys to meet the needs of the district. The Iditarod School Board-appointed legal counsel shall render legal advice to the Superintendent or designee and the Iditarod School Board and perform other administrative duties as assigned by the Iditarod School Board and Superintendent or designee.

The Superintendent or designee may confer with the district's legal counsel at his/her discretion.

(cf. 9200 - Members (Limits of Authority)

(cf. 9321 - Executive Sessions)

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SCHOOL BOARD COMMITTEES

BB 9130

The Iditarod School Board may establish committees of the Iditarod School Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Iditarod School Board. The Iditarod School Board shall establish written charges for Iditarod School Board committees. When its charges or duties have been completed, the committee shall be dissolved.

The Chairperson may be a member of any committee. The Superintendent or designee may serve as an advisor to any committee at the discretion of the Iditarod School Board.

Committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the Iditarod School Board. No committee action shall be binding on the full Iditarod School Board. The Iditarod School Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9330 - Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

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SCHOOL BOARD REPRESENTATIVES

BB 9140

The Iditarod School Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Iditarod School Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

(cf. 1020 - Youth Services)

(cf. 9110 - School Board Membership)

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BOARD MEMBERS

BB 9200 (a)

Limits of School Board Members Authority

The Iditarod 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. Iditarod School Board members have authority only in regularly called meetings of the Iditarod School Board, or when delegated specific tasks by Iditarod School Board action.

The Iditarod School Board is the unit of authority. The Iditarod School 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 Iditarod School Board member has no individual authority. No individual member of the Iditarod School 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 Iditarod School Board member may not commit the district to any policy, act or expenditure.

School visits by Iditarod School Board members are encouraged. Principal/Principal-Teachers should receive a courtesy call in advance of a visit. Iditarod School Board members, as with all visitors, must check in with the school office. Iditarod School Board members who visit schools of their own volition have no more authority than any other citizen.

(cf. 1250 - Visits to the Schools)

School Board Member Requests for Information

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

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

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BOARD MEMBERS (continued)

BB 9200 (b)

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 Iditarod School Board members shall submit such requests to the full Iditarod School Board for consideration. Upon [concurrence of the other board members/majority request of the Iditarod School Board], the request shall then be forwarded to the Superintendent or designee for response.
3. Complaints regarding personnel. Iditarod School Board members may have their own complaints regarding district personnel or may hear such complaints from the community. These concerns should be privately communicated to the Superintendent or designee.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

Obligations of Members

Members of the Iditarod School 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 Iditarod School Board, and vote on all motions and resolutions, abstaining only for compelling reasons.

The Iditarod School 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 Iditarod School 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

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QUALIFICATIONS

BB 9210 (a)

Note: Under AS 14.08.041 (governing regional school boards) and AS 14.12.080 (municipal school boards), individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at AS 29.26.050. To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the Alaska Constitution, article V, and AS 15.05.010. The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the Iditarod School Board.

(cf. 9220 – School Board Elections)

An individual with the following qualifications is eligible to be a member of the Iditarod School Board:

1. is a citizen of the United States;
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 district for 30 days immediately preceding the election (or appointment); 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.

(cf. 9200 – School Board Members)

(cf. 9223 – Filling Vacancies)

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

(cf. 9110 – School Board Membership, incl. Student School Board Members)

Legal Reference: see next page

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QUALIFICATIONS (continued)

BB 9210 (b)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.12.080 Qualification of members

15.05.010 Voter Qualification

29.26.050 Voter Qualification

ALASKA CONSTITUTION

art. 5, sec. 1, Qualified Voters

art. 5, sec. 2, Disqualifications

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SCHOOL BOARD ELECTIONS

BB 9220

Iditarod School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Note: Pursuant to AS 14.14.140, a School Board member may not be employed by the school district.

Any person eligible to be a voter in the district is eligible for Iditarod School Board membership. A district employee may seek election to the Iditarod School Board but must resign his/her position with the district if elected.

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

(cf. 9210 – Qualifications)

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

(cf. 9270 - Conflict of Interest)

Note: The following options should be revised or deleted as appropriate in light of applicable municipal ordinances or state regulations. AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance. AS 14.08.071 authorizes regional school boards, by resolution, to request of the Lieutenant Governor that runoff elections not be held.

Whenever it is impossible to determine which of two or more candidates has been elected to the Iditarod School Board, the Iditarod 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.

Note: If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.

(cf. 9270 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.051 School board sections

14.08.061 Term of office

14.08.071 Elections

14.08.081 Recall

14.12.050 School board terms

14.12.080 Qualification of members

14.12.110 Single body as assembly and school board

14.14.140 Restrictions on employment

29.20.300 School boards

29.26.060 Runoff elections

39.50.020 Report of financial and business interests

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RESIGNATION

BB 9222

An Iditarod School Board member who wishes to resign may do so by submitting his/her written resignation to the Iditarod School Board.

The Iditarod School Board shall declare the board member's seat vacant upon acceptance of the resignation. The Iditarod School Board may accept the resignation with a deferred effective date.

(cf. 9223 - School Board Vacancies)

Legal Reference:

ALASKA STATUTES
14.08.045 Vacancies

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014

Bylaws of the Iditarod School Board

BOARD VACANCIES

BB 9223 (a)

Note: The following provisions apply to school boards pursuant to A.S. 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign her/her employment after election.

The Iditarod School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify and all attempts to qualify the person for Board membership within 30 days of certification of the election has failed,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

Note: A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board Chairperson.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 – Chairperson)

cf. 9320 – Meetings)

Appointment to the Board

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

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

Bylaws of the Iditarod School Board

BOARD VACANCIES (continued)

BB 9223 (b)

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.045 Vacancies

14.08.081 Recall

14.12.070 Vacancies

14.14.080 Declaring a school board vacancy

29.26.240 - 29.26.360 Recall

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

Bylaws of the Iditarod School Board

OATH OR AFFIRMATION

BB 9224

Before taking office, all Iditarod School Board members shall take and sign the oath or affirmation required by law.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.12.090 Oath

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

Bylaws of the Iditarod School Board

OATH OR AFFIRMATION

E 9224

Iditarod School Board members, before taking office and sign the following oath of affirmation:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a school board member to the best of my ability.”

Legal Reference:

AS 14.12.090

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

Bylaws of the Iditarod School Board

ORIENTATION

BB 9230

The Iditarod School Board invites all Iditarod School Board candidates to attend public Iditarod School Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Iditarod School Board from the time they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about district activities and school programs.

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

The incoming member may attend, at district expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

(cf. 9020 – Board Standards)

(cf. 9240 – School Board Development)

Legal References:

Alaska Statutes

14.14.160 Cooperation and support of certain association functions.

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

Bylaws of the Iditarod School Board

BOARD DEVELOPMENT

BB 9240

Note: A.S. 14.14.160 authorizes cooperation with AASB in its training activities and in encouraging and fostering cooperation among school boards.

The public entrusts the Board with the governance of its schools. Board members, like teachers and administrators, need in-service training. As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

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

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

Funds for Board development and related travel shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the Association of Alaska School Boards.

1. Board members are encouraged to attend the State School Board Conference held in November of each year.
2. All Board members are encouraged to attend any training sessions held in the district each year.
3. The Board Chairperson (or his designee) and one other board member are encouraged to attend all the Legislative Fly-ins.
4. A decision to send board members to the National School Boards Association's annual conference shall be made by the board.
5. The Board Chairperson may designate individual board members to represent the board at meetings, conferences or workshops inside the state.
6. Board members attending meetings, conferences or workshops are requested to report back to the board sharing information, recommendations and materials.

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

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

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

Bylaws of the Iditarod School Board

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

BB 9250

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

Stipend

Iditarod School Board members shall be compensated at a daily rate for attending Board approved meetings. Compensation for meetings of four hours or less in length will be one half of the daily rate. The Chairperson shall be allowed up to two days per month for additional Iditarod School Board related work, including preparation for meetings.

Reimbursement of Expenses

Board members shall be paid per diem and expenses at the same rate as district personnel.

1. While on travel status one personal phone call home per day shall be permitted unless an emergency exists.
2. Travel status will be compensated at the approved meeting fee rate.

The rates of compensation and expenses shall be reviewed at least annually during the preparation of the next year's budget.

All travel requests involving board member representation will be pre-approved at each regular board meeting. In the event that a board member did not receive approval for travel at a regular meeting, he/she will request authorization from the Chairperson.

(cf. 9240 - School Board Development)

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment

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

Bylaws of the Iditarod School Board

LEGAL PROTECTION

BB 9260

Note: For all districts, Sections 2361-2368 of the No Child Left Behind Act are designed to provide teachers, principal/principal-teachers and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section 2366 limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections 2366 and 2367 limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages. The provisions of the law took effect on April 8, 2002.

The Iditarod School Board shall provide insurance necessary to protect Iditarod School Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Iditarod School Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings.

(cf. 3530 - Risk Management)

Legal Reference:

*ALASKA STATUTES
14.12.115 Indemnification*

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

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

Bylaws of the Iditarod School Board

CONFLICT OF INTEREST

BB 9270 (a)

Note: Alaska Statute 29.20.010 requires each municipality to adopt a conflict of interest code. Alaska Statute 39.50.145 authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, Iditarod School Board members shall disclose and avoid conflicts of interest involving any matter pending before the Iditarod School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Iditarod School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention, its members must vote on issues before the Board. If a board member or his or her family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. Iditarod School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** Iditarod School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** Iditarod School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

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

Bylaws of the Iditarod School Board

CONFLICT OF INTEREST (continued)

BB 9270 (b)

- c. **Business dealings with staff.** Iditarod School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** Iditarod School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the Iditarod School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. Iditarod School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

14.08.131 Disqualification from voting for conflict of interest

14.14.140 Restriction on employment

11.56.100 - 11.56.130 Bribery and related offenses

29.20.010 Conflict of interest

ADMINISTRATIVE CODE

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

4 AAC 18.900 Definitions

Revised 3/2015

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

Bylaws of the Iditarod School Board

CODE OF ETHICS

BB 9271 (a)

Note: By adopting a code of ethics, the School Board expresses the intention that its members will hold themselves to the highest standard of ethical conduct.

This code of ethics expresses the personal ideals which the School Board believes should guide each School Board member's activities.

In all actions as a School Board member, the member's first commitment is to the well-being of our youth. His/her primary responsibility is to every student in the district.

Iditarod School Board members also have other major commitments to:

- **The Community.** Each Iditarod School Board member is responsible to all residents of the district and not solely to those who elected him/her; nor solely to any organization to which he/she may belong, or which may have supported his/her election.
- **Individuals.** Each Iditarod School Board member has a direct concern for every individual in the community. As an integral part of his/her duties, he/she represents the authority and responsibility of government. This authority must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- **Employees.** The Iditarod School Board member's actions may affect the capability of district employees to practice their trade or profession and should encourage their increasing competence and professional growth.
- **Laws, Policies.** Each Iditarod School Board member must be aware of, and comply with, the constitutions of State and Nation, the Alaska Education Statutes, other laws pertaining to public education, and the established policies of the district.
- **Decision making.** Each Iditarod School Board member is obliged by law to participate in decisions pertaining to education in the district. As an elected representative of the people, the Iditarod School Board member can neither relinquish nor delegate this responsibility to any other individual or group.
- **Individual Feelings and Philosophy.** Every individual Iditarod School Board member has something to contribute to society.

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

Bylaws of the Iditarod School Board

CODE OF ETHICS (continued)

BB 9271 (b)

Understanding and acting upon the foregoing premises, each Iditarod School Board member shall:

- Consider his/her position on the Iditarod School Board as a public trust and not use it for private advantage or personal gain.
- Be constantly aware that he/she has no legal authority except when acting as a member of the Iditarod School Board. Iditarod School Board members shall present their concerns and concepts through the process of Iditarod School Board debate. If in the minority of any decision, they shall abide by and support the majority decision. When in the majority, they shall respect divergent opinions.
- Encourage ideas and opinions from the residents of the district and endeavor to incorporate community views into the deliberations and decisions of the Iditarod School Board.
- Devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available facts and vote in accordance with honest convictions, unswayed by partisan bias of any kind.
- Remember that the basic functions of the Iditarod School Board are to establish the policies by which district schools are administered and to select the Superintendent or designee and staff who will implement those policies.
- Promote and participate actively in a concerted program of timely exchange of information with all district residents, parents, employees and students.
- Recognize that the deliberations of the Iditarod School Board in executive session may be released or discussed in public only with Iditarod School Board approval.
- Make use of opportunities to enlarge his/her potential as an Iditarod School Board member through participation in educational conferences, workshops and training sessions made available by local, state and national agencies.

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

Bylaws of the Iditarod School Board

GOVERNANCE

BB 9300

Note: A.S. 14.08.021 gives regional school boards jurisdiction over schools within regional educational attendance areas, military reservation schools and Bureau of Indian Affairs schools, subject to the laws and regulations that apply to all school districts. A.S. 14.12.020 places the management and control of schools under the authority of school boards.

The formulation and adoption of written Iditarod School Board policies shall constitute the basic method by which the Iditarod School Board shall govern the school district. This right shall be retained solely by the Iditarod School Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Iditarod School Board shall exercise its accountability for the governance of the schools.

(cf. 0500 - Review and Evaluation)

The Iditarod School Board has the power of establishing its own procedures within the parameters of law. All actions of the Iditarod School Board shall be taken only in official Iditarod School Board meetings according to these bylaws and the statutes of the state.

(cf. 9310 - Policy Manual)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.12.010 Districts of state public school system

14.12.020 Support, management and control

14.12.035 Advisory school boards in borough school districts

14.14.100 Bylaws and administrative rules

29.35.160 Education (borough school district)

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

Bylaws of the Iditarod School Board

POLICY MANUAL

BB 9310

In governing the district, the Iditarod School Board has pledged to consider the will and needs of the community. The district's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The Iditarod School Board desires that the community and district employees have access to the policy manual. The Iditarod School Board welcomes suggestions from the public regarding its adopted policies and regulations. A public copy of the manual shall be maintained in the district central office. Districts publishing policies online shall provide access to policies at each school and at the district office. Districts with no online access will maintain a policy manual at each school site so that it may be examined by students, staff and other interested parties during normal business hours.

(cf. 1340 - Access to District Records)

The Superintendent or designee shall provide access to copies of the district policy manual to Iditarod School Board members, central office administrators, Principal/Principal-Teachers, recognized employee organizations, and other key district personnel.

As necessary, the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views. The Superintendent or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations after adoption. The Superintendent or designee shall annually arrange to have all district policy manuals monitored to ensure that they are up to date and complete.

(cf. 9311 - School Board Policies)

(cf. 9312 - School Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

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

Bylaws of the Iditarod School Board

SCHOOL BOARD POLICIES

BB 9311

Note: Pursuant to A.S. 14.14.100, policies relating to the management and control of the district must be expressed in written bylaws formally adopted at regular board meetings.

The Iditarod School Board recognizes that its most important function is to establish policies which communicate its direction for the management and control of the schools. Policies are written statements adopted by the Iditarod School Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

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

The Iditarod School Board encourages members of the community to contribute information and opinions for the Iditarod School Board's consideration and propose revisions to policy.

The adoption of policy shall conform to Iditarod School Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Iditarod School Board policy.

Prior to adoption, policies shall normally be given two readings by the Iditarod School Board. At its second reading, the policy may be adopted by a majority vote of all members of the Iditarod School Board. The Iditarod School Board may waive the second reading or may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Iditarod School Board meetings. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Iditarod School Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Iditarod School Board's desire to cooperate with them in addressing matters of mutual concern.

In emergency situations, a new policy or revision may be introduced and adopted at the first meeting.

(cf. 1020 - Youth Services)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

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

Bylaws of the Iditarod School Board

BOARD POLICIES

AR 9311

Regular Policy Review

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

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

Year 1 (2016) – Chapters 0000 through 3000

Year 2 (2017) – Chapters 4000 through 5000

Year 3 (2018) – Chapters 6000 through 7000

Year 4 (2019) – Chapters 8000 through 9000

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

Bylaws of the Iditarod School Board

SCHOOL BOARD BYLAWS

BB 9312

Note: Pursuant to A.S. 14.14.100, policies relating to the management and control of the district must be expressed in written bylaws formally adopted at regular board meetings.

The Iditarod School Board shall adopt Iditarod School Board bylaws to govern the internal operations of the Iditarod School Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent or designee shall draft a new or modified bylaw for consideration by the Iditarod School Board.

Bylaws may be adopted and amended by a majority vote of all members of the Iditarod School Board at a regular Iditarod School Board meeting in the same manner as Iditarod School Board policies.

(cf. 9311 - School Board Policies)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

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

Bylaws of the Iditarod School Board

ADMINISTRATIVE REGULATIONS

BB 9313

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

The implementation of policies is an administrative task to be performed by the Superintendent or designee who shall be held responsible for the effective administration and supervision of the entire school district.

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

The Superintendent or designee shall develop administrative regulations when required by law or Iditarod School Board policy or when, in his/her judgment, Iditarod School Board endorsement of district procedures is desired.

Administrative regulations shall be consistent with Iditarod School Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Iditarod School Board may review administrative regulations and require the revision of any regulations which it finds inconsistent with Iditarod School Board policy.

Administrative regulations shall be included in the district's policy manual. District and site level procedures will be maintained in appropriate district and/or site locations and readily available to school personnel.

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative

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

Bylaws of the Iditarod School Board

SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS

BB 9314

Note: Policies require frequent updating. The School Board should not be forced into a position of strict adherence to policies that need revision or are out of compliance. By allowing the suspension of policy on the rare occasions when necessary, this optional policy ensures that the School Board's capacity to govern will not be limited by out-of-date policies. The suspension is a temporary measure to give the School Board adequate time to study the issues resulting in the suspension.

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

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

Superintendent or Designee's Authority

The Superintendent or designee may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent or designee shall report the suspension to the Iditarod School Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

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

Bylaws of the Iditarod School Board

MEETINGS

BB 9320 (a)

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the School Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Iditarod School Board are conducted for the purpose of accomplishing district business. A meeting of the Iditarod School Board shall consist of any gathering of the members of the Iditarod School Board when more than three members of the Iditarod School Board or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Iditarod School Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Iditarod School Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Iditarod School Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Public meetings may not be held in a private home or private business.

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

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Conduct of Meetings)

Regular Meetings

The Iditarod School Board shall adopt a tentative annual calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Iditarod School Board meetings and shall be notified of any changes to the calendar.

Regular meetings of the Iditarod Area School Board shall be at the time and place designated by the Board. The Iditarod School Board shall hold one regular meeting each month. Unless changed by the Iditarod School Board, regular meetings shall be held at 3:30 p.m. via videoconference.

The meetings shall be publicized by the posting of notices in the following locations:

1. The post office or an appropriate public place of each community in the District.
2. The school building of each community in the District.

Such notices will be posted at least 48 hours in advance of the meeting.

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

Bylaws of the Iditarod School Board

MEETINGS (continued)

BB 9320 (b)

Special Meetings

Special meetings of the Iditarod School Board may be called by the Chairperson or a majority of the Iditarod School Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Iditarod School Board members, the superintendent or designee and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Iditarod School Board Chairperson or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Iditarod School Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Iditarod School Board.

Teleconferences

Recognizing the inherent responsibility and statutory duties of Iditarod School Board members, the Iditarod School Board strongly encourages Iditarod School Board members to attend and participate at meetings of the Iditarod School Board. Though great importance is given to the physical presence of Iditarod School Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference/VTC shall be taken by roll call.

The Iditarod School Board also authorizes the use of teleconferences/VTC for Iditarod School Board meetings when receiving public comment or testimony, and during Iditarod School Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference/VTC facilities used for the Iditarod School Board meeting.

Legal References on next page:

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

Bylaws of the Iditarod School Board

MEETINGS (continued)

BB 9320 (c)

Legal References:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

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**

Bylaws of the Iditarod School Board

EXECUTIVE SESSIONS

BB 9321

Note: A.S. 44.62.312 sets forth a strong state policy favoring open meetings and the narrow construction of the exceptions to the public meeting law.

Prior to entering an executive session, the Iditarod School Board first shall meet in open session. At this open meeting, the Iditarod School Board shall enter an executive session only after a majority of the Iditarod School Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the Iditarod School Board may discuss in an executive session of the Iditarod School Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district,
3. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
4. matters which by law, municipal charter, or ordinance are required to be confidential; or
5. matters involving consideration of government records that by law are not subject to public disclosure.

(cf. 1340 - Access to District Records)

The Iditarod School Board may not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the Iditarod School Board must be made in an open meeting.

(cf. 1120 - School Board Meetings)

Legal Reference:

ALASKA STATUTES

44.62.310-312 Alaska's Open Meetings Act

**IDITAROD AREA SCHOOL DISTRICT
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Bylaws of the Iditarod School Board

AGENDA/MEETING MATERIALS

BB 9322 (a)

Construction of Agenda

The Iditarod School Board Chairperson and the Superintendent or designee shall prepare an agenda for each meeting of the Iditarod School Board.

(cf. 9121 - School Board President)

Iditarod School Board members may place any item on the agenda no later than five days before the scheduled meeting date.

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

(cf. 9320 - Meetings)

Note: A.S. 29.20.020 requires 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 Iditarod School Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent or designee with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

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

The Iditarod School 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 Iditarod School Board. An agenda item for such input shall be included on Iditarod School Board agendas. The Iditarod School 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 Iditarod School Board are subject to requirements of relevant Iditarod School Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

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AGENDA/MEETING MATERIALS (continued)

BB 9322 (b)

School Board Member Preparation

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

When special meetings are called, the secretary and Chairperson shall make every effort to get the agenda and support materials to Iditarod School Board members as soon as possible.

Iditarod 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

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Bylaws of the Iditarod School Board

Meeting Conduct

BB 9323 (a)

The Iditarod School Board desires to conduct its meetings effectively and efficiently. All Iditarod School Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Iditarod School Board members and other designated persons.

Parliamentary Procedure

Iditarod School Board meetings shall be conducted by the Chairperson in a manner consistent with adopted Iditarod School Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of all members of the Board shall constitute a quorum and four affirmative votes shall be necessary to validate any measure under consideration.

Abstentions

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

Public Participation

Note: A.S. 29.20.020 requires the board provide an opportunity for the public to be heard at board meetings.
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Because the Iditarod School Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Iditarod School Board.

1. The Iditarod School Board shall give members of the public an opportunity to address the Iditarod School Board either before or during the Iditarod School Board's consideration of each agenda item.

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MEETING CONDUCT (continued)

BB 9323 (b)

2. At a time so designated on the agenda, members of the public also may bring before the Iditarod School Board matters that are not listed on the agenda of a regular meeting. The Iditarod School Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Iditarod School Board.
3. A person wishing to be heard by the Iditarod School Board shall first be recognized by the Chairperson. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. With Iditarod School Board consent, the Chairperson may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chairperson may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the Iditarod School Board, including the Superintendent or designee, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Iditarod School Board under the provisions of Iditarod School Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Complaints Concerning School Personnel)

(cf. 9312 - Executive Sessions)

6. No disturbance or willful interruption of any Iditarod School Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Iditarod School Board may remove disruptive individuals and order the room cleared if necessary.

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

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Bylaws of the Iditarod School Board

SCHOOL BOARD MINUTES

BB 9324

The Iditarod School Board secretary or designee shall keep minutes and record all official Iditarod School Board actions.

(cf. 9123 - Secretary/Treasurer)

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

Copies of the minutes of each regular or special meeting shall be distributed to all Iditarod School Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

(cf. 1340 - Access to District Records)

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Iditarod School Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Recording Devices

A video or audio tape recording may be made at any open Iditarod School Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Legal Reference:

ALASKA STATUTES

14.14.090 Additional duties

**IDITAROD AREA SCHOOL DISTRICT
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Bylaws of the Iditarod School Board

MEMBERSHIP IN ASSOCIATIONS

BB 9330

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

1. The inservice education benefits to our staff and Iditarod School Board which come from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the school district in particular.

The Iditarod School Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the district as outlined in state law and Iditarod School Board policy.

The Superintendent or designee is directed to budget funds for such memberships, and for paying the costs of adequate participation of Iditarod School Board, administration and staff in the activities of such association to achieve the purposes listed above.

Legal Reference:

ALASKA STATUTES

14.07.058 Alaska School Activities Association

14.14.150 Association of Alaska School Boards the representative agency of board members

ALASKA ADMINISTRATIVE CODE

4 AAC 66.010-66.060 Regional resource centers

**IDITAROD AREA SCHOOL DISTRICT
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Bylaws of the Iditarod School Board

BOARD SELF-EVALUATION

BB 9400

Effective, efficient and ethical Iditarod School Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting board standards and its stated goals and objectives, the Iditarod School Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Iditarod School Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Iditarod School Board. The Iditarod School Board members shall develop goals and objectives against which the Iditarod School Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Iditarod School Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Iditarod School Board strengths and weaknesses. The Iditarod School Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Iditarod School Board performance. Revised priorities and new goals will be set for the year's evaluation.

The Iditarod School Board may invite the Superintendent or designee or others to participate in the evaluation and suggest specific criteria to measure Iditarod School Board success in meeting board standards, goals and objectives as a governing body.

The Iditarod School Board recognizes that adequate opportunities for Iditarod School Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Iditarod School Board member development.

(cf. 9020 – Board Standards)

(cf. 9230 – Orientation)

(cf. 9240 – School Board Development)

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