

CONCEPTS AND ROLES

Note: A.S. 14.08.115 requires regional school boards to establish an advisory school board in each community with more than 50 permanent residents. Pursuant to 14.12.035, borough school districts may establish advisory school boards.

The Advisory School Board functions under the direction of the Regional School Board. Regional 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 Regional 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 Instructional Leader or designee. This relationship should ideally be modeled on the relationship between the Regional School Board and Superintendent, i.e., the Instructional Leader shall be the executive officer of the Advisory School Board and administrative head of all parts of the school. In administrative matters, he/she shall be generally responsible to the Superintendent, but in matters of policy, he/she shall be responsible to the Advisory School Board.

Role of the Board

The Regional 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 board regarding the relationship between advisory school boards and the schools.
3. Solicit and receive recommendations from the advisory school board.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local Education

BOARD MEMBERSHIP

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

(cf. 5116 - School Attendance Boundaries)

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

Advisory School Board members may not be employed in permanent part-time or permanent full-time positions, or as long-term substitute or long-term temporary employees, by the Lower Yukon School District. Short term employment is allowed but cannot exceed 90 calendar days in a school year.

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

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Nov. 25, 1997
Adopted: April 29, 2005

ELECTIONS

Note: Pursuant to A.S. 14.08.115 and A.S. 14.12.035, the school board prescribes the manner of selecting advisory boards.

Second class cities within the district shall be responsible for conducting all phases of advisory school board elections for their respective attendance areas. The city council of each second class city shall certify and forward the election results to the Regional School Board.

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections for those portions of the district not organized into second class cities.

Qualifications for Candidates

An individual must qualify with respect to the following elements before he/she may **become a candidate for** an advisory school board election:

1. The candidate must be a United States citizen.
2. The candidate must be at least 18 years of age on the date of the election.
3. The candidate must be a resident of the Lower Yukon School District Regional Educational Attendance Area one (1) year prior to filing a declaration of candidacy, and be qualified to vote in the Lower Yukon School District Regional Educational Attendance Area elections, and is a parent/guardian, stepparent, or grandparent of a student who attends the local school.
4. Has not been convicted of a crime involving moral turpitude within the past ten (10) years, and has never been convicted of a crime requiring registration on the sexual offender list, or a crime against children.

Regional School Board members may hold concurrent membership on both the Regional School Board and a local advisory school board.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Revision Date: Sept. 22, 2000
Adopted: May 26, 2005
Revised: March 26, 2007

ELECTIONS

Election Procedures

Notice of election shall be posted six weeks prior to the election and will note the vacancies for each Advisory School Board in the district.

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

A local advisory school board can set up an election committee of 4 to run the ASB election and count the ballots as long as none of them are related to the candidates. The committee can consist of school staff and/or ASB members.

The site administrator is responsible for developing the election ballot and for furnishing sufficient copies to the election committee prior to the date of the election.

If the ASB chooses, they may request permission from the RSB to utilize the city or state election judges to administer the election, the city or state may request payment from the district for actual costs of the ASB election and the district would be accountable for those costs.

If any conflicts should arise, they would be resolved by the official election judges or the election offices in Nome.

**Lower Yukon School District
Adopted 3/31/03
Adopted: April 29, 2005**

NOMINATING PETITION
for
ADVISORY SCHOOL BOARD CANDIDATE

I, _____, Residing at _____
with a mailing address of _____
request that my name be considered for election to the Advisory School Board of the village
of _____

_____ Date _____ Signature of Candidate

We, the undersigned, being all residents of the village of _____
_____ request that the name of the above candidate be approved for
election to the Advisory School Board of _____
(Village)

Signature	Printed Name	Residence Address	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CANDIDATE STATEMENT

The purpose of this statement is to provide information on the candidate to the village. A copy of this statement should be posted in your village.

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 _____, _____

_____, _____, _____

_____, _____, _____

Why do you want to serve on the Advisory School Board Committee?

Can you make a commitment to attend the monthly meetings of the advisory school board committee?

Give your opinion of the strengths and weaknesses of your village Lower Yukon School District school.

Will you voice your opinion openly at Advisory School Board Committee meetings, but accept the recommendations of the majority of the Committee?

VACANCIES

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

1. If 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 Regional School Board.
4. Is convicted of a crime involving moral turpitude, a crime requiring registration on the sexual offender list, a crime against children, or a violation of the oath of office.
5. Death of any Advisory Board member.

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

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

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

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Adopted: May 26, 2005

OFFICERS

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

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

Of particular concern is the importance of fair hiring practices. In the case of conflict of interest, the ASB Chairperson will replace the individual in conflict when it is obvious that there is a conflict or when requested by ASB members to do so.

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 ensure 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 Instructional Leader or designee, and the Superintendent who will make these records available to the Regional School Board.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Adopted: April 29, 2005

POWERS AND DUTIES

Note: Pursuant to A.S. 14.08.115 Advisory School Boards shall advise the regional school board on all matters concerning the schools in the community. A.S. 14.08.115 and A.S. 14.12.035 give Regional School Boards 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 Regional School Board and may be discharged only at a legal meeting conducted according to Board policy and administrative regulations.

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

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

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

1. Develop a school philosophy.
2. Develop goals and objectives to guide the school and provide a basis for prioritized spending recommendations to the Regional School Board.
3. Conform to established local policy manuals in the form of student and staff handbooks prepared by the Instructional Leaders and approved by the Advisory School Board which should include, but not be limited to the following areas:
 - a. School facilities (use of school buildings by outside groups, cold weather closure and make-up days).
 - b. Advisory School Board rules of operation (meetings and work sessions, notification procedures for members, communication with the Advisory School Board, reading files, records, minutes, and petty cash).
4. Develop the calendar of the school and review the daily schedule as prepared by the Instructional Leader and approved by the Regional School Board. The Advisory School Board shall be informed of the activity program of the school.
5. Review and approve line item changes in a local budget where it applies to the local school program. Recommend and submit a prioritized program based budget to the budget officer by March of each year. Approve a budget governing the scope and extent of extracurricular activities to be conducted in the school.
6. When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title 1, take place in the school, approve the program to be implemented. The respective parent committee has responsibility for the preparation of the program but every effort should be made to coordinate all programs which take place in the school.
7. Review and approve a report prepared by the Instructional Leader to be submitted prior to the end of the school year to the Regional School Board and to the community served by the Advisory School Board. This report shall include the following:

POWERS AND DUTIES (continued)

- a. progress and achievement throughout the year,
 - b. recommendations for regional goals and objectives,
 - c. personnel recommendations in a prioritized manner,
 - d. student achievement,
 - e. an evaluation of special programs carried on in the school,
 - f. status of the physical plant including suggestions for summer maintenance,
 - g. extracurricular activities carried on throughout the year.
8. Establish guidelines for the development, review, and approval of the curriculum used in the schools including bilingual and bicultural education.
 9. Assist in selecting the Instructional Leader by interviewing potential candidates and making recommendations to the Superintendent in accordance with staff selection policy.
 10. Assist in selecting teachers by outlining to the Superintendent desirable characteristics and skills needed by teachers to fill potential vacancies.
 11. Assist in making recommendations regarding contracted services by approving the recommendation of the Instructional Leader prior to forwarding said endorsement to the Superintendent.
 12. Assume responsibility for buildings by recommending a six-year future building plan and updating it each year, approving use of buildings by community or other groups, and being aware of physical conditions and inspections of buildings.
 13. 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 Regional School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Board development.
 14. Any complaints concerning employees that cannot be resolved at the local level should be referred directly to the Superintendent or his/her designee.

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*

ORIENTATION

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

(cf. 8330 - Member Responsibilities)

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Adopted: April 29, 2005

MEETINGS

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

The Regional School Board may provide a monthly stipend to ASB members who attend the meetings, if such stipend is annually approved by the Regional School Board.

The Superintendent or designee shall establish regulations to ensure compliance with law. All meetings will be conducted following the Robert Rules of Order.

(cf. 1340 - Access to District Records)

(cf. 9320 - Meetings)

(cf. 9250 - Expenses)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings Public

44.62.310 Agency Meetings Public

44.62.312 State Policy Regarding Meetings

LOWER YUKON SCHOOL DISTRICT

Adoption Date: Jan. 27, 1998

Adopted: April 29, 2005

MEETINGS**Regular Meetings**

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

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

Special Meetings

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

Work Sessions

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

Agendas

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

Communications

1. All written communication addressed to the Advisory School Board shall be brought to the Advisory School Board's attention.
2. Written communications will be read at Advisory School Board meetings.

MEETINGS (continued)

Communications (continued)

3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
4. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item shall be limited usually to 5 minutes.
5. The chairperson shall have the power to maintain order at all meetings of the Advisory School Board or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Advisory School Board may be ordered to leave.
6. Following consideration of oral and written communication, the Advisory School Board shall direct the Instructional Leader 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 Instructional Leader or designee shall provide logistical and clerical support to the Advisory School Board.

Suggested Order of Business

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

Minutes

1. A record of Advisory School Board discussions is to be made in writing in sufficient detail to provide accurate information for later reference.

MEETINGS (continued)

Minutes (continued)

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

Quorum

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

Affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present. At least 3 ASB members must vote affirmatively, i.e. on a 5 member board, for any action to be approved.

Motions

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

Committees

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

MEMBER RESPONSIBILITIES

The Regional School Board encourages Advisory School Board members to participate in inservice training as made available by the district. In addition, Advisory School Board members must become familiar with state laws and regulations related to schools and district policies and regulations.

The Superintendent or designee shall assist members to understand their responsibilities within the framework of the laws, board policies and regulations. Members of advisory school boards have no authority within the school system to manage or control students or staff, except as may be specifically authorized by the Regional School Board or administration.

(cf. 1250 - Visits to the Schools)

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

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory School Boards in REAA

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Adopted: April 29, 2005

CONFLICT OF INTEREST

Advisory School Board members will strictly refrain from any instances of nepotism.

(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 18.900 Definitions

LOWER YUKON SCHOOL DISTRICT

Adoption Date: Jan. 24, 2001

Adopted: April 29, 2005

CODE OF ETHICS

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

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

(cf. 9270 - Conflict of Interest)

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Revised Date: Jan. 24, 2001

**CODE OF ETHICS
FOR THE ADVISORY SCHOOL BOARD**

As a member of my local Advisory School Board Committee, 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 Committee members and I must take the initiative in helping all the people in this community to have all the facts, all the time, about their schools;
5. That I must never neglect my personal obligation to the community and my obligation to the state, nor surrender these responsibilities to any other person, group, or organization.

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

1. To devote time, thought, and study to the duties and responsibilities of an Advisory School Board Committee member so that I may render effective and creditable service;
2. To work with my fellow Advisory School Board Committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Advisory School Board Committee and the Lower Yukon Regional School Board;
4. To remember at all times that as an individual I have no authority outside the meeting of the Advisory School Board Committee, and to conduct my relationships with the school staff, local citizenry, all media of communication and all other agencies or individuals on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as an Advisory School Board Committee 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 Committee to understand and evaluate the educational program of the schools through the assessment process defined in the district and site strategic plan as it is to plan for the business of school operation;

**CODE OF ETHICS
FOR THE ADVISORY SCHOOL BOARD
(continued)**

7. To bear in mind under all circumstances that the primary function of the Advisory School Board Committee 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 Instructional Leader or administrative assistant of the school and his/her staff. The local Instructional Leader or administrative assistant and his/her staff function under the direction of the Superintendent as he/she implements the policies established by the Lower Yukon Regional 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.

I have received a copy of the code of ethics and understand its content.

Signature of ASB member

Date

**LOWER YUKON SCHOOL DISTRICT
Adoption Date: Jan. 27, 1998
Revised Date: Jan. 24, 2001
Adopted: April 29, 2005**