



**Kodiak Island Borough School District**

# **Advisory School Board Manual**

*Based on School Board Policy adopted on 2/22/09  
and revised on 11/17/14, 1/29/16 and 7/31/18*

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## **ADVISORY SCHOOL BOARD MANUAL**

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This manual attempts to cover the basic expectations, rules, and policies governing the way Advisory School Boards and local school officials relate within the Kodiak Island Borough School District (KIBSD).

**The School Board may at times change or modify the information within this book, without notice, in the best interest of the students or school. Advisory School Boards are expected to abide by KIBSD School Board Policy.**

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### **Concepts and Roles**

*(Pursuant to School Board Policy 8000)*

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

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

The ASB shall develop an effective working relationship with the school personnel, particularly the principal or designee. This relationship should ideally be modeled on the relationship between the School Board and Superintendent, i.e., the principal shall be the executive officer of the Advisory School Board and administrative head of all parts of the school.

#### **Role of the Board**

- Establish an ASB where required by law and as deemed to be in the best interest of the District
- Determine the membership and method of selection of ASBs.
- Determine the powers and duties of the ASB.

#### **Role of the Superintendent or Designee**

- Supervise the conduct of elections of ASB members.
- Oversee the operation of ASBs and report to the Board regarding the relationship between ASBs and the schools.
- Solicit and receive recommendations from the ASBs.

### **Powers and Duties**

*(Pursuant to School Board Policies 8200 and 8330)*

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

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.

The School Board encourages ASB members to participate in in-service training as made available by the District. In addition, ASB 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 School Board or administration.

- The ASB shall advise the School Board and administration on all matters concerning the schools.

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- Perform other duties as described by the School Board.
- Establish a line of communication between school and parents.
- Assume responsibility for the educational program of the school within the limitations established by the School Board.
- Attempt to resolve any conflicts involving the school at the local level in accordance with procedures.
- Attend training sessions offered for ASB development.
- Approve categorically funded programs to be implemented.
  - The parent committee has responsibility for preparation of such programs, but efforts should be made to coordinate with the ASB.



### **Board Membership and Terms**

*(Pursuant to School Board Policy 8110 and School Board Administrative Regulation 8120)*

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.

- Each Advisory School Board seat has a term of three years.
- An ASB member may succeed him/herself.
- Advisory School Board members may not be employed by the District without approval by the School Board.
- The School Board encourages Advisory School Boards to appoint a nonvoting student member to the Advisory School Board.

### **Qualifications for Candidates**

*(Pursuant to School Board Policy 8120)*

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

An individual with the following qualifications is eligible to vote in an Advisory School Board election:

1. Is a United States citizen.
2. Is eighteen (18) years of age or older.
3. Is a registered voter in the State of Alaska.
4. Has been a resident of the school attendance area for at least thirty (30) days before the date of the election.
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.

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

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### **Elections**

*(Pursuant to School Board Administrative Regulation 8120)*

The procedures for conducting Advisory School Board elections are essentially the same as conducting regular municipal elections. Elections will be held the first Tuesday in October in conjunction with the city and borough elections.

#### **Election Procedures**

The School Board Secretary shall provide local school staff with all necessary forms and paperwork.

- At the beginning of September the School Board Secretary shall notify each site of any open seat(s) and the date on which the seat(s) will expire.
- It is the responsibility of the local school administrator to post notices of election in prominent places, including the school house door, no less than two weeks prior to the first Tuesday in October.
- The local school staff shall make nominating petitions and candidate statements available in the school office to any persons, living within the school area, who wish to run for the Advisory School Board.
  - To be placed on the ballot, candidates must obtain the signatures of five legally registered voters.
  - Candidates must specify which seat they are running for on the petition.
  - This requirement does not apply to write-in candidates or members appointed by the Advisory School Board.
- Candidates shall submit their nomination petition and candidate statement to the local school administrator at least ten (10) days prior to the election date. School staff will submit the nominating petitions and candidate statements to the School Board Secretary at least seven (7) days prior to the election date.

Once the nominating petitions and candidate statements have been received, the School Board Secretary will prepare the ASB ballots and ASB ballot instructions.

- Each ballot shall give the date and place of the election, state the seat(s) open, length of term, the name of the candidate for each seat, and include a place for write-in candidates.
  - The ballot shall include instructions on how to fill in votes.
- Borough election judges will conduct the election.
- School staff will print the ballots on PINK paper and deliver to the Borough election judge one (1) day prior to the election.
  - Cast ballots will be put into the same election box as the Borough ballots.
  - Borough election judges will separate the ASB ballots from the Borough ballots and return all ballots to the Borough Clerk.

After the ballots have been cast and returned to the Borough, they will be delivered to the School Board Secretary.

- The School Board Secretary will tally the ASB ballots for each site and notify the rural administrators of the newly-elected and re-elected ASB members.
- The School Board, at its next Regular Meeting, shall certify the election of the ASB members.



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### **Write-In Candidates**

A write-in candidate may be elected, provided that the individual is a qualified ASB voter.

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

### **Tie Vote**

In the event a tie occurs with the two highest candidates receiving an equal number of votes, the Advisory School Board shall notify the candidates who received the tie votes of the time and place where ballots shall be cast to determine the winner.

### **Vacancy and Resignation**

*(Pursuant to School Board Policy 8130)*

A vacancy on the ASB may occur for any of the following reasons:

- If an ASB member submits a written resignation which is subsequently accepted by the ASB.
  - The written resignation and record of acceptance shall then be forwarded to the school administrator and the School Board Secretary.
- If an ASB member moves out of the attendance area he/she represents.
- If an ASB member is absent from three consecutive Regular Meetings without being excused by the Chairperson, the ASB may remove the member from office and declare his/her position vacant.
  - If a member misses two consecutive Regular Meetings, the ASB Chairperson will notify the member, by certified mail, of this policy.
- The ASB may recommend that the School Board remove a member from office because of misconduct.

If a vacancy occurs on the ASB, the remaining members have thirty (30) days to appoint a successor to serve until the next election. If the members cannot agree on a successor, the ASB will submit recommendations to the School Board for appointment.

### **Officers**

*(Pursuant to School Board Policy 8140)*

Each ASB shall annually elect a Chairperson, Vice-Chairperson and Secretary. Members may serve consecutive terms as a Board officer.

#### **Duties of the Chairperson**

- Preside at ASB meetings.
- Appoint committees.
- Represent the ASB at public meetings, special meetings, and other occasions as directed by the School Board.
- Distribute information to ASB members at the direction of the School Board.
- Ex-officio member of all ASB committees.



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### **Duties of the Vice-Chairperson**

- Preside at ASB meetings when Chairperson is absent.
- All other duties as assigned by the ASB

### **Duties of the Secretary**

- Ensure that an accurate record of proceedings of the ASB is maintained.
  - Distribute a copy to each ASB member, the Principal or designee, and the Superintendent or Designee, who will make these records available to the School Board.

## **Orientation**

*(Pursuant to School Board Policy 8310)*

The Board of Education, the Superintendent, and the principal/head teacher will work with new Advisory School Board members for the purpose of orientation. The training will be done annually as soon as practicable after the Advisory School Board election.

## **Meetings**

*(Pursuant to School Board Policy and Administrative Regulation 8320)*

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

### **Agendas**

- Should be prepared by the designee at the direction of the Chairperson.
- Will be made available to each ASB member prior to each meeting.
- Persons wishing to address the ASB may request the placement of an item on the agenda by contacting the designee and Chairperson 24 hours in advance.
  - The Chairperson will notify a person wishing to address the ASB as to the time and place of the meeting.

### **Communications**

All appropriate written communication address to the ASB shall be brought to the ASB's attention.

- Communications should be read at ASB meetings.
- Lengthy documents should be summarized by the Secretary.
- Oral communication should be limited to five (5) minutes.

### **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.

### **Regular Meetings**

Regular Meetings will be held monthly at a regular date, time and place to be determined by the ASB.

- The ASB shall make the time and place of a Regular Meeting a matter of public information and issue a public notice, including the agenda, at least five (5) days in advance of the meeting.
- Meetings should be held in the school, no meetings should be held in a private home or business.
- Three days' notice will be given for cancellation of the Regular Meeting.

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### **Special Meetings**

Meetings called for a special purpose shall be considered a Special Meeting and require 24 hour notice to the public.

- Notice to the public should include a statement regarding the purpose of the meeting.
- No business may be transacted other than that stated in the notice.
- All ASB members must be contacted in person at least 24 hours in advance.
- Special Meetings may be called by the Chairperson at the request of two (2) ASB members or the principal/designee.

### **Suggested Order of Business**

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Community Comments
5. Correspondence
6. Committee Reports
7. On-Site Procedures
8. Administrative Reports
9. Items for ASB Consideration
  - a. Unfinished Business
  - b. New Business
10. Items for Future Agendas
11. Adjournment

### **Minutes**

Meeting minutes are the written record of a meeting. They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions on the issues.

- A record of ASB discussions should be made in sufficient detail to provide accurate information for later reference.
- The official minutes shall be primarily concerned with definite recommendations.
- The minutes should indicate the speaker, organization and topic.
  - Reactions from ASB members, staff, or public will not be reported except as they indicate solutions to problems addressed.
- Unofficial minutes of the ASB shall be available to ASB members, staff, and the public no later than ten (10) days following the meeting.
- Copies will be made available by request at the school.
- Copies shall be sent to the Superintendent or designee and will be presented to the School Board at its next Regular Meeting.
  - A member of the ASB should be available to present the minutes.

### **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.

### **Motions**

A motion is a formal proposal by a member, that the ASB take certain action.

- Votes shall be taken by roll call.



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- A roll call vote is a vote in which each member votes “yea” or “nay” as his/her name is called by the clerk.
- In a roll call vote, the name of the Chairperson shall be called last.
- No member shall be entitled to vote on any matter in which he/she has any direct or indirect financial interest.
- All votes shall be recorded by the appointed designee.

### **Committees**

- Committees may be appointed as needed by the ASB Chairperson.
  - Membership may be comprised of ASB members, community members, parents, teachers, and students.
  - The Committee Chairperson is appointed by the ASB Chairperson.
- Committees shall function as advisory only and shall discuss only special assignments from the ASB.
- ASB members serving on a committee do not speak for the ASB unless authorized to do so.
- Committees report to the ASB and the committee is considered terminated after their final presentation.

### **Code of Ethics**

*(Pursuant to School Board Policy and Administrative Regulation 8340)*

The School Board expects all members of Advisory School Boards to maintain the highest ethical standards, which includes being in compliance with state and federal laws and the Board policies and administrative regulations of the District.

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





**CANDIDATE STATEMENT**

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

Name \_\_\_\_\_ Place of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

Residence Address \_\_\_\_\_

Email Address \_\_\_\_\_

Length of residence in your village \_\_\_\_\_

Tell us about yourself: Education Background:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military Service \_\_\_\_\_

How many of your children attend village school? \_\_\_\_\_

Married: \_\_\_\_ Yes \_\_\_\_ No

Spouse's Name \_\_\_\_\_

Name and age of children \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Give your opinion of the strengths and weaknesses of your local school \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your goals for improving your local school? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_ Yes \_\_\_\_ No

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### **(Village) Advisory School Board Regular Meeting (Date)**

A regular meeting of the (village) Advisory School Board was held on (day of the week, month, day, and year), at (location). The meeting was called to order at (time).

Advisory School Board members present were (names). Staff members present were (names). Citizens present were (names).

Advisory School Board members absent were (names).

A quorum was established.

#### Approval of Minutes

(MEMBER LAST NAME CAPITALIZED) moved to approve the meeting minutes of (month, day, and year).

VOICE (or) ROLL CALL VOTE ON MOTION CARRIED UNANIMOUSLY. (or give the number for and number against)

#### Citizen's Comments

None or Name of person and brief overview of comment

#### Correspondence

None or list correspondence (with date of letter, etc.)

#### Reports from Committees

Title of presentation with brief overview of presentation with name of presenter(s)

#### On-site Procedures

Title of presentation with brief overview of presentation with name of presenter(s)

#### Administrative Reports

Title of presentation with brief overview of presentation with name of administrator(s)

#### Unfinished Business (Carryover item from previous meeting)

-List each item individually by number - Brief description of action and then motion (see Approval of Minutes above for motion/action format)

#### New Business

-List each item individually by number – Brief description of action and then motion (see Approval of Minutes above for motion/action format)

#### Items for Next Meeting's Agenda

-Set date, time and location of next regular meeting.

-List items and set time of work session to discuss prior to action at regular meeting.

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Advisory School Board Members' Comments

-Record member comments individually

Adjournment

With no objection, the meeting was adjourned at (time).

(village) Advisory School Board

\_\_\_\_\_  
(name), Chair (or Acting Chair)

ATTEST:

\_\_\_\_\_  
(Name), (village) Advisory School Board Secretary

Approved: (Date)

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

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

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

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

1. To devote time, thought, and study to the duties and responsibilities of an Advisory School Board Committee member so that I may render effective and creditable service;
2. To work with my fellow Advisory School Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
3. To base my personal decision upon all available appropriate facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Advisory School Board Committee and the School Board;
4. To remember at all times that as an individual I have no authority outside the meeting of the Advisory School Board, and to conduct my relationships with school staff, local citizenry, media representatives, and all other agencies or individuals on the basis of this fact;
5. To resist every temptation and outside pressure to use my position as an Advisory School Board member to benefit either myself or any other individual or agency apart from the total interest of the school;
6. To recognize that it is as important for the Advisory School Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operations;
7. To bear in mind under all circumstances that the primary function of the Advisory School Board is to recommend procedures by which the school is to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed principal/designee of the school and staff. The local principal/designee and his/her staff function

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- under the direction of the Superintendent or designee as he/she implements the policies established by the School Board;
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
  9. Finally, to strive step by step toward ideal conditions for the most effective Advisory School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

*Note: Definition of “appropriate facts”:*

*Appropriate facts are subject to the Alaska Open Meetings Act - AS 44.62.31, Government Meeting Public, and cannot address confidential information that is not Advisory School Board business.*