

MEMORANDUM SRS-475

To: School Board Members

FROM: Office of the Superintendent

DATE: November 19, 2008

SUBJECT: CSC Handbook Update

On November 2, 2006 the current Board Policy Manual was adopted in its entirety from the Alaska Associations of School Board's (AASB) template with changes to match former District policies and procedures. Since that time, Section 8000 of the Policy Manual contained the AASB recommended policies as well as a significant portion of the language that had previously only been documented in the 1998 and 2002 versions of the Community School Committee (CSC) Handbooks.

However, many of the Exhibits (E) that should be included in the Board Policy manual were never included. Most of these deal with the CSC Election process held each Spring. Although these forms and written procedures have been used for many years, they were sent to sites each February, but never contained within the previous CSC Handbooks.

The structure of the District's Board Policy manual allows for these items to be included in Section 8000. Therefore, Section 8000 of the Board Policy Manual has been updated to include these Administrative Regulations [AR] (procedures) as well as the necessary forms (Exhibits,[E]). In order to provide a convenient resource for CSC Members, Section 8000 of the Board Policy manual has been packaged as the CSC Handbook.

While Administrative Regulation and Exhibits don't necessarily require School Board Approval, it has been past practice of the District for the School Board to "Adopt" the CSC Handbook as the CSCs function under the direction of the School Board.

This packet has been sent to each CSC Member for their review. Comments from the CSCs should be available after the CSC Training on November 18th or after they have a chance to review the Handbook at their late November or Early December meetings. Hopefully the Board may consider this item in Second Reading at the December meeting.

RECOMMENDED ACTION: Motion to adopt Board Policy Section 8000 as the CSC Handbook in FIRST READING as presented.



CSC Handbook

Updated: October 28, 2008

CONCEPTS AND ROLES

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

(cf. [8200](#) – Powers and Duties)

(cf. [9310](#) – Policy Manual)

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

The Community School Committee shall develop an effective working relationship with the school personnel, particularly the site administrator or designee. The site administrator shall be the executive officer of the Community School Committee and administrative head of all parts of the school.

Role of the Board

The School Board shall:

1. Establish Community School Committees 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 Community School Committees.
3. Determine the powers and duties of Community School Committees.

Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Supervise the conduct of elections of Community School Committee members.
2. Oversee the operation of Community School Committees and report to the board regarding the relationship between Community School Committees and the schools.
3. Solicit and receive recommendations from the Community School Committee.

Legal Reference:

ALASKA STATUTES

14.08.115 – Community School Committees in REAA

14.12.035 – Community School Committees in borough school districts

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010-090 – Local education

COMMUNITY SCHOOL COMMITTEE MEMBERSHIP

Note: The school board establishes the composition of Community School Committees.
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Each school attendance area with a population of 50 or more shall be served by an elected Community School Committee. All other areas would be served by state or district correspondence.

(cf. 5116 – School attendance Boundaries)

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

CSC members shall not be employed by the district (temporary/substitute work will be excluded from this restriction).

The School Board encourages Community School Committees to appoint a nonvoting student member to the Community School Committee. This student should be selected by the student body of the school and is responsible to report to the student body concerning the business of the Community School Committee and to present the concerns of the student body to the Community School Committee.

Legal Reference:

ALASKA STATUTES

14.08.115 – Community School Committees in REAA

14.12.35 – Community School Committees in borough school districts

SOUTHWEST REGION SCHOOL DISTRICT

Adopted: November 2, 2006

Reviewed: February 20, 2007

Adopted: March 27, 2007

COMMUNITY SCHOOL COMMITTEE MEMBERSHIP

Membership

The Community School Committees shall consist of three members in the villages of Twin Hills, Portage Creek and Ekwok (seat numbers A-C in each village), and five members in Aleknagik, Clark's Point, Koliganek, Manokotak, New Stuyahok and Togiak (seat numbers A E).

CSC & Board Review November 19, 2009

COMMUNITY SCHOOL COMMITTEE MEMBERSHIP

**SOUTHWEST REGION SCHOOLS
COMMUNITY SCHOOL COMMITTEES
2008-09**

ALEKNAGIK

A.	John F. Tugatuk	1 year term (expires 2009)
B.	Jason Creasey Sr.	2 year term (expires 2010)
C.	Berna Andrews	3 year term (expires 2011)

CLARK'S POINT

A	Aurora George	1 year term (expires 2009)
B	Anthony Clark (appointed)	2 year term (expires 2010)
C	Diane Tennyson	3 year term (expires 2011)
D	Sharon Clark (Chairperson)	1 year term (expires 2009)
E	Betty M. Wassily (appointed)	2 year term (expires 2010)

EKWOK

A	Katie Lease (appointed)	1 year term (expires 2009)
B	Luki Akelkok, Sr. (Chairperson)	2 year term (expires 2010)
C	Carol Nickoli	3 year term (expires 2011)

KOLIGANEK

A	Anna Merlino	1 year term (expires 2009)
B	Natalia Larson (appointed)	1 year term (expires 2010)
C	Cheryl Tunguing	3 year term (expires 2011)
D	George Nelson	1 year term (expires 2009)
E	Greg Kapatak (appointed)	1 year term (expires 2010)

MANOKOTAK

A	Wassillie Tugatuk, Sr.	1 year term (expires 2009)
B	Vacant	1 year term (expires 2010)
C	Norman Gloko	3 year term (expires 2011)
D	Vacant	1 year term (expires 2009)
E	Mike Minista	2 year term (expires 2010)

NEW STUYAHOK

A	Dorothy Wonhola	1 year term (expires 2009)
B	Natalia Andrew	2 year term (expires 2010)
C	Roberta Blunka	3 year term (expires 2011)
D	Vacant	1 year term (expires 2009)
E	Darlene Wyagon	2 year term (expires 2010)

TOGIAK

A	Shirley Wassillie	1 year term (expires 2009)
B	Carolyn Carlos	2 year term (expires 2010)
C	Dan Nanalook Jr. (Chairperson)	3 year term (expires 2011)
D	Sherry Abraham	1 year term (expires 2009)
E	Margie Coopchiak	2 year term (expires 2010)

TWIN HILLS

A	William Ilutsik (chairperson)	1 year term (expires 2009)
B	Julius Henry	2 year term (expires 2010)
C	Vacant	3 year term (expires 2011)

ELECTIONS

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

Elections relating to the Community School Committees shall be supervised by the Southwest Region School Board.

Qualifications for Candidates and Voters

An individual must qualify with respect to the following elements before he/she may vote in a Community School Committee election:

1. The voter or candidate must be a United States citizen.
2. The voter or candidate must be at least 18 years of age on the date of the election.
3. The voter or candidate must be a legally registered voter in the area served by the school.
4. Community School Committee members may not serve on the Southwest Region School Board

Legal Reference:

ALASKA STATUTES

14.08.115 – Community School Committees in REAA

14.12.035 – Community School Committees in borough school districts

SOUTHWEST REGION SCHOOL DISTRICT

Adopted: November 2, 2006

Reviewed: November 19, 2008

Adopted:

ELECTIONS

Election Procedures

1. Notice of Election shall be posted six (6) weeks prior to the election and will note the vacancies for each Community School Committee in the District. The Notice of Election will be posted in at least 3 conspicuous places in the community.

[See E 8120(a) Notice of Community School Committee Election]

[See E 8120(b) Certificate of Posting Notice]

2. A Declaration of Candidacy form will be completed and signed by each prospective candidate. This form is required to be on file at the site administrator's office one week prior to the election. Declaration of Candidacy forms shall be available when election notices are posted. If the Declaration of Candidacy form is received after the deadline, the candidate's name will not be included on the printed ballots. However, an individual may seek election on a write-in basis. Each Declaration of Candidacy form will be forwarded to the Superintendent's Office for the preparation of the printed ballots.

[See E 8120(c) Declaration of Candidacy]

3. A Candidate Statement form will be completed by each candidate. This form shall be submitted to the site administrator's office before the deadline of the Declaration of Candidacy forms. Each Candidate's Statement will be posted at the local school.

[See E 8120(d) Candidate Statement]

4. In the Southwest Region School District, elections will be held annually on the first Tuesday in April. Newly elected members shall take office at the first meeting in the Fall.

[See E 8120(e) Oath of Office]

5. Procedures for conducting Community School Committees elections are the same as conducting regular municipal elections.

6. The Superintendent is responsible for providing necessary forms, instructions and staff assignments to conduct the elections.

7. Seats on three (3) member Community School Committees will be designated at A, B and C, respectively. Seats on five (5) member Community School Committees will be designated as A, B, C, D and E respectively.

ELECTIONS (CONTINUED)

Ballots

1. Sample Ballots: Sample ballots will be made available three (3) working days after the close of the date for receipt of declarations. They shall be printed on colored paper and clearly marked SAMPLE BALLOT. Sample Ballots will be posted in at least 3 conspicuous places in the community.

[See E 8120(f) Sample Ballot]

[See E 8120(g) Certificate of Posting Sample Ballot]

2. Official Ballots: Official or regular ballots shall be prepared on white paper and be available to each voting site on election day.
3. Absentee Ballots: Absentee ballots will be available three days after the closing date for the receipt of petitions. These may be requested from the Site Administrator's Office, the District Office, or from the city clerk of any second class city in the district until five (5) days prior to the election date.

[See E 8120(h) Application for Absentee Ballot]

4. Question Ballots: Occasionally, a person who wants to vote is not on the list of registered voters received from the Division of Elections. When this happens, the person must vote a questioned ballot. In that case, the following procedures are followed.

The person fills out and signs an "affidavit envelope" stating (on the outside of the envelope) his or her name and affirming that he or she is eligible to vote in the CSC election.

The person is then given a ballot and instructed to return it to an election judge after voting.

The ballot is placed in a plain, unmarked envelope that is then placed in a questioned ballot envelope.

The "affidavit envelope" is sealed and signed by the election judge and is then placed in the ballot box.

Before these ballots are counted the election judges shall confirm whether or not the person is eligible to vote. If the person is determined to be eligible, the ballot is counted. If the person is not registered to vote in the municipality, the ballot is not opened and is not counted. If the vote is not counted, the Site Administrator shall send a letter to the person explaining why the ballot was not counted.

ELECTIONS (CONTINUED)**Appointment of Election Committees**

The Site Administrator or designee shall be responsible for appointing election judges. The election judges shall be selected at least one week prior to the election whenever possible. In no instance shall this committee be less than two members nor shall it be composed of candidates in the election or their spouses, or parents, or children.

[See E 8120(i) Oath of Office for Election Board Members]

Election judges are responsible to see that all materials are on hand prior to the election and that proper election procedures are followed throughout the election. They are in charge of the voter registration list. In addition the judges shall:

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

[See E 8120(j) Electioneering Prohibited sign]

[See E 8120(k) Notice to Voters sign]

4. Gather all supplies-- pencils, tally sheets, registration sheet, envelopes, forms, etc.
5. Be in attendance while the polls are open and until the ballots have been counted.
6. Review all relevant materials.
7. Determine ballot box is empty prior to casting of first ballot.
8. Follow instructions regarding the signing of the voter registration list, etc.
9. Keep all polls open from 8:00 a.m. to 8:00 p.m.
10. Be in charge of counting ballots.
11. Sign a statement of the ballot count (signifying they agree with the tally).
12. See that the ballot box is locked and placed in the custody of the site administrator.

Election Committee Compensation

Election judges shall be paid at the district rate for temporary hire.

[See E 8120(l) Memorandum of Agreement]

ELECTIONS (CONTINUED)**Polling Time and Places**

All Community School Committee elections will be held the first Tuesday in April. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be in close proximity to the polling place for general elections.

Ballot Boxes

Each community will be provided a ballot box with a lockable lid and key for the election.

Booth

A private voting booth will be available at each polling place.

Procedure for Voting

Each voter upon presenting himself/herself at the polls shall have their name checked against the voter registration list obtained from the Region IV Elections Office, Nome, AK, 30 days prior to the election. If their name appears on the list, they will sign the Register of Voters Registration Book and shall be given an official ballot and may proceed to vote. If their name does not appear on the list or one or more election judges has doubts concerning a voter's qualifications, the person shall be given an official ballot and may vote but the ballot shall be placed in a question ballot envelope. The necessary information shall then be affixed to the envelope, and the envelope inserted in the ballot box. The validity of question ballots shall be determined at the time election results are certified.

[See E 8120(m) Register of Voters Registration Book]

Counting of Ballots

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instrument. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided and returned to the ballot box which shall then be relocked. The unofficial results may be posted. The Site Administrator or an election judge will post the official results.

[See E 8120(n) Tally Sheet]

[See E 8120(o) Ballots Spoiled by Voters]

[See E 8120(p) Number of Ballots Recorded]

Certification of the Election

The Site Administrator will certify the results of the election after counting the absentee ballots and ruling on the postponed ballots.

ELECTIONS (CONTINUED)**Write-in Candidates**

A write-in candidate may be elected provided that the individual is a qualified CSC voter. If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Site Administrator concerning acceptance of the position. If the individual declines, the second highest vote getter shall be contacted.

Tie Vote

In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made. The expense of the recount shall be borne by the district. In the event a recount confirms the tie, a run-off election shall be held within 30 days between the two candidates.

Recount Procedure

If necessary, a recount committee of three citizens who are acceptable to all the candidates and who have not been candidates themselves in the election shall be appointed by the Site Administrator. A recount shall take place in the Site Administrator's Office following a 24-hour posting of such a recount and notification to all affected candidates, with representation present from all candidates if they desire. The results of any recount shall be certified by the Site Administrator.

Recount by Candidate's Request

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

Certification of the Election

The School Board at its next meeting shall certify the election for each community.

*Revised 9/97
Revised 10/2008*

ELECTIONS

**NOTICE OF
COMMUNITY SCHOOL COMMITTEE
ELECTION**

THERE WILL BE AN ELECTION FOR THE ALEKNAGIK SCHOOL COMMUNITY SCHOOL COMMITTEE ON TUESDAY, APRIL 1, 2008, AT THE ALEKNAGIK SCHOOL IN ALEKNAGIK: THE FOLLOWING SEATS ARE OPEN:

SEAT A: A ONE YEAR TERM, EXPIRES IN 2009
SEAT C: A THREE YEAR TERM, EXPIRES IN 2011
SEAT D: A ONE YEAR TERM, EXPIRES IN 2009
SEAT E: A TWO YEAR TERM, EXPIRES IN 2010

INTERESTED CANDIDATES MUST SPECIFY FOR WHAT SEAT THEY ARE FILING.

DECLARATION OF CANDIDACY: ANYONE INTERESTED MUST FILE A DECLARATION OF CANDIDACY FORM WITH THE PRINCIPAL AT THE SCHOOL OFFICE ***NO LATER THAN MARCH 28, 2008 AT 4:00 P.M..*** FORMS ARE AVAILABLE AT THE SCHOOL OFFICE.

REQUIREMENTS FOR COMMUNITY SCHOOL COMMITTEE SEATS: A CITIZEN OF THE UNITED STATES AND 18 YEARS OR OLDER MUST BE A RESIDENT OF THE AREA SERVED BY THE SCHOOL FOR AT LEAST THIRTY (30) DAYS BEFORE THE ELECTION; AND A LEGALLY REGISTERED VOTER OF THE AREA SERVED BY THE SCHOOL. FURTHER, NO EMPLOYEE OF THE DISTRICT MAY SERVE ON THE CSC, PROVIDED, HOWEVER, THAT OCCASIONAL SUBSTITUTE EMPLOYMENT DOES NOT PRECLUDE SITTING ON THE CSC.

ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576

CERTIFICATE OF POSTING NOTICE

I, _____, do hereby certify that, at the request of the Election Supervisor for the Southwest Region School Board, I posted a copy of the Public Notice of the Community School Committee election to be held on April 1st, 2008, which Notice was duly given by the Southwest Region Board, and that I posted the Notice in at least **three (3)** conspicuous places in the village of _____ as follows:

One at _____, on the day of _____, 2008

One at _____, on the day of _____, 2008

One at _____, on the day of _____, 2008

Signature of Person Posting Notice

PLEASE RETURN A COPY OF THIS NOTICE TO BARBARA LUCKHURST

By faxing it to 842-2153

THANK YOU

ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576

DECLARATION OF CANDIDACY

I, _____, Hereby declare my candidacy for Seat _____ as a member of the Aleknagik Community School Committee in the election to be held Tuesday, April 1st, 2008.

I certify that I am (or will be) at least eighteen (18) years of age and that I am a resident (or will have been a resident) of Aleknagik, Alaska for at least thirty (30) days prior to April 1st, 2008 and that I am a United States citizen. I request that my name be printed on the ballot as follows:

Date: _____, 2008

Signature: _____

Receipt of Declaration of Candidacy for Community School Committee:

Received by Southwest Region Schools.

Candidate: _____

Date: _____

Signature of Site Administrator: _____

PLEASE GIVE THIS TO YOUR SITE ADMINISTRATOR BY MARCH 28, 2008

ELECTIONS (CONTINUED)**CANDIDATE STATEMENT**

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

Name _____ Place of Birth _____

Mailing Address _____

Residence Address _____

Length of Residence in your Village _____

Tell us about yourself: Education Background:

Military Service _____

How many of your children attend village school? _____

Married: _____ Yes _____ No

Spouse's Name _____

Name and age of children _____, _____

_____, _____, _____

_____, _____, _____

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

What are your goals for improving your local schools?

Can you make a commitment to attend the monthly meetings of the Community School Committee:

_____ Yes _____ No

ELECTIONS (CONTINUED)

CSC MEMBER OATH OF OFFICE

Newly elected CSC members shall read aloud and sign an oath of office at the first meeting following certification of election results by the School Board. The oath shall be administered by a person mutually agreed upon by the site administrator and the CSC president.

I, _____, do solemnly swear that I will honestly, faithfully, and impartially perform my duties and responsibilities as a member of the Community School Committee to the best of my ability; and that I will always keep in mind that the primary purpose for the office I hold is to help provide the best possible education for the children of my community.

Signature

Date

Witness

Date

**BALLOT
COMMUNITY SCHOOL COMMITTEE ELECTION
FOR
ALEKNAGIK SCHOOL
ELECTION DATE: APRIL 1, 2008**

Seat A (one year term)

Vote for One: Candidate Name ☐



ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576

CERTIFICATE OF POSTING SAMPLE BALLOTS NOTICE

I, _____, do hereby certify that, at the request of the Election Supervisor for the Southwest Region School Board, I posted a copy of the Sample Election Ballot of the Community School Committee election to be held on April 1st, 2008, which Notice was duly given by the Southwest Region Board, and that I posted the Notice in at least **three (3)** conspicuous places in the village of _____ as follows:

One at _____, on the day of _____, 2008

One at _____, on the day of _____, 2008

One at _____, on the day of _____, 2008

Signature of Person Posting Notice

PLEASE RETURN A COPY OF THIS NOTICE TO BARBARA LUCKHURST

By faxing it to 842-2153

THANK YOU

ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576**APPLICATION FOR ABSENTEE BALLOT**

I hereby request an Absentee Ballot for the _____
Community School Committee Election to be held Tuesday, April 1st, 2008. I
certify that I am (or will be) at least eighteen (18) years of age prior to April 1st,
2008, that I am registered to vote in the village of _____
and that I am a United States Citizen.

Name of Voter**Date**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Witness: _____
(Site Administrator)

ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576

OATH OF OFFICE FOR ELECTION BOARD MEMBERS

Before entering upon the discharge of their duties, the Election Board members shall take and subscribe the oath below:

We, the undersigned, being first sworn, severally say upon oath: I will honestly, faithfully, and promptly perform the duties of Election Board member, according to the law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Subscribed and Sworn according to law on this 1st day of April, 2008.

Judge

Judge

Note: Any appointed judge, whether or not having himself/herself subscribed to the oath, may administer the oath to another judge. Any judge having take the oath may administer the oath to the clerks and counters, if any.

ELECTIONS (CONTINUED)

ELECTIONEERING PROHIBITED

DURING THE HOURS POLLS ARE OPEN, NO PERSON WHO IS IN THE POLLING PLACE, OR WITHIN 200 FEET OF ANY ENTRANCE TO THE POLLING PLACE, MAY ATTEMPT TO PERSUADE A PERSON TO VOTE FOR OR AGAINST ANY CANDIDATE, PROPOSITIONS OR QUESTIONS

ELECTIONS (CONTINUED)

**COMMUNITY SCHOOL COMMITTEE
ELECTION**

NOTICE TO VOTERS

If you spoil your ballot, do not try to erase or correct it. Fold up your spoiled ballot and return it to an election official who will immediately destroy that ballot and issue you a new one. On completing your vote, please fold your ballot and deliver it to the official at the ballot box.

ELECTIONS (CONTINUED)

MEMORANDUM OF AGREEMENT
ELECTION JUDGE**Please print clearly*

CONTRACTOR: _____ S.S.#: _____
ADDRESS: _____ ACCT. CODE: 100. _____ .553.000.440
CITY, STATE, ZIP: _____ DATE: _____

PURPOSE: Perform the duties of a CSC Election Judge

PERIOD COVERED: CSC Election Day. First Tuesday of April.

If Contractor does not perform the duties specified above it will result in *decrease* of authorized payment.

The Site Administrator will monitor the Contractor in performance of their duties.

For any additional duties not listed above, you must complete a separate MOA form.

MAXIMUM AMOUNT authorized by agreement: \$100. Payment will be made upon the completion of this contract and only with the Site Administrator's authorization. You may contact Accounts Payable at 842-8205.

PAYMENT OF TAXES as a condition of performance of this contract, the contractor shall pay all Federal, State and local taxes incurred by the contractor, subcontractor, or other person or persons in the performance of this contract.

Contractor (Election Judge)

Date

Site Administrator and/or Superintendent

Date

*For Business Office use only - Do not write in this area: M.O.A.# _____ P.O. # _____

ELECTIONS (CONTINUED)**REGISTER OF VOTERS**
REGISTRATION BOOK

The signing of the register constitutes a declaration by the voter that he is qualified to vote by being a citizen of the United States, the community of _____ and has passed his/her 18th birthday; and is an inhabitant of _____.

No.	PRINTED NAME OF VOTER	SIGNATURE OF VOTER	ADDRESS (MAILING)	RESIDENCE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

ELECTIONS (CONTINUED)

SOUTHWEST REGION SCHOOLS Box 90, Dillingham AK 99576

TALLY SHEET

COMMUNITY SCHOOL COMMITTEE ELECTION
APRIL 1, 2008
Village of Aleknagik

Candidates	Votes Received
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Seat A _____	_____
--------------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Seat C _____	_____
--------------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Seat D _____	_____
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_____	_____
-------	-------

_____	_____
-------	-------

Seat E _____	_____
--------------	-------

_____	_____
-------	-------

_____	_____
-------	-------

TOTAL VOTES CAST: _____

Signed: _____

Judge

Judge

ELECTIONS (CONTINUED)

BALLOTS SPOILED BY VOTERS

**COMMUNITY SCHOOL COMMITTEE ELECTION
APRIL 1, 2008**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total _____

Date _____

ELECTIONS (CONTINUED)

**COMMUNITY SCHOOL COMMITTEE ELECTION
NUMBER OF BALLOTS RECORDED**

A. Number of ballots at beginning of election _____

B. Number of ballots cast in person _____

C. Number of destroyed ballots _____

D. Number of unused ballots _____

Total B-D (should equal A) total _____

CSC & Board Review November 19, 2008

VACANCIES

A vacancy on the Community School Committee may occur for any of the following reasons:

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

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

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

If a vacancy occurs on the Community School Committee, 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 Community School Committee shall submit recommendations to the School Board for appointment.

Legal Reference:

ALASKA STATUTES

14.08.115 – Community School Committees in REAA

14.12.035 – Community School Committees in borough school districts

Revised 9/97

OFFICERS

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

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

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

Legal Reference:

ALASKA STATUTES

14.08.115 – Community School Committees in REAA

14.12.35 – Community School Committees in borough school districts

POWERS AND DUTIES

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

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

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

Within the guidelines established by the School Board, the Community School Committee shall:

1. Develop a school philosophy.
2. Develop goals and objectives to guide the school and provide a basis for prioritized spending.
3. Establish local policy manuals in the form of student and staff handbooks prepared by the site administrators and approved by the Community School Committee 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, use and loan of school equipment)
 - b. Community School Committee rules of operation (meetings and work sessions, notification procedures for members, communication with the Community School Committee, reading files, records and minutes, petty cash).
4. Develop the calendar of the school and review the daily schedule as prepared by the site administrator. The Community School Committee shall be informed of the activity program of the school.
5. Recommend and submit a prioritized program based budget to the budget officer.
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.

POWERS AND DUTIES (CONTINUED)

7. Review and approve a report prepared by the site administrator to be submitted prior to the end of the school year to the School Board and to the community served by the Community School Committee. This report shall include the following:
 - 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 recommendation of the curriculum used in the schools including bilingual/bicultural education.
9. Assume responsibility for buildings by recommending a six-year future building plan and updating it each year and being aware of physical conditions and inspections of buildings.
10. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, 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 Community School Committee development.

Duties not performed by the Community School Committee 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 STATUTES14.08.115 – Community School Committees in REAA14.12.035 – Community School Committees in borough school districts

POWERS AND DUTIES**Staff Concerns**

Serious personnel concerns brought to the site administrator and not dealt with to the satisfaction of the person filing the complaint shall be handled in the following manner:

1. The site administrator shall present concerns or complaints in writing to the staff member.
2. A Community School Committee meeting shall be conducted to allow staff members the opportunity to discuss complaints with concerned parties.
3. A plan to deal with unresolved complaints shall be drawn up between the supervisor and the staff member and presented to the Community School Committee.
4. If a personnel problem is not resolved in this manner to the satisfaction of the Community School Committee, a report can be filed with the Superintendent stating the nature of the problem and efforts made toward the resolution.
5. Personnel problems originating before or after these scheduled meetings shall be handled in the same manner as above.

The Community School Committee may request a meeting with the Superintendent annually, prior to March for the purpose of discussing new staffing.

School Calendar

Each year prior to May 1, the Community School Committee shall approve a school calendar for the succeeding school year in accordance with all applicable district policies, the negotiated teacher contract, state statutes, and rules and regulations of the Department of Education.

The calendar shall be reviewed by the Superintendent for conformity with requirements and recommended to the regional school board for approval.

In the event that the calendar needs to be amended, it will be done in the same manner as above.

POWERS AND DUTIES (CONTINUED)**Student Handbook**

The Community School Committee, in cooperation with the site administrator and teaching staff, shall develop and update as needed a student handbook that is consistent with the district Student Rights and Responsibilities Policy and other applicable district policies. The handbook shall include, but not necessarily be limited to, procedures for dealing with the following areas:

1. School attendance
2. Grading system
3. Tardiness
4. Student discipline
5. Student fees (if any)
6. Athletic guidelines
7. Student rights and responsibilities
8. Family privacy policy
9. Graduation requirements and high school program description

Maintenance Recommendations

The Community School Committee shall review and approve, prior to December 17 of each year, a prioritized list of maintenance items to be recommended for budgetary inclusion during the succeeding fiscal year. The Community School Committee shall be available to meet with the Superintendent to review this list during the budget development process.

Review of District Board Policy Considerations

The Community School Committee may review and provide comment on all proposals for board policy development and revision.

The Community School Committee may submit a recommendation to the board on each policy proposal.

Facilities and Equipment Use

The Community School Committee shall develop a policy for use of the school buildings outside of regular school hours which is consistent with district policy, keeping constantly in mind that the highest priority for use of the buildings shall be student need.

(cf. [1330](#) Use of School Facilities)

POWERS AND DUTIES (CONTINUED)

The Community School Committee shall develop policies for the use of school equipment by the community. Such policy shall be consistent with district policies and the Community School Committee shall keep constantly in mind that the first priority must be the students and their educational program

Program Development and Management

The Community School Committee shall review the school budget prior to October 31 each year and make recommendations to align the budget with the existing school improvement plan.

Annually, prior to March 30, the Community School Committee shall review and report on the progress of the site school improvement plan.

The Community School Committee shall develop a site school improvement plan prior to April 15 of each year.

Classified Personnel Selection

Within district procedures, all vacancies shall be appropriately publicized in the community in order to insure securing the best possible candidates.

The site administrator shall receive all applications, interview all candidates and recommend prospective employees. The Community School Committee shall make their selection from those applicants recommended by the site administrator.

The Community School Committee shall submit recommendations to the Superintendent. The Superintendent shall recommend to the regional board for hire.

Classified Personnel Termination

Probationary Classified Personnel-The site administrator shall evaluate probationary employees and recommend permanent status or non-retention to the Superintendent.

Permanent Classified Personnel –

1. The site administrator shall evaluate classified personnel and review the evaluations with the Community School Committee at least annually. Evaluations will be conducted more frequently if needed. Evaluations shall be conducted as specified in the Classified Personnel Handbook by April 15th.
2. All classified employees receiving satisfactory evaluations shall continue employment for the following year, contingent upon regional school board approved funding for their positions.
3. If a classified employee fails to perform satisfactorily, the site administrator shall discuss the problem with the employee and outline steps for improvement as well as requirements.

POWERS AND DUTIES (CONTINUED)

4. If a classified employee fails to respond to the supervisor's counseling, the matter shall be handled in accordance with Classified Personnel Handbook. The site administrator may discuss the issue with the Community School Committee.
5. If the site administrators determines that termination is appropriate the Community School Committee shall provide a recommendation to the Superintendent.

School Construction

The Community School Committee shall review all construction plans, presenting their ideas and opinions prior to the final approval of the architectural drawings.

Advisory Committees

The Community School Committee is the designated Advisory Committee for all educational programs. Additional persons may be asked/designated to serve with the Community School Committee as necessary.

Site Administrator Evaluations

Each February the CSC shall meet with the Site Administrator to discuss the Site Administrator's performance. The meeting may occur in public or executive session at the Administrator's request. The CSC President shall prepare a letter of evaluation which shall be presented to the Superintendent. Any member of the CSC which does not agree with the evaluation also may submit a letter. These letters shall be reviewed by the Superintendent and the contents reported to the Board, and shall be among the factors considered in determining whether to renew the Site Administrator's contract. This is the preferred method for CSC's to communicate to the Board concerning their site administrator.

Legal Reference:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

ORIENTATION

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

(cf. [8330](#) – *Member Responsibilities*)

MEETINGS

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

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

(cf. [1340](#) – Access to District Records)

(cf. [9320](#) – Meetings)

Legal Reference:

ALASKA STATUTES

29.20.020 – Meetings public

44.62.310 – Agency meetings public

44.62.312 – State policy regarding meetings

MEETINGS**Regular Meetings**

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

1. The Community School Committee shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least 48 hours in advance. The Community School Committee should select a regularly scheduled meeting date, time and place, and this information should be posted for public notice in such places as the school offices, the post office, village store(s) and other public gathering places.
2. The Community School Committee meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.

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, provided that, in an emergency, this provision may be waived by Community School Committee agreement.
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 Community School Committee 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 Community School Committee members or the Site administrator.

Open and Executive Sessions

1. An open meeting is one which all members of the public are free to attend. A vote must be taken in open session on all decisions made by the Community School Committee. With very few exceptions, all meetings should be held in open session with the public invited.
2. An executive session is one which the public is not allowed to attend. The site administrator shall be present at all executive sessions unless he/she is the topic of discussion. In that case, an attempt should be made to have the Superintendent or designee present at the executive session.

MEETINGS (CONTINUED)

3. The only items which a Community School Committee can discuss in executive session are those subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. If a person is to be discussed in executive session they must be given reasonable notice of that intent. If the person being discussed so chooses, they may request that the discussion be held in an open meeting. If such a request is made, the Community School Committee shall have the discussion held in an open meeting or refrain from the discussion.

Work Sessions

Work sessions or in-service training sessions may be held with 48 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 site administrator, at the direction of the Community School Committee's chairperson. An agenda shall be made available to each Community School Committee member prior to each meeting.
2. Anyone wishing to address the Community School Committee must request placement of an item on the agenda by contacting the Community School Committee chairperson at least 48 hours in advance.
3. The chairperson shall give ample notice to a person who wishes to address the Community School Committee of the time and place of the meeting.

Communications

1. All written communication addressed to the Community School Committee shall be brought to the Community School Committee's attention.
2. Written communications will be read at Community School Committee meetings.
3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the site administrator.
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 Community School Committee or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Community School Committee may be ordered to leave.
6. Following consideration of oral and written communication, the Community School Committee shall direct the Site administrator or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.

MEETINGS (CONTINUED)

7. As far as practical, the Site administrator or designee shall provide logistical and clerical support to the Community School Committee.

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. Staff reports
8. Administrative reports
9. Items for Community School Committee 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 Community School Committee discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
2. The official minutes shall be primarily concerned with definite recommendations of the CSC. Public comments may be summarized.
3. Minutes shall indicate speaker, organization and topic. Reactions from Community School Committee members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Community School Committee shall be available to Community School Committee members, staff, the public and the Superintendent no later than ten days following the meeting.

(cf. 1312 Public Complaints Concerning the Schools)

(cf. 1312.1 Public Complaints Concerning School Personnel)

(cf. 1312.2 Public Complaints Concerning Instructional Materials)

MEETINGS (CONTINUED)

5. Copies of the official and unofficial minutes will be made available by request in the Site administrator or designee's office.
6. Copies of the official minutes shall be sent to the Superintendent who will present them to the School Board at its next regularly scheduled meeting.

Quorum

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

Motions may be passed and action taken by the majority of those present.

Motions

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

MEMBER RESPONSIBILITIES

The School Board encourages Community School Committee members to participate in inservice training as made available by the district. In addition, Community School Committee 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 Community School Committees 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.

(cf. [1250](#) – *Visits to the Schools*)

The Community School Committee 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 – Community School Committees in REAA

14.12.035 – Community School Committees in borough school districts

CODE OF ETHICS

The School Board expects all members of Community School Committees 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 Community School Committee shall adopt a code of ethics to govern its members in relation to their responsibilities and actions.

(cf. [9270](#) – *Conflict of Interest*)

**CODE OF ETHICS
FOR THE COMMUNITY SCHOOL COMMITTEE**

As a member of my local Community School 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 Community School 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 Community School Committee member so that I may render effective and creditable service;
2. To work with my fellow Community School 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 Community School Committee and the School Board;
4. To remember at all times that as an individual I have no authority outside the meeting of the Community School Committee, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact;
5. To resist every temptation and outside pressure to use my position as an Community School Committee member to benefit either myself or any other individual or agency apart from the total interest of the school;

**CODE OF ETHICS
FOR THE COMMUNITY SCHOOL COMMITTEE
(CONTINUED)**

6. To recognize that it is as important for the Community School Committee to understand and evaluate the educational program of the schools as it is to plan for the business of school operation;
7. To remember that the primary function of the Community School Committee is to recommend procedures by which the school is to be administered. The administration of the educational program and the conduct of school business shall be left to the employed site administrator or designee of the school and staff. The local site administrator or designee and his/her staff function under the direction of the Superintendent or designee. The Superintendent 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.