

MEMORANDUM SRS-478

To: School Board Members

FROM: Office of the Superintendent

DATE: December 17, 2008

SUBJECT: CSC Handbook Update and Adoption

On November 19, 2008 you approved in First Reading the update and adoption of Board Policy Section 8000 to supercede the previous 2002 version of the CSC Handbook.

Since the November meeting, we have requested the site CSC's to review this document at their November or December CSC Meeting and provide written comments for the Board's consideration.

We anticipate that these comments will be available before the meeting. (At this time, only 1 site has returned the certification form, however no written comments were desired to be passed onto the Board). If comments from the other sites come in before the board packets are sent out they will be included or the comments will be provided at the Board Meeting.

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

**CSC Handbook Review
November/December 2008**

Aleknagik	No CSC Members at this time. No feedback received at school or district office regarding the CSC Handbook Review.
Clarks Point	CSC Meeting scheduled for Wednesday, December 10, 2008. We anticipate feedback in time for School Board Meeting.
Ekwok	Certification Page received (See attached). Still waiting for Agenda and list of comments.
Koliganek	CSC Meeting scheduled for Tuesday, December 9, 2008. We anticipate feedback in time for School Board Meeting.
Manokotak	CSC Meeting scheduled for Thursday, December 11, 2008. We anticipate feedback in time for School Board Meeting.
New Stuyahok	CSC Meeting scheduled for Tuesday, December 9, 2008. We anticipate feedback in time for School Board Meeting.
Togiak	Certification and Agenda pages received (See attached). The CSC did not have any written comments.
Twin Hills	CSC Meeting scheduled for Thursday, December 11, 2008. We anticipate feedback in time for School Board Meeting.


The district received documents from Joyanne Bloom, SERRC, that were used during the CSC training on November 18th. It would be appropriate to add two of the documents regarding Motions and Parliamentary Procedures as exhibits for inclusion as E 8320(a) and E 8320(b). [See attached].

2008 CSC Handbook Review

We certify that the William "Sonny" Nelson (school site) CSC placed the 2008 CSC Handbook item on its meeting agenda, and provided an opportunity for member and public discussion regarding this topic.

Attached to this document is a copy of the CSC agenda that includes the 2008 CSC Handbook agenda item and a list of all comments voiced at the meeting.


Signature _____ CSC Member 11.2008 Date


Signature _____ Principal 11.2008 Date

This completed certification page along with the attached agenda and comments must be returned to the Personnel Officer/Executive Assistant, Barbara Luckhurst at the conclusion of the November or December 2008 CSC Meeting.

TOGIAK CSC MEETING

DATE: Tuesday, November 25, 2008
PLACE: TOGIAK SCHOOL - Yup'ik Room

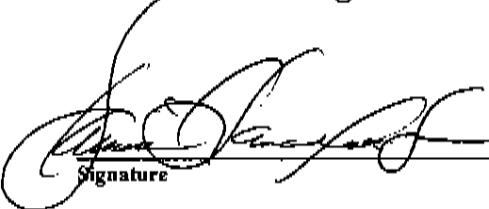
TIME: 6:30 p.m.

- A. CALL TO ORDER *6:35*
- B. ROLL CALL: Dan Nanalook, *A* Margie Coopchiak, Sherry Abraham
 Shirley Wassillie, Carolyn Carlos
- C. APPROVAL OF AGENDA *Approved*
- D. APPROVAL OF MINUTES *no minutes*
- E. INTRODUCTION OF GUESTS/REQUEST TO SPEAK
1.
- F. CORRESPONDENCE
1.
2.
- G. PRINCIPAL'S REPORT
1. Formative Assessments *(ACFA) Alaska Computerized Formative Assessments*
2. QS2 *AIMSweb, Accelerated Math*
3. RTP
4. TAP
5. Student Activities
★ 6. 2008 CSC Handbook-Review and discuss *★*
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. Reports
- K. EXECUTIVE SESSION - If any
- L.* DATE AND TIME OF NEXT MEETING *1/13/09 6:30 PM*
- M.* ADJOURNMENT

2008 CSC Handbook Review

We certify that the Togiak (school site) CSC placed the 2008 CSC Handbook item on its meeting agenda, and provided an opportunity for member and public discussion regarding this topic.

Attached to this document is a copy of the CSC agenda that includes the 2008 CSC Handbook agenda item and a list of all comments voiced at the meeting.


Signature _____ CSC Member 11/25/08 Date


Signature _____ Principal 11/25/08 Date

This completed certification page along with the attached agenda and comments must be returned to the Personnel Officer/Executive Assistant, Barbara Luckhurst at the conclusion of the November or December 2008 CSC Meeting.

MEETINGS

Motions

Member seeks the floor: Raise your hand or stand up so the chair knows you wish to speak.

Member gets recognized: The Chair invites you to speak. (“Do you wish to make a motion?” or “You have the floor.” Or you may just be called by name.)

Member makes a motion: “I move that

Member seconds the motion: Someone says, “ I second the motion.” Or the Chair may ask, “Do we have a second to the motion? “ (Even if you don’t agree with the motion you may second it just because you think it’s fair to have a discussion.)

Chair puts the motion before the body: The Chair restates the motion. “We have a motion to” The Chair may ask for the motion in writing.

Debate: The Chair will probably recognize the person who made the motion and ask him or her to speak first. The chair should ask someone who is against the motion to speak next. No one should be called on to speak a second time until everyone has had a chance to speak a first time. No one should speak more than twice. No one should speak for more than ___ minutes at a time.

Amend a Motion: State the amendment: “I move to amend the motion to say.....”. The Chair may ask for the amendment in writing.

The amendment gets debated just like the motion.

The amendment gets voted on first.

Vote on the motion: See Voting attachment

The Chair announces the results: Either “The motion to has failed.” Or “The motion to..... has passed.”

Motion may get withdrawn by the member who made it. “I wish to withdraw my motion.”

MEETINGS (CONTINUED)**Other Parliamentary Procedures**

Point of Order A member says "Point of Order" when he or she thinks the rules are not being followed correctly. The Chair always considers the person's objection and makes a determination. An example of this is if someone makes a motion when there is already another motion "on the table" (hasn't yet been voted on).

At Ease: A member or the Chair says, "I call for an at ease" when a brief break is needed. With the Chair's approval, members may now talk to each other without following Parliamentary Procedures. The member calling for the "at ease" lets the Chair know when they are ready to begin again. The Chair gavels down and says, "The meeting will come back to order."

Recess: A member says "I call for a ___ minute recess." This may be done when it's necessary to talk with each other in an informal setting or if a break is needed. The Chair will call the group back to order when the time is up.

Question of Privilege: A member says, "I have a question of privilege." This is done when there is a complaint such as too much noise or the room is too hot.

Question: "Question" may be called out at any time when there is a motion. It means "Let's vote!"

Objection:

- "Objection" may be called out if "Question" is called and a member is not ready to vote. "
- A member may also call out "Objection" when "Unanimous Consent" is asked for and you want a vote instead.
- A member may say "I withdraw my objection" if the reason for the objection has been taken care of.

Table a motion: "I move to table the motion" is said when a member wants to finish discussion another time, maybe after you have more information. Someone needs to second this but it does not need to be voted on. It will become "Unfinished business" at the next meeting.

Take up a tabled motion: "I move to take from the table the motion to _____." Someone needs to second this, but it does not need to be voted on.

Adjourn: "I move that we adjourn." Someone must second this, but it does not need to be voted on.