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100 – BOARD OF EDUCATION

110 Designation of District

The legal name of the District is Anchorage School District (hereinafter referred to as the District).

112 Primacy of Collective Bargaining Agreements

In the event that a direct, irreconcilable conflict exists between a provision of the School Board Policy Manual and a duly negotiated and adopted, legally permissible provision of a collective bargaining agreement or the Exempt Employees' Administrative Procedures the provision of the collective bargaining agreement or the Exempt Employees Administrative Procedures will take precedence if the conflicting provisions cannot be otherwise harmonized. It is the intent of the Board that this subsection be limited to situations of direct, irreconcilable conflict. The Superintendent shall inform the Board of any known inconsistency between collective bargaining agreements and Board policy. This provision is not intended to authorize the negotiation of collective bargaining agreements in conflict with the School Board Policy Manual without consultation with the Board on the particular issue, but it is intended only to establish the primacy of negotiated collective bargaining agreements once the Board has approved them.

113 Amendment or Suspension of Policies, Rules and Regulations

- a. Except as otherwise provided by law, any policy or rule of the Board may be suspended or waived if at least five (5) Board members vote in favor of suspension or waiver at a properly noticed meeting.
- b. Except as otherwise provided by law, the Superintendent may, in case of emergency, suspend any policies, rules, or administrative regulations; provided, however, that the Superintendent shall immediately inform the Board President, (if unavailable, the next ranking officer), and report the facts and the reasons for the suspension at the next meeting of the Board. The suspension shall expire at the time of this report unless continued in effect by the Board.

(Section 113 replaced Section 148, November 23, 1998)

114 Nondiscrimination & Harassment

- a. The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.
- b. All students and employees of the Anchorage School District have a right to pursue their education or occupation in compliance with applicable law and policy with dignity in a safe environment. Neither discrimination nor harassment of employees, students or volunteers is permitted in the District. This policy applies with regard to District facilities, premises, vehicles, computers, servers, and electronics located both on and off school property; and conduct on non-school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or is otherwise subject to the authority of the District.
- c. It is prohibited to discriminate against or grant a discriminatory advantage based on race; color; gender; national origin; age; marital status; political or religious beliefs; physical or mental disabilities; family, social, or cultural background; or sexual orientation, unless based on a bona fide occupational qualification or legitimate academic need.
- d. Violation of this policy by Board members, administrators, employees, parents, volunteers, students, vendors, or others doing business with the District is prohibited. Employees and students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including

discharge, suspension, or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

114.1 Service Animals

- a. The District will comply with all applicable laws concerning the use of service animals on District property and in connection with District services. The superintendent will develop procedures and guidelines to implement this policy and permit the use of service animals by individuals with disabilities, taking into consideration the individual circumstances of the request and impact on others and in accordance with existing district policies (114, 480 & 729.3).
- b. It is the responsibility of the handler or the individual assisted by a service animal to ensure that the animal is properly controlled and identified as a service animal, to supervise the animal at all times while on district property, and to pay for any damage caused by the animal to the same extent any individual would be charged for such damage.
- c. No individual shall intentionally interfere with the use or assistance of a service animal by harassing or obstructing the service animal or its user.
- d. "Service animal" shall include those animals as identified in applicable state and federal laws and regulations.

References: Americans with Disabilities Act, 42 U.S.C. §12101, et seq. Section 504 of the Rehabilitation Act, 29 U.S.C. §794 Title 28, Code of Federal Regulations, Parts 35, 41 Title 29, Code of Federal Regulations, Part 1630 Title 18, Chapter 80, Alaska Statutes Title 11, Chapter 76, Alaska Statutes Title V, Anchorage Municipal Code
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114.2 Inappropriate Behavior

- a. The Anchorage School District supports respectful learning and working environments and believes strongly this environment must be structured to reflect diverse cultural traditions and contributions. The District values diversity among students and staff and believes that all students and staff have the right to participate in school activities free from harassment. Behavior by Board members, administrators, employees, parents, volunteers, students, vendors, or others doing business with the District that ridicules, harasses, intimidates, or threatens students, staff or community members, or otherwise undermines a respectful, safe, and effective school environment, is prohibited. Individuals or groups are in violation of this policy if they engage in any of the above behaviors in a way that is disruptive to the work or educational environment, such as:
 - 1. Making demeaning remarks directly or indirectly, such as name-calling, racial slurs or "jokes"; or
 - 2. Physically threatening or harming an individual; or
 - 3. Displaying demeaning visual or written materials; or
 - 4. Defacing, damaging, or destroying property or materials; or
 - 5. Performing any other act that is clearly harassing in nature.
- b. Any student, staff, or community member who believes that he or she has been the subject of harassment and/or discriminatory behavior should report the incident immediately to the principal or department supervisor. Complaints regarding harassment/discriminatory behavior will be investigated immediately.
- c. Any student, staff or community member who violates this policy will be subject to appropriate disciplinary action.

114.3 Sexual Harassment

- a. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education or other school status;
 - 2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 - 3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance, educational attainment, or creating an intimidating, hostile, or offensive working or school environment
- b. Disciplinary action can be taken against those individuals who are found to have made a knowingly false or frivolous accusation.
- c. Employees who believe they have experienced an act of sexual harassment should report the matter immediately to their supervisor, the department or division supervisor, or the District EEO office. The complaint shall be reported to the EEO office for investigation. In addition, employees may also report the incident to an outside agency, i.e., the Municipality of Anchorage Equal Rights Commission, an Ombudsman, State of Alaska Human Rights Commission, the U. S. Equal Employment Opportunity Commission, or the Office for Civil Rights.
- d. Students who believe they have experienced an act of sexual harassment should report the matter immediately to a staff member who will report it immediately to the principal or the division Executive Director. The complaint will be promptly investigated. In addition, students may also report the incident to the EEO Office directly or an outside agency, i.e., the Municipality of Anchorage Equal Rights Commission, an Ombudsman, the State of Alaska Human Rights Commission, the U. S. Equal Employment Opportunity Commission, or the Office for Civil Rights.

(Section 145.2 replaced Section 532.244 - March 29, 1994)

(Section 114 replaced Section 145, March 19, 1984)
(Section 114.1 renumbered to 114.2, November 8, 2010)
(Section 114.2 renumbered to 114.3, November 8, 2010)
(Section 114.1 - new- added, November 8, 2010)

120 School Board Governance

The District shall be governed by the Anchorage School Board (hereinafter referred to as the Board). The Board shall consist of seven (7) members elected at large to lettered seats A-G by the qualified voters of the District. (AS 14.12.030, 14.12.080) (AMC VI, 6.01)

121 School Board Membership

121.1 Election Procedures

- a. A Board member must have the same qualifications as required to become a municipal voter in the District. One Board member shall be elected at large for each of seats designated as Seat A, Seat B, Seat C, Seat D, Seat E, Seat F, and Seat G. Each applicant who qualifies shall have his/her name placed on the ballot. The Municipality shall conduct the election.
- b. Seats A & B will be elected in one term cycle, Seats C & D will be elected in the second term cycle, and Seats E, F, and G in the third term cycle. The exception to these term cycles is as per the Municipal Code and School Board Policy 121.4 for filling a vacancy.

121.2 Term of Office

The term of office of a Board member is three (3) years and until a successor takes office. (AS 14.12.050)

121.3 Date

The regular election of Board members shall be held annually as specified by Municipal Ordinance.

121.4 Filling of Vacated Seat

- a. A vacancy exists when a position on the Board is no longer occupied by a Board member. In the event of a vacancy on the Board for any reason (e.g., resignation, removal, or death of a member), the remaining Board members shall appoint a replacement within thirty (30) days. The replacement shall be sworn in at the first Board meeting following his/her appointment and shall serve until swearing-in of the person elected to serve the balance of the term at the next regular municipal general election. No replacement need be appointed if the vacancy occurs for a seat which will be up for election within thirty (30) days. Under no circumstances shall the incumbent participate in the deliberations or voting process in the selection of the incumbent's successor.
- b. No later than five (5) calendar days after the vacancy, and no earlier than 30 days before the expected date of the vacancy if the incumbent has consented in writing to early advertisement, the Board shall advertise in the local media and on the District's Web site the following information:
 - (1) The existence of the vacancy.
 - (2) The length of the unexpired term and the length of the term for which appointment is to be made prior to the next regular public election.
 - (3) The qualifications for the office: the applicant must be a registered voter; at least 18 years of age; and a resident of the Municipality of Anchorage. The applicants will be provided with information about School Board service and a copy of the Public Official Disclosure Requirements, which will be due within thirty (30) days of taking office.
 - (4) That applications for the vacant seat must be submitted to the Office of the Superintendent.
 - (5) That applications shall include the applicant's name, home and mailing address, phone numbers, occupation, resume, and a statement of the reasons why the applicant wishes to become a member of the Board. The application shall also include a question asking whether the applicant has ever been convicted of, admitted to

committing, or is awaiting trial for any crime involving moral turpitude. (PTPC Regulation 10 AAC 10.030) The application may also include other information which the applicant deems pertinent (including recommendations of registered voters and/or community organizations, etc.). If more than one vacancy exists, the application must indicate which seat the applicant seeks to fill. An applicant can apply for more than one seat if more than one is being filled at the same time.

- (6) The date and time by which applications must be received.
- c. The Board shall accept applications for fourteen (14) calendar days following the initial advertisement of the vacancy (or the first business day thereafter if the 14th day would occur on a Saturday, Sunday, or legal holiday). All applications shall be forwarded to the Municipal Clerk's office as soon as received for verification of the applicant's qualifications. Candidate applications and any other written comments in support or opposition to one or more applicants shall be provided to Board members in advance of the special meeting held to fill the vacancy.
- d. At the close of the fourteen (14) day application period, the Board shall publicly announce the names of all applicants. If no properly complete applications are received within the application period, then any member of the Board may place a name in nomination either by written notice to the other Board members prior to the special meeting described in Section (d) or by placing a name in nomination at that meeting. If more than one vacancy exists, each nomination shall be for a specific seat. If more than one seat is vacant and being filled by the Board, an applicant may apply for more than one seat by clearly stating that intent in the application.
- e. Within eleven (11) calendar days after a deadline for applications, the Board shall hold a special meeting for the purpose of filling the vacancy. In the case of more than one seat being filled, each seat and its respective applicants will be addressed separately. Each applicant shall be allowed an equal amount of time to make an oral presentation if he or she desires. Applicants may be further questioned by the

Board The Board may develop a set of potential questions prior to meeting with and interviewing the applicants. After all applicants have presented, they shall each be given an equal amount of time for brief closing remarks.

- f. After discussion and debate by the Board, the Board will vote on each applicant. Board members may vote for as many applicants as they choose, but for no more than two thirds of the total number if there are more than six (6) applicants and no more than half of the total number if there are more than ten (10) applicants.
- g. All applicants receiving at least four (4) votes in the first round of voting will advance to the second round. At the discretion of the Board, the Board may give the remaining applicants an equal amount of time to make additional comments and may ask additional questions of the remaining applicants before the second round voting.
- h. If, after the first round of voting, no applicant receives more than three votes, Board members may nominate any willing applicant present even if they had applied for other specific seats.
- i. In the second round of voting, if there is a tie among two or more applicants with the greatest number of votes (but at least 4), all other applicants shall be eliminated, and the procedures outlined above shall be repeated until there is only one applicant receiving the greatest number of votes (but at least 4).
- j. If, after this second round of voting, no applicant still receives more than three votes, the matter will be opened for debate and then another vote on all applicants nominated will be taken.
- k. If an applicant applied for more than one seat and is appointed to one of the seats, his/her name is omitted from the applicant pool for consideration of any other vacated seat.
- l. If at any time the membership of the Board is reduced to fewer than a quorum (i.e., less than four (4) members), the remaining members, within seven (7) days, shall appoint a number of qualified persons sufficient to constitute a quorum. This appointment will be conducted in a public

meeting. To the extent deemed practical, procedures similar to those outlined in the sections above will be followed.

121.5 Removal of Board Member from Office

a. Unexcused Absences

1. When a Board member, having been notified of the regular meetings of the Board, is absent from three (3) consecutive regular meetings without having been granted prior excuse by the Board President, the other Board members may declare the position vacant and so notify the ex-member by certified mail. For purposes of this section, when two regular meetings occur on the same date, they shall be counted as one meeting.
2. Board members may request in advance that an absence be excused by notifying the Board President of the reason for the anticipated absence. At the beginning of each regular meeting, the Board President will announce whether the absence of any member is excused or unexcused.—A majority of the Board may overrule the President’s decision as to whether an absence is excused.

b. Removal for Cause

Board members may be removed for cause under the procedures listed in the Municipal Code.

130 Officers and Their Duties

At its organizational meeting, the new Board shall elect its own officers in the following order: President, Vice President, Clerk, and Treasurer.

131 President

- a. The President of the Board shall have the following powers and duties:
 1. preside at all meetings,
 2. decide all questions of order,
 3. appoint such committees as desired by the Board,

4. execute all documents on behalf of the Board, and
 5. exercise all other powers and perform all duties required by law or Board action or ordinarily pertaining to the office of the President.
- b. The Board President and the Superintendent shall prepare the agenda for School Board meetings.
 - c. The Board President shall have a vote upon all questions before the Board, and shall have the right, at his/her own discretion, to take part in the debate on any question under consideration.
 - d. The Board President shall be an ex-officio member of all committees and shall be notified of all committee meetings.

132 Vice-President

In the absence of the President, the Vice-President shall discharge the duties of the President.

133 Clerk

- a. The Clerk shall ensure that an accurate record of the proceedings of the Board is kept and that a copy of the proceedings is presented to each Board member and to the Superintendent.
- b. The Board delegates to the Superintendent's office the performance of all ministerial duties of the Clerk.

134 Treasurer

- a. The Treasurer is the custodian of District funds. He/she shall pay no money from the treasury except for purposes authorized by law.
- b. The Treasurer shall be bonded with sufficient sureties as the Board and the State may require.
- c. The Board delegates to the Superintendent's office the performance of all ministerial duties of the Treasurer.

(AS 14.14.020)

140 Powers and Duties of the Board

The Board is the policy-making body of the District. The powers granted to the Board are set forth in Titles 10, 14 and 29 of the Alaska Statutes.

143 Board Policies

143.1 Purpose

The purpose of this policy is to guide the Board to consistently develop policies focused on high-level governance and to avoid diversion of Board time and attention to issues that are not so important that they must be decided by the Board.

143.2 General Principles

- a. School Board policy governs District activities by outlining goals, standards, and principles that guide or prescribe actions and that encourage or constrain behavior by District employees, students and others in their interactions with the District.
- b. Board policy should establish goals, standards, and principles that have policy-level significance for the governance of the District but should leave to the Superintendent the authority and responsibility to adopt administrative rules and regulations to implement Board policy.

143.3 Policy Content

Board policy should

- a. state the purpose and intent of the policy to provide for consistent understanding over time;
- b. focus on results rather than methods, on ends rather than means, unless the Board is convinced that specific methods or means must be mandatory or forbidden as a matter of governance policy;
- c. avoid specifics and details of administrative and operational issues;

- d. leave to the sound discretion and flexibility of the administration any requirement, restriction, target or other detail that is not so important that the requirement, restriction, target or other detail should not be altered without a public hearing at a Board meeting and affirmative action by the Board;
- e. provide for oversight to ensure effective implementation and evaluation of both the policy and its administrative implementation.

143.4 Policy Development

- a. Policy and policy revisions may be proposed from a variety of sources, including but not limited to a recommendation by the superintendent, by a task force chartered by the superintendent after consultation with the Board, by a task force chartered by the Board after consultation with the superintendent, by Board members or by the policy committee of the Board.
- b. Proposed new policies or policy revisions will first be presented to the policy committee of the Board for review in consultation with the administration and for recommendation to the Board. The Board may override this requirement with five affirmative votes.
- c. Prior to adoption, all proposed new policies or policy revisions shall be given two readings as published agenda items at regular or special meetings of the Board. At each reading, there shall be an opportunity for public and staff testimony, and the proposed policy may be amended by the Board. At first reading, the Board may reject the policy or revision or approve it as proposed or with amendments and may also refer it back to the policy committee of the Board for further consideration and recommendation. If the Board rejects the policy or revision at first reading, no second reading is required.
- d. On second reading, the version approved on first reading will be returned to the Board. If the superintendent or committee has recommended any changes prior to second reading, the Board may, by majority vote, elect to substitute a version with superintendent- or committee-recommended changes incorporated in lieu of the version passed on first reading.

143.5 Policy Dissemination

The Superintendent or designee shall make available to the public the Board policies and the administrative rules and regulations required to put them into effect.

144 Six-Year Instructional Plan and Expectations for Performance

- a. The Board shall adopt and periodically review expectations for performance of the instructional program of the District, including statements of instructional goals, priorities among instructional goals, expectations for student achievement and short and long range goals for instructional improvement.
- b. The District shall develop and implement a Six-Year Instructional Plan incorporating the Board's goals and priorities. Annual evaluations and revisions to the Six-Year Instructional Plan will be presented to the Board. Every three years, the years that have been completed will be removed, and three additional years will be added to the plan.

146 Board of Appeals

- a. The Board shall constitute a board of appeals for those matters where an appeal to the Board is provided for in Board policy or expressly required by law.
- b. The Board may, through the Board President, appoint an impartial hearing officer to conduct hearings and submit findings to the Board. When a hearing officer is appointed, in addition to his/her findings, all written materials presented at each level of the matter shall be presented to the Board.
- c. For student disciplinary appeals and certificated employee nonretention or termination appeals, in addition to the written material presented, a recorded copy of the hearing before the Superintendent or designee (or a summary of the hearing if it was not recorded) shall be available for Board review.

- d. If the administration's recommendation for expulsion is not appealed to the Board, the Board need not conduct a hearing, but the expulsion is not valid without Board approval.
- e. The Board need not conduct a hearing to consider a student reinstatement, but the reinstatement is not valid without Board approval.
- f. If hearing procedures for the Board appeal are not set forth in the applicable provision of law or Board policy, the Board shall, through the Board President, set reasonable procedures regarding the time, place, and manner of the hearing and shall advise the parties of these procedures.

146.1 Recommendations from the Office of the Municipal Ombudsman

The Board shall review investigative reports and recommendations from the Office of the Municipal Ombudsman in a timely manner. The Board may take action on such reports and recommendations as it determines appropriate. This section does not preclude the Superintendent from taking appropriate action on the recommendations prior to Board action.

(Section 147, Election Policy - Deleted January 22, 1996)
(Section 148 Replaced by Section 113 - March 23, 1998)

149 Board Self-Evaluation

The Board shall meet periodically, and at least annually, to discuss and evaluate Board performance and procedures and issues related to Board Member roles and responsibilities. The Board President will determine the format to be used for the evaluation. The Board may go into Executive Session only as necessary and permitted by the Open Meetings Act.

150 Board Members - Role of Individual

151 Limitation on Responsibilities as Individuals

- a. Board members have no individual authority, but exercise authority only by action of the Board as a body in regular and special session. As members of Board committees, Board members have authority to participate in public meetings of the committee to develop recommendations to the Board,
- b. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is pursuant to Board policy, special instructions by the Board, or under specified delegation of responsibility.
- c. Individual Board members who receive citizens' comments, petitions, or complaints which may warrant Board action may request that same be considered for inclusion on the agenda by transmitting same in writing to the Board President and to the Superintendent.
- d. Individual Board members who receive information requiring investigation or action by the District that may not warrant Board action shall provide that information to the Superintendent or his/her designee.

152 New School Board Member Orientation

The School Board President in cooperation with the Superintendent shall provide for orientation of newly elected or newly appointed School Board members, including information on District budgeting and finance, organization and procedures, instructional program, operations, planning and accountability publications, and current issues. No later than fifteen days after taking office, the new member and Board President shall meet to develop an orientation plan.

154 Remuneration

The compensation of Board members is fixed by the Commission on Salaries and Emoluments as provided by the Municipal Charter, Section 6.01(b). The entitlement of a Board member to the compensation as established shall be subject to yearly budget

allocation.

155 Benefits

Each seated Board member shall be eligible to participate in District group health and life insurance plans at the Board member's own expense after application of any amount designated for that purpose by the Commission on Salaries and Emoluments.

To the extent allowed by law, Board members may participate in the state retirement system.

156 Travel and Expenses

a. District Travel

Board members shall receive no compensation or reimbursement for travel or entertainment within the District. Subject to section (c) below, the District will pay the actual cost of registration for locally held conferences or seminars which are attended by Board members acting in their official capacity.

b. Out-of-District Travel

Subject to section (c) below, when a Board member travels outside of the District but on Board-related activities, the member will be reimbursed in accordance with the District's travel procedures for transportation, meals, lodging, and registration.

c. Prior Approval

Board members and the Superintendent shall use District travel and conference registration procedures in advance to ensure that allocated funds are available for payment or reimbursement of registration fees and travel expenses. Failure to follow these procedures may result in non-payment or no reimbursement by the District. The Board President will review and approve travel and conference registration requests applying the following principles:

- (1) Subject to budget limitations, travel and conference opportunities will generally be equitably available to all Board members;

- (2) Exceptions may be made (i) to allow Board members who represent the Board to state or national organizations to do so effectively and (ii) in circumstances in which the Board President and Superintendent agree that a Board member's participation would substantially benefit the District.

158 Code of Ethics

The Board shall be guided by the Code of Ethics of the National School Boards' Association (Appendix I) and the Municipal Code of Ethics ([AMC Section 1.15](#)) and section 900 of these policies.

(Section 158 - Revised October 13, 1986)

159 Limited Liability

- a. A Board member will be indemnified, defended, and held harmless by the District after Board approval, with respect to allegations, claims and judgments arising from actual or alleged acts or omissions of the District, the Board, or of the Board member while acting within the scope of his/her authority as a Board member .
- b. The Board will approve Board member indemnity, defense and holding harmless unless the Board finds by majority vote that the member acted with malicious intention or other impermissible motivation, or with such disregard of an individual's clearly established constitutional rights that the Board member's action cannot reasonably be characterized as being in good faith.

160 Meetings

161 Place

All regular and special Board meetings and work sessions shall be held in the Anchorage School District Education Center, unless a different location is specified in the published agenda and notice of the location is provided to Board members no later than the date the agenda is published. If a meeting is held somewhere other than the ASD Education Center, the Superintendent or designee will make the reasonable efforts to publicize the change in location.

162 Meeting Timeline

- a. Meetings shall be adjourned no later than twelve midnight unless provision is made by the Board to extend the meeting by a majority vote of the Board and in conformance with the Municipal Charter. Except in an emergency, no official action may be taken after twelve midnight or before 7:00 a.m.
- b. Times indicated in public meeting notices as the ending times of work sessions, committee meetings and other meetings and functions are subject to reasonable extension in good faith by consent of a majority of the board members attending the meeting or other function.

163 Notice of Meetings

All meetings will be noticed as required by municipal ordinance.

163.1 Notice to Board Members

- a. Providing a copy of the agenda to a Board member shall serve as sufficient notice of a meeting. The copy may be provided by:
 1. Delivery to an address specified by the Board member for receipt of notice and other documents from the District;
or
 2. Electronic delivery to the Board member's e-mail address or fax number; or
 3. Personal delivery to the Board member;
- b. Notice of a regular meeting shall be provided at least 72 hours in advance of the meeting.
- c. Notice of a special meeting shall be provided at least 24 hours in advance of the meeting.
- d. In unusual circumstances when immediate action is necessary, notice may be given by any means, including telephonic, with or without an agenda, less than 24 hours in advance.

- e. The Superintendent or designee shall use his or her best efforts to ensure that each Board member receives actual notice in a timely manner and to provide greater than the minimum amount of notice when practical. Board members shall keep the Superintendent's office informed of where they may be contacted if their usual contact information has changed either permanently or temporarily.

163.2 Public Notice

- a. The agenda for the regular and special School Board meetings shall be public information and shall be posted in a designated section of the ASD website not less than thirty-two (32) hours prior to any regular School Board meeting.
- b. Public notice of Special Board meetings shall be posted at the District administration building not less than twenty-four (24) hours prior to each meeting.

(Section 163.2 - Revised June 28, 2010)

164 Agenda

- a. The Board President and the Superintendent shall prepare the agenda for School Board meetings. After publication of the agenda, an item may be added to or deleted from the agenda only by action of the Board in public session. An item may be deleted by announcement of the Board President unless a majority of attending Board members objects. Addition of an item to a meeting in progress is limited to an emergency or other unusual circumstance requiring action to be taken during that meeting, and requires five votes.
- b. During a Board meeting in open session, any Board member may move to, and the Board may by majority vote, place an item on the agenda of a future meeting whether or not the agenda for the meeting has already been published.

165 Types of Meetings

165.1 Organizational

165.10 Temporary Chair

The Superintendent shall preside as temporary chair to conduct the election of the President.

165.11 Order of Business

Immediately upon election to the office, the President shall assume the Chair and conduct the election of the other officers as set forth in Section 130.

165.2 Regular Meetings

The Board shall meet on the second and fourth Monday of each calendar month, except July, at the time advertised by the Board, unless rescheduled with notice under 163.1.

165.3 Special Meetings

Special meetings may be called by the President or three members of the Board. Notice shall be given as provided in Section 163.

165.4 Work Sessions

Work sessions shall be for an informal discussion by the Board. Work sessions may be called by the President or by three members of the Board. Notice shall be given as provided in Sections 161 and 163, with discussion limited to issues specified in the public notice. No official action shall be taken at work sessions.

165.5 Continued Meetings

Any meeting may be continued to a specific future date, time, and place when so voted by the majority of the Board. Any Board member not present when the continuation was announced shall be provided the earliest feasible notice of the date, time, and place of the continued meeting. No public notification of the meeting is required if it is held at the time announced publicly at the meeting which was continued.

165.6 Executive Sessions

- a. The School Board may meet in executive session to discuss the permissible subjects listed below. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private.
- b. The following subjects may be considered in an executive session:
 1. matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District;
 2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
 3. matters which by law, municipal charter, or ordinance are required to be confidential;
 4. matters involving consideration of government records that by law are not subject to public disclosure;
 5. matters concerning litigation, potential litigation or another specific legal matter where there is a legitimate need to protect the confidentiality of the attorney-client communications, which need outweighs the public's interest in open, transparent government.
- c. Action may not be taken in executive session, except to give direction to or through the Superintendent or designee to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. The public shall be excluded from the executive session and the session shall be electronically recorded. The recordings shall be available for public access as follows:
 - (1) If the session concerns matters which tend to defame or injure the reputation of persons or concerning matters provided for in b.3 above, there shall be no release unless the School Board sets a release date.
 - (2) If the session concerns litigation, the release date shall be one year from the date when all asserted and unasserted

causes of action have been permanently resolved by settlement; final judgment that has not been appealed or, if appealed, has been fully resolved; or when further claims arising from the matter are otherwise barred.

- (3) If the session concerns labor negotiations, the release date shall be one-year following the expiration of the labor contract that is the subject of the negotiations.
- (4) If the session concerns matters provided for in b.1 above, except labor negotiations, the release date shall be a date certain set by the School Board at or after the conclusion of the executive session, and if no such time is set, three years after the date of the meeting.
- d. The School Board may extend the time periods set forth in Section 165.6 c. (above) only for good cause shown.
- e. Notwithstanding any provisions of Chapter 3.90 to the contrary, recordings or minutes of an executive session shall be available only to School Board members or authorized school administrative staff until the date of release (if any) as authorized under the provisions set forth above.
(AMC Section 29.10.050)

166 Minutes

- a. Minutes of all Board meetings, excluding executive sessions, shall be kept by the Board Secretary as the permanent official record of the District. The Superintendent's office shall act as custodian of the minutes. Such minutes shall be approved by the Board and signed by the President and the Clerk. All approved Board minutes shall be available to the public in accordance with the Public Records Act.
- b. Board meetings shall be audio recorded by the School Board Secretary for use in preparing the minutes. After the minutes have been approved as provided in Section (a), the recordings shall be maintained by the School Board Secretary for a period of not less than one year. Until erased, recordings shall be available to the public for inspection at the office of the Superintendent during normal business hours. (This section does not apply to executive sessions, grievance or personnel hearings before the Board.)

- c. Executive Session Board meetings shall be audio recorded. The recordings are available only to School Board members or authorized school administrative staff until the date of release (if any) as authorized under the provisions in [AMC Section 29.10.050](#).

170 Operating Procedures

171 Rules of Order

Parliamentary procedures not provided for in these policies or by statute or regulation shall be determined by the most recent edition of Robert's Rules of Order, but the Small Board Rules shall be used in Regular or Special meetings only by majority vote.

171.1 Quorum

Four members of the Board constitute a quorum, and no business may be conducted by the Board unless a quorum is present except to adjourn or to appoint a member pursuant to Policy 121.4(k). A work session may be held without a quorum.

172 Order of Business

The President, in consultation with the Superintendent, will establish an order of business for efficient School Board meetings with opportunity for meaningful public input, thorough consideration of critical matter relating to the District's core educational mission, and minimal time spent on routine and ministerial matters.

(Section 173 replaced by Section 177 - March 23, 2009)

174 Voting

At least four (4) affirmative votes shall be required to carry any measure, unless a larger number is required by the most current version of Robert's Rules of Order or other Board policies. Except for votes permitted in executive session, all votes of the Board shall be by roll call, electronic device or other public method. The votes of all Board Members shall be recorded. On completion of the vote the President shall announce the number of affirmative and negative votes and whether the motion has carried or failed.

174.1 Abstentions

- a. The Board recognizes that when no conflict of interest requires abstention, its members must vote on issues before the Board. No member of the Board may participate in debate or vote on any matter in which the Board determines he/she has a substantial direct or indirect financial interest or other personal interest that would, or would reasonably be perceived to, unduly affect the impartiality of the member.
- b. It is each member's responsibility to comply with the applicable provisions in the Municipal Ethics Ordinance and announce potential conflicts that may require abstention. The Board President, or Vice President where the President has a potential conflict, will make the initial determination regarding whether the member may take part in the debate and vote. The Board may over-ride that determination by majority vote. No member may vote on his or her own potential conflict. Where the Board has declared that no conflict exists, but the Board member still believes that his or her personal interest could unduly affect his or her impartiality, the member may abstain.

174.2 Consent Agenda

Matters requiring Board action may initially be placed on a Consent Agenda for approval upon a single motion. Upon the request of any Board member, any item on the Consent Agenda will be removed and considered separately. No debate or discussion will be permitted on Consent Agenda items prior to voting on the Consent Agenda.

174.3 Reconsideration

- a. A motion to reconsider a vote may be made only by a member who voted on the prevailing side, but may be seconded by any other member of the Board. The motion must be made and seconded during the meeting at which the action to be reconsidered was taken, or by providing written notice to the Superintendent by both the moving party and the second within 24 hours of the adjournment of the meeting.

- b. For an action that requires two readings, a motion passed at first reading is not subject to reconsideration before the second reading, but may be modified, amended or rejected at the second reading..
- c. A proper motion to reconsider made and seconded during the meeting at which the action proposed for reconsideration was taken is subject to vote at that same meeting, and if reconsideration is approved, the action being reconsidered is also subject to vote at the same meeting. Such reconsideration, if disapproved, does not, however, preclude an additional motion for reconsideration within 24 hours after adjournment
- d. If, during the meeting at which an action was taken, a motion to reconsider that action is made with a request to be placed in the minutes, and that motion is seconded, the motion will be treated as if timely made and seconded after adjournment of the meeting. A proper motion to reconsider timely made and seconded after adjournment of the meeting at which the action to be reconsidered was taken, suspends implementation and effect of the decision for which reconsideration is sought, until the Board takes action on that motion at a future School Board meeting.

174.5 Rescinding

A motion to rescind a previously adopted action may be made and seconded. A majority of the members must approve the motion for the item to be placed on the agenda at a future meeting.

174.7 Two Readings

- a. Policy changes, attendance boundary changes, and the Proposed Financial Plan will require a first and second reading before adoption. For actions which require two readings, the second reading must occur during a new meeting.
- b. After policy changes are approved on first reading, the proposed changes may be reviewed by the Board's policy committee, in light of any public testimony or Board comments during first reading. Motions on all actions requiring two readings may be amended during the first or second reading and, becomes effective as amended after an

affirmative vote at the second reading, regardless at which reading any amendment was adopted.

176 Presentations to the Board by Individuals or Groups

176.1 Subject Matter Presentations

The School Board encourages public participation and testimony in conducting its business. The public is an important part of the Board's decision-making process through written and oral testimony. These Board procedures specify how public involvement may occur on a regular basis.

- a. Individuals wishing to testify at a Board meeting must personally notify the Superintendent's office by the specified times or sign-up to testify with the Board secretary in the Board Room prior to the meeting being called to order, stating his or her name, phone number, and the subject of the testimony.
- b. Testimony to the Board normally shall be limited to three (3) minutes. The Board President may modify the length of testimony and the number of, and ordering of, the speakers.
- c. When an individual wishes to testify without having made a timely request, permission to testify may be granted only at the President's discretion.
- d. Testimony on non-agenda items will be limited to no more than 30 minutes total for all speakers combined, unless all other business is concluded or otherwise approved by the Board during the meeting. Testimony on non-agenda items must have a reasonable relationship to the District and its mission, and any individual's testimony may be terminated by the President if he/she determines the relation the testimony violates this policy.
- e. Testimony on an agenda item will normally occur prior to the discussion of that item.

176.2 Complaints Regarding Pupils or School Personnel

The Board shall not hear any complaints against pupils or District employees unless such complaints have been heard by the Superintendent through proper channels, including the Citizens

Complaint process. Such complaints are not proper subjects of testimony during regular Board meetings.

177 Committees

177.1 Advisory Committees

The School Board recognizes the importance of community participation in the decision-making process. The Board or Superintendent may appoint advisory committees of citizens or staff on a temporary basis, and shall set forth in writing the purpose of the committee's work. The only function of such committee is that of advising and recommending. The Superintendent, or his/her designee, is an ex-officio member of such committees.

177.2 Student Advisory Board

- a. A Student Advisory Board consisting of representatives of each secondary school is established. The purpose of the SAB is to advise the School Board as to the wants and needs of students.
- b. The Student Advisory Board shall select a student representative who shall be invited and expected to attend each regular Board meeting. The student representative shall advise and assist the School Board in matters relating to students of the District and shall act as a liaison between the School Board and the Student Advisory Board. Selection will be in accordance with procedures developed/established by the Superintendent.
- c. The Superintendent shall establish procedures to govern the composition and organization of the Student Advisory Board.

177.3 Multicultural Education Concerns Advisory Committee

- a. Purpose:

The mission of the Multicultural Education Concerns Advisory Committee is to serve as a voice for the wide diversity of families in the Anchorage School District and to promote educational success for all students in ASD, helping overcome challenges to achievement associated with low socio-economic status and ethnic and cultural diversity.

b. Membership:

1. The Multicultural Education Concerns Advisory Committee shall be composed of eleven members. The committee will nominate individuals to fill open seats. The Superintendent will review those nominations and make recommendations for appointment by the Board.
2. Members must be residents of the Municipality of Anchorage. Members shall serve terms of two years and may be reappointed by the Board. District employees may not be appointed to the committee but may continue their current term if hired by the District after appointment. Members serve at the pleasure of the Board and may be removed by majority vote.
3. A majority of MECAC members constitutes a quorum.
4. The committee shall designate a member to attend each Board meeting and to serve as a liaison to the Board.

c. Roles and Responsibilities

1. Members of MECAC will participate in community events, visit schools, and engage in community outreach to identify and discuss issues and concerns.
2. MECAC will address and make recommendations to the Board on the impact of the following issues on our diverse student population:
 - A. Student achievement
 - B. Community relationships and parent involvement
 - C. Curriculum adoption and implementation
 - D. Discipline/decorum
 - E. Customer service policy
 - F. Cultural competence
 - G. Equity
 - H. Other concerns brought to the committee by the community.

3. Members of MECAC will serve as navigators or resources to help families access the ASD system. MECAC will not advocate or take positions with respect to incidents or concerns relating to specific students or employees, but shall refer such matters to the appropriate administrative official.
4. A MECAC member shall attend Board meetings to report to the Board about MECAC's activities and to participate in discussion to advise and assist the Board in matters relating to agenda items, particularly those issues related to the mission of MECAC.
5. MECAC will provide an annual written report to the Board summarizing the committee's activities for that year.

177.4 Military Delegate

- a. A nonvoting delegate representing Fort Richardson Army Post and Elmendorf Air Force Base shall be appointed by the Board. The delegate shall serve at the pleasure of the Board and shall be a resident of the area served by the military reservation schools operated by the District by contract.
- b. The military delegate shall advise and assist the Board in matters relating to military reservation schools operated by the District and shall act as liaison between the Board and the military community. (AS 14.12.030 (e))

177.5 Board Committees

There shall be an Audit Committee, a Policy Committee, a Legislative Committee and such other standing committees as are created in the Board's discretion. The Board President may also create one or more ad hoc committees to serve until the next Board reorganization. The Board President shall appoint Board members to and designate the chair of each committee.

(Policy Section 100, Board of Education, substantially revised and reorganized - March 23, 2009)