

**ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)**

**Powers and Duties**

The School Board's primary goal is to provide each student with an education of the highest quality in keeping with his/her capacity to learn. This goal shall be the basic factor motivating the Board's execution of its powers and duties.

*(cf. 0200 - Goals for the School District)*

The Board is responsible for the general control and direction of education in the district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs.

*(cf. 0440 - Advisory School Boards)*

*(cf. 9200 - Board Members)*

**Governance Functions**

The Board shall consider and approve or disapprove matters submitted to it by the Superintendent and the public and is committed to establishing policies to govern district activities. The Board shall prescribe bylaws for its own governance with law or with the rules prescribed by the State Board of Education.

*(cf. 9300 - Governance)*

**Executive Functions**

The Superintendent or designee shall serve as the chief executive officer of the Board. The Board delegates to the Superintendent or designee the authority to carry out Board decisions and to make and carry out any decisions which it delegates. The Superintendent or designee shall be fully responsible for the proper use of this authority. The Board retains ultimate responsibility for the performance of any powers or duties delegated.

*(cf. 2210 - Administrative Leeway in Absence of Policy)*

**ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)**  
(continued)

**Judicial Functions**

The Board believes that positive personnel and public relations rely upon the ability to hear and resolve grievances, complaints and criticisms. The Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

*(cf. 1312 - Complaints Concerning the Schools)*

*(cf. 4144 - Grievances/Complaints)*

*Legal Reference:*

ALASKA STATUTES

*14.08.021 Authority (regional school boards)*

*14.08.041 Regional school boards*

*14.08.101 Powers (regional school boards)*

*14.08.111 Duties (regional school boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.130 Chief school administrator*

*29.35.160 Education (military reservations)*

**PUBLIC STATEMENTS**

Before voting on any issue, all Board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Board makes its decision. Any Board member who may wish to criticize or oppose any specific Board action should do so during the Board meeting.

Once a Board decision has been reached, all Board members shall abide by that decision until it is amended or rescinded by subsequent Board action. When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such.

Public statements in the name of the School Board shall be issued by the Board president or, if appropriate, by the Superintendent or designee at the direction of the Board president.

*(cf. 9011 – Disclosure of Confidential Information)*  
*(cf. 9012 – Communications To and From the Board)*

**DISCLOSURE OF CONFIDENTIAL INFORMATION**

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Board.

*(cf. 1340 – Access to District Records)*  
*(cf. 4112.6/4212.6/4312.6 – Personnel Records)*  
*(cf. 5125 – Student Records)*

Information from executive session shall be released by the president or chairman of the meeting in which the executive session is held.

Any Board member who releases confidential information contrary to the provisions of this bylaw may be publicly censured by a majority vote of the Board.

*(cf. 4119.23 – Unauthorized Release of Confidential Information)*  
*(cf. 9321 – Executive Sessions)*

**COMMUNICATIONS TO AND FROM THE BOARD**

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

*(cf. 9200 – Board Members)*

**BOARD MEMBER USE OF ELECTRONIC MAIL**

E-mail to, by, and between Board members, in their capacity as Board members, shall not be used to conduct Board business. It shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

It may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.

A Board member sending an e-mail concerning the district shall copy the Superintendent or designee, who shall store the message consistent with the district's practice of record retention. There is no expectation of privacy for any messages sent or received by e-mail. Board members should keep public and personal communication totally separate.

*(cf. 3523 – E-Mail)*

*(cf. 9010 – Public Statements)*

*(cf. 9320 – Meetings)*

*(cf. 9322 – Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES

40.25.110 - .220 – Alaska's Public Records Act

44.62.310 - .312 – Alaska's Open Meetings Act

*Revised 6/08*

**BOARD STANDARDS**

The Board believes that it should hold itself to high standards of performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the Board's focus on student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the Board's effectiveness in meeting them.

*(cf. 9000 – Role of Board and Members)*

*(cf. 9230 – Orientation)*

*(cf. 9240 – Board Development)*

*(cf. 9400 – Board Self-Evaluation)*

**BOARD STANDARDS**

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the Nome City School Board as a standard of performance that this school board will constantly strive to meet.

**VISION**

*The Board Creates A Shared Vision To Enhance Student Achievement*

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

**STRUCTURE**

*The Board Provides A Structure That Supports The Vision*

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

**BOARD STANDARDS (continued)**

**ACCOUNTABILITY**

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

- 3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.
- 3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.
- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.4 Board uses an understandable format to periodically report district performance to the public.

**ADVOCACY**

*The Board Champions The Vision*

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The board is proactive in identifying and addressing issues that affect the education of students.

**CONDUCT & ETHICS**

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner.

**BOARD STANDARDS (continued)**

- 5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.
- 5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.
- 5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

**BOARD MEMBERSHIP**

**Regular Members**

The School Board shall consist of 5 members elected or appointed in accordance with law.

*(cf. 9220 - Board Elections)*

*(cf. 9223 - Board Vacancies)*

**Military Delegate**

Note: If the city or borough school board operates a school on a military reservation, the Board is required to appoint one nonvoting military delegate. The following sample bylaw may be revised or deleted to reflect district philosophy and needs.
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The Board shall appoint a delegate from the military community to serve on the Board in a nonvoting capacity. The delegate shall receive nonconfidential Board materials attend public sessions of the Board, and advise the Board relating to the management and control of military schools.

The military delegate may cast and have recorded in the Board minutes a preferential vote which shall not be counted in the Board vote.

**Student Board Members**

The Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members shall have the right to attend public meetings of the Board, be recognized at meetings, participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to executive sessions.

**BOARD MEMBERSHIP** (continued)

Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9210 – Qualifications)*

*Legal Reference:*

ALASKA STATUTES

*14.08.041 Regional school boards*

*14.08.091 Administration*

*14.12.030 School boards*

*14.12.040 Transition from five to seven member board*

*14.12.110 Single body as assembly and school board*

*14.14.070 Organization of school board*

*14.14.120 Inoperative district*

*14.14.250 - 14.14.310 Involvement of young people in government*

*29.20.300 School boards*

*Revised 08/07*

**OFFICERS AND AUXILIARY PERSONNEL**

Within seven days after certification of election results, the Board shall meet to elect a president and vice president/clerk. The Board may also elect a treasurer.

*(cf. 9121 – Board President)*

*(cf. 9122 – Vice President/Clerk)*

*(cf. 9123 – Secretary/Treasurer)*

*Legal Reference:*

ALASKA STATUTES

*14.08.091 Administration*

*14.12.110 Single body as assembly and school board*

*14.14.070 Organization of school board*

*29.20.300 School boards*

**PRESIDENT**

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent or designee on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

*(cf. 9223 - Board Vacancies)*

**PRESIDENT** (continued)

6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.

When the president resigns or is absent or disabled, the vice president/clerk shall perform the president's duties. When both the president and vice president/clerk are absent or disabled, the treasurer shall perform those duties.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9320 - Meetings)*

*(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES

*14.14.070 Organization of school board*

**VICE PRESIDENT/CLERK**

The duties of the vice president shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Maintain such other records or reports as required by law.
3. Sign the minutes of the Board meetings following their approval.
4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the vice president/clerk.
5. Serve as presiding officer in the absence of the president.
6. Perform any other duties assigned by the Board.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*Legal Reference:*

ALASKA STATUTES

*14.14.070 Organization of school board*

*14.14.020 Bond required*

**TREASURER**

The Treasurer to the Board, shall have the following duties:

1. Review financial statements and recommend Board action.
2. Serve as presiding officer in absence of president and vice president/clerk.
3. Other duties as assigned by the Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the Board.

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3530 - Risk Management)*

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9324 - Board Minutes)*

*Legal Reference:*

*ALASKA STATUTES*

*14.08.091 Administration*

*14.14.070 Organization of school board*

**ATTORNEY**

The School Board may use the services of private attorneys to meet the needs of the district. The Board-appointed legal counsel shall render legal advice to the Superintendent or designee and the Board and perform other administrative duties as assigned by the Board and Superintendent or designee.

The Superintendent or designee may confer with the district's legal counsel at his/her discretion.

*(cf. 9200 - Members (Limits of Authority)*

*(cf. 9321 - Executive Sessions)*

**BOARD COMMITTEES**

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

The president may be a member of any committee. The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9330 - Meetings)*

*(cf. 9321 - Executive Sessions)*

*Legal Reference:*

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

**BOARD REPRESENTATIVES**

The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

*(cf. 1020 - Youth Services)*

*(cf. 9110 - Board Membership)*

**BOARD MEMBERS**

**Limits of Board Members Authority**

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

*(cf. 6162.8 - Research)*

*(cf. 9322 - Agenda/Meeting Materials)*

The Board is the unit of authority. The Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.

Note: Pursuant to A.S. 14.14.140, a Board member may not be employed by the school district. The following optional language is intended to avoid situations which may be viewed as a conflict of interest.
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A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

*(cf. 9210 – Qualifications)*

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

*(cf. 1250 - Visits to the Schools)*

**BOARD MEMBERS** (continued)

**Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*

*Legal Reference:*

ALASKA STATUTES

*14.14.140 Restrictions on employment*

*Revised 08/07*

**QUALIFICATIONS**

Note: Under AS 14.08.041 (governing regional school boards) and AS 14.12.080 (municipal school boards), individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at AS 29.26.050. To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the Alaska Constitution, article V, and AS 15.05.010. The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

All qualified and interested individuals are encouraged to serve the District and its students by seeking election to the School Board.

*(cf. 9220 – School Board Elections)*

An individual with the following qualifications is eligible to be a member of the School Board:

1. is a citizen of the United States;
2. is 18 years of age or older;
3. is a registered voter in the State of Alaska;
4. has been a resident of the school district for 30 days immediately preceding the election (or appointment); and
5. is not disqualified from voting due to:
  - a. conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or
  - b. a court finding of incompetency, unless the disability no longer exists.

*(cf. 9200 – Board Members)*

*(cf. 9223 – Filling Vacancies)*

A District student is eligible for appointment as an advisory Student Board Member without meeting the above qualifications.

*(cf. 9110 – Board Membership, incl. Student Board Members)*

*Legal Reference: (see next page)*

**QUALIFICATIONS (continued)**

*Legal Reference:*

ALASKA STATUTES

*14.08.041 Regional school boards*

*14.12.080 Qualification of members*

*15.05.010 Voter Qualification*

*29.26.050 Voter Qualification*

ALASKA CONSTITUTION

*art. 5, sec. 1, Qualified Voters*

*art. 5, sec. 2, Disqualifications*

*Added 08/07*

**SCHOOL BOARD ELECTIONS**

Note: Pursuant to AS 29.20.300, the assembly serves as the school board for third class boroughs. Pursuant to AS 14.12.110, where the public school population is less than 500 the voters may provide by referendum that the borough assembly serve as the school board.

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Note: Pursuant to AS 14.14.140, a Board member may not be employed by the school district.

Any person eligible to be a voter in the district is eligible for Board membership. A district employee may seek election to the Board but must resign his/her position with the District if elected.

Note: The following optional language is intended to avoid situations which may be viewed as a conflict of interest.

A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

*(cf. 9210 – Qualifications)*

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

Note: AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance. Chapter 7.25.140 of the Nome Municipal Code requires that school board members be elected by majority vote, and that runoff elections be conducted when necessary to establish a winner in the event that no single candidate received a majority of votes cast in the regular election.

Whenever it is impossible to determine which of two or more candidates has been elected to the Board, a runoff election shall be held in accordance with law.

Note: If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.

*(cf. 9270 - Conflict of Interest)*

*Legal Reference: (See next page)*

**SCHOOL BOARD ELECTIONS (continued)**

*Legal Reference:*

ALASKA STATUTES

*14.08.041 Regional school boards*

*14.08.051 School board sections*

*14.08.061 Term of office*

*14.08.071 Elections*

*14.08.081 Recall*

*14.12.050 School board terms*

*14.12.080 Qualification of members*

*14.12.110 Single body as assembly and school board*

*14.14.140 Restrictions on employment*

*29.20.300 School boards*

*29.26.060 Runoff elections*

*39.50.020 Report of financial and business interests*

NOME MUNICIPAL CODE

*7.25.140 Insufficient Plurality*

*Revised 6/08*

**RESIGNATION**

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

*(cf. 9223 - Board Vacancies)*

*Legal Reference:*

ALASKA STATUTES

*14.08.045 Vacancies*

**BOARD VACANCIES**

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign her/her employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

*(cf. 9220 - School Board Election)*

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: AS 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

*(cf. 9121 - President)*

*(cf. 9320 - Meetings)*

**Appointment to the Board**

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

**BOARD VACANCIES** (continued)

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

*(cf. 9210 – Qualifications)*

*Legal Reference:*

ALASKA STATUTES

*14.08.041 Regional school boards*

*14.08.045 Vacancies*

*14.08.081 Recall*

*14.12.070 Vacancies*

*14.14.080 Declaring a school board vacancy*

*29.26.240 - 29.26.360 Recall*

*Revised 08/07*

**OATH OR AFFIRMATION**

Before taking office, all School Board members shall take and sign the oath or affirmation required by law.

*Legal Reference:*

ALASKA STATUTES

*14.08.091 Administration*

*14.12.090 Oath*

**OATH OR AFFIRMATION**

School board members, before taking office and sign the following oath of affirmation:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a school board member to the best of my ability.”

*Legal Reference:*

*AS 14.12.090*

**ORIENTATION**

The Board invites all Board candidates to attend public Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about district activities and school programs.

The Board and the Superintendent or designee shall help each newly elected member to understand the Board's commitment to board standards, district operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the Board's policies and informational materials on the function of the Board and the school system, to visit school facilities, and to meet with the Superintendent or designee and Board president, as needed to become oriented to Board service.

The incoming member may attend, at district expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

*(cf. 9020 – Board Standards)*

*(cf. 9240 – Board Development)*

*Legal References:*

*Alaska Statutes*

*14.14.160 Cooperation and support of certain association functions.*

**BOARD DEVELOPMENT**

The public entrusts the Board with the governance of its schools. The Board recognizes that in order to live up to that public trust they must strive to meet the board standards they have adopted for themselves. Board members, like teachers and administrators, need in-service training to assist them in meeting those standards. As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

Board members are strongly encouraged to attend at least one or more Board development activities each year.

Board members may report on the development activities they attend at a regular Board meeting as soon as possible after the Board member's return.

Funds for Board development and related travel shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the Association of Alaska School Boards.

*(cf. 9020 – Board Standards)*

*(cf. 9250 – Remuneration, Reimbursement, and Other Benefits)*

*Legal Reference:*

*Alaska Statutes*

*14.14.160 Cooperation and support of certain association functions.*

**REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS**

**Stipend**

The School Board views Board service as a voluntary contribution to the community and does not approve compensation for Board members under current circumstances.

**Reimbursement of Expenses**

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board.

*(cf. 9240 - Board Development )*

**Health and Welfare Benefits**

Board members may participate in the health and welfare benefits program provided for district employees.

Board members who elect to participate shall pay the full cost of coverage.

*Legal Reference:*

ALASKA STATUTES

*14.14.140 Restriction on employment*

**LEGAL PROTECTION**

Note: For all districts, Sections 2361-2368 of the No Child Left Behind Act are designed to provide teachers, principals and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section 2366 limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections 2366 and 2367 limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages. The provisions of the law took effect on April 8, 2002.

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

*(cf. 3530 - Risk Management)*

*Legal Reference:*

ALASKA STATUTES

*14.12.115 Indemnification*

*No Child Left Behind Act of 2001, §§ 2361-2368 (P.L. 107-110)*

**CONFLICT OF INTEREST**

In order to instill public confidence in public office and provide public accountability, School Board members and designated employees shall adhere to applicable conflict of interest financial disclosure requirements. Board members and designated employees shall file statements of economic interests as required by law.

Board members shall disclose any financial interest in a contract before the Board and shall refrain from participating in any decision related to a disclosed interest unless authorized to do so by the Board.

*(cf. 3115 - Relations with Vendors)*

*(cf. 4112.8 - Employment of Relatives)*

*(cf. 2300 - Conflict of Interest Code: Designated Personnel)*

*Legal Reference:*

ALASKA STATUTES

*14.08.131 Disqualification from voting for conflict of interest*

*14.14.140 Restriction on employment*

*11.56.100 - 11.56.130 Bribery and related offenses*

*29.20.010 Conflict of interest*

ADMINISTRATIVE CODE

*4 AAC 18.031 Employment of members of immediate families of school board members*

*4 AAC 18.900 Definitions*

**CODE OF ETHICS**

This code of ethics expresses the personal ideals which the School Board believes should guide each school Board member's activities.

In all actions as a school Board member, the member's first commitment is to the well-being of our youth. His/her primary responsibility is to every student in the district.

Board members also have other major commitments to:

- The Community. Each Board member is responsible to all residents of the district and not solely to those who elected him/her; nor solely to any organization to which he/she may belong, or which may have supported his/her election.
- Individuals. Each Board member has a direct concern for every individual in the community. As an integral part of his/her duties, he/she represents the authority and responsibility of government. This authority must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- Employees. The Board member's actions may affect the capability of district employees to practice their trade or profession and should encourage their increasing competence and professional growth.
- Laws, Policies. Each Board member must be aware of, and comply with, the constitutions of State and Nation, the Alaska Education Statutes, other laws pertaining to public education, and the established policies of the district.
- Decision making. Each Board member is obliged by law to participate in decisions pertaining to education in the district. As an elected representative of the people, the Board member can neither relinquish nor delegate this responsibility to any other individual or group.
- Individual Feelings and Philosophy. Every individual Board member has something to contribute to society.

Understanding and acting upon the foregoing premises, each Board member shall:

**CODE OF ETHICS (continued)**

- Consider his/her position on the Board as a public trust and not use it for private advantage or personal gain.
- Be constantly aware that he/she has no legal authority except when acting as a member of the Board. Board members shall present their concerns and concepts through the process of Board debate. If in the minority of any decision, they shall abide by and support the majority decision. When in the majority, they shall respect divergent opinions.
- Encourage ideas and opinions from the residents of the district and endeavor to incorporate community views into the deliberations and decisions of the Board.
- Devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available facts and vote in accordance with honest convictions, unswayed by partisan bias of any kind.
- Remember that the basic functions of the Board are to establish the policies by which district schools are administered and to select the Superintendent and staff who will implement those policies.
- Promote and participate actively in a concerted program of timely exchange of information with all district residents, parents, employees and students.
- Recognize that the deliberations of the Board in executive session may be released or discussed in public only with Board approval.
- Make use of opportunities to enlarge his/her potential as a Board member through participation in educational conferences, workshops and training sessions made available by local, state and national agencies.

**GOVERNANCE**

The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the school district. This right shall be retained solely by the Board. The study and evaluation of reports concerning the execution of its policies shall constitute the basic method by which the Board shall exercise its accountability for the governance of the schools.

*(cf. 0500 - Review and Evaluation)*

The School Board has the power of establishing its own procedures within the parameters of law. All actions of the Board shall be taken only in official Board meetings according to these bylaws and the statutes of the state.

*(cf. 9310 - Policy Manual)*

*Legal Reference:*

ALASKA STATUTES

*14.08.021 Authority (regional school boards)*

*14.08.041 Regional school boards*

*14.08.101 Powers (regional school boards)*

*14.12.010 Districts of state public school system*

*14.12.020 Support, management and control*

*14.12.035 Advisory school boards in borough school districts*

*14.14.100 Bylaws and administrative rules*

*29.35.160 Education (borough school district)*

**POLICY MANUAL**

In governing the district, the School Board has pledged to consider the will and needs of the community. The district's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The Board desires that the community and district employees have access to the policy manual. The Board welcomes suggestions from the public regarding its adopted policies and regulations. A public copy of the manual shall be maintained in the district central office and at each school site so that it may be examined by students, staff and other interested parties during normal business hours.

*(cf. 1340 - Access to district records)*

The Superintendent or designee shall issue copies of the district policy manual to Board members, central office administrators, site administrators, recognized employee organizations, and other key district personnel.

As necessary, the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views. The Superintendent or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations after adoption. The Superintendent or designee shall annually arrange to have all district policy manuals monitored to ensure that they are up to date and complete.

*(cf. 9311 - Board Policies)*

*(cf. 9312 - Board Bylaws)*

*(cf. 9313 - Administrative Regulations)*

*Legal Reference:*

ALASKA STATUTES

*14.12.020 Support, management, and control*

**BOARD POLICIES**

The School Board recognizes that its most important function is to establish policies which communicate its direction for the management and control of the schools. Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

*(cf. 2210 - Administrative Leeway in Absence of Board Policy)*

The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy.

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises, the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

*(cf. 1020 - Youth Services)*

*Legal Reference:*

ALASKA STATUTES

14.14.100 *Bylaws and administrative rules*

**BOARD POLICIES**

**Regular Policy Review**

To insure that policies are updated to meet changing conditions and legal requirements, all policies will be subject to regular review and revision.

Sections of the policy manual shall be reviewed on the following continuous rotating schedule:

Year 1 – Chapters 0 through 3

Year 2 – Chapters 4 through 5

Year 3 – Chapters 6 through 7

Year 4 – Chapters 8 through 9

**BOARD BYLAWS**

The School Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent or designee shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

*(cf. 9311 - Board Policies)*

*Legal Reference:*

ALASKA STATUTES

*14.14.100 Bylaws and administrative rules*

**ADMINISTRATIVE REGULATIONS**

The implementation of policies is an administrative task to be performed by the Superintendent or designee who shall be held responsible for the effective administration and supervision of the entire school system.

The Superintendent or designee shall develop administrative regulations when required by law or Board policy or when, in his/her judgment, Board endorsement of district procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board may review administrative regulations and require the revision of any regulations which it finds inconsistent with Board policy.

Administrative regulations shall be included in the district's policy manual. District and site level procedures will be maintained in appropriate district and/or site locations and readily available to school personnel.

*Legal Reference:*

ALASKA STATUTES

*14.14.100 Bylaws and administrative*

**SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATIONS**

Note: Policies require frequent updating. The School Board should not be forced into a position of strict adherence to policies that need revision or are out of compliance. By allowing the suspension of policy on the rare occasions when necessary, this optional policy ensures that the Board's capacity to govern will not be limited by out-of-date policies. The suspension is a temporary measure to give the Board adequate time to study the issues resulting in the suspension.

Policies, bylaws and administrative regulations may be suspended for a specific purpose and limited time by majority vote. Suspension of any policy, bylaw or administrative regulation shall undergo the following consideration:

1. Policies, bylaws or administrative regulations shall be reviewed on their own merits rather than the circumstances of the moment.
2. The School Board shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

**Superintendent or Designee's Authority**

The Superintendent or designee may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent or designee shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

**MEETINGS**

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

*(cf. 9321 Executive Sessions)*

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

*(cf. 9012 - Communications To and From the Board)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Conduct of Meetings)*

**Regular Meetings**

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board shall hold 1 regular meeting each month. Unless changed by the Board, regular meetings shall be held at 5:30 p.m. at Nome, AK. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

**Special Meetings**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

**MEETINGS** (continued)

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

**Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

**Teleconferences**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

*Legal Reference:*

ALASKA STATUTES

*14.08.091 Administration*

*14.14.070 Organization of school board*

*14.14.080 Declaring a school board vacancy*

*29.20.020 Meetings public*

*44.62.310 Agency meetings public*

*44.62.312 State policy regarding meetings*

**EXECUTIVE SESSIONS**

Prior to entering an executive session, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the Board may discuss in an executive session of the Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school 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; or
4. matters involving consideration of government records that by law are not subject to public disclosure.

*(cf. 1340 - Access to District Records)*

The Board may not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the Board must be made in an open meeting.

*(cf. 1120 - Board Meetings)*

*Legal Reference:*

ALASKA STATUTES

44.62.310-312 Alaska's Open Meetings Act

**AGENDA/MEETING MATERIALS**

**Construction of Agenda**

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

*(cf. 9121 - Board President)*

Board members may place any item on the agenda no later than five days before the scheduled meeting date.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

*(cf. 9320 - Meetings)*

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

*(cf. 9012 – Communications To and From the Board)*

*(cf. 9323 - Meeting Conduct)*

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

*(cf. 1312 - 1312.3 - Complaints Concerning Schools)*

**AGENDA/MEETING MATERIALS** (continued)

**Board Member Preparation**

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting date, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

*(cf. 9200 - Board Members)*

*Legal Reference:*

ALASKA STATUTES

29.20.020 Meetings public

**MEETING CONDUCT**

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

**Parliamentary Procedure**

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

**Quorum**

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

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

**Abstentions**

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

*(cf. 9270 - Conflict of Interest)*

**Public Participation**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.

**MEETING CONDUCT** (continued)

2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

*(cf. 1312.1 - Complaints Concerning School Personnel)*  
*(cf. 9312 - Executive Sessions)*

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

*(cf. 9320 - Meetings)*  
*(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:*  
ALASKA STATUTES  
*29.20.020 Meetings public*

**BOARD MINUTES**

The Board secretary or designee shall keep minutes and record all official Board actions.

*(cf. 9123 - Secretary/Treasurer)*

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

*(cf. 1340 - Access to District Records)*

**Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

**Recording Devices**

A video or audio tape recording may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

*Legal Reference:*

ALASKA STATUTES

*14.14.090 Additional duties*

**MEMBERSHIP IN ASSOCIATIONS**

Membership in recognized associations such as Association of Alaska School Boards will be maintained by the schools for several reasons, including:

1. The inservice education benefits to our staff and School Board which come from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the school district in particular.

The Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the district as outlined in state law and Board policy.

The Superintendent is directed to budget funds for such memberships, and for paying the costs of adequate participation of Board, administration and staff in the activities of such association to achieve the purposes listed above.

*Legal Reference:*

ALASKA STATUTES

*14.07.058 Alaska School Activities Association*

*14.14.150 Association of Alaska School Boards the representative agency of board members*

ALASKA ADMINISTRATIVE CODE

*4 AAC 66.010-66.060 Regional resource centers*

**BOARD SELF-EVALUATION**

Effective, and efficient and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting board standards and its stated goals and objectives, the Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the year's evaluation.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting board standards, goals and objectives as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

*(cf. 9020 – Board Standards)*

*(cf. 9230 – Orientation)*

*(cf. 9240 – Board Development)*