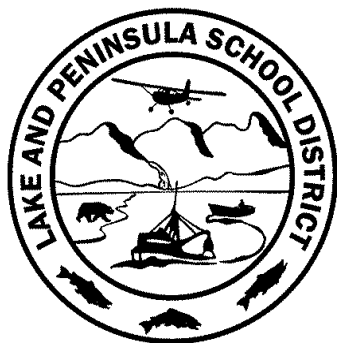


THE LAKE AND PENINSULA SCHOOL DISTRICT
Work Session AGENDA
September 16, 2015, 1:00 PM

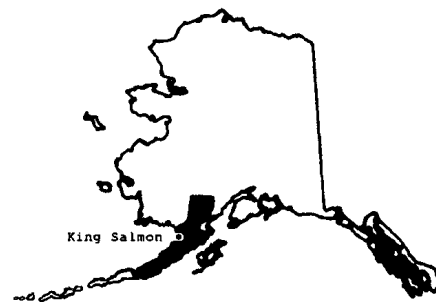
Agenda

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2. Adding Items to the Agenda	3
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7. Payscale Advancement Credit Procedure	
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9. AASB Board Nomination- Due October 12th	25



**THE
LAKE AND PENINSULA
SCHOOL DISTRICT**

101 Jensen Drive
P.O. Box 498
King Salmon, Alaska 99613
Phone (907) 246-4280 / Fax (907) 246-4473



RESOLUTION 16-03

**A RESOLUTION OF THE LAKE AND PENINSULA SCHOOL BOARD SUPPORTING THE
MINIMUM NUMBER OF STUDENTS IN EACH SCHOOL REMAIN TEN.**

WHEREAS, the Lake and Peninsula School Board values its small school sites and the cultures within these communities; and

WHEREAS, recognizing that small schools are the heart of this region; when a school closes, a village will likely cease to exist; and

WHEREAS,

WHEREAS, the Lake and Peninsula School Board would like to request that the state maintain the minimum student count at ten; and

NOW THEREFORE BE IT RESOLVED that the Lake and Peninsula School Board.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE LAKE AND PENINSULA SCHOOL BOARD THIS 17th DAY OF SEPTEMBER, 2015.

Gerda Kosbruk
School Board President

Stacy Hill
School Board Clerk

Procedures for placing an item on the agenda, making a presentation, or speaking to an item on the agenda shall be as follows:

Any member of the public or any Board member 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 be submitted to the Superintendent or designee with supporting documents and information, if any, at least seven (7) days before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board President and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board President and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

Lake and Peninsula School District

School Board Planning Session

August 12/13, 2015



Workshop Provided
By



Timi C. Tullis~Director of Membership Services

Questions to help us see where we have been and ideas for where we can go --

What key issues did we see in our self-assessment?

How do we get things on an agenda
Student representatives and presentations at meetings
YLI/YAI attendance (at AASB conf)
LSAC trainings, the feel they lost their voice
Follow the chain of command
Recognition of staff
Do we as a board give \$ for staff development
Community input to budget process
Mission statement visible
Board attendance
New board member orientation
Increased family engagement

What are the major strengths of the board?

Strong values and goals
Think outside the box
Open minded
Family oriented
Cohesive
Small settings, we all count,
NCLB
Policy oriented
Forward thinking
Successfully met unfunded mandates

How could the board improve the way it works? (Correctable?)

Communication
Awareness

Share success
Staff recognition

Based on the results of the Board self-assessment, what does the board need to focus on next year?

Kids
Policy drives decisions
Relationships; communities and staff
Engaged
Review board goals annual
Telling our story
Staffing

What can we do to be a more effective Board?

More funds
Report to legislature consequences of budget cuts
More board meetings at school sites
Student representation
SMILES

What major changes have taken place in the District in the past year?

In the past 3-5 years?

Money
Common core standards
Declining enrollment
Technology
Less travel to sites
Funding
Populations

What is the major strength of the District?

People ; staff, parents, kids, families
Consistent leadership
Diversity
Small settings
Regional location
Vast natural resources
Regional leadership

What, if any, changes do we expect in the District during the next 5 years?

Village survival
Global environment
Maintaining status quo
More and more rules
We will continue to get better
Global warning

How could the District improve the way it works?

Streamline process
Effective implementation of technology
Efficiency
Tighter partnership

What are our constituents saying?

- Most common concern expressed by community members?
- Hidden money
- Unhappy with standard based system
- Lack of activities

- HR concerns
- Student welfare
- Identity
- School closings

Most common concern expressed by the staff?

- How do I do it all
- Isolation
- Paperwork
- Limited supplies
- Overwhelming load
- Mandates
- Identity

Most common concern expressed by the students?

- Student activities
- Identity
- Electives
- Not college ready

**Goals of the Board
2015-2016**

1. Increase cultural awareness
2. Increase district wide communication and collaboration
3. Review and revise current mission and vision statements
4. Offer opportunities for students to develop skills for success after graduation.





Goals of the Board

From AASB Meeting with Timi-Aug. 2015

Increase cultural awareness
Increase district wide communication and collaboration
Review and revise current mission and vision statements
Offer opportunities for students to develop skills for success after graduation.

[Board Goals From School Improvement Plans](#)

Levelock

- Provide students with more extra curricular academic opportunities (ie. Writing contests, geography bee).
- Provide support and resources for teachers in soft subjects: cultural awareness, art, music and employability, particularly at lower levels.
- Provide more home support for parents. The district does a great job of providing books for very young children and we would like to see books sent home for older children as well.

Nondalton

- Expand on-line tutoring opportunities from within the district and from resources outside the district
- Expand on-line staff training to include meetings on-line, and in-service sessions on-line
- Expand opportunities in CTE program so more LPSD students can attend
- Increase extra-curricular opportunities
- Support for native cultural efforts

Newhalen

- More communication between School Board and LSACs (should be direct...i.e. Phone calls)
- Sponsorships/Grants for villages that don't have summer opportunities for kids
- Continue support for local, site-based in-services

- More communication between School Board and Communities about meetings and concerns (streaming and announced via Facebook, phone calls, newsletters, etc...)
- Provide student and teacher representation at each school board meeting

Port Alsworth

- Sam and Matthew are amazing! But we would encourage a goal to hire more tech personnel to support teachers' and students' technology needs.
- Stay the course as a Standards-based district, but adopt curriculum that is aligned with our standards (currently the Common Core). This would allow teachers to spend more time focused on teaching and learning and less time on writing their own curriculum (pouring through resources trying to find pre-teaching, teaching, and re-teaching activities that align with standards).
- Continue to develop and strengthen the CTE program, adding a Health-related course (CNA?/EMT?) and expanding the number of students who can participate.

Kokhanok

- Purchase SMART Notebook for teachers since teachers have designed whole curriculums with this software, but now Chariot Group is charging high prices to continue.

BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Compensation of Board Members

School Board members will be allowed expenses and compensation subject to yearly budget allocation and as allowed by [AS14.14.140\(c\)](#). Annually the School Board will assist the Superintendent in developing the parameters of the School Board's Operating Budget to be incorporated into the following years overall district budget.

The following outlines eligible expenses and compensation. The compensation (stipend) and per diem will be paid upon submission of a claim signed by the board member and certified by another board member.

(A) Stipend

School board members are eligible to claim a stipend for every day or part day that the Board Member is either attending or traveling to, a board meeting, board approved attendance at either Board Training, In-Service, Bid Opening or Board Approved Committee Assignment Meetings. Daily stipend rate shall be \$150.00 per day or part of the day.

(B) Per Diem and Transportation

School Board members are eligible to claim either \$42.00 per day in-district, \$85.00 per day in King Salmon and or \$175.00 per day Out-of-District per diem when away from home attending a Board Meeting or on Board Approved Board Business. (If the District arranges lodging Out-of-District per diem shall be \$75.00 per day)

District will arrange transportation for attendance at school board meetings and for approved board business from place of residence to board meeting or location of board business and return. A claim for transportation expenses to either an alternate location or at a differently scheduled time shall be paid only if results in no additional cost, other than what would have been incurred, to the district.

07/12

BP 4133/4233/4333 TRAVEL EXPENSES

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the School Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The School Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(*cf. [3300](#) - Expenditures/Expending Authority*)

07/12

LAKE AND PENINSULA SCHOOL DISTRICT BOARD POLICY MANUAL

AR 4133 TRAVEL EXPENSES

Staff Travel

- 1) It shall be the general policy of the School Board to make budgetary provision for reasonable travel by staff in the interest of effective administration and improvement of the program of education.
- 2) Administrative guidelines for staff travel are outlined in The Lake and Peninsula Administrative Manual.
- 3) School Board notice shall be provided for all out-of-state travel.
- 4) Out of district travel shall require approval by the Superintendent or Chief School Administrator of Schools.
- 5) School Personnel are prohibited from using private means of transportation for District business without prior administrative approval.

At no time should personnel be compelled or think they have to travel when conditions are questionable. If personnel believe weather or other conditions warrant a postponement or rescheduling of travel, please inform the District Office. All staff, students and others traveling on District sponsored aircraft are required to be dressed appropriately for the weather and take precautions to provide for the maximum safety.

Out of District Travel

1) Travel Authorization

Travel on District business must be authorized by the Superintendent or Chief Operating Officer unless specified otherwise. Submit requests ten (10) days in advance, except with good cause, by completing the travel request or authorization form. Travel that does not receive advance authorization may not be reimbursed. A separate request form is to be submitted for each person traveling.

2) Travel Advances

If an advance is necessary, include the request on your travel authorization form.

3) Transportation

Requests Arrangements for travel shall be made through the District Office.

4) Transportation Reimbursement

The District will reimburse employees for authorized District travel as follows upon completion of the form "Claim for Travel Expense (Out of District).

5) Transportation

- a) The District will reimburse reasonable transportation expenses.
 - i) School personnel are not allowed to fly private aircraft for school business.
 - ii) The District will reimburse South Area teachers a mid-year round trip airfare from their duty station to King Salmon. Reimbursement will be made on the basis of proof of payment by the

teacher. This second mid-year trip may be used by an immediate family member.

iii) The Superintendent or Chief School Administrator is authorized to reimburse certificated staff in accordance to the negotiated agreement.

b) Lodging and Meals

i) Within the State of Alaska, the District will pay per diem equal to the established State of Alaska per diem rate for employees and will adjust the rate when changes are made by the State. Rates outside the State of Alaska will be based upon the Federal per diem rates. Out of state rates are adjusted annually per www.gsa.gov.

(1) For district-approved travel, when attending district workshops/in-services/professional development and the traveler pays for hotel room, he/she receives cost of hotel room per day, upon submission of hotel room receipts, in addition to per diem.

(2) A deduction to per diem will be made for meals paid for separately by the District and meals paid by others. This includes meals paid in advance and/or included in registration fees and business meals reimbursed to the traveler or reimbursed to another District traveler as a business meal. Meals provided by airlines do not impact per diem entitlement. Continental breakfasts, which are provided, do not impact per diem entitlement.

c) Other eligible reimbursement

i) The District will reimburse:

(1) Registration fees for conferences attended with District sponsorship.

(2) Charges for transportation of (or excess baggage charges for) materials being transported for the District. Receipts should be presented.

(3) Parking garage and parking lot fees, with receipts.

(4) Expenses incurred as a direct result of activity on the job, which are not covered above, and which are approved by the certifying officer.

ii) The District will not reimburse:

(1) Tips or gratuities.

(2) Local phone calls.

(3) Fines and parking tickets.

(4) Food and lodging presented as separate from the Per Diem.

(5) Entertaining for employee or client.

(6) Purchase of unauthorized items.

(7) Anything without a receipt.

d) Prorating of Per Diem

The Internal Revenue Service requires that per diem be pro-rated for partial days of travel, which occur on departure or arrival from the District. The following is the departure and arrival prorating. This pro-rating is based on the Internal Revenue Service "consistent application and reasonable business practice" rule, the actual departure and arrival of the aircraft will be used to

determine the times. If traveling by private vehicle, the times are based on actual departure and arrival time from the point of origin.

Departure time	Allowance
2:01 AM to 10:00 AM	\$12
10:01 AM to 3:00 PM	\$16
3:01 PM to 12:00 midnight	\$32

Arrival time	Allowance
12:01 AM to 10:00 AM	\$12
10:01 AM to 3:00 PM	\$16
3:01 PM to 12:00 midnight	\$32

e) Privately Owned Automobile

When the use of the employee's own automobile is in the best interest of the District, the employee will be reimbursed at the established IRS Standard Mileage Rate for Business Miles as adjusted annually for the calendar year

f) Taxi Transportation

Taxi fares shall be reimbursed when necessary to conduct District business. Whenever feasible, the courtesy car of the hotel or motel shall be utilized in lieu of taxicabs for getting to and from the airport.

g) Rented Vehicles

When necessary to rent a vehicle for authorized District business, the employee shall receive authorization from the Superintendent or Chief School Administrator and use a car rental company.

In-District Travel

1) Travel Authorization

Travel within the District must be authorized by the Superintendent or Chief School Administrator, or District Office Administrator. For the maintenance staff, the Maintenance Supervisor can authorize in-district travel. All arrangements for travel will be made in the District Office.

2) In-District Per Diem

The District will reimburse employees on authorized official District business upon completion of a "Claim for In-District Per Diem", with lodging receipts attached, if any.

Reimbursement will be as follows:

- a) \$42.00 per day or any part of a day when the employee has an overnight stay away from their assigned travel base, unless meals and lodging are provided by the District.
- b) The In-District Per Diem Policy applies to all employees of The Lake and Peninsula School District. It also includes temporary summer maintenance employees.

07/12

LAKE AND PENINSULA SCHOOL DISTRICT BOARD POLICY MANUAL

LAKE AND PENINSULA SCHOOL DISTRICT
 OUT OF DISTRICT TRAVEL
 STATEMENT OF PER DIEM AND EXPENSES
 RETURN WITHIN 10 DAYS OF COMPLETION OF TRIP

Name
 Address

Purpose of Travel
 Destination

Beginning Date
 * Time Left

Ending Date
 * Time Returned

** Exact times must be entered.*

** No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Note: In-State rates based on State of Alaska rates.

Out of State rates based on federal GSA per diem rates, <http://www.gsa.gov>

Breakfast: Midnight to 10:00 AM
 Lunch: 10:00 AM to 3:00 PM
 Dinner: 3:00 PM to Midnight

RECORD DATES ABOVE WEEKDAY

PER DIEM

	SUN	MON	TUE	WED	THU	FRI	SAT	
Breakfast @ \$12								\$0.00
Lunch @ \$16								\$0.00
Dinner @ \$32								\$0.00
SUB TOTAL								\$0.00

OTHER EXPENSES

	SUN	MON	TUE	WED	THU	FRI	SAT	
** Hotel								\$0.00
** Taxi/Car Rental								\$0.00
** Other								\$0.00
** Other								\$0.00
** Other								\$0.00
SUB TOTAL								\$0.00

*** Specify "other"/must attach all receipts*

	DEDUCT PER DIEM RECEIVED IN ADVANCE	
--	--	--

GRAND TOTAL DUE/OWED	\$0.00
-----------------------------	---------------

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

Employee Signature

Date

Administrator Approval

Date

revised 7/1/2008

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: **A L A S K A**

PUBLICATION DATE (MM DD YY): **0 9 0 1 1 5**

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (**e.g., TLE, TLA, TQSE, TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE is \$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
ADAK	04/01-10/31	192	59	37	15			266	03/01/2015
ADAK	11/01-03/31	150	56	35	14			220	03/01/2015
ANCHORAGE [INCL NAV RES]	05/16-09/30	339	101	58	25			465	07/01/2015
ANCHORAGE [INCL NAV RES]	10/01-05/15	99	82	48	20			201	07/01/2015
BARROW	01/01-12/31	177	63	39	15			255	03/01/2015
BETHEL	01/01-12/31	179	75	45	19			273	03/01/2015
BETTLES	01/01-12/31	175	64	39	15			254	03/01/2015
COLDFOOT	01/01-12/31	165	56	35	14			235	10/01/2006
COPPER CENTER	05/15-09/15	130	64	39	15			209	03/01/2015
COPPER CENTER	09/16-05/14	89	60	37	15			164	03/01/2015

CORDOVA	01/01-12/31	95	62	38	15			172	03/01/2015
CRAIG	04/01-09/30	129	62	38	15			206	06/01/2014
CRAIG	10/01-03/31	85	58	36	14			157	06/01/2014
DEADHORSE	01/01-12/31	170	56	35	14			240	05/01/2014
DELTA JUNCTION	05/01-09/30	169	48	31	12			229	03/01/2015
DELTA JUNCTION	10/01-04/30	139	46	30	11			196	03/01/2015
DENALI NATIONAL PARK	06/01-08/31	185	71	43	18			274	03/01/2015
DENALI NATIONAL PARK	09/01-05/31	109	66	40	16			191	03/01/2015
DILLINGHAM	05/15-10/15	185	89	52	22			296	01/01/2011
DILLINGHAM	10/16-05/14	169	87	51	22			278	01/01/2011
DUTCH HARBOR-UNALASKA	01/01-12/31	135	64	39	15			214	03/01/2015
ELFIN COVE	01/01-12/31	225	54	34	14			293	03/01/2015
FAIRBANKS	05/15-09/15	154	68	41	17			239	03/01/2015
FAIRBANKS	09/16-05/14	75	62	38	15			152	03/01/2015
FOOTLOOSE	01/01-12/31	175	15	15	3			193	10/01/2002
GAMBELL	01/01-12/31	133	48	31	11			192	03/01/2015
GLENNALLEN	05/15-09/15	130	64	39	15			209	03/01/2015
GLENNALLEN	09/16-05/14	89	60	37	15			164	03/01/2015
HAINES	01/01-12/31	107	81	48	20			208	01/01/2011
HEALY	06/01-08/31	185	71	43	18			274	03/01/2015
HEALY	09/01-05/31	109	66	40	16			191	03/01/2015

HOMER	05/01-09/30	159	73	44	18			250	03/01/2015
HOMER	10/01-04/30	89	67	41	17			173	03/01/2015
JUNEAU	05/01-09/30	159	72	43	18			249	03/01/2015
JUNEAU	10/01-04/30	135	70	42	18			223	03/01/2015
KAKTOVIK	01/01-12/31	165	69	42	17			251	10/01/2002
KAVIK CAMP	01/01-12/31	250	57	36	14			321	03/01/2015
KENAI-SOLDOTNA	05/01-10/31	194	86	50	21			301	03/01/2015
KENAI-SOLDOTNA	11/01-04/30	84	77	46	19			180	03/01/2015
KENNICOTT	01/01-12/31	229	82	48	20			331	03/01/2015
KETCHIKAN	04/01-10/01	140	72	43	18			230	03/01/2015
KETCHIKAN	10/02-03/31	99	68	41	17			184	03/01/2015
KING SALMON	05/01-10/01	225	73	44	18			316	10/01/2002
KING SALMON	10/02-04/30	125	65	40	16			206	10/01/2002
KLAWOCK	04/01-09/30	129	62	38	15			206	06/01/2014
KLAWOCK	10/01-03/31	85	58	36	14			157	06/01/2014
KODIAK	05/01-09/30	180	66	40	16			262	03/01/2015
KODIAK	10/01-04/30	100	59	37	15			174	03/01/2015
KOTZEBUE	01/01-12/31	219	76	45	19			314	03/01/2015
MCCARTHY	01/01-12/31	229	82	48	20			331	03/01/2015
MCGRATH	01/01-12/31	160	66	40	16			242	07/01/2014
MURPHY DOME	05/15-09/15	154	68	41	17			239	03/01/2015
MURPHY DOME	09/16-05/14	75	62	38	15			152	03/01/2015

NOME	01/01-12/31	165	86	50	22			273	03/01/2015
NUIQSUT	01/01-12/31	233	55	35	14			302	03/01/2015
PETERSBURG	01/01-12/31	110	80	47	19			209	03/01/2015
POINT HOPE	01/01-12/31	181	65	40	16			262	06/01/2014
POINT LAY	01/01-12/31	265	58	36	14			337	07/01/2014
PORT ALEXANDER	01/01-12/31	155	49	32	12			216	03/01/2015
PORT ALSWORTH	01/01-12/31	135	70	42	18			223	10/01/2002
PRUDHOE BAY	01/01-12/31	170	56	35	14			240	05/01/2014
SELDOVIA	05/01-09/30	159	73	44	18			250	03/01/2015
SELDOVIA	10/01-04/30	89	67	41	17			173	03/01/2015
SEWARD	05/01-09/30	207	83	49	21			311	03/01/2015
SEWARD	10/01-04/30	169	80	47	20			269	03/01/2015
SITKA-MT. EDGECUMBE	05/15-09/15	200	80	47	19			299	03/01/2015
SITKA-MT. EDGECUMBE	09/16-05/14	139	74	44	19			232	03/01/2015
SKAGWAY	04/01-10/01	140	72	43	18			230	03/01/2015
SKAGWAY	10/02-03/31	99	68	41	17			184	03/01/2015
SLANA	05/01-09/30	139	44	29	11			194	02/01/2005
SLANA	10/01-04/30	99	44	29	11			154	02/01/2005
SPRUCE CAPE	05/01-09/30	180	66	40	16			262	03/01/2015
SPRUCE CAPE	10/01-04/30	100	59	37	15			174	03/01/2015
ST. GEORGE	01/01-12/31	220	54	34	14			288	03/01/2015
TALKEETNA	01/01-12/31	100	71	43	18			189	10/01/2002

TANANA	01/01-12/31	165	86	50	22			273	03/01/2015
TOK	05/15-09/30	100	58	36	14			172	03/01/2015
TOK	10/01-05/14	79	56	35	14			149	03/01/2015
UMIAT	01/01-12/31	350	64	39	16			430	03/01/2015
VALDEZ	04/16-09/16	189	79	47	19			287	03/01/2015
VALDEZ	09/17-04/15	109	72	43	18			199	03/01/2015
WAINWRIGHT	01/01-12/31	175	66	40	17			258	01/01/2011
WASILLA	05/01-09/30	125	74	44	18			217	03/01/2015
WASILLA	10/01-04/30	90	71	43	18			179	03/01/2015
WRANGELL	04/01-10/01	140	72	43	18			230	03/01/2015
WRANGELL	10/02-03/31	99	68	41	17			184	03/01/2015
YAKUTAT	01/01-12/31	105	75	45	19			199	01/01/2011
[OTHER]	01/01-12/31	110	80	47	19			209	03/01/2015

*Use the OTHER rate if neither the CITY nor MILITARY INSTALLATION is listed.

[Request a Review of a Per Diem Rate](#)

[Find out more about the Proportional Meal Rate \(Prop. Meals\)](#)



MEMO

Date: August 11, 2015
To: Board Presidents
Cc: Superintendents, Executive Administrative Assistants, Board of Directors
From: Andi Story, President
Re: *Board of Directors* Nominations, deadline **10/12/15**
Carl Rose Governance Award Nominations, deadline **10/12/15**
Outstanding School Board of the Year Nominations, deadline **10/12/15**

In order to encourage greater participation in the AASB nominations and elections process our members have asked us to get the information out earlier so that school boards can begin considering nominations in September. Even though the deadline doesn't occur until October, we hope you will schedule this for discussion at your September meeting.

This year there are 5 positions available for the AASB Board of Directors. The nomination forms will be emailed to your superintendent later this week, for distribution at your next board meeting. ***The deadline for the Board of Directors Nominations is October 12, 2015.***

Nomination forms for the Board of Directors are accompanied by an *AASB Director's Job Description* adopted by the AASB Board to help nominees fully understand what the position entails. The Board has also adopted a *Code of Ethics* they would like all nominees to read and acknowledge by **signing** and returning with the nomination forms.

Your superintendent will also receive the nomination forms for *Outstanding School Board* and the *Carl Rose Governance Award*. The criteria for Outstanding School Board and Carl Rose Governance nominations are included with the nominations forms. ***The deadline for submission of nominations for the "Outstanding" awards is October 12, 2015.***

We understand how hard it is to choose from among so many deserving members in these categories and we congratulate you in advance for taking on this task!

Remember to place this on your next school board meeting agenda to meet the October 12th submission deadline. Please note that all nominations require official board action.

Your school board's active participation in AASB is what keeps our association vital and creates value for your school district. Our nominations and elections process presents another opportunity to participate.

Please help AASB and your board, be the best we all can be by taking advantage of your association at every opportunity!



Board of Directors Nomination Form

Nominations must be received by October 12, 2015

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____ (Cell) _____

Nominee is a current board member of _____

School Board.

Other Education-related public service at the local, state or national level (Boards, commissions, task forces, committees) with dates and leadership positions held, if any:

Other Non Education-related public service or cultural activities at the local, state or national level, with dates and positions held, if any:

Ways in which nominee has demonstrated advocacy for children:

Background Information

Education _____

Present Occupation _____

Previous Occupation(s) _____

Membership in professional or other organizations, if any.

Dates - Offices Held: _____

This nomination form should be accompanied by a **one page written statement** from the nominee regarding that individual's views on:

1. The appropriate role of the AASB.
2. Three major issues facing AASB in the near future.
3. How AASB could better serve school boards?
4. Ways AASB can help school boards meet Board Standards.

If nominee is selected by Nominating Committee, this statement will be made available for the General Membership at the Annual Conference.

Formal action was taken by the _____

School Board on _____,

to submit the name of this nominee.

Signed _____

School Board President or designee

Nominations must be received in the AASB office by October 12, 2015. Please return to:

**AASB Nominations
Chairman c/o Ryan Aguilar
1111 West 9th St., Juneau,
Alaska 99801**

Tel: 907-463-1660 Fax: 586-2995

Nominations form should be accompanied by a copy of the Board of Directors Job Description Code of Ethics, signed by nominee.

Board of Directors Job Description and Code of Ethics

Job Description

Constitutional Responsibilities

The Board of Directors establishes policies to supervise, control and direct the business of AASB within the limits of, and consistent with, the Resolutions and Beliefs, and Constitution and Bylaws approved by the Delegate Assembly. Within these limits, the Board of Directors:

- Actively promotes the purposes of the Association;
- Interprets AASB's Constitution and Bylaws;
- Adopts such policies, rules, and regulations for the conduct of its business as it shall deem advisable;
- Employs and annually evaluates the Executive Director;
- Adopts and periodically adjusts the Association's budget;
- Provides oversight for the operation of the Legal Assistance Fund and AASB Scholarship Fund;
- Proposes changes to the dues structure to the general membership;
- Sets/approves/adopts the amount AASB will charge for all meetings, services and materials.

Corporate Responsibilities

In the exercise of its corporate responsibilities, the Board of Directors adopts and maintains a Board Policy Manual which sets forth procedures and guidelines for the Board's operations and Director's participation in AASB activities. In order to accomplish the overall mission of the Board of Directors and to achieve its corporate objectives, each member of the Board has several kinds of individual responsibilities. Members should:

- prepare well for each Board meeting, through full and careful study of the agenda and its support materials, other relevant materials and through discussion of agenda items, where appropriate, with school board association staff members, fellow school board members, and others as desired in the formulation of preliminary personal views on each topic in advance of the Board meeting. These judgments are to serve as a base point for further discussion in the meeting;
- attend the entire board meeting by arranging travel schedules in advance to permit on-time arrival and staying through the full meeting;
- participate effectively in the Board meeting by ensuring that the concerns formulated in the preparation stage are heard by the whole Board. Each Director is expected to retain an open mind until all the facts and view points on issues are before the Board. Conclusions on action items are sought that are believed to be in the best interests of AASB. And, once a decision is made, the director is expected to support such Board conclusions, even when one may have some reservations about them;

- evaluate and follow-up on the actions taken in the Board meeting, by keeping track (through published AASB reporting documents) of how the actions of the Board are being implemented in the short- and long-run, and bringing up any concerns with the President, Executive Director or Board of Directors, as appropriate;

- establish two-way communication through the Board Liaison Network and with their respective school boards to explain and discuss actions taken by the Board of Directors, and;

- provide personal liaison to the member boards through the Board Liaison Network or caucus leadership, or in such other ways as are determined by the President or Board of Directors;

- fulfill responsibilities of any collateral assignment as an AASB committee member or AASB appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of AASB and consistent with the precepts of preparation, attendance, participation and evaluation set forth above, and;

- participate actively in the legislative activities of AASB, in the most effective manner, to be jointly decided with the Executive Director, and;

- diligently participate in the annual evaluation of the Executive Director by completing the evaluation instrument and returning it to the designated officer in a timely manner, participating fully and constructively in the Board's evaluation discussion, and assisting in setting professional performance goals for the Executive Director, and;

- accept occasional public speaking assignments such as chairing caucuses and introducing speakers at meetings and giving reports as appropriate before the Board or general membership, and;

- acknowledge and abide by the AASB Board of Directors Job Description and Code of Ethics.

Additionally, the Board Member serves as an Ambassador of the Association. As such, each member of the Board functions as a representative of AASB to member school districts and the general public. Each Director must assume responsibility for explaining AASB's programs, the basis for governance decisions, AASB's vision for the future as described in the AASB's Long Range plan, and AASB's missions and goals, together with the action plans approved by the Board to realize that vision and attain those missions and goals.

Finally, the Board member serves as an advocate for AASB both at home and at the state level. Each member of the Board is part of the governance team selected by the AASB general membership. He or she is expected to be a vigorous, knowledgeable and articulate advocate of AASB and its programs, as approved by the Board of Directors, so that the value of

membership in AASB can be made fully and clearly known in the district from which the Director comes, as well as to all other school boards around the state. As a result of this advocacy, the attitudes, opinions and conclusions about AASB, formulated by school board members around the state, can be made with full understanding of all the facts that Directors can make available.

Code of Ethics

As a member of the Association of Alaska School Boards Board of Directors I will strive to improve public education, and to that end I will:

- Attend all three regularly scheduled AASB board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;

- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;

- Work with other AASB board members to establish effective board policies and to delegate authority for the administration of the association to the Executive Director;

- Communicate to other AASB board members, and the Executive Director, expressions of member and public reaction to AASB resolutions, policies and programs;

- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;

- Support the employment of those persons best qualified to serve as association staff, and insist on a regular and impartial evaluation of all staff;

- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;

- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

My signature below indicates that I have read and agree to abide by the AASB Board of Directors Job Description and Code of Ethics.

Name _____

Date _____



BOARD OF DIRECTORS

Election Procedures

The Association of Alaska School Boards is governed by a Board of Directors comprising 15 members elected at large from throughout the state. To qualify for a seat on the Board as a director, a nominee shall be a member of a Board of Education which is in good standing with the Association.

The Nominating Committee will review all nominations, interview candidates and recommend a balanced slate of candidates to the membership at the AASB Annual Conference in November.

Criteria considered by the Nominating Committee will include demonstrated leadership and experience, candidate's statewide perspective and vision of the future for school boards, adaptability, and time available to devote to AASB Board service. Additionally the Nominations Committee will consider how the candidate will complement the geographical representation, urban, rural and ethnic makeup of the Board.

Nominations must be made by official action of the school board on which the nominee is a member.

Nominating Procedures

1. All nominations must be received in the AASB office by **October 12, 2015**.
2. Prepare **background information** accurately and completely, stating:
 - a. Name and address;
 - b. Length of term for which candidate is being nominated;
 - c. Name of local school board;
 - d. Dates of service, year current term expires;
 - e. Offices held;
 - f. Other education-related awards, services, trainings or recognitions;
 - g. Other non-education related public service or cultural activities at the local, state, or national level;
 - h. Evidence of demonstrated advocacy for children;
 - i. Personal data: education, present and previous occupations, membership in professional or fraternal organizations.
3. Nominations forms should be accompanied by a **written statement** from the nominee regarding that individual's views on areas relating to AASB listed on the nominations form.
4. Nominee should submit a **signed copy** of the AASB Board of Directors Code of Ethics.
5. Record of **official action of the school board** of which the nominee is a member and signature of the school board president or designee.
6. Submit nomination to:

**Nominations Committee Chairperson
c/o Ryan Aguilar
Association of Alaska School Boards
1111 West 9th Street,
Juneau, AK 99801**

Note: Faxed, emailed or scanned copies must **request confirmation**. Please submit the original signed documents following a fax or e-mail submitted to meet the October 12, 2015 deadline.