

Discussion Agenda Item – March 25, 2020

“Committees” was listed as a Discussion item in the agenda published in the Ketchikan Daily News for this March 25, 2020 meeting, but was inadvertently left off of the online agenda posted here.

The Board Clerk has now added it in case the Board does want to discuss this topic. An attachment has also been added, which provides some historical information on Board committees.

TO: Superintendent Beth Lougee and School Board
FROM: Kerry Watson
RE: Discussion Item - Board Committee Historical Information
DATE: March 6, 2020

My research shows the following background on these committees. First is the information on those committees listed as standing committees in Board Bylaw 9130. Following that are committees designated as "special" by a previous Board. If I found a written "charge" for a committee, I've referenced it or provided the charge as an attachment.

STANDING COMMITTEES

Curriculum

- Board Policy 6141 references curriculum development and the Board's role. A curriculum committee is referenced in Administrative Regulation 6141 mainly regarding the involvement of teachers.

Transportation Committee

- It appears that the Transportation Committee was formed at the request of the Business Manager and/or Superintendent in October 2009.
- *Charge* - "To review routes, safety, student issues and consideration for an extension of bid requests." The bid requests refers to the bus transportation contract which was expiring that year.
- One Board member was to be assigned to the committee (*Meeting minutes of October 14, 2009.*) Other members included: the Business Manager, bus company director, a principal, the Special Education Director, and a parent.
- No evidence was found of a transportation committee meeting in the last 3 or 4 years.

Student Safety

- Established by the School Board in 2014, with the first meeting on May 7, 2014.
- *Charge* - To conduct a review of policies having to do with student safety (*Attached*).
- The committee was to dissolve within one year, but its charter was amended to extend the committee's life "to give it time to complete a review of the Safe Haven's assessment and prepare a report for the Board," (*according to Board packet of March 25, 2015*). The time frame of the Committee was extended to May 2016 for that purpose. The referenced report was not found.

Wellness Committee

- Originally formed in early 2006 as the Nutrition Committee to "provide a framework for developing a legally compliant wellness policy."
- *Charge* - *The Child Nutrition and WIC Reauthorization Act of 2004, required school districts participating in federally funded school meal programs to "develop local wellness policies by the beginning of the 2006-2007 school year."*
- Expanded to "Wellness Committee" to include more than the review of the school lunch program.
- From about school year 2013-2014 through 2017, the district employed a Wellness Coordinator funded through the Obesity Prevention and Control grant. Part of that person's responsibility was oversight of Board Policy 5040, sometimes referred to as the "wellness policy," and the wellness committee.
- The district wellness committee ceased meeting after the end of the grant cycle.
- In addition to the district wellness committee, committees were formed at each school, which may be still meeting.

Committee report, continued

Insurance

- The Insurance Committee (health insurance) was established by Board Policy 3425 in July 2008.
- The policy sets out the rationale and how often the committee will meet. The School Board member has an advisory role.
- *Purpose* - as defined by the Board President at the time: *"There is currently no policy in place that governs the district's insurance program or outlines policy and procedure regarding management of the reserve balance. Questions have come up in relationship to bargaining and how one group's bargaining position may negatively impact another group's insurance benefits. The purpose of this policy is to define the relationship between each of the bargaining units in that regard and to establish policy and procedure for the District's insurance program."*

Native Education

- Formation of a Native Education Committee approved June 2018, after dissolution of the Indian Policy and Procedures Committee*. (A district receiving federal impact aid must have "Indian Policy and Procedures" in place with federally recognized tribes. The *IPP committee was part of the regulations as noted in Board Policy 6174.)
- *Charge* - (See attached).
- Research shows committees existed years ago which may have had with similar purposes. For example, from about 1994 to 1997, there was reference to a Native Education Commission which appeared to be a Board committee. A year later, a Minority Affairs Committee is noted in district documents in a letter from KIC regarding its representation on that committee.

COMMITTEES listed as "Special"

Policy Review

- A policy committee or policy review committee has been listed as a Board committee for many years.
- Policy review has been handled differently over the years - from a committee of Board and administrators working together on policy - to the whole Board reviewing policy areas during a Board meeting.
- *Attached Charter* is from September 2018 when the Board approved an "Ad Hoc" Policy Committee.

Alcohol Tobacco and Other Drugs

- In the summer of 2001, the School Board approved a random drug testing policy for student athletes after an involved process. (Legal review, committee meetings etc.)
- Soon afterward, the Board approved forming a "Drug, Alcohol, Tobacco Policy ADHOC committee" to work on aligning on the tobacco and alcohol use policy with that of the student athlete drug testing policy. The committee came up with some recommendations by February 2002, including some recommended policy changes.
- In 2008-2009, notes were found that a district wellness coordinator oversaw an ATOD committee. However, no records of committee actions were found.
- The committee appears to have been inactive after that.

Assembly/School Board Liaison:

- Established as a standing committee of the Borough Assembly in 1995.
- Comprised of two regular members and one alternate each from the Borough Assembly and School Board.
- *Charge* - See attached Resolution 2435.



**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

Student Safety Committee
~Charter~

CHARGE OF THE COMMITTEE

Through authority of BP 9130 and in compliance with AR 9130, the Student Safety Committee is hereby established and charged with the following duties:

- ❖ To conduct a review of the Board of Education (BOE) Policies 5131.1 – 5131.9 and of all Administrative Regulations cross referenced in the policy manual.
- ❖ To develop a draft of standards in an advisory capacity, regarding Student Safety that the district will consider in setting related policy, and to submit the draft to the BOE for consideration.
- ❖ To make other recommendations to the BOE regarding Student Safety as deemed necessary by the committee.

MEMBERSHIP

The committee may consist of seven (7) members.

The President of the Board of Education shall appoint members of the Board to serve on the committee, no more than 3 may serve. A Board member appointed to serve on the committee shall serve as the chairperson of the committee.

The District shall seek applications from one school administrator or designated staff and members of the public to fill the remaining seats on the committee; one (1) of the committee seats must be filled by a district high school student. The application period should last no longer than ten (10) days.

After the application period has ended, the Board of Education at their next regular meeting shall appoint from the pool of applicants the final six (6) committee members. The Board of Education shall take into consideration the written recommendation of the committee chairperson regarding appointments to the committee.

The Superintendent shall serve as the advisor to the committee. Other district staff members shall make presentations and reports to the committee as requested.

MEETINGS

The committee shall hold its organizational meeting within six (6) weeks of the adoption of this charter. At the organizational meeting, a committee vice-chair shall be appointed by the chairman and confirmed by the membership.

The committee shall meet at least four (4) times before the submission of the final committee report to the Board of Educations. Meeting dates shall be set by a majority vote of the membership.

REPORTS

The committee shall, upon the conclusion of its duties, submit a final report to the Board of Education. The final report shall contain all of the findings and recommendations adopted by a consensus of the Committee; a minority report can be filed with BOE by any committee members who voted in opposition to the final report.

The final report must be submitted to the Board of Education within one (1) year of the committee's organizational meeting.

DISSOLUTION

The committee shall dissolve upon the adoption of the final report by the Board of Education, unless otherwise directed by the Board President.



KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION

Native Education Committee Charter

CHARGE OF THE COMMITTEE

Through authority of BP 9130 and in compliance with AR 9130, the Native Education Committee is hereby established and charged with providing advice and recommendations to the District Administration and Board of Education regarding:

- ❖ The planning, development, implementation, management, and evaluation of American Indian/Alaska Native education programs and programs utilized by American Indian/Alaska Native students.
- ❖ Revisions to policies and administrative regulations regarding the education of American Indian/Alaska Native students.
- ❖ Other duties as assigned by the Board of Education.

MEMBERSHIP

The committee shall consist of no more than nine (9) members.

The President of the Board of Education shall appoint at least one (1) member of the Board to serve on the committee, and no more than three (3). A Board member appointed to serve on the committee shall be designated by the Board President to serve Co-Chair of the committee.

The Tribal Council of the Ketchikan Indian Community and the I.R.A. Council of the Organized Village of Saxman may each appoint up to two (2) individuals to serve on the committee.

Further, the Tribal Council of the Ketchikan Indian Community and the I.R.A. Council of the Organized Village of Saxman may each appoint one (1) American Indian or Alaska Native high school student to serve on the committee.

The Superintendent shall serve as the advisor to the committee. Other district staff members shall make presentations and reports to the committee as requested.

MEETINGS

The committee shall hold its organizational meeting within six (6) weeks of the adoption of this charter. At the organizational meeting, a committee Co-Chair shall be elected by the committee from among the members who do not serve on the Board of Education. The Board Co-Chair of the committee shall preside over each organizational meeting. Thereafter, the duty of presiding over committee meetings shall alternate equally between the Co-Chairs.

At the organizational meeting, the committee shall determine its schedule for regular meetings. The committee shall meet at least once every quarter.

RULES OF ORDER

The conduct of committee meetings shall be in accordance with the most recent edition of Robert's Rules of Order.

A majority of the full membership of the committee shall constitute a quorum for the committee to conduct business.

RECOMMENDATIONS

All recommendations made by the committee to the Board of Education shall be done by majority vote of the committee members present at the meeting where the recommendation was voted upon.

DURATION OF COMMITTEE

The committee shall exist for an indefinite period, as determined necessary by the Board. The committee charter shall be reviewed by the Board annually in June.

Policy Committee Charter

CHARGE OF THE COMMITTEE

Through authority of BP 9130 and in compliance with AR 9130, the Policy Committee is hereby established and charged with providing advice and recommendations to the Board of Education and District Administration with respect to:

- Annual review of new policy recommendations from the Association of Alaska School Boards relevant to new Alaska State statutes or new federal policy
- Comprehensive review and revisions to current policies and administrative regulations
- Review and recommendations for revision of current Board by-laws
- Other duties as assigned by the Board of Education

MEMBERSHIP

The committee shall be composed of no more than three members of the Board of Education, with participation by administrative staff as needed.

The President of the Board of Education shall appoint at least two (2) members of the Board to serve on the committee, but no more than three (3). Members of the committee shall select the Chair.

The Superintendent shall serve as an advisor to the committee. Other District staff members shall make presentations and reports to the committee as requested.

MEETINGS

The committee shall convene its organizational meeting upon of adoption of this charter and appointment of its members. At the organizational meeting, the committee shall determine its schedule for regular meetings and post public notice as required by the Open Meetings Act.

The conduct of committee meetings shall be in accordance with Robert's Rules of Order.

DURATION OF COMMITTEE

The committee shall exist for an indefinite period, as determined necessary by the Board.



KETCHIKAN GATEWAY BOROUGH

RESOLUTION NO. 2435

A Resolution of the Assembly of the Ketchikan Gateway Borough, Re-Establishing the Assembly-School Board Liaison as a Standing Committee of the Borough Assembly; Amending the Liaison to Allow for Alternate Members; Replacing and Repealing Resolution No. 1245; and Providing for an Effective Date

RECITALS

- A. **WHEREAS**, the Assembly-School Board Liaison was established by Resolution No. 1245; and,
- B. **WHEREAS**, the Liaison has continued to schedule monthly meetings to discuss mutual concerns and issues between the Assembly and the School Board and make recommendations to the respective elected bodies; and,
- C. **WHEREAS**, Resolution No. 1245 allowed for the appointment of "no less than two" members of the Borough Assembly and the School Board to be appointed annually, and three members of each elected body were appointed in the 2011-2012 year; and,
- D. **WHEREAS**, it is not always possible for the appointed committee members to attend the monthly scheduled meetings, and it has become increasingly difficult to maintain a quorum for a meeting to be held; and,
- E. **WHEREAS**, in order to make it easier to establish a quorum, the members of the committee now wish to amend the composition of the committee to be two members of the Assembly and two members of the School Board, and to allow for alternate members to attend in the place of an appointed member.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH as follows:

Section 1. Assembly - School Board Liaison established. Pursuant to and in accordance with Section 5.31.070 of the Borough Code, an Assembly - School Board Liaison is hereby established to foster effective communication and cooperation between the Borough Assembly and the Borough School Board.

Section 2. Purpose. The purpose of the Assembly - School Board Liaison is to meet and discuss mutual concerns and issues between the Assembly and the School Board, share information, and make recommendations to the respective elected bodies.

Section 3. Appointment and Term. The Assembly-School Board Liaison will be composed of two (2) Assembly members to serve as regular members, and one (1) Assembly member to serve as an alternate member, appointed annually by the Mayor; and two (2) School Board members to serve as regular members, and one (1) School Board member to serve as an alternate member, appointed annually by the School Board President. In the event an appointed member is unable to attend a meeting, an alternate member may attend in the place of an appointed member.


Section 4. Quorum. Three members present, in any combination of regular and/or alternate with at least one from each body, constitutes a quorum. Other members of either body may attend and participate, but only up to two persons per body (appointed members or alternates) will be counted for purposes of quorum and any voting which may occur.

Section 5. Operation and Staff Support. Meetings of the Assembly - School Board Liaison are open to the public. Reasonable public notice shall be given for all meetings of the Liaison. The Borough Clerk's Office and School District Superintendent's Office will provide necessary clerical support for Liaison purposes.

Section 6. Repeal: Resolution No. 1245 is hereby superseded and repealed in its entirety.

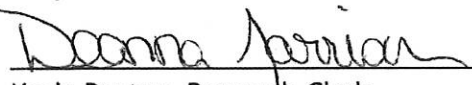
Section 7. Effective Date. This Resolution shall be effective immediately upon adoption.

ADOPTED this 5th day of November, 2012.



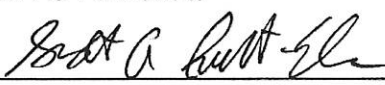
Dave Kiffer, Borough Mayor

ATTEST:

for 

Kacie Paxton, Borough Clerk

APPROVED AS TO FORM:



Scott A. Brandt-Erichsen, Borough Attorney

EFFECTIVE DATE:		NOVEMBER 5, 2012		
ROLL CALL	YES	NO	ABSENT	
Bailey	✓			
Moran	✓			
Painter	✓			
Phillips	✓			
Rotecki	✓			
Thompson	✓			
Van Horn	✓			
Mayor (tie votes only)				
4 AFFIRMATIVE VOTES REQUIRED FOR PASSAGE				