

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA STATEMENT

No 12.

MEETING of: October 18, 2023

Item Title

WORK SESSION:

a. New Board Member Orientation

The School Board President will lead an orientation for newly elected members of the School Board. All Board members will participate as a refresher on Board Goals and policies which govern the rules and expectations regarding roles as School Board Members.

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent 247-2109

RESPONSIBILITIES OF THE BOARD

The responsibility of the Board is the management of the district's schools through the Superintendent. The Board's prime functions are the formulation of policies and the judgment of results. Its ultimate goal is the maintenance and upgrading of the educational standards and facilities so that the best possible education will be available to the children of the community.

(cf. 9300 – Governance)

The local school district has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent or designee for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

(cf. 1312 – Public Complaints Concerning the Schools)

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

(cf. 9010 – Public Statements)

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that the quality of education provided through the district can improve when it listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The School Board encourages persons to resolve problems early and as directly as possible with the person against whom there is a complaint. If a problem remains unresolved, the individual should submit a formal complaint to the appropriate administrator as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual School Board members do not have authority to resolve complaints. If approached directly with a complaint, however, School Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 – Public Complaints Concerning School Personnel)
(cf. 1312.2 – Public Complaints Concerning Instructional Materials)
(cf. 1312.3 – Public Complaints Concerning Discrimination)

Note: Pursuant to 4 AAC 52.500, any person may file a complaint with the Department of Education and Early Development alleging a violation of state regulations governing education for exceptional children.

Legal Reference:

ALASKA STATUTES

14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 – 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 – 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964, 42 U.S.C. 2000 et. seq. (Ch. 21)

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et. seq., especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 10/13/99

Revision Date: 8/14/2019

Revision Date: 6/23/2021

Revision Date: 6/23/2021



**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
COMPLAINT FORM**

(Note: You may use this citizen's complaint process to address complaints against any KGBSD employee, policy, practice or procedure, including rights protected under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendment Act of 1972.)

Please complete this form, print it and mail it to the Superintendent's Office, 333 Schoenbar Road, Ketchikan, Alaska 99901, according to the instructions found below.

Name: _____

Address: _____

Telephone: _____

-
1. Who or what is your complaint against? _____

School/Department: _____
Position: _____

-
2. Has this been discussed with him/her: Yes No
Dates: _____

-
3. Has the complaint been discussed with the principal or supervisor? Yes No
Dates: _____

DESCRIPTION OF COMPLAINT: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

What remedy or action do you suggest?

Signature: _____

Date: _____

Date Received by the District: _____

This form is not intended for emailing. After filling it out, please print it and mail to the Superintendent's Office according to the instructions below.

CITIZEN COMPLAINT FORM PROCEDURES

It is a fundamental constitutional right to have freedom of expression, including criticism of public agencies and their employees. Public employees are also entitled to various rights including the right to the protection of due process of law. In order to satisfy any conflicting rights, the following procedures are established by the Ketchikan Gateway Borough School District for processing complaints against employees or employee practices of the school district.

Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's principal/supervisor. This formal complaint process is reserved for complaints which are not resolved after the informal process has been attempted and must be filed no later than 30 days of the incident. If the incident occurs at the end of the school year, the formal complaint must be filed by June 30 of the current school year. For extenuating circumstances, the deadline may be extended. Even when this formal complaint procedure is initiated, efforts may occur at any point to accomplish satisfactory informal resolution. In no case, is there to be retaliation from either party.

-Public -

**Directions for processing complaints against employees, policies, practices, and procedures
of the Ketchikan Gateway Borough School District:**

1. A person lodging a complaint against a district employee or employee practices should meet with the principal or supervisor of the employee to discuss the problem in an attempt to reach a solution.
2. Any person who is dissatisfied with the result of such a meeting may wish to complete a Citizen Complaint Form.
3. Send the form to the Superintendent's office, 333 Schoenbar Road, Ketchikan, Alaska 99901 (telephone - 907-247-2109). A letter of receipt stating who will be working with you to resolve this complaint and their contact numbers will be sent to you.
4. A copy of the complaint form will be provided to the employee against whom the charge is made with a request that the employee respond in writing to the appropriate administrator within 10 working days of receipt of complaint. The employee shall cooperate in resolving the complaint.
5. If the complaint is not resolved at the building or department level, the appropriate central office administrator will review the complaint and related material, interview parties, and submit findings and recommendations to the superintendent.
6. The superintendent or designee will notify the person filing the complaint and employee in writing of the final determination. A final decision will be issued in a timely manner, not to exceed 45 working days, after the filing of the formal complaint.
7. Employees impacted by use of the Citizen Complaint Form may choose to exercise rights given them by law or by employment agreement. Both the employees and the complaining party may have representation of their choice throughout the process.
8. If the concern is one of equity, the district recognizes the right of the complainant to file a complaint with the Commissioner of Education or other appropriate agencies.
9. At any point after the complaint process has been initiated, if the person filing the complaint indicates a desire to pursue formal litigation, or does in fact file suit, the district's citizen's complaint process will be terminated. The district will then turn the matter over to district counsel.

The following information is listed neither to encourage nor discourage the filing of a complaint. Rather, it is intended to inform you of the possible outcomes of a formal complaint proceeding:

- I understand that the school district may request additional information from me regarding this matter, and I agree that I will provide such information as is available to me.
- I understand that while my requested resolution of this matter will be carefully considered, the responsibility for selecting action taken may ultimately be more or less severe than the remedy I have

proposed. In serious situations, the information contained in this complaint may be used among other things as a basis for termination of an employee.

- If the complaint is directed toward actions of an employee, I understand that the school district will give a copy of this complaint to the individual(s) about whom I have complained. The person will be given the opportunity to respond to this complaint. I will be provided with a copy of any written response.
- I understand that I may request to withdraw this complaint at any time. However, in the event that the school district views the matters raised in this complaint as being sufficiently serious, the school district may pursue this matter despite my desire not to proceed. I also understand that if any judicial proceeding arises from the matters which I have raised in this complaint, both the person I have complained about and I would be entitled to all the rights and protections available in such judicial proceedings.



KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Student Complaint Form

1. Name of student: _____

2. Email address: _____

3. Phone: _____

4. Name of person(s) the complaint is about: _____

5. Date of incident(s): _____

6. Nature of incident(s):

- Bullying Teasing Verbal Argument Fight Cyber-bullying
 Verbal Harassment Physical Harassment Sexual Harassment Other

7. Have you shared your concern with any school teacher or adult? Yes No

Teacher _____ Other Adult: _____

8. Have you shared your concern with any school principal? Yes No

School _____ Principal: _____

9. Please describe your concern(s) in the space provided. You may provide additional information or attachments, as necessary.

10. What remedy or action do you suggest? _____

11. Has a parent been notified about this report? Yes No

Printed Name of Student

Signature of Student

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

The School Board places trust in its employees and desires to support their actions in such manner that employees are free from unwarranted, spiteful or negative criticism and complaints. The Superintendent or designee shall develop procedures which will permit the public to lodge criticism against staff members, ensure full consideration, and protect the rights through due process of the staff members and the district. Verbal complaints against an employee initially made to a School Board member or at a School Board meeting will be referred to the Superintendent or designee in writing or via email for appropriate consideration and action.

(cf. 1250 – Visits to the School)
(cf. 1312 – Public Complaints Concerning the Schools)
(cf. 4112.6 – Personnel Records)
(cf. 9323 – Meeting Conduct)

Note: When public complaints include allegations of child abuse, it is imperative that school officials consult BP 5141.4 – Child Abuse and Neglect (Reporting Procedures). Though a district may implement its complaint procedures in such cases, the duty to report suspected child abuse comes first. We encourage school districts to rely on the child protective agencies for resolving these complaints and determining if the child abuse report is unfounded. The following language is optional.

(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

Legal Reference:
ALASKA STATUTES
44.62.310 Government meetings public

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/14/2019
Revision Date: 6/23/2021

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

Note: The following optional regulation may be revised or deleted in light of district needs and collective bargaining obligations.

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the School Board. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.

If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. (Exhibit to this AR)

The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee in writing.

If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL (continued)

However, the complainant, the employee, or the Superintendent or designee may ask to address the School Board regarding the complaint.

Except when a complaint is directed against the Superintendent or designee, no party to a complaint may address the School Board, either in closed or open session, unless the School Board has received the Superintendent or designee's written report concerning the complaint.

Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the School Board. All parties to a complaint, including the school administration, may be asked to attend a School Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the School Board following the hearing shall be final.

(cf. 9321 – Executive Sessions)

Note: The district should make sure that complaints heard in executive session are indeed complaints against an employee, not against district practice or procedures.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 10/13/99

Revision Date: 8/14/2019

Reviewed (Policy Committee): June 2021

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The School Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6161.11 – Supplementary Instructional Materials)

The Superintendent or designee shall establish procedures which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

(cf. 1312.3 – Public Complaint Concerning Discrimination)

The School Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee’s decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular School Board meeting.

The School Board’s decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

(cf. 6144 – Controversial Issues)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/14/2019
Reviewed (Policy Committee): June 2021

EVALUATION OF THE SUPERINTENDENT

The Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

The Board shall meet with the Superintendent annually, by the first half of December or as appropriate to begin the evaluation process as outlined in the evaluation instrument, including commendations in areas of strength and recommendations for improving effectiveness. The evaluation shall be completed no later than February 15th of each school year. The Superintendent and Board members shall agree upon and sign an evaluation summary. Additional formal or informal evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

As part of the evaluation process, the Superintendent will also be provided an opportunity to evaluate his or her relationship with the Board and have the ability to make comments or suggestions or both regarding how that relationship may be improved.

(cf. 2121 - Superintendent's Contract)

The evaluation process shall be reviewed annually to determine whether any of the following steps need improvement:

1. Developing or reviewing/revising the Superintendent's job description.
2. Adopting or reviewing/revising evaluation policy.
3. Establishing clear criteria to include progress on district goals.
4. Establishing or reviewing/revising the evaluation process.
5. Carrying out the evaluation.
6. Summarizing the results.
7. Discussing the results with the Superintendent.
8. Developing a plan for growth and improvement.

(cf. 9321 - Executive Sessions)

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)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 10/13/99

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)

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)

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 that 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 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. 9240 - Board Development)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

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.

CODE OF ETHICS (continued)

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

- 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.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99

BOARD POLICIES

Note: Pursuant to A.S. 14.14.100, policies relating to the management and control of the district must be expressed in written bylaws formally adopted at regular Board meetings.

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. The policy manual in its entirety may also be accessed on the school website.

(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. Readings may involve reading the title and a summary, if any. If a policy is passed unanimously by the Board and it is unlikely that the policy change will generate public interest or debate, the Board Chair may waive the second reading, provided a majority of the Board Members do not object. The Board Chair, or a majority of the Board, may require additional readings following the second should it be in the public's best interest.

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*

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. 9322 - Agenda/ Meeting Materials)

(cf. 9323 - Conduct of Meetings)

Regular Meetings

The Board shall:

1. Hold at least one (1) regular meeting per month.
2. Additional meetings or work sessions of the Board may be called in accordance with the remaining provisions of these Bylaws.
3. Convene all regular meetings at 6 p.m. at the Ketchikan Gateway Borough Assembly Chambers when available, unless another location is designated by the Board.

Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

MEETINGS (continued)**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.

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.

Worksessions

A worksession may be called in the same manner as a special meeting. Worksessions are public meetings and public members may participate at the invitation of the Board President.

Worksessions may be conducted as necessary to study and review, in depth, matters that may be discussed at future regular or special meetings. Topics on the agenda are for discussion purposes only and no motions will be made or actions taken on these items during the worksession. No minutes are taken at worksessions.

MEETINGS (continued)**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.

Adjournment

All meetings of the Board must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the Board members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all Board members present.

If the meeting is not adjourned or extended prior to 10:00 p.m., or at such extended time as set by the Board in accordance with this section, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day.

*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 states**44.62.312 State policy regarding meetings***KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT****Revision Date: 9/26/07****Revision Date: 2/4/09****Revision Date: 8/12/09****Revision Date: 2/28/2018****Revision Date: 3/23/2022****Revision Date: 8/23/23**

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
3. matters involving consideration of government records that by law are not subject to public disclosure.
4. meetings for the purpose of hearing and deciding matters, in which the Board acts as an adjudicatory body performing a quasi-judicial function.

The Board will follow Borough procedures with regard to keeping records of executive session.

(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/or vice president, and/or clerk treasurer, and the Superintendent shall prepare an agenda for each meeting of the Board.

(cf. 9121 - Board President)

Any Board members may place any item on the agenda by the time of the agenda-setting meeting. The Board President may waive this requirement provided that he/she adheres to notice requirements outlined in this bylaw.

Agenda setting is not a meeting of the Board, therefore direction should not be given and requests for information should be limited to issues of clarity for the agenda.

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. 9323 - Meeting Conduct)

AGENDA/MEETING MATERIALS (continued)

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

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

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

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Revision Date: 4/23/08

Revision Date: 11/10/2021

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.
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.

MEETING CONDUCT (continued)

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. Individual speakers will be encouraged to keep presentations within 3 to 5 minutes when addressing the board.
5. 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.

(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.

Reconsideration of Motions

1. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.
2. The motion to reconsider must be:
 - (a) Made by a member of the board who voted on the prevailing side of the motion under consideration;
 - (b) Seconded by any member at the time the motion is made. If no other question is pending, the debate and vote on a motion to reconsider may be taken up immediately or postponed;
 - (c) Made during the meeting at which action to be reconsidered was taken, or by written notification to the Board President within five (5) days of the adjournment of the meeting and signed by both the moving party and a second.

MEETING CONDUCT (continued)

3. The motion to reconsider may be applied to the vote on any motion except:
 - (a) A motion which can be renewed within a reasonable time;
 - (b) An affirmative vote whose provisions have been partly carried out;
 - (c) An affirmative vote in the nature of a contract when the party to the contract has been notified of the outcome;
 - (d) Any vote that has caused something to be done that it is impossible to undo.
4. Any member of the board may call up a motion to reconsider which has been duly made and seconded at any time during the meeting at which it was made, or at the next regular meeting of the board; a motion to reconsider and enter on the minutes may be called up only at the next regular meeting of the board. A motion to reconsider may be called up during a special meeting occurring before the next regular meeting provided notice of such reconsideration is stated in the notice of the special meeting.
5. A proper motion to reconsider which complies with paragraph 2 above suspends implementation and effect of the decision for which reconsideration is sought, until the next regular meeting adjourns or until the board takes action on that motion, whichever occurs first.
6. A motion to reconsider is debatable. It is not amendable, requires only a majority vote, and cannot be reconsidered.

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

Legal Reference:
ALASKA STATUTES
29.20.020 Meetings public

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 6/10/1998
Revision Date: 8/13/08

KGBSD School Board Goals 2023-2024

<p>INSTRUCTION</p> <p>Goal #1 – Review assessment data annually for grades K-12 by demographics to address trends of rising or falling scores.</p>	<p>Goal #1 Update</p> <ol style="list-style-type: none"> 1. Review off/on track data with high school administration in October and develop a plan for each student. 2. Review of MAPS data in the Fall and use it to enhance MTSS task force planning and MTSS implementation in schools. 3. Review M Class Data that is required by the READS Act. 4. Present data to the school board. 	<p>Goal #1 Moving Forward</p> <ol style="list-style-type: none"> 1. Review off/on track data with high school administration in October and develop a plan for each student. 2. Review of MAPS data in the Fall and use it to enhance MTSS task force planning and MTSS implementation in schools. 3. Review M Class Data that is required by the READS Act. 4. Present data to the school board. 5. Review of AK Starr data from Spring of 2023 when released in the Spring 2024
<p>Goal #2 – Implement PreK-12 MTSS with fidelity district wide.</p>	<p>Goal #2 Update</p> <ol style="list-style-type: none"> 1. MTSS Refresh Team will continue to meet with the MTSS coach. 2. MTSS Task Force will continue to meet to develop a MTSS handbook – 2 year initiative. 3. Share best practices in MTSS throughout the district. 4. MTSS form in PowerSchool to help focus on the staff on the variety of interventions in the behavior, academic and SEL programs. 5. Instructional Coaches will helping with the implementation of the MTSS plan and best practices in the school district. 6. Instructional Coaches connecting teachers from all schools to share best practices with all staff 	<p>Goal #2 Moving Forward</p> <ol style="list-style-type: none"> 1. MTSS Refresh Team will continue to meet with the MTSS coach. 2. Attend the RTI/MTSS task in January 2024 3. MTSS Task Force will continue to meet to develop a MTSS handbook – 2 year initiative. 4. Share best practices in MTSS throughout the district with the help of the Instructional Coaches. 5. Review the use of the PowerSchool MTSS form and it's effectiveness. 6. Review of the impact of the Instructional Coaches on student achievement and learning. 7. Review of the impact of the Instructional Coaches connecting teachers from all schools to share best practices with all stat..
<p>Goal #3 – Focus on reading at grade level by 3rd Grade and increase the graduation rate with measurable improvements in both areas.</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> 1. MTSS program in schools 2. Review and analysis of student data from M Class and MAPS to determine the path forward for students. 3. Incorporated Pre K-12 teachers in the MTSS program. 4. Plans created for students who are off track to graduate. 5. After school tutoring program implemented at KHS. 6. Addition of a social worker at the high school to help improve student SEL (Social Emotional Learning.) 7. Credit Recovery Summer Program completed. 8. MTSS plan submitted to DEED and approved. 9. Increased the number of social workers and mental health counsellors in K-3 grades. 	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> 1. MTSS task force will discuss K-3 interventions and share best practices. 2. Analyze K-3 scores for each school and individual students to help develop a plan for students who are Tier II & III and class wide. 3. MTSS Refresh Team will work with our coach to develop a district wide approach to MTSS. 4. Continue developing plans for all students who are off track to graduate. 5. Implement the SAMHSA grant; helping students connect to school using SEL.
	<p>Goal #4 Update</p>	<p>Goal #4 Moving Forward</p>

KGBSD School Board Goals 2023-2024

<p style="text-align: center;">TRUST</p> <p>Goal #1- Maintain and improve public trust through a robust communications plan.</p>	<p>Goal #1 Update</p> <ol style="list-style-type: none"> 1. Board listening sessions – after the first School Board Meeting of each month. 2. Superintendent School Visits 3. Following procedures and policies 4. Calendar Survey FY25 5. Survey completed on Strategic Plan 	<p>Goal #1 Moving Forward</p> <ol style="list-style-type: none"> 1. Continue Board listening sessions 2. Budget meetings for FY25 3. Continue Superintendent Office hours 4. Meeting with a variety of community constitutions to discuss the positive and challenges that the school board is facing this school year.
<p>Goal #2- Upon the Board or Superintendent establishing a task force or committee, the Board will ensure that the community is adequately represented and engaged in the process and that internal and external stakeholders are given opportunity to participate as appropriate.</p>	<p>Goal #2 Update</p> <ol style="list-style-type: none"> 1. Review of HR Task force recommendations from FY24 2. Presentation to School Board on who makes up these committees and task forces to ensure that there is transparency in the process. 3. Including a variety of different stakeholders from all parts of the organization to help form these committees and task forces 4. Hiring of Director of HR and providing professional development for the new Director. 	<p>Goal #2 Moving Forward</p> <ol style="list-style-type: none"> 1. Continue an open selection process when forming committees and task forces. 2. Continue to inform the Board of the selection process and the members of these groups. 3. Professional Development for Administrators on fair and equitable hiring practices.
<p>Goal #3 Develop and adhere to specified fair hiring practices across district positions</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> 1. HR Task Force developing HR practices for all hiring of positions. 2. Ensure selection of committee members is representative of district employees. 3. Hiring of HR Director 	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> 1. Completed HR Hiring Practices Handbook to be followed by all district employees. 2. Training of staff on the new procedures in the HR Hiring Handbook.
<p>Goal #4 –School Board Members will assess 1 or 2 District goals at each regular School Board meeting.</p>	<p>Goal #3 Update</p> <ol style="list-style-type: none"> 1. August 23 - Climate Connectiveness Survery Work Session 2. September 23- MTSS Program / FY23 Budget 3. October 23 - New School Board Training 	<p>Goal #3 Moving Forward</p> <ol style="list-style-type: none"> 1. Superintendent will continue to present to school board in work sessions and during Friday updates.

KGBSD School Board Goals 2023-2024

<p style="text-align: center;">SAFETY</p> <p>Goal #1- Support the implementation of Transforming Schools Trauma Engaged Framework and review the implementation quarterly.</p>	<p>Goal #1 Update</p> <ol style="list-style-type: none"> 1. Board of Education training with Superintendent on Trauma Informed Practices conducted by AASB 2. SAMHSA Implementation 3. AASB Trauma Informed Practices Grant being implemented 4. Training of Principals and staff on Trauma Informed Practices. 5. Data review of SEL of students in the district. 6. Hiring of Social Worker to help with trauma informed practices at the high school . 7. Training completed on August 23 for all staff at the opening of school 	<p>Goal #1 Moving Forward</p> <ol style="list-style-type: none"> 1. SAMHSA Grant implementation will continue. 2. Ricky Robertson Keynote on August 23 and three follow up events throughout the year. 3. Review completed and the implementation of the new Code of Conduct PreK -12 for 2023-2024 school year. The code of conduct was based on trauma engaged practices and a tiered model similar to MTSS for Academics and SEL. 4. Review of impact on Code of Conduct
<p>Goal #2- Support the district improving school climate outcomes by reviewing the School Climate and Connectedness Survey quarterly with the Superintendent.</p>	<p>Goal #2 Update</p> <ol style="list-style-type: none"> 1. Reviewed with all building principals 2. Continue to develop a welcoming school environment 3. Continue professional development with principals and staff on SEL best practices. 4. Review of Climate Connectedness Survey Review with the School Board in August 2023. 5. Reviewed CCSR with the school Principals in August 2023. 6. Continue outreach to connect schools and community 	<p>Goal #2 Moving Forward</p> <ol style="list-style-type: none"> 1. Review of Climate Connectedness Survey Review and incorporate into school planning 2. Climate Survey for next school year 2024.