

Note: AS 14.08.115 requires regional school boards to establish an Local School Advisory Committee in each community with more than 50 permanent residents. Pursuant to 14.12.035, borough school districts may establish Local School Advisory Committees.

The Local School Advisory Committee functions under the direction of the School Board. School Board policy and actions shall prevail and be followed. The Local School Advisory Committee's function is advisory except in those areas that have been specified by School Board.

(cf. 8200 - Powers and Duties)

(cf. 9310 - Policy Manual)

The Local School Advisory Committee shall seek to learn the will of the people of the community and to represent their interests in actions taken by the Local School Advisory Committee.

The Local School Advisory Committee shall develop an effective working relationship with the school personnel, particularly the Principal/Head Teacher or designee. The administration and the Local School Advisory Committee are expected to work together cooperatively for the betterment of the local school. This relationship should ideally be modeled on the relationship between the School Board and Superintendent or designee, i.e., the Principal/Head Teacher shall be the executive officer of the Local School Advisory Committee and administrative head of all parts of the school.

Role of the School Board

The School Board shall:

1. Establish Local School Advisory Committees as deemed to be in the best interests of the district.
2. Determine the membership and method of selection of Local School Advisory Committees.
3. Determine the powers and duties of Local School Advisory Committees.

Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Supervise the conduct of elections of Local School Advisory Committee members.

2. Oversee the operation of Local School Advisory Committees and report to the board regarding the relationship between Local School Advisory Committees and the schools.
3. Solicit and receive recommendations from the Local School Advisory Committee.

Legal Reference:

ALASKA STATUTES

14.08.115 Local School Advisory Committees in REAA

14.12.035 Local School Advisory Committees in borough school districts

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local education

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BOARD MEMBERSHIP

BP 8110

Note: The school board establishes the composition of Local School Advisory Committees.

Each community area shall be served by an elected Local School Advisory Committee.

(cf. 5116 – School attendance Boundaries)

Each Local School Advisory Committee shall consist of a minimum of three members. The Local School Advisory Committee may increase the number of members serving on the Local School Advisory Committee to a maximum of five members. Members shall serve a term of three years.

The School Board encourages Local School Advisory Committees to appoint a non-voting student member to the Local School Advisory Committee.

Student Representative on LSAC

The LSAC is urged to have a student representative to sit with them in a non-voting capacity. This student should be selected by the student body of the school and should be responsible to report back to the student body concerning the business of the LSAC. The student should be responsible for presenting to the LSAC the concerns of the student body.

Legal Reference:

ALASKA STATUTES

14.12.35 *Local School Advisory Committees in REAA*

14.12.35 *Local School Advisory Committees in borough school districts*

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ELECTIONS

BP 8120

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards.

Second class cities within the district shall be responsible for conducting all phases of Local School Advisory Committee elections for their respective attendance areas. The city council of each second-class city shall certify and forward the election results to the school board.

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections for those portions of the district not organized into second-class cities.

Qualifications for Candidates and Voters

An individual must qualify with respect to the following elements before he/she may vote in an Local School Advisory Committee election:

1. The voter or candidate must be a United States citizen.
2. The voter or candidate must be at least 18 years of age on the date of the election.
3. The voter or candidate must be a resident of the municipality or school attendance area for at least 30 days before the date of the election or be a qualified voter in the immediate family of a student who attends the local school.

School board members may not hold concurrent membership on both the school board and a Local School Advisory Committee.

Legal Reference:

ALASKA STATUTES

14.08.115 Local School Advisory Committees in REAA

14.12.035 Local School Advisory Committees in borough school districts

ELECTIONS

AR 8120(a)

Election of Local School Advisory Committees

- a. LSAC elections may be held each year at the regularly scheduled LSAC meeting in October or in conjunction with other state and local elections provided that local LSAC elections are held prior to November 30th each year. The notice of election should be posted at least ten (10) days in advance and give the time and place of the meeting. The notice should be posted in at least three public places in the village.
- b. Local School Advisory Committee elections shall be under the supervision of the local LSAC.
- c. The election will be conducted in an open meeting of the LSAC as follows:
 1. Nominations for membership, which qualify under Section 7.04, may be received from the floor.
 2. Voting for the candidates will be by secret ballot.
 3. The Principal/Head Teacher will assist the LSAC in conducting the election and will have a supply of paper and pencils available for secret ballot.
 4. Minutes of the meeting will be kept listing the candidates and the procedures followed in selecting the members of the committee.
- d. Provide for election where communities opt to elect an alternate LSAC member.
- e. Election of alternate LSAC member shall be annually. The person receiving the next highest number of votes to the seated LSAC members shall be the alternate. Alternates serve for one year.
- f. Results of elections certification will be conveyed to the District Office at the earliest possible opportunity following certification by the LSAC detailing member's seats and term.

VACANCIES AND TERMS OF OFFICE

BP 8130

A vacancy on the Local School Advisory Committee may occur for any of the following reasons:

1. If an Advisory Board member submits a written resignation, which is subsequently accepted by the Local School Advisory Committee.
2. If an Advisory Board member moves out of the attendance area he/she represents.
3. If an Advisory Board member is removed from office by action of the Local School Advisory Committee or the School Board.

The Local School Advisory Committee may recommend that the School Board remove a member from office because of misconduct in fulfilling his/her responsibilities.

If a vacancy occurs on the Local School Advisory Committee, the remaining members will, within 30 days of the vacancy, appoint a successor to serve until the next regular election. If unable to agree on a successor, the Local School Advisory Committee shall submit recommendations to the School Board for appointment.

Terms of Office and Vacancy of Local School Advisory Committees

- a. Local School Advisory Committee members shall be elected for a term of three (3) years. Alternates elected shall serve for one year, or remainder of school year.
- b. Vacancies of LSACs shall be filled by appointment of a replacement by the remaining members until the next regular election. At that time, an election will be held for the remaining portion of a term. LSAC members may consult the community in selecting a member to fill a vacancy, but are under no obligation to do so.
- c. An LSAC member who misses three (3) meetings without prior permission of the other members of the LSAC and or without good reason (such determination of the reason to be made by the other LSAC members) may be removed by: An aye vote by three of the four remaining members of a five-member board, or two members of a three-member board.

An LSAC member so removed should be notified by registered mail with return-receipt requested.

Legal Reference:

ALASKA STATUTES

14.08.115 Local School Advisory Committees in REAA

14.12.035 Local School Advisory Committees in borough school districts

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OFFICERS

BP 8140

Each Local School Advisory Committee shall annually elect a chairperson, vice-chairperson and secretary. Members may serve consecutive terms as a Board officer.

The duties of the chairperson are to preside at Local School Advisory Committee meetings, appoint all committees of the Local School Advisory Committee, and represent the Local School Advisory Committee at Public meetings, special meetings, and other occasions as directed by the School Board. The Chairperson will also see that all information from the School Board is distributed to other Local School Advisory Committee members. The chairperson shall be an ex-officio member of all Local School Advisory Committee committees.

The duties of vice-chairperson are to preside at Local School Advisory Committee meetings in the absence of the chairperson and to perform all other duties as shall be assigned by the Local School Advisory Committee.

The duties of the secretary are to insure that an accurate record of the proceedings of the Local School Advisory Committee is kept and that a copy of this record is presented to each Local School Advisory Committee member, the Principal/Head Teacher or designee, and the Superintendent or designee who will make these records available to the School Board.

Legal Reference:

ALASKA STATUTES

14.12.35 *Local School Advisory Committees in REAA*

14.12.35 *Local School Advisory Committees in borough school districts*

POWERS AND DUTIES

BP 8200(a)

Note: Pursuant to A.S. 14.08.115 Local School Advisory Committees shall advise the regional school board on all matters concerning the schools in the community. A.S. 14.08.115 and A.S. 14.12.035 give school boards the authority to prescribe the powers and duties of Local School Advisory Committees. Additionally, the role of advisory boards may be prescribed in relevant policies and regulations throughout the policy manual with a cross-reference to this policy.

Duties of the Local School Advisory Committee

A Local School Advisory Committee shall review and make recommendations to the School Board concerning the curriculum, program, and general operation of the local school and shall exercise additional responsibilities and functions, as may be delegated by the District School Board.

This guide should in no way be construed to authorize Local School Advisory Committees to assume administrative duties, such as the establishment of school rules and regulations, the hiring and release of classified personnel, etc., which are the responsibilities of the school Superintendent or Chief School Administrator. The Superintendent or Chief School Administrator may, however, request advice from the LSAC on any school-related matter.

Neither should this guide be construed to authorize the LSACs to assume duties such as the establishment of policies, the commitment or expenditure of funds, the hiring of certificated personnel, etc., which are the responsibilities of The Lake and Peninsula School Board. However, the School Board does desire advice from the LSACs on school-related matters and may request advice on specific matters.

a. Duties and Responsibilities of the LSACs:

1. Serve in an advisory capacity to the Superintendent or Chief School Administrator, Principal/Head Teacher and to the School Board.
 - a. Review and approve a report prepared by the Principal/Head Teacher to and submitted prior to the end of the school year to the School Board and to the community served by the LSAC. This report shall include the following:
 1. Progress toward strategic objectives.
 2. Personnel recommendations for next year.
 3. Student achievement.
 4. Status of the physical plant including suggestions for summer maintenance.
 5. Extracurricular activities throughout the year.
 - b. Assist in selecting teachers by outlining to the Superintendent or Chief School Administrator desirable characteristics and skills needed by teachers to fill potential vacancies.
 - c. Review and advise the site administrator regarding site budget expenditures.
2. Assess the educational needs of the community and make recommendations to the Principal/Head Teacher and the Board on appropriate direction and content of educational programs.

POWERS AND DUTIES (continued)

BP8200 (b)

3. Maintain close communications with the Principal/Head Teacher in regard to community feelings about specific educational programs, school policies, school regulations, and school employees. The LSAC may from time to time, convey to the Superintendent or Chief School Administrator the qualifications and qualities of teachers they wish to see placed in the local school.
4. Serve as liaison for information and positive relations between the school and community.
5. Welcoming and assisting teachers moving into the community.
6. In conjunction with the local site administrator, prepare a school calendar for each school year. This calendar must be submitted to the Board for its review and approval by May 1.
7. Make recommendations to the Board on maintenance and building needs of the school facility.
8. Assist in surveys and meetings in preparation for building of new school facilities and in creation of educational programs and curriculum.
9. In cooperation with the Principal/Head Teacher, be responsible for care of school facilities and equipment of all kinds.
10. In cooperation with the Principal/Head Teacher, make recommendations on hire and dismissal of classified personnel.
11. In cooperation with the Principal/Head Teacher and teaching staff, plan and prepare school day schedules, including beginning and dismissal times, and in accordance with the following:
 - Alaska School Laws
 - Department of Education Rules and Regulations
 - School District's Policy Manual
 - School District's Administrative Manual
 - School District's Curriculum Guide
 - School District's Parent Student Handbook
 - School District's Classified Personnel Handbook
12. Regularly meet to discuss and review how the LSAC can improve its effectiveness in service to the schools and community.
13. Assist the District Board by reviewing all proposed Board policies prior to Board adoption.
14. Each LSAC shall develop a local school operations manual to cover gym hours, emergency plan, accidents, and use of school facilities by the public.

POWERS AND DUTIES (continued)

BP8200(c)

When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title 1, take place in the school, approve the program to be implemented. The respective parent committee has responsibility for the preparation of the program but every effort should be made to coordinate all programs, which take place in the school. The Local School Advisory Committee may also act as the Parent Action Committee (PAC) for the purpose of advising the district on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.

Review at least once per semester student achievement/behavioral/attendance data and make recommendations to administration on how to increase student achievement. Review and adopt a report prepared by the Principal/Head Teacher to be submitted prior to the end of the school year to the Local School Advisory Committee and to the community served by the Local School Advisory Committee. This report shall include the following:

- a. Progress and achievement through the year.
- b. Recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels.
- c. Status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.

Legal Reference

ALASKA STATUTES

14.08.115 *Local School Advisory Committees in REAA*

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ORIENTATION

BP 8310

The Superintendent or designee will work with new Local School Advisory Committee members in conjunction with personnel and/or materials from the State Department of Education and Early Development and Association of Alaska School Boards for the purpose of orientation.

(cf. 8330 – Member Responsibilities)

MEETINGS

BP 8320

Note: Local School Advisory Committees are subject to open meeting laws.
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All meetings of the Local School Advisory Committee shall comply with the open meeting laws. The Local School Advisory Committee shall provide public notice of its meetings and allow for public participation at its meetings.

The Local School Advisory Committee may not hold executive sessions.

(cf. 1340 - Access to District Records)

(cf. 9320 - Meetings)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

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MEETINGS

AR 8320(a)

Regular Meetings

Regular meetings will be held monthly at a regular date, time and place to be determined by the Local School Advisory Committee.

1. The Local School Advisory Committee shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least 48 hours in advance.
2. The Local School Advisory Committee meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.
3. Five days notice shall be given for cancellation of the regular meeting during non-school months.

Special Meetings

1. All meetings called for a special purpose shall be considered as special meetings and are open to the public. Public notice shall be given 24 hours in advance.
2. Notice of a special meeting shall include a statement of the purpose of the meeting.
3. No business may be transacted other than that stated in the notice of the meeting.
4. All Local School Advisory Committee members must be contacted in person at least 24 hours in advance of the meeting.
5. Special meetings may be called by the chairperson upon request of two Local School Advisory Committee members or the Principal/ Head Teacher.

Work Sessions

Work sessions or in-service training sessions may be held with 24-hour public notice given but no business may be transacted. Work sessions will be held in a public building.

Local School Advisory Committees

MEETINGS (continued)

AR 8320(b)

Agendas

1. Agendas will be prepared by the Principal/Head Teacher at the direction of the Local School Advisory Committee chairperson. An agenda shall be made available to each Local School Advisory Committee member prior to each meeting.
2. Anyone wishing to address the Local School Advisory Committee may request placement of an item on the agenda by contacting the Local School Advisory Committee chairperson 24 hours in advance.
3. The chairperson shall give ample notice to a person who wishes to address the Local School Advisory Committee of the time and place of the meeting.

Communications

1. All written communication addressed to the Local School Advisory Committee shall be brought to the Local School Advisory Committee's attention.
2. Written communications will be read at Local School Advisory Committee meetings.
3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
4. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item shall be limited usually to 5 minutes.
5. The chairperson shall have the power to maintain order at all meetings of the Local School Advisory Committee or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Local School Advisory Committee may be ordered to leave.
6. Following consideration of oral and written communication, the Local School Advisory Committee shall direct the Principal/Head Teacher or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
7. As far as practical, the Principal/Head Teacher or designee shall provide logistical and clerical support to the Local School Advisory Committee.

Suggested Order of Business

1. Call to order
2. Roll call
3. Approval of minutes

4. People to be heard
5. Correspondence
6. Reports from committees
7. On-site procedures
8. Administrative reports
9. Items for Local School Advisory Committee Consideration
 - A. Old Business
 - B. New Business
10. Items for next meeting's agenda
11. Adjournment - Time and Place of next meeting.

Minutes

1. A record of Local School Advisory Committee discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
2. The official minutes shall be primarily concerned with definite recommendations.
3. Minutes shall indicate speaker, organization and topic. Reactions from Local School Advisory Committee members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Local School Advisory Committee shall be available to Local School Advisory Committee members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request in the Principal/Head Teacher or designee's office.
6. Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

Quorum

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

Affirmative votes by a majority of the School Board's membership are required to approve any action under consideration, regardless of the number of members present.

Motions

1. The vote on all recommendations shall be by voice.
2. When the number of ayes and nays is not clear, a member or the Chairperson may call for a roll call vote in order to determine the prevailing side.
3. In a roll call vote the name of Chairperson shall be called last.
4. No member shall be entitled to vote on any matter in which he or she has any direct or indirect financial interest.

Committees

1. Committees may be appointed as needed by the Local School Advisory Committee chairperson. Membership may be comprised of Local School Advisory Committee members, community members, parents, teachers and students as deemed appropriate by the Local School Advisory Committee chairperson.
2. Committees shall function as advisory only and concern themselves only with the special assignment from the Local School Advisory Committee.
3. Local School Advisory Committee members serving on such committees shall not speak for the Local School Advisory Committee unless authorized to do so.
4. Committees shall report to the Local School Advisory Committee and shall terminate after their final presentation.
5. The committee chairperson will be appointed by the Local School Advisory Committee chairperson.

Members of Local School Advisory Committees have no authority within the school district to manage or control students or staff, except as may be specifically authorized by the School Board or administration.

(cf. 1250 - Visits to the Schools)

The Local School Advisory Committee may recommend to the Superintendent or designee that its members represent the district at community or school functions or at activities associated with school business.

Functions that Cannot be Legally Delegated to the LSACs

The following functions cannot be delegated to the LSACs due to the legal responsibility vested in The Lake and Peninsula School Board:

- a. final approval of contracting and terminating certificated and classified staff.
- b. contracting services.
- c. expending funds without the express permission of The Lake and Peninsula School Board.

NOTE: Local School Advisory Committees actions cannot be contrary to any Lake and Peninsula School Board Policies, official Board actions, negotiated agreements, State Law, and Department of Education Rules and Regulations.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.115 *Local School Advisory Committees in REAA*

14.12.035 *Local School Advisory Committees in borough school districts*

The School Board expects all members of Local School Advisory Committees to maintain the highest ethical standards, which includes complying with state and federal laws and the board policies and administrative regulations of the district.

(cf. 9270 - Conflict of Interest)

**CODE OF ETHICS
FOR THE LOCAL SCHOOL ADVISORY COMMITTEE**

As a member of my school Local School Advisory Committee, representing all the citizens of my village, I recognize:

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community;
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be;
3. That the future welfare of the community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner;
4. That my fellow Local School Advisory Committee members and I must take the initiative in helping all the people in this community to have all the facts, all the time, about their schools;
5. That I must never neglect my personal obligation to the community and my obligation to the state, nor surrender these responsibilities to any other person, group, or organization.

In view of the foregoing consideration, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of an Local School Advisory Committee member so that I may render effective and creditable service;
2. To work with my fellow Local School Advisory Committee members in a spirit of harmony and cooperation in spite of differences of opinion that arises during vigorous debate of points at issue;
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Local School Advisory Committee and the School Board;
4. To remember at all time that as an individual I have no authority outside the meeting of the Local School Advisory Committee, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact.

**CODE OF ETHICS
FOR THE LOCAL SCHOOL ADVISORY COMMITTEE**
(continued)

5. To resist every temptation and outside pressure to use my position as an Local School Advisory Committee member to benefit either myself or any other individual or agency apart from the total interest of the school;
6. To recognize that it is as important for the Local School Advisory Committee to understand and evaluate the educational program of the schools as it is to plan for the business of school operation;
7. To bear in mind under all circumstances that the primary function of the Local School Advisory Committee is to recommend procedures by which the school is to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Principal/Head Teacher or designee of the school and staff. The local Principal/Head Teacher or designee and his/her staff function under the direction of the Superintendent or designee as he/she implements the policies established by the School Board;
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
9. Finally, to strive step-by-step toward ideal conditions for the most effective Local School Advisory Committee service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.