

**MEETINGS**

BP 8320

All meetings of the School Advisory Committee shall comply with the open meeting laws. There shall be no executive sessions. The School Advisory Committee shall provide public notice of its meetings and allow for public participation at its meetings.

The Superintendent, Principal and/or lead teacher shall establish **regulations administrative procedures (AP)** to ensure compliance with law.

*(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

*revised 5/2015*

AASB POLICY REFERENCE MANUAL 9/92  
KUSPUK SCHOOL DISTRICT ADOPTED: 8/13/15

**MEETINGS**

AP 8320(a)

**Regular Meetings**

Regular meetings should be held at a minimum of four (4) times per year or whatever the acceptable number of regular meetings may be as agreed by the local School Advisory Committee members. Meetings will be held at a regular date, time and place to be determined by the School Advisory Committee. No School Advisory Committee meetings will be held during the months of June **or** July **or August**.

1. The 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 24 hours in advance.
2. The School Advisory Committee meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.
3. The School Advisory Committee will rely upon the local Principal and/or lead teacher for guidance when questions arise concerning policy or procedures using school board policy, student handbook, or other reference materials as needed.

**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 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 chair upon request of two School Advisory Committee members or the Principal.

**Work Sessions**

In addition to regular and special meetings, the School Advisory Committee can hold School Advisory Committee Work Sessions. The purpose of a work session is to provide a less formal way of learning and discussing complicated and detailed information.

All School Advisory Committee work sessions are public meetings that must be announced in exactly the same manner as special meetings (24 hour advance notice), must be held in a public building and no business may be transacted.

Minutes are not taken or kept on work sessions, although notes or summaries may be useful for future reference. The School Advisory Committee may not take any votes or actions during a work session. Work sessions are strictly for information exchange and discussion.

**MEETINGS (continued)**

AP 8320(b)

**Agendas**

See E 8320 for a suggested order of business for School Advisory Committee agendas.

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

**Communications**

1. All written communication addressed to the School Advisory Committee shall be brought to the School Advisory Committee's attention.
2. Written communications will be read at 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 chair shall have the power to maintain order at all meetings of the School Advisory Committee or hearing held before it. Persons guilty of being rude, insolent or contemptuous during any meeting of the School Advisory Committee may be ordered to leave.
6. Following consideration of oral and written communication, the School Advisory Committee shall direct the Principal or lead teacher 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 or lead teacher shall provide logistical and clerical support to the School Advisory Committee.

**Minutes**

**See E 8320 for sample minutes.**

1. A record of 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 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 School Advisory Committee shall be available to School Advisory Committee members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request to the Principal or lead teacher.

**MEETINGS (continued)**

AP 8320(c)

6. Copies shall be sent to the Superintendent who will make sure that the SAC minutes from each site are included in the School Board packet under the section of district reports for the next regularly scheduled School Board meeting. Confirmation of the receipt of these SAC minutes will be sent to each Principal and/or lead teacher as a means to communicate with each village SAC.

**Quorum**

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

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.

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

**Executive Sessions**

School Advisory Committees shall not conduct business in executive sessions and therefore should not enter into executive session for any reason. Matters related to personnel shall be referred to the Principal to handled by Kuspuk School District policy.

*revised 5/2015*

**SAMPLE AGENDA - Suggested Order of Business****E 8320 (a)**

**An order of business shall be established for regular meetings of the School Advisory Committee. The order may be changed by the Chairperson with the consent of the Board in order to accommodate the interest of the public, and to facilitate orderly and timely transaction of business.**

**The order of business should include:**

- 1. Call to Order / Roll Call / Establishment of Quorum**
- 2. Introduction of Guest / Scheduling of Audience Participation**
- 3. Modification / Adoption of the Agenda**
- 4. Correction / Approval of Minutes**
- 5. Principal & Staff Reports**
- 6. Correspondence**
- 7. Action Items: Old Business  
New Business**
- 8. Comments: Principal, School Board, Audience**
- 9. Future Meetings / Events**
- 10. Adjournment**

**People wishing to be heard under item #2 above are encouraged to notify the Principal in advance of the meeting and to provide any written documentation five (5) days prior to the meeting so that the information can be furnished to the School Advisory Committee members.**

**SAMPLE MINUTES****E 8320 (b)**

\_\_\_\_\_ School SAC Meeting Minutes  
Date: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Call to Order: President \_\_\_\_\_ called the meeting to order at \_\_\_\_ p.m.

Roll Call:

SAC Members Present: \_\_\_\_\_

SAC Members Absent: \_\_\_\_\_

Other Meeting Attendees: \_\_\_\_\_

Quorum: State whether a quorum was present or not.

Introduction of Guest/Scheduling of Audience Participation.

Modification/Adoption of the Agenda: record changes/deletions to agenda and motion to accept the agenda with changes or as it is presented.

Approval of Minutes: Record any corrections to the minutes and motion to approve of the minutes.

Reports: List the speakers and do a summary record of all reports, discussions and presentations before the Committee. Copies of lengthy reports and documents may be cited by reference and shall be maintained in the official Committee meeting file.

Correspondence: Summarize nature of correspondence (if any). Record any recommendations or action.

Action Items: Old Business  
New Business

Record all actions taken by the Committee including a record of the vote of each member if the vote was by roll call. Record resolutions and motions in full including a record of the maker and the second of each and state whether or not the motion passed or failed. Record the disposition of all matters, which the committee considered but upon which no action was taken.

Breaks: If taken, state the time the break began and the time the Committee returned to order. IF the Committee recesses until a later time, state the time/date the meeting recessed and the time/date they came back to the meeting.

Comments: Principal, School Advisory Committee, audience. State each persons name and give a brief summary of their comments.

Schedule time and place of future meetings/events. Record the motion listing date/time/place of next meeting.

Adjournment: Record motion to adjourn and time of adjournment.