

**POLICIES**

**OF THE**

**ASSOCIATION OF ALASKA SCHOOL BOARDS**

*ORIGINALLY ADOPTED AUGUST 20, 1983*

**1111 West 9th Street  
Juneau, Alaska 99801**

# **ASSOCIATION OF ALASKA SCHOOL BOARDS**

## **POLICY MANUAL**

### **CONTENTS**

<b>Chapter 1</b>	<b>Organization</b>
<b>Chapter 2</b>	<b>Delegate Assembly</b>
<b>Chapter 3</b>	<b>Board of Directors</b>
<b>Chapter 4</b>	<b>Personnel</b>
<b>Chapter 5</b>	<b>Finance</b>
<b>Chapter 6</b>	<b>Miscellaneous</b>

## CHAPTER 1 ORGANIZATION

*Purposes of the Association	100
School board Standards	Exhibit 100
*Membership	101
* Voting Powers of the Membership	102
Membership Dues	103
*Association Office	104
Nondiscrimination	105

\* Denotes policies that must be aligned with Bylaws

**\*PURPOSES OF THE ASSOCIATION OF ALASKA SCHOOL BOARDS**

The purposes of the Association of Alaska School boards shall be:

- Assist school boards in meeting established board standards for performance and accountability and communicating their efforts and progress to the public and other policy makers.
- Increase the influence school boards have on governmental decisions which have implications for public education.
- Improve the quality of public school governance through school board member education and the development of leadership potential.
- Preserve and protect lay control of and accountability for public education.
- Promote equal educational opportunity for all public school children.
- Increase member knowledge of educational issues and their implications.
- Enhance school board member involvement in assuming leadership positions in advocating good public education in Alaska.
- Anticipate and promote legislation for future educational needs.
- Develop and maintain effective relationships with other groups dealing with educational issues.
- Promote and facilitate cooperation among local boards of education.
- Provide technical assistance and information to school districts in a variety of management areas.

*Adopted August 20, 1983*  
*Revised April 15, 2000*  
*Revised March 29, 2010*

## **AASB SCHOOL BOARD STANDARDS**

### **VISION**

*The Board Creates A Shared Vision To Enhance Student Achievement*

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

### **STRUCTURE**

*The Board Provides A Structure That Supports The Vision*

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

### **ACCOUNTABILITY**

*The Board Measures District Performance Toward Accomplishing the Vision And Reports The Results To The Public.*

- 3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.
- 3.2 Board evaluates the superintendent and Board performance annually and reports the result to the public.
- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.4 Board uses an understandable format to periodically report district performance to the public.

## **ADVOCACY**

### *The Board Champions The Vision*

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The Board identifies and addresses issues proactively that affect the education of students.

## **CONDUCT & ETHICS**

### *The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner*

- 5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.
- 5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.
- 5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

*Exhibit added April 15, 2000*

*Revised March 27, 2010*

## **MEMBERSHIP**

There shall be four types of membership in the Association of Alaska School boards: Regular, Associate, Honorary and Life.

Regular members shall include all school board members of public school districts in Alaska who are members in good standing of the Association. These will include the boards of the Boroughs, Cities, and Regional Education Attendance Areas.

Boards of Education in good standing shall be those which have paid all dues which are due and payable at the time of the Annual meeting.

Associate members may include members of advisory school boards, charter school boards, the State Board of Education, the Commissioner of Education, the Deputy Commissioner, the Superintendents or Chief Executive Officers of the school districts within the state of Alaska, and such others as may be approved by the Board of Directors of the Association. In order to qualify for associate membership advisory school boards and charter school boards must be part of a school district which is a member in good standing.

Life members shall include all Past Presidents of the Association.

Honorary members shall be any person who has rendered distinguished service to the Association or Public Education in the State of Alaska, and has been voted into Honorary membership at an annual meeting of the Association.

*Adopted August 20, 1983  
Revised April 25, 1998  
Revised April 15, 2000  
Revised April 20, 2001  
Revised March 29, 2010*

**\*VOTING POWERS OF THE MEMBERSHIP**

Each member school board in good standing with the Association shall be entitled to a weighted number of votes distributed on the basis of district size as determined by Average Daily Membership.

ADM Category	# Votes per District
<500	1
501 - 1,000	2
1,001 - 5,000	3
5,001 - 20,000	4
>20,000	5

Voting on all substantive issues by the General Membership shall be conducted by a weighted vote.

Life members who are no longer members of a school board, associate members and honorary members shall be entitled to all privileges of regular members except the right to vote and to hold elective office.

*Adopted August 20, 1983  
Revised April 16, 1994  
Revised July 21, 1996  
Revised April 15, 2000  
Revised April 22, 2006*



**MEMBERSHIP DUES**

Membership dues in the Association shall be as follows:

1. Dues in the Association for regular members shall be established by vote of the Delegate Assembly upon the recommendation of the Board of Directors.
2. Dues for associate memberships shall be fixed by the Board of Directors from time to time.
3. No dues shall be required of honorary or life members.

POLICY NUMBER: 104

**\*ASSOCIATION OFFICE**

The Association shall maintain its principal office (and such other offices as may be necessary) at such place or places as the Board of Directors shall from time to time determine.

*Adopted August 20, 1983  
Revised April 16, 1994*

POLICY NUMBER: 105

## **NONDISCRIMINATION**

The Board of Directors is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, the public, and individuals with whom the Association does business.

*Adopted August 20, 1983  
Revised April 16, 1994*

## **CHAPTER 2 DELEGATE ASSEMBLY**

*Purpose, Composition, Authority, Duties and Responsibilities, Quorum	200
Annual Meeting	
Agenda	201
Rules of Procedure	202
Special Meeting	203
Committees	
*Awards	204
*Budget	205
*Constitution and Bylaws	206
*Nominating	207
*Resolutions	208
*Other	210
Alaska Judicial Districts Defined	211
*Resolutions Annual Review and Process	212
Procedure for Elections of Directors	213
Amendments to the Constitution	214
Records Retention	215

\* Denotes policies that must be aligned with the Bylaws

## **DELEGATE ASSEMBLY**

POLICY NUMBER: 200

### *Purpose:*

The Association of Alaska School Boards shall act through a Delegate Assembly. The Delegate Assembly shall meet at least annually to give direction to the Association and to chart its future course of action.

### *Composition:*

The Delegate Assembly shall consist of all members of school boards who are members in good standing of the Association. Life members may participate in discussion but may not vote.

### *Authority:*

The Delegate Assembly shall determine the direction of the Association by at least a majority vote of the quorum present at an annual or called meeting of the general membership.

### *Duties and Responsibilities:* Among its duties, the Delegate Assembly:

Ratifies the rules for the operation of the Delegate Assembly as presented by the Board of Directors.

Elects the Board of Directors of the Association.

Establishes the annual dues paid by member boards of education.

Approves changes in AASB Constitution and Bylaws.

Adopts resolutions pertaining to issues of state and national significance.

Establishes official positions of the Association through resolution.

Receives reports of the President and the Executive Director.

Receives reports of special ad hoc committees and task forces.

### *Quorum:*

School board members representing at least 50% of the qualified weighted vote shall constitute a quorum at the annual meeting of the Association.

Adopted on August 20, 1983

Revised April 17, 1993

Revised April 25, 1998

Revised April 15, 2000

Revised April 22, 2006

## **DELEGATE ASSEMBLY - ANNUAL MEETING**

### Agenda

The agenda for the annual meeting shall be prepared by the Executive Director at the direction of the president.

These items of business shall be included:

1. Adoption of rules governing at the first session of the Annual Meeting.
2. Report of the Resolutions Committee
3. Action on Resolutions
4. Election of Board of Directors
5. Other business as may come properly before the Delegate Assembly.

The Board of Directors shall recommend to the Delegate Assembly the procedures to be adopted each year for the proper conduct of the Annual meeting.

These rules may be suspended by a motion, properly made, and favorable consideration of the issue by two thirds of the total votes cast.

Adopted on August 20, 1983  
Revised on April 17, 1993  
Revised on July 21, 1996

**DELEGATE ASSEMBLY - ANNUAL MEETING**

Rules of Procedure

The following rules of procedure are recommended for adoption by the Delegate Assembly pursuant to Article 5, Section 4 (c) of the AASB Constitution.

1. DELEGATE ASSEMBLY QUORUM: School board members representing at least 50% of the qualified weighted vote shall constitute a quorum at the annual meeting of the Association.
2. PARLIAMENTARIAN: The chair may appoint a parliamentarian to whom questions may be directed through the chair.
3. ROBERT’S RULES OF ORDER: The Delegate Assembly shall follow *Robert’s Rules of Order* except where a Delegate Assembly rule conflicts with Robert’s Rules, in which case the Delegate Assembly rule shall apply.
4. DEBATE ON THE FLOOR: A delegate from a district different from the one making a motion, must second a motion made from the floor. In speaking to a motion, a delegate will be limited to three minutes. A delegate who has spoken on a question will not be recognized again for the same question until others who wish to speak have spoken.
5. VOTING: Voting on all substantive issues by the General Membership shall be conducted by a weighted vote.

Each member school board in good standing with the Association shall be entitled to a weighted number of votes distributed on the basis of district size as determine by Average Daily Membership.

ADM Category	# Votes per District
<500	1
501 - 1,000	2
1,001 - 5,000	3
5,001 - 20,000	4
>20,000	5

*All* individual board members attending the general business meeting will be encouraged to participate in the voting process, but will have to make decisions as a local board as to how to cast the number of votes allotted to their district. Boards may choose to split their votes if they have more than one vote allotted. All board members present will be allowed to speak on any issue.

Weighted voting on substantive business will be conducted with the use of designated markers distributed to each school board by the Association at the meeting. The number of markers distributed to each board will correspond with the number of votes allotted to each district according to the Bylaws. No proxy votes will be allowed.

6. PROPOSED RESOLUTIONS: Proposed resolutions to be considered by the Delegate Assembly must be submitted in writing to the Association office no later than 40 days prior to the first session of the meeting.

A resolution not submitted through the appropriate process and meeting the required timelines or a resolution which was correctly presented to the Resolutions Committee for consideration but has received negative consideration by that committee may be considered by the Delegate Assembly under the following conditions: (1) Floor resolutions must be submitted to AASB staff by 6:00 p.m. on the first official day of the Annual Conference for copying; (2) a motion must be properly made to ask that the rules be suspended and that the Delegate Assembly take up the questioned issue; (3) the motion shall require two thirds of the total votes cast are in favor of allowing the measure to be considered.

7. AMENDMENTS TO THE CONSTITUTION: The Constitution may be amended at the annual meeting of the Association by two thirds of the total votes cast provided due notice in writing is submitted to the Board of Directors at least 60 days prior to the time of the regular annual meeting. The Executive Director shall, not less than 30 days prior to the annual meeting, forward to the membership, notice of all proposed changes.
8. ELECTION OF AASB BOARD OF DIRECTORS: The Nominating Committee will only consider nominations that are postmarked or faxed no less than 14 days before the meeting date of the Nominating Committee, and prepare a slate of recommended candidates, to be announced on the first official day of the annual meeting.

Candidates may only run from the floor if they have been properly nominated by official action of their local school board, had their nominations submitted no less than 14 days prior to the meeting of the Nominations Committee and have gone through the established interview process with the Nominating Committee. Floor candidates must notify AASB staff of their intent to run from the floor by 6:00 p.m. of the first official day of the annual conference and must specify which slate candidate they wish to run against. Challenges may only occur against candidates from the same geographic region. All candidates will be afforded time to address the Delegate Assembly relative to their views regarding AASB involvement.



Ballots shall be prepared by Association staff and shall contain the names of all nominated candidates. Candidates shall be identified on the ballot as either a slate candidate with Nominating Committee endorsement, or as a candidate nominated from the floor. The number of ballots distributed to each school board will correspond with the number of votes allotted according to the Bylaws. Results of balloting will be announced prior to the end of the annual meeting.

9. PRESIDING OFFICER AUTHORITY: Although informal advice may be sought of AASB staff, including counsel, all rulings concerning assembly or parliamentary procedure shall be made exclusively by the presiding officer. The presiding officer may consult with the parliamentarian or with staff, including counsel, but the ruling of the presiding officer shall be final in all events unless overturned by a majority vote of the delegates presenting and voting.
10. RULES SUSPENSION: Any of these rules may be suspended by formal motion to do so and two thirds vote of the total votes cast being in favor.

Adopted on August 20, 1983  
Revised on April 17, 1993  
Revised on April 25, 1998  
Revised on April 15, 2000  
Revised on April 22, 2006  
Revised on April 5, 2008

## **DELEGATE ASSEMBLY**

### Special Meetings

The Board of Directors shall request a special meeting of the Delegate Assembly upon the affirmative vote of two thirds of the membership of the Board of Directors or upon the petition by formal resolution of a majority of active member boards of the Association.

An agenda shall be given to all active members at least thirty days prior to the special meeting date.

Adopted on August 20, 1983

**DELEGATE ASSEMBLY - COMMITTEES**

\*Awards Committee

The President of AASB will appoint a Chairperson who is a member of the Board of Directors and a member from each judicial district to serve on the Award Committee, with the provision that each person must have previously attended at least one state Annual Conference.

Nominations for awards must be postmarked or faxed no less than 14 days before the meeting date of the Awards Committee.

Selection for awards will be based on but not limited to the following criteria:

1. The nominee's good standing of AASB.
2. The nominee's service on a local school board for at least four years.
3. The nominee's level of AASB Academy points attained.
4. The nominee's leadership as demonstrated and measured against Board Standards.
5. The nominee's participation in State activities.

Adopted on June 29, 1985  
Revised on April 25, 1998  
Revised on April 15, 2000  
Revised on April 24, 2004  
Revised on April 22, 2007  
Revised on April 5, 2008  
Revised on March 24, 2012

**DELEGATE ASSEMBLY - COMMITTEES**

\*Budget Committee

The Budget Committee shall be the Secretary/Treasurer of the Association, two members of the Board of Directors, and two members at large. All judicial districts shall be represented. The Secretary/Treasurer shall serve as Chairman. They shall be responsible for the preliminary approval of the Budget which will be submitted to the Board of Directors. The Board of Directors may submit the preliminary budget to the membership for comment prior to the Board's final approval.

Adopted on August 20, 1983  
Revised on April 17, 1993

**DELEGATE ASSEMBLY - COMMITTEES**

\*Constitution and Bylaws Committee

A Constitution and Bylaws Committee shall be appointed by the President to serve in the period between annual meetings. The President shall appoint the Constitution and Bylaws Committee when taking office in November. The committee shall consist of four members, one from each judicial district as designated by the President and the Chairman, who shall be the Secretary/Treasurer.

The committee shall meet at least once during the period between annual meetings and review the Constitution and Bylaws. That Committee shall meet at least 60 days prior to the Board of Directors' summer meeting to formulate recommendations to the Board of Directors for consideration at their summer meeting. Recommendations are subject to a vote of approval by the Board of Directors before submission to the Delegate Assembly at the annual meeting.

Adopted on June 29, 1985  
Revised on April 17, 1993  
Revised on April 25, 1998  
Revised on March 24, 2012

**DELEGATE ASSEMBLY - COMMITTEES**

\*Nominating Committee

- A. A Nominating Committee shall be constituted and selected as follows:  
The Immediate Past President or if not available, a Past President of the association shall serve as Chairman of the committee and the remaining four (4) members shall be appointed by the President, one from each of the Judicial Districts of the State.
- B. The Committee shall submit a slate of candidates consisting of one name for each Director's seat to the general membership at the Annual meeting.

When submitting the slate of candidates to the membership, the Committee shall also report the election process and criteria employed in the selection process.

- C. In appointing the Nominating Committee, the president shall charge the members to consider the following criteria when selecting nominees:
  - 1. Geography
  - 2. Large and small districts
  - 3. Ethnic make up of the board
  - 4. Gender equity

*Adopted on August 20, 1983  
Revised on July 21, 1996  
Revised on April 15, 2000  
Revised on April 22, 2006  
Revised on July 26, 2009*

## **DELEGATE ASSEMBLY - COMMITTEES**

### **\*Resolutions Committee**

The Committee created to consider Resolutions shall be comprised of the President, or his/her designees, of each member Board. The Chairman of the Committee shall be the President-Elect of the Association and shall convene the Resolutions Committee prior to the Annual meeting. It shall study all proposals received and shall prepare a report of its recommendations. Such report shall be distributed to the voting members no later than 24 hours in advance of the business sessions designated for voting on Resolutions.

The Chairman of the committee shall direct the voting on resolutions properly before the committee. Weighted voting as described in Article 3 Section 2 A of the Constitution and Bylaws shall be employed in the voting that occurs in the Resolutions Committee.

Adopted on August 20, 1983  
Revised on April 15, 2000  
Revised on March 29, 2010

POLICY NUMBER: 210

**DELEGATE ASSEMBLY - COMMITTEES**

\*Other Committees

Additional committees may be created by the Board of Directors. The President shall appoint members to these committees.

Adopted on August 20, 1983



**DELEGATE ASSEMBLY - COMMITTEES**

Alaska Judicial Districts Defined

In instances where the use of the Alaska Judicial Districts is used for determining representation for any Association of Alaska School Board function or activity, the judicial districts shall be defined as follows:

The First Judicial District of Alaska shall mean representatives from the following school districts:

Annette Island	Hydaburg	Pelican	Wrangell
Chatham	Juneau	Petersburg	Yakutat
Craig	ake	Sitka	
Haines	Ketchikan	Skagway	
Hoonah	Klawock	SE Island	

The Second Judicial District shall mean representatives from the following districts:

Bering Strait	Nome	Northwest Arctic
Lower Yukon	North Slope	St. Mary's

The Third Judicial District shall mean representatives from the following districts:

Aleutians East	Copper River	Kodiak	Unalaska
Aleutian Region	Cordova	Lake & Pen	Valdez
Anchorage	Dillingham	Mat-Su	
Bristol Bay	Galena	Pribilof	
Chugach	Kenai	SW Region	

The Fourth Judicial District shall mean representatives from the following districts:

AK Gateway	Kashunamiut	Yukon Flats
Delta/Greely	Kuspuk	Yukon/Koyukuk
Denali	Lower Kuskokwim	Yupit
Fairbanks	Nenana	
Iditarod	Tanana	

Adopted on August 20, 1983  
Revised on April 15, 2000

**DELEGATE ASSEMBLY -**

**RESOLUTIONS ANNUAL REVIEW AND PROCESS**

\*Resolutions Annual Review

The Resolutions Committee shall annually review all resolutions of the Association and shall recommend action to the Delegate Assembly.

Resolutions shall automatically sunset five full years after adoption unless reintroduced during the resolution solicitation process and adopted by the membership of the Association of Alaska School Boards. Action by the Delegate Assembly may modify, rescind or otherwise rule on any resolution during the five year sunset period.

Process

Pre-Annual Conference

The Resolutions in effect shall be mailed by August 15 to all member school boards for their review and recommendations to be considered at the annual meeting. Proposed Resolutions to be considered by the Delegate Assembly must be submitted in writing to the Association office no later than 40 (forty) days prior to the first business session of said annual meeting. Resolutions may be submitted by Regular and Associate members and by the Association Board of Directors, Committees or Task Forces. A composite of the recommendations made by member boards for action on resolutions shall be mailed to the membership at least 30 days before the Annual Conference.

Resolutions Presentation by the Resolutions Committee

The Resolutions Committee shall review all proposed resolutions, distribute a final draft of proposed resolutions to the membership at least 24 hours prior to resolution consideration by the general membership at the annual meeting of the association and may recommend the approval or disapproval of any resolution to the Delegate Assembly. The Resolutions Committee has the prerogative to determine which resolutions to recommend to the Delegate Assembly.

\*Resolutions Presented from the Floor

A resolution not submitted through the appropriate process and meeting the required time lines or, a resolution which was correctly presented to the Resolutions Committee for consideration but has received negative consideration by that committee may be considered by the Delegate Assembly under the following conditions:

Floor resolutions must be submitted to AASB staff by 6:00 p.m. on the 1st official day of the Annual Conference for copying.

A motion must be properly made to ask that the rules be suspended and that the Delegate Assembly take up the questioned issue.

The motion to suspend the rules shall require an affirmative vote of two thirds of the total votes cast to allow the measure to be considered.

Adopted on August 20, 1983

Revised on April 17, 1993

Revised on July 21, 1996

Revised on April 25, 1998

Revised on April 15, 2000

Revised on April 22, 2007

Revised on July 26, 2009

**DELEGATE ASSEMBLY -**

**PROCEDURE FOR ELECTION OF DIRECTORS OF AASB**

Each school board president shall receive, on or about September 15, a request for nomination form from the AASB office.

A school board wishing to nominate one or more of its members to the Board of Directors must do so by formal resolution of the board and timely submission of the nomination forms to the office of AASB.

In order to be considered by the Nominating Committee, nominations must be postmarked or faxed no less than 14 days before the meeting date of the Nominating Committee.

Nomination forms and resumes shall be made available to the Nominating Committee for their review prior to coming to the committee meeting, per established procedures.

Nominees must be available during the preliminary activities prior to the Annual Conference for personal interviews with the Nominating Committee.

The Nominating Committee shall announce its slate of nominations on the first official day of the Annual Conference.

There shall be a provision for persons not on the slate of nominations to be nominated from the floor. This process shall include the following provisions:

1. Individuals shall notify a designated AASB staff member of their intent to run from the floor prior to 6:00 p.m. of the first official day of the Annual Conference. The Association staff shall insure that copies of the resumes of all candidates, both slate and floor, are posted in a conspicuous place available to the membership.
2. Candidates may only run from the floor if they have been properly nominated by official action of their local school board, had their nominations submitted by the established deadline, and have gone through the established interview process with the Nominating Committee.
3. Floor candidates must specify which slate candidate they wish to run against. Challenges may only occur against candidates from the same geographic region. In the event that a qualified individual wishes to run from the floor, but no one is on the slate from their region, they may request a suspension of the rules so they may challenge a specific candidate from another region.

4. Nominations from the floor shall be entertained at the business meeting on the second day of the Annual Conference.

To acquaint the membership with all candidates for the Board of Directors (whether nominated from the floor or on the slate) time will be allowed for comments by the candidates to the Delegate Assembly, utilizing the following procedures:

1. The president shall appoint one school board member, not a member of the AASB Board of Directors, to act as a timekeeper.
2. At the time of floor nominations, each nominee shall be afforded two minutes to address the Delegate Assembly relative to their views about AASB involvement.
3. The timekeeper shall limit the length of nominating speeches to the specified two minutes. The judgment of the timekeeper on matters relating to the length of speeches, shall be final.

Balloting for the election of directors of the Association shall be conducted as follows:

1. Ballots shall be prepared by the Association staff and shall contain the names of all nominated candidates. The candidates for all seats shall be included on one ballot.
2. The number of ballots distributed to each district will correspond with the number of votes allotted according to the Bylaws.
3. Balloting shall occur during the general meeting of the Delegate Assembly on the last day of the Annual Conference.
4. Candidates shall be identified on the ballot as either a slate candidate with Nominating Committee endorsement, or a floor nominee.
5. The ballot will be constructed to identify that a floor nominee is challenging a specific slate candidate, and directions shall be given to vote for only one of those candidates.
6. The President shall instruct members that any unclear ballots shall not be counted by the tellers. However, all ballots, even those not counted, that are received by the tellers shall be kept and turned over to the President along with a "certificate of election" statement.

If any board improperly marks or otherwise damages a ballot, that board may request another ballot before the ballots are collected. AASB staff issuing the new ballot shall destroy the improperly marked ballot immediately without examining it.

7. The president shall appoint tellers to collect and count the ballots.
8. After counting, the tellers shall sign a "certificate of election" statement and shall submit such certificate of election directly and privately to the president in writing of the total number of votes cast and the number of votes cast for each candidate. The president shall announce to the Delegate Assembly the results of the balloting by declaring the winning candidate in each category or, in the case of a tie vote, the result of whatever action was necessary to break the tie.

Any of these rules relative to elections may be suspended by formal motion to do so and two thirds of the total votes cast being in favor.

Election results are official upon formal motion and recording of the results in the minutes of the special meeting of the Board of Directors immediately following the election.

Adopted on August 20, 1983  
Revised April 22, 1995  
Revised July 21, 1996  
Revised September 18, 1998  
Revised April 15, 2000  
Revised April 24, 2005  
Revised April 22, 2006

**DELEGATE ASSEMBLY -**

**\* AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended at any annual meeting of the Association by two-thirds of the total votes cast, provided due notice in writing, of the proposed amendment is submitted to the Board of Directors at least sixty (60) days prior to the time of the regular Annual meeting. The Executive Director shall, not less than thirty (30) days prior to the Annual meeting, forward to the membership by adequate means of communication, notice of all proposed changes in the Constitution.

Adopted on August 20, 1983  
Revised on July 21, 1996

POLICY NUMBER: 215

**DELEGATE ASSEMBLY -**

**RECORDS RETENTION**

The Executive Director shall be responsible for keeping a record of actions taken at Delegate Assembly meetings so as to provide an accurate historical record of the policy making body of AASB. Agendas, including supporting documents for Delegate Assembly meetings shall be retained for two years.

Adopted on August 20, 1983  
Revised on July 21, 1996  
Revised on April 24, 2004



## CHAPTER 3 BOARD OF DIRECTORS

* Election of Board of Directors	300
Canvassing of Annual Elections for AASB	301
* Qualification of Board of Directors	302 and Exhibit
* Composition of the Board of Directors	303
* Powers and Duties of the Board of Directors	304
* Vacancies on the Board of Directors	305
* Officers of the Board of Directors	306
Duties of the President	307
President-Elect Term of Office	308
Duties of the President-Elect	309
Duties of the Past President	310
Duties of the Secretary/Treasurer	311
Duties of the Executive Committee	312
* Board Meetings	313
Meeting Quorum and Procedures	314
Agenda Format	315
Minutes of the Board and Executive Committee	316
Records Retention	316.1
Position Papers	317
* Political Endorsement	318
Board Policy Development	319
Board Policy Review and Evaluation	320
Appointment to NSBA Delegate Assembly	321
Task Force Participation	322
Authorized Travel and Expenses	323
Board Development Opportunities	324

\* Denotes policies that must be in alignment with the Bylaws

POLICY NUMBER: 300

**\* ELECTION OF THE BOARD OF DIRECTORS**

Directors shall be elected by the Delegate Assembly during the Annual Conference. Those candidates receiving a majority of votes cast for their respective seat shall be declared elected.

*Adopted August 20, 1983  
Revised April 17, 1993*

POLICY NUMBER: 301

**CERTIFYING OF ANNUAL ELECTIONS FOR AASB**

The Board of Directors, at the meeting of the board immediately following the annual election of directors, shall review and approve the results.

Such results shall be entered into the minutes of the meeting and shall constitute the official record of the election.

Results of the election shall be made a matter of record and available for inspection upon request.

*Adopted August 20, 1983*  
*Revised July 21, 1996*  
*Revised April 22, 2006*

**\* QUALIFICATION OF BOARD OF DIRECTORS**

1. Each officer and director, with the exception of the immediate past President, shall be a member of a Board of Education which is in good standing with the Association. Boards of Education in good standing shall be those which have paid all dues which are due and payable at the time of the Annual meeting.
2. At the time a member of the Board of Directors ceases to be a member of his/her local school board; he/she shall automatically cease to be a member of the Board of Directors with the exception of the position of the Past President. The Board of Directors at its next meeting shall appoint a new member for a period not to exceed the time of the next general election of the Association. However, if a vacancy occurs after the regular summer meeting, the seat may remain vacant until the general election.

An exception to the above practice shall occur when members of the Board of Directors choose not to run for election to their local board in the October elections or are defeated in their election bid in October. Such directors shall remain as members of the Board of Directors until such time as the AASB election process at the annual meeting provides a replacement for them.

However, if a member from a district with March or April elections chooses not to run or is defeated, their seat shall be filled by appointment. If a member of the Executive Committee's local board seat ends because of a term limit, they shall remain on the AASB Board until the next regular election.

3. Each elected or appointed Director will read and sign the AASB Board's Code of Ethics and Job Description each year at the November Board of Directors Meeting.

*cf. Policy 305 - Vacancies on the Board of Directors*

*Adopted on August 20, 1983*

*Revised on Nov. 15, 1993*

*Revised on April 25, 1998*

*Revised on April 5, 2008*

*Revised March 29, 2010*

ASSOCIATION OF ALASKA SCHOOL BOARDS

*BOARD OF DIRECTORS*

*CODE OF ETHICS*

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

- Attend all three regularly scheduled AASB board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;
- Work with other AASB board members to establish effective board policies and to delegate authority for the administration of the Association to the Executive Director;
- Communicate to other AASB board members and the Executive Director expressions of member and public reaction to AASB resolutions, policies and programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards Association;
- Support the employment of those persons best qualified to serve as Association staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
- Remember always that my first and greatest concern must be the educational welfare of all students attending all public schools.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**\* COMPOSITION OF THE BOARD OF DIRECTORS**

There shall be fifteen seats on the Board of AASB. Elections shall be at large from throughout the state. Each seat on the board carries a three year term. The seats shall be divided into three classes of five seats. One class of seats shall be elected each year. In addition to the election of the class of seats slated for election in any given year, replacement elections in the other classes shall be conducted.

In seeking election to the Board of Directors, candidates must declare the length of term for which they are seeking election.

**Ex-Officio Members of The Board of Directors**

The Executive Director shall serve as an ex-officio member of the Board of Directors.

Any Alaskan School Board member elected to the Board of Directors of the National School Boards Association (NSBA) shall also serve as an ex-officio member of the Board of Directors.

*Adopted August 20, 1983*  
*Revised November 15, 1993*  
*Revised April 22, 2006*  
*Revised March 29, 2010*

**\* POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors comprised of the officers and directors of the Association shall be charged with establishing policy to further the purposes of the Association.
2. The Board has the responsibility to approve the budget which has been recommended by the Budget Committee and reviewed by the general membership at the Annual meeting. This budget may be revised by the Board of Directors at a regular or special meeting.
3. The Board of Directors shall have the power to employ an Executive Director and authorize such additional personnel as it deems necessary.
4. The Board of Directors shall have the power to authorize official publications of the Association.
5. The Board of Directors shall have the power to enter into contracts, and shall have sole power to contract for loans and other negotiable paper on behalf of the Association.
6. The Board of Directors shall have the power to provide for the payment of travel and reasonable actual travel and meeting expenses incurred by members, and officers of the Association while engaged in the performance of duties under the direction of the Association.
7. An Executive Committee comprised of officers of the Board may make decisions that are in keeping with resolutions and/or the Board of Directors actions and directions in between meetings of the Board of Directors. Board members shall be informed of any decisions or actions taken by the Executive Committee.
8. Each year at the summer meeting of the Board of Directors, the Board shall review progress on the Long Range Plan. The Board shall update the Long Range Plan every three years.

*Adopted August 20, 1983*

*Revised April 17, 1993*

*Revised April 22, 1995*

*Revised April 15, 2000*

*Revised April 22, 2006*

*Revised, April 5, 2008*

**\* VACANCIES ON THE BOARD OF DIRECTORS**

1. In the event of a vacancy or vacancies on the Board of Directors prior to the regular summer meeting, a majority of the remaining members shall appoint an eligible successor to serve until the next Annual meeting at which time a successor will be elected for the remainder of the term; except that if the office of President becomes vacant, the President-Elect shall succeed to the Presidency.
2. In case a vacancy occurs in both the office of President and President-Elect at the same time, the Board of Directors shall appoint a new President and the President-Elect from within their own elected body. Both appointments shall last only until the next regular election of officers by the Board of Directors at the Annual Conference.
3. If a member of the Board of Directors has two unexcused absences from any two scheduled meetings in the course of a year, the President shall remove him/her from his/her position on the Board of Directors. The President shall communicate such action to the Board of Directors. The decision of the President may be appealed or overruled by a 2/3 vote of the membership of the Board of Directors.

*Cf. Policy 302 - Qualifications of the Board of Directors*

*Adopted August 20, 1983  
Revised November 15, 1993*



**\* OFFICERS OF THE BOARD OF DIRECTORS**

1. The Executive Committee shall consist of a President, a President-Elect, a Secretary-Treasurer and the Immediate Past President. Each officer shall serve a term of one (1) year or until the selection and qualification of his/her successor. No two offices shall be held by the same person.
2. Officers of the Association shall be elected by the Board of Directors and must be presently serving on the Board of Directors.
3. When a vacancy occurs in an officer position, the AASB President will establish a time line and call for letters of intent. The Board will fill the vacant officer position from the letters received.

*Adopted August 20, 1983*  
*Revised April 17, 1993*  
*Revised March 22, 2014*  
*Revised July 24, 2016*

## **DUTIES OF THE PRESIDENT**

The President of the Association of Alaska School Boards shall:

1. Be the presiding officer at all meetings of the Association Board of Directors.
2. Be the presiding officer at all meetings of the Association executive committee.
3. Serve as Liaison to Executive Director and Board.
4. Appoint members to the standing committees of the Association.
5. Appoint such other members as becomes necessary to commissions and task forces as may be established by the Association or other entities.
6. Be an ex-officio member of all standing committees.
7. Represent Alaska as a delegate to NSBA's Federal Relations Network.
8. Serve as one of two Alaska delegates to NSBA's annual convention.
9. Vote on all issues properly placed before any Association meeting at which the President presides.
10. Rule on excusing absent board members from attendance at meetings of the Board.
11. Represent the Association, when appropriate in meetings with other organizations and agencies of the state and nation in promoting educational excellence for Alaskan school districts.
12. Serve on the Board of Trustees of the AASB Legal Assistance Fund.

*Adopted August 20, 1983*

*Revised March 5, 1988*

*Revised April 17, 1993*

*Revised July 21, 1996*

*Revised April 25, 1998*

*Revised April 15, 2000*

**PRESIDENT-ELECT TERM OF OFFICE**

The President-Elect shall automatically succeed to the office of President. In the event of inability to serve, the Board shall make another selection for that office.

In the event that the three-year Association term of office held by the President-Elect expires before that officer has fulfilled the offices of President and Past President respectively, the term of office shall automatically be extended until those offices have been fulfilled.

*Adopted August 20, 1983*  
*Revised April 17, 1993*

## **DUTIES OF THE PRESIDENT-ELECT**

The President-Elect shall:

1. Act in the capacity as President in the absence of the President.
2. Act as an Alaska delegate to NSBA's Federal Relations Network.
3. Act as a delegate to the Delegate Assembly at the NSBA convention.
4. Chair the Resolutions Committee at the Annual Conference.
5. Serve on the Board of Trustees of the AASB Legal Assistance Fund.
6. Serve as facilitator for the Executive Director's Evaluation.

*Adopted August 20, 1983*

*Revised June 29, 1985*

*Revised March 5, 1988*

*Revised April 17, 1993*

*Revised April 25, 1998*

*Revised April 15, 2000*

*Revised April 20, 2002*

*Revised April 24, 2005*

*Revised April 5, 2008*

*Revised March 24, 2012*

**DUTIES OF THE PAST PRESIDENT**

The Past President or Designee shall:

1. Serve as the Chairperson of the Nominating Committee at the Annual Conference.
2. Serve as advisor to the President.
3. Serve as the Chairperson of the AASB Policy Committee.
4. Serve as the Chairperson of the June Nelson Memorial Scholarship Committee.
5. Serve on the Board of Trustees of the AASB Legal Assistance Fund.
6. Serve as facilitator for the Board Self-Assessment

*Adopted August 20, 1983*

*Revised April 17, 1993*

*Revised July 21, 1996*

*Revised April 25, 1998*

*Revised April 26, 2003*

*Revised April 24, 2005*

*Revised April 5, 2008*

*Revised March 24, 2012*

## **DUTIES OF THE SECRETARY/TREASURER**

The Secretary/Treasurer shall:

1. Certify as to the correctness of all minutes of Association meetings prior to distribution to the general membership.
2. Serve as the Chairman of the Budget Committee and be responsible for the preliminary approval of the Budget.
3. Serve as the Chairman of the Constitution and Bylaws Committee and be responsible for making recommendations to the general membership for any necessary changes in the Constitution and Bylaws document.
4. Serve on the Board of Trustees of the AASB Legal Assistance Fund.
5. Approve the Executive Director's credit card receipts and reimbursements at each regularly scheduled board of director's meeting.

*Adopted August 20, 1983*

*Revised June 29, 1985*

*Revised July 21, 1996*

*Revised April 20, 2002*

*Revised April 5, 2008*

*Revised July 19, 2015*

## **DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee of the Association of Alaska School Boards shall:

1. Provide direction to the Executive Director during the interim between meetings of the Board of Directors.
2. Conduct Association business as may be required during the interim between meetings of the Board of Directors.
3. Serve as the Board of Trustees for the AASB Legal Assistance Fund.

Meetings of the Executive Committee shall be called by the President or a majority of the committee.

In exercising the charges of this office, the Executive Committee shall provide direction to the Executive Director in instances where there is no formal policy established by the Board of Directors or the Delegate Assembly.

The Executive Committee shall, at all times, be cognizant that their actions shall reflect the philosophy of the Board of Directors.

Board members shall be informed of any decisions or actions taken by the Executive Committee.

*cf. Policy 306 - Officers of the Board of Directors*

*Adopted August 20, 1983  
Revised April 22, 2007*

**\*BOARD OF DIRECTORS MEETINGS**

1. The Board of Directors shall meet at least three times each year: at the Annual Conference, during a Legislative Fly-In and during the summer. Additional meetings may be called by the President or at the request of any five members of the Board. All directors should be given notice of time and place of the Board meetings at least two (2) weeks prior to the meeting date.
2. The Board of Directors may call special meetings by teleconference upon the initiative of the President to take action or at the request of any 5 members of the Board.

*Adopted August 20, 1983*  
*Revised April 17, 1993*  
*Revised April 25, 1998*



**MEETING QUORUM AND PROCEDURES**

Eight members of the Board of Directors shall constitute a quorum for its meetings. Any substantive issues must be ratified by a majority of the Board of Directors. Substantive issues deal with employment practices, contractual agreements, policy matters, legal issues, and financial issues.

At all meetings of the Board, the Board shall follow Robert's Rules of Order, revised.

*Adopted August 20, 1983  
Revised April 17, 1993*

## **AGENDA FORMAT**

The agenda shall be prepared by the Executive Director in consultation with the President and approved by the Board as the first item of business at each meeting.

Items of business may be suggested by any board member, active member, or the Executive Director. Inclusion of the item on the agenda shall be at the discretion of the Board President and Executive Director. Matters of business not listed on the agenda may be added to the agenda by the Board upon majority vote approval of Board members.

Requests to have items placed on the agenda must be received 30 days before the Board is scheduled to convene. The full agenda, including support documents, shall be distributed in advance of each board meeting to allow board members adequate time to study agenda material.

Suggested Order of Business:

1. Call to Order
2. Roll Call
3. Establish Quorum
4. Pledge of Allegiance
5. Moment of Silence
6. Approval of Agenda
7. Approval of Minutes
8. Recognition of Visitors
9. Correspondence
10. Reports
11. Action Items
12. Board Comments
13. Future Business
14. Adjournment

*Adopted August 20, 1983*

*Revised March 28, 1990*

*Revised April 17, 1993*

*Revised April 25, 1998*

*Revised April 15, 2000*

**MINUTES OF THE BOARD AND EXECUTIVE COMMITTEE**

A record of all meetings of the Board of Directors, regular, special, or telephonic, shall be kept and shall, no longer than 30 days after each meeting, be forwarded to each member of the Board of Directors. Copies of the minutes shall be posted on the AASB web page.

A summary of topics of discussion, decisions and action by the Executive Committee shall be distributed to the Board of Directors and placed with the official minute's book.

Official minutes shall be kept in electronic form in at least two separate and secure digital locations.

*Adopted March 28, 1990  
Revised April 17, 1993  
Revised July 21, 1996  
Revised April 20, 2002  
Revised July 19, 2015*

## **RECORDS RETENTION**

### Board Records

The Executive Director shall keep records of official Board actions. Approved minutes shall be maintained indefinitely. Any electronic records of Board meetings shall be made only for the purpose of preparing the minutes and may be destroyed after the Board approves the minutes for the meeting so recorded.

### Executive Committee Records

AASB shall retain Executive Committee records for the same duration as it retains those of the full Board.

*cf. Exhibit 517 Association Records*

*Adopted August 20, 1983*

## **POSITION PAPERS**

The Delegate Assembly determines AASB positions on significant issues through adoption of resolutions, policies and beliefs. Because these positions on issues are only skeletally stated, from time to time there is a need for fuller articulation of AASB perspective on issues, especially in complex areas.

Issue position papers, prepared on a variety of topics, serve as an authoritative guide to AASB staff and provide AASB's constituencies with information on AASB's positions on significant issues affecting public education.

Therefore, the AASB Board of Directors or Executive Director may authorize the preparation of position papers on significant issues identified by the Delegate Assembly, the Board of Directors or the Executive Director.

*Adopted August 20, 1983*

*Revised July 21, 1996*

*Revised April 15, 2000*

*Revised April 22, 2006*

POLICY NUMBER: 318

**POLITICAL ENDORSEMENT**

The Association shall not take an official position to endorse nor oppose candidates for political office, either partisan or non partisan.

*Adopted August 20, 1983*

**BOARD POLICY DEVELOPMENT**

Adoption of new Board policies or revisions of current Board policies may be initiated by any active member of the Association, the Executive Director, or member of the Board of Directors. In order for the Board of Directors to have an opportunity to reflect upon the proposals, a proposal will be included in regular meeting packet, which is distributed to the Board approximately two weeks prior to meeting.

*Adopted August 20, 1983  
Revised April 17, 1993*

## **BOARD POLICY REVIEW AND EVALUATION**

To insure that policies are updated to meet changing conditions and legality, all policies will be subject to review and revision. In November of each year, the AASB President shall appoint a committee of the Board, chaired by the immediate Past President, to review sections of the AASB Policy Manual on the following rotating schedule: Year 1 - Chapters 1 through 3; Year 2 - Chapters 4 through 6. The committee will bring a report with recommendations to the Board at subsequent meeting during the following year. An AASB staff member will be assigned by the Executive Director to provide staff support to the committee.

Nothing stated herein shall prevent more frequent review by the Executive Director or the Board of Directors.

*Adopted August 20, 1983  
Revised April 17, 1993*



POLICY NUMBER: 321

**APPOINTMENT TO NSBA DELEGATE ASSEMBLY**

The President and President-elect of the Association shall be the two delegates to the NSBA delegate assembly.

The President shall also appoint one alternate from the Board of Directors who may attend in the event that one of the delegates is unable to fulfill this responsibility.

AASB shall pay all expenses for the two Directors who serve as delegates.

*Adopted August 20, 1983*  
*Revised April 17, 1993*  
*Revised April 24, 2004*

## **TASK FORCE PARTICIPATION**

### **PURPOSE**

AASB is routinely asked to recommend members of local school boards to membership on statewide committees, commissions, boards and task forces. The President of the Association is charged with the responsibility to make these recommendations or appointments. In fulfilling this purpose, it is understood that:

1. All appointees are expected to provide the President with a report of their work and findings. This shall include written and/or verbal reports as the President may direct.
2. The President reserves discretion as to whether publication or action results from these reports.
3. Appointees shall serve at the pleasure of the President.

### **FUNDING**

Financial support for the activities of the AASB task force or committee member shall be the responsibility of the sponsoring agency. AASB shall be responsible only for activities sponsored by AASB.

Exceptions to this funding policy must be approved by the Board of Directors.

*Adopted August 20, 1983*  
*Revised March 5, 1988*  
*Revised April 20, 2002*

## **AUTHORIZED TRAVEL AND EXPENSES**

AASB shall fund travel and expenses for the Board of Directors to attend the following:

1. Two AASB Delegates to the NSBA Annual Convention Delegate Assembly
2. The President and the President-Elect to go to the NSBA Leadership Conference (Jan-Feb)
3. The President, President-Elect and Past President to go to the NSBA Pacific Region Meeting (summer meeting)
4. The President, President-Elect and Past President to go to the NSBA Pacific Region Meeting (winter meeting)
5. The President-Elect or President to the NSBA Presidents' Retreat (summer)
6. All Directors to the spring Board of Directors meeting in Juneau, with expenses paid as follows:
  - a. Meeting expenses only for the Directors who are in Juneau attending the Legislative Fly-In at their district's expense
  - b. Travel and expenses for Directors who are in Juneau only for the Board of Directors meeting.
7. The entire Board to the AASB summer Board of Directors meeting.
8. Such travel as the President may order for meetings of the Executive Committee (by direction of the board).
9. The Immediate Past President and Directors to the AASB Annual Conference if those individuals no longer sit on a local board after defeat in the October election.
10. The Board Member representing AASB on the Alaska School Activities Association (AASA) Board of Directors.
11. Any AASB Board member serving as an officer to the NSBA Pacific Region, or a member serving on a NSBA National Committee with approval of the Executive Committee.
12. Any expenses incurred by a board member guest shall be reimbursed by the board member unless waived by a vote of the board of directors.

Cf. Policy 302 Qualification of board of Directors  
Policy 305 Vacancies on the Board of Directors

*Adopted August 20, 1983*  
*Revised June 29, 1985*  
*Revised March 14, 1987*  
*Revised March 5, 1988*  
*Revised April 22, 1995*  
*Revised April 20, 2002*  
*Revised April 24, 2004*  
*Revised April 5, 2008*  
*Revised March 24, 2012*  
*Revised July 29, 2012*  
*Revised March 22, 2014*  
*Revised March 19, 2016*

## **BOARD DEVELOPMENT OPPORTUNITIES**

The AASB Board of Directors believes that in order to govern the Association effectively, Directors should stay informed about educational and school governance issues. The Board has developed a Code of Ethics for the AASB Board that asks Directors to commit to on-going board development.

To assist in that effort, AASB will make one courtesy registration available to each Director each year to an AASB-sponsored board development program, excluding the Annual Conference. It is expected that all travel expenses connected with attending these board development opportunities will be borne by the Director's own school district.

*Adopted November 12, 2001*

**CHAPTER 4 PERSONNEL  
ORGANIZATIONAL STRUCTURE AND EXPECTATIONS**

Chain of Command	4.101
Employment of Executive Director	4.102
*Duties of Executive Director	4.103
Directors and Officers Liability Insurance	4.104
Conflict of Interest	4.105
Political Activity	4.106
Speaking to the Media	4.107
Client Confidentiality	4.108
Personnel Records Retention	4.109
Tobacco Free Environment	4.110
Travel	4.111
Expenses Paid By Outside Agencies	4.112
Intellectual Property	4.113
<b>NON-DISCRIMINATION</b>	
Equal Employment Opportunity	4.201
ADA Compliance	4.202
Sexual Harassment	4.203
Whistleblower	4.204
<b>EMPLOYMENT CONDITIONS</b>	
Employment of Association Staff	4.301
Recruitment	4.302
Job Descriptions	4.304
Introductory Period	4.304
Exempt and Nonexempt Staff	4.305
Overtime	4.306
Personnel Records	4.307
Work Schedules	4.308
Salary Ranges	4.309
Raises	4.310
Orientation	4.311
Payroll Deductions	4.312
Advance Pay	4.313
Final Pay	4.314
<b>BENEFITS ADMINISTRATION</b>	
Insurance	4.401
Workers Compensation	4.402
Vacation	4.403
Sick Leave	4.404
Bereavement Leave	4.404.1
Leave of Absence Without Pay	4.405
Holidays	4.406
Professional Development	4.407
Tuition Reimbursement	4.408
<b>PERFORMANCE AND DISCIPLINE</b>	
Performance Appraisals	4.501
Disciplinary Probation	4.502
Dismissal	4.503

## **CHAIN OF COMMAND**

The Board of Directors of AASB is responsible for setting policies for its staff members. The board employs the Executive Director, to whom it delegates responsibility for the day-to-day administration of the Association. The Executive Director manages the staff, using policies approved by the Board of Directors.

AASB's staff members are accountable to the Executive Director, through whom all communication to the board is channeled. The Executive Director may designate specific staff members to work with the board or board committees, as deemed appropriate.

*Revised April 24, 2004*

POLICY NUMBER: 4.102

**EMPLOYMENT OF EXECUTIVE DIRECTOR**

The Board of Directors shall have the power to appoint and remove the Executive Director, and to determine the compensation, terms of employment, and expenses paid to the Executive Director, within the limits of the adopted budget.

*Revised April 24, 1999*

Adopted on April 22, 1995



### Selection of Executive Director

When a vacancy occurs in the position of Executive Director, the following shall define the authority and responsibility of the Board to select a leader best suited to the needs of the Association.

The Board shall be responsible for:

1. Establishing qualifications for the position;
2. Deciding whether to:
  - a. Appoint an Executive Director without conducting a search; or
  - b. Delegate responsibility for recruitment, screening and recommendation to an Executive Search Committee; or
  - c. Use a professional search consultant to locate applicants to be interviewed by the full Board.
3. Setting the budget for the search process;
4. Establishing a timeline for all phases of the search process;
5. Interviewing such candidates as the Board sees fit; and
6. Hiring the Executive Director and establishing the conditions of his/her contract.

If the Board opts to utilize an Executive Search Committee, the committee will be composed of any Past Presidents currently on the Board and the President, President-Elect and Secretary/Treasurer. If no more than one Past President is sitting on the Board, the President shall appoint one additional Director to serve. The total number of Search Committee members not to exceed 5. The President shall select from among the past presidents if more than 2 are serving on the Board. With Board approval, the current Executive Director and/or the Executive Administrative Assistant will serve as staff to the Search Committee.

The Executive Search Committee shall have the following responsibilities:

1. Advertising for applicants;
2. Employing reasonable means to screen candidates, based on qualifications set by the Board of Directors;
3. Observing applicant confidentiality;
4. Reporting to the Board by the date it sets; and
5. Carrying out additional responsibilities as assigned by the Board.

The Executive Search Committee process shall include the following:

1. Developing or approving all document templates such as applications, rating and reference forms to be used during the process;
2. Developing or approving the advertising campaign (i.e., contact person, deadline for applications, timeline coordination for selecting and filling the vacancy, etc.);

3. Coordinating the distribution of application materials;
4. Reviewing and screening applications (i.e., Applicant Rating Form);
5. Recommending a set of qualified candidates to the Board; and
6. Checking references and credentials of the finalists;

After considering the recommendation of the Executive Search Committee, the Board shall interview one or more candidates and appoint its Executive Director. However, the Board is not bound to accept the Committee's recommendation and may opt to change the process at any time.

Added July, 2014

**\*DUTIES OF EXECUTIVE DIRECTOR**

The Executive Director shall manage, supervise, and direct the operations of the Association within the authority delegated to him/her by the Board of Directors. He/she shall be an ex-officio member of the Board of Directors, without voting rights.

The Executive Director shall undertake such duties, accept responsibilities and exercise authority delegated by the Board of Directors. The Executive Director is authorized to hire, supervise, and discharge staff and consulting personnel.

The Executive Director shall be responsible for the preparation of the preliminary budget submitted to the Budget Committee and the Board of Directors.

The Executive Director, except as otherwise provided in the Constitution and By-Laws, may be authorized by the Board of Directors to enter into contracts and to execute or draw any instruments on behalf of the Association.

The Executive Director or authorized designee shall collect all income for the Association.

The Executive Director, or authorized designee, shall sign all bills, drafts, acceptances, checks, endorsements or other evidence of indebtedness.

*Revised April 26, 2003*

Revised July 26, 2009

Adopted on April 22, 1995

**DIRECTORS AND OFFICERS LIABILITY INSURANCE**

The Association shall provide Directors and Officers Liability Insurance for the members of its Board of Directors and its executive staff, to insure against claims arising in connection with the performance of their authorized, official duties for the Association. The scope of such coverage shall be consistent with the usual and customary standard for Directors and Officers Liability coverage in the state of Alaska during the period of coverage.

## **CONFLICT OF INTEREST**

AASB expects the primary interest of staff members to be the member districts we serve. A conflict of interest occurs when the interests of an employee or another outside party actually or potentially affect AASB in a negative way.

1. **OUTSIDE BUSINESS INTERESTS**—Employees may have outside business interests and outside employment so long as these do not interfere with job performance. Employees may not earn profit from outside employment or business interests that directly results from affiliation with AASB.
2. **PERSONAL BELIEFS**—AASB recognizes that its Employees may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent Employees from fulfilling their job responsibilities, if Employees attempt to use AASB's time and facilities for furthering them, or if Employees continue attempting to convince others of their personal beliefs after they have been asked to stop.

*Revised March 28, 2009*

## **POLITICAL ACTIVITY**

AASB is a nonpartisan association. Therefore, neither the Executive Director nor other AASB employees may represent the Association as having taken a position in any national, state or local political organization or support for any candidate for nomination or election to public office, and must take reasonable care to avoid giving the impression of such representation.

Nothing contained in this policy shall be construed as denying the Executive Director or any employee of their civil or political liberties as guaranteed by the United States Constitution and the Constitution of the State of Alaska.

*Revised March 28, 2009*

Adopted on April 22, 1995

**SPEAKING TO THE MEDIA**

The Executive Director and President of the Board are the official spokespersons for the AASB. The Executive Director may delegate that function to other staff members as the Executive Director deems appropriate.

*Revised April 26, 2003*

*Revised March 28, 2009*

Adopted on April 22, 1995

## **CLIENT CONFIDENTIALITY**

Employees will, to the best of their ability, ensure confidentiality and privacy concerning history, records and discussions about the people with whom we work on behalf of the member districts we serve. The very fact that AASB is working with an individual must be kept private or confidential; disclosure can be made only under specified conditions, which are described below, for reasons relating to law enforcement and fulfillment of our mission. This means that staff shall not disclose any information about a person to anyone outside of this organization unless authorized by the Executive Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

1. No information requested by someone outside AASB will be given over the telephone, unless authorized by the Executive Director or designee.
2. Information about individuals or records will be released to state or federal agencies only with the knowledge of the Executive Director or designee.
3. If records are inspected by an outside agency, the individual(s) who inspect the records must be specifically authorized to do so by the Executive Director.

*Revised April 26, 2003*  
*Revised March 28, 2009*



POLICY NUMBER: 4.109

**PERSONNEL RECORDS RETENTION**

Administrative Records

The Executive Director shall maintain personnel records of AASB in accordance with Policy 517 Association Records.

*Revised April 22, 2007*

Adopted on April 22, 1995

POLICY NUMBER: 4.110

## **TOBACCO FREE ENVIRONMENT**

AASB offers a tobacco-free work environment. No tobacco use is allowed inside the building or on association property. Directors, employees or visitors who use tobacco must be clear of association property prior to such use, and are responsible for keeping the area clean and free of tobacco debris.

*Revised April 24, 1999*

*Revised March 24, 2013*

Adopted on April 22, 1995

## **TRAVEL**

From time to time, staff members of AASB will be required to travel on official business. In order to contain the cost of travel and lodging, all Employees will meet the following requirements:

1. Report all expenses such as meals, lodging, tips, travel to and from the destination, and car rentals on the Travel Reimbursement Form.
2. Buy airline tickets as far in advance of a trip as possible. Seek discount fares when available. When possible travel costs will be purchased with an AASB credit card so as to accrue miles to be used for AASB business.
3. Choose rental cars (only when required) and rental car companies by price, not by frequent flier affiliation.
4. Obtain prior approval from their immediate supervisor for any overnight out-of-town travel plans.
5. Use discretion with meal costs and provide receipts for meal expenditures.

*Revised April 26, 2003*

*Revised April 22, 2007*

POLICY NUMBER: 4.112

**EXPENSES PAID BY OUTSIDE AGENCIES**

When AASB staff members travel on Association business at the expense of an agency or entity other than AASB or its member districts, expenses shall be paid to the staff members by AASB according to travel policies set forth herein. Travel reimbursement payments made by the agency or entity shall be transmitted to AASB.

*cf. 4.111 Travel*

*cf. 507 Expense Reimbursement Procedures*

*Revised April 24, 2004*

Adopted on April 22, 1995

**INTELLECTUAL PROPERTY**

Association staff, and those under contract to the Association, may be required/hired to create works embodying intellectual property. The Association will be the sole owner and beneficiary from any intellectual property created by staff, and those under contract to the Association. The Association will retain all proceeds from any commercialization of the work created by staff, or those under contract to the Association.

Use of intellectual property by anyone for purposes outside the Association must request and receive formal approval from AASB prior to such use.

*Added, March 2013*

## **Equal Employment Opportunity**

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

*Revised April 26, 2003*

*Revised April 22, 2007*

Adopted on April 22, 1995

## **ADA COMPLIANCE**

AASB welcomes applications from people with disabilities and does not discriminate against them in any way. AASB complies with the Americans with Disabilities Act (ADA) of 1990. For example, by:

1. Considering all applicants with disabilities for employment using the same criteria as are used for the employment of persons without disabilities.
2. Considering employees with disabilities for promotions using the same criteria that are used for the promotion of employees without disabilities.
3. Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statutes.
4. Making scheduling and other adjustments to reasonably accommodate employees with disabilities.
5. Educating employees to the fact that individuals with disabilities are employed by AASB and will not be discriminated against.
6. Posting notices explaining the provisions of ADA and staff rights under the law.

## **SEXUAL HARASSMENT**

AASB will not tolerate sexual harassment of its employees. This means that the following behaviors are grounds for disciplinary action, including termination:

1. Unwelcome sexual advances
2. Requests for sexual acts or favors
3. Insulting or degrading sexual remarks or conduct directed against another employee
4. Threats, demands or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances
5. Retaliation against employees for complaining about such behaviors
6. Any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.

Any person who has a complaint of sexual harassment against a superior, a co-worker, a vendor or a person we serve should bring the problem to the attention of AASB. Complaints may be raised with any of the following persons:

1. Executive Director
2. Associate Executive Director
3. Direct Supervisor
4. If the wrongful conduct implicates the Executive Director, or if the reporting individual is not comfortable speaking with or not satisfied with the response of the foregoing individuals, the issue may be reported to the president of the Board of Directors.

AASB prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints will be investigated and handled as confidentially as possible in the manner described below:

1. Complaints of sexual harassment will be investigated as promptly as possible. The allegations of the complaint and the identity of the persons involved shall remain confidential, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy.



2. The investigation will include, but will not be limited to, discussion with both parties and witnesses. Where appropriate, a report shall be forwarded to the Executive Director, with recommendations concerning remedial action, if necessary. The Executive Director will review the recommendation, determine the corrective action, if any, notify all parties of the decision and implement that decision.

*Revised March 28, 2009*

Adopted on April 22, 1995

## WHISTLEBLOWER

AASB expects its directors, officers, employees and associates to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of AASB, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all directors, officers and employees to report “wrongful conduct” in accordance with this Whistleblower Policy.

### Wrongful Conduct

“Wrongful conduct” is defined in this policy to include: a serious violation of AASB policy; a violation of applicable state or federal law; or the use of AASB property, resources, or authority for personal gain or other non organization-related purpose except as provided under AASB policy.

This definition of “wrongful conduct” is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the policy is intended to serve as a means of setting an expectation for the reporting of all serious improprieties that potentially impact the integrity and effective operation of AASB.

### No Retaliation

No director, officer, or employee who in good faith reports suspected wrongful conduct will suffer harassment, retaliation or adverse employment consequence. Any employee who retaliates against anyone who has reported suspected wrongful conduct in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within AASB prior to seeking resolution outside AASB.

### Reporting Wrongful Conduct

AASB encourages its directors, officers, and employees to share their questions, concerns, suggestions or complaints with the most appropriate person in the organization who can address them, following the recognized chain of command described in the organization chart as much as possible. Any director, officer or employee may report wrongful conduct to the Executive Director or his/her designee. If the wrongful conduct implicates the Executive Director or if the reporting individual is not comfortable speaking with or not satisfied with the response of the foregoing individuals, the issue may be reported to the president of the Board of Directors.

### Acting in Good Faith

Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which may result in termination of employment.

### Confidentiality

Reports of wrongful conduct or suspected wrongful conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### Handling of Reported Wrongful Conduct

The AASB Executive Director, or the board president as applicable or his/her designee, will notify the complainant and acknowledge receipt of the complaint of wrongful conduct or suspected wrongful conduct within five business days, unless such complaint was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Any complaint of suspected wrongful conduct will be investigated and resolved and reported to the executive committee of the board.

*Revised March 28, 2009*

*Adopted April 22, 2007*

Adopted on April 22, 1995

POLICY NUMBER: 4.301

**EMPLOYMENT OF ASSOCIATION STAFF**

No person shall be placed in a position of employment until the Board of Directors has established the position and a budgetary provision has been established.

The Executive Director shall be responsible for the selection, employment and termination of all Association personnel.

## **RECRUITMENT**

AASB fills job openings with qualified applicants. The following paragraphs summarize the major elements of our hiring policies.

1. **PREFERENCE FOR INTERNAL CANDIDATES:** openings are filled by qualified persons from within AASB when possible. Preference is given to internal candidates over external candidates when both are equally qualified. However, internal candidates are not guaranteed the positions for which they apply.
2. **INTERVIEWING:** Applicants will be screened to determine who should be interviewed for a job. More than one person, including the position's supervisor, may interview Job candidates.
3. **REFERENCES:** References will be checked on all candidates to whom job offers may be made, before the offers are made.
4. **BACKGROUND CHECKS:** An internet-based background check will be conducted on all candidates to whom job offers may be made, before the offers are made.

*Revised April 22, 2007*

## **JOB DESCRIPTIONS**

AASB will maintain a written job description for all staff positions. In the event new paid positions are created through expansion or reorganization, written job descriptions will be prepared and then approved by the Executive Director prior to filling the position.

A job description must contain the following elements: title, summary of job duties, performance requirements, definition of the essential and non-essential functions of the position, qualifications (education, experience, other), attributes, immediate supervisor, employee signature, Executive Director signature and date.

Job descriptions are to be as detailed and explicit as possible. However, employees occasionally may be required to perform related duties not specified in the job description. In the event new major responsibilities or other significant changes occur, the job description must be rewritten to reflect these changes.

## **INTRODUCTORY PERIOD**

“Introductory period” means up to the first 6 months of employment of a new employee. Employees whose service is satisfactory in the introductory period may become regular full-time or part-time employees subject to availability of funds, the continued existence of the position and continued satisfactory work performance in the position.

An employee may be terminated at any time during and after the introductory period if his or her performance continually fails to meet minimum performance standards.

At the end of the introductory period, the employee will be given a non-compensation-related performance evaluation. The review is conducted by the employee's immediate supervisor and includes written goals based on the new employee's strengths and weaknesses as related to the position.

Health and prescription coverage are available at the time of hire.

Employees will be eligible for enrollment in the retirement program at the time of hire.

*Revised April 24, 1999*

*Revised April 26, 2003*

## **EXEMPT & NONEXEMPT STAFF**

The Fair Labor Standards Act (FLSA) determines employee classifications. They are "exempt" and "nonexempt."

1. "Exempt Employees" include those who are not subject to the overtime provisions defined by the FLSA. They fall into the categories of Executive, Administrative or Professional. The nature of primary responsibilities and the level of discretion used in performing duties determine the exempt designation.

The number of hours required to perform those duties is not set; it is expected that they will work the amount of time required to fulfill their responsibilities.

2. "Nonexempt Employees" must comply with the overtime pay provisions of the FLSA, regardless of individual titles or duties.

Their jobs are generally considered to be done within a 40-hour workweek. Any time worked beyond 40 hours will be paid as overtime.

Any employee who does not meet the qualifications for exemption is included in the term "nonexempt."



**COMPENSATORY TIME & OVERTIME**

AASB recognizes that working beyond the regular 40 hour work week is sometimes required.

Therefore, the Executive Director may grant compensatory time to exempt employees. However, compensatory time is granted only when an employee shows extraordinary effort, and should not be considered automatic.

Nonexempt employees who work overtime, with the supervisor's approval, will be paid overtime in accordance with this state's wage and hour laws.

*Revised April 24, 1999*

Adopted on April 22, 1995

## **PERSONNEL RECORDS**

This is a description of AASB's record-keeping system in regard to personnel information. Each employee's individual personnel file is regarded as confidential information and is treated as such. The only persons with access to the file shall be the employee's immediate supervisor and executive staff. Access to personnel files will be on a need-to-know basis.

Employees' personnel files contain the following items:

1. Application and resume
2. Signed job description
3. Ongoing performance evaluations
4. Any memoranda or documents relating to performance which are of current relevance
5. Letters of commendation or other indications of exceptional performance
6. Warning letters and records of all disciplinary actions
7. Training records, including grades for classes taken when tuition reimbursement is granted
8. Leave of absence information
9. Information relating to compensation and payroll deductions
10. Employment Eligibility Verification Form (I-9)
11. Alaska New Hire Reporting Form (CSED- Child Support Enforcement Division)
12. Post Hire Questionnaire for secondary Injury Fund Qualification Form

*Revised March 28, 2009*

## **WORK SCHEDULES**

Normal working hours for AASB are from 8:00 a.m. to 5:00 p.m. Monday through Friday, with a one hour lunch period. Employees may be permitted to work other than the standard work hours (i.e. early start/early leave or shortened lunch hour) with written approval of their supervisor and notice to the Executive Director or designee.

Exempt employees may be required to work beyond the designated work schedule to adequately fulfill their duties.

Employees finding they are unable to report to work on time or unable to report for a full day should inform their supervisor prior to beginning their work day, or as soon thereafter as possible.

*Revised April 24, 2004*

*Revised March 28, 2009*

**SALARY RANGES**

Salary ranges for each job title exist in writing. Changes to existing salary ranges or creation of new salary ranges for job titles are the responsibility of the Executive Director and the Board of Directors.

## **RAISES**

A salary schedule exists for each staff position. All salaries are gross salaries, and are subject to mandatory and voluntary deductions.

1. Salary increases are based on merit and performance as indicated in the written evaluation. The fulfillment of a certain period in a position does not, in itself, justify a salary increase.
2. Salary ranges for any job classification may be increased or decreased based on the recommendation of the Executive Director and approval by the Board of Directors.
3. The provisions of this section do not apply to temporary employees. The Executive Director individually determines the salaries of such Employees.

## **ORIENTATION**

New employees will undergo an orientation to acquaint them with AASB's policies and procedures, their jobs, and their internal and external working relationships. The orientation will consist of two parts:

1. **Orientation to the organization**—Executive staff generally will coordinate orientation to AASB, to compensation and benefits, and to expectations of employees. As part of the orientation, the employee will receive a copy of the Personnel Chapter of the AASB Policy Manual.
2. **Orientation to the job**—The new employee's immediate supervisor, as designated by the Executive Director, will orient the employee to the job, its responsibilities, and the internal and external working relationships. The purposes of this orientation are to give employees a level of success to aim for, to assist them in succeeding and to give feedback to them on performance.

## **PAYROLL DEDUCTIONS**

Deductions from each employee's paycheck include the mandatory and voluntary deductions described below:

Mandatory deductions are Social Security, and state and federal taxes. A staff member's paycheck may be garnished for alimony, child support, delinquent loans, or for some other reason, by court order. All mandatory deductions are made without written authorization of the employee. AASB has a legal responsibility to report new employee information to the State of Alaska.

Voluntary deductions are made only with the written authorization of the employee and shall only be made for payments to annuity plans. An itemized statement of all deductions from the employee's wages accompanies each paycheck.

POLICY NUMBER: 4.313

**ADVANCE PAY**

Pay advances are granted at AASB's discretion and only in cases of extreme emergency.

Pay advances are considered early payments of wages and, at no time, will payment be made when there is not adequate work time or vacation time to cover the pay advance. Requests must be made in writing to the supervisor and approved by the Executive Director or designee.

Revised April 26, 2003

Adopted on April 22, 1995



## **FINAL PAY**

Employees who leave the service of AASB for any reason shall receive all pay that may be due them, with the following qualifications:

1. Regular employees will be paid for unused vacation days.
2. Any leave used in advance of being earned will be deducted from final pay.
3. Regular employees who give fewer than 10 working days notice of resignation shall forfeit their accrued vacation unless mutual agreement is reached between the Executive Director and the employee.
4. Separation date for all employees is the last day of actual work or approved leave. Final pay received by an employee will not be construed to extend his or her employment with AASB beyond the separation date.
5. Failure to return AASB-issued equipment, keys, material, or other items will result in delay in payment of final pay until all AASB property is returned. If these items are damaged or missing, their value may be deducted from the employee's final check.
6. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles Employees and their family members to continue coverage under their nonprofit's health insurance plan—at their own expense, but at group rates—for 18 months after they leave.

## **INSURANCE**

Health Care Plan: group health care plan for full-time employees and their family members is available beginning at the time of employment, or during an "open enrollment" each year. A more detailed description of coverage is provided in a separate handout.

Family members as outlined in the group health care plan, include a lawful spouse, domestic partner, and child(ren) and stepchild(ren) younger than 26 are eligible even if they are:

- Married
- Not living with parents
- Attending school
- Not financially dependent on their parents
- Eligible to enroll in their employer's plan

If the employee does not have a family member at the time of enrollment in the plan, but later acquires a family member, this person becomes eligible to participate in the plan on the date that he or she becomes a dependent.

The cost of coverage for the group plan will be assumed by AASB.

## **WORKERS COMPENSATION**

Employees are protected under the state workers compensation law against loss of income due to injury or death that occurs during work activities. AASB pays the entire cost of the Workers Compensation insurance premium. Employees must report all job-related accidents, injuries and illness immediately after experiencing symptoms. The insurance carrier will determine the benefits, if any, the employee deserves.

1. **REPORTING**—Any employee injured on the job will report the injury immediately to his or her supervisor, regardless of whether the injury is minor or of no apparent significance.
2. **INCIDENT REPORT**—The supervisor, to ensure documentation and expedite compensation, will complete An Incident Report promptly.

## INJURY REPORT FORM

Date:

Name:

Position/Title:

Date of Injury:

Description of the injury:

Briefly describe how the injury occurred:

Employee's signature

Date

Supervisor's signature

Date

## **VACATION**

AASB provides vacation for rest and relaxation, which we believe, is important for Employees' physical and mental health. Staff members must complete one full month of employment before taking time off.

### ***Regular Full-time Employees***

Full-time Employees who are not employed under an individual contract earn paid vacation time on a monthly basis according to the following schedule:

Years of service	Annual vacation time
0-2	12 days
2-5	18 days
5-10	24 days
10+	30 days

Vacation time may be accrued up to 30 days.

Should a request for paid vacation be denied due to extenuating circumstances, the accumulated vacation time limits may be temporarily adjusted with the approval of the Executive Director or designee.

The Executive Director must approve vacation leave for all employees in advance. Vacation requests will normally be made in advance and submitted in writing. Approval of requests is contingent upon recommendation of the supervisor and subject to the needs of AASB. In some departments, it is necessary to schedule vacations during certain weeks of the year or to designate other weeks as "no vacation" periods. Vacation time may be taken by the week, day or half-day.

Vacation time shall, in no instance, be converted to cash unless an employee is ending employment with AASB.

### ***All Employees***

The Executive Director or designee must approve paid vacation leave or "off contract days" for all employees in advance. Vacation requests will be made in advance and submitted in writing. Approval of requests is contingent upon recommendation of the supervisor and subject to the needs of AASB. In some departments, it is necessary to schedule vacations during certain weeks of the year or to designate other weeks as "no vacation" periods. Vacation time may be taken by the week, day or half-day.

*Revised July 14, 2001*

Adopted on April 22, 1995

*Revised April 26, 2003*  
*Revised April 24, 2004*

Adopted on April 22, 1995

## **SICK LEAVE**

Sick leave provides time off with pay for periods of illness, incapacity resulting from injury or pregnancy. Sick leave may also be used by non-exempt employees for health care appointments that cannot be scheduled at times other than during the workday.

### **Administration of Sick Leave**

Sick leave of regular full-time staff members is accrued at the rate of one and one-quarter days per month of service for each full month of employment each year. Sick leave for employees hired prior to July 1, 2016 may be carried from one year to the next with unlimited accumulation. Employees hired after July 1, 2016 may carry over no more than thirty seven and one-half (37.5) days of sick leave. No payment is made for unused sick leave upon separation.

### **Sick Leave Use**

Each employee is responsible for directly notifying his or her supervisor at the beginning of each working day when illness prevents his or her attendance at work. When an extended length of absence due to illness is required, supervisors must be kept advised if the absence is expected to continue for a period longer than originally anticipated.

A doctor's statement is required for more than five consecutive days' absence due to illness or, at the discretion of the supervisor, when an accumulation of scattered absences seems to establish a pattern of illness. AASB may request and obtain verification of the circumstances surrounding any use of sick leave.

In the event of an extended illness or injury during which an employee exhausts all available sick days, the Executive Director may "advance" sick days.

Employees, at their own discretion, may use sick leave to care for ill family members.

*Adopted April 22, 1995*

*Revised July 14, 2001*

*Revised July 24, 2016*











## TUITION REIMBURSEMENT

To further develop staff skills, AASB encourages employees to continue their education. If employees wish to enroll in a job-related college course or in a job-related continuing education course, they should discuss the matter with their supervisor.

AASB may pay up to the full cost of tuition for continuing education if funds are available and if:

1. The employee has been a regular full-time employee for at least three months.
2. In the opinion of management, the course selected is directly related to the employee's job and/or the purpose of AASB.
3. The employee has obtained prior approval from his or her supervisor and the Executive Director.
4. The employee completes an undergraduate-level course with a final grade of C or better. A final grade of B or better is required for a graduate-level course. Satisfactory completion is required for continuing education courses. If the course is not completed, or the required grades are not achieved, the cost of tuition will be deducted from the employee's pay.
5. The employee remains employed at AASB for a full year after completion of the course. If the employee is not employed for the full 12 months, he or she may be required to repay 100% of the cost of the course or a portion of the cost based on the number of months he or she was employed following completion of the course. That sum may be deducted from the employee's final paycheck.

Employees may attend classes during the workday at the discretion of their supervisor and the Executive Director.

*Revised April 24, 1999*

*Revised April 24, 2004*  
*Revised July 25, 2008*





















## **CHECK SIGNING AUTHORITY**

The Executive Director is authorized to sign checks for AASB. It shall be the responsibility of the Association Business Manager or designee to prepare all checks for the signature of the Executive Director and to report all transactions monthly to the Executive Director.

In the absence of the Executive Director, a designee is authorized to sign checks on his/her behalf.

Procedures will be established for issuing checks for the Association to include at least the following:

1. The Business Manager may write checks only for the normal operation of business.
2. The Business Manager will submit to the Executive Director or designee a monthly check register listing the amounts and descriptions of all signed checks issued for that month and the monthly bank statement for review.
3. Monthly check registers signed by the Executive Director or designee will be kept on file with all other AASB yearly accounting records.
4. No checks will be signed without appropriate documentation attached.

*Adopted August 20, 1983*

*Revised June 29, 1985*

*Revised April 16, 1994*

*Revised April 12, 1997*

*Revised April 24, 1999*

*Revised April 22, 2007*

**PAYMENT PROCEDURES**

The Association Business Manager shall process all demands for payment from Association funds and grants. Payment shall be authorized against invoices properly presented or against properly submitted Association vouchers.

The Executive Director or designee shall sign all checks. Lists of accounts payable, actual invoices, statements and vouchers shall be available for board inspection.

The Executive Director shall assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for such items unless the board so authorizes.

*Revised April 16, 1994*  
*Revised April 12, 1997*  
*Revised March 28, 2009*

## **EXPENSE REIMBURSEMENT PROCEDURES**

Expenses incurred in connection with AASB authorized activities shall be reimbursed upon receipt of a signed and approved AASB expense report in accordance with the following procedures:

### **Travel or Mileage**

#### **Air Travel**

Air travel shall be reimbursed at coach class rate, including one standard weight piece of luggage.

If available, and conditions permit, excursion, supersaver or other discount rates should be utilized.

Travel should be by the most direct route. Stopovers enroute for purposes other than Association business resulting in increased airfare shall be deducted from the reimbursement.

Copies of airline boarding passes and/or receipts shall be attached to claim for reimbursement.

#### **Other Means of Conveyance**

Rail, bus or ferry travel is authorized by the most direct route and when appropriate for the conduct of Association business. Reimbursement shall be at actual cost.

Copies of tickets shall be attached to claim for reimbursement.

#### **Automobile Travel**

Personal automobiles may be used for transportation during the conduct of Association business. The Executive Committee shall establish mileage reimbursement rates based on IRS mileage rates.

Mileage reimbursement shall be limited to that accrued for the round trip to and from the site of the Association business and that mileage on site necessitated by Association business.

In instances where the use of a personal car and travel by public conveyance is optional, the Association shall reimburse no more than the public conveyance equivalent.

#### **Rental Automobile Travel**



Automobile rentals are authorized and costs shall be reimbursed where the use of such vehicle warrants.

An explanation of the reason for such use shall accompany the claim.

#### Taxis, Limousines and/or Local Public Transportation Travel

Taxis, airport limousines and local transportation system travel shall be reimbursed at actual cost.

Receipts shall be required for conveyance charges in excess of twenty-five dollars during any single route.

#### **Miscellaneous Travel Expenses**

Toll charges and parking fees shall be reimbursed in full. Receipts, where available, shall be attached to the claim for reimbursement.

#### **Meal Reimbursement**

Persons traveling at Association expense will be reimbursed for meals based on submission of receipts for actual expenses. Expenditures will be authorized up to \$15.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner.

The number of days allowed for meal reimbursement shall be limited to the time required to conduct Association business plus one day prior and one day after business as travel conditions require.

The President and the Executive Director are authorized to claim special and unusual expenses relating to the conduct of Association business.

No unallowable expenses (including alcohol) shall be reimbursed from state/federal grant funds.

#### **Hotel/Motel Charges**

##### Room Charges

AASB shall reimburse for hotel or motel room charges at the single room rate for all AASB related travel unless otherwise authorized.

Room Accommodations are authorized one night before and one night after the conduct of Association business as travel conditions require.

Expenses billed to hotel rooms will be reimbursed only if such expenses are specifically AASB related. This includes telephone costs, food and refreshment and the like related to AASB business. Notations as to the types of expense, the reason for such costs, and affiliation with AASB of those entertained should be shown on the expense claim form or copy of the hotel bill.

Personal expenses charged to hotel room bills should be paid at check out time.

## **Other Expenses**

Telephone and internet charges that are AASB business related.

Laundry services are reimbursed if travel extends seven or more days or special circumstances exist.

Reasonable gratuities are reimbursable for services related to expenses that are themselves specifically reimbursable under these policies. E.g. Gratuities for skycaps, bellmen and taxi drivers at the time of check in or check out may be reimbursed.

Reimbursement claims should be submitted no later than 60 days after incurring the expenses.

No unallowable expenses shall be reimbursed from state/federal grant funds.

*Adopted August 20, 1983*

*Revised April 16, 1994*

*Revised April 12, 1997*

*Revised April 24, 1999*

*Revised July 25, 2008*

*Revised March 28, 2009*

POLICY NUMBER: 508

**DEPOSITORY FOR AASB FUNDS**

The Executive Director shall recommend to the Board of Directors the bank that will be the major depository for the safeguarding of AASB funds. Such deposits shall be subject to insurance limitations.

Additional temporary depositories for special purposes may be established by the Executive Director if approved by the Executive Committee should the need arise.

*Adopted August 20, 1983*

## **CASH MANAGEMENT**

### Use of Idle Cash Balances

The Board shall authorize and direct the Executive Director to invest monies of the Association that are temporarily idle. Such investments will be limited to the following:

1. Bonds, bills, or notes of the United States or of the State of Alaska;
2. Certificates of deposit or savings deposit receipts issued by any state or national bank or savings and loan Association authorized to operate within the state.

The Executive Director will secure interest rate quotations and compare the yield on all offerings, including treasury bills and make such investments as will be most favorable to the Association.

All earnings on investments will become a part of the fund for which such investment was made and will be reflected on the quarterly report.

*Adopted August 20, 1983*

## RESERVE FUNDS

The Association of Alaska School Boards (Association) will establish reserve funds to achieve and maintain reserves sufficient to ensure that the Association has the financial ability to continue to provide support to its members in both the short- and long-term. The Association's goal is to ensure that annual operating revenues (excluding grant revenues) exceed operating expenses (excluding expenses funded by grants) by an amount equal to at least 1% of revenues.

### Investment in Property and Equipment

The Association acknowledges that it has an investment in property and equipment that is not available for spending. The Board of Directors of the Association recognizes an amount equal to the recorded investment in property and equipment, net of related borrowings, is unavailable for spending and unavailable for purposes of the reserve fund calculations described below.

### *Operating Reserve*

The purpose of the operating reserve is to sustain basic operations and core member services during a short-term economic downturn or funding shortfall, and to cover unbudgeted and extraordinary expenditures brought about by unanticipated challenges. The Board of Directors wishes to maintain the operating reserve in an amount equal to at least 3 months of routine operating expenses, excluding amounts expended with grant funds. The operating reserve will be funded as described below.

### *Long-Term Reserve for Capital and Other Programs (Long-Term Reserve)*

The purpose of the Long-Term Reserve is to ensure that the Association has adequate funds for payment of major repairs and maintenance on owned facilities, replacement of facilities when required, major technology and office equipment modernization, and available resources to take on special programs or projects where no other source of funding is available. The long-term reserve will be funded as described below.

### *Funding Mechanism*

The 1% budgeted for reserves, excluding grant funds, will be allocated to the accounts as follows:

- Operating reserve—50%
- Long-term reserve—50%

### *Use of Reserve Funds*

Reserve funds can only be used at the direction of the Association Board of Directors.

*Adopted April 24, 2005*  
*Revised July, 2012*

**FINANCIAL STATEMENTS**

The Executive Director shall report the financial condition of the Association to the Board of Directors at each of the regularly scheduled meetings generally held in November, March or April and July. Such reports shall include:

1. Revenue earned to date compared to budget estimate.
2. Expenditures in all categories to date compared to budget estimate.

*Adopted August 20, 1983*  
*Revised March 5, 1988*  
*Revised April 16, 1994*  
*Revised March 28, 2009*

POLICY NUMBER: 511

**PROPERTY ACCOUNTING**

The Executive Director shall maintain or cause to be maintained an equipment inventory on all capital outlay items exceeding (\$5000) Five Thousand Dollars in original purchase value.

*Adopted August 20, 1983*  
*Revised July 25, 2008*

**SURPLUS PROPERTY DISPOSAL PROCEDURE**

Surplus or obsolete equipment belonging to the Association shall be disposed of by one of the following methods:

1. It may be sold at fair market value
2. It may be traded in on replacement equipment
3. It may be declared valueless and discarded.

Any revenue generated from the sale of the surplus equipment shall be recorded as miscellaneous revenue or reimbursed to the equipment expense line.

*Adopted August 20, 1983*  
*Revised April 16, 1994*  
*Revised April 24, 1999*



**\*ANNUAL AUDIT**

The Executive Director shall submit an audited financial statement at the end of the fiscal year, which shall be prepared by an independent, Certified Public Accountant.

The Executive Committee shall approve, upon recommendation of the Executive Director, the auditor of record.

The Board of Directors shall accept the audit report and a representation of final audit results and the management letter will be included in the annual report to the Delegate Assembly. A copy of the accepted audit report will be available to members on request.

*Adopted August 20, 1983*  
*Revised March 5, 1988*

**AUDIT REPORT AND FOLLOW-UP**

Upon receipt of the annual audit report and the management letter, the Board of Directors shall devote some portion of a regular meeting to discuss these documents. The Executive Director shall present recommendations for correcting identified organizational deficiencies as spelled out in the management letter.

The Executive Director shall, generally at regularly scheduled meetings, report to the Board of Directors the progress made in rectifying identified deficiencies in accordance with board directives.

*Adopted August 20, 1983  
Revised April 16, 1994*

**RISK MANAGEMENT**

The Board of Directors desires to protect Association resources by maintaining a program of risk management including, but not limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.
4. Directors and Officers Insurance.
5. Fidelity Bond for selected employees.
6. Employee Health Insurance.

*Adopted April 16, 1994*

POLICY NUMBER: 516

**EMPLOYEE BOND REQUIRED**

The Board of Directors shall require annually a blanket fidelity bond in an amount to be recommended by an independent auditor for all Association employees who handle Association funds.

*Adopted August 20, 1983  
Revised April 24, 1999  
Revised April 22, 2007*

## **ASSOCIATION RECORDS**

### Records Custodian

The AASB Business Manager shall serve as the custodian of official records of the Association in accordance with an established records retention schedule developed by AASB administration. The Business Manager should ensure that all administrative staff are made aware of the need to retain official records and provide training as needed.

### Records Security

AASB shall maintain important papers such as personnel records, deeds and insurance policies in secure fireproof file cabinets located in the business office. AASB authorizes the Executive Director, Associate Executive Director and Business Manager to have access to these documents.

### Retention and Destruction of Records

AASB recognizes its responsibility to retain and/or destroy Association records in accordance with any applicable statutes or regulations and with AASB's established retention schedule (Exhibit 517).

## ASSOCIATION RECORDS RETENTION SCHEDULE

EXHIBIT: 517

RECORD TYPE	RECORD	YEARS OF RETENTION
Governance Records	Board Policies	Permanent
	Constitution and Bylaws	Permanent
	Long Range Plan	Permanent
	Board Meeting Agenda	Permanent
	Board Meeting Minutes	Permanent
	Board Meeting Tape Recordings	Until minutes are approved
	Delegate Assembly Adopted Resolutions	Permanent
	Legal Assistance Fund	Permanent
	Governing Documents: •Adoption Agreement •Declaration of Trust	Permanent
	Record of Legal Assistance requests and grants by district	
	Administrative Records	Organization Chart
Property Deeds		Permanent
Leases (property or equipment)		3 years after completion
Insurance Records		7 years after termination of policy
Legal Action		20 years after case is closed
Membership Records	Membership Lists (individuals)	Permanent
	Boardsmanship Academy points	6 years after leaving their school board
Reports and Publications	Annual Report	Permanent
	Commentary	Permanent
	Annual Membership Directory	Permanent
Personnel Records	Employee Address List	Retain as updated
	Federal & State Withholding Tax File	7 years after termination
	Individual Employee File	3 years after termination
	Job Applicant Files – Persons not hired	3 years
	Annual Report of leave usage	3 years after termination
	Attendance Records	3 years after termination
Financial Records	Invoices	7 years

Books of Account	7 years
Ledger	7 years
Audit	Permanent
Bank Records	7 years
Budget Planning	3 years
Documents w/ Narrative Grants	7 years after termination of grant
Tax Filings	Permanent
Contracts:	3 years after completion of contract
APEI	
Associates	
Payroll	7 years
Inventory – Equipment and Furnishings	3 years

*Adopted August 20, 1983  
Revised April 22, 2007*

## **CHAPTER 6 MISCELLANEOUS**

Use of AASB Mailing Lists	600
Vendors	601
June Nelson Memorial Scholarship Program	602



**USE OF AASB MAILING LISTS**

The Executive Director is authorized to permit the use of AASB directory information when, in the opinion of the Executive Director, the request for such directory information will serve a positive use to education in Alaska or promote the purposes of AASB.

**VENDORS**

AASB will encourage the participation of vendors of school products, supplies or services at its Annual Conference, or other statewide or regional meetings through solicitation of those individuals or firms as exhibitors or sponsors of those meetings.

AASB shall not, however, endorse nor promote any particular product, supply or service, nor include an individual vendor as a presenter in the education program or any conference in a manner that would indicate AASB endorsement of that vendor's product, supply or service or allow that vendor unfair advantage in promoting that product, supply or service.

Staff is directed to use discretion in accepting vendors' applications to exhibit.

## **JUNE NELSON MEMORIAL SCHOLARSHIP PROGRAM**

The AASB Board of Directors has established the June Nelson Memorial Scholarship, as a means of demonstrating school boards' support for continued education for the graduates of our public schools.

AASB will accept contributions to the scholarship fund from its members and any other individuals or organizations who may wish to help finance- scholarships through this program. Total contributions exceeding \$14,400 per year will go into an endowment fund for the scholarship. The fund will maintain at least a balance of \$8,000.

At their spring board meeting the AASB Board shall award up to 12 scholarships in the amount of \$1,200 each. Two of the 12 scholarships will be offered to winners from the previous year, if they have maintained their eligibility with a 2.0 GPA. If the amount of funds raised in the previous year was less than \$14,400, then reserve funds could be used to fund the scholarships.

### **Eligibility**

AASB Scholarships will be available to any high school senior graduating from a public high school program in an AASB member district who can demonstrate that they have been accepted at a postsecondary institution and meet such other eligibility criteria as may be established by the AASB Board of Directors. Two of the 12 scholarships will be offered to winners from the previous year, if they have maintained their eligibility with a 2.0 GPA.

### **Scholarship Committee**

The AASB President shall appoint a Scholarship Committee, comprised of the Past-President as chair and members from the AASB Board and general membership. Their task shall be to review the scholarship applications and recommend the best qualified applicants to the AASB Board. The AASB Board shall take action to award the scholarships at their spring board meeting.

### **Procedures**

The AASB Executive Director shall develop procedures for administering the scholarship program, including accounting for scholarship funds.

*Adopted July 27, 1997*

*Revised April 25, 1998*

*Revised July 25, 2011*

*Revised March 24, 2013*