

BOARD AGENDA

PROCEDURES



**Protocols for
Written
Communication**



Revised August 2022

SCHOOL BOARD

Agenda Procedures & Protocols for Written Communication

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Revised: August 2022

2022-23 Regular School Board Meetings

Administrative Center - 520 Fifth Avenue

Regular School Board Meetings usually take place on the first and third Tuesday of most months when school is in session. During the summer months, the School Board will meet as needed and determined by the Board. All regular meetings will begin at 6:00 p.m. All regular meetings will adjourn by 9:00 p.m. unless the Board votes to suspend the rules.

JULY 2022

No Board Meetings

AUGUST 2022

15 6:00 pm Special Meeting
16 6:00 PM **REGULAR MEETING**

SEPTEMBER 2022

6 6:00 PM **REGULAR MEETING**
7 6:00 pm Special Meeting (If Needed)
19 6:00/6:30 pm Special Meeting/Work Session (If Needed)
20 6:00 PM **REGULAR MEETING**

OCTOBER 2022

3 6:00/6:30 pm Special Meeting/Work Session (If Needed)
4 6:00 PM **REGULAR MEETING**
17 6:00/6:30 pm Special Meeting/Work Session (If Needed)
18 6:00 PM **REGULAR MEETING**
31 12:00 PM Special Meeting (Oath of Office)

NOVEMBER 2022

1 6:00 PM **REGULAR MEETING**
14 6:00/6:30 pm Special Meeting/Work Session (If Needed)
15 6:00 PM **REGULAR MEETING**

DECEMBER 2022

5 6:00/6:30 pm Special Meeting/Work Session (If Needed)
6 6:00 PM **REGULAR MEETING**
19 6:00 pm Special Meeting (If Needed)
~~20 6:00 PM **REGULAR MEETING**~~ - Cancelled

JANUARY 2023

3 6:00 pm Special Meeting (If Needed)
~~3 6:00 PM **REGULAR MEETING**~~ - Cancelled
17 6:00 PM **REGULAR MEETING**
18 6:00 pm Special Meeting (If Needed)

FEBRUARY 2023

6 6:00/6:30 pm Special Meeting/Work Session (If Needed)
7 6:00 PM **REGULAR MEETING**
20 6:00/6:30 pm Special Meeting/Work Session (If Needed)
21 6:00 PM **REGULAR MEETING**

MARCH 2023

6 6:00/6:30 pm Special Meeting/Work Session (If Needed)
7 6:00 PM **REGULAR MEETING**
20 6:00/6:30 pm Special Meeting/Work Session (If Needed)
21 6:00 PM **REGULAR MEETING**

APRIL 2023

3 6:00/6:30 pm Special Meeting/Work Session (If Needed)
4 6:00 PM **REGULAR MEETING**
17 6:00/6:30 pm Special Meeting/Work Session (If Needed)
18 6:00 PM **REGULAR MEETING**

MAY 2023

1 6:00 pm Special Meeting (If Needed)
2 6:00 PM **REGULAR MEETING**
15 6:00/6:30 pm Special Meeting/Work Session (If Needed)
16 6:00 PM **REGULAR MEETING**

JUNE 2023

5 6:00/6:30 pm Special Meeting/Work Session (If Needed)
6 6:00 PM **REGULAR MEETING**

Special Meetings for executive sessions to handle student discipline & negotiations, and Work Sessions (if needed) are also listed.

- ★ Approval of school board agenda items begins with executive directors' review and acceptance on Thursday two weeks before the regularly scheduled meeting. The board president's approval is finalized on the following Wednesday.
- ★ DEADLINE for submission of items approved for inclusion in the agenda (reference pages and board notes) to the board secretary is Friday, two weeks before the board meeting week (some exceptions on holiday weeks). **To allow enough time for gift acceptances, travel, and fundraising requests to be approved by the appropriate assistant superintendent prior to the deadline, requests are due to the assistant superintendent office by the Thursday before the Friday deadline noted above.**
- ★ Memos, reports, and other items to be included in board agenda reference pages are to be typed in Arial font, 11 pitch, with margins of one inch on all sides.
- ★ Recognition of student and staff achievements is important to the school board. See the criteria and procedures for inclusion in the agenda.
- ★ Board packets are posted on the Thursday before a regular meeting.



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

MEMORANDUM

DATE: August 2022

TO: All School Secretaries

FROM: Karen Melin, Chief School Administrator

SUBJECT: SCHOOL BOARD AGENDA PROCEDURES

School board approval is required **prior to:**

- acceptance and use of gifts/donations valued at \$1,000 or more;
- advertising, promoting, commencing fundraising (over \$1,000 for specific activity or items such as travel, computers, etc.); and
- any travel, planning, purchasing of tickets, etc. - elementary (out-of-district/state), middle & junior high (out-of-district/state) and secondary (out-of-state).

Regular board meeting dates for the 2022-2023 school year are listed on the previous page. Please take note of the requirements and/or information shown at the bottom of this listing and follow the samples contained in this booklet when submitting items for inclusion in board agendas. For your information, the following timeline is observed in the preparation of board packets.

Board Agenda Process	Thursday – two weeks before meeting	Executive directors reviews/ approves agenda items and backup at this meeting or item waits until the next meeting.
	Thursday – two weeks before meeting	All individual school requests for donation acceptance, travel, fundraising, or fundraising/travel requests are due to the assistant superintendent's office to allow for enough time to work through their review process.
	Friday – two weeks before board meeting	DEADLINE for submission of all board agenda items, reference pages, and board notes.
	Wednesday – one week before meeting	Board agenda finalized by board president and chief school administrator.
	Thursday – week before board meeting week	Agenda finalized and posted and published. Board agendas posted online and links sent to those requesting it.
	Friday – before Regular Meeting	Agenda published in News-Miner.

The school board wants to recognize our student achievers. Included in this booklet are guidelines for student recognition. Only achievements or contributions associated with a student's enrollment in the Fairbanks School District are recognized. This includes activities such as Future Farmers of America, All-State Band, and extracurricular competition. It does not include honors won by individuals who happen to be students, such as beauty pageants, Arctic Winter Games, Tanana Valley Fair, Fairbanks Arts Association, etc.

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)

TO: Name, Title
Location

FROM: Name, Title
Location

RE: **SUBJECT MATTER OF MEMORANDUM**

SAMPLE

This is a brief example of a memorandum. The memorandum should be typed in **Arial font, 11 pitch.**

The margins should be one-inch on top, bottom, left, and right.

If school letterhead is used, please adhere to font, margin, and other formatting requirements for all correspondence.

As a reminder – the memo template/format is to be used for memos and any school/district/department letterhead is to be used for letters.

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)

TO: Katherine LaPlaunt, Assistant Superintendent

FROM: Name of Principal, Principal
Name of School

RE: **GIFT ACCEPTANCE**

SAMPLE

Donation From: A-1 Elementary PTA
333 Farmer's Loop Road
Fairbanks, AK 99709

*Address must be
included so a thank-
you from the School
Board can be mailed.*

Item(s) Donated: Microscopes and other Science Equipment

Item(s) to be used for: 6th Grade Science Room

Value of Donation: \$1,000

*Submit Gift Acceptance Requests for
all gifts valued at \$1,000 or more.
(See School Board Policies & ARs
955.43, 1072.1 and 1156)*

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)
TO: Katherine LaPlaunt, Assistant Superintendent
FROM: Name of Principal, Principal
Name of School
RE: **FUNDRAISING/ TRAVEL REQUEST**

SAMPLE

Name of group/ organization: ABC Elementary School Sixth Grade
(approximately 60 students)
Purpose for fundraising: To cover travel expenses to Denali National Park
Date of Travel: February 12-13, 2022
Reason for Travel: To expand students' knowledge of Alaska
How money will be raised: Gift wrap sales
Fundraising goal: \$1,200
Cost to the district: \$ -0-

NOTE: Submit the fundraising/travel request before you begin fundraising for a specific activity or for travel.
(See School Board Policies & ARs 955.4 – 955.43)

These samples pertain to board agenda requirements only. Please make sure procedures for travel authorization (TA) (i.e. accounting and assistant superintendent approval) are also followed.

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)
TO: Luke Meinert, Assistant Superintendent
FROM: Positively Famous, Principal
Great High School
RE: **STUDENT TRAVEL REQUEST**

SAMPLE

Who is Traveling: Great Debate Team (10 students)
Destination: Seattle, Washington
Date of Travel: November 17-20, 2022
Reason for Travel: To participate in National Debate Contest
Cost to the district: \$ -0- (include substitute time if applicable)

NOTE: *If fundraising activities will take place in conjunction with this travel, submit a Fundraising/ Travel Request instead. There is no need to submit two separate memos – Thanks. (See School Board Policy 955.4, 955.42, and 955.43.)*

These samples pertain to board agenda requirements only. Please make sure procedures for travel authorization (TA) (i.e. accounting and assistant superintendent approval) are also followed.

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)
TO: Luke Meinert, Assistant Superintendent
FROM: Principal Name, Principal
School Name
RE: **FUNDRAISING REQUEST**

SAMPLE

Name of group/ organization: Middle School – Gymnastics Club
Purpose for fundraising: Purchase of Climbing Wall for Gym
How money will be raised: Car washes and bake sales
Fundraising goal: \$3,000

NOTE: If travel is the **purpose** of fundraising, submit a fundraising/travel request before fundraising begins. There is no need to submit two separate memos – Thanks. (See School Board Policy 955.4, 955.42, and 955.43.)

These samples pertain to board agenda requirements only. Please make sure procedures for travel authorization (TA) (i.e. accounting and assistant superintendent approval) are also followed.

BOARD RECOGNITION

❖ Student Recognition

Elementary students are eligible for board recognition if they ***place first in districtwide or statewide competitions, or first, second, or third in national competitions.***

Secondary students if they ***place first in statewide, or first, second, or third in national competitions.***

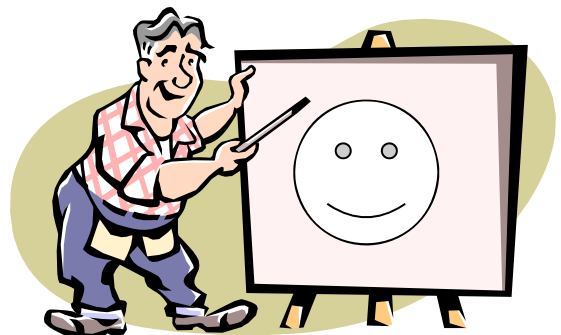
- The principal/activity coordinator will submit a student recognition request to the board executive assistant when a student/school award is known.
- Requests will be reviewed by the chief school administrator and the board president will make the final determination if the recognition meets the board's protocols. The recognition, once approved, will be scheduled for an upcoming board meeting.
- The board executive assistant will notify principals and/or activity coordinators of scheduled student recognition board meeting dates.
- **The principal/activity coordinator/coach will be responsible for notifying the student(s) and parent(s).**
- The board executive assistant will prepare certificates for each student.
- The principal and/or coach/activity coordinator will attend the board meeting and will be responsible for making the presentation and introducing students. The board president will present the board's certificate to the awardee(s).

❖ Staff Recognition

The board will recognize achievements or contributions associated with employment or contractual relationship with the district. Nominations for staff recognition must be approved by the person's supervisor before being submitted to the appropriate department head for inclusion on a board agenda. The supervisor will attend the board meeting to introduce the staff person and make the presentation.

❖ ESP Recognition

This award recognizes FNSBSD support staff that has made a significant contribution to the school district. See the ESP nomination form on the district's website for specific criteria and the nomination process.



Glossary of Terms



Capitalization

Fairbanks North Star Borough Board of Education
Board of Education, the school board, or the board
Sandy Smith, board member,
Board Member Sandy Smith
Board President Jones
Ms. Jones, president,

the Fairbanks North Star Borough School District
the school district
the Fairbanks North Star Borough
the borough
the Fairbanks North Star Borough Assembly
the assembly
the City of Fairbanks
the city
the City Council
City Council Member John Smith
Mayor Smith
Mr. Smith, mayor,

Dr. Thomas Pride, superintendent of schools,
Sally Thomas, chief school administrator,
Superintendent Pride reported
Dr. Thomas Prided reported....

state of Alaska (when talking about Alaska in general)
however, when referring to a department of the State of Alaska Dept. of Ed., it would
be correct to abbreviate "State of Alaska" by simply capitalizing the word "State."

Alaska Department of Education and Early Development (DEED)
Alaska Department of Labor
the labor department
the Alaska Legislature
the legislature
Southeast Alaska
Interior Alaska
the Interior
the federal government
U. S. government
United States of America

the Internet
a.m. or am (either, just be consistent throughout document)
p.m. or pm (either, just be consistent throughout document)

Consistency

Fairbanks North Star Borough School District or
FNSB School District or
FNSBSD or
district



Do Not Hyphenate

communitywide
districtwide
dropout
email
fundraising
inservice
intradistrict
noncompliance
nonretention
nonretain
nontenured
ongoing
prekindergarten
preschool
pretermination
recordkeeping
reeducate
reelect
schoolwide
standards based assessments
statewide
website
workplace

Hyphenated Phrases

at-large
at-risk
drug-free
follow-up
full-day kindergarten
full-time part-time
half-day
in-depth
in-school
junior-senior high school
long-term short-term
non-district
one-half
on-line
on-site
on-the-job training
out-of-district

Hyphenated Phrases (cont.)

out-of-school
part-time full-time
post-test
pre-elementary
pre-test
self-addressed
short-term long-term
site-based
step-by-step
ten-year-old policy
time-out
up-to-date information
year-end
school-sponsored

Either/Or

time sheet
timetable
work load
time line

Not Hyphenated

ad hoc
after school program

Slashes

drug/alcohol
parent/teacher

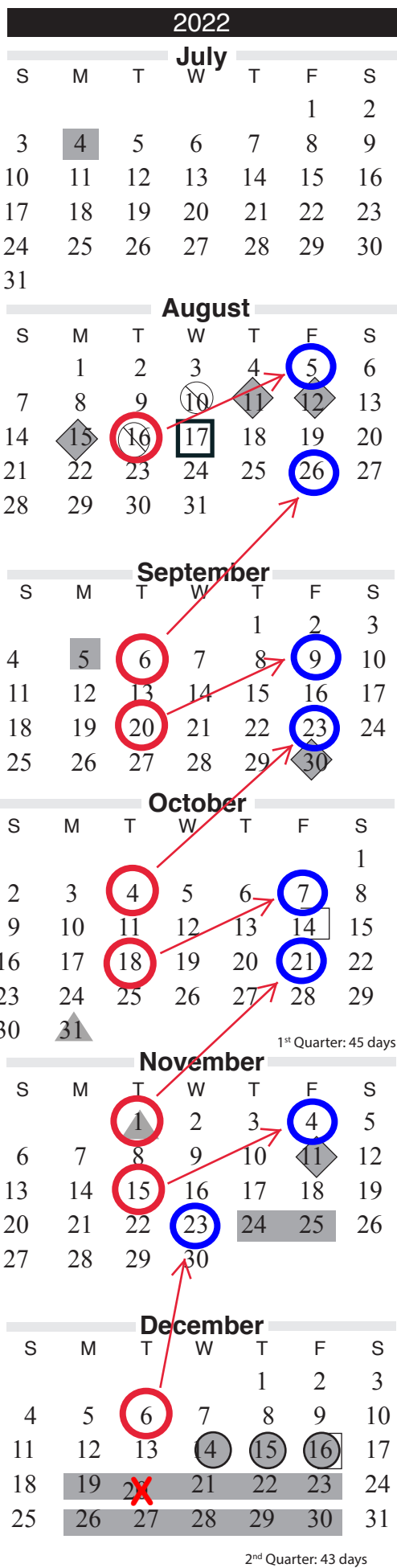
Titles/Departments

Board of Education
School Board
Office of the Superintendent
Interim Superintendent Smith
Name, superintendent,
Office of the Chief School Administrator
Name, director of curriculum,
Name, teacher,
Name, principal, (or)
Name, principal at (school),

2022-2023 School Board Regular Meetings

Board Agenda Due Dates

 = Board Meeting
 = Agenda Due Date



2022

August

10, 16 Teacher Work Days
 11-15 Professional Development
 17 First Day for Students

September

5 Labor Day (holiday)
 30 Professional Development

October

14 End of 1st Quarter (early dismissal)
 10/31-11/1 Parent-Teacher Conferences

November

11 Professional Development
 24-25 Thanksgiving (holiday)

December

14-16 Last 3 Days (early dismissal)
 16 End of 2nd Quarter (early dismissal)
 19 Winter Break - Begin

2023

January

2 Winter Break - End
 3 Teacher Work Day (no school)
 4 Second Semester-Start
 16 Martin Luther King Jr. (holiday)

February

20 Professional Development
 21-22 Parent-Teacher Conferences

March













10 End of 3rd Quarter (early dismissal)
 13-17 Spring Break
 27-31 Tentative Testing Window

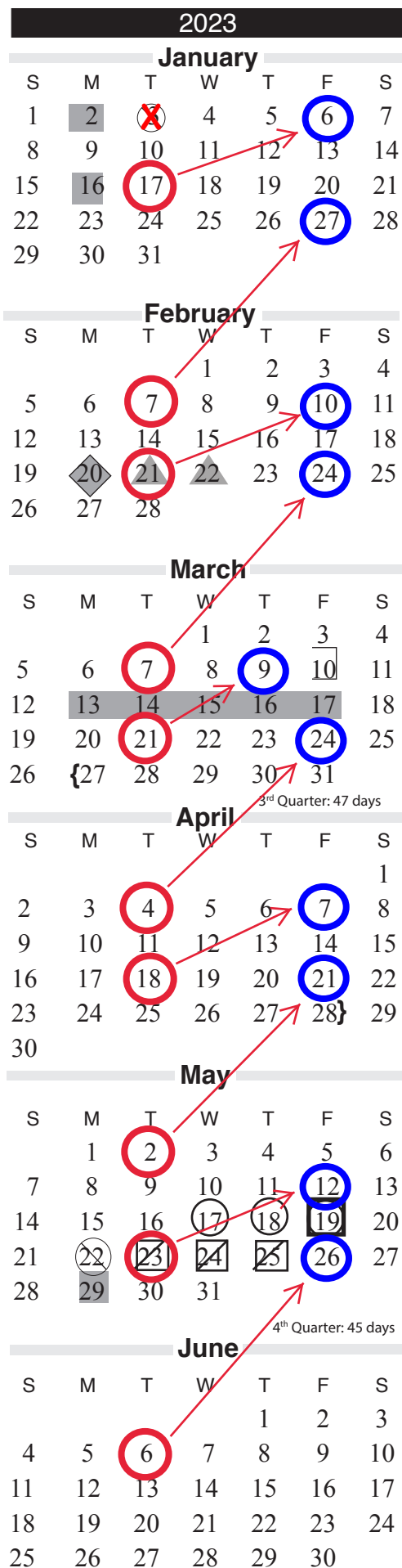
April

3-28 Tentative Testing Window

May

17-19 Last 3 Days - Early Dismissal
 19 Last Day for Students
 22 Teacher Work Day

-  School Start/End
-  End of Quarter (early dismissal)
-  Testing Window
-  Last 3 days (early dismissal)
-  Staff Training Day (early dismissal)
-  Professional Development Day (no school)
-  Vacation/Holiday (no school)
-  Parent-Teacher Conferences (no school)
-  Teacher Work Day (no school)
-  Tentative Make-Up Days for Bad Weather
-  1st semester: 88 days
-  2nd semester: 92 days





520 Fifth Avenue, Fairbanks, AK 99701
k12northstar.org

2022						
July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2nd Quarter: 43 days**2022****August**

10, 16 Teacher Work Days
11-15 Professional Development
17 First Day for Students

September

5 Labor Day (holiday)
30 Professional Development

October

14 End of 1st Quarter (early dismissal)
10/31-11/1 Parent-Teacher Conferences

November

11 Professional Development
24-25 Thanksgiving (holiday)

December

14-16 Last 3 Days (early dismissal)
16 End of 2nd Quarter (early dismissal)
19 Winter Break - Begin

2023**January**

2 Winter Break - End
3 Teacher Work Day (no school)
4 Second Semester-Start
16 Martin Luther King Jr. (holiday)

February

20 Professional Development
21-22 Parent-Teacher Conferences

March

10 End of 3rd Quarter (early dismissal)
13-17 Spring Break
27-31 Tentative Testing Window

April

3-28 Tentative Testing Window

May

17-19 Last 3 Days - Early Dismissal
19 Last Day for Students
22 Teacher Work Day

☐ School Start/End

☐ End of Quarter (early dismissal)

{ } Testing Window

● Last 3 days (early dismissal)

◇ Staff Training Day (early dismissal)

◆ Professional Development Day (no school)

■ Vacation/Holiday (no school)

▲ Parent-Teacher Conferences (no school)

○ Teacher Work Day (no school)

☒ Tentative Make-Up Days for Bad Weather

1st semester: 88 days
2nd semester: 92 days

2023						
January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3rd Quarter: 47 days

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4th Quarter: 45 days

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	