

BOARD AGENDA

PROCEDURES



**Protocols for
Written
Communication**



Revised December 2015

SCHOOL BOARD

Agenda Procedures & Protocols for Written Communication

Page 1	Board Meeting Dates
Page 2	Superintendent Memorandum on School Board Agenda Procedures
Page 3	District Memorandum Example
Page 4	Gift Acceptance Memorandum Example
Page 5	Fundraising/Travel Request Memorandum Example
Page 6	Student Travel Request Memorandum Example
Page 7	Fundraising Request Memorandum Example
Page 8	Student/Staff Recognition Guidelines
Pages 9-10	Glossary of Terms
Page 11	School District Calendar

Revised: December 2015

2015-16 Regular School Board Meetings

Administrative Center - 520 Fifth Avenue

Regular School Board Meetings are held the first and third Tuesday during September through May, and the first Tuesday only during June and August.

JULY 2015

No Meeting

AUGUST 2015

3 5:30 pm Executive Session/Work Session
4 7:00 PM REGULAR MEETING
 17 5:30 pm Executive Session (if needed)
 31 5:30 pm Executive Session

SEPTEMBER 2015

1 7:00 PM REGULAR MEETING
 14 5:30 pm Executive Session/Work Session
15 7:00 PM REGULAR MEETING

OCTOBER 2015

5 5:30 pm Executive Session/Work Session
6 7:00 PM REGULAR MEETING
 19 5:30 pm Executive Session/Work Session
20 7:00 PM REGULAR MEETING

NOVEMBER 2015

2 5:30 pm Executive Session/Work Session
3 7:00 PM REGULAR MEETING
 16 5:30 pm Executive Session/Work Session
17 7:00 PM REGULAR MEETING
 30 5:30 pm Executive Session/Work Session

DECEMBER 2015

1 7:00 PM REGULAR MEETING
 14 12:00 pm Executive Session
~~15 7:00 PM REGULAR MEETING - Cancelled~~

JANUARY 2016

4 Noon Executive Session (if needed)
~~5 7:00 PM REGULAR MEETING - Cancelled~~
 19 6:00 pm Executive Session (if needed)
19 7:00 PM REGULAR MEETING

FEBRUARY 2016

1 5:30 pm Executive Session/Work Session
2 7:00 PM REGULAR MEETING
 15 5:30 pm Executive Session/Work Session
16 7:00 PM REGULAR MEETING
 29 5:30 pm Executive Session/Work Session

MARCH 2016

1 7:00 PM REGULAR MEETING
 21 5:30 pm Executive Session/Work Session
22 7:00 PM * REGULAR MEETING
 * Rescheduled from March 15 due to spring break

APRIL 2016

4 5:30 pm Executive Session/Work Session
5 7:00 PM REGULAR MEETING
 18 5:30 pm Executive Session/Work Session
19 7:00 PM REGULAR MEETING

MAY 2016

2 5:30 pm Executive Session/Work Session
3 7:00 PM REGULAR MEETING
 9 5:30 pm Executive Session/Work Session
10 7:00 PM * REGULAR MEETING
 * Rescheduled from May 17 due to graduation

JUNE 2016

6 5:30 pm Executive Session/Work Session
7 7:00 PM REGULAR MEETING

Executive Sessions for handling student discipline are also listed.

- ★ Approval of school board agenda items begins with executive directors' review and acceptance on Wednesday two weeks before the regularly scheduled meeting. The board president's approval is finalized on the Thursday following the last regular meeting. Please allow enough time for gift acceptances, travel, and fundraising requests to be approved by the appropriate assistant superintendent prior to the deadline.
- ★ DEADLINE for submission of items approved for inclusion in the agenda (reference pages and board notes) to the board secretary is 12:00 Noon on the Friday, two weeks before the board meeting week (some exceptions on holiday weeks).
- ★ 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 Friday before a regular meeting.



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

MEMORANDUM

DATE: December 2015

TO: All School Secretaries

FROM: Dr. Karen Gaborik, Superintendent of Schools

SUBJECT: SCHOOL BOARD AGENDA PROCEDURES

School board approval is required **ahead of time** for:

- Gifts valued at \$1,000 or more
- Fundraising (over \$1,000 for specific activity or items such as travel, computers, etc.)
- Travel – elementary (out-of-district/state), middle & junior high (out-of-district/state) and secondary (out-of-state)

Regular board meeting dates for the 2015-2016 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	Wednesday – 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	Board agenda finalized by board president and superintendent.
	Friday – two weeks before board meeting	NOON DEADLINE for submission of board agenda items, reference pages, and board notes. Email board notes to: sharon.tuttle@k12northstar.org
	Tuesday – week before board meeting week	Thirty (30) copies of anything (reports, etc.) mentioned in agenda as “Separate Cover” due to school board office by Tuesday noon.
	Thursday – week before board meeting week	Agenda finalized and readied for posting and publishing.
	Friday – before board meeting	Board agendas posted online and links sent to those requesting it. 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

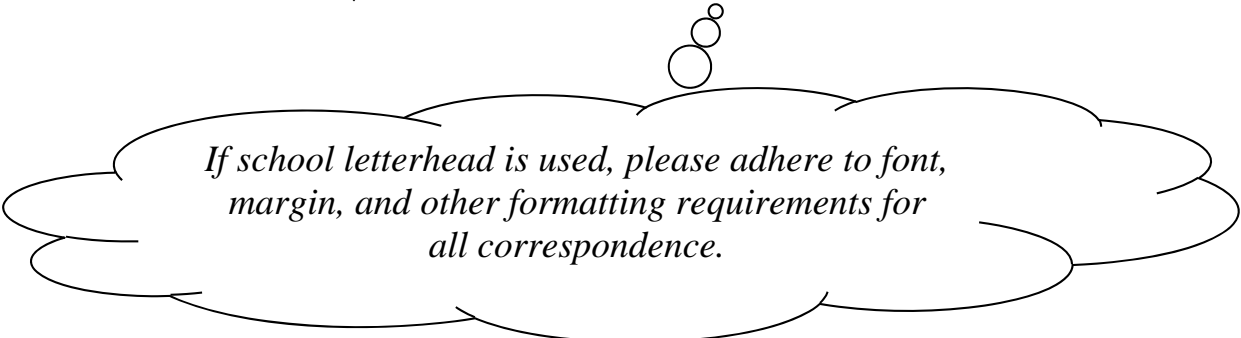
*Use Arial
Font... 11 pt.*

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.

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)
TO: Sandra Kowalski, Assistant Superintendent
FROM: Absolutely Wonderful, Principal
A-1 Elementary 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 955.43,
1072.1 and 1156)*

MEMORANDUM

*Use Arial
Font... 11 pt.*

DATE: (Current Date)
TO: Sandra Kowalski, Assistant Superintendent
FROM: Simply Marvelous, Principal
ABC Elementary 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, 2016
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 Policy 955.4, 955.42, and 955.43.)*

ALSO, remember to complete the applicable Secondary Schools Request for Out-of-District Travel (page 7) or Fundraising Pre-Planning Review K-6 (page 9) form.

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: Dan Schmidt, 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, 2016
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.)*

ALSO, remember to complete the applicable Secondary Schools Request for Out-of-District Travel (page 7) or Fundraising Pre-Planning Review K-6 (page 9) form.

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: Dan Schmidt, Assistant Superintendent
FROM: Class Act, Principal
Super Middle School
RE: **FUNDRAISING REQUEST**

SAMPLE

Name of group/ organization: Super 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.)

ALSO, remember to complete the Secondary Schools Request for Out-of-District Travel (page 7) or Fundraising Pre-Planning Review K-6 (page 9) form, if applicable.

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.***

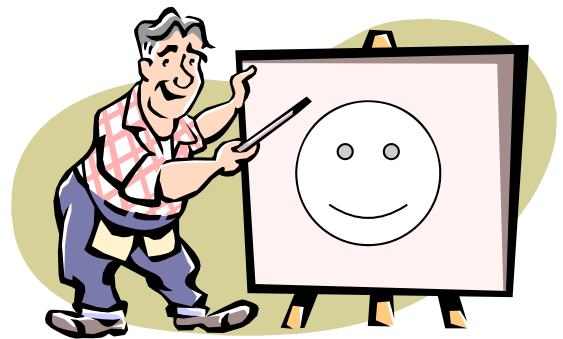
- The principal will submit a student recognition request to appropriate assistant superintendent for approval.
- Requests will be reviewed at management team meetings and qualified students will be scheduled for recognition at an upcoming board meeting.
- The appropriate assistant superintendent will notify principals of scheduled student recognition board meeting dates.
- **The principal will be responsible for notifying the student(s) and parent(s).**
- The board secretary will prepare certificates for each student.
- The principal will attend the board meeting, along with the coach or activity sponsor, if desired, to introduce students and make the presentation.

❖ 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.



Photos Wanted . . . Please submit a photo of student(s) or staff being recognized by email to the public relations department. email: sharice.walker@k12northstar.org

Glossary of Terms



Capitalization

Fairbanks North Star Borough Board of Education
Board of Education, the school board, or the board
Sean Rice, board member,
Board Member Sean Rice
Board President Haas
Mrs. Haas, 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. Karen Gaborik, superintendent of schools,
Superintendent Gaborik reported
Dr. Karen Gaborik 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.
p.m.

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 Gaborik
Name, superintendent,
Name, director of curriculum,
Name, teacher,
Name, principal, (or)
Name, principal at (school),



520 Fifth Avenue, Fairbanks, AK 99701
 k12northstar.org

2015						
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
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
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		

2015

August

- 12 & 18 Teacher Work Days
- 13,14,17 Professional Development Days
- 19 First Day for Students

September

- 7 Labor Day Holiday
- 28 Professional Development

October

- 16 End of 1st Quarter (early dismissal)
- 26-27 Parent-Teacher Conferences

November

- 26-27 Thanksgiving Holiday

December

- 16-18 Last 3 Days (early dismissal)
- 18 End of 1st Semester (early dismissal)
- 21 Winter Break – Begin

2016

January

- 1 Winter Break – End
- 4 Teacher Work Day (no school)
- 18 Martin Luther King Jr. Holiday

February

- 5 Professional Development
- 15-16 Parent-Teacher Conferences

March

- 11 End of 3rd Quarter (early dismissal)
- 14-18 Spring Break

April

- 4-8 Testing (all students attend school)
- 11-15 Testing (all students attend school)

May

- 17-19 Last 3 Days (early dismissal)
- 19 Last Day for Students
- 20 Professional Development Day
- 23 Teacher Work Day

- School Start/End
- End of Quarter (early dismissal)
- T** Testing Day
- Last 3 days (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
- CLOSED BAD WEATHER

1st semester: 87 days
 11^{2nd} semester: 93 days

2016						
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	29					

March						
S	M	T	W	T	F	S
			1	2	3	4
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		

April						
S	M	T	W	T	F	S
3	T	T	T	T	T	9
10	T	T	T	T	T	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				

June						
S	M	T	W	T	F	S
				1	2	3
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		

3rd Quarter: 48 days

4th Quarter: 45 days