MEETINGS

Note: A.S. 44.62.310 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. Timelines given below are suggestions only and may be revised as reasonable.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when three or more members are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska’s Open Meetings Act. A quorum of the Board is three members.

(cf. 9321 - Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time, and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Public meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the Board)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be mailed the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board shall hold at least 1(one) regular meeting in at least 11 out of 12 months. Unless changed, regular meetings shall be held at 6:00 p.m. on Tuesday at the Sitka High School Library. Notice of regular meetings shall be posted 4 (four) calendar days prior to the meeting.

Meetings will adjourn at 10:30 p.m. Alaska Standard Time (or Alaska Daylight Standard Time) unless by a majority vote of the board the meeting is extended 30 minutes to 11:00 p.m. Further 30 minute extensions will require each a separate motion that will require a unanimous vote of those members present and constituting a quorum.

Note: Pursuant to A.S. 14.14.080, a Board may declare a Board position vacant if a member is absent without excuse for three consecutive regular Board meetings.

(cf. 1340 - Access to District Records)
(cf. 9223 - Board Vacancies)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members. Except in cases of an emergency, notice of special meetings shall be delivered at least 24 hours before the meeting to all Board members, the
Superintendent, and to the local media. This notice also shall be posted to the District website at least 24 hours before the meeting. This notice shall specify the date, time and place of the meeting.

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted other than that stated in the notice of the meeting.

**Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If in that event telephone services are not functioning, the notice requirement is waived. As soon after the meeting as practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

**Teleconferences**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at teleconference facilities used for the Board meeting.

*Legal Reference:*

- **ALASKA STATUTES**
  - 14.08.091 Administration
  - 14.14.070 Organization of school board
  - 14.14.080 Declaring a school board vacancy
  - 29.20.020 Meetings public
  - 44.62.310 Agency meetings public
  - 44.62.312 State policy regarding meetings

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**SITKA SCHOOL DISTRICT**

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Revision Date: January 11, 2016
Revision Date: