
Bylaws

of the State Board of Education
& Early Development

September 28, 2006



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Bylaws

of the State Board of Education & Early Development

1. Educational goals ---

1.1. Vision

The State Board of Education & Early Development is committed to develop, maintain and continuously improve a comprehensive, quality public education system.

(Adopted September 19, 2003)

1.2. Mission

To ensure quality standards-based instruction to improve academic achievement for all students.

(Adopted September 19, 2003)

1.3. Beliefs

1.3.1. All students can meet the Alaska Standards.

1.3.2 We can close the achievement gap in students with disabilities, limited English proficient students, Alaska Native/American Indian students and economically disadvantaged students. (*Adopted March 16, 2006*)

1.3.3. [2] Every action of the State Board will support the mission statement.

1.3.4. [3] All students deserve high quality teachers, administrators and paraprofessionals.

1.3.5. [4] All students can demonstrate reading proficiency by grade three.

1.3.6. [5] Curriculum aligned to Alaska Standards and best practices instruction is critical for all students to achieve at high levels [TO CLOSING THE ACHIEVEMENT GAP]. (*Amended September 10, 2004*)

1.3.7. [6] Barriers that reduce effective instructional time must be removed.

1.3.8. [7] Increasing the performance of all students can close the achievement gap. (*Amended September 10, 2004*)

1.3.9 [8] Effective parent and family involvement positively affects student achievement. (*Amended September 10, 2004*)

(Adopted September 19, 2003; Amended September 10, 2004; Amended March 16, 2006)

1.4. Goals

1.4.1. Continuous academic growth for all students, including closing the achievement gap in reading, writing and math.

1.4.1.1. Promote parent and family involvement in student learning.

1.4.1.2. Form partnerships with other organizations, including health services, tribal entities and the business community critical to closing the achievement gap, especially for those groups identified as the lowest performing based upon assessment data. (*Amended September 10, 2004*)

1.4.1.3 Encourage schools and communities to focus on strategies to close their achievement gap. (*Amended September 10, 2004*)

1.4.1.4 Support principal and teacher use of student achievement data to improve instruction.

1.4.1.5. Promote scientifically based reading instruction.

1.4.2. Continue to refine state assessment and accountability system.

1.4.2.1. Develop assessments that have instructional value.

[1.4.2.2. ALIGN ASSESSMENTS WITH ALASKA STANDARDS.] (Repealed March 16, 2006)

1.4.2.2. [3] Ensure assessments provide a growth scale.

1.4.2.3. [4] Ensure assessment results are timely.

(Adopted September 19, 2003; Amended March 16, 2006)

1.4.3. Promote the continuous growth of professionals and paraprofessionals to provide effective standards-based instruction.

1.4.3.1. Develop and implement a standards- and performance-based initial and continuing licensure system, including an alternative route to teacher licensure. (*Amended September 10, 2004*)

1.4.3.2. Promote and support inservices that directly impact instruction through the use of best practices and data.

1.4.3.3. Encourage Alaska teacher preparation programs to become standards- and performance-based systems.

1.4.3.4. Identify and develop avenues for paraprofessionals to meet highly qualified status.

1.4.3.5. Seek appropriate partners to support the development of an alternative state performance-based teacher preparation program.

1.4.3.6. Encourage districts to hire a workforce that is reflective of the community they serve.

1.4.3.7. Encourage Alaskans to become teachers, administrators and paraprofessionals.

1.4.3.8. Encourage paraprofessionals to gain certification as teachers.

(Adopted September 19, 2003; Amended September 10, 2004; Amended March 16, 2006)

1.4.4. Increase effective instructional time.

1.4.4.1. Reduce the number of mandated trainings.

1.4.4.2. Develop alternative deliveries for mandated trainings.

1.4.4.3. Review statutes and regulations that impact effective use of instructional time.

(Adopted September 19, 2003)

2. Adoption, amendment and repeal of bylaws_____

2.1. Introduction of bylaws

New bylaws or amendment of existing bylaws may be introduced by voting members of the board or the commissioner.

2.2. Bylaws in writing and on agenda

In order for the board to vote on a bylaw for adoption or repeal, the proposed bylaw or bylaw for appeal must be in writing and must be placed on a board agenda.

2.3. Seven day notice required

A bylaw scheduled for action must be published on the tentative agenda seven days in advance of the meeting at which the action is scheduled in order to be voted on at that meeting. A proposed bylaw may not be added to an agenda at a meeting and approved by the board at the same meeting.

2.4. Majority vote necessary

The board may adopt or repeal a bylaw by a majority vote of members present at a board meeting.

Adopted March 2004

3. Organization and duties of the state board_____

3.1. Officers

The officers of the state board are the chair, first vice-chair and second vice-chair.



Adopted March 2004

3.2. Election of officers

The officers of the board are elected at the last regular meeting of the board each school year, and serve one year, July 1 to June 30, and after that, if necessary, until the election of their successors. A board member may serve successive terms as an officer without limit.

Adopted March 2004

3.3. Duties of the chair

The board chair shall

- 3.3.1. Preside at all meetings of the board.
- 3.3.2. Maintain liaison with other members of the board and with the commissioner when the board is not in session.
- 3.3.3. Work with the commissioner and persons appointed by the commissioner to develop meeting agendas.
- 3.3.4. Represent the board when occasion requires, and speak publicly for the board as a whole on positions of the board.
- 3.3.5. Unless otherwise specifically provided by law or motion, appoint board members to committees and subcommittees, and appoint the members of advisory committees that the board establishes.
- 3.3.6. Advise the commissioner at times when the board is not in session.

3.4. Duties of the first vice-chair

The first vice-chair shall act in place of the chair in the chair's absence, or in the case of a vacancy in that office.

3.5. Duties of the second vice-chair

If the first vice-chair cannot serve, the second vice-chair shall assume the duties of the first vice-chair.

3.6. Duties of the commissioner

The commissioner shall keep a record of the minutes of all meetings, shall answer and file board correspondence, and shall perform any other duties that the board directs, in addition to performing the statutory and regulatory duties of commissioner. The commissioner may delegate responsibilities assigned by the board and specified by the board bylaws to one or more employees of the department.

Adopted March 2004

4. Advisory members of state board_____

The number of and selection of state board advisory members will be specified in Title 4, Chapter 03 of the Alaska Administrative Code and adopted by the state board in compliance with the administrative procedures act.

Adopted March 2004

5. Regular meetings_____

5.1. Meetings held quarterly

Regular meetings of the state board will be held at least quarterly, during the first week of each quarter, in Juneau, unless the board specifically selects another time and place.

5.2. Adoption of calendar

At the last regularly scheduled meeting of each school year, the board will adopt a calendar of regular meetings for the following school year, indicating the planned date and location of each meeting.

5.2.1. A majority of the members of the board may alter the calendar if circumstances warrant that action.

5.3. Work sessions

At the discretion of the chair, a regular meeting may be preceded by a work session at which the board may receive information and reports, but may not vote or take any action on any item.

5.4. Public testimony

If a regular meeting is preceded by a work session, the commissioner, in consultation with the chair, will schedule time on the work session agenda for the public to offer testimony on proposed regulations or on any agenda or non-agenda items.

Adopted March 2004

5.5. Order of business; regular meetings

The following is the order of business at each regular meeting:

5.5.1. Call to order and roll call.

5.5.2. Pledge of allegiance.

5.5.3. Adoption of the agenda.

5.5.4 If a work session does not precede a regular meeting, a period of public comment will be held to hear testimony on proposed regulations or on any agenda or non-agenda items.

5.5.5. Opening periods of public comment on proposed regulations.

5.5.6. Adoption of proposed regulations.

5.5.7. Other business.

5.5.8. Standing reports, including a report from the commissioner and a report from the attorney general.

5.5.9. Other reports.

5.5.10. Consent agenda, which may include general items, including the minutes of the previous regular meeting and any special meetings, and any other action items.

5.5.11. Board member comments.

Adopted March 2004

5.6. Removing items from consent agenda

At the request of a board member, the board will remove an item from the consent agenda and consider the item separately.

Adopted March 2004

5.7. Amending the agenda

A board member may, at the start of the regular meeting, propose additional agenda items for consideration. Additional agenda items may be added by vote of the majority of the board members present. The chair shall decide the appropriate placement of agenda items so added to the agenda.

Adopted March 2004

6. Special meetings_____

6.1. Calling a special meeting

A special meeting of the board may be called by the chair or by at least four members of the board.

6.2. Business limited

The business conducted at a special meeting is limited to matters identified in the official public notice of the special meeting.

Adopted March 2004

7. Participation in meetings_____

7.1. Participation expected

Board members are expected to attend each regular, special and emergency board meeting. However, when it is not possible for a board member to attend a meeting, the member should inform the chair or the commissioner as soon as possible.

7.2. Participation in regular, special or emergency meetings by teleconference

A board member may request to participate in a regular, special or emergency meeting of the board by teleconference when an emergency or other valid reason prohibits the member from traveling to a meeting site. The member must notify the chair, commissioner or commissioner's executive secretary as soon as possible that the member will participate by teleconference to expedite arrangements for teleconference participation.

Adopted March 2004

8. Governance of meetings_____

8.1. Robert's Rules used



Robert's Rules of Order, Newly Revised, 10th Edition, will govern proceedings of the board, unless a procedure is otherwise governed by state law or regulation, or by a specific board bylaw.

8.2. Majority vote required

All questions pending before the board will be decided by a majority of the members present and voting.

Adopted March 2004

9. Notice of meetings_____

9.1 Notice of regular meetings

For each regular meeting of the board, the commissioner shall no later than 10 days before a regular meeting:

9.1.1. Publish notice of the date, time, and place of the meeting in two newspapers of general circulation in the state, and on the State of Alaska On-Line Public Notice system.

9.1.2. Mail, email, transmit by facsimile machine or by other technology as determined appropriate by the commissioner, written notice of the date, time and place of meeting, and the tentative agenda of the meeting, to all school district superintendents and any individual or organization that has requested notice of the meeting.

(Adopted September 19, 2003; Amended September 28, 2006)

9.2. Notice of special and emergency meetings and work sessions

Reasonable notice shall be given for special meetings, emergency meetings, and work sessions of the board.

9.3. Notice of teleconference meetings

If a meeting, or any portion of it, is to be conducted by teleconference or videoconference, the notice must note the location of any teleconference facility or videoconference facility that will be used.

Adopted March 2004

10. Agenda preparation and distribution_____

10.1. The chair and commissioner shall coordinate

The board chair and the commissioner shall coordinate preparation of a tentative agenda for each regular or special meeting.

10.2. Placing agenda items on agenda

To allow for consideration of an item as the agenda is developed, a board member, advisory member, employee of the department, or any member of the public who wishes to place an item on the agenda should submit a request to the commissioner or the chair not less than 15 days before a regular meeting, or not less than 10 days before a special meeting.

10.3. Commissioner's responsibilities for agenda



- 10.3.1. The commissioner shall prepare and distribute the tentative agenda, agenda packet memoranda, and required supporting material.
- 10.3.2. Not later than 7 days before a meeting, the commissioner shall cause the agenda and agenda packet to:
 - 10.3.2.1. Be mailed to board members and advisory members.
 - 10.3.2.2. Be mailed to interested parties who have requested delivery of the material.
 - 10.3.2.3. Be made available for viewing in the Commissioner's Office of the Department of Education & Early Development.
 - 10.3.2.4. Be published, to the extent practicable, on the official web site of the Department of Education & Early Development.
 - 10.3.2.5. If the meeting is held over teleconference, be distributed to teleconference sites so that the material will be available in accordance with AS 44.62.310(a).

- 10.4. Distributing supplemental materials
The commissioner may distribute supplemental agenda packet memoranda and required supporting material if necessary. When the board is to consider the supporting material at a teleconference meeting, the supporting material, if practical, must be distributed to the teleconference locations.

11. Polling of board members

If directed by the chair, the commissioner shall poll board members:

- 11.1. To authorize altering a regular meeting from the date and location of the meeting set in the calendar of regular meetings previously adopted by the board.
- 11.2. To convene a special meeting and to establish or change its time, date, and location.
- 11.3. To insert or delete an item on a tentative agenda for a regular or special meeting.

Adopted March 2004

12. Commissioner Evaluation

The board annually will conduct a performance evaluation of the commissioner.

Adopted March 2004