



**COMMUNITY SCHOOL COMMITTEE
(CSC)
HANDBOOK 2023/2024**

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DISTRICT PROCEDURES COMMUNITY SCHOOL COMMITTEES

PURPOSE: Community School Committees (CSC's) are in operation in all ten communities within the Yukon-Koyukuk School District. The Regional School Board is the authority that established the CSC's, and their decision-making powers are limited to areas authorized by the Board. Almost all the powers are of an advisory nature and subject to confirmation or change by the School Board.

MEETINGS & MINUTES: The CSC is an important tool in assuring that the school operation runs smoothly. Meetings are held monthly, and it is important to keep the committee informed of what is happening in the school and the District. Please review the following items with your CSC through-out the year:

1. School Goals
2. Student Attendance
3. School Climate
4. Student Achievement

Minutes from each monthly meeting need to be submitted electronically to the Board Secretary at the District Office. CSC minutes are kept on file at the district office and given to the Superintendent and Regional School Board to keep them updated on your school.

In most cases, the CSC will serve as the Indian Policies & Procedures (IPP) Committee and the Wellness Committee. However, in some sites this is not possible because of the make-up of the CSC. The actual make-up of the other committees will be discussed later in the manual, but where possible, the CSC should assume the role for all the committees or at least comprise the core of the other committees.

(Board Policy Reference: BP 6174.1, AR 6174.1, E 6174.1 EDUCATION OF NATIVE/INDIAN CHILDREN)

ELECTION PROCEDURES:

Election Date: Elections are to be held the second Tuesday of October or in conjunction with official city election held in each community. *(Board Policy Reference: BP 8120 and AR 8120 ELECTIONS)*

Election Procedures:

A. Administrative Officer

The Superintendent or his/her designee is the delegated authority to act on all questions concerning csc elections, including but not limited to the following:

- a. Seating of CSC members
- b. Certification of election results
- c. Run-off elections
- d. Seats up for re-election and length remaining on each seat
- e. Date of CSC elections

B. Election Procedures

1. Six Weeks Prior to Election:

- a. Post Notice of Election and note which seats of the CSC are up for election
- b. Make available the form, Nominating Petition (*Board Policy Reference: E 8120 ELECTIONS*)

2. Three Weeks Prior to Election:

- a. Deadline: Receipt of Nominating Petitions at the school's office. Each candidate must have a Nominating Petition on file at the school's office three weeks prior to Election Day to have his/her name be on the ballot
- b. Select an election committee three weeks prior to election whenever possible.

3. Three Workdays After the Close of the Date for Receipt of Nominating Petitions:

- a. Make Sample Ballots and Absentee Ballots available.

4. Prior to Election Day:

- a. Official or regular ballots shall be prepared on white paper and be available to each precinct
- b. Each community will be provided a ballot box and a private voting booth will be available at each polling place.

5. Election Day:

a. Polling Time and Place:

All CSC elections will be held the second Tuesday in October. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be near the polling place for general elections.

b. Procedure for Voting:

Each voter upon presenting himself/herself at the polls shall have their name checked against the voter registration list. If their name appears on the list, they shall be given an official ballot and may proceed to vote. If their name does not appear on the list, but the committee has knowledge that they are qualified voters, they shall be given an official ballot and may proceed to vote. If one or more members of the committee have doubts concerning a voter's qualifications, the person shall be given an official ballot and vote, but the ballot shall be placed in a question ballot envelope. The necessary information shall then be affixed to the envelope, and the envelope inserted in the ballot box. The validity of question ballots shall be determined at the time election results are certified.

c. Counting of Ballots:

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instruments. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided and returned to the ballot box which shall then be relocked. The unofficial results may be posted. The ballot box will be returned over to the Site Administrator, who will bring the ballot box to the next CSC meeting so the committee may rule on any question and absentee ballots. At the completion of the ruling the CSC will certify the election.

6. Write-In Candidates:

a. A write-in candidate may be elected provided that the individual is a qualified CSC voter.

b. If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Site Administrator concerning acceptance of the position. If the individual declines, the second highest vote getter shall be contacted.

7. In the Event of a Tie:
 - a. In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made.
 - b. In the event a recount confirms the tie, a coin toss will decide the winner.

8. At the Next Regular CSC Meeting:
 - a. Certification of the Election
The CSC will certify the election at its next regular meeting for their community.
 - b. Oath of Office
Each elected CSC Member must say and sign the Oath of Office once the election results have been certified. These are kept on record at the school.

9. Establishment of Offices
 - a. The CSC needs to establish offices of Chairperson, Vice-Chairperson, and the optional office of Secretary.
 - b. CSC Member Contact Information:
Up-to-date contact information for each CSC member needs to be collected and submitted to the Board Secretary.

10. Official Results shall be posted after the CSC certifies the election.
 - a. Congratulations on establishing your Community School Committee for the school year! CSC terms are for three years.

FACILITIES USE PROCEDURES:

Groups will request the use of the school gym or classrooms for activities and events. It is the joint responsibility of the CSC and Site Administrator to oversee the facilities use request. Facility users must comply with all applicable state and federal laws, City and Borough ordinances, school district policies and rules, and rental agreement. Teacher housing units will not be considered for use other than for occupancy of certified staff. This includes vacant teacher housing units. CSC and Site Administrator will provide a standard rent fee for facilities use. (*Board Policy Reference: BP 1330 USE OF SCHOOL FACILITIES*)

1. Group or individual desiring to use the school facility submits the facilities use form for processing.
2. If the CSC is not available to approve the request, the site administrator or designee shall approve the form and submit to Superintendent for final approval.
3. Please have the form submitted to Superintendent 1 week prior to requested dates of facilities use.

Please contact Carla Saunders at csaunders@yksd.com or (907)374-9416 if you have any questions.



Yukon-Koyukuk School District

4762 Old Airport Way
Fairbanks, Alaska 99709
(907) 374-9400

Facility Rental Agreement

This Rental Agreement, dated _____ 20____ by and between Yukon-Koyukuk School District (YKSD)
(Month) (Day) (Year)
and _____, (the Renter). In consideration of the mutual covenants and conditions
(Person/Group/Organization Name)
herein, the parties agree as follows:

1. **FACILITY.** The Yukon Koyukuk School District rents _____ (Facility) to Renter for the event described below.
2. **EVENT.** Renter will use the Facility for the following purpose:
3. **DATE and TERM.** The date(s) of the Event will be on _____, from _____ (a.m./p.m.) until _____ (a.m./p.m.)
4. **RENT.** Renter will pay YKSD the following fees at the signing of this Rental Agreement:
\$ 50.00 Rental Fee for Lodging Per Night Per Person
Teacher housing is not permitted to be used for rental purposes.
\$ 50.00 Kitchen Use Fee Per Hour (If Kitchen is Utilized)
\$ _____ Security Deposit
5. **OBLIGATIONS OF RENTER.** At the end of the rental term, Renter will return the Facility to a neat, orderly, and clean condition. Renter will be responsible for, and liable to, YKSD for all repairs to the Facility required as a result of damage caused by Renter and/or Renter's guests.
6. **OCCUPANCY.** Occupancy of the Facility will be limited to _____ person(s).
7. **SMOKING AND ALCOHOL.** Smoking and alcohol are prohibited in the Facility and on Facility property.
8. **RETURN OF SECURITY DEPOSIT.** Upon last day of Event, the Facility Administrator will inspect the Facility. If Renter and guests have not caused any damage to the Facility, YKSD will return the security deposit to the Renter by first class mail within seven days or in person if feasible. If Renter and/or guests have caused damage to the Facility, YKSD may retain all or a portion of the security deposit. If YKSD retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The YKSD's remedies for damage shall not be limited to retention of the security deposit and YKSD may pursue any additional remedies authorized by law to recover its damages or losses.

9. **INDEMNIFICATION AND HOLD HARMLESS.** Renter agrees to indemnify and hold YKSD, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

10. **ASSIGNMENT.** This Rental Agreement is not assignable to any other person or entity.

11. **RIGHT OF ENTRY AND TERMINATION.** YKSD and its employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement and/or to conduct YKSD business. If YKSD determines, in its sole judgment, that Renter has breached a term of this Agreement, YKSD shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

12. **CONFORMANCE WITH THE LAW.** Renter agrees the Renter will abide by and conduct its affairs in accordance with the YKSD Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

13. **GENERAL RULES**

A: Requirement of School Personnel

No activity by student or adult groups shall take place in any facility unless there is a custodian or other school personnel – approved by the Superintendent or his/her designate – present.

B: Requirement of Custodial Services

The use of facilities outside the normal duty hours, and when custodial personnel are not present, requires the organization using the facility to employ a custodian or other district personnel to open, close, and secure the building, and to perform other duties as may be needed.

C: Facility Key Use by School Employees Only

Only school employees are authorized to possess a key to open any facility. If an employee is supervising a scheduled activity they will be responsible for the security of the building. The building principal may authorize use of the school keys to appropriate school personnel only.

D: Requirements for Kitchen Use

Kitchens and specialized equipment shall normally not be available for rent unless special arrangements are made at the time the written agreement is initiated at the district office and the agreement is approved by the district's Director of School Operations.

E. Guidelines for Return of Security Deposit

- No confetti.
- All decoration must be removed. This includes tape, tacks, etc.
- All furniture must be returned to its original location.
- All floors must be swept/vacuumed and clean. Any spills must be wiped up and/or spot cleaned.
- Thermostat must be set between 70 and 72 degrees at all times.
- All lights must be turned off and no water is to be left running.
- All doors and windows must be locked.
- All garbage is to be removed and disposed of properly.
- For kitchen use (if applicable): Any dishes used must be washed, dried, and put away. Stove and all other appliances must be cleaned if used.

The parties have executed this Agreement at _____, Alaska on this _____ day of _____, 20__.

RENTER INFORMATION AND SIGNATURE		
Renter Name:		Date:
<hr/> <i>(Print Name)</i>	<hr/> <i>(Signature)</i>	<hr/>
Renter Address:	Renter Phone:	
<hr/>	<hr/>	
<hr/>		
Renter Email:		
<hr/>		
YKSD SIGNATURES		
CSC Chairperson:		Date:
<hr/> <i>(Print Name)</i>	<hr/> <i>(Signature)</i>	<hr/>
Site Administrator:		Date:
<hr/> <i>(Print Name)</i>	<hr/> <i>(Signature)</i>	<hr/>
Superintendent:		Date:
<hr/> <i>(Print Name)</i>	<hr/> <i>(Signature)</i>	<hr/>
ADDITIONAL SIGNATURE MUST BE OBTAINED FOR KITCHEN USE:		
Director of School Operations:		Date:
<hr/> <i>(Print Name)</i>	<hr/> <i>(Signature)</i>	<hr/>

FOR YKSD USE:			
	BASE RENT FEE	KITCHEN USE FEE (IF KITCHEN IS UTILIZED)	SECURITY DEPOSIT
Amount	<hr/>	<hr/>	<hr/>
Form of payment	<hr/>	<hr/>	<hr/>
Date	<hr/>	<hr/>	<hr/>
Refund (If Applicable)	<hr/>	<hr/>	<hr/>