

How to Run for Local Office

The Job



Run for Office?

Serving on the Assembly or School Board is a noble contribution to your community, and one which comes with hours of work and little economic reward. You will hear about the issues from your neighbors, friends, family and people on the street, and your private life will be reduced. You will be presented with pages and pages of information to read before meetings, sit through hours and hours of meetings, only to be required to make tough decisions that may not be popular. Still interested? Then read on...

Your quest will start with the Municipal Clerk's office. The Clerk will provide you with the forms and information you need and can answer your questions.

Each year on the first Tuesday in October, a local election is held in the City and Borough of Juneau to elect candidates. The Assembly and School Board members serve for staggered three-year terms. Assemblymembers are limited to three terms. Term limits do not apply to members of the School Board.

The following lists are the current roster, seats and terms. Expiring and/or open seats on the ballot in October 2020 are noted with an asterisk:

Assembly

<u>Seat</u>	<u>Name</u>	<u>Term ends</u>	<u># of terms served</u>
Mayor	Beth Weldon	10/2021	(first term as Mayor)
Areawide Assembly	Carole Triem	10/2022	(first term)
Areawide Assembly	Maria Gladziszewski	10/2020*	(second term)
District 1 Assembly	Greg Smith	10/2022	(first term)
District 1 Assembly	Loren Jones	10/2021	(third term)
District 1 Assembly	Alicia Hughes-Skandijs	10/2020*	(first term)
District 2 Assembly	Wade Bryson	10/2022	(first term)
District 2 Assembly	Michelle Bonnet Hale	10/2021	(first term)
District 2 Assembly	Rob Edwardson	10/2020*	(first term)

School Board

<u>Name</u>	<u>Term ends</u>
Emil Mackey	10/2022
Deedie Sorensen	10/2022
Kevin Allen	10/2021
Paul Kelly	10/2021
Elizabeth Siddon	10/2021
Brian Holst	10/2020*
Jeff Short	10/2020*

A Citizen's Guide to City and Borough of Juneau Government

What is CBJ?

Article 10 of the Alaska State Constitutions, Section 1 states in part: *"The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions"*

In 1970, the voters of the City of Juneau, the City of Douglas, and the Greater Juneau Borough voted to dissolve their respective governments and created the City and Borough of Juneau (CBJ), a "Home Rule Municipality."

At that time, the voters adopted a Charter, which is similar to a local constitution. The Charter outlines the powers, organization, and procedures of the municipality, and is implemented through locally adopted ordinances, which become the Municipal Code. The state constitution provides that home rule municipalities may exercise all legislative powers not prohibited by law or by charter. The limits to the power CBJ is able to exercise are found in Alaska Statute 29.10.200. Any changes to the Charter must be approved by the voters in a municipal election.

What is the role of the Assembly?

The Assembly is the governing body of the municipality. The Assembly has the legislative and policy-making powers of the municipality and ensures that all duties and obligations of the Charter are met. The Assembly sets the policy direction for the Manager and staff to enact, as CBJ has a "City Manager" form of government. The Assembly hires only two staff members, the Municipal Manager (commonly known as the "City Manager" in Juneau) and the Municipal Attorney.

How are Assemblymembers chosen?

CBJ voters elect nine people to the Assembly in a non-partisan election free from political party affiliation. The Mayor is one of the nine members, serves as the presiding officer, and votes. Assemblymembers are elected to rotating three-year terms at the regular municipal election held each first Tuesday in October. No Assemblymember may serve more than three consecutive terms without taking a minimum of a one-year break from service before running again. The CBJ Charter outlines that the Mayor and Assemblymembers are elected at large and at the time of election, must reside in the district to which the seat they seek is assigned.

What are Assembly Districts?

The City Code defines the Assembly Districts, dividing the land within the boundaries of CBJ into two areas of equal population. These "residential" district seats attempt to "spread out" the Assemblymembers so that the perspective provided by living in various geographical areas is represented.

Three Assemblymembers must reside in District 1, three in District 2 and two other Assemblymembers may live in any area of the borough, known as the "areawide seats." The Mayor may also live in any area of the borough. District 1 generally encompasses the area south

of “McNugget Intersection” and around the airport to the banks of the Mendenhall River south, all of Douglas Island, Lemon Creek, “downtown” and Thane. District 2 includes “the valley” and everything north of that area.

Whether elected to a district seat, an areawide seat or as the Mayor, all Assemblymembers serve all constituents within the CBJ. Most important, and different from the State of Alaska regarding House of Representative representation, CBJ voters may cast a ballot for all of the seats that are open on the ballot, regardless of where the voter lives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in each and every race on the ballot.

What is the role of the Mayor?

Although the voters select a person to fill the Office of the Mayor, the Mayor is a member of the Assembly and has all the powers and duties of an Assemblymember. The Mayor votes on issues and in a role call vote is traditionally called upon last. The Mayor does not have veto power. The Mayor presides at meetings of the Assembly and is the head of the municipality for ceremonial purposes. In emergencies, the Mayor is recognized by the Governor as having the powers conferred by law upon peace officers and may exercise such powers to prevent disorder, preserve the peace, health and safety of persons and property.

What is the role of the Deputy Mayor?

After each election in October, the Assembly elects a Deputy Mayor from its membership. The Deputy Mayor succeeds to the Office of Mayor when a vacancy occurs in that office, and in such a case, performs the duties and exercises the powers of the Mayor when the Mayor is absent or unable (as determined by the Assembly) to perform the duties of the office. For instance, the most common occurrence is when the Mayor is absent from a meeting or participating by telephone, then the Deputy Mayor presides. When the Mayor and Deputy Mayor are both absent, the Assemblymember with the longest period of current consecutive service on the Assembly fills the role, per CBJ Code 11.15.015.

What is the role of the Assembly’s “Standing Committees?”

The Assembly accomplishes much of its work in committee. Resolution 2862 – the Assembly Rules of Procedure, establishes the “standing” (or ongoing / continual) committees and their duties, to which four Assemblymembers are assigned. Committee assignments are made by the Mayor each year after the regular election and are approved by the Assembly. The committees are: Human Resources, Lands and Resources, and Public Works and Facilities.

In addition, two more “standing” committees are established, to which all nine members of the Assembly sit on: Finance Committee and Committee of the Whole. These working committees review matters in a level of detail that is not generally possible during regular Assembly meetings. The meetings are less formal and are considered work sessions to allow the Assembly to ask questions and obtain information on the topics assigned to that specific committee.

The public may wonder how complex issues seem to be addressed so quickly in a regular Assembly meeting. This is generally due to the amount of advance study and planning done by the Assembly’s standing committees.

What is the role of the School Board?

The voters of Juneau directly elect a 7-member Board of Education to provide for a system of public education in CBJ. School Board members are elected to three-year terms, without term limitations.

The Board of Education is governed by the state constitution, the statutes of the State of Alaska, the Alaska Administrative Code, the CBJ Charter, and the Board's own adopted by-laws in order to provide for the management and control of the public schools. The duties of the Board include:

- Setting the broad, general policy for the operation of public schools in the municipality;
- Establishing educational policy including but not limited to approval of curriculum study guides, curriculum materials and textbooks;
- Proposing an annual budget, subject to adoption by the Assembly,
- Maintaining custodial services for school facilities, and
- Making recommendations regarding school construction, major maintenance and other capital improvement projects to the Assembly.

What is the role of the School Superintendent?

The School Board appoints a Superintendent of Schools to be responsible for enacting and enforcing the policy decisions of the Board and for the day to day management of the school system.

What is the role of the Planning Commission?

The planning commission performs the areawide functions of planning, platting and zoning for the City and Borough. The Assembly appoints nine citizens who are residents of the City and Borough to serve three-year terms. There is a term limit of three terms.

The duties of the Planning Commission include:

- Comprehensive Plan review.
- Review of the capital improvements program.
- Review of City and Borough land acquisitions, disposals and projects.
- Review of development code amendments,
- Review of land use actions, and
- Serve as the Board of Adjustment to review and decide variance requests, rule upon map boundary questions and make "similar use" determinations.

What is the role of the Assembly's appointed "Enterprise Boards?"

The Charter provides for the establishment, by ordinance, of "enterprise" aka "empowered" boards, whose members have a measure of expertise or specialization in a specific topic or "business" of CBJ. These volunteer boards, appointed by the Assembly, generally run an "enterprise" of the CBJ and hire a manager that reports to the Board directly, rather than to the City Manager. These boards approve the enterprise's budget for submission to the Assembly, and monitor the progress of the enterprise's goals. These Boards include the Airport Board, Bartlett Regional Hospital Board, Docks and Harbors Board, and the Eaglecrest Ski Area Board.

What is the role of the Assembly's appointed Advisory Boards and Commissions?

The Assembly has established several boards that provide advice to the Assembly on specific topics. The Assembly appoints volunteers with knowledge of the topic to investigate matters and make recommendations to the Assembly. The advisory boards report annually to the Assembly or more frequently as the needs arise.

The topics are wide ranging, and a few examples include the Juneau Commission on Aging, the Sister City Committee, the Juneau Human Rights Commission, the Juneau Commission on Sustainability, and the Parks and Recreation Advisory Committee.

Several of the Boards serve as appeal boards, and the duties are outlined in city code. These include the Animal Hearing Board, the Bidding Review Board, the Board of Equalization, the Building Code Board of Appeals, the Personnel Board, and the Sales Tax Board of Appeals

Approximately 230 people serve on CBJ Advisory Boards and Committees. Service on an advisory board is an excellent way to contribute knowledge to the community and gain experience in governmental operations.

What is the role of the Municipal Manager?

The Municipal Manager (commonly known as the City Manager) is hired and directed by the Assembly to carry out the policy direction of the Assembly. No individual Assemblymember may provide instructions to the Manager or the Manager's staff. The Manager delegates work to a large staff in nine departments, including: Administration, Community Development, Engineering and Public Works, Finance, Fire, Human Resources and Risk Management, Library, Parks and Recreation, and Police.

What is the role of the Municipal Attorney?

The Municipal Attorney is hired and directed by the Assembly to be the legal advisor to the Assembly, the School Board, and other officials of the municipality, and to represent the municipality in criminal and civil proceedings. No individual Assemblymember may provide instructions to the Municipal Attorney or the law department staff, however, an individual Assemblymember may seek the counsel of the Municipal Attorney in matters generally, and specifically regarding inquiries about conflict of interest.

What is the role of the Municipal Clerk?

The Municipal Clerk is an officer of the government and serves as a liaison between the Assembly, the CBJ Staff and the public. The Municipal Clerk functions include supervising elections, attending meetings of the Assembly and keeping the journal, safeguarding municipal records, administering the appointment and training of CBJ boards and commissions, overseeing the local review of state liquor and marijuana licenses, and publishing required notices, information and publicity. The Clerk is the custodian of the seal of the municipality and certifies municipal records.

What is the role of the public?

The public are the electors - voting for the elected officials who set the goals for the community and supervise the City Manager and School Superintendent, who in turn hire the staff to carry out the goals. The public are the customers in paying taxes and fees for the services provided by

the local government, including water, sewer, police, fire, streets and sidewalks, education, libraries, and recreational facilities, to name a few. The public provides input on how the community should look, feel and operate, assisting the elected officials and staff to define and carry out the mission and goals of the community.

How does the Assembly conduct business?

The Assembly addresses issues of current and future interest in the community by meeting in public to hear public comment, discuss, vote on issues and advise the manager. The Assembly's agenda is prepared by the City Manager and is subject to review and revision by the Mayor.

The Charter requires one regular meeting a month. The current practice is to conduct a regular meeting every third Monday. Although the Monday holiday schedule can add some confusion to these dates, the annual Assembly meeting calendar is drafted by the Clerk's office and presented to the Assembly for its review and adoption soon after the October election.

The Mayor or any three Assemblymembers may call a special meeting outside of the regular meeting schedule as long as 24-hour notice to the members, media and the public is provided. The scope of conversation at Special Assembly meetings is limited to the subjects noticed on the agenda for the meeting.

What is a Quorum?

A quorum is the minimum number of members that must be in attendance throughout the meeting in order to legally transact business. A quorum of the Assembly, a nine-member body, is five members. In the absence of a quorum, the only action that may take place at a meeting is to set the next meeting date.

What rules does the Assembly follow?

The Charter requires that the Assembly determine written rules for the conduct of its business and that a journal of Assembly actions be kept. The Assembly has adopted Rules of Procedure (most recently updated in Resolution 2781 in 2017). The rules include: the outline of the agenda; the rules of attendance, how legislation is drafted and presented; the establishment of committees; the rules of debate and of public participation; how motions are handled, voting, and reconsideration of votes; telephonic participation; and adopts Robert's Rules of Order as a guide.

The "journal" is also known as "minutes," which are kept permanently on file by the Municipal Clerk's office and are open for public inspection.

What are the rules of voting?

A prevailing vote of at least five members is required for the Assembly to take official action, unless two or more members have been excused from voting, in which case a prevailing vote of four members is sufficient. Each Assemblymember present is required to vote on every question before the Assembly, unless excused by the affirmative vote of all remaining members able to vote on the question. Generally, an excuse from voting would be based upon establishing that a member has a conflict of interest.

What is a Conflict of Interest?

CBJ Code 01.45 outlines the CBJ Conflict of Interest law. The Assembly established this law as a guide to municipal officers for avoiding actions based upon substantial personal or financial interests. In turn, ethical standards promote and strengthen the public's confidence in its government. If an Assemblymember believes that they have a conflict regarding a particular matter, they are encouraged to meet with the City Attorney for guidance, and to announce the nature of the conflict to fellow Assemblymembers prior to any discussion or vote on the topic. The Mayor then rules whether a conflict exists or not, and the Mayor's ruling may be challenged by a vote of the Assembly.

What is the Alaska Open Meetings Act?

Alaska Statute AS44.62.310 – Government Meetings Public (Also known as the Alaska Open Meetings Act (OMA) is a state statute which requires that all meetings of state and local government bodies be open to the public.

For policy-making or decision-making bodies (the Assembly, the School Board, the Planning Commission and the enterprise boards), the law says that a "meeting" occurs when more than three members or a majority of the members, whichever is less, are present and they collectively consider a matter upon which their body is empowered to act.

Under the OMA, a public body is allowed to discuss certain subjects in executive session. These subjects are very limited. Also, certain steps must be followed in order to properly convene an executive session.

The OMA provides in AS 44.62.310(e) that reasonable public notice must be given for all meetings. The notice must 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. The notice must be posted at City Hall, and may also be given by print and broadcast media. Each body should give notice in a consistent fashion for all its meetings. There is no requirement to publish an agenda.

The CBJ Charter requires that at least 24-hours' notice of special meetings be given. Written notice of a special meeting must be delivered to the newspaper and radio and television stations, and no business may be transacted at a special meeting unless the subject of the action has been noticed on the agenda.

State law, AS 29.20.020, and the CBJ Charter require that at public meetings, "the public shall have a reasonable opportunity to be heard". This requirement does not mean that the public has a right to dominate or disrupt a meeting, and the chair may impose reasonable rules on the manner and extent of public participation.

A court may void any action taken by a public body in violation of the OMA. It is also possible for the body to undertake "substantial reconsideration" of an issue discussed or decided upon at a meeting held in violation of the OMA.

It is recommended that if you have any questions regarding the propriety of a meeting, whether your body is subject to the OMA, that you call the City and Borough Law Department, which

routinely provides assistance on these issues for all of the CBJ bodies, boards and committees.

What is the Alaska Open Records Act?

The general law, “Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours...” is provided in AS 40.25.110 (a).

Public records include any “...writings, including drafts and memorialization of conversations, ... regardless of format ... developed or received by a public agency, or by a private contractor for a public agency, and that are preserved for their informational value or as evidence of the organization or operation of the public agency...” AS 40.25.220(3). In 2017, CBJ Adopted its own Public Records Code section 01.70 that further outlines the conditions and procedures by which records may be requested and provided to the public.

All correspondence between the public, staff and elected officials are public records and need to be maintained according to the CBJ Records Retention Schedule. Generally this is a seven year period and correspondence should be reviewed before destruction for archival value. The easiest way to maintain correspondence is to make sure the Municipal Clerk is copied, and let the clerk maintain the record.

Assemblymembers, Planning Commissioners and Enterprise Board members are issued CBJ email accounts and are expected to use these accounts for the transaction of business during the term of office.

Do any of these public servants get paid?

The Assembly sets the compensation rate for the Mayor and Assembly, and for years the rate has not changed. The Mayor is paid \$2,500 per month and the Assemblymembers are paid \$500 per month for their service.

School Board members receive a monthly stipend of \$270 and the Board President receives a monthly stipend of \$337.50.

The Planning Commission receives a bi-weekly stipend of \$69.24.

All other board members serve as volunteers.

What if I have further questions?

The Municipal Clerk’s office is the first stop in your quest for information about the municipality. The office is open from 8 a.m. to 4:30 p.m. Monday through Friday, and the staff can be reached at:

City Hall, Room 202
155 S. Seward St.
Juneau, AK 99801
Email: city.clerk@juneau.org
Phone: (907) 586-5278



CBJ Assembly 2020 Meeting Calendar

adopted on 11/4/2019

2020

Use spinner to change the calendar year

JANUARY							FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		
MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					
SEPTEMBER							OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

IMPORTANT DATES

Regular Assembly & HRC Meetings

January 13
February 3 & 24
March 16
April 1 Special Mtg to Introduce FY21/22 Budget
April 22 Special Mtg to set JSD \$ amount & 1st PH of FY21/22 budget
April 6 & 27
May 18
June 8 & 29
July 13
August 3 & 24
September 21
October 20
November 2 & 23
December 14

PWFC & Lands & COW

January 6
February 10
March 2 & 23
April 13
May 4
June 1 & 22
July 20
August 10 & 31
September 14
October 26
November 9 & 30
December 21

Finance Committee

January 8
February 5
March 11
April 1, 8, 15, 22, 29
May 6 & 13
June 3
August 5
September 2
November 4
December 9

Special Events & Conferences

Jan 21 Legislative Session Begins (date may change)
Jan 22 35th Annual Legislative Welcome Reception
Feb 11-12 SE Conference Mid-Session Summit (JNU)(tentative)
Feb 18-20 AML Mid-Session Summit (JNU)
Aug 11-13 AML Summer Meeting (Fairbanks)(tentative)
Aug 18 Primary Election
Sept 16-18 SE Conf. Annual Meeting (location TBD)(tentative)
Oct 6 CBJ Municipal Election Day
Oct 13 CBJ Municipal Election Certified
Nov 3 State General Election
Nov 16-20 NEO/AML/ACoM/AAMC (ANC)(tentative)

Holidays

2019-2020 Assembly Committee and Liaison Appointments

	Human Resources	*Lands, Resources & Economic Development*	Public Works and Facilities	Committee of the Whole	Finance	*School Facilities, CIP & Maintenance Team*	<i>Eaglecrest Summer Operations Task Force</i>	<i>Visitor Industry Task Force</i>	Board & Committee Liaisons & Other Assignments
Mayor Beth Weldon				Member	Member	Member			Juneau Economic Development Council (JEDC), AK Committee, Capitol Committee
Loren Jones				Member	Chair	Chair			Alaska Municipal League (AML), School Board (JSD)
Maria Gladziszewski			Member	Chair	Member		<i>Chair</i>		Deputy Mayor , Alaska Committee Alt.
Rob Edwardson		Chair		Member	Member				Airport Board, Local Emergency Planning Committee (LEPC)
Carole Triem		Member	Member	Member	Member		<i>Member</i>	Chair	Aquatics, Travel Juneau, Chamber of Commerce
Michelle Hale	Member		Chair	Member	Member				Downtown Business Association (DBA), Juneau Commission on Aging (JCOA)
Wade Bryson	Chair		Member	Member	Member	Member	<i>Member</i>	<i>Member</i>	Eaglecrest, Parks & Recreation Adv. Comm. (PRAC), JEDC Alt.
Alicia Hughes-Skandijs	Member	Member		Member	Member	Member			Docks & Harbors, Juneau Comm. on Sustainability (JCOS), UAS Campus Council
Greg Smith	Member	Member		Member	Member				Planning Commission, Sister Cities Committee
Liaisons from other groups to Assembly Committees		Planning Commissioner, PRAC, Docks & Harbors	Planning Commissioner			Plus School Board Members (TBA)	<i>Eaglecrest Members: B. Garrison, J. Dale, M. Satre</i>	<i>Plus 7 Public Members**</i>	
"Liaison" is defined as "the person who initiates and maintains contact between units in order to ensure concerted action and cooperation."									
The Mayor is ex-officio on all CBJ committees.									
All Assemblymembers are members of the Alaska Municipal League (AML) and of Southeast Conference.									
All Assemblymembers are members of the Committee of the Whole (COW) and Finance Committee (AFC).									
* Indicates Committee Name changes as directed by Mayor Weldon.									
** Public Members of the Visitor Industry Task Force are Kirby Day, Paula Terrel, Holly Johnson, Alida Bus, Dan Blanchard, Meilani Schijvens, Bobbie Meszaros, Craig Dahl									

Assembly Goals 2020

Assembly Goals set at
December 7, 2019 retreat

Adopted January 13, 2020

1. Housing - Assure adequate and affordable housing for all CBJ residents

AA*		Implementing Actions	Responsibility	Notes:
A	P/F	Prioritize Housing Action Plan strategies	Assembly, Manager's Office	
B	P/F/O	Approve and implement Affordable Housing Fund distribution plan.	Assembly, Manager's Office	
C	P	Develop downtown housing incentives including tax abatement	Assembly, Manager's Office, CDD	
D	P/F	Focus on developing workforce housing	Assembly, Manager's Office	
E	P/F	Develop incentives to encourage long term rentals over short term rentals	Assembly, Manager's Office, Finance	

2. Economic Development - Assure Juneau has a vibrant, diverse local economy

AA*		Implementing Actions	Responsibility	Notes:
A	F	Evaluate next steps & benefits with the West Douglas road and Channel Crossing	Engineering	
B	P/F	Act on work of Childcare Committee and act on the recommendations	Assembly, Manager's Office	
C	F/O	Update the Comprehensive Plan	CDD	
D	O	Area Plans: Complete Downtown Area plan, followed by Douglas and Valley area plans.	Assembly, CDD, Planning Commission, Manager's Office	
E	O	Protect future industrial land	Assembly, Manager's Office, Lands, CDD	
F	F/O	Revitalize Downtown	Assembly, Manager's Office	
G	P/F	Explore and review options for the Centennial Hall complex	Assembly, Manager's Office	
H	P/F	Explore viability of a summer operation plan for Eaglecrest Ski Area	Assembly, City Manager, Eaglecrest Board, Eaglecrest General Manager	
I	P	Complete work of Visitor Industry Taskforce	Assembly, Manager's Office	

3. Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community

AA*		Implementing Actions	Responsibility	Notes:
A	F/O	Examine life cycle and life cycle costs of CBJ facilities including city hall	Assembly, Manager's Office, Engineering & Public Works	
B	F/O	Maintain Assembly focus on deferred maintenance including BRH and JSD.	Assembly, Manager's Office, Engineering/Public Works, all operating departments with facilities	
C	P/F	Protect Budget Reserve	Assembly, Manager's Office, Finance	
D	F/O	Upgrade CBJ technology- online payments, website updates	Manager's Office, MIS, Library, JPD, Finance	
E	P/F	Continue to evaluate sales tax structure.	Assembly, Manager's Office, Finance	
F	P	Reduce the relative cost of living in Juneau where possible.	Assembly, Manager's Office, Finance	
G	P/F	Develop plan to address reduced state support for School Bond Debt Reimbursement.	Assembly, Manager's Office, Finance	

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

Assembly Goals 2020

Assembly Goals set at
December 7, 2019 retreat

4. Community, Wellness, and Public Safety - Juneau is safe and welcoming for all citizens				
	AA*	Implementing Actions	Responsibility	Notes:
A	F/O	Partner with non-profits and other government agencies to address addiction in our community. Focus on what BRH's role should be.	Assembly, Manager's Office, BRH, Community partners	
B	F	Partner with non-profits and other government agencies to support efforts to address community members who are unsheltered and other vulnerable populations (substance abuse, mental health, etc.)	Assembly, Manager's Office, BRH, Community partners	
C	P/F/O	Develop and implement strategies to reduce and deal with the impacts of crime in the community.	Assembly, Manager's Office, Law, JPD, Community Partners	
D	P/O	Develop pedestrian focused snow removal strategies	Assembly, Manager's Office, Engineering & Public Works	
E	P/F/O	Reduce homelessness	Assembly, Manager's Office, Community partners	
5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.				
	AA*	Implementing Actions	Responsibility	Notes:
A	P/F/O	Develop solid waste strategy including plans to increase recycling and deal with abandoned/junked vehicles.	Assembly, Manager's Office, Engineering/PW, JPD	
B	P/O	Develop strategy to measure, track and reduce CBJ energy consumption.	Assembly, Manager's Office, all departments	
C	P	Explore creating an Assembly Sustainability Committee	Assembly, Manager's Offices	
D	P/F/O	Develop a single use plastics program	Assembly, Manager's Office, Community Partners	
E	P/O	Develop strategy to reduce water consumption boroughwide	Assembly, Manager's Office, Engineering/PW	
F	P/F	Make a long term plan to achieve reliance on 80% renewable energy sources by 2045	Assembly, Manager's Office, Engineering/PW	
G	P/F	Develop climate change adaptation plan	Assembly, Manager's Office	
*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue				



BOARD OF EDUCATION MEETING SCHEDULE 2020-2021 SCHOOL YEAR

Work Sessions w/a regular meeting: 4:30-5:45 PM
 Meetings w/work session: 6:00 PM
 Just a meeting or work session: (listed by location)
 Retreats: 8:30 AM to 12:00 PM (Juneau-Douglas High School)
 Location for Regular Meetings: Thunder Mountain High School
 Location for Budget Meetings: JDHS, TMHS, and Dzantik'i Heeni Middle School

July 14, 2020	Regular Meeting	Via Zoom Meetings 4:30 PM
August 11, 2020	Work Session w/ Regular Meeting	Library, TMHS
August 22, 2020	Retreat	RM 206, JDHS
September 8, 2020	Work Session w/ Regular Meeting	Library, TMHS
October 21, 2020	Work Session w/Regular Meeting	Library, TMHS
October 24, 2020	Retreat	RM 206, JDHS
November 5-8, 2020	AASB Annual Conference	ANC
November 10, 2020	Work Session w/ Regular Meeting	Library, TMHS
December 8, 2020	Work Session w/ Regular Meeting	Library, TMHS
January 12, 2021	Work Session w/ Regular Meeting	Library, TMHS
January 14, 2021	Budget Process – Combined Site Council meeting With breakouts into elementary, middle school, & high school groups. (Breakouts: Library & upstairs and downstairs computer labs)	Auditorium, Library, Upstairs Computer Lab, Downstairs Computer Lab, TMHS – 5:30 PM
January 23, 2021	Retreat	RM 206, JDHS
January 26, 2021	Work Session - Budget Process	Library, JDHS – 5:30 PM
January 28, 2021	Public Forum - Budget Process	Library, DHMS – 5:30 PM
February 6-9, 2021	AASB Leadership/Legislative Fly-in	Juneau
February 9, 2021	Work Session (Budget) w/ Regular Meeting	Library, TMHS
February 20, 2021	Work Session - Budget Process	RM #206, JDHS – 8:30 AM to 12:00 PM
February 22, 2021	Special meeting - Budget Process	Library, TMHS – 5:30 PM
March X, 2021 (TBD)	CBJ AFC meeting, FY21 Budget Revision	CBJ Chambers (Time TBA)
March 9, 2021	Work Session w/ Regular Meeting-FY22 Budget, First Reading	Library, TMHS
March 18, 2021	Special Meeting- FY22 Budget, Final Reading	Library, TMHS – 5:30 PM
April X, 2021 (TBD)	CBJ AFC Meeting	CBJ Chambers – (Time TBA)
April 10-12, 2021	NSBA Annual Conference	New Orleans, LA
April 20, 2021	Work Session w/ Regular Meeting	Library, TMHS
April X, 2021 (TBD)	CBJ Assembly meeting	CBJ Chambers (Time TBA)
April 24, 2021	Retreat	RM 206, JDHS
May X, 2021 (TBD)	CBJ Assembly meeting	CBJ Chambers (Time TBA)
May 11, 2021	Work Session w/ Regular Meeting	Library, TMHS
June 8, 2021	Work Session w/ Regular Meeting	Library, TMHS

CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT
BOARD AGENDA ITEM

DEPARTMENT: SUPERINTENDENT'S OFFICE 10.0

 X INFORMATION

 ACTION

TITLE: COMMITTEE REPORTS

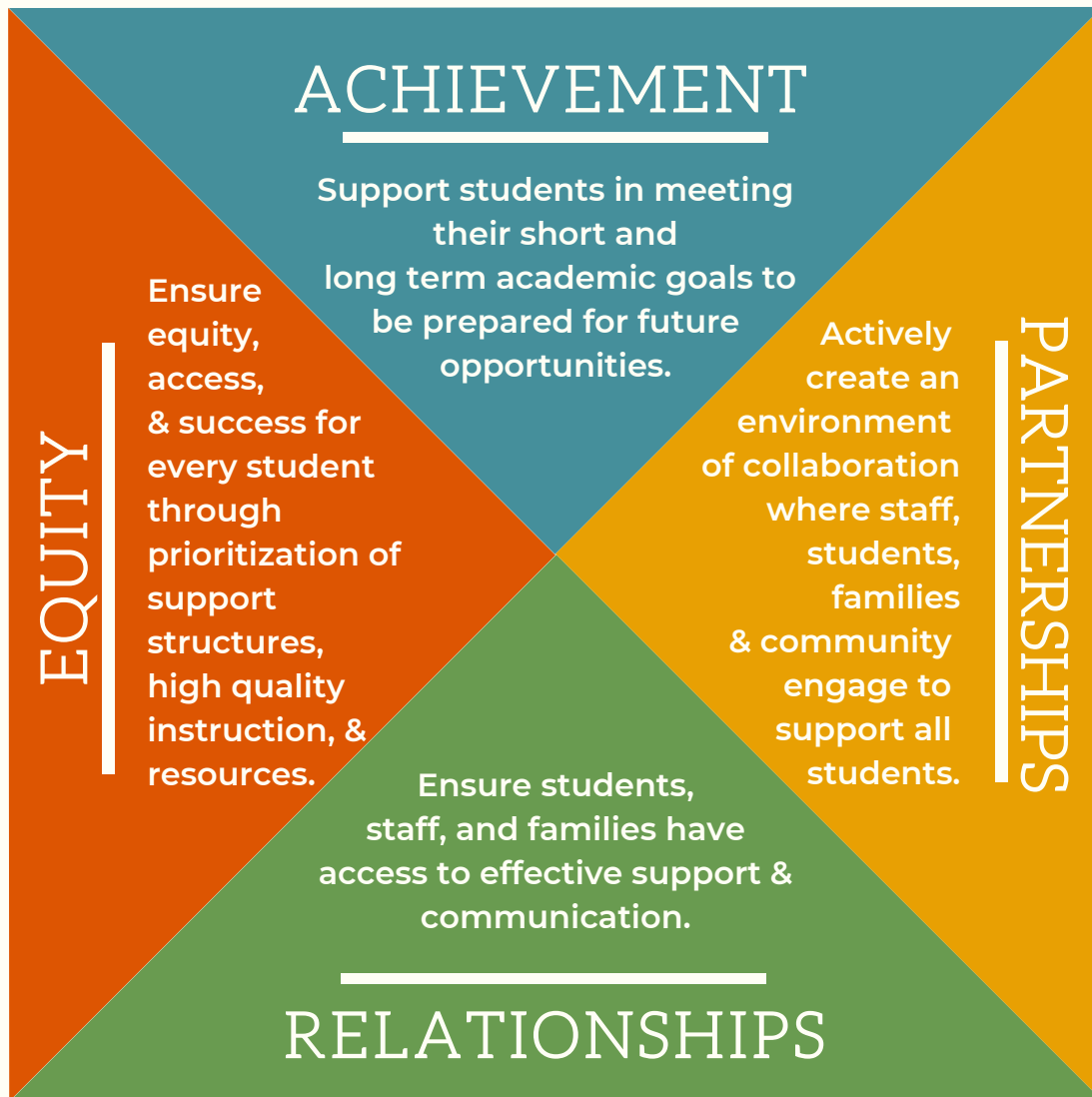
1. **Facilities Committee** (*Paul Kelly, Chair; Kevin Allen, Emil Mackey*)
2. **Program Evaluation Committee** (*Elizabeth Siddon, Chair; Kevin Allen, Deedie Sorensen*)
3. **Policy Committee** (*Jeff Short, Chair; Deedie Sorensen, Emil Mackey*)
4. **Community Committee Reports** (*Board President*):
 - a. Alaska Association of School Boards Liaison (*Brian Holst*)
 - b. Indian Studies Parent Advisory Board (*Kevin Allen*)
 - c. Juneau Early Literacy Council (*Deedie Sorensen*)
 - d. Native Education Advisory Council (*Jeff Short*)
 - e. Teen Health Center (*Deedie Sorensen*)
 - f. UAS Campus Council (*Paul Kelly*)
 - g. Project Team (*Brian Holst, Chair; Elizabeth Siddon, Paul Kelly*)
 - h. Any Given Child (*Elizabeth Siddon*)
 - i. **Site Councils:**
 - Auke Bay Elementary School (*Kevin Allen*)
 - Sayéik: Gastineau Elementary School (*Elizabeth Siddon*)
 - Glacier Valley Elementary School (*Emil Mackey*)
 - Harborview Elementary School (*Brian Holst*)
 - Mendenhall River Community School (*Paul Kelly*)
 - Montessori Borealis Public Alternative School (*Kevin Allen*)
 - Riverbend Elementary School (*Deedie Sorensen*)
 - Dzantik'i Heeni Middle School (*Deedie Sorensen*)
 - Floyd Dryden Middle School (*Emil Mackey*)
 - Juneau-Douglas High School (*Paul Kelly*)
 - Thunder Mountain High School (*Elizabeth Siddon*)
 - Yaak̄oosgé Daakahídi Alternative High School (*Jeff Short*)
 - Juneau Community Charter School (*Jeff Short*)

JUNEAU SCHOOL DISTRICT

Strategic Plan

2020 - 2025

MISSION: In Juneau, we partner to provide each student with meaningful, relevant, and rigorous learning experiences in order to graduate diverse, engaged citizens ready for a changing world.



CORE VALUES

Equity Safety & Well-Being Acceptance
Relationships Student-Centered Focus Accountability
Transparency Evidence-Based Decision Making
Innovation Environmental Stewardship Preparation
Life-Long Learning Family & Community Engagement

ACHIEVEMENT

Increase use of evidence-based instructional practices through deployment of system-wide resources, high quality teaching & effective intervention strategies.

Integrate culturally relevant and place-based/experiential instruction using a rigorous, standards-based curriculum.

Support coordinated professional learning opportunities focused on expanding expertise in equity, academic standards, teaching and learning.

EQUITY

Prioritize equity and effectiveness when allocating resources and support structures to ensure success for all students.

Ensure equitable opportunity for team participation in classroom and extra-curricular activities.

Appropriately challenge identified students to advance their individual academic skills and abilities.

Collaborate with community partners to foster the revitalization of Tlingit language.

2020 - 2025

STRATEGIC PLAN OBJECTIVES



RELATIONSHIPS

Create an environment with a sense of well-being and safety for all students and families.

Create an environment where all staff are engaged and supported to meet their students' academic and social-emotional needs.

Support social-emotional health of all students using a trauma engaged lens and restorative practices.

PARTNERSHIPS

Partner with staff, students, parents, caregivers, Alaska Native organizations, labor organizations, and community to enrich student learning experiences and success.

Utilize community resources to support student needs.

Engage community organizations in partnership to develop and implement practices to prepare young children for kindergarten.

JUNEAU SCHOOL DISTRICT

STRATEGIC PLAN OUTCOMES

2020 - 2025



ACHIEVEMENT

Increase proportion of students at each school who achieve grade level proficiency in reading.

Increase proportion of third grade students at each school who achieve grade level proficiency in reading.

Increase proportion of students at each school who show one or more years of academic growth for every year of instruction.

Increase percentage of students each year who have completed at least one post-secondary credit or participate by certification in a career pathway prior to graduation.

Increase 4-year and 5-year graduation rates of all students.

Increase percentage of students credit current at the end of grades 9, 10, 11.

Increase student access to culturally relevant, place-based instruction.

Increase percentage of staff trained in strategic plan focus areas.

EQUITY

Increase proportion of Alaska Native, English Learner, or economically disadvantaged third grade students at each school who achieve grade level proficiency in reading.

Increase 4-year and 5-year graduation rates for Alaska Native, English Learner, economically disadvantaged students.

Increase number of Alaska Native, English Learner, and economically disadvantaged students credit current at the end of grades 9, 10, and 11.

Increase students' development of strong team and life skills through curricular and extra-curricular experiences.

Increase academic performance of TED students at all grade levels in reading and math.

Increase count of students in MS/HS Tlingit courses.

Increase percentage and number of Tlingit language course sections at MS and HS taught by a certified Tlingit language teacher.

JUNEAU SCHOOL DISTRICT

STRATEGIC PLAN OUTCOMES

2020 - 2025

RELATIONSHIPS

Increase percentage
of families
responding
positively in AASB
SCCS Family Survey.

Increase
percentage of
parents/guardians
participating in P/T
conferences.

Increase AASB SCCS
staff wellbeing scores.

Decrease student
chronic absence rate.

Decrease
behavioral/discipline
incidences.

PARTNERSHIPS

Increase the number
of district
partnerships and
deepen existing
partnerships.

Increase volunteer
hour counts and
increase quality of
volunteer
experiences.

Increase proportion
of students who
enter school ready
for Kindergarten.



How to Run for Local Office

The Job

Links to helpful documents

Read Board of Education Agendas and Minutes here:

<https://drive.google.com/drive/folders/1D6MGF3t46ynITNY9ZP1t2W0DyJrspwvQ>

Juneau School District Board of Education Policy Manual:

<https://www.juneauschools.org/board-of-education-ddebe663>

Association of Alaska School Boards (<https://aasb.org/>) – Potential Candidate and First-Term Member Guide:

<https://aasb.org/first-year-members/>

Read Assembly Agendas and Minutes here:

<https://beta.juneau.org/assembly/assembly-minutes-and-agendas>

Assembly Rules of Procedure:

<https://beta.juneau.org/assembly>

Alaska Local Government Primer

(from the Alaska Municipal League <https://www.akml.org/>):

https://www.akml.org/wp-content/uploads/2020/01/AML_Govt_Primer_medres.pdf