



MEMORANDUM

DATE: April 4, 2023
TO: Chair Hale and Joint Assembly and School District Planning Committee
FROM: Katie Koester, Engineering and Public Works Director
SUBJECT: Procedures and decision-making in the context of CBJ Charter and JSD Mission

The purpose of this memo is to help the committee establish procedures and guidelines for how decisions are made in the context of community values and provide clarity to the charter mandate, “the Assembly and the School Board will deliberate in formulating plans and recommendations relative to school facilities.”

CBJ Charter, Section 13.8, Capital Improvements, specifies that the board [school] shall make recommendations to the Assembly on capital improvements and that decisions by the Assembly are final.¹ However, section 13.9, School Maintenance, gives the responsibility for routine maintenance and custodial services to the School Board.² It is clear there is a symbiotic relationship between the two bodies and a shared responsibility to provide safe and effective learning environments for Juneau’s youth.

Procedures and Decision Making

The Joint Assembly/School Facilities Committee is listed as a standing committee in the Assembly rules of procedures which establishes guidance on how agendas are set, materials are prepared by the manager, and deliberation is held.³ The Committee does the committee work and is advisory to the full body. Any final decisions, including funding large capital projects, goes before the full Assembly.

¹ Section 13.8. Capital improvements.

- (a) The board shall make recommendations to the assembly concerning the necessity for school construction and other capital improvements, site selection, employment of architects, and building plans. The board shall submit preliminary plans to the assembly for suggestions before recommending final plans.
- (b) Decisions by the assembly shall be final in all matters concerning school construction and other capital improvements, site selection, employment of architects, and building plans.
- (c) The assembly shall appoint a four-man committee from its membership which shall deliberate with the board in formulating all plans to be recommended under Section 13.8(a) of this Charter.

² Section 13.9. School maintenance.

The board, unless specifically transferring such responsibilities to the assembly, shall provide custodial services and routine maintenance for school buildings and shall provide employees for these purposes. The assembly shall provide major maintenance and all rehabilitation, repair and construction of school buildings.

³ [CBJ Assembly Rules of Procedure](#)

Core Values

The community of Juneau places a high value on education as evidenced by the Assembly consistently funding education to the cap. The Mission of the Juneau School District is articulated in the 2020-2025 Strategic Plan:

“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.”⁴

The CBJ Assembly has a duty to fund public education and school facilities. However, with the power to levy taxes comes a responsibility to the taxpayers to effectively, efficiently and ethically use public dollars. This is articulated in CBJ 2023 Assembly Goal Number 3: “Sustainable Budget Organization – Assure CBJ is able to deliver services in a cost effective manner that meets the needs of the community.”⁵

In summary, the work of the Joint Facilities Committee will need to balance the core values of facilitating the District’s space needs to meet its educational mission and the responsibility to the taxpayers to spend a limited amount of resources in the most effective manner.

In conclusion:

- As a standing committee, the Joint Assembly/School Facilities Committee will follow the rules of procedure of CBJ standing committees as outlined in Resolution 2976, Assembly Rules of Procedure.
- The work of the Joint Assembly/School Facilities Committee is advisory to the Assembly and the School Board. Binding decisions are made by those bodies and the Joint Facilities Committee provides recommendations.
- The CBJ Assembly has the final say in all matters concerning school construction and capital improvements.
- The Joint Facilities Committee is considering the facility needs of the District to meet its educational mission within the context of finite resources for capital construction.

Adopted at April 17, 2023 Joint Assembly/School Board Facilities Committee meeting.

⁴ [Juneau School District Strategic Plan 2020-2025](#)

⁵ [CBJ Assembly Goals 2023](#)