



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Charter School Committee Meeting
March 7, 2016
12:15 p.m.
Borough Assembly Chambers

AGENDA REVISED

- I. Call to Order
- II. APC Bylaws Update from Kaleidoscope
- III. Revision of Kaleidoscope's Section V: Admission and Enrollment Policies
– Lottery Procedures
- IV. Adjourn meeting

Proposed Bylaw revision 2.10.16
XII. Academic Policy Committee Bylaws

**KALEIDOSCOPE SCHOOL OF
ARTS AND SCIENCE CHARTER SCHOOL
BYLAWS**

MISSION STATEMENT

Kaleidoscope School of Arts and Science will educate the whole child through integrated arts and science to nurture meaningful learning.

ARTICLE 1

NAME

The name of the school shall be Kaleidoscope School of Arts and Science hereinafter, KSAS School or school.

ARTICLE 2

PURPOSE/OBJECTIVES/GOALS

- A. To establish and perpetuate a school which will provide a safe learning environment unifying the efforts of parents, staff, and students to:
 - 1. Support high quality, rigor infused instruction through integration of Arts and Science
 - 2. Encourage the school community (staff, students, parents, community) to analyze, investigate and synthesize information through use of inquiry, dialogue and reflection
 - 3. Facilitate positive attitudes for students to become participating citizens in society
- B. To oversee the financial responsibility of the school.
- C. To conduct its affairs in accordance with the mission statement above.
- D. To exercise all such powers as are provided by State and Federal law, Kenai Peninsula Borough School District policy, and these Bylaws.

ARTICLE 3

GENERAL MEMBERSHIP/MEMBERSHIP MEETINGS

- A. KSAS membership consists of parents or guardians (hereinafter “parents”) of current KSAS students, KSAS staff, and community members appointed by the APC.
- B. General Membership meetings shall be held at least 6 times a year (approximately one time per month) to discuss APC affairs. The meeting

times and dates are to be set by the APC, preferably at the first meeting of each semester. All regular meetings are open to the public. Agenda will be posted in accordance with public meeting law.

C. The quorum for action at an APC meeting is five APC Board members. Action would require a unanimous vote if only the minimum number of members is present for a quorum.

D. Special meetings may be called, and notice of the meeting must be given 72 hours in advance. Action at the meeting is to be limited to the purpose stated in the notice.

E. **Executive Sessions**

Prior to entering an executive meeting, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The only subjects that the Board may discuss in an executive session of the Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the School District;
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. matters which by law, municipal charter, or ordinance are required to be confidential; or
4. matters involving consideration of government records that by law are not subject to public disclosure.

Legal Reference:

ALASKA STATUTES

44.63.310-312 Alaska's Open Meetings Act

ARTICLE 4

APC BOARD

A. Shall consist of the following:

1. 7 voting members and up to 2 additional non-voting members:
 - 3 parent representatives
 - 3 staff representatives (3 certified teacher representatives or 2 certified teacher representatives and 1 support staff representative) employed at KSAS
 - 1 community representative; up to 2 additional alternate community

representatives

(alternate voters in the case of an absent board member(s))

2. Current school administrator appointed by the APC to the board and serve as a voting member in case of tie votes only.

B. Terms

1. Parent Representatives

- a. Nomination forms for Parent Representatives will go out in February. Nomination forms will be accepted in a designated place and marked with a time and date stamp agreed upon by the APC board. If no nominations are received by the deadline, APC will extend the deadline and advertise to the community.
- b. All nominations meeting the criteria below will be listed on the ballot. Ballots with attached biographies will be sent home in March not in conflict with Spring Break. Each designated household will receive one ballot. Additional ballots may be requested by guardians from the site administrator.
- c. A written ballot certified by an outside accounting firm will determine selection of parent representatives by the end of April.
- d. Representative(s) will be seated by May APC meeting.
- e. Parent representative seats must be filled by parents or guardians of students currently attending the school at the beginning of the elected term.
- f. Only one parent per family may serve on the APC simultaneously.
- g. Parent representative seats may not be filled by a spouse/partner of a contracted employee of the school.
- h. Parent seats may not be filled by contracted employees of KSAS.
- i. Should a parent representative or spouse become a contracted employee of KSAS, their position as an APC board member will cease. (see ARTICLE IV, Section B., #7)
- j. Parent representatives will serve three-year terms, with a maximum of two consecutive terms.
- k. Terms will be staggered to maintain continuity of the board.

Elected Term	Seat	End of Term
2016	A	2018
2016	B	2019
2017	C	2020
2018	A	2021
2019	B	2022
2020	C	2023

Should any seat not follow the stagger, the APC will adjust the term to maintain the staggered board representation.

2. Staff Representatives

- a. Nomination forms for Staff Representatives will go out in February.

Nomination forms will be accepted in a designated place and marked with a time and date stamp agreed upon by the APC board. If no nominations are received by the deadline, APC will extend the deadline and advertise to the staff.

- b. All nominations meeting the criteria below will be listed on the ballot. Ballots will be distributed in March. Each staff holding a .5 FTE or more will receive one ballot.
- c. The APC Chairperson in the presence of the administrator will count the ballots and announce the selection by the end of April.
- d. Representative(s) will be seated by May APC meeting.
- e. Staff representative seats must be filled by staff currently holding a .5 FTE status or greater.
- f. Three staff representatives will be filled by at least 2 certified teaching staff and/or up to 1 classified staff.
- g. Only one staff member per family may serve on the APC simultaneously.
- h. Staff representatives will serve three-year terms, with a maximum of two consecutive terms.
- i. If employment is terminated by a staff representative, the seat vacancy would be refilled following Article IV, Section B., #7.
- j. Terms will be staggered to maintain continuity of the board.

Elected Term	Seat	End of Term
2016	A	2018
2017	B	2019
2017	C	2020
2018	A	2021
2019	B	2022
2020	C	2023
Should any seat not follow the stagger, the APC will adjust the term to maintain the staggered board representation.		

- 3. Community Representative(s)
 - a. The intent of the position is to provide a bridge and a perspective between the school and the community with emphasis on Arts and/or Science or needed expertise
 - b. APC Board will appoint a nominating committee to seek a potential community representative(s).
 - c. There will be a minimum of one community representative appointed and up to two additional appointees as determined by APC Board.
 - d. The community member(s) will be selected and appointed by the APC Board for a three-year term.
 - e. Community representative will serve two-year terms, with a maximum of two consecutive terms.
 - f. If possible, one of these member(s) should be from the Arts and Science community.

- g. The community representative may not be a spouse of a contracted employee, a parent of an enrolled student, or a .5 or more contracted employee of KSAS.
4. Administrator
 - a. Fulfilled by current appointed School Administrator.
 5. Attendance
 - a. An APC member may be asked to vacate a seat if they miss more than 2 consecutive meetings, without an excused absence, or more than three meetings in a six month period.
 6. Conduct
 - a. An APC member may be asked to vacate a seat if they do not adhere to the Bylaws and agreed appointment.
 - b. All Board Members will sign a copy of the APC Bylaws at the time of board seating.
 7. Vacancy
 - a. The APC Board will appoint someone to fill a vacancy until a special election can be held.
 - b. Any APC Board member may resign at any time by giving written notice to the APC Board. Such resignation shall take effect at the time specified therein.

C. Duties

Parent or Community Representatives will hold the following positions:

1. Chairperson
 - a. The APC will elect a Chairperson each year at the seating of the board by the end of May.
 - b. The Chairperson shall preside at all meetings of the APC Board, act as the liaison to the administrator and shall have the following duties: organizing meetings and events, communication with all stakeholders, developing agendas and/or posting meeting notices, and other duties assumed by this appointment, in addition to those particularly specified by these Bylaws.
 - c. The Chairperson will be held by a parent or the appointed community representative (not an alternate community representative).
2. Vice-Chairperson
 - a. The APC will elect a vice-chairperson each year at the seating of the board by the end of May.
 - b. The Vice-Chairperson shall have the powers and exercise the duties of the Chairperson in case of their absence or incapacity, as well as, duties assigned by the Chairperson or the APC Board.
 - c. The Vice-Chairperson will be held by a parent or the appointed community representative (not an alternate community representative).
3. Secretary
 - a. The APC will elect a Secretary each year at the seating of the board by the end of May.
 - b. The Secretary is responsible for maintaining APC records to include meeting minutes, meeting notices and reports to the board/community.

- c. The Secretary shall keep a record of all meetings of the board and shall have all the duties and powers normally attributed to the office of Secretary, particularly centralizing all public documents pertinent to the school Charter.
 - d. The Secretary of the APC Board shall maintain a topic agenda of all executive sessions in accordance with Article III, E.
 - e. The Secretary will be held by a parent or the appointed community representative (not an alternate community representative)..
4. Parent or Community representative
 - a. The parent or community representative will attend APC meetings.
 - b. The parent or community representative will fully participate as an active Board member.
 - c. The community representative(s) should inform APC of community events supporting the KSAS mission.
 5. Staff representative
 - a. The teacher representative will attend APC meetings.
 - b. The teacher representative will fully participate as an active board member.
 6. Administrator
 - a. The Administrator will attend APC meetings.
 - b. The Administrator will report to the APC in a timely manner on the budget, academic operations and any other operations pertaining to the school.
 - c. The Administrator will present any changes to the currently approved FY budget to the APC for review and possible approval.
 - d. The Administrator will present a proposed plan for any funds available beyond the agreed current FY budget. This needs APC approval.
 - e. The Administrator will present to the APC a single expenditure \$5,000 or above that would be drawn from the Equipment Fund for approval.
 - f. The Administrator will arrange for minutes to be recorded.
 8. Specific Duties of the Board
APC Board:
 - a. Represent Kaleidoscope School of Arts and Science by upholding the mission, vision and core values through the demonstration at all times of the school's Lifelong Guidelines of Trustworthiness, Truthfulness, Active Listening, No Put Downs and Personal Best.
 - b. Have a currently cleared KPBSD Background Check and KSAS Volunteer clearance while serving as an APC Board member.
 - c. Supervises the academic operation of KSAS to ensure the alignment to the mission.
 - d. Is accountable to the KPBSD School Board in accordance to AK Charter School Law.
 - e. Will conduct meetings following Robert's Rules of Order.
 - f. Reviews and approves annual budget, enrollment, legal contracts, policies, and procedures aligned to the KSAS Charter.
 - g. Meets to discuss operations, to hear reports and updates from Board members and committees, and to consider requests and concerns from students, staff, family and community members.

- h. Matters discussed during an executive session shall remain confidential among those attending. The Secretary of the APC Board shall maintain a topic agenda of all executive sessions.
- i. May recommend removal of a Board member, with an affirmative vote for removal by 5 out of 6 voting members of Board. The APC member whose removal is under consideration shall not participate in, nor be calculated in the percentage of such a vote.
 - 1. Immediate action will be taken in a meeting organized and posted by the APC.
 - 2. The APC may seek legal consult.
- j. The APC Board shall meet at least 6 times a year.
- k. A review of the KSAS bylaws will occur annually Board training should occur every year with a trainer experienced in policies and procedures of volunteer/elected boards.

ARTICLE 5

ADVISORY COMMITTEES

- A. The APC Board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for official action. The Board shall have power to create or dissolve any advisory committee and shall reserve the right to exercise this power at any time during the life of the committee.
- B. Committees shall be formed as needed and serve at the pleasure of the Board.
- C. Each committee shall provide a report to the APC Board at scheduled meetings.

ARTICLE 6

NOTICE OF MEETINGS

Notice of meetings of the APC Board shall be posted, at least 24 hours prior, at a prominent place outside the KSAS School office. These notices may be posted using various forms of media (written agenda, phone notice, website, instant messaging, etc.). The postings of such notice shall be considered full and timely notice to the public of such meetings.

ARTICLE 7

TRANSACTION OF FINANCIAL BUSINESS

All business shall be conducted through the KPBSD Finance Office.

ARTICLE 8

BYLAWS

- A. A draft of changes to the bylaws will be reviewed during an APC meeting before a vote is held regarding the changes.
- B. Amendment of bylaws requires a two-thirds vote of the APC Board.
- C. Approval of bylaws requires a two-thirds vote of the APC Board.

ARTICLE 9

RECORDS

Minutes and APC records including names and contact information of the APC board members are kept at the school site. All records are considered public and may be inspected at any reasonable time. However, student records, personnel records, and any other record protected under privacy laws are excluded.

ARTICLE 10

DISSOLUTION

On the dissolution, all properties of KSAS School shall be dispersed in accordance with contract provisions approved by the State of Alaska Department of Education Charter School Law.

V. Admission and Enrollment Policies

Enrollment Procedures for Kaleidoscope Charter School

7. Administrator provides the APC considerations for total number of students prior to October 1st.
8. APC sets enrollment number and provides the enrollment figure for the following school year to the District by October 1st of the current school year.
9. APC approves total number of students assigned to each grade level.
10. Administrator determines how many projected slots are reserved (currently enrolled students and sibling preference).
11. Registration period occurs with notice to the public by a newspaper advertisement used by all KPBSD charter schools to announce the application period and lottery dates. Additionally, advertisement of our lottery will be communicated through multiple media sources.
12. If there are more applicants than slots available, the lottery is held.

Lottery Procedures

6. The number of open slots is verified for each grade level
7. Applicants are divided by grade level
8. Children of certified staff (.5 FTE or greater) will be given preference and students are placed at time of hire. This may impact student to teacher ratio, Section 11.
9. Sibling preference applicants are placed in slots available. If slots are not available for teacher or sibling preference children, then a lottery is used to determine waiting list for those children.
Definition of "sibling" from the district attorney's office: "For purposes of the sibling preference, a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child who resides in the same household." per agreement of the District Charter School Oversight Committee on October 17, 2011.
10. Remaining applicants are lotteried. All lotteries are supervised by a local accounting firm. In all lotteries, the amount of bingo balls placed in the spinner corresponds with the number of applicants. Students are listed alphabetically and the first bingo ball drawn is the number assigned for the first student on the alphabetical list. The process continues until all bingo balls are drawn and assigned to a name on the list.

Waiting List Procedures

6. KSAS will maintain a waiting list for each grade level to fill vacant positions.
7. Student remains on waiting list until either enrolled or declines acceptance.
8. Students registering after the school's registration period and lottery will register for the following school year.
9. Applicants not accepting offered positions prior to November 1st will be removed from the waiting list. After November 1st and until the end of the school year, applicants may decline a position and keep their waiting list position but a slot will be offered to the next applicant on the list.
10. If a student withdraws from KSAS, any preference (teacher, staff, sibling) will be removed. The student will need to reapply to participate in the lottery.