**BYLAWS**

**AURORA BOREALIS CHARTER SCHOOL**

**MISSION STATEMENT**

The purpose of Aurora Borealis Charter School is to provide the finest academic program possible. To meet this purpose, it is our obligation to promote an educational environment that reflects high academics, character, and citizenship standards for all students and establish classroom conditions where these standards can be met.

**ARTICLE 1**

**NAME**

The name of the school shall be Aurora Borealis Charter School, hereinafter ABCS.

**ARTICLE 2**

**IMPLEMENTATION OF MISSION STATEMENT**

1. To conduct ABCS affairs in accordance with its mission statement.
2. To exercise all such powers as are provided by State and Federal law, Kenai Peninsula Borough School District policy, and these Bylaws in order to accomplish the ABCS mission statement.
3. Support teachers in maintaining a classroom environment where high academic, character, and citizenship standards can be met for all students.
4. Support the administrator in the accomplishment of the mission statement through implementation of adopted policies and procedures while holding the administrator accountable for the achievement of measurable standards through annual review of test scores.
5. Maintain current core curriculum classroom materials as approved by the Academic Policy Committee.
6. Encourage parents/guardians to actively participate in their child’s education.

**ARTICLE 3**

**ACADEMIC POLICY COMMITTEE**

1. There shall be an Academic Policy Committee (APC) pursuant to AS 14.03.255. Organization and operation of a charter school.
2. The Academic Policy Committee (APC) shall consist of the following:
   1. Six (6) parents of currently enrolled ABCS students, elected at large.
   2. School administrator, or staff designee, in an advisory non-voting capacity.
   3. Community member, if one is appointed by the APC.
3. APC Seats
   1. Parent Seat Terms
      1. Each year, two (2) APC seats shall be elected by ABCS parents for three (3) year terms.
      2. Terms are from May 31 to May 30.
      3. Interim vacancies shall be filled by appointment of the majority of the remaining APC, should a quorum exist. These appointments shall be effective until the end of the original term of the appointed seat. Should a quorum no longer exist, due to voluntary resignation and/or dismissal, a special election will be held to fill vacant seats. The APC member(s) elected in said special election shall remain seated for the duration of the original term of the vacant seat(s).
      4. Election of parent members of APC:
         1. Parent seats must be filled by parents of students currently attending ABCS and may not be filled by a paid employee or the spouse of a paid employee.
         2. Only one parent per family may serve on the APC.
         3. Nominations shall be taken in writing during the month of March.
         4. Elections shall be conducted by ballots mailed to ABCS parents. The APC shall adopt written election procedures that may be amended when deemed necessary by the APC.
         5. One ballot per family. In cases involving custody, only one custodial parent and/or guardian shall have the voting privilege.
         6. Elected members shall be seated at the next meeting of the APC following May 30.
   2. Administrator Seat

Interim vacancy shall be filled by the interim administrator selected by the APC.

* 1. Community Member Seat

The APC, at its sole discretion, may appoint a community member. The community member shall be a voting member of the APC. The Community Member term is from May 31 to May 30 and is renewable. Community members serve at the discretion of the APC. Community members may be removed by majority vote of the APC.

1. APC Offices
   1. The APC shall elect the following officer positions as determined among the APC at the first APC meeting following the May election. The officers are:
      1. Chairperson

The Chairperson shall preside at all meetings of the APC and shall have the duties and powers normally given to that office, in addition to those particularly specified by these Bylaws.

* + 1. Vice-Chairperson

The Vice-Chairperson shall have the powers and exercise the duties of the chair in the Chairperson’s absence or incapacity, as well as duties assigned by the APC.

* + 1. Secretary

The Secretary shall keep a record of all meetings of the APC and shall have all the duties and powers normally attributed to the office of Secretary.

* + 1. Treasurer

The Treasurer shall have access to all financial records of ABCS and have all the powers and duties normally attributed to the office of Treasurer. The Treasurer shall give a financial report at each quarterly meeting of the APC and such report shall be made a part of the minutes of that meeting.

* 1. APC Responsibilities
     1. The APC is accountable to the KPBSD School Board.
     2. Pursuant to the State of Alaska Charter School law (AS 14.03.255(b) (4)), the ABCS APC shall meet at least annually to monitor progress in achieving the committee’s policies and goals. However, the APC will strive to meet at least quarterly.
     3. Review and approve proposed annual budget, maximum enrollment, curricula, co-curricular activities, policies, and procedures.
     4. Review proposed contracts.
     5. Hire the ABCS Administrator.
     6. Conduct an annual performance review based on the Administrator’s contract and renew the contract as merited.
     7. An APC member’s absence from three (3) consecutive APC meetings may constitute grounds for dismissal from the APC.
     8. To avoid conflicts of interest, APC members shall disclose known or potential conflicts of interest prior to the time set for voting on any transaction and shall not vote on the matter or attempt to influence the decisions of other APC members in voting on the matter. Such disclosure will be noted in the minutes of the meeting. The APC may, by a majority vote, determine there is not a conflict of interest.
     9. Members of the APC shall receive no compensation for their services as members of the board.
     10. For voting purposes a quorum shall consist of four (4) voting APC members. Action requires an affirmative vote of at least four (4) of the voting members.
     11. All regular and special meetings of the APC shall be open to the public.
     12. The APC may call an executive session to discuss any one or more of the following:
         1. Attorney-Client matters
         2. Acquisitions, leases, rental, or sale of property
         3. Contract proposals or negotiations
         4. Confidential or sensitive personnel or student matters

Only those persons invited by the APC may be present during the executive session. The APC shall not make final policy decisions, nor shall any resolution, rule, regulation, formal action, or any action approving a contract or calling for the payment of money be adopted or approved at any session that is closed to the general public. Matters discussed during an executive session shall remain confidential among those attending. The Secretary of the APC will name the topic of the executive session in the APC minutes.

* + 1. Any APC member may resign at anytime by giving written notice to the Chairman or Secretary of the APC. Such resignation shall take effect at the time specified therein.
    2. The APC may recommend removal of an APC member with an affirmative vote for removal by five (5) of the APC members. The APC member whose removal is under consideration shall not participate in such a vote.
       1. Upon affirmative vote by the APC to remove an APC member, such APC member shall be suspended from membership on the APC until a parent/guardian vote is conducted.
       2. Removal of an APC member shall be affirmed by a majority of the ABCS parents. Ballots are to be mailed out.
       3. Notification of the removal of an APC member shall be posted with the next APC minutes.

**ARTICLE 4**

**ADVISORY COMMITTEES**

The APC 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 APC for official action. The APC shall have power to create or dissolve any advisory committee and shall reserve the right to exercise this power at anytime during the life of the committee.

**ARTICLE 5**

**NOTICE OF MEETINGS**

Notice of meetings of the APC and committee meetings shall be posted, at least 1 week prior, at a prominent place outside the ABCS office. Such notice should include specified agenda information when possible, including any proposed policy, position, resolution, rule, regulation, or formal action to be considered. The postings of such notice shall be considered full and timely notice to the public of such meetings.

**ARTICLE 6**

**TRANSACTION OF BUSINESS**

All business shall be conducted through the KPBSD Finance Office.

**ARTICLE 7**

**BYLAWS**

A draft of changes to the Bylaws will be read at two consecutive APC meetings before a vote is held regarding the changes. The approval or amendment of Bylaws requires a two-thirds vote of the APC.

**ARTICLE 8**

**BOOKS AND RECORDS**

ABCS shall keep minutes of regular APC meetings and APC committees. It shall also keep at its registered or principle office a record giving the names and addresses of the APC members and APC committees. All records of ABCS are considered public and may be inspected at any reasonable time.

**ARTICLE 9**

**INDEMNIFICATION AND HOLD HARMLESS OF APC MEMBERS**

APC members shall be indemnified and held harmless in the conduct of official ABCS business in the same manner as members of the KPBSD School Board.

**ARTICLE 10**

**DISSOLUTION**

On the dissolution of ABCS, all properties shall be dispersed in accordance with contract provisions approved by the State of Alaska Department of Education and the Kenai Peninsula Borough School District.