

Fireweed Academy
Academic Policy Committee Minutes
November 1, 2021 via ZOOM

Present: Bob Shavelson, Emilie Springer, Anna Raupp, Nick Poolos, Alex Koplín, Shannon Riley, Maygen Lotscher

Absent: Mo Wilkinson

Staff & Guests: Todd Hindman, FWA Principal, Sharlyn Young, FWA Secretary, Stephanie Zuniga, Julie Engebretsen, Kim Fine, Catherine Laky, Laura Karstens.

Public Comments: Kim Fine gave an update on OPUS and all the programs. Spoke a little about Benjamin Wu, the new director and Fireweed Frescoes teacher.

Approval of Agenda: Nick moved to approve the agenda, seconded by Anna. Bob would like to add a conversation to the end of the agenda. No objections. Motion passed.

Approval of Minutes: Bob moved to approve October's minutes, Anna seconded by. Motion passed.

Seating of APC Members: Bob moves to seat the newly appointed APC members, Stephanie seconded. Motion passes.

Introduction of APC Membership: New APC members introduced themselves and told a little bit about themselves.

APC Committee/Chair and Vice Chair: Anna moved to nominate Bob for Chair, Maygen seconded. Nick moved to seat Bob, Shannon seconded. Bob seated as Chair. Anna moved to nominate Emilie for Vice chair, Alex seconded. Shannon moved to make Emily Vice chair, Anna seconded. Emilie seated as Vice chair.

Admin Report:

Admin Report 11/01/2021

FY21 Enrollment:

FY21 Projected Enrollment: 112 Current Enrollment: 102

K (11), 1st (18), 2nd (16), 3rd (17), 4th (10), 5th (17), 6th (13)

K-6 (102), K-2 (45), 3-6 (57)

New Staff: Annie Wolfe is our Special Education Aide at BFW. She and her husband moved recently from Ohio.

APU Partnership Update: Elaine Alvey is having students in her Early Literacy class develop lesson plans that will be shared with the staff at Little Fireweed this month. Our staff will implement the plans and provide feedback for the students at APU.

School Development Plans: Our School Development plans have been submitted for review by the District Office. Our two areas of focus are K-3 Literacy and School Climate. If you would like to review the draft documents, let me know and I will get you a copy.

Title 1 Committee Meeting: Little Fireweed's Title 1 Committee is scheduled to meet on Thursday, November 18th. We'll be reviewing our draft Family Engagement Plan as well as brainstorming ideas to incorporate into the plan.

Title 1: Targeted vs. School wide: I met with Jessica Scogin who is in charge of Federal programs for KPBSD on Oct. 21. We discussed an option for our Title 1 program for FY23. We will be able to decide whether we want our Title 1 services to be focused entirely on K-2 Literacy or broaden our focus to include grades 3-6 and other content areas. We will be exploring our options over the next month.

Fresh Fruit?: I have contacted Sue Lampert the USDA Foods Program Coordinator for the Alaska DEED to inquire about their program for providing fresh fruit as snacks for schools. Our school fell short of the qualifying percent of families needing assistance with school nutrition. There is a 50% threshold for a school to qualify. She indicated they have some funding available this year that may be able to be used for Fireweed Academy. She checked in with KPBSD to see if we can be included in the program, but they declined due to staffing shortages.

Nurse for LFW: The nurse position for Little Fireweed is posted. The position will provide a nurse for the first three hours of the school day, Monday through Friday.

Strategic Plan: As part of the Clarifying and Committing to Our Methods work, Susie Amundson met with the full certified staff on Tuesday, October 26th. The staff continued our work during today's full staff meeting.

School Website: Updates continue to be added.

END REPORT

Parent and Staff Survey: Sharlyn will send out the survey monkey link for the principal evaluation to staff and parents November 8th. To run through November 19th. Sharlyn will email the survey question out to the APC. APC along with Todd briefly went over what the survey entails and how the APC will use the data. Committee was created to help with Principal evaluation.

Discussion on ByLaws Revision: The chair would entertain a motion to create a committee to oversee the amendment and editing process of the APC bylaws. Nick moves to create the committee, Shannon seconded. Motion passed. APC should review the bylaws before a vote can be taken. Committee members are Alex, Shannon, Nick, and Bob.

MEMORANDUM

TO: Fireweed Academy Academic Policy Committee (APC), Parents & Community
FROM: Bob Shavelson, APC Member
DATE: November 1, 2021
RE: Fireweed Academy By-Laws Revisions

The purpose of this memo is to provide information on revising Fireweed Academy's Bylaws, to present issues requiring APC resolution, and to recommend to the APC to create an ad hoc committee to revise the bylaws.

Although State of Alaska statutes are silent on the need for charter schools to possess bylaws, state regulations require them.¹ There are currently twenty-nine charter schools in Alaska,² and each has its own bylaws. For the purposes of reviewing Fireweed Bylaws, I looked at several sources in addition to Fireweed's current bylaws, including bylaws from Kaleidoscope, Boreal and Frontier Charter Schools.

Fireweed Academy originally adopted bylaws at the school's founding, and most recently updated them in 2017. While the latest version provides a framework to operate, it lacks a variety of provisions and could benefit from better organization.

Issues to address:

- Decision making – does the APC wish to govern by consensus or majority? Are there special circumstances requiring different governance (e.g., member removal)?
- Quorum – should we retain current quorum requirement (i.e. half existing members) or a majority?
- Primary office – what is location of our primary office?
- APC election timing – when do we want to elect members? Spring or Fall?
- Officers – do we want to have a slate of officers or stick with only one officer (i.e., chair)?
- Committees – do we create standing committees or form committees on ad hoc basis? Do ad hoc committees contain non-APC members?
- Meetings – do we want to stick with first Monday every month or change? Should we hold an annual meeting and if so, what date? What is the location of our regular meetings?
- Expenditure approval – should APC approve expenditures over a certain amount and if so, how much?
- Bylaws amendments – should bylaws amendments require 2 meetings? Consensus?
- Indemnification – should APC vote to indemnify APC members for costs incurred while acting as APC member?

Recommendation: APC create an ad hoc committee to review proposed draft bylaws and report back with recommendations by the next regular APC meeting. Before any final vote, provide notice and opportunity for feedback to FWA parents and the community.

¹ 4 Alaska Administrative Code 33.110(a)(4).

² See Alaska Charter School Directory (https://education.alaska.gov/Alaskan_Schools/charter/docs/charter-school-directory-2020.pdf).

BYLAWS
OF
Fireweed Academy Charter School

**Adopted by Fireweed Academy Charter School
Academic Policy Committee**

**on
[DATE]**

Homer, Alaska

*****DRAFT***DRAFT***DRAFT***DRAFT***
November 1, 2021**

**Fireweed Academy Charter School
Kenai Peninsula Borough
Homer, Alaska**
<https://kpbsd.org/schools/fireweed-academy/>

ARTICLE I - NAME, OFFICE, FISCAL YEAR, GOVERNANCE

SECTION 1. NAME

The name of this organization shall be Fireweed Academy Charter School (“FWA”).

SECTION 2. PRIMARY OFFICE

The principal office for the transaction of the activities and affairs of the School is [INSERT], Homer, Alaska.

SECTION 3. FISCAL YEAR

The fiscal year of the School shall coincide with that of the Kenai Peninsula Borough School District (July 1 through June 30).

SECTION 4. GOVERNANCE

Fireweed Academy shall be governed by the Academic Policy Committee (APC).

ARTICLE II - ACADEMIC POLICY COMMITTEE

SECTION 1. GENERAL POWERS

The Academic Policy Committee (APC) is the primary governing body designated to oversee and supervise all aspects of Fireweed Academy. The APC shall have the maximum powers permitted by law, shall establish policy for the school, shall fulfill the duties prescribed in AS 14.03.250 *et seq.* and as set forth in these Bylaws. These duties may include, but are not limited to, the following functions:

- a. Fulfill the mission of Fireweed Charter School as stated in the Fireweed Academy Charter School/Kenai Peninsula Borough School District (KPBSD) contract;
- b. Oversee and maintain accountability and responsibility for academics, operations, finances and maintenance at FWA.
- c. Promote and ensure compliance with federal, state and local laws and rules, including KPBSD policies;
- d. Hire, evaluate and oversee a Principal, delegate to the Principal those tasks deemed appropriate by the APC, and collaborate with the Principal regarding all aspects of FWA operations.

SECTION 2. MEMBERS

The Academic Policy Committee (APC) shall be comprised of the following eight (8) members from four (4) represented groups:

- Two (2) parent members;
- Two (2) community members;
- Two (2) adult members to represent student interests; and
- Two (2) staff members.

The APC strives to have at least one (1) parent representative and one (1) staff member from each facility (i.e., Big Fireweed and Little Fireweed). No members of the APC shall act on his or her own in the name of the APC unless so authorized by these Bylaws or by resolution of the APC. The Principal shall serve as an *Ex Officio* member of APC, with no voting privileges. APC members have a fiduciary duty to make decisions and to act at all times in a manner that promotes the best interests of FWA and its students.

SECTION 3. MEMBER TERMS

The term of all members of the APC shall be two (2) years. It is the goal of these Bylaws that member terms expire in alternate years so all positions do not expire in the same year. If at any time this balance is not maintained, the APC may extend (but not shorten) the term of any APC member(s) until this balance is achieved. A majority vote of the full APC shall be required to extend any term.

SECTION 4. MEMBER ELECTIONS

In [October] of each year, the APC will hold elections for four (4) positions on the APC, with the four positions representing one position from each represented group. Parent members shall be elected by parents of FWA students. Community members shall be elected by the APC. Adult members representing student interests shall be elected by the APC with staff input and guidance. Staff members shall be elected by staff.

SECTION 5. TERM LIMITATIONS

There shall be no limit on the number of terms any APC member may serve.

SECTION 6. VACANCIES AND NEW MEMBERS

Any vacancy occurring on the APC shall be filled by a majority vote of the remaining members of the APC. Any unexpired term vacancy replacement member of the APC shall be elected for the unexpired term of his/her predecessor in office. Prior to filling any vacancy, the APC shall give notice and solicit nominations for candidates to fill the vacancy from eligible people.

SECTION 7. COMPENSATION

Members of the APC shall not receive any salary or other compensation for their services.

SECTION 8. RESIGNATION

An APC member may resign at any time by giving written notice to the Chair or Secretary of the APC. Such resignation shall take effect at the time specified therein and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 9. EXPECTATIONS AND REMOVAL

APC members are expected to attend and participate meaningfully in all APC meetings. Although absences at times cannot be avoided, the APC may remove any APC member who fails to attend three regularly scheduled meetings during a school year. Additionally, the APC may remove a member with or without cause when it determines that the best interests of the APC and the school would be served by removal of that member. Removal shall require a

supermajority vote (2/3) of the APC, during which the member in question retains voting rights.

SECTION 10. CONFLICT OF INTEREST

Each member of the APC shall act in the interest of the common good and for the benefit of the School. It is the intent of these Bylaws to maintain confidence in the APC and to prevent the use of this membership for private financial gain or any other improper purpose.

SECTION 11. COMMITTEES

The APC shall have the following standing committees:

[add standing committees]

The APC may create and dissolve ad hoc committees as needed, and ad hoc committees may contain non-APC members with an interest and/or expertise on matters relevant to the committee. Any committee created by the APC shall be bound by the OMA and these bylaws.

ARTICLE IV - OFFICERS OF THE ACADEMIC POLICY COMMITTEE

SECTION 1. OFFICERS

The officers of the APC shall be Chair, Co-Chair, Secretary and Treasurer, each of whom must be a current member of the APC. The APC may elect or appoint other officers, including one or more assistant secretaries, as it shall deem desirable. Such officers may have the authority and perform the duties prescribed, from time to time, by the APC.

SECTION 2. ELECTION AND TERM OF OFFICE

The term of all officers of the APC shall be for one (1) year. The officers of the APC shall be elected annually by a majority of the APC members at the annual meeting of the APC in [month].

SECTION 3. REMOVAL

APC may remove an officer by majority vote with or without cause when it determines that the best interests of the APC and the school would be served by removal of that officer. Removal of an officer from office shall not constitute removal from the APC, as that action requires a separate vote.

SECTION 4. VACANCIES

A vacancy in any office may be filled by a majority vote of the entire APC for the unexpired portion of the term.

SECTION 5. CHAIR

The Chair shall be a member of the APC, and shall be the presiding officer at all meetings of the APC and set the agenda. The Chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

SECTION 6. CO-CHAIR

The Co-Chair shall be a member of the APC. In the absence of the Chair, the Co- Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of the Chair. The Co-Chair shall also perform such other duties as from time to time may be assigned to him/her by the APC.

SECTION 7. SECRETARY

The Secretary shall:

- Keep the minutes of the meetings of the APC in computer files and a book provided for that purpose.
- See that all notices and agendas are duly given and posted in accordance with the provisions of these Bylaws or as required by law.
- Keep an updated list of the mailing addresses, e-mail addresses, and telephone numbers of each member of the APC.
- Perform such other duties as from time to time may be assigned to him/her by the APC.

The APC may delegate any duties of the Secretary to staff after consultation with the APC and the Principal.

SECTION 8. TREASURER

The Treasurer shall work collaboratively with the Principal to present to the APC the annual budget and shall ensure that it justly supports the mission and goals of FWA. The Treasurer and Principal shall meet regularly and present an update of the budget at each APC meeting to help ensure the APC members uphold their fiduciary duties to FWA.

ARTICLE V - MEETINGS OF THE ACADEMIC POLICY COMMITTEE

SECTION 1. ANNUAL AND REGULAR MEETINGS

The APC is a “governmental body” pursuant to the Open Meetings Act, A.S. 44.62.310 et seq. (“OMA”). All meetings and activities shall be conducted and all notices posted in accordance with the OMA. The APC shall hold regular meetings at least four (4) times a year, but typically monthly on the first [Monday] of every month during the school year. Additionally, the APC shall hold an annual meeting in [month], during which it will review the Bylaws and the Charter, and elect APC officers.

SECTION 2. SPECIAL MEETINGS & EMERGENCY MEETINGS

Special meetings of the APC may be called by the Chair, Co-Chair, or any three members of the APC with reasonable notice to all APC members and FWA parents. Emergency meetings may be called by the Chair, Co-Chair, or any three members of the APC for matters of utmost urgency with at least twenty-four (24) hours’ notice of the meeting provided to all APC members and FWA parents.

SECTION 3. PLACE OF MEETINGS

The APC may designate any place within the Kenai Peninsula Borough as the place of meeting for any regular meeting or special meeting. If no designation is made, the place of meeting shall be at [location].

SECTION 4. NOTICE OF MEETINGS

Notice of annual, regular, or special meetings stating the place, date and time of any meeting shall be delivered, either personally, by phone, text, or by email, to each member of the APC in a reasonable timeframe, but not less than one (1) day before the date set for such meeting. In addition, at least twenty-four (24) hours prior to each meeting, notice of and the agenda for each meeting shall be posted at the school and/or circulated via email to FWA parents. New issues not posted on the agenda may nonetheless be raised, discussed and voted upon by the APC at any meeting.

SECTION 5. INFORMAL ACTION BY MEMBERS

Any action that otherwise may be taken at any meeting of the APC may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed and unanimously agreed upon in writing or e-mail by 100% of the members of the APC entitled to vote with respect to the subject matter thereof. A record of these actions shall be kept either digitally or in hard copy.

SECTION 6. QUORUM

A quorum shall be half of the currently seated APC members. Telephonic or video participation may be permitted at any APC meetings at the discretion of the APC.

SECTION 7. MANNER OF ACTING

The act of a [majority] of the voting members of the APC, at a meeting at which a quorum is present either in person or telephonically, shall be the act of the APC, unless the act of a greater number is required by law or by these Bylaws.

SECTION 8. NO PROXIES

Members of the APC may not vote by proxy.

SECTION 9. EXECUTIVE SESSIONS

Executive Sessions may be requested by any APC member, and may be convened by the APC for the following matters.

- a. The immediate knowledge of which would clearly have an adverse effect upon the finances of the school;
- b. Subjects that tend to prejudice the reputation and character of any person;
- c. Which by law are required to be confidential; or
- d. Involve the consideration of government records that by law are not subject to public disclosure.

The specific subject matter to be discussed during an executive session will be described in

the motion calling for the executive session in sufficient detail to describe the subject of the executive session without defeating the purpose of holding an executive session. Executive sessions are conducted solely at the discretion of the APC. Only members of the APC and those expressly invited by the APC may attend an executive session.

The APC may not take official action in executive session and it must limit discussions in executive session to matters specified in the motion calling for an executive session. The APC may, however, give direction to its attorney or a labor negotiator in executive session regarding the handling of a specific legal matter or pending labor negotiations.

When the APC believes an executive session may be appropriate to discuss a subject that may prejudice the reputation or character of a person, the APC shall provide advance notice to the affected individual. The notice will state when and where the proposed executive session will be held and will inform the affected individual of her or his right to request a public discussion on the issue(s) in question.

ARTICLE VI - CHECKS, DEPOSITS, FUNDS, ACCOUNTING, CONTRACTS

SECTION 1. BANK ACCOUNTS, CHECKS, WITHDRAWALS, ETC.

FWA shall use district accounting services, policy and practices for all money transactions. No depository account in the name FWA may be established without the approval of the APC. Purchases or expenditures of [\$10,000] or more shall be presented to the APC for discussion.

SECTION 2. ACCOUNTING

The Principal and the Treasurer shall meet monthly to compile and summarize FWA income and expenses since the prior APC regular monthly meeting. The APC may at any time request a full or partial budget report of FWA finances from the Principal or the KPBSD.

SECTION 3. CONTRACTS

Contracts shall be run through the Principal and, if necessary, the KPBSD. The APC shall be made aware of contracts in excess of \$10,000 that are in negotiation.

ARTICLE VII - AMENDMENTS TO BYLAWS

SECTION 1. AMENDMENTS

Outside of the Annual meeting, these Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the entire APC at any regular meeting or special meeting, provided that the proposed change in the Bylaws has been submitted in writing to all of the members of the APC and FWA parents, and posted publicly in the school office, at least two (2) days prior to the meeting at which the proposed change will come up for a vote. Proposed changes to the Bylaws may be submitted by any member of the APC.

ARTICLE VIII - INDEMNIFICATION

SECTION 1. INDEMNIFICATION

FWA may, to the maximum extent permitted by law and in the absence of School or District insurance, defend, hold harmless and indemnify all current and former members of the APC, all persons who at the request of the APC have acted or not acted, and all persons currently or previously employed by FWA, from and against any claims, civil or criminal, in which that person is made a party by reason, in whole or in part, of being or having been an APC member or officer, at the request of the APC have acted or not acted, or being or having been an employee of FWA, when that person has acted within the course or scope of his or her duties to the School. Indemnification shall be provided by a majority vote of the APC, on a case-by-case basis.

Date Adopted:

Secretary

Chair