

APC Meeting 4/3/25

Staff: Bob Shavelson, Rachel Kincaid, Tessa Sullivan, Rebecca King, Ash-lee Waddell, Elizabeth Maver, Irene Saxton, Kyle Darbonne

Absent: Brianna Lee, Cheryl Tolman

Guests: Hayley Walters

3:31 pm Call to order

Public Comments: None

Approval of Agenda: Tessa moved to amend the agenda to table charter renewal. Policy discussion first. Amended by Becky, seconded by Becky. Approved by Rachel, seconded by Irene

Approval of Minutes: Approved by Rachel, seconded by Irene
Minutes clarification- Rachel has stepped down from Chair and Tessa has now become chair. Open positions will be looked at today. Ash-Lee verified roles and responsibilities have been approved as documents.

Financial Report: Not much to report this month as looking at wrapping up school year and budget. Concerns with role of treasurer being too large for a volunteer position, as well as not clearly defined.

Old Business:

a. Policy Manual: Continuing to work on the manual in the drives and emails. Tessa is wanting to revisit the policy manual at a later date. Will use the AASB pamphlet as a policy document to outline the roles and responsibilities. Motion made by Irene to adopt the AASB pamphlet to utilize to move forward. Seconded by Rachel. Statement from Tessa “The AASB’s Charter School Roles & Responsibilities’ pamphlet is a great tool to simplify operations and reduce unnecessary work. This pamphlet was the main source for our manual, ensuring no critical information is missed. By using it directly, we save time and effort by cutting out repetitive documentation. The AASB pamphlet will make our processes easier, improve efficiency, and let us focus on what matters most’.

b. Officer elections: Discussion of roles needed to be filled; Open positions. Nomination of Becky as Vice Chair, and Becky approves the nomination. Rachel nominated Irene as secretary, Ash-Lee seconded. Rachel nominated Tessa as Chair and Elizabeth seconded. Treasurer role is open- Kyle has reached out to families to see who would be interested in filling the role. Bob opened up the conversation that roles/responsibilities need to be more clearly defined to help families understand what is needed, etc. Highland charter APC has an open public drive for further information we can glean from in the future. Rachel made to approve Tessa as Chair, Irene as Secretary, Becky as Vice. Ayes made quorum; one individual decided to abstain. Mo (teacher at LFW) wants to be a community representative- needs to clarify to see if she can run as she is a current teacher. Rachel made a motion to approve Mo as a member of the APC, Elizabeth seconded. Ayes all around. Statement from Irene ‘Would like to relinquish treasurer role as it is ill defined and there are not solid answers from APC how the role is to be defined.’”

Encouragement of APC to continue to clarify the role, as well as to possibly have it and the PTO treasurer be paid positions in the future.

c. Policy Manual: All are wanting the document to be finished by next meeting so we are prepared for the end of school year. Ash-Lee encouraged giving it to the stakeholders/parents to look over and add comments- Tessa thought perhaps at the next APC coffee meeting; this idea was agreed upon. There will also be a copy of the handbook at both LFW and BFW and a letter given to parents to peruse the handbook at their leisure. It will first go out as an invite next Friday with Kyle's letter. Some concerns were raised that there will not be enough time to solidify this document enough to feel comfortable having it be our final document. Kyle suggested adding certain edits to help to clarify the document and to point questions/clarifications to the KPBSD policies. There will be a work meeting on the 23rd at 330pm in Becky's office to go over parent/stakeholder concerns/edits as well as to finalize the document.

d. One Campus Dream: Bob spoke with the planning director and stated that we should put in the application for the One Campus. 2 tiers- get the property is the first, the second is designing the space. Staff is helping with the problem statement. Needs assessment is being completed. Bob is working on the application. Needing a resolution from FoFa for signing authority.

New Business:

a. Admin report:

- i. School board presentation is Monday. Will present a slide deck and video.
- ii. Spring beautification is happening.
- iii. HB69 was moved into finance and then to the senate floor to be approved.
- iv. Josie from Coastal Studies is wanting to have a de-escalation night for parents. April 22nd 530pm-7pm
- v. Planet Youth (Icelandic prevention model)
- vi. Hiring of 2 Title I positions happening 4 hour aide at LFW for intervention groups and 3 hour at BFW for same thing

b. Financial Report: Not much to report from Irene- see earlier minutes regarding treasurer role

c. Friends of Fireweed: HOWL dirtbag fundraiser to forward fund the 6th grade field trip. Peony fundraiser this month to have a QR code to pay. Porcupine theatre has been confirmed for Graduation. Next FoFA meeting will be on the 24th in Mo's room.

Tessa made motion to move enrollment policy and communication plan to next meeting. Motion made by Rachel, seconded by Becky.

Executive Session at 455pm

Out of Executive Session at 5:30

Bob moved to approve KPBSD contract for Kyle Darbonne as Principal for the 2025/26 school year. Irene seconded. No objections; motion passed. Tessa as chair will sign alongside Kyle and return to KPBSD HR contact, Amanda Smith

Meeting adjourned at 5:35