



TO: SMCS Parents

FROM: SMCS Academic Policy Committee

DATE: March 1, 2024

RE: Proposed SMCS APC Bylaw Amendments to:
Article 3 Section 1
Article 3 Section 2
Article 3 Section 6
Article 6 Section 7

The Soldotna Montessori Charter School Academic Policy Committee proposes to amend APC bylaws at its April 18, 2024 Meeting. Preceding the amendment is a short explanation of the proposal.

In amending the bylaws, the APC will be using the following procedure:

Article 12, Amendments to Bylaws, Section 1, Amendment, states:

“These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the full APC at any regular meeting or any special meeting, provided that the proposed change in the Bylaws has been submitted in writing to all of the members of the APC and posted publicly in the School’s office at least twenty (20) calendar days prior to the meeting at which the proposed change will come up for a vote.”

Section 2, Construction and Terms, states:

“Every three years, the APC shall appoint an ad hoc committee to conduct a complete review of the bylaws. Bylaw reviews shall occur between September to February every third year, with all recommended changes due to the APC by the end of February for public notice. The APC shall vote to approve all, some, or none of the proposed changes at the April meeting.

Should any portion of these Bylaws be held unenforceable or invalid for any reason, the remaining portions of these Bylaws shall be unaffected by such holding.”

Please review these proposed changes and if you wish, provide written comments by letter to the SMCS office, or by email to jdevolld@kpbsd.k12.ak.us, prior to April 1, 2024.

Proposed Amendments

Explanation

The proposed language clarifies how the APC will communicate with the principal following an evaluation period and also how the process will be concluded.

Amendment

Article 3: Academic Policy Committee

Section 1: General Powers

(Item 16)

16. Conduct an annual review of the Administrator to be discussed with the Administrator and to be forwarded to the Kenai Peninsula Borough School Superintendent. A mid-year review will also be conducted in January to provide the Administrator with an opportunity to address any concerns or issues before the end of the school year.

The APC shall meet with the principal to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. Staff members of the APC may not participate in the principal evaluation process. The principal and APC members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the APC or the principal.

Explanation

The proposed language addresses APC eligibility and the possibility of a conflict of interest of a staff member's spouse serving on the board. Currently, a conflict of interest can occur with a spouse of a staff member evaluating the principal as an APC parent member, while the Principal is required to evaluate the staff member. This would eliminate the possibility of a conflict of interest.

Amendment

Article 3: Academic Policy Committee

Section 2: Membership

SMCS staff who are under contract to the school and who are also parents of one (1) or more children enrolled in the School, and their spouse, shall not be eligible for parent APC positions.

Explanation

The proposed language specifies the method for notifying SMCS families of vacated APC seats. Currently the notification method is not clarified.

Amendment

Article 3: Academic Policy Committee

Section 6: Vacancies

Should a vacancy occur before a term is complete, a notice shall be sent out, via school newsletter to SMCS families, to invite applications for the seat. The vacancy will be filled by majority vote of the remaining members of the APC and shall be elected for the unexpired term of his or her predecessor in office. No vacancy should continue for longer than six months or until the next APC election, whichever occurs first.

Explanation

The proposed language specifies the method for providing public comment to the APC and also provides additional procedures regulating public comment. Currently there are no designated methods or procedures specified for public comment.

Amendment

Article 6: Meetings

Section 7: Public Comment

There will be time allotted for general public comment, in person, at each meeting. A public sign in sheet will be available at the beginning of each meeting. APC members may ask clarifying questions, but comments might not be addressed or discussed until a future meeting, if necessary. Public comments will be limited to 3 minutes each and 20 minutes total. Comments from APC and attending School Board members will take place at the end of the meeting and will be limited to 3 minutes each.

Because the APC has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the APC.

1. The APC shall give members of the public an opportunity to address the APC either before or during the APC's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the APC matters that are not listed on the agenda of a regular meeting. The APC may refer such a matter to the Principal or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the APC.
3. A person wishing to be heard by the APC shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. Individual speakers will be allowed 3 minutes to address the APC. The APC shall limit the total time for public comment to 20 minutes.
5. With APC consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more

suitably addressed at a later time, the president may indicate the time and place when it should be presented.

6. No oral presentation shall include charges or complaints against any employee of the APC, including the Principal, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the APC under the provisions of APC policy and administrative regulations related to such complaints.

7. No disturbance or willful interruption of any APC meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The APC may remove disruptive individuals and order the room cleared if necessary.