

# Star of the North

CEC ~ NPC

## 2016-17 Annual Report

**Career Education Center**

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*Star of the North*  
*Secondary School*  
*Career Education Center North Pole Campus*



May 30, 2017

Fairbanks Board of Education  
520 5<sup>th</sup> Ave  
Fairbanks AK 99701

On behalf of the Academic Policy Committee of Star of the North Secondary School, it is my privilege to present to you our 2016-17 Annual Report. Star of the North continues to provide educational alternatives for students in Fairbanks in grades 11 and 12 at Career Education Center and students in North Pole who are in grades 7 – 12 at North Pole Academy.

We believe that there is no single type of young person who needs alternative education. We strive to meet our students' diverse needs in our small school settings by providing close adult guidance paired with individualized learning and flexible pacing. We value the potential of each student. We celebrate their successes and work hard with them to alleviate their struggles. From marking daily progress on their flowchart to rewarding improvement in attendance to announcing the latest graduate, we feel it is important to recognize the daily victories of our students.

While this has been another successful year for Star of the North, one significant challenge remains: turnover among the teaching staff at NPA. This year NPA hired two new high school teachers. With budget cuts and layoffs throughout the district, it looks likely that the domino effect of layoffs will impact NPA once again. With such a small teaching staff, it is quite difficult to maintain program continuity with this level of turnover year in and year out.

However, we at Star of the North are always a bit of a work in progress, and we endeavor to provide a valuable educational alternative for academically at-risk students in the district. As always, we thank the Board for its continued support as we continue that work.

Sincerely,

A handwritten signature in black ink that reads "C. M. Kind".

Craig M. Kind, SON APC President

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# Student Enrollment and Mobility

## 2016-17 North Pole Academy Student Mobility

	May 2016 Enrollment	Continuing Enrollment	1 <sup>st</sup> Semester Enrollments	2 <sup>nd</sup> Semester Enrollments	Mid-Year Transfers Out
7 <sup>th</sup> Grade	n/a	n/a	14	4	3
8 <sup>th</sup> Grade	19	16	4	0	3
9 <sup>th</sup> Grade	18	13	3	1	1
10 <sup>th</sup> Grade	12	11	4	2	5
11 <sup>th</sup> Grade	14	12	6	0	1
12 <sup>th</sup> Grade	19	16	5	1	3
<b>Total</b>	<b>82</b>	<b>68</b>	<b>36</b>	<b>8</b>	<b>16</b>

## 2016-17 CEC Student Mobility

### **Entry Status**

Rollovers	58
Expected Returnee No-Shows	15
1 <sup>st</sup> Quarter Enrollees	59
Enrollees after 1 <sup>st</sup> Quarter	44
Aged-Out Students	7
<b>Total Enrollments</b>	<b>183</b>

### **Exit Status**

Diploma Earned	41
GED Earned	1
District Transfers	5
Out-of-District Transfers	18
Dropped, Eligible to Return	30
Dropped, Aged Out	12
Aged Out, Continuing	7
Continuing	69
<b>Total</b>	<b>183</b>

**An update on the CEC 2015-16 student cohort:** At this time last year, of the 164 students who attended CEC during the 2015-16 school year, 48 had earned a diploma and one had earned a GED. At this time, 81 of the students in that cohort have earned a diploma, and 2 have earned a GED.

# Student Performance Data

Given the nature of the student population at Star of the North, standardized testing is a rather unique endeavor for us. With 70% of our student population being 11<sup>th</sup> and 12<sup>th</sup> graders, we often narrow our focus to graduation at Star of the North. In many ways, graduation numbers are the most significant measurement of our success.

## Star of the North Graduation History

YEAR	CEC Diplomas Conferred	NPA Diplomas Conferred	Certificates of Achievement
2004-2005	60	14	
2005-2006	56	12	
2006-2007	56	15	
2007-2008	61	11	
2008-2009	63	12	1*
2009-2010	71	14	1*
2010-2011	84	15	2*
2011-2012	78	13	
2012-2013	79	13	2*
2013-2014	59	15	2*
2014-2015	67	15	
2015-2016	58	20	1^
2016-2017	41#	19#	1^
	833	188	10

\* Four students returned to pass remaining portions of the HSGQE and earn a diploma. Four earned retroactive diplomas when state graduation requirements changed.

# Total does not include possible CEC Intersession graduates.

^ Student finished all graduation requirements but chose to defer graduation to continue in a districtwide program.



## **NPA Student Testing Data**

This year was North Pole Academy’s first attempt at a comprehensive testing regime using Measures of Academic Progress (MAP). NPA students in grades 7-10 completed two rounds of MAP testing, one in the Fall and one in the Spring, to provide data to illustrate both achievement and growth on Mathematics and Language Usage. Students in grades 9 & 10 also tested in Science.

The tables below show the results for the 2016-17 school year, indicating how many students tested into four quadrants measuring achievement and growth: High Achievement/High Growth; Low Achievement/High Growth; High Achievement/Low Growth; and Low Achievement/Low Growth. The quadrants for each grade level can be found in the appendix of this report.

As an alternative program that enrolls students who have not been successful at traditional schools, it is not unusual to see student test results indicating low achievement. Growth is typically a better indicator of success for alternative programs.

Since this is the first full year of MAP testing, NPA staff is still working on interpreting results. To make the most of MAP data, NPA has also purchased Skills Navigator and participated in professional development with Watershed Charter School to learn how to best use MAP data to inform instruction.

<b>7<sup>th</sup> Grade</b>	<b>High Achievement/ High Growth</b>		<b>Low Achievement/ High Growth</b>		<b>High Achievement/ Low Growth</b>		<b>Low Achievement/ Low Growth</b>	
<b>Mathematics</b>	2	16%	6	50%	0	0%	4	34%
<b>Language Usage</b>	2	18%	1	9%	3	27%	5	46%



8 <sup>th</sup> Grade	High Achievement/ High Growth		Low Achievement/ High Growth		High Achievement/ Low Growth		Low Achievement/ Low Growth	
	<b>Mathematics</b>	4	25%	4	25%	3	19%	5
<b>Language Usage</b>	8	47%	5	29%	1	6%	3	18%

9 <sup>th</sup> Grade	High Achievement/ High Growth		Low Achievement/ High Growth		High Achievement/ Low Growth		Low Achievement/ Low Growth	
	<b>Mathematics</b>	4	25%	9	56%	0	0%	3
<b>Language Usage</b>	6	46%	4	31%	1	8%	2	15%
<b>Science</b>	7	50%	4	29%	1	7%	2	14%

10 <sup>th</sup> Grade	High Achievement/ High Growth		Low Achievement/ High Growth		High Achievement/ Low Growth		Low Achievement/ Low Growth	
	<b>Mathematics</b>	5	50%	2	20%	1	10%	2
<b>Language Usage</b>	5	50%	1	10%	4	40%	0	0%
<b>Science</b>	3	30%	0	0%	5	50%	2	20%



# Demographics

The demographic data below are comprehensive, representing the population of all students enrolled at North Pole Academy and Career Education Center during the 2016-17 school year. These numbers may differ from Star of the North data in the district ethnicity report which is a snapshot of fall enrollment.

	Caucasian		African American		Hispanic		Asian/Pacific Islander		Alaska Native/American Indian		Two or More Races	
<b>NPA</b>	78	69%	2	2%	6	5%	0	0%	10	9%	17	15%
<b>CEC</b>	92	50%	6	3%	9	5%	14	7%	38	21%	25	14%
<b>SON</b>	170	57%	8	3%	15	5%	14	5%	48	16%	42	14%

	Special Education/504		ANE/Migrant Education		McKinney Vento/Free & Reduced Lunch		Military Dependent		English Language Learner		Extended Learning Program	
<b>NPA</b>	28	25%	25	22%	23	20%	12	11%	0	0%	3	3%
<b>CEC</b>	30	16%	60	33%	36	20%	23	13%	5	3%	11	6%
<b>SON</b>	58	20%	85	29%	59	20%	35	12%	5	2%	14	5%

	High Risk for Dropping Out		Medium Risk for Dropping Out		Low Risk for Dropping Out	
<b>NPA</b>	9	8%	29	26%	74	66%
<b>CEC</b>	140	76%	25	14%	17	10%
<b>SON</b>	149	51%	54	18%	91	31%



# Charter School Activities

## North Pole Academy

NPA once again had a very active year, with students and staff participating in a range of activities at our Monk Court campus and at locations around North Pole and Fairbanks. Some of the highlights are listed below.

There are also a number of major endeavors by NPA staff to note. As indicated above, NPA is well on its way to fully implementing MAP testing to help guide instruction for its very unique population of students. In addition to professional development on MAP and Skills Navigator, NPA staff also took a class together on helping guide students to be more college and career ready.



Students and staff also participated in two rather historical happenings this year. This spring NPA middle school students traveled to the West Valley Performing Arts Center to for a Social Studies field trip like no other: they got to witness Tumi Traustason, their math/science teacher, take the oath of citizenship. Earlier in the year, former NPA students along with school founder Annie Keep-Barnes returned to open up the school's time capsule, originally placed in 2005.



## NPA Activities

Ice Cream Social  
Chena Lakes Barbeque  
Charter School Canoe Races  
UAF SRC Visits  
STEM Activities  
Traditional Thanksgiving Dinner  
Christmas Bazaar  
Christmas Gift Exchange  
North Pole Championships Dog Sled  
Races

Iditarod Restart  
Fairbanks History Day  
Learning to Curl at the Fairbanks Curling  
Club  
Clean Up Day  
Game Night  
Talent Show  
Extracurricular Activities at Home  
Schools  
8<sup>th</sup> Grade & 12<sup>th</sup> Grade Passage







## Career Education Center

At CEC, our activities for the year always center on our mission, as we assess how we are serving our student population. We strive to offer educational opportunities to students who have no others. We work to provide non-academic supports to all students who need them. And we look to provide flexibility and choice to young people who need them most.

This year we worked with 18 students for whom this school year was their final one before aging out, and 6 of these students were new to CEC. Of these 18 students, 6 graduated, and 2 continue to work toward their diploma. This year CEC also worked with 7 unfunded, aged out students, with 3 of these students new to CEC. 5 of these students graduated as members of the Class of 2017.

For most of these students, CEC was the only educational option available to them. We continue to explore ways to make this particular student demographic more successful. Beginning with the 2017-18 school year, we plan to implement an intervention and advising system specifically for students who are aging out, as well as those at greater risk of aging out.

In addition to this group of older students, CEC also worked with a group of 15 pregnant and parenting students. While CEC is not the only educational option for these students, our flexible program appears to fit well with the needs of this population, especially with the loss of the district's Teen Options program. Unfortunately, our basic program is all we have to offer this



population of students, as we currently have no additional services for pregnant and parenting teens. We do, however, continue to learn each year how to better work with young parents including development of new courses suited to their needs, including a new Children's Literature class.

We continue to develop other classes geared specifically to our student population, and we are grateful to district administration for approving two electives specific to our school, Financial Literacy and Geometry of Design. We also piloted a flexible version of a Student Support Period, and we are still working on the details of that. One of our goals is to provide more CTE offerings for our students, but we struggle a bit due to our limited staff numbers and facilities. However, we are certain that with a little creativity and district support, we will figure out some new course offerings to help our students become more career ready.





This year we also expanded our non-academic supports with the creation of a “closet” and “pantry” in our back room. With our large number of students living independently, there has always been a need for these extra supports. While some of these students are identified under the McKinney-Vento program and receive supports from Federal Programs, many of our students do not meet the criteria for McKinney-Vento. For all of our students in need of supports outside the classroom, we have expanded our food programs and added clothing and other supplies. While some of these supports have been provided with school funds we have dramatically expanded our outreach to the community to procure donations to serve our students in greatest need.



We have also been creative in figuring out ways to expand the school year to better serve students. We have added additional groups of students to our Intersession program. We also experimented with staying open with limited staff during Spring Break. While we did not have high attendance numbers during that week, we believe staying open provided continuity for a group of students who needed it most. These types of opportunities for support and continuity are quite valuable for at-risk students, and we are looking at other ways we can expand our hours. So far these have been limited to zero-cost options, but we may have to look into budgeting for some of our more complicated plans, such as staying open into the evening.

Finally, we at CEC have put a lot of work this year into creating more structure for our program without compromising the flexibility that is so important for our students. This year most of our professional development has centered on discussing our program in relation to other alternative models. To help us with this, we used the book *Hanging In: Strategies for Teaching the Students Who Challenge Us Most* by Jeffrey Benson and *The Bad Kids*, a documentary that recently aired on PBS’ *Independent Lens* series. Each of these served as fruitful sources of ideas and discussion.

We crafted several policies this year that walk the line between structure and flexibility. One of these newly revised policies, on attendance, appears to have been quite effective.





By setting a minimum time required to be considered “in attendance,” we appear to have given students a tool to maintain regular attendance, even on days when they could not be present for the full 4-hour session. While we still look for ways to bump up average attendance for many of our students, we are pleased with how regularly we saw students this year.

Our hope for next year is to use our evolving intervention policy and process to “nudge” our students to better attendance and more progress. One of the tools we used this year is what we call the “Big Board,”

something we devised to help us monitor student attendance and progress every two weeks. This tool has provided staff with a visual understanding of the relationship between attendance and progress in courses, and we are working to develop ways to incorporate this information into our interactions with students. Next year we are also looking to increase support for students by increasing staffing at CEC and making our counseling position full-time. Our goal is to find ways to better nudge students in more productive directions without using methods and tools that tend to demoralize at-risk students.

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# **School Governance**

The Star of the North Academic Policy Committee meets monthly during the school year to manage the business of the school. A copy of the APC bylaws and meeting minutes can be found in the Appendix of this report.

## **Academic Policy Committee Membership**

Craig Kind (Head Teacher at CEC)—President  
Diana Childs (Head Teacher at NPA)—Vice President  
Stephani Hillen (Administrative Secretary at CEC)—Secretary-Treasurer  
Missy Gordon (Teacher at CEC)—Member  
Sarah Warriner (Teacher at NPA)—Member  
Tumi Traustason (Teacher at NPA)—Member  
Corky Randall—Community Member

## **Career Education Center Staff**

Marty Foster—Math & Social Studies Teacher  
Missy Gordon—Special Education, Social Studies & English Teacher  
Joe Griek—Counselor  
Stephani Hillen—Administrative Secretary  
Craig Kind—Head Teacher, Social Studies Teacher  
Laurie Robertson—Science & PE Teacher  
Anna Swoffer—English Teacher

## **North Pole Academy Staff**

Diana Childs— Head Teacher, Middle School English & Social Studies Teacher  
Jeff Dick—High School English & Social Studies Teacher  
Bao Do—High School Science Teacher  
Ethan Gelineau—Special Education Teacher  
Joe Griek—Counselor  
Kimberly Hunt—High School English & Social Studies Teacher  
Tawnya Merrill—Special Education Aide  
Debi Rogers—Classroom Tutor  
Tumi Traustason—Middle School Science & Math Teacher  
Staci Hatcher—Administrative Secretary  
Sarah Warriner—High School Math Teacher

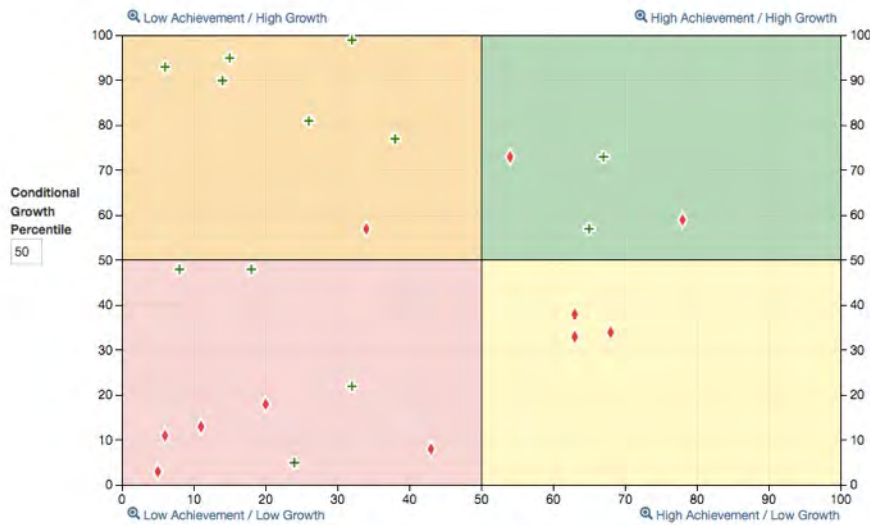
# **Appendix**

- 2016-17 Measures of Academic Progress Results
- APC By-Laws
- APC Meeting Minutes

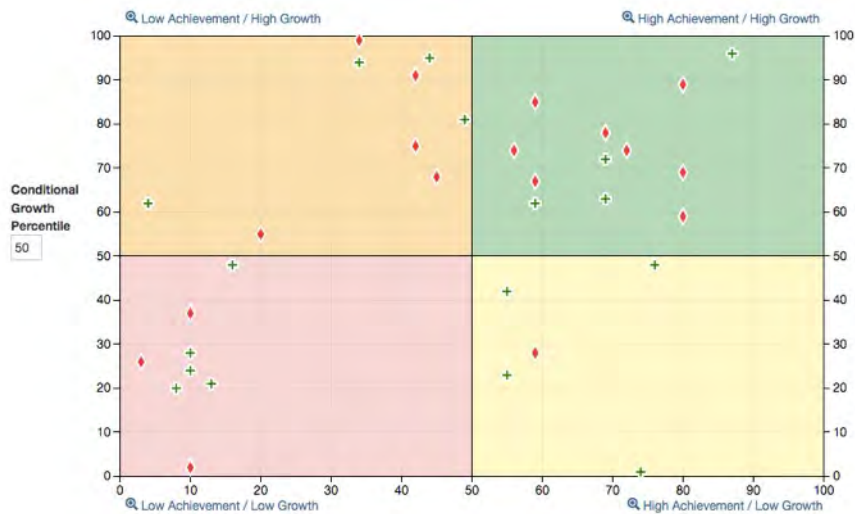
# Measures of Academic Progress

Key: + Mathematics    ♦ Language Usage    ▽ Science

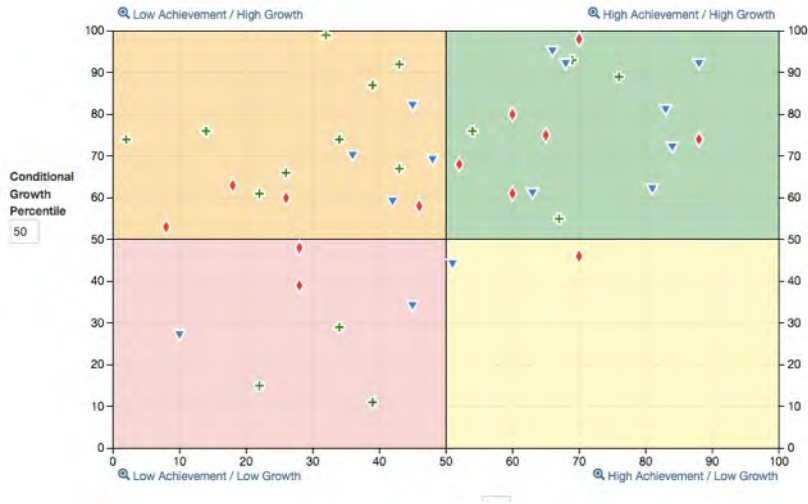
## 7<sup>th</sup> Grade Results



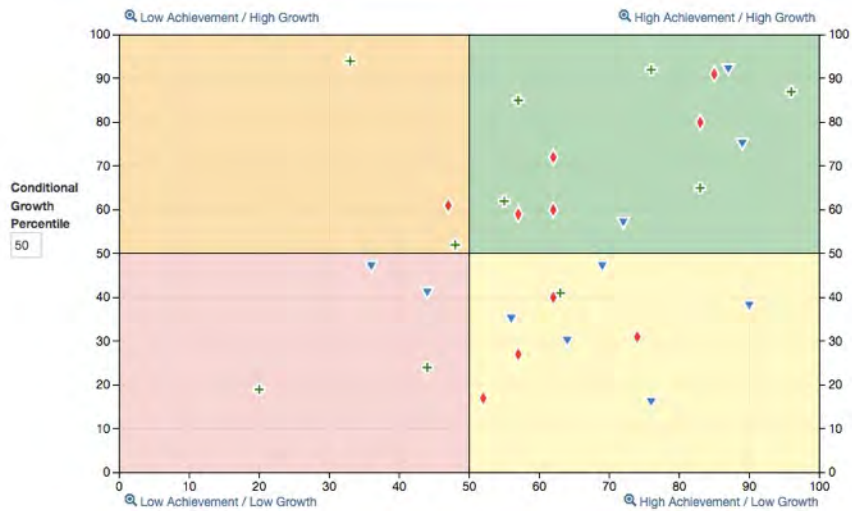
## 8<sup>th</sup> Grade Results



## 9th Grade Results



## 10th Grade Results



## **AMENDED BYLAWS**

### **STAR OF THE NORTH SECONDARY SCHOOL, INC.**

#### **ARTICLE 1. NAME AND PURPOSE**

**SECTION 1. NAME.** This corporation shall be known as the STAR OF THE NORTH SECONDARY SCHOOL, INC., hereinafter called “Star.”

**SECTION 2. PURPOSE.** The purpose of Star shall be exclusively for charitable and educational purpose.

- A) To establish and maintain secondary charter schools within Fairbanks North Star Borough School District, which will positively intervene with secondary students who are not succeeding in the local “traditional” school environment.
- B) To represent the common interests and goals of the membership of the corporation; and
- C) To conduct any activities which may lawfully be conducted according to the laws of the State of Alaska.

#### **ARTICLE 2. OFFICES**

The principle offices of the corporation shall be located in the City of North Pole, State of Alaska, Fourth Judicial District. The corporation may have such other offices either within or without the State of Alaska as the Board of Directors may designate from time to time.

#### **ARTICLE 3. MEMBERSHIP**

**SECTION 1. MEMBERSHIP.** The membership of the Star of the North Academic Policy Committee (APC) shall consist of Seats A-J as described below. Members serving in seats A-F will serve two-year terms and may be chosen to serve no more than two consecutive terms. Terms for seats A, C, & E shall begin in April of even-numbered years. Terms for seats B, D, & F shall begin in April of

odd-numbered years. Members for seats F & G will be chosen in April to serve for the subsequent school year.

- Seat A: CEC staff member, chosen by staff.
- Seat B: CEC staff member, chosen by staff.
- Seat C: NPA staff member, chosen by staff.
- Seat D: NPA staff member, chosen by staff.
- Seat E: Community member, chosen from applicants by APC.
- Seat F: Community member, chosen from applicants by APC.
- Seat G: Parent member, chosen from applicants by APC.
- Seat H: Student advisory member, chosen from applicants by APC.
- Seat I: Head teacher of CEC, appointed for duration of assignment.
- Seat J: Head teacher of NPA, appointed for duration of assignment.

**SECTION 2. DUTIES.** The APC membership shall manage the academic operation of the school. The APC shall:

- ❖ Maintain the purpose of the Charter
- ❖ Foster communication throughout the school
- ❖ Designate Program Director & Head Teachers
- ❖ Approve the operating budget prior to submission
- ❖ Approve revisions to the Charter
- ❖ Address facility issues as they arise.
- ❖ Hear appeals from students and parents as needed.
- ❖ Hear appeals from staff as needed.
- ❖ Monitor and approve curriculum and materials.

**SECTION 3. APPLICANTS.** Candidates for Head Teachers become members of the APC immediately upon selection to their position. Staff members from NPA and CEC will be chosen by vote of the whole staff of their respective campus. Community members may become members of the APC after making

application to the Secretary upon the form prescribed by him or her. After investigation and approval of an application, the APC, at a meeting duly called, shall act upon the application. An applicant will be granted membership on the APC upon a majority vote by the-APC favoring membership.

**SECTION 4. RESIGNATION.** Any member may withdraw from the APC by giving written notice of such intention to the Secretary, which notice shall be presented to the Board of Directors by the Secretary at the first meeting after its receipt.

**SECTION 5. SUSPENSION OR TERMINATION.** Membership may be suspended for a period or terminated for cause such as violation of any of the Bylaws of the corporation, or for conduct prejudicial to the APC meetings within one (1) 12-month period. Suspension or expulsion shall be by a 75% vote of the APC, provided that a statement of the charges shall have been mailed by registered mail to the member at his or her last recorded address at least fifteen (15) days before final action is taken thereon. The statement shall be accompanied by a notice of the time and place where the APC is to take action on the charges. The member shall be given an opportunity to present a defense at the time and place mentioned in the notice.

**SECTION 6. VOTE.** Each member shall have only one (1) vote at a meeting of the members.

**SECTION 7. COMPENSATION.** Members of the APC shall not receive compensation for their service on the APC. Members of the APC shall be entitled to reimbursement for reasonable expenses with APC membership (i.e., copying fees).

**SECTION 8. VOTING.** A majority vote of the then-current APC membership shall be sufficient to approve an item under consideration unless otherwise stated herein.

#### **ARTICLE 4. BOARD OF DIRECTORS**

**SECTION 1. GENERAL.** The general management of the affairs of the corporation shall be vested in the Board of Directors, who shall be elected from the APC as provided in these Bylaws. There shall be a minimum of four (4), and no more than seven (7), directors.

*BYLAWS*

*Star of the North Secondary School, Inc.*

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**SECTION 2. ELECTION OF DIRECTORS.** The Directors of the Corporation shall be elected at the annual membership meeting. Each member of the APC shall be entitled to one (1) vote for each Director to be elected and the candidate receiving a majority of the votes cast shall be declared elected. Directors elected shall retain their positions until new Directors are elected. The Board of Directors shall elect officers of the Board at each annual meeting of the Board of Directors.

**SECTION 3. TERM.** At the first annual membership meeting, the term of office of not less than two directors shall be fixed at three (3) years, the term of the office of one or more directors shall be fixed at two (2) years, and term of office of one or more directors shall be fixed at one (1) year. Following such initial terms, which Director shall hold office for a period of two (2) years, or until his or her replacement is chosen.

**SECTION 4. REMOVAL.** At any regular or special meeting of the APC, duly called and noticed, any one or more of Directors may be removed, with or without cause, by a 75% majority of the APC. A successor may be elected at that time to fill the vacancy thus created. Any Director whose removal is under consideration shall be given an opportunity to be heard at the meeting.

**SECTION 5. RESIGNATION.** A Director may resign at any time by giving written notice to any officer of the Board. Such resignation shall have an effective date as set forth therein, and unless otherwise specified, acceptance of such resignation shall not be necessary for it to become effective.

**SECTION 6. VACANCIES.** Vacancies in the Board of Directors caused by any reason other than the removal of a director may be filled by a majority vote of the APC, even if less than a quorum. Each individual so elected shall hold office for the remainder of the term of the departing Director.

**SECTION 7. LIABILITY.** No Director of the corporation shall be liable for acts or defaults of any Director, officer, or member or for any loss sustained by the corporation, unless such loss results from the Director's own willful misconduct or negligence.

**SECTION 8. INDEMNIFICATION.** Each Director of the corporation shall be indemnified by the corporation against all reasonable costs, expenses, and liabilities (including attorney's fees) actually and necessarily incurred by or



imposed upon him in connection with any claim, action, suit, proceeding, investigation, or inquiry of whatever nature in which he may be involved as a party or otherwise by reason of his having been a Director of the corporation, whether or not he continues to be a Director at the time of the imposition of such costs, expenses, or liabilities, except in relation to matters as to which he finally shall be adjudged in such action, suit, proceeding, investigation or inquiry to be liable for willful misconduct or negligence toward the corporation in the performance of his duties, or in the absence of such final adjudication, any determination of such liability by the opinion of legal counsel selected by the corporation. The foregoing right of indemnification shall be in addition to and not in limitation of all rights to which such persons may be entitled as a matter of law and shall inure to the benefit of the legal representatives of such persons.

## **ARTICLE 5. DUTIES AND POWERS OF BOARD OF DIRECTORS**

**SECTION 1. MANAGEMENT OF CORPORATION.** The Board of Directors shall have general charge and management of the affairs, funds, and property of the corporation. The Board shall have full power, and duty, to carry out the purposes of the corporation according to its Articles of Incorporation and Bylaws; to determine whether the conduct of any member is detrimental to the welfare of the corporation; and to fix the penalty for such misconduct or any violation of the Bylaws or Rules. The President of the Board shall preside at all meetings of the Board of Directors and APC.

**SECTION 2. RULE-MAKING.** The Board of Directors may make rules for the conduct of the members and the use of the corporation property, not inconsistent, however, with anything set forth in these Bylaws.

**SECTION 3. APPOINTMENT OF COMMITTEES.** The Board of Directors may appoint such committees as it deems necessary; it may vote the expenditure of moneys as it deems necessary or advisable; and it may contract for the lease of purchase, in the name of the corporation, of properties or facilities for the use of the members by the corporation.

**SECTION 4. NO AUTHORITY TO IMPOSE LIABILITY ON MEMBERS.** The Board of Directors shall not impose any liability or levy any assessment upon the members.

## **ARTICLE 6. OFFICERS**

**SECTION 1. GENERAL.** The officers of the Corporation shall consist of a President, a Vice President, and a Secretary-Treasurer. -Officers shall be elected at the organizational and annual meetings of the APC.

**SECTION 2. ELECTION OF OFFICERS.** The officers of the corporation shall be elected annually by APC and shall hold office at the pleasure of the APC.

**SECTION 3. TERM.** Officers shall serve one year terms, or until their successor is elected.

**SECTION 4. REMOVAL.** Upon an affirmative vote of a 75% majority of the APC, any officer may be removed with or without cause, and his successor elected at any regular or special meeting of the APC called for that purpose.

**SECTION 5. RESIGNATION.** Any Officer may resign at any time by giving written notice to any officer of the Board. Such resignation shall have an effective date as set forth therein, and unless otherwise specified, acceptance of such resignation shall not be necessary for it to be effective.

**SECTION 6. VACANCIES.** Any vacancy in an office arising from any means may be filled by the APC for the unexpired portion of the term.

**SECTION 7. LIABILITY.** No officer of the corporation shall be liable for acts of defaults of any officer or member or for any loss sustained by the corporation, unless such loss results from the officer's own willful misconduct or negligence.

**SECTION 8. INDEMNIFICATION.** Each officer of the corporation shall be indemnified by the corporation against all reasonable costs, expenses, and liabilities (including attorney's fees) actually and necessarily incurred by or imposed upon him in connection with any claim, action, suit, proceeding, investigation, or inquiry of whatever nature in which he may be involved as a party or otherwise by reason of his having been an officer of the corporation, whether or not he continues to be an officer at the time of the imposition of such costs, expenses, or liabilities, except in relation to matters as to which he finally shall be adjudged in such action, suit, proceeding, investigation or inquiry to be liable for willful misconduct or negligence toward the corporation in the performance of his

duties, or in the absence of such final adjudication, any determination of such liability by the opinion of legal counsel selected by the corporation. The foregoing right of indemnification shall be in addition to and not in limitation of all rights to which such persons may be entitled as a matter of law and shall inure to the benefit of the legal representatives of such persons.

## **ARTICLE 7. DUTIES OF OFFICERS**

**SECTION 1. PRESIDENT.** The President shall preside at all meetings of the APC and shall appoint such committees as he or she or the Board of Directors shall consider expedient or necessary.

**SECTION 2. VICE PRESIDENT.** In the absence of the President, the Vice President shall perform his or her duties, and, in the absence of both President and Vice President, the Treasurer shall preside and assume the duties of the President. The Vice President shall chair committees on special subjects as designated by the Board of Directors.

**SECTION 3. SECRETARY-TREASURER.** The Secretary-Treasurer shall provide notice and keep the minutes of all meetings of the APC and of the Board of Directors.—He or she shall keep accurate account and collect all application fees, dues, and charges dues from members, and perform such other duties as may be required of him or her by the Bylaws, the President, or the Board of Directors.—The Secretary-Treasurer shall have charge of all receipts and moneys of the corporation, deposit them in the name of the corporation in a bank approved by the Board of Directors, and disburse funds as ordered or authorized by the Board of Directors. He or she shall keep regular accounts of his or her receipts and disbursements, submit this record when requested, and give an itemized statement at regular meetings of the APC and/or the Board of Directors. He or she shall sign checks and withdrawal slips on behalf of the corporation upon any and all of its bank accounts, and the same shall be honored on his or her signature alone. The Secretary-Treasurer shall make all necessary arrangements with a Certified Public Accountant approved by the Board of Directors to prepare and submit yearly tax forms for the corporation.

## **SECTION 5. EXECUTION OF INSTRUMENTS.**

A. **Written Instruments Generally.** The President and the Secretary or the Treasurer shall, on being so directed by the Board, sign all

leases, contracts, or other instruments in writing, unless otherwise set forth herein. In the event that the President is unavailable, the Vice-President may execute any such written instrument in the President's stead.

- B. Checks. All checks, drafts, and orders for the payment of money issued in the name of the corporation up to the amount of five thousand dollars (\$5,000.00) may be signed by any single officer.

## **ARTICLE 8. MEETINGS**

**SECTION 1. ANNUAL MEETINGS OF MEMBERS.** The annual meeting of members of the APC shall be held on the first Monday of January each year. Notice of the time and place of holding the annual meeting shall be e-mailed or mailed to the designated address of each member at least ten (10) days previous thereto.

**SECTION 2. SPECIAL MEETINGS OF MEMBERS.** Special meetings of members may be called by the Board of Directors at their discretion. Upon the written request of the Program Director or two (2) or more members, the Board of Directors shall call a special meeting to consider a specific subject. Notice of this special meeting shall be e-mailed or mailed to the designated address of each member at least ten (10) days and not more than fifty (50) days before the time appointed for the meeting. At such special meeting, there shall only be considered such business as is specified in the notice of meeting.

**SECTION 3. NOTICE.** All notices of annual or special membership meetings shall set forth the place, date, time and purpose of the meeting.

**SECTION 4. QUORUM FOR MEMBERS MEETING.** At all meetings of the APC, either regular or special, 75% of all members in good standing shall constitute a quorum.

**SECTION 5. LACK OF QUORUM.** If a quorum is not present, no votes may be taken and the presiding officer may adjourn the meeting to a day and hour fixed by him or her.

**SECTION 6. MEETINGS OF BOARD.** The annual meeting of the Board of Directors shall be held on the first Monday in January of each year, immediately

after the annual meeting of members. Other meetings of the Board of Directors shall occur at least quarterly. Special meetings may be called by the President on his or her own initiative whenever in his or her judgment it may be deemed necessary, or by the Secretary upon request of any two (2) members of the APC. Five (5) day notice of meetings of the Board shall be e-mailed or sent by mail to all members of the APC, and shall be deemed sufficient notice of such meetings.

**SECTION 7. NOTICE.** All notices or regular or special meetings of the Board of Directors shall set forth the place, date, time and purpose of the meeting.

**SECTION 8. QUORUM FOR BOARD MEETING.** A majority of the Board of Directors shall constitute a quorum.

### **ARTICLE 9. COMPENSATION OF DIRECTORS AND OFFICERS**

Neither the Officers, Directors, nor members serving on committees shall receive compensation except as may be fixed by the Board of Directors.

### **ARTICLE 10. CONFLICTS**

Any contract or other transaction between the corporation and one or more of its Directors, or between the corporation and any other entity of which one or more of this corporation's Directors are shareholders, members, Directors, officers, or employees, or in which they are interested, shall be valid for all purposes, notwithstanding the presence of such Director or Directors at the meeting of the Board of Directors which acts upon or in reference to such contract or transaction and notwithstanding the participation of such Director or Directors in such action, by voting or otherwise, even though the presence or vote, or both, of such Director or Directors might have been necessary to obligate this corporation upon such contract or transaction provided that the fact of such interest shall be disclosed to or known by the Directors acting on such contract or transaction.

### **ARTICLE 11. NOTICES**

All notices to members shall be e-mailed or mailed to their designated addresses as given on the books of the corporation, and such mailing shall constitute presumptive evidence of service thereof.

**ARTICLE 12, AMEMDMENTS**

These Bylaws may be amended only by a two-thirds (2/3) majority vote of the APC present at a regular or special meeting of the Directors, provided notice of the purpose of proposed amendment has been stated in the call for the meeting. Proposed amendments shall be sent to the APC membership for comment prior to the vote.

**ARTICLE 13. BOOKS AND RECORDS**

The corporation shall maintain complete and correct books and records of account and shall keep minutes of the proceedings of the APC and the Board of Directors. All books and records of the corporation shall be available for inspection by any Member during normal business hours.

The fiscal year of the corporation shall end on June 30 of each successive year.

The Board of Directors shall obtain a corporate seal in accordance with the laws of the State of Alaska.

ADOPTED by the corporation on November 13, 2103.

\_\_\_\_\_  
Craig Kind, President of the APC

ATTEST:

\_\_\_\_\_  
Stephani Hillen, Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
August 24, 2016 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:15, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Sarah Warriner, Anna Swoffer

**Members Absent:** Stephani Hillen

**Guest:** none

**Motion to Approve Minutes** of April 20, 2016

**Motion:** No minutes to approve

**Head Teacher Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, verbal

**Treasurer's Report:** Presented by Anna Swoffer, attached

**Change of Agenda:**

**Old Business:** none

**New Business:**

1. Accreditation:
  - a) Progress report is due at the end of May, based on the improvement priorities from the external review.
  - b) Four priorities that were listed, 1) Clearly define the process to determine physical, social and emotional needs of student, 2) Clearly define the systematic process to determine counseling, assessment, referral and career planning needs, 3) Research based instructional strategies to ensure achievement of challenging and equitable expectations and 4) Clarify unifying school purpose with a clear definition and connection to school success.
  - c) Take a look at the indicators to see where we are.
  - d) Focus on the improvement priorities.
  - e) Looking for tools to help with the review.
2. Budget Review:
  - a) Craig handed out the budget.
  - b) Explained what the bottom line is. Explained what can be split between the two campuses.
  - c) Talked about things that need to be fixed at the NPA campus.
  - d) NPA had 3 staff move up in pay.

3. APC Membership
  - a) By-Law language for membership was passed out to go over. Attached
  - b) Need to look at terms of positions.
  - c) The staff need to look over so it can be voted on.
  - d) Need to figure out how to get community members for the APC.

**Other Business:**

**Next Meeting:** September 21, 2016, 4:15pm @ CEC

**Motion to Adjourn:** Sarah Warriner , 2<sup>nd</sup> by Anna Swoffer , Unanimous

**Adjourned:** 5:41pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
Stephani Hillen, Board Secretary



Star of the North Secondary School, Inc.  
Academic Policy Committee  
September 22, 2016 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:16, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Sarah Warriner, Stephani Hillen, Missy Gordon

**Members Absent:** n/a

**Guest:** none

**Motion to Approve Minutes** of August 24, 2016

**Motion:** Sarah Warriner, 2<sup>nd</sup> by Missy Gordon

**Head Teacher Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** Additions/Deletions/Revisions

**Old Business:**

1. Accreditation:
  - a) Diana passed out what NPA has come up with, things that have been happening but not documented.
  - b) NPA to use AKCIS.
  - c) We don't have procedures in place, not comfortable saying that we meet all the needs of our students.
  - d) CEC is looking at 4 goals:
    - Create a document for the student can request a meeting with the counselor or teacher.
    - Check list for each student, what they should have completed before they leave school.
    - Career interest inventory, along with a career interest skills list.
    - Adopt assessment to look at academic skills.
2. APC Membership Amendment
  - a) Approval of the By-Law revision and letter to community members.
  - b) Diana would like to have a letter to give community members to see if they would be interested to be a member of the APC. She sees the letter that Craig handed out as the second step. She would like the letter to say something in the way of "come be on the APC" here is the information. Craig suggested that everyone needs to look at the word document that he sent out and make any changes that they think would work then bring it to the next meeting.

- c) Diana motions to table the letter discussion until the next meeting to have both letters to look over. 2<sup>nd</sup> by Missy, Unanimous
  - d) By-Law revision: Sarah does not think that we should remove the student member. There should be the opportunity for a student to be on the board. Think about a high school or middle school student. Advisory or voting member. Craig would like everyone to think about it, we will talk about it at the next meeting.
  - e) Need to think about the start dates for terms.
3. Budget Approval
- a) Craig handed out the budget to everyone. Salaries and benefits have been adjusted. Each campus will get 35,000 for spending. Need to figure out how much to hold for roll over.
  - b) Diana asked if we could take money and put it in a fund to purchase a new building. This is not allowed per state requirements. We are allowed to encumber money for purchased services (Kevin) and rentals.
  - c) Diana motions to accept the budget and allocate 35,000 for each campus for their discretionary use, to hold 70,000 for encumbrance for the next year. 2<sup>nd</sup> by Stephani Hillen, Unanimous.

**New Business:**

1. NPA Parent Meeting:
- a) Aug 29, was the first parent meeting, did not have an agenda, parents want to fundraise. Not sure what they want to do with the money.
  - b) Raise money by doing crafts and selling them at the North Pole Safeway bazaar at Christmas time.
  - c) 9/12, meeting about 10 parents showed. Next meeting is Nov 7<sup>th</sup>.
  - d) Make sure you know what the rules are for the bazaar, for selling of food.
  - e) Need to figure out how to formalize the fundraiser. Contact Lisa Pearce to see what the rules are budget wise.
  - f) Craig suggested contacting Tammie Wilson's office for selling food (what should be labeled). Shawn Kraska or Sandy Kowalski for PTA information.
  - g) Copies of minutes have been sent out to all parents.
  - h) Survey Monkey is available to get input from all parents.

**Other Business:**

**Next Meeting:** October 19, 2016, 4:15pm @ NPA

**Motion to Adjourn:** Diana Childs , 2<sup>nd</sup> by Sarah Warriner , Unanimous

**Adjourned:** 6:00pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
 Stephani Hillen, Board Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
October 19, 2016 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:33, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Sarah Warriner, Stephani Hillen, Missy Gordon

**Members Absent:** n/a

**Guest:** Jeffrey Dick, Ethan Gelineau

**Motion to Approve Minutes** of September 22, 2016

**Motion:** Diana Childs, 2<sup>nd</sup> by Tumi Traustason Unanimous

**Head Teacher Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** Additions/Deletions/Revisions

1. New Business: CEC Counseling Proposal first

**Old Business:**

1. APC Membership Amendment
  - a) Diana passed out a brochure, staff looked at it and there are some changes that might need to be made.
  - b) Members need to make any changes and submit a week before the next meeting.
  - c) Diana will email the brochure to all members of the APC.
  - d) Amended the APC membership language to say:  
The membership of the Star of the North Academic Policy Committee (APC) shall consist of Seats A-J as described below. Member serving in seats A-D will serve two-year terms and may be chosen to serve no more than two consecutive terms. Terms for seat A & C shall begin in April of even-numbered years. Terms for seats B & D shall begin in April of odd-numbered years. Members for seats E - H will be chosen for the current school year to start in Sept for a one year term. Seats E-H may apply for additional term. Seat H will be non-voting advisory Jr. or Sr. chosen from applicants by APC. Missy motions to approve the amendment as amended, 2<sup>nd</sup> by Diana Childs, Unanimous
2. NPA Parent Meetings
  - a) There needs to be a name put to it. Difference between different clubs.
  - b) Should be a time line for a name. Diana says after Dec 5<sup>th</sup>.

**New Business:**

1. CEC Fundraiser Proposal:
  - a) Craig proposed a fundraising letter for our homeless students.
  - b) CEC will be sending out a “beg letter” to solicit support directly from different businesses and organizations in the community.
  - c) District approves at the school board meeting for travel w/ fundraising. Anything over \$1000.
  - d) Sarah motions to approve the letter, 2<sup>nd</sup> Missy. Motion passes w/5 Yeas, 1 non-vote
2. CEC Counseling Proposal:
  - a) Missy motioned to approve the letter as submitted, 2<sup>nd</sup> by Tumi Traustason.
  - b) Diana would like the hiring process to be at the end of the school year instead of immediately.
  - c) Jeff had concerns that if we hire now the new hire might move at the beginning of school to a new school.
  - d) There were major concerns that this had been talked about for a while instead of letting NPA know what was going on.
  - e) NPA would like to hire for a possible .5 counselor and .5 English/Social Studies.
  - f) Craig would like a time line for the creation of the position.
  - g) Craig will find out when the new positions open for the district.
  - h) Amended the proposal for Counseling staff change to say:  
Beginning the ‘17-‘18 school year, CEC will increase to 6 certified full-time positions by increasing the .5 Counselor position to a full-time position; shifting Joe Griek to CEC full-time. NPA will submit a proposal to address their staffing needs by the Jan. APC meeting. Missy moved to pass the proposal as amended. 2<sup>nd</sup> by Sarah Warrnier, Motion passes w/ Yeas 5, 1 non-vote

**Other Business:**

1. Next meeting date will need to be changed due to conflicting schedules. Stephani will send out a reminder to check schedules.
2. How the APC can be more open to staff.

**Next Meeting:** November 16, 2016, 4:15pm @ CEC

**Motion to Adjourn:** Diana Childs, 2<sup>nd</sup> by Craig Kind , Unanimous

**Adjourned:** 6:00pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
Stephani Hillen, Board Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
November 14, 2016 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:25, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Sarah Warriner, Stephani Hillen, Missy Gordon

**Members Absent:** n/a

**Guest(s):** n/a

**Motion to Approve Agenda:** Missy Gordon, 2<sup>nd</sup> by Sarah Warriner, Unanimous

**Motion to Approve Minutes** of October 19, 2016

**Motion:** Missy Gordon, 2<sup>nd</sup> by Sarah Warriner, Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** Additions/Deletions/Revisions

1. Add under New Business, Donations

**Old Business:**

1. APC Membership:
  - a) Recruitment for Public members:
    1. We should be able to read letters of Interest at the January meeting. We will be open to other Interest letters after the January meeting. Stephani will send a response letter within a 2 week period.
  - b) Diana's brochure:
    1. Changes were made that it says NPA throughout, add the student member information, and various other changes. Missy moved to accept the brochure with the amended changes with the understanding that small changes in color and consistency with NPA will be added by Stephani, Sarah 2<sup>nd</sup> Unanimous.

**New Business:**

1. Ethan's SpEd Conference:
  - a) Ethan made a request for funding for the SpEd conf. Will use the Prof Dev to fund up to \$1200 for the conf. Sarah motioned, 2<sup>nd</sup> by Diana, Unanimous.
2. Enrollment commitment for 17-18 school year:
  - a) Our official student count was 211 for the 16-17 school year. CEC is comfortable with 105 students. NPA will let the APC know what their decision is by the next meeting.

3. Diana's question about CEC credit:
  - a) Curious about credit and year. Does this affect testing? CEC does not have any 10<sup>th</sup> graders. This will not affect testing.
4. By-Law Amendment: Treasurer/Secretary
  - a) This is to put the Treasurer and Secretary together instead of having them separately. Tumi motioned to have the two positions together, 2<sup>nd</sup> by Missy, Unanimous.
5. Donations:
  - a) Diana received money from a parent, question is what to do with the money? Where to put it?
  - b) Should be put in the club account with a receipt to the parent.

**Other Business:**

1. Approved course list for next meeting:
  - a) Would like to clean up course offerings.
  - b) Go over the list and see what is being used and what is not being used.
  - c) Even if the class is not being used this year it may be used later, this is ok, classes can be put back on as long as they are still approved classes.
  - d) Need to make sure that there are materials and certifications to teach the classes.
  - e) Need to bring to next meeting each campus course list.

**Next Meeting:** January 18, 2017, 4:15pm @ NPA

**Motion to Adjourn:** Diana Childs, 2<sup>nd</sup> by Tumi Traustason, Unanimous

**Adjourned:** 5:58pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
Stephani Hillen, Board Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
January 25, 2017, 4:15 PM  
NPA  
Minutes

**The meeting was called to order** at 4:24, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Sarah Warriner, Stephani Hillen, Missy Gordon

**Members Absent:** n/a

**Guest(s):** n/a

**Motion to Approve Agenda:** Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Motion to Approve Minutes** of November 14, 2016

**Motion:** Missy Gordon, 2<sup>nd</sup> by Tumi Traustason, Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** Additions/Deletions/Revisions

1. n/a

**Old Business:**

1. APC Membership:
  - a) Consideration of Letter of Interest:
    1. One(1) letter of interest was received from Corky Randall.
    2. When a letter of interest is received it will be scanned and emailed to the APC board for review. Stephani will contact the interested party and invite them to the next APC meeting.
    3. There will be a Q & A session that will last no longer than 20 minutes. The interested party will then leave the meeting and a vote will be cast.
    4. Stephani will inform the interested party of the APC's decision. If it is an affirmative vote they will be told the next meeting date.
    5. This will be the process for all letters of interest for any position on the APC board.
    6. Motion made by Missy to approve this process mentioned above, 2<sup>nd</sup> by Diana. Unanimous
  - b) APC membership seats were designated. See attached.
  - c) CEC presented their course list for review and approval. Motion by Sarah to approve CEC's course list, 2<sup>nd</sup> by Missy. Unanimous

**New Business:**

1. Graduation Time & Date:
  - a) Thursday, May 11, 2017
  - b) 7:00pm @ Hering Auditorium
  - c) Stephani will send out the help list to all staff.
  - d) Stephani will email all staff asking for suggestions for a guest speaker.
2. Accreditation:
  - a) Missy moved that this discussion should be tabled and that everyone needs to get the Accreditation report and make comments on the report. She would like to see these comments before the next meeting, they need to be emailed to all APC members, 2<sup>nd</sup> by Stephani. Unanimous
3. APC procedures:
  - a) Craig would like everyone to think about procedures with having community/parent and student members on the Board. Think includes executive meetings and how to handle them.
4. Admin Secretary start/end dates:
  - a) Diana had questions about what the Admin Sec does during this time. There is no one else at the school when the Sec is there. She thought that the APC Board had set the dates. Human Resources sets the dates for Classified positions. Admin Sec are a 10 month job.
  - b) Stephani explained that the Sec does the records, purchasing setup for the new year, payroll set up, answers phone calls and help those that walk in the door.
5. NPA student/sport concern:
  - a) Diana let the board know about a concern with students and playing sports at another school.

**Other Business:**

**Next Meeting:** February 15, 2017, 4:15pm @ CEC

**Motion to Adjourn:** by Sarah Warriner, 2<sup>nd</sup> by Missy Gordon, Unanimous

**Adjourned:** 6:18pm

Respectfully submitted:

\_\_\_\_\_  
Stephani Hillen, Board Secretary

Approved \_\_\_\_\_



Star of the North Secondary School, Inc.  
Academic Policy Committee  
February 15, 2017, 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:19, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Stephani Hillen, Missy Gordon

**Members Absent:** Sarah Warriner, excused

**Guest(s):** Corky Randall

**Motion to Approve Agenda:** Unanimous with changes

**Motion to Approve Minutes** of January 25, 2017

**Motion:** Missy Gordon, 2<sup>nd</sup> by Tumi Traustason, Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** Additions/Deletions/Revisions

1. Moved Old Business #1 to top of Agenda

**Old Business:**

1. APC Membership: Consideration of Letters of Interest. Motioned by Diana Childs to accept Corky Randall as a Community member for the APC, 2<sup>nd</sup> by Missy Gordon. Unanimous
2. Graduation Speakers: Craig will send out an email to all staff for suggestions of asking Bill Bailey, Meadow Bailey or Anne Weaver w/Sam Castle or Bo to speak. Along with any other community members. Will bring the results back to the board next meeting.
3. APC Procedures:
  - a) Need to figure out how to handle personnel matter with the APC.
  - b) What can the APC do for staff if anything? What is the next step for staff if it can't go to the APC? Should the bullet point of staff appeals stay in the By-Laws or go away? What are the things that the APC can do with staff appeals, or does it just need to go straight to the District?
  - c) Each APC members will make a list of what they think the APC should do and can't do to handle appeals for staff, parent/student. Members will bring their lists to the next meeting. This will be on the next meeting agenda.
  - d) Agenda procedures: Craig annotated the agenda for everyone. Would like to see any changes/additions or deletions along with any questions from the Board. This will be on the next meeting agenda. Action item

- e) Need to specifically identify what is an action item verse an informational/discussion item.

**New Business:**

1. Budget Update:
  - a) Craig provided an update on budget numbers. There are no big item costs to date. Looks good for the rest of the school year. If there are any big cost items that the campuses would like to purchase it needs to come before the board.
  - b) Would be a good idea to have a Budget 101 training. Diana doesn't think this should be at an APC meeting, maybe on a different night so other staff can be present.
  - c) NPA staff members would like to move classes onto Canvas. Might want to do some extended contracts. Diana is concerned with paying staff if the Canvas classes don't stay with the school if the teacher ever leaves to another school.
  - d) NPA is looking for a .5 Counselor for next year.

**Other Business:** N/A

**Next Meeting:** March 22, 2017, 4:15pm @ NPA

**Motion to Adjourn:** by Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Adjourned:** 6:27pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
Stephani Hillen, Board Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
March 29, 2017, 4:15 PM  
NPA  
Minutes

**The meeting was called to order** at 4:19, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Stephani Hillen, Missy Gordon, Sarah Warriner, Corky Randall by phone

**Members Absent:** n/a

**Guest(s):** n/a

**Motion to Approve Agenda:** Missy Gordon, 2<sup>nd</sup> by Sarah Warriner, Unanimous

**Motion to Approve Minutes** of February 15, 2017

**Motion:** Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** n/a

**Old Business:**

1. APC Procedures:

a) Agenda:

1. Add wording to Establishment of Quorum, second sentence. "Members who cannot attend scheduled APC meetings will inform Secretary in advance."
2. Add wording to Approval of Agenda, last sentence. "This item may an action item by majority vote of the APC."
3. Add wording to Old Business, second sentence. "Suggested discussion times may be included on the agenda."
4. Add wording to New Business, third sentence. "Suggested discussion times may be included on the agenda."
5. Sarah Warriner motioned to approve to agenda as amended. 2<sup>nd</sup> by Tumi Traustason. Unanimous

b) Appeals:

1. Diana feels that there are different levels for Staff, Parents, Students.
2. Craig thinks we need to look at what the APC can't be a part of.

3. Craig talked to Shaun Kraska about her thoughts on what the APC should not be a part of and her thoughts are: Any student discipline beyond administrator discretion. Meaning anything over a 10 day suspension. Staff evaluation and discipline. This is defined by a collective bargaining unit. If it is a Star of the North policy then that stays with the APC.
  4. Missy reported what other staff thought also.
  5. Craig suggests: general statement that there is a process of appeals, a general statement of things that we can't hear, a general statement that we do hear with suggestions, an official process.
  6. Board members to bring to the next meeting what they think the appeals process should look like. Due process, Can't hear, Must hear or could include, How do they do the Appeal?
  7. Tabled: Will continue discussion at next meeting.
2. Budget 101:
    - a) Craig went over the some of the reports that were passed out.
    - b) There are different reports from Munis that we can get.
    - c) Craig explained terms that are used. Left off at SON Budgeting Process.
    - d) Will finish going over terms at the next meeting.

**New Business:**

1. Annual Report:
  - a) Craig talked about presenting the report to the School Board.
  - b) Date to present June 6<sup>th</sup>, Tuesday.
  - c) Actual report need to be to Sharon Thursday, 26<sup>th</sup> of May.
  - d) School likes to see: Activities of each school, NPA will need to report testing data.
  - e) Align within in each school to the strategic plan.
  - f) Pictures on the server.

**Other Business:**

1. Anne & Bo Weaver have accepted to be the Graduation Speakers for May 11<sup>th</sup>.

**Next Meeting:** April 19, 2017, 4:15pm @ CEC

**Motion to Adjourn:** by Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Adjourned:** 6:27pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
 Stephani Hillen, Board Secretary

Star of the North Secondary School, Inc.  
Academic Policy Committee  
April 19, 2017, 4:15 PM  
CEC  
Minutes

**The meeting was called to order** at 4:17, by President, Craig Kind

**Members Present:** Craig Kind, Tumi Traustason, Diana Childs, Stephani Hillen, Missy Gordon, Sarah Warriner, Corky Randall

**Members Absent:** n/a

**Guest(s):** n/a

**Motion to Approve Agenda:** Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Motion to Approve Minutes** of March 29, 2017

**Motion:** Sarah Warriner, 2<sup>nd</sup> by Tumi Traustason, Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Presented by Craig Kind, attached

**NPC Report:** Presented by Diana Child, attached

**Treasurer's Report:** Presented by Stephani Hillen, attached

**Change of Agenda:** n/a

**Old Business:**

1. APC Procedures:
  - a) Appeals:
    1. Went over the information the Craig and Missy presented. People liked the way the Craig had his laid out.
    2. Tabled: Will continue discussion at next meeting.

**New Business:**

1. Graduation:
  - a) Shaun Kraska will give a welcome speech, Sean Rice & Wendy Dominique will accept the graduating class.
  - b) Anne & Bo Weaver will give the commencement address.
  - c) Each campus will have one student speaker.
  - d) Stephani will send out the graduation help list again.
2. APC calendar dates:
  - a) First meeting for the school year of 17-18 will be August 23<sup>rd</sup> at CEC.
  - b) At first meeting will talk about scheduling monthly meetings.
3. Written Staff Policies:
  - a)

**Other Business:** n/a

**Next Meeting:** May 3, 2017, 4:15pm @ NPA

**Motion to Adjourn:** by Missy Gordon, 2<sup>nd</sup> by Diana Childs, Unanimous

**Adjourned:** 5:47pm

Respectfully submitted:

\_\_\_\_\_ Approved \_\_\_\_\_  
Stephani Hillen, Board Secretary