



Located on the Howard Luke Campus

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April 3, 2023
Fairbanks North Star Borough Board of Education
520 Fifth Ave.
Fairbanks, AK
99701

Dear President Sanderson,

I am pleased to submit the 2022-23 Annual Report for Effie Kokrine.

Now in our 17th year, we meet each new challenge with strength and purpose that comes from our original mission. This year has been marked by our efforts to make the full transition back to in-person learning.

I look forward to addressing any specific questions you have when we present at the May 3rd Board Meeting.

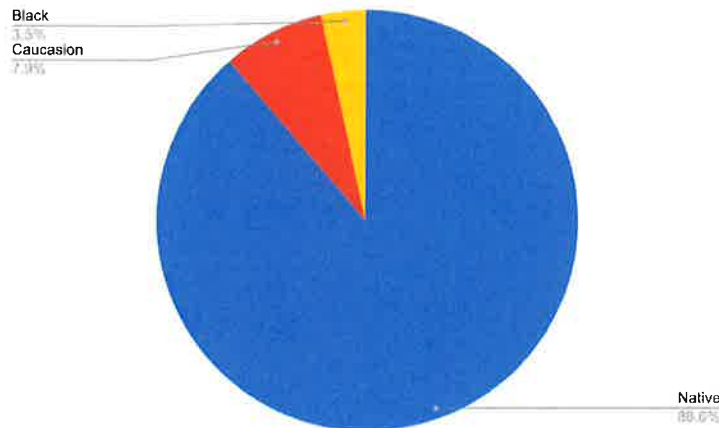
Sincerely,

Josh Snow
Principal



2023 Board Report One Pager

School Enrollment:



22/23- Projected Enrollment- 145

22/23- Oct Count- 136

Highlights:

- Held Effie based Credit Recovery in May /June 2022.
- Second year of implementing Lexia as intervention strategy for low readers in the middle school.
- Expanded Career Explorers program to 11th and 12th graders in collaboration with Tanana Chiefs Conference and UAF College of Business and Securities.
- Awarded ***Doyon Languages Online (DLO) in the Classroom Grant.***
- Continued collaboration with Fairbanks Native Association, Behavioral Health Services to provide referral, assessment, and outpatient services for students. Clinicians began holding sessions with students on site.
- Offering 2 week Credit Recovery session in May/June 2023.
- Completed Strategic Planning Process with day-long meeting of students, staff, alumni and parents.

Current Challenge- Chronic Absenteeism

Received School Designation: *Comprehensive Support* due to graduation rate (20/21).

Bussing no longer available for Effie students (Aug 2022-present)



2023 Board Report

2022-23 School-wide Goals:-

1. Our school values are at the core, heart, and foundation of everything we do.
2. Every student at Effie Kokrine gains knowledge about their family and their culture.
3. Staff at Effie Kokrine work to personalize learning for each student based on the student's life circumstances.
4. Every student leaves Effie Kokrine with the skills they need to be self-sufficient, to be independent, and to pursue their goals.

Student Achievement (Standardized Test Results):-

All Grades

Subgroup	Advanced / Proficient		Approaching Proficient / Needs Support		Enrollment ²	Participation Rate	Group
	Count	Percentage ¹	Count	Percentage ¹			
English Language Arts	6	9.68%	56	90.32%	69	89.86%	View
Mathematics	*	5% or fewer	*	95% or more	69	92.75%	View

7th Grade

Subgroup	Advanced / Proficient		Approaching Proficient / Needs Support		Enrollment ²	Participation Rate	Group
	Count	Percentage ¹	Count	Percentage ¹			
English Language Arts	*	10% or fewer	*	90% or more	27	85.19%	View
Mathematics	*	10% or fewer	*	90% or more	27	92.59%	View

8th Grade

Subgroup	Advanced / Proficient		Approaching Proficient / Needs Support		Enrollment ²	Participation Rate	Group
	Count	Percentage ¹	Count	Percentage ¹			
English Language Arts	*	20% or fewer	*	80% or more	17	100.00%	View
Mathematics	*	20% or fewer	*	80% or more	17	100.00%	View

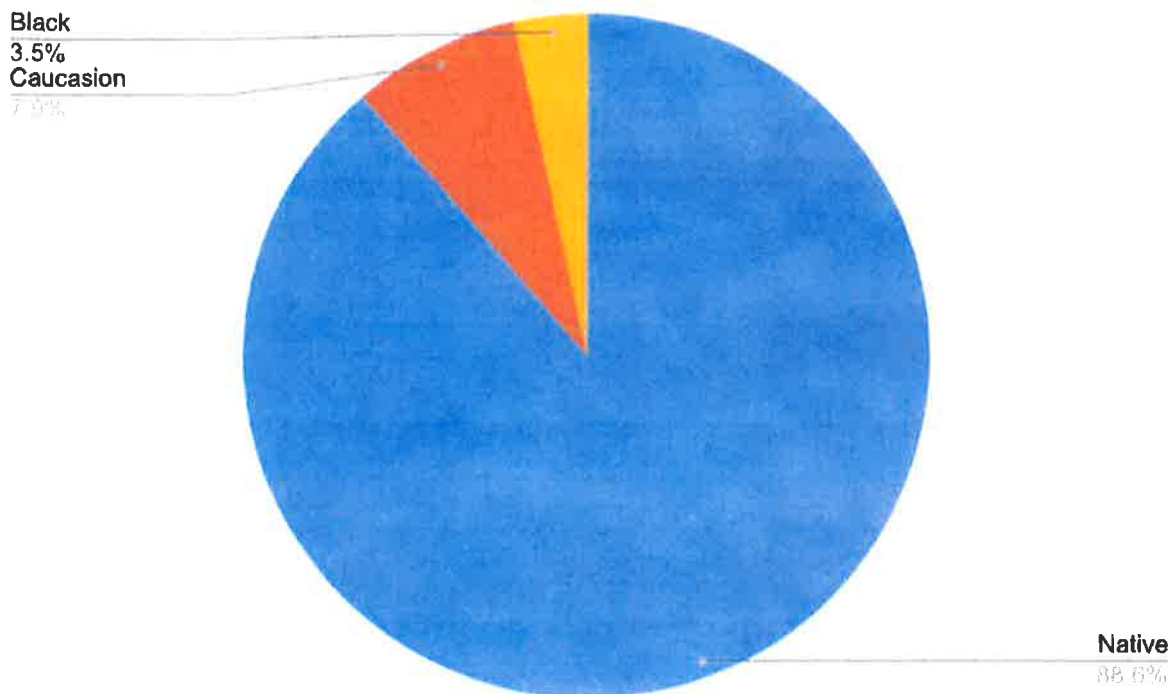
9th Grade

Subgroup	Advanced / Proficient		Approaching Proficient / Needs Support		Enrollment ²	Participation Rate	Group
	Count	Percentage ¹	Count	Percentage ¹			
English Language Arts	4	18.18%	18	81.82%	25	88.00%	View
Mathematics	*	10% or fewer	*	90% or more	25	88.00%	View

Remediation of Poor Student Performance-

- Expand use of Lexia into 9th and 10th grade for students reading "below grade level".
- Re-institute weekly "intervention" meetings with HS and JH teams.
- Institute a plan for students with "chronic absenteeism" (also required by *Comprehensive Support Designation*)

School Enrollment and Mobility Data-



22/23- Projected Enrollment- 145

22/23- Oct Count- 136

Charter School Activities-

- Held Effie based Credit Recovery in May /June 2022
- Second year of implementing Lexia as intervention strategy for low readers in the middle school.
- Expanded Career Explorers program to 11th and 12th graders in collaboration with Tanana Chiefs Conference and UAF College of Business and Securities.
- Awarded ***Doyon Languages Online (DLO) in the Classroom Grant.***
- Continued collaboration with Fairbanks Native Association, Behavioral Health Services to provide referral, assessment, and outpatient services for students. Clinicians began holding sessions with students on site.
- Offering 2 week Credit Recovery session in May/June 2023.
- Completed Strategic Planning Process with day-long meeting of students, staff, alumni and parents.

Academic Policy Committee-

Seat A Elder Representative	3 Year Term	Carol Lee Gho Clara Anderson
Seat B Parent Representative	3 Year Term	Eliza Winfrey
Seat C Teacher Representative	3 Year Term	Michelle Lake
Seat D Principal	3 Year Term	Josh Snow
Seat E Parent Representative	3 Year Term	Nancy Schupp
Seat F Teacher Representative	3 Year Term	Sheryl Meierotto
Seat G UAF Representative		Olga Skinner
Seat H FNA Representative	3 Year Term	Tonya Garrett
seat I Classified Representative	3 Year Term	Micah Bador

Board Minutes- See Attached

Written Report:

Annually, the charter school will submit a written report to the district and the School Board no later than May 1 of each school year. The report will include:

- a cover letter, including
 - name of the charter school,
 - school year/annual report (i.e., 20XX-XX Annual Report), and
 - name(s) of person(s) responsible for report;
- information on the attainment of student performance expectations, including
 - student achievement assessment results,
 - recommendations for remediation of poor student performance, and
 - school goal attainment;
- student enrollment and mobility data;
- descriptions of charter school activities;
- meetings of the governing bodies of the charter school
 - a list of the Academic Policy Committee for the past and coming school year, including officers, and staff members by position,
 - minutes of the meetings,
 - current bylaws of the Academic Policy Committee,
 - a list of employees and job titles, and
 - a list of officers in any PTA/PTO or other parent organization;
- any major changes planned for the following school year including
 - changes to the contract between the charter school and the district, and
 - modifications to the school's charter; and
- other information of interest to the school board and/or the school district administration.

**Effie Kokrine Charter School
Academic Policy Committee Meeting Minutes**

October 6, 2021 5:00PM

APC Members

<input type="checkbox"/> □ Carol Lee Gho or Clara Anderson, Elder Representative	
<input type="checkbox"/> □ Eliza Winfrey, Parent Representative	<input type="checkbox"/> □ Sheryl Meierotto, Teacher Representative
<input type="checkbox"/> □ Michelle Lake, Teacher Representative	<input type="checkbox"/> □ Olga Skinner, UAF Representative
<input type="checkbox"/> □ Josh Snow, Head Teacher	<input type="checkbox"/> □ Tonya Garnett, FNA Representative
<input type="checkbox"/> □ Nancy Schupp, Parent Representative	<input type="checkbox"/> □ VACANT, Classified Representative

- I. Call to order. Sheryl called the meeting to order at 5:06pm.
 - II. Roll call. Members present: Sheryl Meierotto, Carol Lee Gho, Clara Anderson, Josh Snow, Michelle Lake, Eliza Winfrey, Nancy Schupp and Olga Skinner. Excused: Tonya Garnett. Quorum established.
 - III. Adoption of Agenda. ADOPTED UNANIMOUSLY.
 - IV. Approval of minutes.
 - A. May Minutes: TABLED until the next meeting.
 - B. September Minutes: ADOPTED UNANIMOUSLY.
 - V. Visitor comments. None.
 - VI. Principal's Report – Josh.
 - A. Current Enrollment - 146
 - B. Oct. Count ends 10/15
 - C. Transfers Due to COVID
 - D. XC Runners qualify for State
 - E. Teacher Aide position
 - F. SBIRT Grant with FNA
 - G. Doyon CARES Act Funding (\$500 per student)
 - H. 501(C3) Status
 - I. APC Training (10/1-2)
- MOTION TO APPROVE Principal's report. APPROVED UNANIMOUSLY..
- VII. Action Items.
 - A. Leadership Plan and School Goals. Discussion and Josh will return revised goals for a second reading next meeting.
 - B. APC Calendar with calendar activities (principal evaluation, goals/priorities, etc.) MOTION to adopt. ADOPTED UNANIMOUSLY.
 - C. ESSA/Classified Seat. Currently Vacant. Candidates at the next meeting.
 - VIII. Board Comments.
 - IX. Next Meeting Date. NOV 10, 5:00pm In-Person
 - X. Future Business/Agenda Items:
 - A. May Minutes Approval
 - B. Action Item: Finalize Leadership Plan/Review Student Data
 - C. ESSA/Classified Seat
 - D. Principal's Report to include Alaska Native culture in school
 - E. Cultural Standards evaluation
 - XI. Adjournment. MOTION to adjourn, PASSED UNANIMOUSLY, the meeting adjourned at 6:40 pm.

Minutes submitted by Olga Skinner, Secretary

Effie Kokrine Charter School
Board of Directors Meeting
March 8, 2023

Call to order: 5:09 p.m.

Roll Call: Tonya Garnett (chair), Nancy Schupp, Sheryl Meierotto, Michelle Sopoliga, Clara Anderson, Micah Bador, Josh Snow (principal) present. Eliza excused. Olga Skinner absent.

Agenda adopted

Reading of minutes from February 15, 2023 postponed until next meeting

No visitors

Principal's report:

Principal Snow discussed staffing positions. A junior high teacher was hired for the third classroom starting August 2023. High school Social Studies position still open.

Tom Huntington is teaching moosehide tanning to interested students. This project is funded by ANE. High school and junior high sending students on a rotating basis. Only students interested are attending.

The district is considering withholding 50% of block funding for Special Education. Question – Does this mean that our SPED teacher and clerk line item in our budget will be decreased/withheld by 50% by the district?

Principal Snow gave an update on the participants planning to attend the Strategic Planning Session on April 1, 2023 at Effie.

Tsi'yaa Cuny and Joy Simon have been working with a Leadership Group. The group is made up of high school and junior high students. High school Leadership members have been attending ITC meetings at the Morris Thompson Center. Some student members will attend a national meeting in Montana.

Summer Credit Recovery will happen, funded by ANE. Micah Bador and possible three Effie teachers will be the teachers.

Effie is working with Seed Media to use unspent funds to create videos. July will be the target month for a social media campaign. Teachers have been taking videos of the moosehide tanning project to share with Seed Media.

Principal Snow reviewed the district proposed Charter Contract. There are significant changes and additions to the prior contract. Principal Snow will meet with other charter school leaders to see what approach they are taking to the changes and additions.

No action items

General board comments

Adjourned at 5:57 p.m.

EKCS Board of Director's Meeting
November 16, 2021, 5:00pm

Attending: Carol Lee Gho-Elder Representative, Clara Anderson-Elder Representative, Michelle Lake,-Teacher Representative, Josh Snow-Head Teacher, Nancy Schupp-Parent Representative, Sheryrl Meierotto, Teacher Representative , and ?

1. Josh called the meeting to order 5:12 pm and stated a quorum was established with Olga Skinner and Tonya Garnett excused and Eliza will be joining us via phone.
2. Adoption of Agenda moved by Clara and approved.
3. The 5/19/21 minutes moved for adoption by Nancy, seconded by Clara and approved.
4. Visitor comments - none.
5. Principle's Report-Josh. A. Parent Survey-38 responses: overall positive response with family and culture inclusion most favored. B. Tanya Garnett, board member, representing FNA and has a younger sibling attending Effie, assisted in attaining Doyon funding of \$72K, at \$500 per student. Funding was deposited in the non-profit account. C. Strategic Planning process is underway and Gold Stream Planning will be contacted to lead this process of looking three years forward. The focus will be School Goals with inclusion of a. parents, b. graduates, staff, and possible future changes with the district of school consolidation, student enrollment changes and faculty changes. D. The EKCS mission statement was discussed and Carol Lee moved to accept the report and Nancy seconded.
6. Action Items: A. The Mission Statement was discussed and favorably supported with some rewording using stronger action. Clara moved to approve the Mission Statement with enhanced language, Carol Lee seconded and motion approved. B. Second action item was selecting a committee for the Principle's evaluation and Eliza, Carol Lee, Sheryl and Nancy volunteered to participate on this committee. Sheryl added the inclusion of developing an evaluation tool for teachers and moved to accept the committee and Nancy seconded. Motion passed.
7. The next meeting will be December 8 at 5pm, in-person.

**Effie Kokrine Charter School
Academic Policy Committee Meeting Minutes**

December 8, 2021 5:00PM

APC Members

<input type="checkbox"/> <input type="checkbox"/> Carol Lee Gho or Clara Anderson, Elder Representative	
<input type="checkbox"/> <input type="checkbox"/> Eliza Winfrey, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Sheryl Meierotto, Teacher Representative
<input type="checkbox"/> <input type="checkbox"/> Michelle Sopoliga, Teacher Representative	<input type="checkbox"/> <input type="checkbox"/> Olga Skinner, UAF Representative
<input type="checkbox"/> <input type="checkbox"/> Josh Snow, Head Teacher	<input type="checkbox"/> <input type="checkbox"/> Tonya Garnett, FNA Representative
<input type="checkbox"/> <input type="checkbox"/> Nancy Schupp, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Micah Bador, Classified Representative

- I. Call to order. Sheryl called the meeting to order at 5:06pm.
 - II. Roll call. Members present: Sheryl Meierotto, Carol Lee Gho, Clara Anderson, Josh Snow, Michelle Sopoliga, Eliza Winfrey, Nancy Schupp, Micah Bador, Tonya Garnett and Olga Skinner. Quorum established.
 - III. Adoption of Agenda. ADOPTED UNANIMOUSLY.
 - IV. Approval of minutes from last meeting - November. APPROVED UNANIMOUSLY with corrections (added Micah).
 - V. Visitor comments. Mr. Eric Galloway - interested in discussion on masks and favors masks.
 - VI. Principal's Report – Josh.
 - A. Enrollment Update- High School- 99 and Junior High- 40
 - B. Budget Update- \$43,662 rolled over from FY 20/21 and \$21,639 additional funding due to Oct count
 - C. FNSB motion to make masks optional in Jan- Is the mask requirement at Effie an "operational decision?"
- MOTION TO APPROVE Principal's report. APPROVED UNANIMOUSLY.
- VII. Action Items.
 - A. MOTION to add the mask mandate as an action item onto the agenda. MOTION PASSED UNANIMOUSLY.
 - B. MOTION to continue the mandatory masking of students, staff and guests while in the building for the second semester. MOTION PASSED UNANIMOUSLY.
 - VIII. Board Comments.
 - IX. Next Meeting Date. JAN 5, 2022 5:00pm In-Person
 - X. Future Business/Agenda Items:
 - A. December Minutes Approval
 - B. Approve the Principal's evaluation tool in January Agenda.
 - C. Re-examine by-laws at February meeting.
 - XI. Adjournment. MOTION to adjourn. PASSED UNANIMOUSLY, the meeting adjourned at 6:05 pm.

Minutes submitted by Olga Skinner, Secretary

**Effie Kokrine Charter School
Academic Policy Committee Meeting Minutes**

January 11, 2023 5:00PM

APC Members

<input type="checkbox"/> <input type="checkbox"/> Carol Lee Gho or Clara Anderson, Elder Representative	
<input type="checkbox"/> <input type="checkbox"/> Eliza Winfrey, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Sheryl Meierotto, Teacher Representative
<input type="checkbox"/> <input type="checkbox"/> Michelle Sopoliga, Teacher Representative	<input type="checkbox"/> <input type="checkbox"/> Olga Skinner, UAF Representative
<input type="checkbox"/> <input type="checkbox"/> Josh Snow, Head Teacher	<input type="checkbox"/> <input type="checkbox"/> Tonya Garnett, FNA Representative
<input type="checkbox"/> <input type="checkbox"/> Nancy Schupp, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Micah Bador, Classified Representative

- I. Call to order. Josh called the meeting to order at 5:06pm.
- II. Roll call. Members present: Sheryl Meierotto, Clara Anderson, Josh Snow, Michelle Sopoliga, Nancy Schupp, and Olga Skinner. Excused: Eliza Winfrey, Carol Lee Gho, Micah Bador, Tonya Garnett. Quorum established.
- III. Adoption of Agenda. **ADOPTED UNANIMOUSLY.**
- IV. Approval of minutes from last meeting. No minutes. No quorum in December,
- V. Visitor comments. None
- VI. Principal's Report – Josh.
 - A. \$60,000 roll over from last year to this year
 - B. Staffing - New social studies teacher - B. Luebke
 - C. Enrollment - interviewing for high school students - currently at 85
 - D. Strategic planning meeting in a couple of months**MOTION TO APPROVE Principal's report. APPROVED UNANIMOUSLY.**
- VII. Action Items.
 - A. APC Seats - **MOTION to reset terms of seats. PASSED UNANIMOUSLY.**
 - B. APC Principal's evaluation. Issue final evaluation in February.
- VIII. Board Comments.
- IX. Next Meeting Date.
- XI. Adjournment. 6:15pm.

Minutes submitted by Olga Skinner, Secretary

**Effie Kokrine Charter School
Academic Policy Committee Meeting Minutes**

February 9, 2022 5:00PM

APC Members

<input type="checkbox"/> <input type="checkbox"/> Carol Lee Gho or Clara Anderson, Elder Representative	
<input type="checkbox"/> <input type="checkbox"/> Eliza Winfrey, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Sheryl Meierotto, Teacher Representative
<input type="checkbox"/> <input type="checkbox"/> Michelle Sopoliga, Teacher Representative	<input type="checkbox"/> <input type="checkbox"/> Olga Skinner, UAF Representative
<input type="checkbox"/> <input type="checkbox"/> Josh Snow, Head Teacher	<input type="checkbox"/> <input type="checkbox"/> Tonya Garnett, FNA Representative
<input type="checkbox"/> <input type="checkbox"/> Nancy Schupp, Parent Representative	<input type="checkbox"/> <input type="checkbox"/> Micah Bador, Classified Representative

- I. Call to order. Tonya called the meeting to order at 5:14pm.
- II. Roll call. Members present: Sheryl Meierotto, Clara Anderson, Josh Snow, Michelle Sopoliga, Eliza Winfrey, Nancy Schupp, Micah Bador, Tonya Garnett and Olga Skinner. Excused: Carol Lee Gho. Quorum established.
- III. Adoption of Agenda. **ADOPTED UNANIMOUSLY.**
- IV. Approval of minutes from last meeting - December. **APPROVED UNANIMOUSLY**
- V. Visitor comments. None
- VI. Principal's Report – Josh.
 - A. Enrollment- 144 (HS- 100 / JH 45)
 - B. EKCS granted Charter Contract Amendment- Require mandatory masking 3rd quarter
 - C. COVID- Student / staff impacts
 - D. HR Timelines (Feb 4 involuntary transfer notices for impacted teachers / Involuntary transfer notices for rest of district)
 - E. Collaboration with TCC GO / UAF School of Management - Semester 2
 - F. Basketball season underway
 - G. Partnering with Doyon Languages- US Department of Education Alaska Native Education Program Grant Proposal.
 - H. Partnering with Doyon Ltd- Film shareholder videos for Doyon Annual Meeting**MOTION TO APPROVE** Principal's report. **APPROVED UNANIMOUSLY.**
- VII. Action Items.
 - A. Masking Policy. Tabled for next meeting.
 - B. Strategic Planning Proposal. Tabled for next meeting.
 - C. Principal's Evaluation (Executive Session at 6:23pm)
- VIII. Board Comments. None.
- IX. Next Meeting Date. Not noted.
- X. Future Business/Agenda Items:
 - A. February Minutes Approval
 - B. Action Item: Re-examine bylaws (noted from December meeting).
 - C. Action Item: Masking policy.
 - D. Action Item: Strategic Planning Proposal.
- XI. Adjournment. **MOTION to adjourn. PASSED UNANIMOUSLY**, the meeting adjourned at 7:23 pm.

Minutes submitted by Olga Skinner, Secretary

Effie Kokrine Charter School
Board of Directors Meeting
March 8, 2023

Call to order: 5:09 p.m.

Roll Call: Tonya Garnett (chair), Nancy Schupp, Sheryl Meierotto, Michelle Sopoliga, Clara Anderson, Micah Bador, Josh Snow (principal) present. Eliza excused. Olga Skinner absent.

Agenda adopted

Reading of minutes from February 15, 2023 postponed until next meeting

No visitors

Principal's report:

Principal Snow discussed staffing positions. A junior high teacher was hired for the third classroom starting August 2023. High school Social Studies position still open.

Tom Huntington is teaching moosehide tanning to interested students. This project is funded by ANE. High school and junior high sending students on a rotating basis. Only students interested are attending.

The district is considering withholding 50% of block funding for Special Education. Question – Does this mean that our SPED teacher and clerk line item in our budget will be decreased/withheld by 50% by the district?

Principal Snow gave an update on the participants planning to attend the Strategic Planning Session on April 1, 2023 at Effie.

Tsi'yaa Cuny and Joy Simon have been working with a Leadership Group. The group is made up of high school and junior high students. High school Leadership members have been attending ITC meetings at the Morris Thompson Center. Some student members will attend a national meeting in Montana.

Summer Credit Recovery will happen, funded by ANE. Micah Bador and possible three Effie teachers will be the teachers.

Effie is working with Seed Media to use unspent funds to create videos. July will be the target month for a social media campaign. Teachers have been taking videos of the moosehide tanning project to share with Seed Media.

Principal Snow reviewed the district proposed Charter Contract. There are significant changes and additions to the prior contract. Principal Snow will meet with other charter school leaders to see what approach they are taking to the changes and additions.

No action items

General board comments

Adjourned at 5:57 p.m.

BYLAWS
Effie Kokrine CHARTER SCHOOL

ARTICLE I
Name

The name of the organization shall be Effie Kokrine Charter School.

ARTICLE II
Purpose

The purpose of the organization shall be to educate 7-12 children under a charter agreement between the Effie Kokrine Charter School and Fairbanks North Star Borough School District in accordance with the mission set forth in said charter agreement.

ARTICLE III
Governance

Effie Kokrine Charter School shall be governed by the Academic Policy Committee (APC). The APC shall have the maximum power permitted by law, shall establish policy for the school, shall fulfill the duties prescribed in A.S. 14.03.250, et seq., and as set forth in these bylaws, and shall perform the following functions, including, but not limited to:

- Section 1.** Ensure the fulfillment of the mission of Effie Kokrine as stated in the Effie Kokrine Charter School/Fairbanks North Star Borough School District contract;
- Section 2.** Oversee and have ultimate accountability and responsibility for academics, curriculum, legal/risk management, personnel issues, finances, operations/maintenance and budgeting issues, and as otherwise permitted or required by the above-mentioned contract or by law;
- Section 3.** Promote professional conduct in accordance with Fairbanks North Star Borough School District policies;
- Section 4.** Select principal/head teacher;
- Section 5.** Delegate to the principal/head teacher those tasks deemed appropriate by the APC
- Section 6.** Review non-personnel related contracts;
- Section 7.** Review, upon request by any parent, teacher, or staff, requests for any purchase of materials initially denied by the principal/head teacher and

Section 8. Review and rule on any other questions, issues, or policies that may from time to time arise, to the extent permitted by law.

Section 9. No members of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC.

ARTICLE IV **Academic Policy Committee**

Section 1. Membership. Membership on the Academic Policy Committee is by election, except as provided herein. The number of members constituting the entire APC shall be nine (9) voting members. Five (5) of the members shall be permanent staff members, at least three (3) of whom shall be certified teachers. Four (4) of the members shall be parents, who are not permanent Effie Kokrine staff members, of the students currently enrolled in the school. The principal/head teacher or Acting principal/head teacher then under contract to the school shall be non-voting ex officio member of the APC, except in the case of a tie vote.

Section 2. Term. The term of all elected members of the APC shall be two (2) years beginning August 1 and ending July 31. It is the goal of these bylaws that at any regular election two to three (2-3) of the APC teacher positions and two (2) of the APC parent positions shall be open for re-election, and that the remaining teacher and parent positions shall come up for re-election at the following year's regular election. 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 3. Term Limitations. There shall be no limitation on the number of consecutive or non-consecutive terms that any member of the APC may serve.

Section 4. Vacancies. Any vacancy occurring on the APC may be filled by majority vote of the remaining members of the APC. The replacement member of the APC shall be appointed for the unexpired term of his/her predecessor in office.

Section 5. Compensation. Participation in the APC is voluntary. Members of the APC shall not receive any monetary or non-monetary compensation for their participation in the APC.

Section 6. 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 7. Removal. The APC may remove any APC member. Removal shall require a 2/3 vote of the full APC, including the APC member who is subject to removal.

Section 8. Conflict of Interest. Service on the APC is a trust created in the interest of the common good and for the benefit of the school. It is the intent of these bylaws to maintain confidence and prevent the use of this membership for private gain or any other improper purpose. To avoid conflict of interest, excepting the five staff positions, no voting member of the APC shall be a paid staff member of the school, inclusive of the principal/head teacher and any other person who receives any monetary compensation from the school.

Section 9. From time to time, by two-thirds vote, the Board may appoint an additional member to the APC board when deemed necessary to benefit the mission of the school's charter.

ARTICLE V

Officers of the Academic Policy Committee

Section 1. The officers shall be the Chair, Vice Chair, and Secretary.

Section 2. Election of Officers. The officers shall be elected from among the members of the Academic Policy Committee by a majority of members present at the first regular meeting following an election of the Academic Policy Committee, or as soon thereafter as conveniently may be held.

Section 3. Term. The term of all officers shall be one (1) year.

Section 4. Removal. Any officer elected or appointed by the Academic Policy Committee may be removed from office (but not from the APC) by a majority vote of the full APC whenever in its judgment the best interests of the school would be served thereby.

Section 5. Vacancies. A vacancy in any office may be filled by a majority vote of the full APC for the unexpired portion of the term.

Section 6. Chair's Functions. The Chair shall be a parent member of the APC, and shall:

- a. Preside at all meetings of the APC;
- b. Appoint, with the consent of the APC, all committee chairs and require them to give reports of their actions to the Board;
- c. Set the time and place of all special meetings of the APC; and
- d. Have authority and perform duties as directed by the APC from time to time.

Section 7. Vice Chair's Functions. The Vice Chair shall:

- a. Serve in the place of the Chair if the Chair is unable to serve or chair Board meetings; and
- b. Perform such other duties as from time to time may be assigned by the APC.

Section 8. Secretary's Functions. The Secretary shall:

- a. Keep the minutes of the meetings of the APC in computer files and/or one or more books provided for that purpose;
- b. See that all notices and agendas are duly given and posted in accordance with the provisions of these bylaws or as required by law;
- c. Keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC; and
- d. In general perform such other duties as from time to time may be assigned to him/her by the APC.

**ARTICLE VI
Nominations and Elections**

Section 1. Nominations. The APC shall oversee the following:

- a. Solicit and accept applications, on a form prescribed by the APC, from candidates for membership to the APC;
- b. In its discretion, nominate individuals who have not submitted an application as candidates for positions on the APC;
- c. Make available digital or print copies of applications candidates submit to the APC.

Section 2. Election. Upon receipt of a slate of candidates, the APC shall call an election. The APC will then:

- a. Prepare a digital or print secret ballot listing the candidates;
- b. Distribute, collect and count the secret ballots and otherwise oversee the election so that it is conducted in a fair manner;
- c. Advise the candidates and the APC of the election results;
- d. Prepare a report stating the results of the election, which report shall be kept at the principal/head teacher office of the school and be made available for review by the public. The APC shall be responsible for monitoring voter eligibility and resolving any disputes involving the casting of ballots.
- e. Announce results of the election to the parent body.

Section 3. Eligibility to Vote for Parent APC Positions. Only parents or legal guardians of students enrolled in the school during the election are eligible to vote for parent APC members.

Section 4. Eligibility to Vote for Staff APC Positions. Only permanent staff members employed by The Watershed School are eligible to vote for staff APC members.

Section 5. Number of votes per eligible voter. All eligible voters may cast one vote for each vacant position on the ballot, not to exceed one vote per person per open position.

Section 6. Casting of Ballots. Secret ballots must be cast on the digital or print form prescribed by the APC by the designated date and time. Proxy, facsimile, e-mail, or other method of voting not expressly authorized above are not permitted or valid.

Section 7. Exceptions. In the event that the number of qualified candidates is less than or equal to the number of vacant positions, the APC may dispense with an election and, with a 2/3 vote of members present, seat the slate of candidates.

ARTICLE VII

Meetings of the Academic Policy Committee

Section 1. Open Meetings Act. The APC hereby formally adopts the Open Meetings Act, A.S. 44.62.310 et seq. ("the Act"). All meetings are open to the public and shall be conducted, and all notices and agendas posted, in accordance with the Act. If any portion of these bylaws are more specific than the Act, then that portion of these bylaws shall control over the Act, unless prohibited by law.

Section 2. Meetings. The APC shall also hold regular meetings typically monthly but at least four (4) times a year. Parents, teachers, and staff members of the school are hereby invited to such meetings.

Section 3. Special Meetings. Special meetings of the APC may be called by the Chair, principal/head teacher, or any three members of the APC.

Section 4. Notice of Meetings. Notice of regular or special meetings stating the place, day, hour and agenda shall be delivered to each member of the APC and posted at the school or in the school bulletin not less than one (1) week before the date set for such meeting. New issues not posted on the agenda may nonetheless be raised, discussed, and voted upon at any meeting.

Section 5. Communication. Any materials pertinent to any regular or special meeting may be transmitted by mail, fax or email.

Section 6. Quorum. Greater than fifty percent (50%) of the voting members of the APC constitutes a quorum. Telephonic participation is permitted.

Section 7. Executive Sessions. In accordance with the Open Meetings Act, an executive session may be held to discuss matters including but not limited to:

- a. Attorney-client matters;
- b. Non-personnel contract proposals or negotiations;
- c. Sensitive personnel matters; and
- d. Confidential student matters.

The motion requesting the executive session shall state the nature of the matter to be discussed. Only those persons invited by the APC or permitted by law may be present during the executive session. Unless invited or permitted by law, no teacher/teacher's aide APC member shall be entitled to attend any executive session in which personnel issues specific to a particular employee are discussed, and no teacher/teacher's aide APC member shall be entitled to vote on any such issue in public session. The APC shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action or any action approving a contract or any other final action, be approved at any session which is closed to the general public.

Matters discussed during the executive sessions shall remain confidential among those attending. The Secretary of the APC shall maintain topical minutes of all executive sessions.

Section 8. No Proxies. Members of the APC may not vote by proxy.

ARTICLE VIII

Committees

Section 1. Membership of Committees. The APC may designate and appoint one or more committees to perform specific tasks assigned by the APC. Members will be selected by the APC from a list of volunteers who are parents of children attending the school, community members at large, the principal/head teacher, teachers, or teachers' assistants.

Section 2. Instruction and Responsibility. Each committee shall be clearly instructed as to the length of time each member is being asked to serve, the service the APC wishes each committee to render, the extent and limitations of responsibility, the resources the APC will provide, and the approximate dates on which the APC wishes to receive reports. Recommendations of special advisory committees shall be based on research and fact and shall be advisory to the APC.

Section 3. APC Powers and Prerogatives. All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any committee and shall reserve the right to exercise this power at any time during the life of any committee.

Section 4. Meetings. Special committees to the APC shall comply with the Open Meeting Act and notice requirements set forth in Article VII, Section 4 of these bylaws.

ARTICLE IX

Principal/head teacher

Section 1. Selection/Removal. The principal/head teacher shall be selected by the Academic Policy Committee. Removal of the principal/head teacher will require a 2/3 vote of the full APC when in its judgment the best interest of the School.

Section 2. Duties and Responsibilities. The principal/head teacher shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. The principal/head teacher shall select, appoint, or otherwise supervise employees of the school. The principal/head teacher shall see that all policies, orders, and resolutions of the APC are carried into effect. Upon delegation by the APC, the principal/head teacher shall:

- a. Maintain financial records of the school;
- b. Manage the day-to-day operation of the school;
- c. Meet regularly with parents and with teachers of the school to review, evaluate, and improve operations of the School;
- d. Meet with the APC regularly to monitor progress in achieving the APC's policies and goals;
- e. Submit appropriate information as required by the School District, Department of Education or Federal and State Agencies; and
- f. Submit for approval or disapproval to the APC all significant policy and financial decisions that may have a substantial impact upon the School.

ARTICLE X

Administration of Finances

Section 1. Fiscal Year. The fiscal year of Effie Kokrine shall coincide with the fiscal year of the Fairbanks North Star Borough School District (July 1 through June 30).

Section 2. Contracts. The APC has the authority to enter into contracts, execute and deliver instruments, and otherwise legally bind the school. The APC may delegate this authority, either in specific instances or in general, to the principal/head teacher or his/her designee, or to any officer of the APC.

Section 3. Budget and Purchasing Authority. The APC, with support from the principal/head teacher, is responsible for development and approval of the school budget in accordance with Fairbanks North Star Borough School District timelines and standards. Significant budget changes that may occur during the school year require APC approval. Withdrawals or transfers from any and all District monitored school funds for purchase of any single non-consumable item or capital improvement over ten thousand dollars shall be approved by both the APC and the principal/head teacher. In instances requiring emergent action, the principal/head teacher may act on behalf of the APC and shall report such expenditures, and the reason for emergent action, to the APC at the next regular meeting following said action. Any expenditure for single non-consumable items less than ten thousand dollars, and purchases of consumable items necessary for school operations from funds available for such purchases require only the approval of the principal/head teacher.

Section 4. Accounting. The principal/head teacher or his/her designee shall present to the APC at regular APC meetings an accounting of expenditures and performance relative to the approved budget. The APC may at any time cause a full or partial independent audit of school monies to occur.

ARTICLE XI Parliamentary Authority

Conduct of meetings. The rules contained in Robert's Rules of Order shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. The Chair may suspend or apply Robert's Rules informally in order to facilitate discussion amongst the members.

ARTICLE XII Ethics

Effie Kokrine Charter School is committed to delivering a quality education for all of its students. The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, pregnancy, parenthood, sexual orientation, gender identity or military affiliation. The APC, administration, teachers and staff shall conduct themselves in such a way as to promote that ethical standard. No member of the APC, administration, teachers or staff shall take advantage of their position for their personal gain above and beyond that which is made available to all other members of the Effie Kokrine Charter School community and/or reasonable and customary contractual allowances.

ARTICLE XIII Indemnification

The school 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 the school, 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 the school, 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 a quorum of the APC, on a case-by-case basis.

ARTICLE XIV Amendments to Bylaws

These bylaws may be amended or revised by a two-thirds vote of the APC present at any regularly scheduled or special meeting provided that the amendments or revisions proposed were submitted in writing to the APC and posted publicly on the APC meeting agenda in advance of voting on said amendment(s).