



Discovery Peak Charter School

2021-2022 Annual Report

Prepared by: Allison Bartlett, Head Teacher

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3. Student Performance
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1. Mission Statement

Discovery Peak provides a rigorous, innovative, and personalized academic program. Through hands-on discovery, community-focused problem solving, and increased physical activity, our students will engage in a unique, learn-by-doing curriculum. The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

2. School Goals

1. Provide individualized learning opportunities to fill learning gaps and challenge students appropriately. Data-driven decisions guide individually leveled assignments and learning groups.
2. Support students through regular reflective goal setting conversations around individual progress to give students ownership, insight, and investment into recognizing their own strengths, weaknesses, and progress.
3. Engage, interact, and build connections between our school and local community members.
4. Because we believe students are more active learners when their bodies are able to be active as well, our teachers and staff aim to *intentionally* integrate physical activity into daily lessons, routines, and schedules.

3. Student Performance

Students participate in multiple assessments throughout the course of the school year to ensure data-driven decisions are guiding our overall instruction as well as individualized learning tracks.

Assessments include:

- STAR Early Literacy (K-1st), Quarterly
- STAR Reading (1st-8th), Quarterly
- STAR Math (1st-8th), Quarterly
- AimsWeb (K-2nd), Fall-Winter-Spring
- MAPS Testing (3rd-8th), Fall-Winter-Spring
 - SPRING 2022 scores posted below.
 - Notable mention: Discovery Peak students performed above “District Grade-Level Mean” at all grade levels for math.
 - Marked progress made at all grade levels, in all subjects, compared to Fall 2021 data.
- AK Star (+AK Science) Statewide Assessment (3rd-8th), Spring
 - 99% Participation in AK Star Statewide Assessments, Spring 2022 (118/119 students).

MATH, Spring MAP Assessments (Grades 3rd-8th)



Grade Report

Grade 3

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	18
Mean RIT Score	191.8
Standard Deviation	11.7
District Grade-Level Mean RIT	193.5
Students At or Above District Grade-Level Mean RIT	8
Grade-Level Mean RIT	199.6
Students At or Above Grade-Level Mean RIT	7

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	6	33%	5	28%	4	22%	3	17%	0	0%	189-192-195	11.7



Grade Report

Grade 4

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	22
Mean RIT Score	200
Standard Deviation	13.6
District Grade-Level Mean RIT	203.7
Students At or Above District Grade-Level Mean RIT	9
Grade-Level Mean RIT	209.1
Students At or Above Grade-Level Mean RIT	6

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	8	36%	7	32%	3	14%	3	14%	1	5%	197-200-203	13.6



Grade Report

Grade 5

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	20
Mean RIT Score	208.9
Standard Deviation	19.2
District Grade-Level Mean RIT	211
Students At or Above District Grade-Level Mean RIT	11
Grade-Level Mean RIT	217.4
Students At or Above Grade-Level Mean RIT	6

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	6	30%	5	25%	4	20%	3	15%	2	10%	205-209-213	19.2



Grade Report

Grade 6

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	21
Mean RIT Score	220.3
Standard Deviation	15.2
District Grade-Level Mean RIT	218.2
Students At or Above District Grade-Level Mean RIT	14
Grade-Level Mean RIT	221.8
Students At or Above Grade-Level Mean RIT	13

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	6	29%	1	5%	5	24%	6	29%	3	14%	217-220-224	15.2



Grade Report

Grade 7

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	15
Mean RIT Score	219.1
Standard Deviation	11.6
District Grade-Level Mean RIT	221.2
Students At or Above District Grade-Level Mean RIT	7
Grade-Level Mean RIT	225.9
Students At or Above Grade-Level Mean RIT	6

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	3	20%	5	33%	4	27%	3	20%	0	0%	216-219-222	11.6



Grade Report

Grade 8

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Math: Math K-12

Summary	
Total Number of Students With Valid Growth Scores	19
Mean RIT Score	228
Standard Deviation	12.5
District Grade-Level Mean RIT	223.2
Students At or Above District Grade-Level Mean RIT	12
Grade-Level Mean RIT	229.6
Students At or Above Grade-Level Mean RIT	9

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	2	11%	7	37%	5	26%	3	16%	2	11%	225-228-231	12.5

LANGUAGE ARTS: READING, Spring MAP Assessments (Grades 3rd-8th)



Grade Report

Grade 3

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	17
Mean RIT Score	195.5
Standard Deviation	11.8
District Grade-Level Mean RIT	192.2
Students At or Above District Grade-Level Mean RIT	10
Grade-Level Mean RIT	196.3
Students At or Above Grade-Level Mean RIT	7

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	3	18%	4	24%	5	29%	3	18%	2	12%	193-196-198	11.8



Grade Report

Grade 4

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	22
Mean RIT Score	202.5
Standard Deviation	13.9
District Grade-Level Mean RIT	202.4
Students At or Above District Grade-Level Mean RIT	10
Grade-Level Mean RIT	204.2
Students At or Above Grade-Level Mean RIT	9

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	3	14%	6	27%	6	27%	6	27%	1	5%	200-203-206	13.9



Grade Report

Grade 5

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	22
Mean RIT Score	209.4
Standard Deviation	13.7
District Grade-Level Mean RIT	207
Students At or Above District Grade-Level Mean RIT	13
Grade-Level Mean RIT	210.5
Students At or Above Grade-Level Mean RIT	10

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	4	18%	5	23%	5	23%	5	23%	3	14%	206-209-212	13.7



Grade Report

Grade 6

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	21
Mean RIT Score	214.8
Standard Deviation	14.8
District Grade-Level Mean RIT	214.5
Students At or Above District Grade-Level Mean RIT	10
Grade-Level Mean RIT	215
Students At or Above Grade-Level Mean RIT	10

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	4	19%	3	14%	5	24%	5	24%	4	19%	211-215-218	14.8



Grade Report

Grade 7

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	14
Mean RIT Score	216.8
Standard Deviation	12
District Grade-Level Mean RIT	214.9
Students At or Above District Grade-Level Mean RIT	7
Grade-Level Mean RIT	218
Students At or Above Grade-Level Mean RIT	6

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	1	7%	6	43%	3	21%	2	14%	2	14%	213-217-220	12



Grade Report

Grade 8

Term: Spring 2021-2022
 District: Fairbanks Northstar Borough SD
 School: Discovery Peak Charter

Norms Reference Data: 2020 Norms.
 Weeks of Instruction: 28 (Spring 2022)
 Grouping: None
 Small Group Display: No

Language Arts: Reading

Summary	
Total Number of Students With Valid Growth Scores	21
Mean RIT Score	222.5
Standard Deviation	14.3
District Grade-Level Mean RIT	219.7
Students At or Above District Grade-Level Mean RIT	11
Grade-Level Mean RIT	221.3
Students At or Above Grade-Level Mean RIT	11

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT Score (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	5	24%	3	14%	4	19%	3	14%	6	29%	219-222-226	14.3

4. Remediation Practices and Interventions

Student need for intervention is recognized through teacher observation, progress monitoring, and regular assessments. Leveled groups and modified assignments are common across grade levels in order to align learning goals with individual student needs. Regularly scheduled small group/one-on-one instruction with teachers & classroom tutors are implemented daily & weekly depending on student need.

- Curriculum/Programs used to supplement learning
(* indicates a tool we've added this year)
 - Explode the Code
 - Words Their Way
 - Heggerty Phonemic Awareness*
 - Freckle Math
 - Singapore Math*
 - Fishbowl Math*
 - Accelerated Reader

Teachers utilize weekly PLC opportunities to discuss unique or challenging student needs in order to support each other as well as the students. Collaboration is also done with other staff members outside of their grade level cluster, the SPED teacher, and parents/guardians. Additional consideration may lead to a formal SST meeting which would either bring new suggested interventions or additional special education testing.

5. Enrollment

Enrollment = 186 students

Demographics

- Gender: Male 50.7%, Female 49.3%
- Ethnicity: AK Native/American Indian 13.6%, Multi-Ethnic 15.8%, African American 3.8%, Hispanic 7.5%
- Economically Disadvantaged: 15.2%
- Students with Disabilities: 18.3%
- Military Connection: 21.6%

97% of Students plan to return to Discovery Peak in Fall 2022.

The Enrollment Lottery 2022 offered 38 seats to incoming students.

- Thirty-six offered seats have been accepted. Grades K-7th are full (22 students each).
- 8th grade has three vacant seats remaining.
- 113 students remain on the waitlist for grades K-7
- The budget projection was set at 186 students for the upcoming school year. Following the lottery, we anticipate 195 enrolled students for 22/23 SY.

6. Charter School Activities

Participation in District Wide Events & Activities:

- Elementary Running Club
65 student participants
Race Host at Chena Lakes Course
- 7th/8th Grade Battle of the Books
FNSBSD Champions!
State Battle of the Books, 5th place finisher
- School & District Science Fair
80+ projects were submitted into the Discovery Peak Science Fair, across all grades
23 students participated in the District Science Fair
- 7th & 8th Grade Snowshoe Tea Race @ Effie Kokrine
- Middle School Sports at North Pole Middle School
- High School preparation and tours with North Pole High School

Discovery Peak Activities:

Notable Mentions

- Quarterly Dino Data Days were held with a full, day-long focus on both academic and fitness-based goal setting and a chance to reflect on personal goals. Students interact with each other in a predetermined group consisting of K-8 students--giving them a chance to also mentor and build relationships with students of all ages.
- The 6th/7th/8th grade Career Fair brought 20+ representatives from a broad variety of businesses in our community. Students prepared questions in advance and had an opportunity to interview several different community members.
- Our primary students also learned about jobs in our community and students invited "experts in their field" to visit with them about the jobs they (students) were particularly curious about.
- With a donation of skis and boots, students had the opportunity to learn how to cross country ski during recess and movement breaks.
- 6th grade students put on a wax museum featuring popular inventors, artists, authors, and other historical figures who have made a lasting impression.
- Multiple events have been hosted drawing in community partners as judges, participants, and instructional mentors. These events include a Soup Cook-Off, Food Truck Rally & Vender Fair, Holiday Bazaar, & a Halloween Trunk or Treat.
- We have collaborated with the North Pole Police Department, North Pole Fire Department, Volunteers in Policing, Pioneer Farm, Calypso Farm, Alaska Fish & Game, BLM, and several representatives from Fort Wainwright & Eielson AFB.
- Students have completed community service projects to support the food bank and citywide clean-up efforts.
- Students in grades 1st-8th are planning camping trips at Chena Lakes & Twin Bears Camp as an opportunity to teach outdoor skills & safety. These events are possible because of the phenomenal support we have received from parents/guardians to make this happen!
- Family involvement is an integral part of our school community. With two weeks remaining, families had logged over 1500 hours of volunteer time this school year!

7. Academic Policy Committee

Members:

- Shannon Trizzino, APC President, Teacher
- Kristine Rosevear, APC Vice-President, Teacher
- Sandra Evans, APC Treasurer, Community Member
- Loreta Thomas, APC Secretary, Parent
- Rosalee Edwards, APC Member, Teacher
- Tamra Chiarell, APC Member, Staff Member
- Dexter Sam, APC Member, Parent
- Yvonne Sam, APC Member, Community Member
- Susan Currier, APC Member, Parent

Meetings were held on the first Monday of the month, August 2021 - May 2022.

[Meeting Minutes](#) are included at the end of this Report, and also available on the Discovery Peak Academic Policy Committee Website:

<https://sites.google.com/k12northstar.org/discovery-peak-apc>

UPDATED Bylaws, were recently approved by the Academic Policy Committee.

- The APC requests acceptance of these Bylaws at the May 2022 Annual Charter School Review meeting.
- Updated Bylaws are included at the end of this Report, but can also be found [online](#).

Academic Policy Committee members found great value in the professional development opportunity presented by AASB in October 2021.

8. Parent-Teacher Association

PTA Board Members:

- James Trizzino, President
- VACANT, Vice-President
- Laura Frisone, Secretary
- Dexter Sam, Treasurer

The PTA has met on the second Tuesday of each month, August 2021-May 2022.

Notable accomplishments include hosting a successful community-wide Trunk-or-Treat event in the DPCS parking lot, purchasing a portable sound system for school use/events, and providing a wonderful week of treats and thank yous during Teacher Appreciation Week.

9. Staffing

Current Teaching Staff:

- Head Teacher: Allison Bartlett
- SPED Resource Teacher: Alexis Rosenbery
- Speech Pathologist: Samantha Sloan
- Kindergarten: Dara Carpenter
- 1st Grade (Job Share): Mary Pat Shaffer & Krista Smith
- 2nd Grade: Katrina Smith
- 3rd Grade: Aubrey Hanna
- 4th Grade: Elizabeth Tynes-Piessner
- 5th Grade: Shannon Trizzino
- 6th Grade: Kristine Rosevear
- 7th Grade: Maynard Maglaya
- 8th Grade: Rosalee Edwards

Current Support Staff:

- Administrative Secretary: Crystal Narow
- Charter School Assistant: Heidi Beardsley
- Classroom Tutor: Tarryn Clark
- Classroom Tutor: Kim Durrant
- Classroom Tutor: Tami Chiarell
- Classroom Tutor: Aaliyah Johnson-Mouw
- Teaching Assistant: Chelsea Sellers

10. Changes / Modifications to Contract or Charter

None.

BYLAWS
Discovery Peak Charter School
Revision 5/2/2022

ARTICLE I
Name

The name of the organization shall be Discovery Peak Charter School (DPCS).

ARTICLE II
Purpose

The purpose of the organization shall be to educate K-8 children under a charter with a focus on providing a rigorous and innovative academic program. Through personalized learning, hands-on discovery, community-focused problem solving, and increased physical activity, students at DPCS will engage in a unique, learn-by-doing curriculum. The mission of DPCS is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

ARTICLE III
Governance

Discovery Peak 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 Discovery Peak Charter School as stated in the DPCS & Fairbanks North Star Borough School District contract;

Section 2. Oversee and have ultimate accountability and responsibility for academics, curriculum, attendance, legal/risk management, budgeting, 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 and evaluate the head teacher.

Section 5. Delegate to the 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 that support the mission initially denied by the head teacher;

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 in 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 APC is by election except as provided herein. The number of members constituting the entire APC shall be a minimum of (7) or a maximum of (9) voting members. With the majority of members being permanent staff members and the remaining members shall be parents and community members who are not permanent DPCS staff members. The head teacher or acting head teacher then under contract to the school shall be a non-voting ex officio member of the APC.

Section 2. Term. The term of all elected members of the APC shall be two (2) years beginning January 1 and ending December 31. It is the goal of these bylaws that at any regular election two to three (2-3) of the APC staff positions and two (2) of the APC parent/community member positions shall be open for re-election, and that the remaining staff and parent/community member 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 nonconsecutive 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 the 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.

Section 6. Resignation. An APC member may resign at any time by giving written notice to the 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 $\frac{2}{3}$ 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 interests 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 staff positions, no voting member of the APC shall be a paid staff member of the school, inclusive of the head teacher and any other person who receives any monetary compensation from the school.

Section 9. Self Evaluation. Self evaluations will be conducted based on an approved evaluation form.

- a. At the May meeting the APC will set goals for the following year.
- b. At the January meeting there will be a midyear check in.
- c. At the April meeting the APC will complete the final self evaluation.

ARTICLE V

Officers of the Academic Policy Committee

Section 1. Officers. The officers shall be the President, Vice President, Secretary, and Treasurer.

Section 2. Election of Officers. The officers shall be elected in November from among the members of the APC by a majority of members present. There will be no more than two (2) DPCS staff serving as an officer at a time.

Section 3. Term. The term of all officers shall be two (2) years. Two (2) officers will be up for election on alternating terms.

Section 4. Removal. Any officer elected or appointed by the APC may be removed from office (but not from the APC) by a majority vote of the full APC.

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. President Functions. The President shall be a member of the APC for at least 6 months and shall:

- a. Preside at all meetings of the APC;
- b. Set the time and place of all special meetings of the APC;
- c. Publish on the APC website;
- d. Break tie votes;
- e. Have authority and perform duties as directed by the APC from time to time.

Section 7. Vice President Functions. The Vice President shall:

- a. Serve in the place of the President if the President is unable to serve or preside over board meetings;
- b. Appoint, with the consent of the APC, all committees and require them to give reports of their actions to the Board;
- c. 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 electronic minutes of the meetings of the APC and make available to the public;
- b. Keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC;
- c. Perform such other duties as from time to time may be assigned by the APC.

Section 9. Treasurer Functions. The Treasurer shall:

- a. Maintain accurate, up-to-date records of account;
- b. Complete and file all tax documents in a timely manner;
- c. Perform such other duties as from time to time may be assigned 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;

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

- a. Prepare secret ballots and otherwise oversee the election so that it is conducted in a fair manner;

- 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 shall be kept at the head teacher's 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. Parents or legal guardians of students currently enrolled in the school, staff, and current APC members are eligible to vote for APC members.

Section 4. Voting. 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 5. Casting of Ballots. Secret ballots must be cast on the 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 6. 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 confirm candidates with a majority vote.

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 hold regular meetings, typically monthly, but at least four (4) times a year. Parents, teachers, staff, and community members of the school are invited to such meetings.

Section 3. Special Meetings. Special meetings of the APC may be called by the President, 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 5 days before the date set for such meeting. New issues not posted on the agenda may nonetheless be raised and discussed at any meeting.

Section 5. Communication. Any materials for any regular or special meeting may be accessed on the APC website.

Section 6. Quorum. Greater than 50 percent (50%) of the voting members of the APC constitutes a quorum.

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. 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. 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.

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 eligible volunteers. At least one APC member will participate in the committee.

Section 2. Instruction and Responsibility. The APC will provide committees with responsibilities and dates. Committee reports will be made to the Vice President.

Section 3. APC Powers. 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 Head Teacher

Section 1. Selection/Removal. The head teacher shall be selected by the APC. Removal of the head teacher will require $\frac{2}{3}$ vote of the full APC when, in its judgment, is in the school's best interest. Head teacher interviews shall be conducted by an APC Executive Board member who does not also hold a staffing position at Discovery Peak.

Section 2. Duties and Responsibilities. The 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 head teacher shall select, appoint, or otherwise supervise employees of the school. The head teacher shall see that all policies, orders, and resolutions of the APC are carried into effect. Upon delegation by the APC, the head 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.

Section 3. Evaluation. The evaluation will be conducted on an approved evaluation form.

- a. At the August meeting the APC will set goals with the head teacher.
- b. At the December meeting the head teacher will provide a self-evaluation report to the APC during an executive session.
- c. At the April meeting there will be an executive session for the final head teacher evaluation. Staff members serving on the APC will be recused for the final evaluation.

ARTICLE X Admission and Finances

Section 1. Fiscal Year. The fiscal year of DPCS 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 materials and otherwise legally bind the school. The APC may delegate this authority, either in specific instances or in general, to the head teacher or designee, or to any officer of the APC.

Section 3. Budget and Purchasing Authority. The APC, with support from the head teacher, is responsible for development and approval of the school budget in accordance with the 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 item or capital improvement over ten thousand dollars (\$10,000) shall be approved by both the APC and the head teacher. In instances requiring emergent action, the 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 nonconsumable items less than ten thousand dollars (\$10,000) require only the approval of the head teacher.

Section 4. Accounting. The head teacher or designee shall present to the APC at regular APC meetings an accounting of expenditures and performance relative to the approved budget. The APC may request an independent audit of school expenditures 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 consistent with these bylaws. The President may suspend or apply Robert's Rules informally in order to facilitate discussion amongst the members.

ARTICLE XII

Ethics

Discovery Peak 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 DPCS 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 majority 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).

9/13/21 Minutes

1. Call to Order

- [Roll Call](#) and Establishment of Quorum: Rosalee, Dexter, Tami, Kristine, Susan, Loretta, Heather, Shannon. Quorum established.
 - Also in attendance: Allison and 7 guests
- Approval of Minutes - from [7/14/21](#)
 - Motion by Kristine, 2nd by heather. Motion passes.

2. Reports

- Treasurer - Reported by Kristine
 - Funds have been collected and a total will be presented when that is done.
- Executive Board - No meeting conducted
- Head Teacher Report - Allison
 - Enrollment/Staffing - 188 students enrolled (10 vacancies across 3rd, 7th, and 8th). We have a new teacher hired in 3rd grade. The class started without a teacher and utilized subs until recently. One of the k,1,2 tutor positions is still open, but there is a sub in there at the moment. Posted until filled.
 - Lots of staff out. They have the same expectations as students.
 - Budget - This is more enrollment than last year so we should see an increase in funding.
 - 5 cases of COVID in school since the beginning of the year. Over 20 staff and students have been out as close contact.

3. Public Comments

- Angela - Kinder parent: Wondering about AR with quarantine. Can we make that available for students who are at home?
 - Response: it can be turned on and off. We are looking at possibly opening it up.
- April - Parent: Discussed charter school presentation given at the school board. Other charter schools did require masks at the beginning of the year, but DPCS did not. Requests policies get buttoned up so we know how we can operate. Recommendations for policy: public meeting schedule, when can DPCS go against FNSBSD policy. Boreal Sun was criticized because of how their APC was run. Can the APC mandate masks? Add more detail to minutes. Not here to discuss masks, just want to see a tightening on policy.
 - Response: will be going over bylaws, meetings are on First Monday of the month at 6pm.
- Amanda - parent: a fan of parent choice on masks. Thinks kids need to come to school and be exposed to each other.
- Angie - parent: Did not know of the meeting time except for the newsletter. Suggested bubbles of students so smaller amounts of students get sent home as close contact.
- Brett - parent: Do masks eliminate the close contact? Answer: yes. Proponent of wearing masks to protect student health. It keeps them in school.

4. Discussion/Approval Items

- APC Secretary Nominations
 - Nominees: Loreta Thomas

- Heather moves to vote on secretary nomination. Tami 2nd.
- Vote: unanimous acceptance
- Future Fundraising
 - November - Soup/Dessert Cook-Off (Rosevear)
 - December - Holiday Bazaar (Edwards)
- School Masking Policy due to COVID
 - Our most recent vote was to follow the FNSBSD School Board policy. Conversations need to stay open and relevant on this topic.
 - Parent question: will we still be doing physical activity in masks?
 - Response: We will be taking them outdoors as much as possible, they do not have to wear masks outdoors.
 - PQ: Will students be able to take breaks outdoors for fresh air?
 - Response: Yes.
 - Parent question: How does lunch work?
 - Response: Masks are off while eating, but on at other times. Spread the kids out as much as they can. Stay with students in their classrooms.
 - Parent question: Are there assigned seats at lunch?
 - Response: For younger students yes, for older students no.
 - Parent question: some schools go out at colder than -20.
 - Response: We can look into it.
 - Discussion of cold weather policy.
 - Allison explained that other schools have made policy that is more cautious, but not less cautious.
- [Discovery Peak Bylaws](#): discuss any comments made or alterations that need to occur before voting for approval
 - Amended to state 9 or 11 members to have a full APC
 - For resignations: they should be maintained by the secretary.
 - Notice of meetings: presidential responsibilities
 - Treasurer: added other duties as assigned to keep the assignments consistent.
 - Remove the ability to nominate people who have not applied.
 - Membership of committees: add that an APC member must be on a committee
 - Add open meetings act as addendum.
 - Interviews of head teacher will be done by executive board members who do not also hold a staff position.
 - Kristine moves to accept the bylaws. 2nd by Susan
 - Votes: unanimous vote to accept.

5. Academic Focus Selection for Oct 4 Meeting

- We would like to see what teachers are doing for explorations. How are the explorations fitting into the 3 pillars? What is going well? What is difficult?

6. Adjourn

Heather moves to adjourn. Loretta 2nd.

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
October 4, 2021, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum: Rosalee, Tami, Susan, Loreta, Sandy, Shannon - Quorum Established
- Approval of Minutes - from [9/13/21](#) - Minutes Approved Unanimous

2. Reports

- Treasurer - (Vice-President will fill in for Treasurer)
- Executive Board - No meeting conducted
- Head Teacher Report -
 - Enrollment/Staffing
 - Budget
 - Academic Focus - [Explorations](#)

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may also be emailed to the APC and read aloud during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.

4. Discussion/Approval Items

- [APC Policy Letter 21-22.1: APC Meetings for the 2021-2022 School Year](#)
- [Discovery Peak Bylaws on the APC website](#)
- APC Treasurer Position
 - Cannot be a staff member since 2/4 Executive Board positions are filled by staff members
 - Major Responsibilities: maintaining accurate and up-to-date accounting records, complete and file all required tax documents for the APC, and to provide Treasurer's report during monthly meetings
 - Nominee: Sandy Evans
 - Tami moves to vote on Treasurer nomination. Susan 2nd
 - Vote: Unanimous
- Social Media Committee/Person
 - Responsible for keeping the APC Facebook page current
 - Nominee: Susan Currier
 - Vote to approve: Unanimous
- Fundraising
 - Post-fundraiser depositing of money
 - November: Soup Off (Rosevear)
 - Sandy motions to table fundraising discussion until November meeting. Tammi 2nd
 - Vote: Unanimous
- October 1-2 APC Professional Development

5. Academic Focus Selection for Nov 1 Meeting

- Singapore and Fishtank Math Resource
 - Why were these resources selected
 - How are they being utilized on a daily basis
 - What are the goals

6. Next Meeting Information

Monday, November 1, 2021, 6:00pm at Discovery Peak Charter School

Shannon Trizzino to be added as a signer on the APC Bank account at Mt. McKinley Bank.

7. Adjourn

Sandy moves to adjourn. Shannon 2nds

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
November 1, 2021, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum - Tami, RosaLee, Heather, Loreta, Susan, Shannon - Quorum Established
- Approval of Minutes - from [10/4/2021 Regular Meeting](#) - Minutes approved unanimously
- Approval of Minutes - from 10/21/21 Special Meeting (Approval of Fundraisers) - Minutes approved unanimously

2. Reports

- Treasurer
- Work Session - 10/21 we had a work session for a 2nd look through of our [DPCS Bylaws](#). In this session we were confirming that we had all of the necessary sections of our bylaws. The work sessions found there were at least two articles in the current bylaws which need to be added: Administrative Policies and Evaluations. Both of these sections will need to be created in another work session.
- Head Teacher Report -
 - [Enrollment/Staffing](#)
 - [Budget](#)
 - Academic Focus - Singapore (K-6) and FishTank (7-8) Math Resources

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. [APC Policy Letter 21-22.1: APC Meetings for the 2021-2022 School Year](#) - Heather motions to make APC Policy letter 21-22.1 the APC meetings for the 2021-2022 School Year. Tami 2nds Vote: Unanimous

5. Discussion Items

1. [DPCS Attendance Policy](#) Responsibilities Solidification
 - a. APC responsibilities
 - b. Head Teacher responsibilities
2. Fundraising

- a. Allocations of funds to staff after a fundraiser: discussion needs to be had on what is the best way to give earned fundraising money to the school/staff members who worked a fundraiser while also ensuring it is used for its intended purpose
- 3. Upcoming APC Member Elections
 - a. Terms are up for many members December 31, 2021: list of members whose positions are open is needed
 - b. Possible APC Member Election Committee
 - c. Ideas on advertising open positions to the public for candidates and timeline
 - d. Ideas on how to advertise candidates once applications are in
 - e. In accordance with our bylaws, a secret ballot needs to be created and go out to the DPCS stakeholders to vote on new members

5. Academic Focus Selection for Dec 6 Meeting

Examples of the increased physical activities in the school.

6. Next Meeting Information

- 1. Regular APC Meeting: Monday, December 6, 2021, 6:00pm at Discovery Peak Charter School
- 2. Bylaws Work Session: Monday, December 13, 2021, 6:00pm at Discovery Peak Charter School

7. Adjourn - 7:00 Meeting adjourned - Rosalee moves to adjourn Susan 2nds

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
December 6, 2021, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum - Tami, Kristine, Heather, Loreta, Shannon Quorum established
 - Also in attendance: Allison
- Approval of Minutes - from [11/1/21 Regular Meeting](#) - Minutes approved unanimously

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#)
 - [Budget](#)
 - Academic Focus - Integration of physical activity into the classroom

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. Fundraising Policy -
 - a. 11/1 meeting discussion was that the funds raised by APC hosted events will be held by the APC until the staff member requests the funds for their specific purpose. The APC would purchase the required items to maintain accountability for 501c3 purposes.
 - b. Policy needs to be solidified.

-Heather motions - When the APC hosts a fundraiser the funds raised will be held by the APC until formally requested - Tami 2nd, Motion passes unanimously

5. Discussion Items

1. Upcoming APC Member Elections
 - a. Fliers were sent out to the school via paper copy, Bloomz, and through the newsletter
 - b. Applications were due Nov 30
 - c. A secret ballot needs to be created and go out to the DPCS stakeholders to vote on new members
 - d. Deadline for voting is Dec 10

5. Academic Focus Selection for Jan 3 Meeting

- What are the explorations that will be coming up next semester

6. Next Meeting Information

1. Bylaws Work Session: Monday, December 13, 2021, 6:00pm at Discovery Peak Charter School
2. Regular APC Meeting: Monday, January 3, 2021, 6:00pm at Discovery Peak Charter School

7. Adjourn

Kristine motions to adjourn, Tami 2nds

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

January 3, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum: Tami, Kristine, Sandy, Dexter, Susan, Loreta, Shannon, Yvonne - Quorum Established
- Approval of Minutes - from [12/6/21 Regular Meeting](#) - Approved Unanimously

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#)
 - [Budget](#)
 - Academic Focus - Upcoming Explorations for 3rd & 4th Quarters

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. Amendment to DPCS 2021-2022 contract with the FNSBSD School Board to allow for DPCS APC to determine masking requirements for the school.
 - a. During the [Dec 7, 2021 School Board Regular Meeting](#) (audio of meeting), it was determined by the FNSBSD School Board that Charter School APCs did not have the operational authority to determine masking requirements for their school.
 - b. Based on the [Dec 16, 2021 School Board Special Meeting](#) (audio of the meeting), 4 different charter schools and APCs in the district requested to amend their contract with the School Board so that their APC is responsible for masking decisions for the school.
 - c. All four of these amendments were approved by the School Board.
 - d. Potential wording of amendment:
 - Amendment to Exhibit "B" in Charter Contract
 - Add Article 18

18. COVID-19 MITIGATION OPTIONS

Discovery Peak Charter School's Academic Policy Committee has the option to determine masking requirements for their school.

- Susan motions - Adding on amendment to DPCS 2021-2022 contract with the FNSBSD School Board to allow for DPCS APC to determine masking requirements for the school

Yvonne 2nd

Vote - Tami - no, Kristine - no, Dexter - no, Sandy - yes, Susan - no, Yvonne - yes, Loreta - no, Shannon -

no

- Motion not accepted
- Sandy motions - Add amendment to DPCS 2022-2023 contract with the FNSBSD School Board to allow for DPCS APC to determine masking requirements for the school

Kristine 2nd

Vote - Unanimous

5. Discussion Items

1. APC Member Election Results

- a. We did not hold a school-wide election for new members.
- b. We had 2 staff member positions open with only 2 applicants, and we had 2 family/community member positions open with only 2 applicants.
- c. Due to a provision in our Bylaws, it states in Article VI - Nominations and Elections: "**Section 6. 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 confirm candidates with a majority vote."
- d. Since we had exactly the same number of candidates as we had vacant positions, we did not hold a public election.
- e. Elected Members: Rosalee Edwards (staff), Kristine Rosevear (staff), Susan Currier (parent/guardian), and Yvonne Sam (community member)

2. [End of the Year Camping Trips](#)

5. Academic Focus Selection for Feb 7 Meeting - Upcoming Explorations for 3rd and 4th Quarters. Are there any ways the community can help with the Explorations.

6. Next Meeting Information

1. Bylaws Work Session: Date - TBD, 6:00pm at Discovery Peak Charter School
2. Regular APC Meeting: Monday, February 7, 2022, 6:00pm at Discovery Peak Charter School

7. Adjourn - Kristine motions to adjourn

Sandy 2nd

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

February 7, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum - RosaLee, Kristine, Tami, Loreta, Shannon - Quorum Established
- Approval of Minutes - from [1/3/2022 Regular Meeting](#) - Approved Unanimously

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#)
 - [Budget](#)
 - Academic Focus - 2022-2023 Lottery and Orientations

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. Adjustment of the 2022-2023 Lottery notification date from Friday, April 15, 2022 to Monday, April 18, 2022.
 - a. The DPCS Charter says the day for the lottery notification is April 15.
 - b. This year April 15th falls on a Friday.
 - c. By pushing the deadline until Monday, April 18, 2022 potential families would be given two consecutive business days to contact the school with questions before making their decision. If the date of lottery notification remains Friday, April 15, 2022, potential families will not be given any business days to ask questions before being required to make their decision on attending the school for the following year.
 2. Convening of an Executive Session following the conclusion of this regular meeting.
 - a. [In accordance with the Open Meeting Act](#), there is a matter which falls under the parameters requiring an Executive Session.
 - b. Also in accordance with the Open Meeting Act, the board is required to motion to convene the Executive Session.
- **Kristine moves to convene an Executive Session after the regular meeting. Rosalee 2nds. Unanimously approved**

5. Discussion Items

1. DPCS Orientations
 - a. APC presence at the orientations
 - b. Ideas or topics that need to be added to the presentation

5. Academic Focus Selection for March 7 Meeting

- **Camping trip logistics - expenses, transportation, ect**

6. Next Meeting Information

1. Bylaws Work Session: Date - TBD, 6:00pm at Discovery Peak Charter School
2. Regular APC Meeting: Monday, March 7, 2022, 6:00pm at Discovery Peak Charter School

7. Adjourn Regular Meeting - Kristin moves to adjorns, Rosalee 2nds

8. Executive Session (if approved during the Approval portion of the meeting)

1. This will be held in the 5th grade classroom.
 2. The Executive Session is not open to the general public.
- **Called to order at 6:28 pm**

9. Adjourn Executive Session - Adjourned at 7:23

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

April 4, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum
- Approval of Minutes - from [2/7/2022 Regular Meeting](#)

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#)
 - [Budget](#)
 - Academic Focus - End of Year Camping Trip logistics

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. APC's fundraising policy (these are the current ideas on the topics, but discussion is required before approval)
 - a. *Request for money raised by DPCS staff through an APC sponsored event:* The staff member would email the APC treasurer at least 3 business days prior to requiring funds, through the official APC email, requesting funds or requesting a reimbursement of funds. A description of the expenditure must be included with the emailed request and must meet the original declared intent of fundraisers, and proof of expenditure is required if requesting a reimbursement. DPCS tutor raised funds will be split evenly between cluster teacher funds.
 - b. *Request for money from the general APC fund:* The staff member would complete an APC funds request form (found on the website), the APC would vote on the funds request during a regularly scheduled meeting and notify the staff member of the outcome via email.
 - c. *Rollover of funds raised by DPCS staff members for subsequent years:* If a DPCS staff member has allocated funds at the end of the academic year, these funds will rollover to the following year and the funds will be associated with the same staff member. If a staff member has funds available but are no longer an employee of the school, then funds associated with that staff member will be absorbed into the general APC fund.

2. DPCS School Garden: The APC would provide a 10% matching donation to the DPCS school garden if the school is awarded the Alaska Microgrant.
 - a. An Alaska Microgrant was applied for by the school in order to have a school garden. There was a stipulation that a matching 10% of the grant would be matched by the APC; this amount would be approximately \$878.
 - b. The school garden is a part of our fall and spring explorations from K-8, and is a way for the school to continue to support all three pillars of its mission.

5. Discussion Items

1. DPCS Orientation
 - a. Last orientation is April 6. APC members who are there to help enter families into the tracking system should arrive at 5:45.
 - b. Thank you for your help at these orientations
2. Upcoming Summer Break and the APC
 - a. The plan is that there will not be another regular meeting until August 2022.
 - b. Work sessions might occur during the summer. Notification of meetings for APC members will occur through email, and GroupMe messages. Notification of the public of summer work sessions will occur through already established means.

5. Academic Focus Selection for May 2 Meeting

6. Next Meeting Information

1. Regular APC Meeting: Monday, May 2, 2022, 6:00pm at Discovery Peak Charter School

7. Adjourn Regular Meeting