

# Star of the North

CEC ~ NPC

## 2018-19 Annual Report

**Career Education Center**

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## **Message to the Board**

It has been a challenging year for Star of the North Secondary School.

The state declared our school in need of Comprehensive Support & Improvement based on our graduation rate. We also experienced a second year of low enrollment during the October count leading to a significant decrease in our funding with no remaining budget reserves.

As we have worked through these challenges, we have had to ask and answer some tough questions about our school. Working through the school improvement process, it has become clear just how different our two programs have become. As we have discussed and debated our budget, it has become apparent how difficult it is to allocate resources equitably between two campuses.

None of these concerns are new, as each campus has discussed them in the past. However, this year they reached a point where CEC came to the decision to seek separation from the Star of the North charter and return to program status within the district. After much discussion, the APC approved a motion in February allowing CEC to begin this transition.

Following the decision of the APC, NPA staff began discussions regarding the best course of action for their campus as well. Over the course of the next year, both campuses will collaborate with stakeholders to transition to new status.

While the challenges ahead of us remain significant, each campus of Star of the North is confident we will continue to provide valuable educational alternatives for academically at-risk students in the district.

As always, we thank the board and administration for their continued support as we move forward with that work.

# Student Enrollment and Mobility

## CEC

### Entry Status

Rollovers	53
1 <sup>st</sup> Quarter Enrollees	40
Enrollees after 1 <sup>st</sup> Quarter	45*
<b>Total Enrollments</b>	<b>138</b>

### Exit Status

Diploma Earned	14 <sup>^</sup>
GED Seeking	4
District Transfers	2
Out-of-District Transfers	21
Attendance Drop	17
Continuing	80 <sup>^</sup>
<b>Total</b>	<b>138</b>

\* Students who enroll after the first quarter are not included in the official October count and are, therefore, not factored in for budgeting purposes.

<sup>^</sup> Graduates and currently enrolled students are as of April 1<sup>st</sup>. These numbers will change as the semester comes to a close.

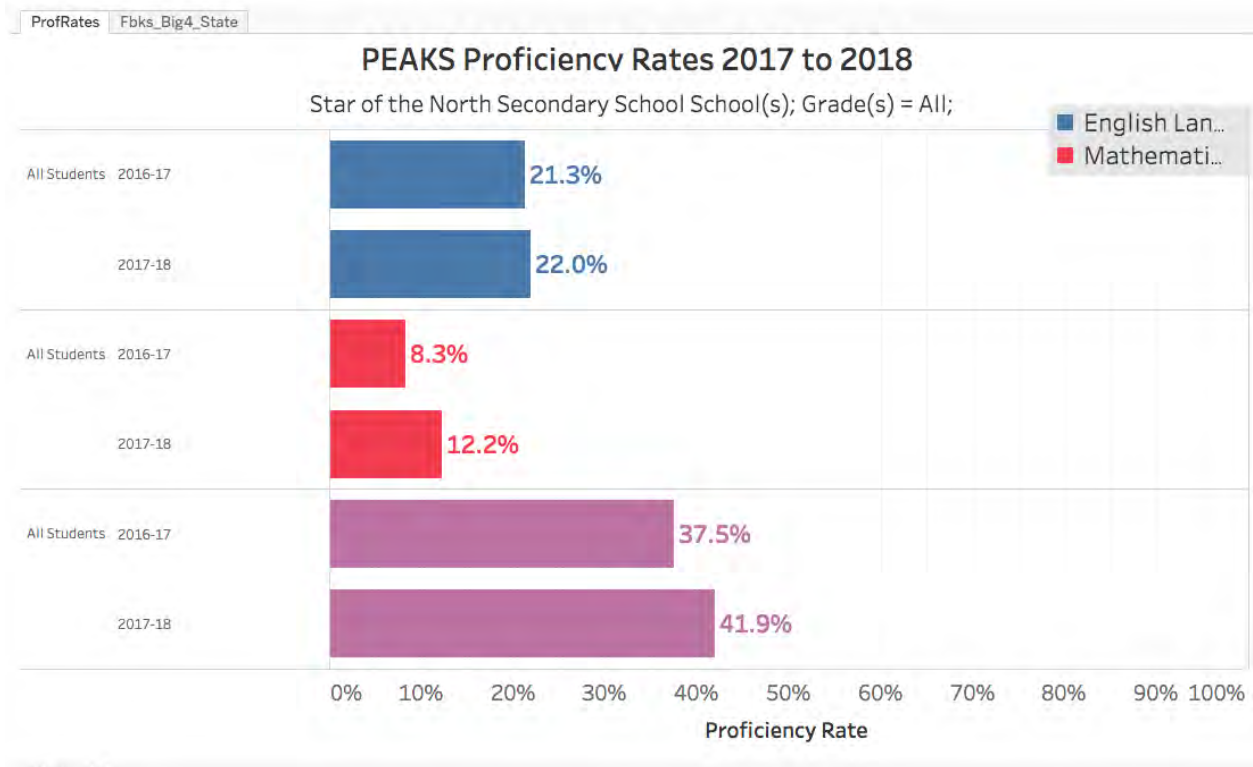
## NPA

Grade	Continuing Enrollment	1 <sup>st</sup> Semester Enrollments	2 <sup>nd</sup> Semester Enrollments	Transfers Out
7 <sup>th</sup> Grade	N/A	15	1	1
8 <sup>th</sup> Grade	12	7	1	5
9 <sup>th</sup> Grade	9	3	5	2
10 <sup>th</sup> Grade	16	4	3	4
11 <sup>th</sup> Grade	16	6	5	3
12 <sup>th</sup> Grade	14	5	0	3

# Student Performance Data

## NPA PEAKS Testing Data

While our results are lower than district wide, we are happy to see growth in all 3 areas.



## NPA MAP Results\*\*

North Pole Academy uses the results of a student's MAP testing, which is administered three times a year, to drive their English and Math Workshops. It is our intent to do all possible to fill any individual gaps a student has in these core subject areas. The following quadrant charts map growth in reading, language arts, math and science. Students in the upper half showed growth from fall to winter. The more growth they achieved, the higher they are on the chart. The left and right half of the charts show the overall aptitude they have according to the test results. So for example, a student in the upper left quadrant are low achievers, but have showed significant growth.

\*\*Due to the earlier report date this data includes only 2 test cycles and does not include year-end testing.

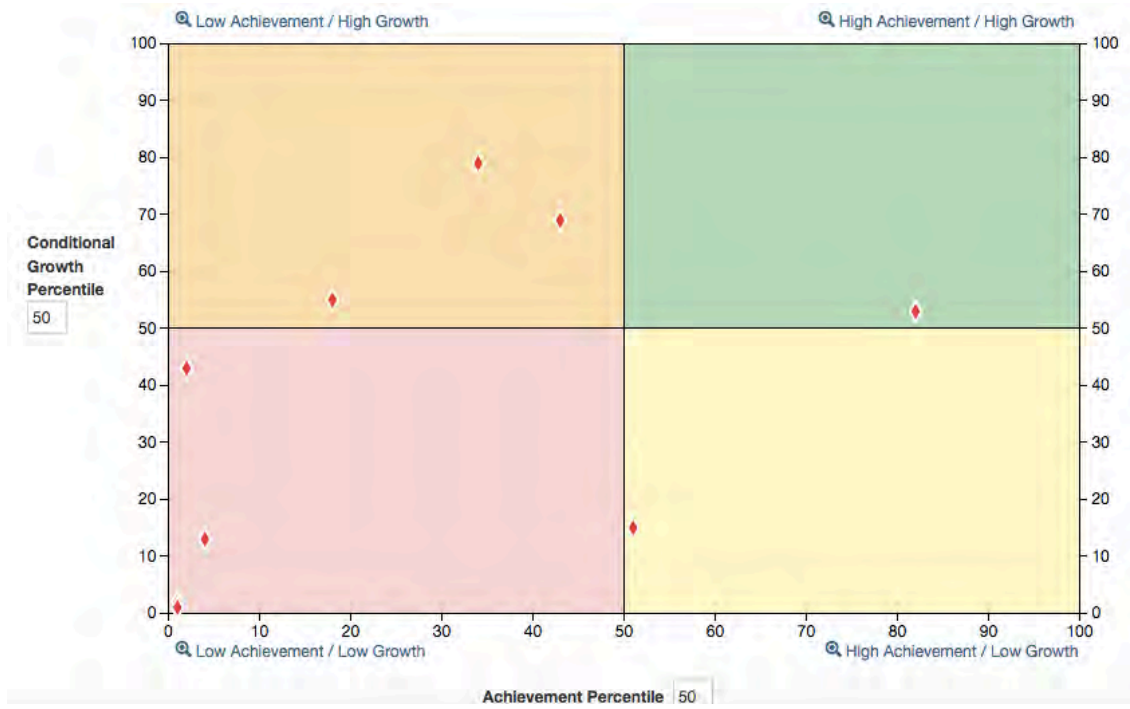
# 7<sup>th</sup> Grade Reading



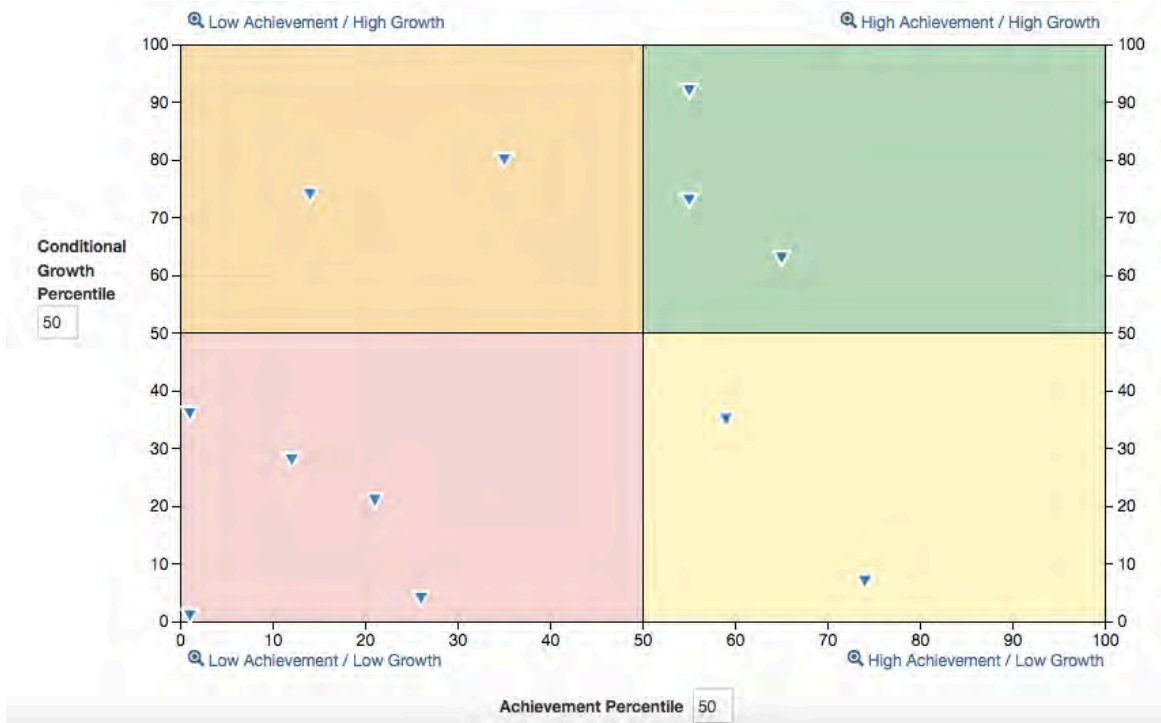
# 7<sup>th</sup> Grade Math



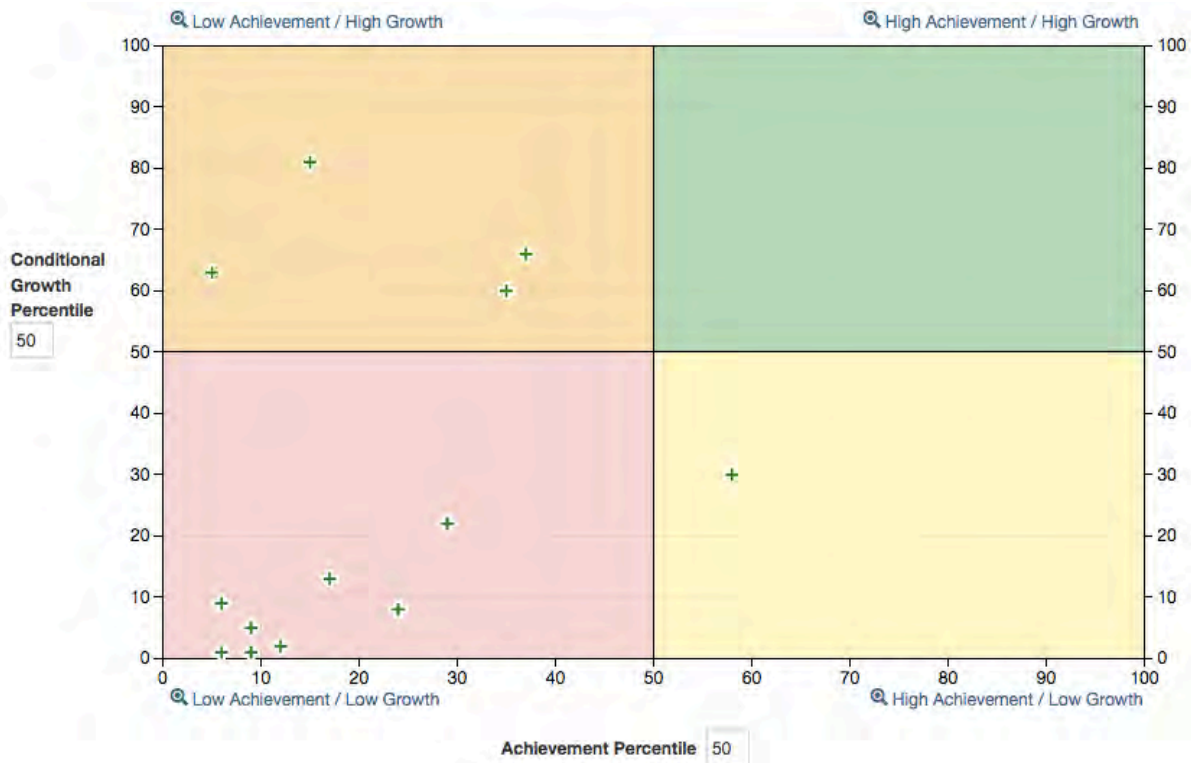
## 7th Grade Language Arts



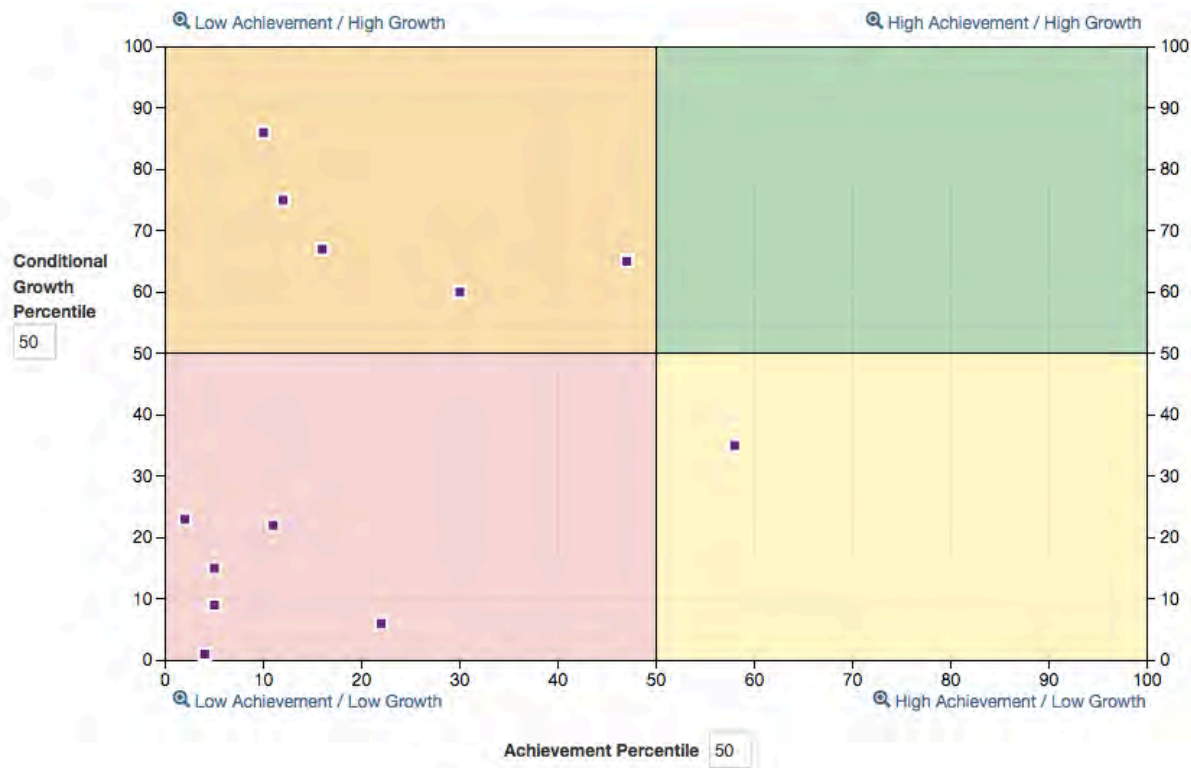
## 7th Grade Science



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

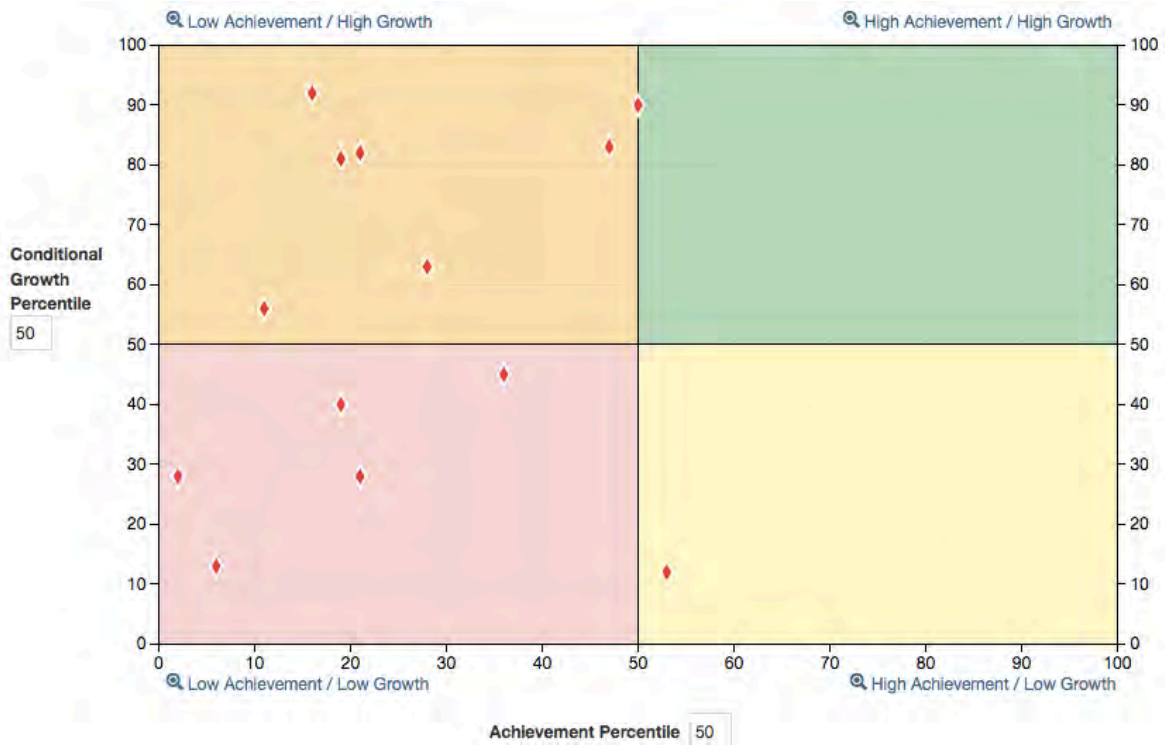


## 8<sup>th</sup> Grade Reading

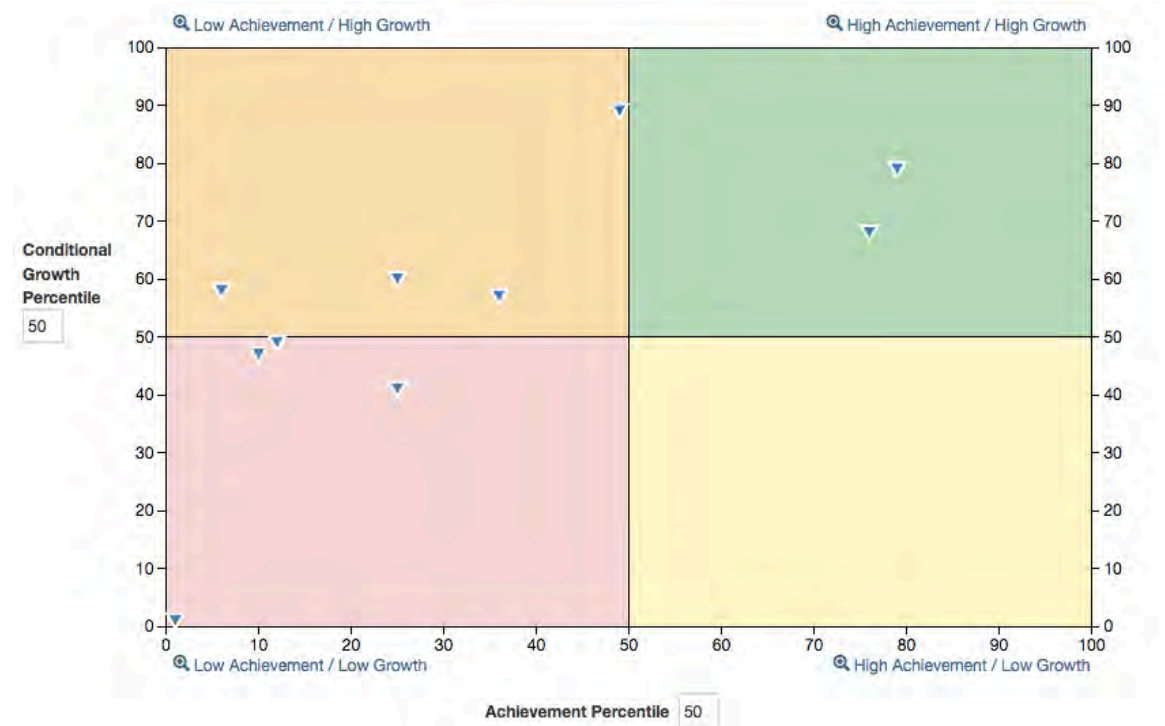




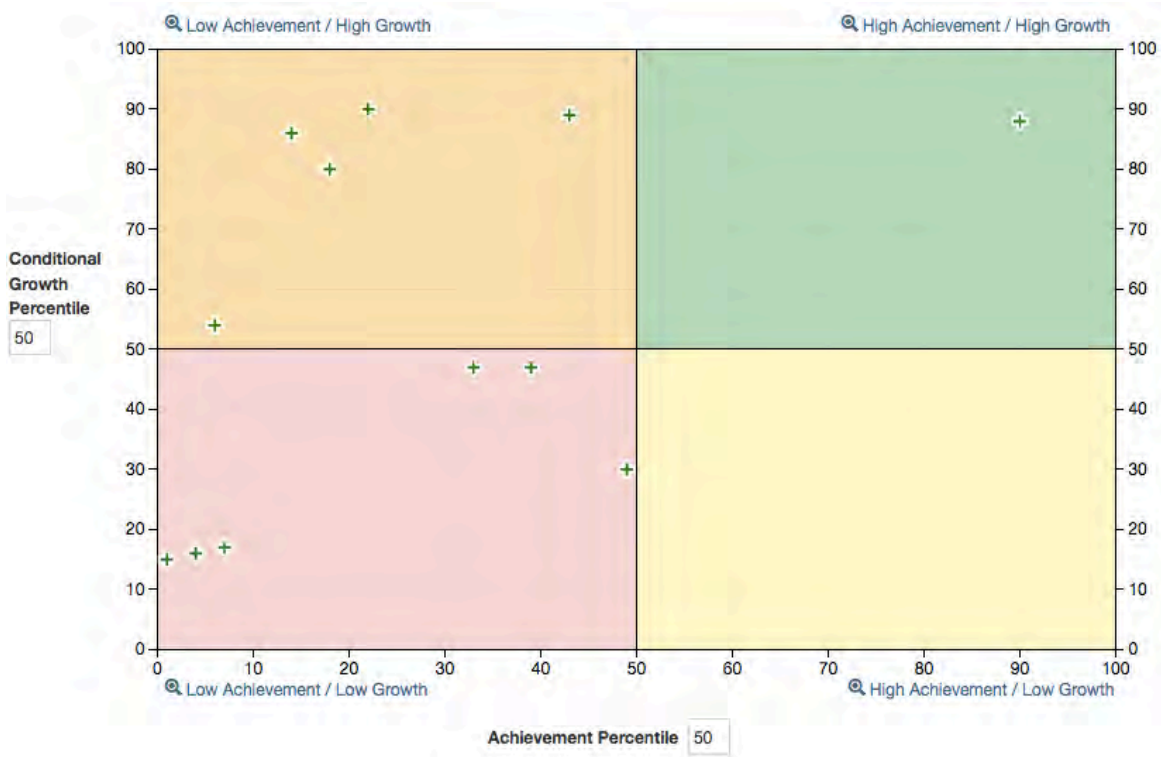
# 8<sup>th</sup> Grade Language Arts



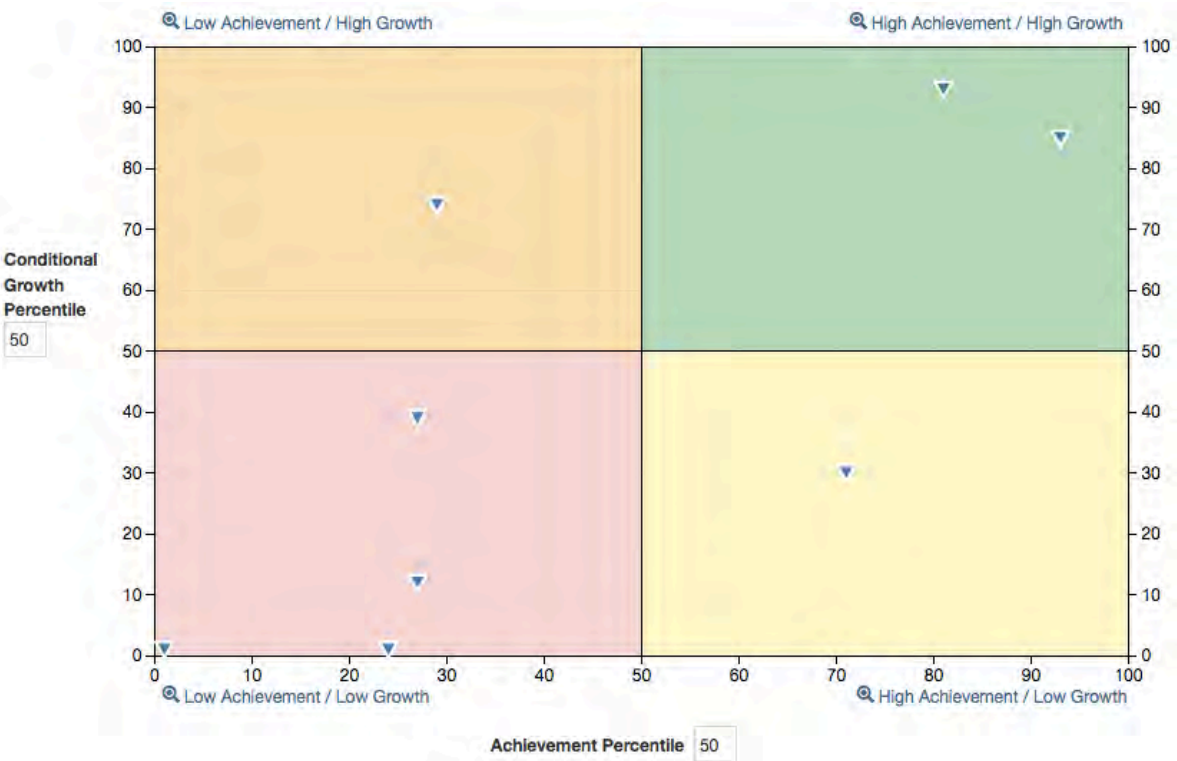
# 8<sup>th</sup> Grade Science



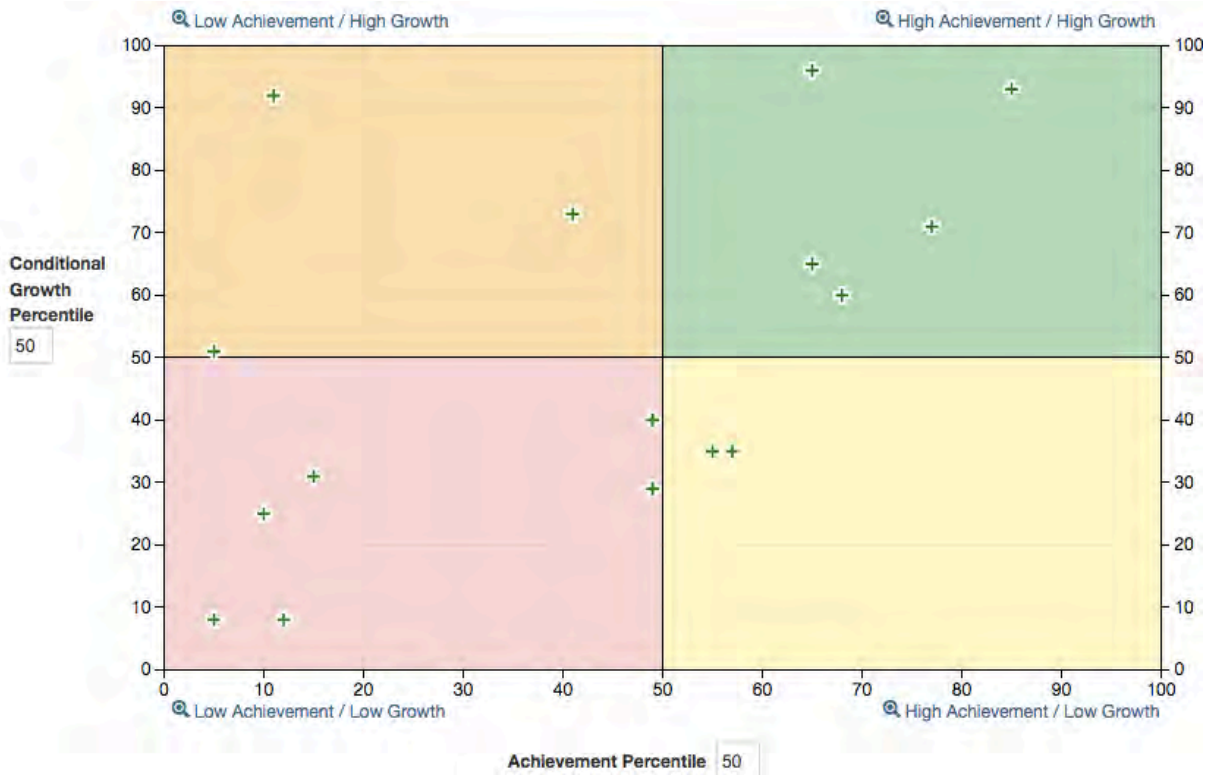
# 9<sup>th</sup> Grade Math



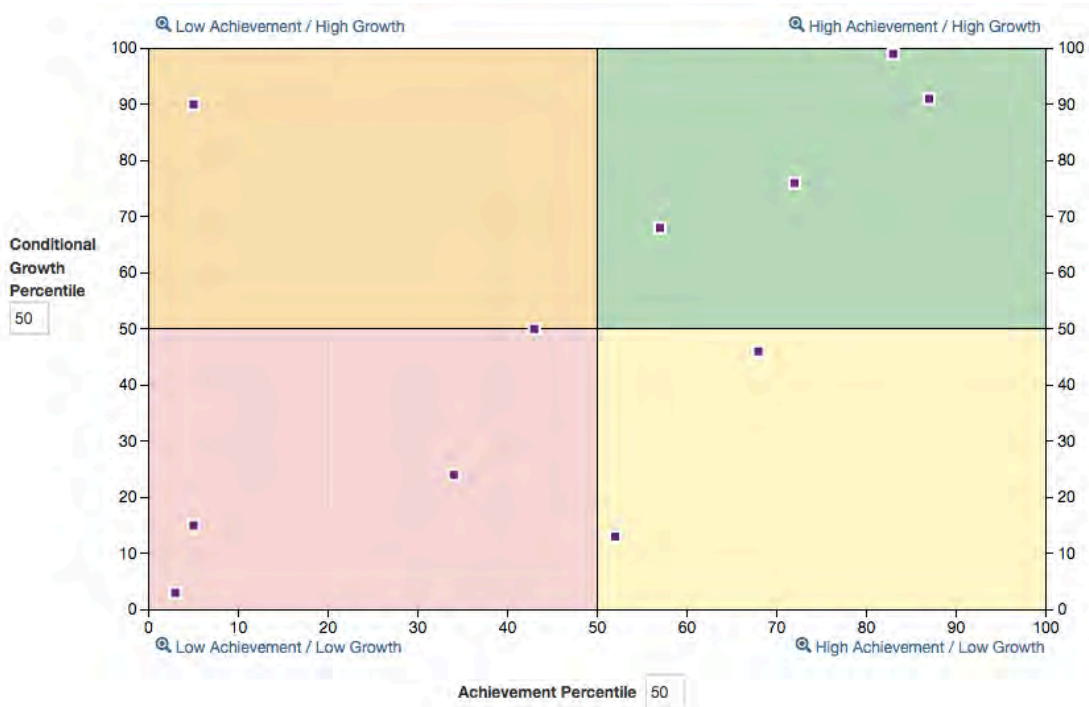
# 9<sup>th</sup> Grade Science



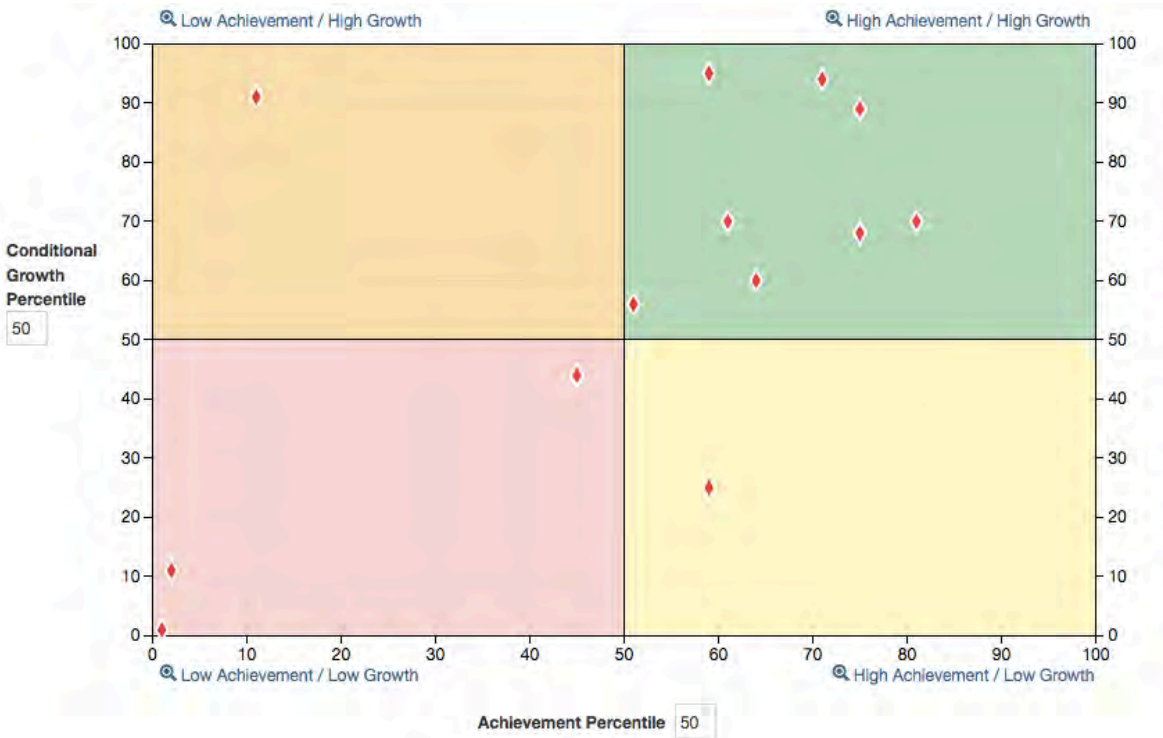
# 10th Grade Math



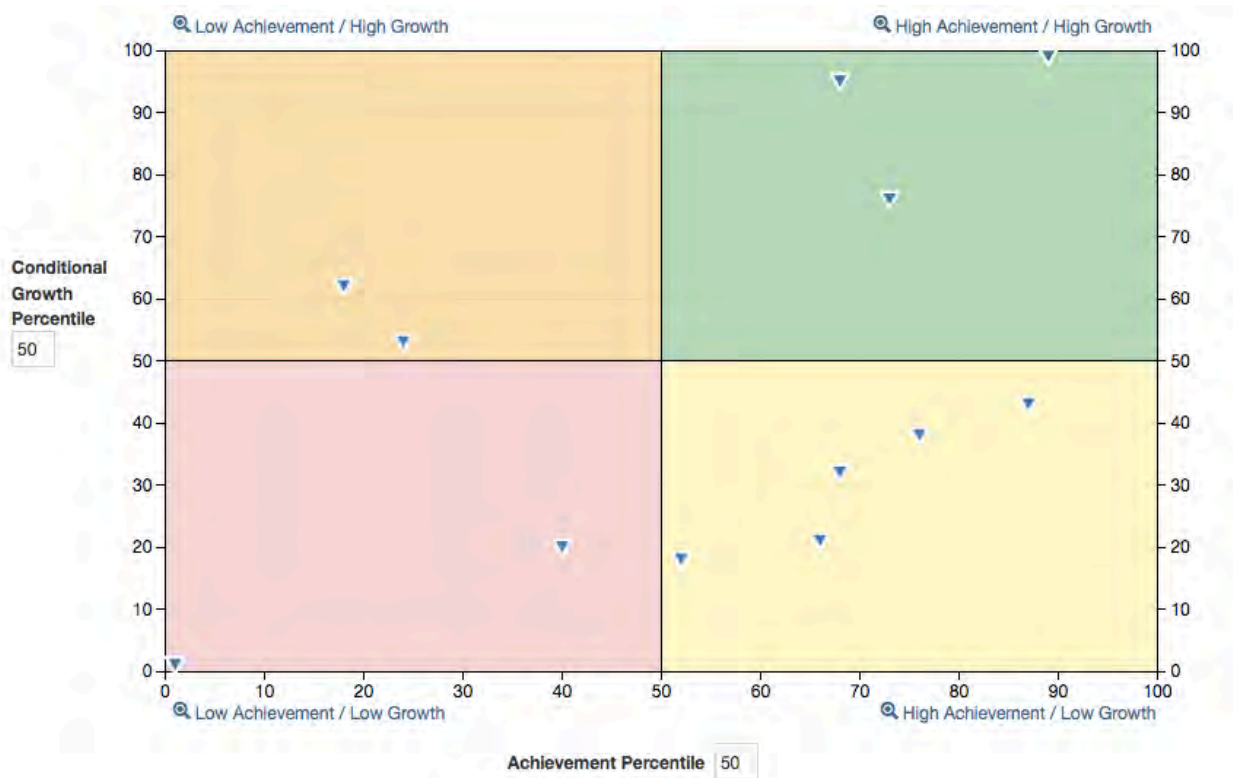
# 10th Grade Reading



# 10<sup>th</sup> Grade Language Arts



# 10<sup>th</sup> Grade Science



# Demographics

## Race and Ethnicity

	Caucasian		African American		Hispanic		Asian / Pacific Islander		Alaska Native / American Indian		Two or More Races	
<b>NPA</b>	72	69.2%	3	2.9%	3	2.9%	1	<1%	8	7.6%	17	16.3%
<b>CEC</b>	44	31.9%	3	2.2%	11	8%	11	8%	45	32.5%	24	17.4%
<b>Combined</b>	116	47.9%	6	2.4%	14	5.8%	12	5%	53	22%	41	16.9%

## Dropout Risk Levels

	High Risk		Medium Risk		Low Risk	
<b>NPA</b>	27	25.9%	29	27.9%	48	46.2%
<b>CEC</b>	103	74.6%	19	13.8%	16	11.6%
<b>Combined</b>	130	53.7%	48	19.8%	64	26.5%

# Student Support Categories

	Special Education & 504		Alaska Native Education		McKinney – Vento		Migrant Education		English Language Learner		Foster Care		Military Dependent	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
<b>NPA</b>	36	34.6%	3	2.9%	1	<1%	3	2.9%	1	<1%	4	3.8%	1	<1%
<b>CEC</b>	31	22%	57	41%	11	8%	9	7%	8	6%	6	4%	11	8%
<b>Combined</b>	67	27.7%	60	24.8%	12	4.9%	12	4.9%	9	3.7%	10	4.1%	12	4.9%



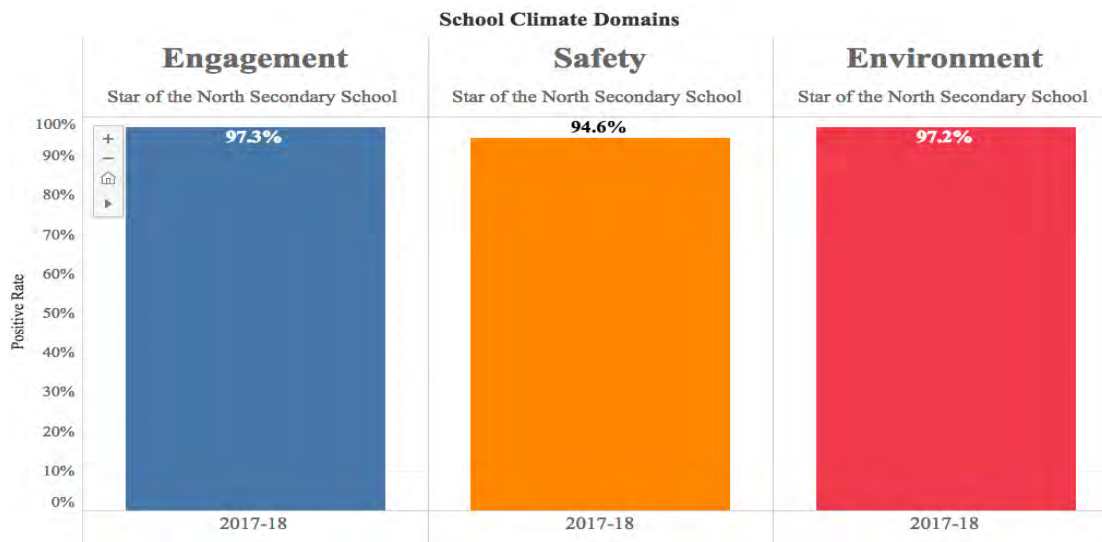
# School Climate

One of the primary reasons for our success at Star of the North is the school climate at each of our campuses. We strive to create an environment for students that is safe, positive, and engaging. The results of the most recent School Climate Survey indicate that we continue to succeed in creating such an environment.

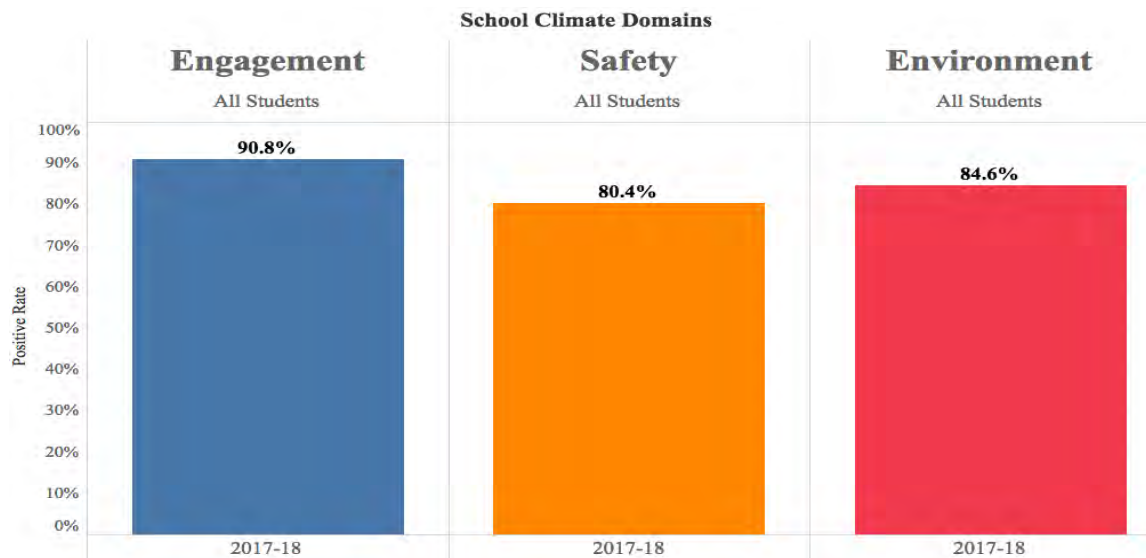
The graphs below compare results for Star of the North to the District as a whole.

## Student Responses

### Star of the North

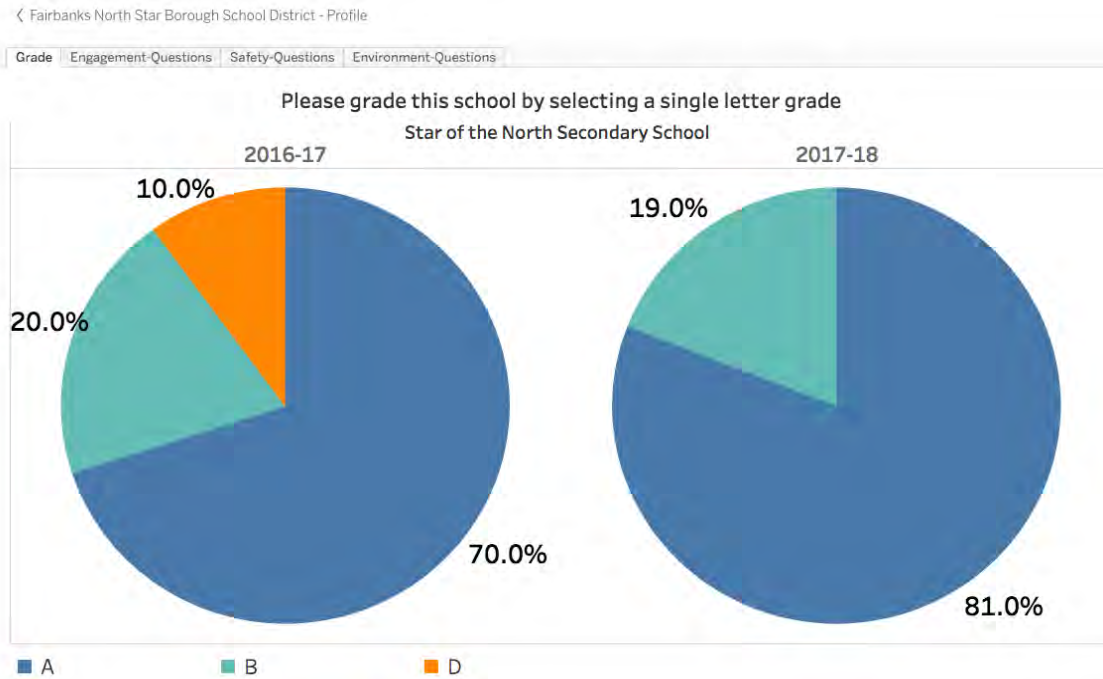


### FNSBSD

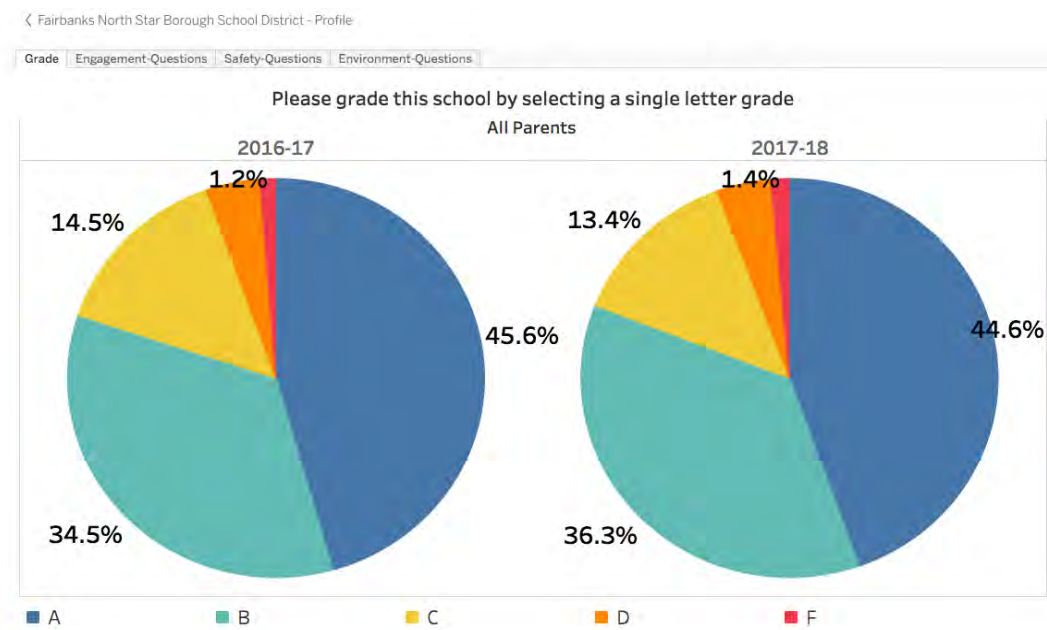


# Parent Responses

## Star of the North



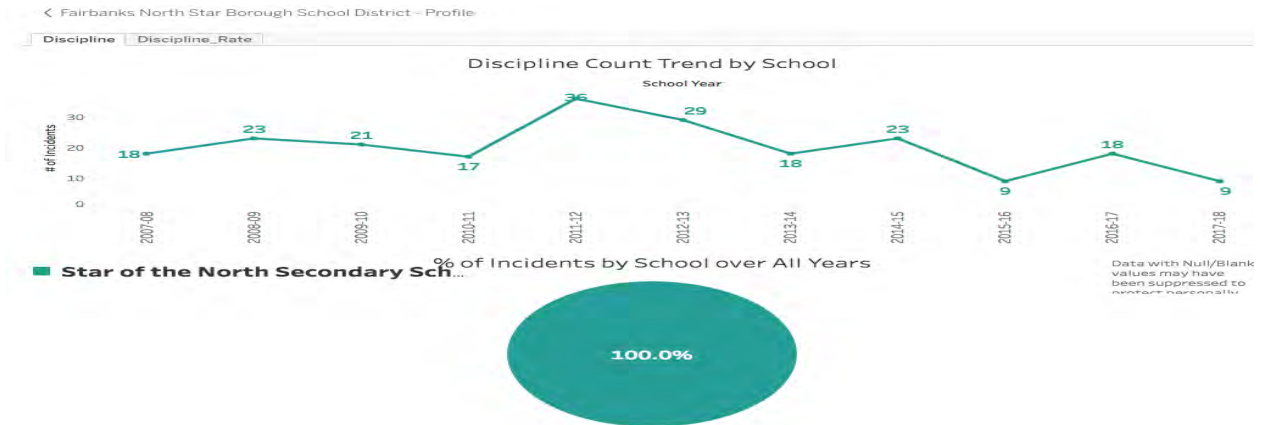
## FNSBSD





## School Discipline

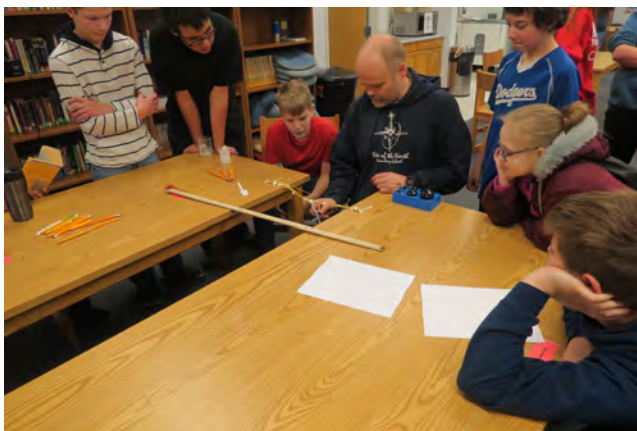
The relationships that we are able to develop with our students keep our discipline to a minimum, but we do adhere to all the Fairbanks North Star Borough School District Student Administration Regulations. Having no in-school suspension, we assign community service hours in lieu of in school suspension.



## Charter School Activities

### North Pole Academy Activities

At NPA we do a variety of activities with our students to help them grow and mature. This includes activities aimed at providing curriculum enrichment, career explorations, STEM challenges, building community connections, physical exercise and having fun!



Science Technology Engineering and Math activities give students the chance to apply their prior knowledge by problem solving and trying different ways to work engineering challenges. The students completed a variety of tasks in the field including; building the strongest possible bridge out of pasta. Constructing a Rube

Goldberg machine to solve a task, making a mechanical hand with functioning fingers and building the farthest flying paper rocket. We also had the opportunity to have education specialist from the University Museum of the North come and do hands on chemistry activities with our students.

For community connection we like to bring our students on field trips where they get to experience some of the unique things our area has to offer. This included a visit to Chena Lakes for hiking in the fall and ice fishing in the winter. Other activities included; visiting Creamers field for fall bird migration, a trip to the North Pole Ice



Park, and visiting the UAF Museum of the North. The Middle school competed in canoe races with students from Watershed, Effie Kokrine and Chinook at Tanana.

PE activities included our students hiking trails around our school, ice skating at the Big Dipper, visiting the Student Recreation Center at UAF, swimming at Wescott pool and in cold weather we did an exercise circuit in the building.



Our school has a long tradition of having a Thanksgiving celebration with our students. This year we were graciously hosted by volunteers from North Pole Worship Center, who invited the whole school for a traditional Thanksgiving dinner the day before the Holiday. We held a movie night; game night and talent show for students to display a variety of talents.

Our goal is to have every student ready for a career, post-secondary education or training at the time of graduation. This starts with career exploration activities in the middle school and progresses as the students get closer to graduation. For career explorations we invited guest speakers to the school, visited UAF and CTC campuses and held a career fair for 10-12<sup>th</sup> grade. There the students learned about options in public safety, armed forces and union trades.



We are planning our two passage ceremonies; one for the graduating 12<sup>th</sup> grade class and another one to mark the occasion for the 8<sup>th</sup> grade class as they get ready to transition to high school. We are blessed, that every year the Quilters at Faith Baptist Church present every senior with a quilt.

Each passage gives the school staff an opportunity to acknowledge the hard work the students have done to get to this point and celebrate with the students and their families.



## **Specific remediation for students with poor academic performance at North Pole Campus:**

In an effort to address both school wide and individual academic performance issues, Star of the North has implemented several programs and opportunities for students to receive additional help or incentives to improve attendance and academic performance. These efforts were in addition to the English and Math workshops that we do in connection with the MAP testing. The three programs that we attempted this year were; use of entry tickets to increase attendance, mandatory homework club, and parent intervention meetings for struggling students.

At the beginning of the third quarter, we implemented an entry ticket program; where students could earn 5 minutes of extra time per day that they showed up to school on time. The time that they collected, up to 25 minutes per week, could be used for an extended lunch on Friday or to buy soda, root beer floats, or Italian sodas from a school coffee stand on Friday afternoons. The purpose of this plan was to incentivize students, who struggled to make it to school on time throughout the week, with an easy day on Friday. The feedback from students was positive, and some parents and students said that they believed that it was helping them individually; however, when we looked at the data at the end of the third quarter we found that absences and tardies for the entire school had actually increased during this trial period. It was unfortunate because on an individual assessment there were some students whose tardies and absences actually improved during 3<sup>rd</sup> quarter, and when we stopped giving the tickets out at the beginning of 4<sup>th</sup> quarter some of those students quickly reverted back to not showing up on time or at all. This incentive program is something that we, as a staff, discussed modifying and coming back to at some point, but as it was implemented it was not successful for its given purpose.

Star of the North has always had homework club from 2:30 to 3:30 Monday through Thursday, It has always been an option and strongly encouraged. Due to the amount of carry over classes from first semester and grades that did not meet our program expectation of 75% or better, we implemented mandatory homework club two days a week for all students with carry over classes or more than one class that is below a 75%. Students and parents were given a contract to sign at parent teacher conferences, and agreed to attend a minimum 2 days of homework club per week. For students who fail to show up for 3 of their assigned days they will be dropped from our program with the option to reapply for the following school year. We do homework club in two-week cycles, and if a student starts that cycle they must finish the two week cycle regardless of if they are able to get their grades up or not. So far we have done two and a half full cycles of mandatory homework club, and have averaged 18 students attending per day. Students that miss a day of homework club are able to make that day up, as long as it is in the same cycle in which they missed, otherwise it becomes a permanent absence towards their three that they can miss before being dropped.

Finally, we have continued to work with families and support systems that exist outside of our school in order to better serve our students. We have averaged over 95% participation with parents and guardians at parent teacher conferences, and also schedule after school meetings with parents as necessary to address behavior, attendance, or academic issues with parents pertaining to their son or daughter.

## Career Education Center Activities

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

CEC continues to be a welcoming environment for many types of students who do not find success at a traditional high school.

As in past years, we have had several students who were pregnant or are parenting, as well as students working full time and living on their own, sometimes at the edge of homelessness. What we hear from these students is that CEC's flexible program works for them as they are able to create a schedule that balances both school and life.



We also continue to provide an environment that works for students who do not thrive in large school settings where drama seems to abound. These are students who deal with anxiety or are working through what it means to be LGBTQ. Sometimes they are just introverted individuals who are overwhelmed by schools dominated by extroverts. What we hear from these students is that our flexible, supportive, no-drama program works for them.

We also continue to provide a program that works for students who have struggled and fallen behind in school. Whether these are students with reading challenges or those who struggle to meet due dates and deadlines, CEC's adapted materials, self-paced program, and credit recovery options seem to work for them. While these students may never meet the state's definition of an on-time graduate, with CEC they have a true chance to be a graduate.

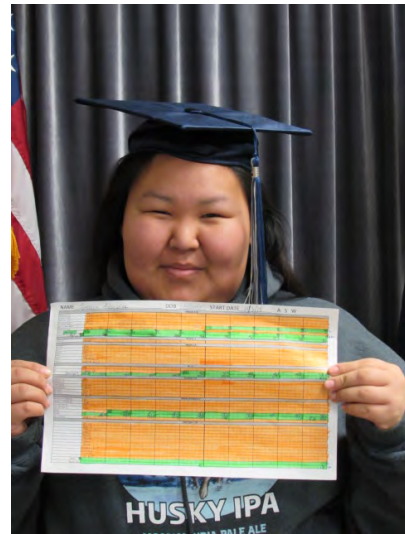


Overall, we find that CEC works for students because we focus on the little things. Sometimes these are as simple as having pens and pencils on the table so students don't have to remember to bring one. Sometimes it's as simple as calling or sending a text message to a student who has been absent. Sometimes it's as simple as making sure we call students by the name they prefer or using the pronoun they choose.

At CEC, students know that when they find themselves in need, they can find support, whether that is in the form of a snack tucked in a backpack before leaving for the weekend, a donated gift card for gas or baby formula, a visit to the back room for food or clothes, or a meeting in the conference room with our full-time counselor, Joe Griek.

To better help our students, we have had two overarching goals this year.

The first has been to improve our internal procedures to better “nudge” students toward more regular attendance and increased productivity. In past years, we have focused a great deal on policies, but as we move into next year our focus will be more on the procedures and the tools we use to communicate with students. With a challenging group of students this year who attend regularly but do very little work, we are looking at small ways we can provide CEC students with reality checks on attendance and productivity to better help them set goals for themselves. We are also looking at ways we can better communicate this information to parents, guardians, and other advocates in our students’ lives.



Our second goal this year has been to increase the number and significance of partnerships we have with agencies in the

community. In alternative education, even the most motivated and skilled staff has its limitations, so we look to other district resources and community agencies to help us assist our students while they are at CEC, after they graduate from CEC, and even when it becomes clear that CEC is not working for them.



This year we have received significant assistance from our district’s Federal Programs Department, including staff from ANE, ELL, and Migrant Education. We have also worked closely with the Social Service Managers for McKinney-Vento students and youth in foster care. Staff in these areas have provided timely advice for CEC staff as well as direct support for our students.

We have also worked a great deal to develop relationships with key agencies in the community. As in past years, the Department of Vocational Rehabilitation has worked with several of our students, and we have had a number of students participate in courses, trainings, and meetings offered by Alaska Works and the Job Center. Of particular significance to our student population, we are excited about the connections we have made with the Literacy Council and their Workforce Innovation & Opportunity Act (WIOA) program. While we continue to work with LCA’s GED program for students who do not find success at CEC, the WIOA program looks like a promising source of support for current and former CEC students.



It is our hope that our work on these various structures will help CEC students be more successful, but structures only gets you so far in alternative education where relationships are key.

CEC is successful because we have an experienced and dedicated staff, and we were pleased to add a new member this year, Dawn Ell Fitzpatrick who serves as our primary science teacher. As we ended last school year, it appeared that we would have an inexperienced teacher placed at CEC, but we were able to post our vacancy in June. We interviewed several candidates who not only had the skills and experience to teach the range of classes we offer but also had the demeanor and commitment to work with the types of students who come to CEC.



Dawn Ell has been teaching science in the district for many years, and her curriculum knowledge and connections in the district have proven invaluable as she has revamped our science offerings. In particular she has worked to incorporate various lab activities and new technologies into her courses which can be challenging in a self-paced program. Dawn Ell also brought her experience working with academically at-risk students in the district and with other alternative programs, and she has initiated some great activities especially with our Alaska Native students that have proven quite significant.

It is essential that new staff members respect what we have been doing at CEC over the years but are also not shy about challenging us to do better, and ultimately that is the spirit that makes CEC successful. We are all proud of what we do for at-risk students in the district, but we always seek ways to do what we do better. This has been a year for all of us to revamp past practices and try new things. It has been a year of challenge and change.

As we look forward to the future, we feel we are in a good position to take CEC in the new and different directions it needs to take.



# **School Governance**

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

## **Academic Policy Committee Membership**

Jeff Dick (Teacher at NPA)—President  
Diana Childs (Head Teacher at NPA)—Vice President  
Stephani Hillen (Administrative Secretary at CEC)—Secretary-Treasurer  
Missy Gordon (Teacher at CEC)—Member  
Craig Kind (Head Teacher at CEC)—Member  
Rachel Schack (Administrative Secretary at NPA)—Member

## **Career Education Center Staff**

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

## **North Pole Academy Staff**

Diana Childs—Head Teacher, English & Social Studies Teacher  
Sylvia Church—Counselor (Shared w/Two Rivers)  
Jeff Dick—English & Social Studies Teacher  
Rebecca Minnema—Science Teacher  
Ethan Gelineau—Special Education Teacher  
Andrew Lesh—English & Social Studies Teacher  
Tawnya Merrill—Special Education Aide  
Debi Rogers—Classroom Tutor  
Tumi Traustason—Science & Math Teacher  
Rachel Schack—Administrative Secretary  
Sarah Warriner—Math Teacher



# **Appendix**

- APC Meeting Minutes
- APC By-Laws

Star of the North Secondary School, Inc.  
Academic Policy Committee  
September 19, 2018 4:15 PM  
CEC  
Minutes

**The meeting was called to order** by President, Craig Kind

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

**Members Absent:** N/A

**Guest(s):** N/A

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of April 18, 2018**

**Motion:** Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** N/A

**Old Business:** N/A

**New Business:**

1. Budget Update and Priorities:
  - a) Craig explained the budget and how the figures are set. We do not get extra money for Special Education students.
  - b) With the new teachers and new secretary it did save the school some money.
  - c) Missy made the motion of putting \$5000 aside for unallocated, and to split the remaining money in half between the two campuses. 5 yea, 1 nay Passed
  - d) The budget will be tight this year and next year. There may not be any roll over for next school year.
  - e) Sarah asked if the rent has already been paid. For 18-19 school year it has been allocated. 19-20 school year will be a pay as we go.
2. School Accountability
  - a) SON will be designated as: School in need of Comprehensive Support and Improvement. This is based on the graduation rate. If you graduation rate for 4

years comes out to be less than 66 2/3 then you are automatically a School in Need of Comprehensive Support and Improvement.

- b) The last year for the 4 year graduation rate was 51.2%.
  - c) The report should be coming out the end of October.
3. APC Approval:
- a) Diana would like the Annual Report and STEPP be brought before the APC to be approved before being submitted to the School Board.
  - b) Diana feels that Craig changed the Annual report without giving NPA a notice. She thought this was wrong.
  - c) Diana thinks that waivers need to be written so that SON doesn't get just anyone placed. Said that an Administrator talked to her about getting these waivers.
  - d) Corky made a motion that the APC board will approve any reports to be delivered to anyone outside the school setting. Missy 2<sup>nd</sup>. Unanimous
4. APC Officers:
- a) Craig has submitted his resignation as the President of the APC, as Head Teacher he still will have a spot on the Board.
  - b) The APC structure will be discussed at the next meeting. Diana will stepping in as President for the next meeting.

**Other Business:**

**Next Meeting:** October 17, 2018 4:15pm @ NPA

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

**Adjourned:** 6:00pm

Respectfully submitted:

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

Approved \_\_\_\_\_

Star of the North Secondary School, Inc.  
Academic Policy Committee  
October 17, 2018 4:15 PM  
NPA  
Minutes

**The meeting was called to order** by Vice President, Diana Childs

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

**Members Absent:** Corky Randall

**Guest(s):** N/A

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of September 19, 2018**

**Motion:** Unanimous, with addition (reflected under Other Business)

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** N/A

**Old Business:** N/A

**New Business:**

1. APC Officers:
  - a) Diana thanked Craig for all the effort that he put into running the APC. She is wondering about creating a new position that would be just budget and news, so that the Board can still get his expertise. Craig is ok with providing the budget at the APC meetings.
  - b) Craig feels that maybe every other month there should be a print out for the Board to see where the budget is.
  - c) It is time to vote on the chairs of the APC. Some chairs are past due.
  - d) Diana is wondering if the Secretary/Treasurer should be split out again, she is thinking about getting Grants and it might be too much work for the position.
  - e) There can be committees created also.
  - f) Tumi motioned to table the discussion to assign the APC Officers until the next meeting. 2<sup>nd</sup> by Missy, Unanimous

- g) Each campus will talk to their staff and see if there is anyone that would like to be on the Board.
- 2. Student Numbers:
  - a) When do we drop students? Diana asked about having to drop a student half way through count, do we get him for the time that he was enrolled? Short answer yes.
  - b) There are two different times that there are counts. The first one in Oct is for setting the base for funding for the district. The second one is to true it up. There is nothing that says the district has to use the second count for Charters. In the past the district has used the second count. We also report our total enrollment in the annual report is so that they understand the true number of students that we help.
- 3. Budget for next year:
  - a) Looking at numbers right now we are looking at no roll-over to help budget next year. This means a shortage of about \$140,000-\$150,000. This means talking to the district or cutting a staff member.
  - b) Should talk to the district and let them know that this budget process doesn't work for us. We don't see all our kids in Oct. We should see about taking a different approach for the budget.
  - c) Each campus will talk to their staff and let them know what it looks like for next year. What does the staff think, what are their ideas?

**Other Business:**

- 1. Diana said that the minutes were not complete. They did not reflect her thanks to Stephani for all the help she gave at the beginning of the school year.
- 2. Stephani will talk to the Grants office to find out the ins and outs of getting grants. What does it take to get a grant? She will provide the information to the APC and staff.

**Next Meeting:** November 14, 2018 4:15pm @ CEC

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

**Adjourned:** 5:42pm

Respectfully submitted:

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

Star of the North Secondary School, Inc.  
Academic Policy Committee  
November 14, 2018 4:00 PM  
CEC  
Minutes

**The meeting was called to order** by Vice President, Diana Childs

**Members Present:** Craig Kind, Diana Childs, Missy Gordon, Stephani Hillen, Jeff Dick, Rachel Schack

**Members Absent:** N/A

**Guest(s):** N/A

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of October 17, 2018**

**Motion:** Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** N/A

**Old Business:**

1. APC Officers:
  - a) Craig motioned to approve Jeff Dick and Rachel Schack as the new board members, 2<sup>nd</sup> by Missy. Unanimous
  - b) Missy motioned to make Jeff the President of the APC, 2<sup>nd</sup> by Diana. Unanimous
  - c) Corky has resigned his position as of November 12, 2018.
  - d) Tumi Traustason has resigned his position as of November 12, 2018.
  - e) Sarah Warriner has resigned her position as of November 12, 2018.
2. Budget:
  - a) We are looking at appox. \$250,000 shortage for the 19-20 school year.
  - b) Missy told everyone that the staff at CEC is in agreement to have talks with the School District about helping us make budget next year.
  - c) Diana said that the staff at NPA would like to talk to Keven Shields about the rent and that staffing may have to be cut. There was no discussion about talking to the School District.

- d) Diana thought that teachers from both campuses may have to be utilized if there are staff cuts at NPA. Possible CEC teachers to do teaching time at NPA. The Counseling position may have to be split between both campuses.
- e) It was put out that if it came down to staff from CEC needed to teach at NPA, staff would probably find different jobs or retire. It was put out that CEC staff would not travel out to NPA.
- f) There is no monies to be moved to make up shortages in the budget. We need to just look at what there is.
- g) Jeff asked about the programs surviving on their own. The campuses would not be able to be Charter Schools.
- h) The thought has been brought up about separating the campuses.
- i) Diana asked if CEC could lose a staff member with 78 students, CEC deals with more than what was counted in Oct. CEC deals with upwards of 120 students during the school year. Short answer no.
- j) Jeff asked if a dollar amount could be set, Craig thought a student number would be better to have to take to downtown. Use our average over the past years not an amount. Would like to be funded at minimum 190 students.
- k) Craig thinks that we need to tell them that we have gone through our reserves, make sure they understand the only others choice is the gut the program.
- l) Craig asked Diana to just come out with what she thinks needs to be done. At that point he left.
- m) Stephani explained what is going on with the budget to Jeff and Rachel so that they understand what needs to be discussed.
- n) Jeff wanted it on record that he did not appreciate the insinuation that Craig made to Diana. He explained that NPA does not have a lot of time in their staff meetings to talk about budget that they have to discuss other things going on it the school. Missy explained that CEC is the same way.
- o) Diana wanted to go on record that she did not negotiate the last lease, Craig did.
- p) Diana wanted to look at any cuts that can be made, have a solid number. Diana has talked to Kevin about not having the money for rent. She would like to know what concessions she can get from Kevin. She thinks it will come down to only having one counselor. Possibility of canceling the middle school. CEC might have to share teachers with NPA.
- q) Stephani said in her opinion that what does it hurt to go and talk to the district, if they say no then we know what we need to do. Missy said that we to make a move forward. Her opinion is let them know that we could cut a teacher or two, but everything is a vital service for our kids. They might look at it and say ok we can do that, or help fund us. Tell them that we might have a classified person covering a class. We can only talk to them and let them make the decision.
- r) Missy asked about the possibility of more students with the F-35s coming in. Diana thinks that they will get more kids. It was asked about the new Charter moving in. Diana doesn't think that they will get kids from them. She thinks the kids will go into NPH or Hutch. Doesn't think they are looking for alternative setting.
- s) Jeff thinks we need to make an appointment with the CFO, what is the harm of asking. Get information for a meeting this week and then the week after Thanksgiving to make an appointment.
- t) APC approved to have Craig and Jeff talk to the CFO, Andy DeGraw and Shaun Kraska about the district helping us out.

**New Business:**

1. CSI
  - a) Need to have a team put together. Need an administrator, teacher, paraprofessional, community member, student, parent & a tribal rep.
  - b) FNA will have someone at the table to help each team.
  - c) Dec 7<sup>th</sup> all day & Jan 11<sup>th</sup> all day.
  - d) There are grants to apply for also.
  - e) We need to look at 3 different elements. Attendance, Graduation rate and academic growth.
  - f) The 5<sup>th</sup> and 6<sup>th</sup> year graduation rate has been requested from Elis Ott.
  - g) Diana said that they were told to go into the Dec 7<sup>th</sup> meeting prepared to listen, that we were not going to solve the problem. It does need to be addressed.
  - h) Craig & Diana will need to go. Jeff has said that he is willing to go. Rachel can be the paraprofessional/parent. CEC came up with some students.
  - i) Rachel asked how the student would get to the meeting. They would need to have their own transportation.
  - j) Diana thinks that the Board will decide who will go. Missy would like whoever is going, to be open to getting requests from other staff to bring up at the meetings.
  - k) Rachel will be point of contact for an email to APC about who will be going to the meetings.

**Other Business:**

1. Stephani let it be known that she has applied for a new job in the school district.

**Next Meeting:** December 12, 2018 4:15pm @ NPA

**Motion to Adjourn:** by Missy Gordon, 2<sup>nd</sup> by Rachel Schack. Unanimous

**Adjourned:** 5:40pm

Respectfully submitted:

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



Star of the North Secondary School, Inc.  
Academic Policy Committee  
December 12, 2018 4:00 PM  
NPA  
Minutes

**The meeting was called to order** by President, Jeff Dick

**Members Present:** Diana Childs, Missy Gordon, Stephani Hillen, Jeff Dick, Rachel Schack

**Members Absent:** Craig Kind

**Guest(s):** N/A

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of November 14, 2018**

Diana Childs would like a change to Old Business, line 2, subline L to say Craig asked Diana to just come out with what she thinks needs to be done. At that point he left in anger using foul language directed at Diana Childs. (addition)

**Motion:** Stephani, 2<sup>nd</sup> by Diana. Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** E-Session 4:27-4:33pm

**Old Business:**

1. Budget Review
  - a) Jeff and Craig met with Shaun Kraska, Sheila Nyquist & Andy Degaw about SON budget shortfall for next year. They were told that there is no money to be had and that the district budget is closed. District is not expecting additional money from the state or borough. Jeff brought up the homeless numbers and Craig brought other numbers.
  - b) Jeff felt it was a good meeting, he felt that they listened to our concerned.
  - c) Shaun asked questions about going to programs instead of staying a Charter. There were questions about CEC taking care of SMART.
  - d) Craig asked for a timeline to come up with school options. Jeff is hopeful that there would be another meeting with downtown before the timeline date.
  - e) It was suggested to maybe dissolve the Charter and turn into programs for both campuses.

- f) Diana would like to have a percentage of what it costs per year per student for rent. This way she can take it to Kevin Shields and negotiate their rent. Stephani will help with numbers. She would like to be able to use a certain percent for rent.

**New Business:**

- 1. CSI
  - a) Craig, Dawn Ell, Diana, Jeff & Rachel went to the meeting 12/7. Came up with priority needs then broke out to each campus to discuss specific priorities for the respective campus.
  - b) NPA decided that Attendance, Academic Behavior, Mentoring support for new Teachers and effective communication are the main priorities.
  - c) CEC decided that Academic Behavior & Attendance are the main priorities.

**Other Business:**

- 1. Stephani let it be known that she did not get the job.
- 2. Rachel will talk to some parents about joining the APC board.
- 3. Jeff would like everyone on the Board to be open about any frustrations or issues, not to hold them in. We are here for the students.

**Next Meeting:** January 16, 2019 4:00pm @ CEC

**Motion to Adjourn:** by Rachel Schack, 2<sup>nd</sup> by Missy Gordon. Unanimous

**Adjourned:** 5:52pm

Respectfully submitted:

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

Star of the North Secondary School, Inc.  
Academic Policy Committee  
January 16, 2019 4:00 PM  
CEC  
Minutes

**The meeting was called to order** by President, Jeff Dick

**Members Present:** Diana Childs, Missy Gordon, Stephani Hillen, Jeff Dick,

**Members Absent:** Craig Kind, Rachel Schack

**Guest(s):** Dawn Ell Fitzpatrick, Andrew Lesh

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of December 12, 2018**

Diana Childs would like a change to Old Business, line E, to say: It was suggested by downtown to maybe dissolve the Charter and turn into programs for both campuses. (addition)

**Motion:** Missy, 2<sup>nd</sup> by Stephani. Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** N/A

**Old Business:**

1. Budget Review
  - a) Stephani handed out spreadsheets about the budgets. She explained the different columns and that the negative balances will be fixed toward the end of the school year.
  - b) Diana will talk to downtown about the Property Tax Exemption.
  - c) Diana talked to Kevin and Jamie Shields about the rent for NPA. They are going to lower the rent by \$930.15 for the rest of the school year (18-19) to \$14080.85. This is based on the 2017 tax assessment. Starting July 2019 the rent will be \$11828.00 a month this is a 16% adjustment. Per Diana and Kevin's conversation they are willing to a per student ratio this comes with a 10-year lease and a 10-year renewal and no CPI adjustments. Diana requested the rent be on a per student percentage.
  - d) Diana is going to try to figure out the percentage of student BSA that is for rent. When she gets the percentage, she will let Kevin know so the rent can be adjusted accordingly.

- e) Diana will be talking to the Finance dept. with the School District about the lease.
  - f) The school will still be \$120,000 short going into the next school year. There will be a savings of \$40,000 from the rent, along with the \$12,000 tax exempt. This gives us \$52,000 savings. Diana feels that we need to change the Counselor position back to part time spilt campus. She feels that having just one Counselor would save us \$50,000 a year. She also thought going to the Special Education dept. that they might be able to pay for at least half of the Sped Aide's position. Diana doesn't see any other way to save money other than cutting the half time Counselor.
  - g) Diana does not feel that the staff position can wait until the next meeting in Feb. Missy is not comfortable to make a decision without talking to the CEC staff. Diana asked what CEC has talked about, Missy let it be known that the staff has talked about what would it be like if CEC lost a staff member or became a program. CEC has also talked about waiting to see if the District would be able to help in anyway.
  - h) Dawn Ell asked about having 2 part time counselor. Wondering if it is an option.
  - i) Diana would like the APC to have a finance committee. She would appreciate having a committee's input. This does not need to be people from the APC. Diana said that 2 came to her mind for the committee were Craig and Tumi.
  - j) Each campus will discuss with their staff about a creating a Finance Committee and how they think we can save money. There will be a Budget meeting on Feb 4<sup>th</sup>, 4:15pm @ CEC.
  - k) Missy would like to know what the APC's role is when it comes to staffing.
  - l) Talked about the Purchasing cutoff date, April 5<sup>th</sup>. This date can not be extended.
2. Timeline for Approval of the Annual Report
- a) Timeline to turn in the Annual Report to the School Board is May 24<sup>th</sup>. The presentation of report is June 4<sup>th</sup>. There will be a meeting April 22<sup>nd</sup>. This meeting will be the April meeting.

**New Business:**

- 1. Graduation Speakers
  - a) Names that were brought up. Sheila Nyquist, Tom Bartels, Bill Bailey
  - b) Each campus will bring a list to the next meeting. We need to get this going earlier than we have in the past years.

**Other Business:**

- 1. Stephani talked about teacher grades and timelines. Just as a reminder that grades need to be turned in 2 days after Semester and 3 days after Quarter.

**Next Meeting:** February 20, 2019 4:15pm @ NPA

**Motion to Adjourn:** by Stephani Hillen, 2<sup>nd</sup> by Missy Gordon. Unanimous

**Adjourned:** 5:39pm

Respectfully submitted:

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

Star of the North Secondary School, Inc.  
Academic Policy Committee  
February 20, 2019 4:00 PM  
NPA  
Minutes

**The meeting was called to order** by President, Jeff Dick at 4:27 pm.

**Members Present:** Diana Childs, Missy Gordon, Stephani Hillen, Jeff Dick, Craig Kind, Rachel Schack

**Members Absent:** N/A

**Guest(s):** Dawn Ell Fitzpatrick, Andrew Lesh, Rebecca Minnema, Ethan Gelineau, Sheila Nyquest, Anna Swoffer, Dawn Ell Fitzpatrick, Joe Griek, Debi Rogers

**Motion to Approve Agenda:**

**Motion:** Unanimous

**Motion to Approve Minutes of January 16, 2019**

**Motion:** Unanimous

**Head Teacher/Treasurer Reports:**

**CEC Report:** Attached

**NPC Report:** Attached

**Treasurer's Report:** Attached

**Budget Report:** Talked about in minutes

**Change of Agenda:** N/A

**Old Business:**

1. Budget Review:

a) Campus budget proposals:

- Craig moved for proposition #4, that CEC moves forward for program status in the district, while NPA retains control of the Star of the North Charter and non-profit entity or seeks out district program status for itself, 2<sup>nd</sup> by Stephani. Missy moved to table the motion by Craig until the remaining proposals have been gone over and then come back to Craig's motion, 2<sup>nd</sup> by Rachel. 5 yes/1 no (specific votes available) Rachel moved to un-table the motion. 2<sup>nd</sup> by Craig 4 yes/2 no (specific votes available) Motion passes.
- Proposal #1 – Share the counselor, each campus would reduce staff by 1 certified FTE.
- Missy voiced that she was upset that there are new proposals on the table that CEC staff have not seen. She is uncomfortable with voting on the new proposals.

- Proposal #3 –Missy/ Anna voiced concern about that fact that CEC would be closed in town. Diana said that CEC would just be moving out to NPA. Transportation was brought up, this would be an additional cost to the school. Missy has looked into transportation for CEC and it is not feasible to do.
- Proposal #5 – Would split the budget between both campuses by the student count. Missy shared numbers that showed in previous years that CEC had a higher percentage at end of year. The student numbers at semester were close to 50% per campus, until 18-19 school year when NPA had the higher percent at semester 1. Both campuses added more students during 2<sup>nd</sup> semester. Jeff doesn't think that the historical numbers really matter. Rachel asked to clarify the subsidizing that has been talked about. Craig explained that the numbers Missy is talking about are the budget numbers not the spending money numbers. Within the time frame that Craig has been with CEC, NPA has always been more expensive to run due to the amount of staff, rentals & utilities. There have been staff members that have wanted the 50/50 split. Diana didn't think the money situation was a sacrifice. She didn't think that CEC had to give up anything that CEC wanted, because we had the money. Craig talked about things that CEC would have like to do: staying open for our students until 7 pm, more staffing. Wanted to increase the Counseling position earlier than we did. Wanted to stay open for a longer school year. Expand to the upstairs in the building we are in. CEC was not able to do this due to not having the money.
- Diana talked about why the Charter was received by the School District. She did say that this is what she understood to have happened since she was not with the Charter from the beginning. She said that part of it was that North Pole Academy would be offering an alternative middle school when there wasn't one in North Pole. Anna also let it be known that the district accepted the Charter because CEC works with a population of students that would not have graduated or that would not have opportunities to be pulled in to programs to help them advance themselves when they did get their diploma. When Annie came to CEC to join with NPA it was because we believed in getting those students to graduate.
- Proposal #6 – The budget would be split 50/50 between both campuses. Each campus would make their individual budget decisions.
- Ethan said that Proposal #4 and Proposal #6 together are the same as Proposal #5 with dividing the money a different way.
- Missy is uncomfortable ranking without all of the CEC staffs input. Craig let it be known that he would not vote for proposal #3.
- Diana feels that the last meeting (Feb 4) was contentious, that some people walked away with hurt feelings.
- Diana moved that each APC member ranked the proposals from 1-5 with the lowest proposal being the top proposal. This is a binding vote. No 2<sup>nd</sup>, dies on the floor
- Diana asked Sheila if she thought we are a liberty to do a binding vote at this time or if we should just do a binding choice and take that to the

district. She stated that she has been requested to stop doing quite a few things. Sheila feels that we need to look at the now instead of the future at this time. There does need to be a decision made. There does not have to be a decision about splitting the Charter. The decision that needs to be made is the staffing changes due to the budget. Craig feels that a decision about proposal #4 needs to be done tonight.

- Missy moved that each proposal be voted on up or down as an advisory vote, 2<sup>nd</sup> by Stephani. Stephani rescinded her 2<sup>nd</sup>. Dies for lack of a 2<sup>nd</sup>.
- Diana reiterated that she felt a show of hands for a vote would make things even more contentious after the last meeting. Missy asked for clarity, if Diana feels strongly about the showing of hands verses the ambiguity of writing on paper. Diana feels strongly about the 15 year relationship that has been based on what to do best for the kids. She did not feel at the last meeting that it was best for the kids. She felt blindsided, she felt that at the beginning of the meeting when she was told “no we are not going to put tables together” and that the two campuses were split from one side to the other, she felt it was a very contentious and a very bad way in order to culminate 15 years into doing the very best that we could. Missy wants to know if Diana feels that it is contentious to raise hands instead of writing on paper. Diana said yes she does. Would Diana feel comfortable to use the paper vote. Craig suggested to use the paper vote. Diana wants the ranking.
- Craig moved to use the slips to do an advisory vote, ranking the 5 proposals excluding #4. 2<sup>nd</sup> by Missy. Unanimous
- Results of ranking:
  - Proposal #1 = 16
  - Proposal #2 = 20
  - Proposal #3 = 26
  - Proposal #5 = 13
  - Proposal #6 = 15

Proposals # 2 & 3 have been voted out of discussion.

Top Proposal is #5, next Proposal #6 and then Proposal #1. Voting results available.

- Craig suggested on proposal #5, only have the wording from the NPA’s count to the end of the second sentence should be used. Jeff clarified that we already voted on Prop #4 so it is redundant to have the second half of Prop #5’s wording.
- Craig suggested on proposal #1, that there may be different votes if the Counseling position was not on it. Rachel feels that the first sentence should be taken out. It is either starting at the “One shared counselor. Each campus would also need to reduce staff by an additional 1 certified FTE”. Or take then counselor away and cut 1 certified FTE at NPA and 1.5 certified FTE at CEC. Diana disagrees, she say that she only wants to deal with the cut once not a second time.
- Craig moved to we consider Proposal #6, 2<sup>nd</sup> by Missy. 3/3 Not passed
- Diana moved to consider Proposal #5, 2<sup>nd</sup> by Jeff. 3/3 Not Passed
- Rachel has questions about Proposal #1 on how the money will be split. The only thing about Prop #1 is the staffing changes.

- Jeff moved to take a staffing proposal to the district that indicates a 1 certified FTE reduction from NPA and 1.5 certified FTE reduction from CEC for the upcoming school year that will be determined independently by the campuses at a later date. 2<sup>nd</sup> by Rachel. Ethan thinks that trying to add cushion to monopoly money we are thinking is silly. Go with what we have with the budget that the district gave us just go with one FTE each. Diana doesn't think that we can do that. Missy thinks that we need to stick with what we have right now. She says that if we are thinking about the students, cutting 1.5 FTE at CEC is not thinking about the students.
- Jeff withdrew his motion and would like to make another motion to just take 2 certified FTE, one from each campus. Diana still says that it is not enough. Missy said that she could vote no on the motion. Diana felt that Missy was being sarcastic and that is why she didn't want the hand voting. Missy apologized to Diana and said that she was not being sarcastic just letting her know that she could vote no on the motion. Diana is adamant that we need to 2.5 FTE not 2 FTE.
- Jeff motioned that the campuses share a counselor and that each campus reduce by one certified FTE. 2<sup>nd</sup> by Rachel.
- Jeff motioned to vote on Prop #2 for next school year. Dies for lack of 2<sup>nd</sup>.
- Jeff motioned to vote on Prop #3, 2<sup>nd</sup> by Craig. Nays have it, Unanimous
- Missy moved to send Prop #5 & 6 without the second part of #5 to the district and have them make the decision. Dies for lack of 2<sup>nd</sup>.
- Rachel move that the separate campuses would reduce staff as follows CEC 1.5 certified FTE and NPA 1 certified FTE each campus would make the decisions independently and as they see fit. 2<sup>nd</sup> by Craig 3/3 does not pass.
- Missy moved the separate campuses reduced by 1 certified FTE and make the staffing decisions independently and as they see fit. 2<sup>nd</sup> by Rachel. Diana doesn't think that we can make a vote on it until we can decide on the budget split. Diana talked about if we end up with a 50/50 split with the budget then CEC campus will be receiving about the amount of the ½ person if we looked at how much each student was of the budget. The number would be considerably higher for the CEC students than the NPA students because with the lesser number of students and the higher number of ?. Joe asked if she thought that with a 1 on 1 cut if she thought it's not a fair split based on the number of students for this year. Missy started to clarify what she thought and Diana said "no I am talking to him" Missy asked Diana to be polite also. Diana went on to explain that she can't hear 4-5 different people at one time. Missy apologized. Joe then went on to say what he is hearing is that she doesn't feel that the cut is not fair because of the numbers. Rachel brought up that this proposal doesn't bring up the budget split. That the budget would be in one big pot. Craig talked about Charter Schools not having had to deal with budget cuts. Missy rescinds her motion.
- Jeff motioned to have Missy's motion back in play. 2<sup>nd</sup> by Rachel 3/3 does not pass.
- Missy would like that if anything new (proposals, budget talks or anyone wants to revote) please send the info to all Board members.



2. Graduation Speakers:
  - a. Will be talked about via email.

**New Business:** N/A

**Other Business:** N/A

**Next Meeting:** March 20, 2019 4:15pm @ CEC

**Motion to Adjourn:** by Craig Kind, 2<sup>nd</sup> by Rachel Schack. Unanimous

**Adjourned:** 7:22 pm

Respectfully submitted:

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

## **AMENDED BYLAWS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE 6. OFFICERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

## **ARTICLE 8. MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE 10. CONFLICTS**

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

## **ARTICLE 11. NOTICES**

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

**ARTICLE 12, AMEMDMENTS**

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

**ARTICLE 13. BOOKS AND RECORDS**

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

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

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

ADOPTED by the corporation on November 13, 2103.

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

ATTEST:

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