

Appendix C: Charter School Bylaws

Knik Charter School Bylaws

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ARTICLE I

Name, Office, Fiscal Year, and Governance

SECTION 1. *Name.* The name of the organization shall be "Knik Charter School" and shall hereinafter be referred to as "Knik Charter School," or "KCS."

SECTION 2. *Facility.* The school shall be on the same site as the Bentah Learning Academy Campus Palmer-Wasilla with a satellite facility at the tutoring center 2501 Bogard road.

SECTION 3. *Fiscal Year.* The fiscal year of Knik Charter School shall coincide with the fiscal year of the Matanuska-Susitna Borough School District (July 1 through June 30).

SECTION 4. *Governance.* The School shall be governed by the Academic Policy Committee.

ARTICLE II

Academic Policy Committee

SECTION 1. *General Powers.* Knik Charter School shall have an Academic Policy Committee (APC), which is the primary governing body designated to supervise the academic operation of a charter school and to ensure the fulfillment of the mission of a charter school. No members of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC. The APC shall establish policy for the school as well as:

- A. Ensure the fulfillment of the mission of Knik Charter School as stated in the Charter School contract;
- B. Oversee and have ultimate accountability and responsibility for academics, curriculum, legal/risk management, personnel issues, finances, operations/maintenance and budgeting issues, and as otherwise permitted or required by the above-mentioned contract or by law;
- C. Promote professional conduct in accordance with Matanuska-Susitna Borough School District policies;
- D. Contract with a Type B certificated administrator;
- E. Delegate the hiring, evaluation, and/or termination or non-retention of teachers, staff, and other personnel; and
- F. Review contracts as requested by the APC or principal

SECTION 2. *Members of the Academic Policy Committee.* The number of APC members constituting the entire APC shall be 9 members with 7 voting members. The Principal under contract to the School shall be an ex officio member of the APC and shall abstain from voting. The student government may annually select one student member to also serve as a non-voting member of the APC.

Of the 7 voting members of the APC, 4 shall be appointed by the Council. No more than 1 appointee may be a council member.

The remaining 3 positions shall include one staff member and one parent to serve 3-year terms. These 3 seats will be selected by a vote of the parents of students enrolled at the school. Any members of the charter school staff (classified or certified) who serve on the APC shall recuse themselves from any votes, discussions, or other APC proceedings pertaining to the principal's salary, contract, evaluation, and termination.

SECTION 3. *Term.* APC members shall be appointed or elected for a three-year term. Seats will be known as A,B,C,D, E, F, and G. The first term will be: Seat A-3 years, Seat B-2 years, Seat C-1 year, Seat D-2 years, Seat E-1 year, F-3 years, and seat G-2 years. All initial terms will be followed by 3-year terms.

SECTION 4. *Term Limitations.* There shall be no limitation on the number of consecutive or non-consecutive terms that any member of the APC may serve.

SECTION 5. *Vacancies.* Vacancies occurring on the APC seats filled by the Council appointees may be filled by majority vote of the Knik Tribal Council by secret ballot. The appointed member shall serve the unexpired term of his/her predecessor in office. Vacancies occurring mid-term on the elected seats will be appointed by the APC by secret ballot.

SECTION 6. *Compensation.* Members of the APC shall not receive any salaries for their services.

SECTION 7. *Resignation.* Any APC member may resign at any time by giving written notice to the Chair or Principal. Such resignation shall take effect at the time specified within the resignation notice and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 8. *Removal.* APC members are expected to be in compliance and good standing with current KCS policies, procedures, practices and attend all regular APC meetings. The APC chair may suggest removal of any APC member for an obvious pattern of non-commitment to the board. Removal shall require a majority vote of the attending APC members.

SECTION 9. *Conflict of Interest.* Service on the APC is a trust created in the interest of the common good and for the benefit of the school. It is the intent of these bylaws to maintain confidence and prevent the use of this membership for private gain or any other improper purpose. Any member of the APC with a conflict of interest must refrain from voting on said conflict.

SECTION 10. *Self-Evaluation.* The APC shall conduct a self-evaluation annually.

ARTICLE III

Selection of members of the Academic Policy Committee

SECTION 1. *Selection of elected members of the APC through the Selections Committee.* In March of each election year, the Principal, with approval of APC, shall appoint a selections committee of three (3) persons. One person shall be a parent member of the APC, one person shall be a teacher from the school, and one person shall be a parent of a student enrolled in the

school but who is not a member of the APC. The Elections Committee shall oversee the selection process in April for the 2 elected positions on the APC. The Elections Committee shall do the following:

- A. Solicit and accept applications with photo from candidates for membership to the APC;
- B. Make available within the school office copies of any statements any candidate chooses to submit to the committee or to the parents, students, or personnel.
- C. Prepare a secret ballot listing the selected candidates up for election, plus a space for write-in candidates.
- D. Distribute and collect the secret ballots and otherwise oversee the election so that it is conducted in a fair manner.
- E. Advise the candidates and the APC of the election results at the first meeting in May; and
- F. Prepare a report stating the results of the election, which report shall be kept at the principal office and be made available for review by interested persons.

The Elections Committee may also establish a forum for public introduction of each candidate before voting occurs, but a forum is not required.

SECTION 2. *Eligibility to Vote.* Only parents or legal guardians of students enrolled in the school on the day of the election are eligible to vote in elections. One ballot shall be cast per family. Electronic ballots shall be used for the election that will include an electronic option to write-in candidates.

SECTION 3. *Selection of the four appointed members of the APC through the Tribal Council.* Candidate letters of interest for appointment to the APC will be solicited by the Tribal Education Committee and forwarded to the Tribal Council for appointment by the May meeting of each election year.

ARTICLE IV

Officers of the Academic Policy Committee

SECTION 1. *Officers.* The officers of the APC shall be Chair, Vice Chair, Treasurer, and Secretary.

SECTION 2. *Election and Term of Office.* The term of all officers of the APC shall be one year. The officers of the APC shall be elected annually at the first regular meeting in May.

SECTION 3. *Removal.* Any officer elected or appointed by the APC may be removed from officer position, but not from the APC, upon majority vote of the other members of the APC.

SECTION 4. *Vacancies.* A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by a majority vote of the full APC for the unexpired portion of the term.

SECTION 5. *Chair.* The Chair shall be a parent of a KCS enrolled student and shall be the presiding officer at all meetings of the APC.

SECTION 6. *Vice Chair.* In the absence of the Chair, or in the event of his/her death, inability or refusal to act, the Vice Chair will act as the Chair.

SECTION 7. *Secretary.* The Secretary, with assistance from staff, shall keep the minutes of the meetings. The minutes will be posted on the school's website and stored on the district server within five working days after they have been approved.

SECTION 8. The Treasurer, with assistance from staff, shall monitor the budget and accounting procedures reporting regularly to the APC.

ARTICLE V

Meetings of the Academic Policy Committee

SECTION 1. *Annual and Regular Meetings.* The annual meeting of the APC shall be held in May of each year for the purpose of conducting regular business and accepting the election results during an election year. The APC shall also hold regular meetings, typically monthly.

SECTION 2. *Special Meetings.* The Chair, Principal, or any three members of the APC may call special meetings of the APC. Reasonable notice shall be given.

SECTION 3. *Place of Meetings.* The APC may designate any public place within the Matanuska-Susitna Borough for any meeting, however, all meetings shall be at KCS school facilities, unless otherwise posted.

SECTION 4. *Notice of Meetings.* Reasonable notice will be given for all meetings and will be posted at the school and on the KCS website.

SECTION 5. *Quorum.* Greater than fifty percent of the voting members of the APC constitutes a quorum. Audio or video conferencing participation is permitted. The vote at a meeting held by teleconference shall be taken by roll call.

SECTION 6. Executive Session. To convene in executive session, a motion must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. The following subjects may be considered in an executive session:

- A. Matters that the immediate knowledge of which may have an adverse effect upon the finances of the KCS;
- B. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- C. Matters which by law, municipal charter, or ordinance are required to be confidential;
- D. Matters involving consideration of government records that by law are not subject to public disclosure; and
- E. Discussion of actual, potential, or threatened litigation.

SECTION 7. *Proxies*. Members of the APC may not vote by proxy.

ARTICLE VI

Principal

SECTION 1. *Selection/Evaluation/Removal of the principal* includes the following:

- A. The APC shall select the Principal;
- B. The APC shall evaluate the Principal on a yearly basis; and
- C. Removal of the Principal will follow the Mat-Su Principal's Association negotiated agreement timeline if applicable and will require 4 votes of the 5 APC members.

SECTION 2. *Duties and Responsibilities*. The Principal duties include:

- A. Select, appoint, or otherwise supervise employees of the school;
- B. Maintain financial records of the school;

- C. Manage the day-to-day operation of the school to ensure that the terms of the contract are met;
- D. Meet regularly with parents and with teachers of the school to review, evaluate, and improve operations of the school;
- E. Meet with the APC regularly to report progress in achieving the APC's policies and goals;
- F. Submit appropriate information as required by the school district, Department of Education or Federal and State Agencies; and
- G. Submit all significant policy and financial decisions that may have a substantial impact upon the school to the APC.

ARTICLE VII

Committees

SECTION 1. *Formation of Committees.* The APC Chair may designate and appoint one or more committees to perform specific tasks.

SECTION 2. *Membership.* An APC member will chair the committee. Members will be parents of children attending the school, community members, and staff.

SECTION 3. *APC Powers and Prerogatives.* All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any committee.

SECTION 4. *Subcommittee Meetings.* Subcommittee meetings will be posted with reasonable notice.

ARTICLE VIII

Contracts, Checks, Deposits, Funds and Accounting

SECTION 1. *Agreements.* The APC will use MSBSD policy and resources to enter into agreements which legally bind the school.

SECTION 2. *Accounting.* The APC may at any time request a full or partial independent audit of school monies to occur.

ARTICLE IX

Indemnification

SECTION 1. *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, 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 X

Amendments to Bylaws

SECTION 1. *Amendments.* These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by a 5/7ths vote of the APC. The proposed change to the bylaws must be submitted in writing to all of the members of the APC and posted publicly in the school's office five days prior to the meeting at which the proposed change will come up for a vote. Proposed changes to the bylaws may be submitted by any member of the Council or APC, by parents with students currently enrolled in the school, or by the Principal under contract with the school, for consideration by the Council and APC.

Date Adopted: _____.

_____ Chair _____ Secretary