

Anchorage STrEaM Academy Bylaws

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ARTICLE I

Name, Purpose, Office, Statute and Code, Fiscal Year, and Governance

SECTION 1. Name. The name of the Organization shall be *Anchorage STrEaM Academy* and shall hereinafter be referred to as “the school” or “ASA.”

SECTION 2. Purpose. The purposes for which the school is organized are determined by the Academic Policy Committee (hereinafter APC) and described within these bylaws.

SECTION 3. Office. The principal office shall be at the facility of ASA located within the municipality of Anchorage.

SECTION 4. Statute and Code. The school shall operate solely as an Anchorage School District (hereinafter Anchorage School District) charter school under AS 14.03.250 *et seq.*, in accordance with all applicable local, state and federal laws, and shall not conduct business as any other type of legal entity.

SECTION 5. Fiscal Year. The fiscal year of ASA shall coincide with the fiscal year of the Anchorage School District (July 1 through June 30).

SECTION 6. Governance. The School shall be governed by the APC.

ARTICLE II

Academic Policy Committee

SECTION 1. General Powers.

The affairs of the school shall be managed by the APC. The APC shall be a single body. In addition to governing and supervising all aspects of the school, the APC shall fulfill the duties prescribed in AS.

14.03.250 *et seq.*, (Establishment of Charter Schools) and as set forth in these bylaws and shall perform the following functions, including, but not limited to:

- a. Ensure the fulfillment of the mission of the School as stated in the ASA-Anchorage School District Charter School Contract;
- b. Uphold the mission statement as stated in the Anchorage STreAM Academy Anchorage School District Charter, and approved by the State of Alaska in 2019. It shall oversee accountability in academics, legal/risk management, finances, operations/maintenance, capital budgeting issues of the School and as otherwise permitted or required by above-mentioned contract or by law. The mission statement of the school is "Anchorage STreAM Academy empowers students to be involved learners, critical thinkers and engaged citizens who are inspired by the natural world."
- c. Promote professional conduct in accordance with Anchorage School District policies and/or ASA principal contracts.
- d. Select the principal of the school. That person must have a current Alaska Type B certified administrator, and must be eligible for employment with the Anchorage School District.
- e. Delegate to the Principal those tasks deemed appropriate by the APC and render to the Principal opinions regarding the hiring, evaluation, and/or termination or non-retention of teachers, staff, and other personnel to the extent permitted by law;
- f. Review all contracts that require approval of the APC or signature of an APC officer.
- g. Review, upon request, any parent, teacher, or staff, concerns if not satisfactorily resolved first through the teachers and principal.
- h. Review and rule on questions, issues, or policies that occasionally arise, including but not limited to school concerns not resolved first through the teachers and principal, to the extent permitted by law.
- i. No member of the APC shall act on their own in the name of the APC unless so authorized by these bylaws or by resolution of the APC;
- j. Establish and maintain policies for the strategic governance and efficient operation of the school. The APC is the only body authorized to establish school policies. These policies may not be less restrictive than Anchorage School District, state, or federal mandates. The principal or her/his designee shall create school procedures as applicable to execute the policies established by the APC.

SECTION 2. Members of the Academic Policy Committee. The APC shall be composed of the APC Officers and APC Members. Both shall make up the Academic Policy Committee. According to AS Sec. 14.03.250(b), the APC shall consist of parents/guardians of students currently attending the school,

teachers, school employees, and community members.

- a. The APC will consist of no fewer than seven members and no more than 18 elected members. It shall maintain one current ASA faculty (Seat A) who is elected to a two year term by majority vote of the current ASA faculty. A minimum of three parent/guardian positions (Seats C, D, E) are filled by parents/guardians of current students attending ASA. A minimum of two seats are filled by non-parent, non-faculty, community members (Seats F, G, H). One seat (Seat B) is reserved (yet optional to fill) for a non-certificated staff representative. Additional seats (Seats I-O) may only be filled with parent/guardians of current ASA students or other community members. The APC can add members by vote for special services and will hold the power to set the term limits. Attendance at APC meetings is mandatory. APC members receive no compensation for their work on the board.
- b. No member of the APC shall be the spouse or immediate family member of a current employee of the school.
- c. Parent/guardian seats and/or community member seats of the APC will have full voting rights.
- d. School employee members of the APC will have limited voting rights. School employee members shall not vote on:
 - i. The principal contract and evaluation;
 - ii. Other items where there is a perceived conflict of interest.
- e. The principal is the administrator of the school and serves as a member of the governance leadership team and shall not have voting rights.
- f. The APC may invite others to serve on the APC as non-voting guests of the committee from time to time.

APC Members:

Seat A: Faculty

Seat B: Faculty/Staff (optional)

Seat C: Parent/Guardian

Seat D: Parent/Guardian

Seat E: Parent/Guardian

Seat F: Community Seat (non-Faculty and non-Parent/Guardian)

Seat G: Community Seat (non-Faculty and non-Parent/Guardian)

Seat H: Community Seat (non-Faculty and non-Parent/Guardian)

Seat I-O: Parent/guardian OR community member (optional)

Seat P: Founder

Seat Q: Founder

Seat R: Founder

Seats P, Q, and R will be held for the original six founders with initial terms of two years. Founders of the ASA are always eligible to fill a founder seat for a one year term. This term may be renewed indefinitely.

SECTION 3. Individual Member's Authority. A member of the APC is a public officer, but has no power or authority individually. The charter vests power in the APC, and not in the members, either individually

or otherwise and these powers must be exercised by the APC at a public meeting in regular or special called meetings, with action duly recorded in its minutes.

Power of the Governing Board

The APC's powers and authority are set forth in AS 14.03.255 which includes all applicable laws and regulations. Complete and final control of all matters pertaining to the School's educational system shall be vested in the APC. The APC of Anchorage STrEaM Academy shall include the following powers and duties:

1. Those powers as set forth in the Anchorage STrEaM Academy's Charter that are not inconsistent with federal or state laws and constitutions.
2. Employ the principal of Anchorage STrEaM Academy, establish evaluation criteria for the principal, and perform annual evaluations of the principal's performance.
3. Delegate administrative and supervisory functions of the principal when appropriate.
4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report required by the local school board.

APC non-staff members (parents or community members) cannot assist or work for the school in any capacity that performs any administrative functions in which they are paid, with the exception of substitute staff.

SECTION 4. Voting Members. All elected APC members are eligible to vote on all issues before the APC; however, employee representatives may not vote on matters of personnel, staffing, or principal contracts or evaluation. Members must recuse themselves if there is a real or perceived conflict of interest.

SECTION 5. Terms. These terms have been defined by the APC in the School Charter. The length of the term shall be two (2) years beginning at the February regular meeting and ending the day before the February regular meeting of the term expiration year. Seats shall be staggered so that half of the seats expire each year.

<u>Seat Name</u>	<u>Term (years)</u>
Seat A (faculty)	2 years
Seat B (faculty or staff - optional)	2 years
Seat C (parent/guardian)	2 years
Seat D (parent/guardian)	2 years
Seat E (parent/guardian)	2 years
Seat F (non-faculty, non-parent/guardian)	2 years
Seat G (non-faculty, non-parent/guardian)	2 years
Seat H (non-faculty, non-parent/guardian)	2 years
Seat I-O (parent OR community member - optional)	2 years
Seat P, Q, R (founders)	2 years

The APC will meet monthly and no less than quarterly. Meetings will include the monitoring of academic policies and achievement, managing the management, and evaluating progress toward the school's

objectives.

SECTION 6. Term Limitations. There shall be no limits on the number of terms that any voting member of the APC may serve.

SECTION 7. Vacancies. Any parent/guardian or community member vacancy occurring on the APC may be filled by majority vote of the remaining parent/guardian or community members of the APC, not merely a majority of a quorum, and shall be appointed until the next election.

Any staff member vacancy occurring on the APC shall be referred to the principal to conduct a staff replacement election, and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next regularly scheduled election for that position, whichever occurs first.

SECTION 8. Compensation. Members of the APC shall not receive salaries or monies or other in-kind compensation for their services on the board.

SECTION 9. Resignation. Any APC member may resign at any time by giving written notice to the Chair or Secretary of the APC. Such resignation shall take effect at the time specified therein or as otherwise negotiated by the APC and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 10. Removal or Refusal of Board Members. APC members are expected to attend all regular APC meetings. A request for an excused absence from a meeting must be communicated to the APC chair and secretary as soon as it is known.

Any member of the APC can be removed by a majority vote of the entire APC (not majority of a quorum) or when a board member is in violation of any part of these bylaws where it is stated that an infraction is subject to removal.

An APC member may be removed from the APC for any of the following:

1. Poor attendance that impedes successful execution of the board's mission;
2. A significant undisclosed conflict of interest;
3. Derogatory, slanderous, and/or unprofessional behavior;
4. Being arrested for any crime while serving as an APC member;
5. Unauthorized informal actions as defined in Article II, section 11, "Conflict of Interest";
6. Violating the Code of Ethics

SECTION 11. Conflict of Interest.

- a. An APC member (voting or non-voting) shall disclose to the chair and secretary all real and perceived conflicts of interest. APC members with a conflict of interest may not act in matters in which they have a substantial and material interest. A majority vote of the APC will determine if the conflict warrants recusal.
- b. **Conflict of Interest Defined.** An APC member shall be considered to have a conflict of

interest if he or she or a member of his or her immediate family:

- i. has an economic interest in a transaction which is the subject of proposed action by the school and the economic interest is adverse, competitive, potentially adverse, or potentially competitive to the interest of the school;
- ii. Is a member of or holds a significant interest in another entity that is the subject of the proposed action by the school;
- iii. Is an officer or manager of another entity that is the subject of the proposed action by the school; or,
- iv. Is part to or a potential party to threatened or pending litigation or administrative proceedings in which the position is adverse to that of the school.

However, a member does not have a conflict of interests where the interest of the member of his or her immediate family is no different than that of the APC.

Any staff member on the APC or spouse of a staff member should not vote on budget as it could be seen as a conflict of interest.

c. Determination of Substantial and Material Conflict of Interest.

When an APC member has a potential conflict of interest on a matter, the member shall notify the APC board before the board considers the matter. This report shall be recorded in the minutes of the meeting of the APC.

Ultimate authority for determining the existence of a conflict lies within the powers of the APC to determine by majority vote. An APC member with a possible conflict of interest may answer questions posed to him/her by the other members of the APC, but shall leave the meeting while the disinterested members discuss and vote on the issue.

The board may void an action of the APC when the action included participation of a member with a conflict of interest, upon a showing that (i) the vote of the disinterested members present at the meeting and voting would have been insufficient to take the challenged action without the inclusion of the vote of the member who had the conflict, and (ii) the action taken was unfair to the school.

ARTICLE III

Officers of the Academic Policy Committee

SECTION 1. Officers. The officers of the APC shall be Chair, Vice Chair, and Secretary each of whom must be a voting member of the APC in good standing.

SECTION 2. Election and Term of Office. The term of all officers and committee chairs of the APC shall be one (1) year. The officers shall be elected from among the members of the APC by a simple majority of members present at the first regular meeting following the election of the APC or as soon thereafter as conveniently may be held.

SECTION 3. Removal. Any officer elected or appointed by the APC may be removed from office (but not from the APC) by a simple majority vote of the full APC whenever in its judgment the best interests of the School would be served thereby.

SECTION 4. Vacancies. A vacancy in any office may be filled by a simple majority vote of present APC members for the unexpired portion of the term. It shall be filled from existing voting APC members who meet the requirements for the role.

SECTION 5. Chair. The Chair shall be the presiding officer at all meetings of the APC. It is preferred that the chair has been involved with ASA either through the school, attending APC meetings, or other events, for one (1) year prior to being nominated. The chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

1. Compiles the topics for business to be placed on the agenda. Any member of the APC may offer items to be heard or discussed at any meeting of the Board;
2. With the Principal, sets the agenda;
3. The Chair shall not be a permanent employee but rather any other member of the APC;
4. Runs meetings in accordance with the most recent edition of Robert's Rules of Order, Newly Revised
5. Appoint, with the consent of the APC, all committee chairs and require them to give reports of their actions to the APC;
6. Set the time and place of all special meetings of the APC
7. Have authority and perform duties as directed by the APC from time to time
8. Speaks on behalf of the APC subcommittees;
9. Liaison to Anchorage School District board chair;
10. Has the right, as other members of the APC, to make and second motions, to discuss questions, and to vote;
11. May not act for or on behalf of the APC without prior specific authority from a simple majority of the APC to do so;
12. All communications addressed to the Chair shall be considered by him/her for appropriate action, which consideration may include consulting with legal counsel, and consideration by the APC;
13. Shall sign legal documents as required by law;
14. Ensure that APC members uphold their commitments and responsibilities to the school;

SECTION 6. Vice Chair. The Vice Chair shall:

1. Be a voting member of the APC;
2. Have been involved with ASA either through the school, attending APC meetings, or other events, for one (1) year prior to being nominated;
3. Perform the duties of Chair in the absence of the Chair, or designate another APC member to do

so.

SECTION 7. Secretary. The Secretary shall:

1. Keep the minutes of the meetings of the APC in electronic files;
2. Ensure all notices and agendas are duly given and posted in accordance with the provisions of these bylaws or as required by the Open Meetings Act;
3. Keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC;
4. Establish and manage a "records management system" for all APC records;
5. Serve as the official archivist for all APC correspondence, nominations, and other related documents;
6. Maintain the master APC annual calendar;
7. Perform such duties as from time to time may be assigned by the APC

ARTICLE IV

Election of Members to the Academic Policy Committee

SECTION 1. Elections Committee. APC shall govern and oversee the election of open seats. The Principal may administer the election process as designated by the APC. The election process should include the following, prior to January 30th:

- a. Solicit, review, and accept nominations from candidates for open seats.
- b. In its discretion, the APC may nominate individuals at the February APC meeting who have not submitted an application as candidates for open seats.
- c. Publicly recognize candidates, who may submit, in writing or in person, statements of candidacy (maximum of three minutes) to the parents, students, or school personnel at the February APC meeting.
- d. Promote open and transparent elections, and ensure that candidates campaign in such a way that it does not interfere with educational activities, or negatively affect safety or traffic flow. Ensure that no active campaigning of any sort occurs with the school on election day.
- e. Prepare a secret ballot listing the candidates.
- f. Distribute and collect the secret ballots and otherwise oversee the election so that it is conducted in a fair manner.
- g. In the event that all candidates receive an equal amount of votes, then a single coin toss will be used to determine the winners until all seats are filled.
- h. In the event of a 2 or 3 way tie, a runoff election between those who tied shall take place within

one calendar week of the original election.

- i. Advise the candidates and the APC of the election results.
- j. Prepare a report stating the results of the election, which report shall be kept at the principal office of the School and be made available for review by interested parents, teachers, or staff members of the School.
- k. The APC Chair shall be the initial point of inquiry or appeal for parents or candidates having concerns or questions about election procedures, policies, or other related activities.

SECTION 2. Faculty/Staff Representative Elections. In January of each year the faculty will elect by secret ballot one (1) representative to a one (1) year term on the APC. Likewise, in January of every other year the staff (non-certificated) may elect by secret ballot one (1) representative to a two (2) year term on the APC. In the event there is only a single candidate in either election, barring any objection, approval may be made by voice vote. The aforementioned Elections Committee does not have jurisdiction in staff elections.

- a. Only certificated employees and regular classified employees may vote for their respective representatives in those elections. The Principal does not vote in either election.

SECTION 3. Eligibility to Vote for Parent/Guardian and Community Member Positions. Only parents or legal guardians of students enrolled in the School on the day of the election, the Principal, teachers, teachers' aides, School staff employed by the Anchorage School District, each with a current contract for the School which is effective on the date of the election, not to exceed one vote per household per open position, and any voting APC member are eligible to vote in elections. Regardless of the number of children enrolled at the school, each parent/guardian is allowed to cast one (1) ballot. Only the first two (2) parents/guardians listed in the Anchorage School District record system will be considered eligible to vote.

SECTION 4. Casting of Votes for Elections of APC Members.

Voting may occur in two (2) ways:

- a. By secret ballots cast on the form prescribed by the nominating committee by the designated date and time, or
- b. By absentee ballot completed in accordance with APC-established policies and procedures.

ARTICLE V

Meetings of the Academic Policy Committee

SECTION 1. Conduct of meetings. The guidelines contained in *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. The Chair may apply Robert's Rules informally in order to facilitate discussion amongst the members.

SECTION 2. Annual and Regular Meetings. The APC will conduct meetings in accordance with the Open Meetings Act, A.S. 44.62.310 et seq., Anchorage Municipal Code, and Anchorage School Board Policy. All meetings shall be conducted and all notices and agendas posted in accordance with these regulations. If any portion of these Bylaws is more specific than these regulations, then that portion of these Bylaws shall control these regulations, unless prohibited by law.

The annual meeting of the APC shall be held in February of each year for the transaction of such other business as may come before the meeting. The APC shall, for at least the first year, hold regular monthly meetings. The annual and regular meeting can coincide. Regular meetings are held the second Wednesday of each month (except June and July) from 5:30 PM to 7:30 PM.

SECTION 3. Special Meetings. Special meetings of the APC may be called by the Chair, Principal, or any three members of the APC.

SECTION 4. Place of Meetings. The APC may designate any place within the Municipality of Anchorage as the place of meeting for any annual meeting, regular meeting, or special meeting. If no designation is made, the place of meeting shall be at the school. The APC may designate locations outside the boundary of the Municipality of Anchorage. The location must be approved by 60% of the APC and posted a minimum of one calendar week prior to the meeting.

SECTION 5. Notice of Meetings. Notice of annual, regular, or special meetings stating the place, day, and hour of any meeting shall be delivered, either personally, telephonically, or electronically to each member of the APC not less than one (1) day before the date set for such meeting. In addition, at least twenty-four (24) hours prior to each meeting, notice of and the agenda for each meeting shall be posted at the School. New issues not posted on the agenda may nonetheless be raised, discussed and voted upon at any meeting.

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

SECTION 7. Manner of Acting. The act of a majority of the members of the APC at a meeting at which a quorum is present either in person or electronically shall be the act of the APC, unless the act of a greater number is required by law or by these Bylaws, and/or by *Robert's Rules of Order, Newly Revised*.

SECTION 8. Standards of Conduct for APC Members. All APC Members shall sign and abide by the "Code of Ethics" for ASA Academic Policy Committee members. This document shall be created, modified, and approved by a majority of the APC.

SECTION 9. Executive Sessions. All regular and special meetings of the APC shall be open to the public, except that, upon a vote of a majority of the members present, an executive session may be held to discuss matters including but not limited to:

- a. Attorney-client matters
- b. Contract proposals or negotiations
- c. Sensitive personnel matters

d. Student discipline matters

The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subject as permitted by law:

- a. Matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the District;
- b. Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion;
- c. Matters which by law, municipal charter, or ordinance are required to be confidential; and,
- d. Matters involving consideration of government records that by law are not subject to public disclosure.

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

SECTION 10. Public Participation. Because the APC has a responsibility to conduct District business in an orderly and efficient way, the following procedures shall regulate public presentations to the APC.

- a. The APC shall give members of the public an opportunity to address the APC either before or during the APC's consideration of each agenda item.
- b. Time so designated on the agenda, members of the public also may bring before the APC matters that are not listed on the agenda of a regular meeting. The APC may refer to such a matter to the principal or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the APC.
- c. A person wishing to be heard by the APC show first be recognized by the chair. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
- d. Speakers will be allowed 3 minutes to address the APC. The APC shall limit the total time for each agenda item to 10 minutes
- e. With APC consent the chair may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chair may indicate the time and place when it should be presented.
- f. No oral presentation shall include charges or complaints against any employee of the APC, including the principal, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the APC in writing.
- g. No disturbance or willful interruption of any APC meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The APC may remove disruptive individuals and order the room cleared if necessary.

ARTICLE VI

Principal

SECTION 1. Selection/Removal. The Principal shall be selected by the APC in conjunction with Anchorage School District personnel policies. Removal of the Principal will require a majority vote of the full APC (excluding employee members) when in its judgment the best interests of the school would be served thereby and should follow the terms described in the principal's employment contract.

SECTION 2. Duties and Responsibilities. The APC shall concern itself primarily with broad questions of policy, oversight and with the appraisal of results rather than with administrative detail. The principal shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. With the advice of the APC, the principal shall select, appoint, or otherwise supervise employees of the school. The principal shall see that all policies, orders, and resolutions of the APC are carried into effect. The principal shall:

- a. Serve as the school's chief executive and administrative officer
- b. Maintain financial records of the school and present monthly written financial reports to the APC
- c. Manage the day-to-day operation of the school and execute the requirements of his/her own employment contract
- d. Responsible for the school's financial management
- e. Presents written reports to the APC in advance of all regular meetings
- f. Ex officio member of APC and all committees and subcommittees
- g. Primary liaison to Anchorage School District
- h. Meet regularly with stakeholders (parents/guardians/staff/students) of the school to review, evaluate, and improve operations of the school
- i. Submit appropriate information as required by Anchorage School District, Department of Education, or other federal and state agencies
- j. Submit for approval or disapproval to the APC all significant policy, professional development and financial decisions that may have a substantial impact upon the school
- k. Perform other duties as assigned by the APC or outlined in the job description
- l. Keep the APC informed of all matters within its purview so that the APC can fulfill the above described functions of a governing body
- m. Attend all APC meetings to monitor progress in achieving ASA's policies and goals.
- n. Ensure that the school has a strategic plan with goals in place to guide their work.
- o. Oversee all teachers and staff of the school, except in cases where there is a conflict of interest between the principal and a staff member. In such cases, the APC will establish a reporting chain to eliminate the conflict.
- p. The Principal shall form a hiring committee for open ASA positions that may include at least one (1) APC member and one (1) teacher/staff. Principal makes the final decision on hiring

SECTION 3. Evaluation. The APC shall meet with the Principal to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. Staff members of

the APC may not participate in the Principal Evaluation process. The Principal and APC members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the APC or the Principal.

ARTICLE VII

Committees

SECTION 1. Standing Committees. The APC may have standing committees, with the following subcommittees, as needed:

- Facilities: Safety and Security, Infrastructure, Supply and Support
- Strategic Planning;
- Performance: Evaluation and Analysis, Ethics, and Inquires,
 - Establish evaluation criteria for the principal,
 - Perform annual evaluations of the principal's performance
- Human Relations;
- Budget/Finance;
- Elections;
- Curriculum and Instructional Material

All standing committee meetings are subject to all laws, policies, and procedures of APC meetings. Voting members of each standing committee shall be the committee chair, committee vice chair, and the three (3) subcommittee chairs. The APC chair and the principal are ex officio members of all APC committees and subcommittees.

SECTION 2. Committee Chairs and Vice Chairs. Committee chairs and vice-chairs will jointly select committee members from volunteers who are parents/guardians of children attending the school, community members at large, and staff members. Standing committee membership shall be approved by a vote of the APC board annually.

SECTION 3. Committee Chair Responsibilities. Committee chairs are responsible for:

- a. Designating a committee secretary/scribe for the purpose of maintaining records, writing minutes, and addressing correspondence
- b. Providing committee updates to the APC at least once per month during the school year
- c. Soliciting volunteers to serve the remaining term of a vacated committee position

SECTION 4. Other Special and Ad Hoc Committees. The APC may, by a motion adopted by a majority of the APC, designate and appoint one or more special or ad hoc committees to perform special tasks assigned by the APC. The Ad Hoc Committee should have clear directions and date for completion when it will be dissolved.

The APC shall appoint a committee chair and receive monthly updates from the committee chair. Special/ad hoc committee chairs have the same duties and responsibilities listed elsewhere in these bylaws for standing committee chairs.

SECTION 5. Scope and Responsibility of Committee Work. Each committee shall be clearly instructed that each member is being asked to serve for the period of one (1) year, the service the APC wishes each committee to render, the extent and limitations of the committee's responsibility, the resources the APC will provide, and the approximate dates on which the APC wishes to receive reports. Recommendations of special advisory committees shall be based on research and fact and shall be advisory to the APC.

SECTION 6. 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 special or ad hoc committee at any time during the life of the committee.

SECTION 7. Committee Meetings. Special committees to the APC shall comply with the requirements concerning public meetings as described elsewhere in these bylaws.

ARTICLE VIII

Contracts, Bank Accounts, Checks, Withdrawals, and Accounting

SECTION 1. Contracts. The APC has the authority to enter into contract, execute and deliver instruments, and otherwise legally bind the school. With a majority vote, the APC may delegate this authority, either in specific instances or in general, to the principal or his/her designee, or to any other officer of the APC.

The APC shall accept or reject any charitable gift, grant, device or bequest not otherwise contrary to law or the terms of the charter.

SECTION 2. Bank Accounts, Checks, Withdrawals, etc. Withdrawals or transfers from any and all Anchorage School District-monitored school funds, bank accounts, budget transfers, and any expenditures over two thousand five hundred dollars (\$2500) shall be approved by APC, with APC approval obtained for expenses and budget changes over \$5000. Any expenditures or changes in the budget less than \$2,500 require only the approval of the principal.

SECTION 3. Accounting. The principal or his/her designee shall present a written financial report to the APC three days prior to each regular APC meeting. The APC may also request a ledger itemizing all income, expenses, and budget transfers since the previous regular APC meeting, and, as needed, copies of all accompanying bank account statements. The APC may at any time cause a full or partial independent audit of all school monies to occur.

The APC can, but is not required to, do an annual audit. Charter Schools are included in the district wide audit that is mandated for each school board to engage in each year as per school board policy.

The APC shall approve the contract for provision of financial management, food services, transportation and education related services or other services for their school.

ARTICLE IX

Code of Ethics

SECTION 1. ASA Academic Policy Committee Members.

The ASA Academic Policy Committee endorses the following code of ethics for all APC members:

As a member of the Anchorage STReAM Academy Academic Policy Committee, I will strive to improve our charter school education, and to that end I will:

1. attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;
5. work with other board members to establish effective board policies and to delegate authority for the administration of the school to the principal;
6. communicate to other board members and the principal the expression of public reaction to board policies and school programs;
7. inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
8. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of the school principal;
9. avoid being placed in a position of conflict of interest;
10. take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law;
11. and always remember that my first and greatest concern must be the educational welfare of the students attending ASA.

Violation of this Code may result in removal from the APC by a simple majority vote of the entire APC (not majority of a quorum at a meeting and/or legal action to the fullest extent of the law.

ARTICLE X

Conflict Resolution

Communication is paramount within the ASA community. Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's principal/supervisor. The formal complaint process is reserved for complaints which are not resolved after the informal process has been attempted.

SECTION 1. Informal Complaint Resolution. Complaints should be first directed to the staff member involved in order to work through the problem to get it resolved. If talking with the staff member directly does not resolve the complaint, document (write) the complaint and attach any other related documentation. Send the written complaint to the principal. The principal will get back to you within three days to schedule a conference to assist you in resolving the difficulty. The principal will decide upon a course of action that is in the best interest of the school.

SECTION 2. Formal Complaint Resolution. If communication with the principal does not satisfactorily resolve the issue, contact an APC member (names are found on the website and listed at school). Send the written complaint and any related paperwork. If the APC member feels further review is warranted, he/she may offer to accompany you to a meeting with the principal to resolve the issue.

If a meeting between the APC member, complainant, and the principal does not result in a satisfactory resolution, a subcommittee (three APC members) will be appointed by the Chair to conduct a hearing and make a ruling. The ruling of the subcommittee shall be final and binding unless appealed to the District.

The process to appeal to the District is excerpted below from SBP 333.97:

d. District Appeal. Any party directly involved in the complaint may appeal the Academic Policy Committee's decision to the Anchorage School District. Appeals must be in writing and signed by the person bringing the appeal. In addition, all appeals will include the following information:

1. a clear, concise statement of the complaint or dispute;
2. a statement of the steps by which the Charter School's complaint resolution process has been followed, or the reasons that process could not be followed; and
3. a proposed remedy or resolution.

Ordinarily, if the complaint resolution process has not been followed or completed, the appeal will be

referred back to the Charter School for completion of that process.

e. District Review. The Superintendent or designee shall review the written appeal and may conduct such other investigations as he or she deems appropriate. At his or her discretion, a hearing may be held by the Superintendent, designee, or hearing officer. A written decision shall be issued promptly, but in any event within 30 days unless extenuating circumstances require more time.

f. School Board Review. A party to the dispute or complaint may request that the School Board review the Superintendent's decision. The decision will be presented as a Board Memorandum for approval, modification, or rejection, and the Board will take such action as it deems appropriate.

g. Standard of Review. The Academic Policy Committee should remain free to make reasonable discretionary decisions concerning the operation of the Charter School without interference from the Board or District except as stated in this policy. The Academic Policy Committee's decision will not be reversed or modified unless clearly required for health or safety reasons, or to comply with law, collective bargaining agreements, the Charter School Contract, or School Board Policies with which the Charter School is required to comply.

h. Charter School Complaints. If a charter school believes the District's actions or inactions are inappropriate, it should attempt to resolve that situation informally. In addition, the Academic Policy Committee may file a complaint with the District pursuant to the procedures set out in 333.97(d) – (g), above, except that d(2) is not applicable.

(These procedures will not apply to matters of discipline of specific students or personnel matters relating to specific employees other than the Principal of the charter school. Also excluded from this policy are allegations of criminal activity or of acts or conditions tending to create immediate risk of serious harm to the health and safety of others. In these cases, a report should be immediately made to the Superintendent or designee, or to the appropriate state or municipal enforcement agency. See SBP 333.97.)

ARTICLE XI

Indemnification

SECTION 1. Duty to Indemnify. Subject to the sections below, the school shall defend, indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the school) by reason of or arising from the fact that the person is or was an APC member against costs and expenses (including attorney's fees) of the suit, action, or proceeding, judgments, fines, and settlements actually and reasonably incurred in connection with the action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed

to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, did not know and had no reasonable cause to believe the conduct was unlawful.

The termination of any action, suit or proceeding shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, a presumption that the person did not know and had no reasonable cause to believe that the conduct was unlawful.

SECTION 2. Denial of Right to Indemnification. Subject to the provisions of Sections 5 and 6 below, or unless otherwise ordered by a court, indemnification and defense under Section 1 of this article may only be made by the organization upon a determination by the board that defense and indemnification of the APC member is proper under the circumstances because the person has met the standard of conduct set forth in Section 1 of this Article, provided however, no person may receive defense or indemnification in those matters in which that person was adjudged to be liable for negligence or misconduct in the performance of corporate duties.

In the case of any challenge to the propriety thereof, the person shall be afforded a fair opportunity to be heard as to that determination. Defense and indemnification payment may be made, subject to repayment upon ultimate determination that defense and indemnification is not proper.

SECTION 3. Determination. The determination described in Section 2 shall be made:

- a. by the APC by a majority vote, or
- b. by independent legal counsel, if directed by the APC by a majority vote of disinterested members or in the absence of a quorum.

SECTION 4. Successful Defense. Notwithstanding any other provisions of Sections 1, 2 or 3 of this Article, but subject to the provisions of Section 5 below, if a person is successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 of this Article, or in defense of any claim, issue or matter therein, the person shall be indemnified against costs and expenses (including attorney's fees) actually and reasonably incurred in connection therewith.

SECTION 5. Condition Precedent to Indemnification. Any person who desires to receive defense and indemnification under this Article shall notify the school within a reasonable time that the person has been named a defendant to an action, suit or proceeding of a type referred to in Section 1 and that the person intends to rely upon the right of indemnification described in this Article. The notice shall be in writing and mailed via registered or certified mail, return receipt requested, to the APC Chair at the main address of the school or, in the event the notice is from the Chair to the APC Secretary. Notice need not be given when the APC is notified by being named a party to the action.

SECTION 6. Insurance. The APC, at its discretion, may purchase appropriate insurance coverage for the risks described in this Article. To the extent that such an insurance policy (or policies) provides coverage where this Article does not, a director seeking indemnity shall have the benefit of that coverage, and the rules set out in this Article shall apply to any deductible or coinsurance requirement, or to any claims in

excess of policy limits.

SECTION 7. Former APC Members, Etc. The indemnification provisions of this Article shall be extended to a person who has ceased to be an APC member as defined earlier in the bylaws and shall inure to the benefit of the heirs, personal representatives, executors and administrators of such person.

SECTION 8. Purpose and Exclusivity. The defense and indemnification referred to in the various sections of this Article shall be deemed to be in addition to and not in lieu of any other rights to which those defended and indemnified may be entitled under any statute, rule of law or equity, agreement, vote, of the APC members, or otherwise. The purpose of this Article is to augment, pursuant to AS 10.06.490(f), the provisions of AS 10.20.011(14), and the other provisions of AS 10.06.490.

SECTION 9. Limitation of Liability. No APC member of this organization shall have any personal liability to the school for monetary damages for the breach of fiduciary duty as a Director except as set forth in AS 10.20.151(d) and (e).

ARTICLE XII

Amendments to Bylaws

SECTION 1. Amendments. These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds (2/3) vote of the full APC at any regular meeting, provided that the proposed change in the bylaws has been submitted in writing to all of the members of the APC two (2) weeks in advance and posted publicly in the school's office and on the school's website at least a week 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 APC, by parents/guardians with students currently enrolled in the School, or by the Principal or staff, each then under contract with the School, for consideration by the APC. No alteration, amendment, or repeal of these Bylaws, or passage of new Bylaws, shall take effect until approved by the Anchorage School District.

SECTION 2. Bylaw Reviews. Every three (3) years, the APC shall appoint an ad hoc committee to conduct a complete review of the bylaws. Bylaw reviews shall occur between October and January every third year, with all recommended changes due to the APC by the end of that January for public notice. The APC shall vote to approve all, some, or none of the proposed changes at the annual meeting.

Once changes are made to the APC Bylaws such changes should be shared with the Regional School Board to be added to the official file. Any substantial changes to the charter contract should be shared with the Regional Board.

KNOW ALL PERSONS BY THESE PRESENTS: That the undersigned Secretary of the Academic Policy Committee of Anchorage STrEaM Academy does hereby certify that the above and foregoing Bylaws were duly amended by the Anchorage STrEaM Academy APC on the 13th day of November, 2024 .

Kimberly Westfall, Secretary