

ANCHORAGE SCHOOL DISTRICT
Anchorage, Alaska

Administration Building
4600 DeBarr Rd

Monday
June 14, 2004
6:30 p.m.

SCHOOL BOARD MEMBERS
Tim Steele, President

Mary Marks
John Steiner

Jeff Friedman
Crystal Kennedy

Macon Roberts
Jake Metcalfe

Carol Comeau, Superintendent

AGENDA

REGULAR MEETING OF THE SCHOOL BOARD

- A. CALL TO ORDER, ROLL CALL, FLAG SALUTE, Tim Steele Presiding
- B. ANNOUNCEMENTS
- C. APPROVAL OF AGENDA
- D. SPECIAL ADVISORY REPORTS
 - 1. Student Advisory Board
 - 2. Military Delegate
 - 3. M.E.C.C.
- E. PUBLIC TESTIMONY
 - 1. **Public Testimony Regarding Reopening of Anchorage Education Association Negotiations**
- F. PERSONS TO BE HEARD ON NON-AGENDA ITEMS (30-minute time limit)
- G. CONSENT AGENDA
 - 1. Approval of Minutes:
 - a. **Special Meeting** - **April 12, 2004** **4:30 p.m.**
 - b. **Regular Meeting** - **April 12, 2004** **6:30 p.m.**
 - c. **Special Meeting** - **April 19, 2004** **4:00 p.m.**
 - d. **Special Meeting** - **May 3, 2004** **4:30 p.m.**
 - e. **Special Meeting** - **May 3, 2004** **6:30 p.m.**
 - 2. ASD Memorandum #339 - **Adoption Of Tentative Agreement: Totem Association Of Educational Support Personnel, APEA/AFT (AFL-CIO), 2004-2007**
 - 3. ASD Memorandum #338 - **School Board Policy Revision – Section 440.1(a) Minimum Age (First Reading)**
 - 4. ASD Memorandum #323 - **No Child Left Behind Federal Programs Consolidated Project Application For FY 2004-2005**
 - 5. ASD Memorandum #308 - **Alaska Studies Curriculum Guide And Materials Approval**
 - 6. ASD Memorandum #301 - **Award Of Contract: Central Middle School Of Science Fire Alarm And Security Replacement**
 - 7. ASD Memorandum #302 - **Award Of Contract: Food Service Expendable Supplies**
 - 8. ASD Memorandum #303 - **Award Of Contract: Food Staples**

9. ASD Memorandum #304 - **Award Of Contract: Frozen Food Products**
10. ASD Memorandum #306 - **Award Of Contract: Campbell Elementary School Window Replacement**
11. ASD Memorandum #325 - **Award Of Contract: Airport Heights Elementary School Window And Siding Renewal**
12. ASD Memorandum #351 - **Renewal Of Gifted State Plan Of Service 2004-2007**
13. ASD Memorandum #330 - **Acceptance Of Grant Award: Governor's Grant For Drug And Violence Prevention**
14. ASD Memorandum #282 - **Acceptance Of Grant Award: Alaska Community Learning Centers**
15. ASD Memorandum #313 - **Acceptance Of Grant Award: Parks And Recreation/Anchorage Community Education Advisory Board**
16. ASD Memorandum #314 - **Acceptance Of Grant Award: Boy Scouts 2004-2005**
17. ASD Memorandum #337 - **Prior Approval Of Discretionary Grant: IDEA Research And Innovation**
18. ASD Memorandum #264 - **Human Anatomy And Physiology Curriculum Guide And Book Adoption**
19. ASD Memorandum #342 - **Professional Services Selection For Elmendorf Schools Boiler Installations**
20. ASD Memorandum #352 - **Extension Of Approval For Eagle Academy Charter School To July 1, 2005**
21. ASD Memorandum #322 - **Personnel Report**

H. SUPERINTENDENT'S REPORT

1. ASD Memorandum #320 - **Project Status Report**
2. ASD Memorandum #321 - **Facility Change Order And Completed Projects Report For The Month Of April 2004**
3. ASD Memorandum #315 - **Annual Review/End Of The Year Report For FY 2003-2004 Aquarian Charter School**
4. ASD Memorandum #316 - **Annual Review/End Of The Year Report For FY 2003-2004 Family Partnership Charter School**
5. ASD Memorandum #317 - **Annual Review/End Of The Year Report For FY 2003-2004 Frontier Charter School**
6. ASD Memorandum #319 - **Annual Review/End Of The Year Report For FY 2003-2004 Village Charter School**

I. PERSONS TO BE HEARD ON NON-AGENDA ITEMS

J. COMMUNICATIONS & SCHOOL BOARD COMMENTS

K. EXECUTIVE SESSION – (PERSONNEL/FINANCE/NEGOTIATIONS/LITIGATION)

L. ADJOURNMENT

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #319 (2003-2004)

June 14, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT *Carol Comnace*

SUBJECT: ANNUAL REVIEW/END OF THE YEAR REPORT FOR FY 2003-2004
VILLAGE CHARTER SCHOOL

School Board Policy 333.7 on Charter Schools requires an Annual Review of each Charter School. To be specific, the Policy states:

"Once approved by both the local and State Boards of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public no later than June 30 of each school year. This report will include information on the attainment of student performance expectations, recommendations for remediation of poor student performance, school goal attainment, trends in student/staff enrollment and mobility, a list of working capital assets, an end of year preliminary financial statement showing revenues and expenditures, minutes of the meetings of the governing bodies of the charter school, descriptions of charter school activities, copies of any leases signed by the charter school, current bylaws of the Academic Policy Committee, notification of establishment of non-profit 501 (c) (3) status, list of officers in any PTA/PTO or other parent organization, any changes in facility location, any major changes planned for the following school year, and other information of interest to the local School Board. A list of the Academic Policy Committee for the past and coming school years, including officers and staff members by position, will be included.

If there is evidence of a breach of contract, then the School Board, through the Superintendent or designee, shall have a right to investigate this breach of contract and meet with the charter school to discuss possible remedies and/or possible termination of the contract."

Representatives from Village Charter School will be available to present their Annual Report to the School Board (Attachment A). The Administration requested that Ms. Sharp be present at the meeting, but she will be out of town. The Administration will also present remarks at the appropriate time.

This is the sixth year of operation for Village Charter School. It provides an educational program that is enriched with several world languages offered to students in kindergarten through eighth grade. Those languages include Norwegian, Spanish, German and English. Students are taught basic skills in English and the target language as well as songs, traditions and history. The

principal, Linda Sharp and several staff members accompanies some of Village's students on trips to Mexico, Norway and Germany during the school year to experience first hand the language and customs of those countries. Connie Bensler, the Anchorage School District Charter School Liaison, attends the monthly meetings of the Academic Policy Committee and the Village Administration. She works closely with Village Community to facilitate communication between parents, staff and the APC and Village Administration.

Village Charter School has been operating under a calendar that allows students to attend classes Monday through Thursday in an extended day format. The Department of Education and Early Development ruled that such a calendar is not legal under 2003 state law. That law has been changed in 2004 to make some flexibility in a school's calendar possible. However, the calendar needs to be approved by the Commissioner of Education as well. His decision is still under review. In the meantime, Village is holding classes six days a week during the month of June.

The Administration of the Anchorage School District and Village Charter School met in June 2003, to implement policies and procedures to ensure Village's compliance with the Individuals With Disabilities Education Act. There were a number of changes that needed to be implemented during the 2003-2004 school year. Village's special education teacher and TA have worked to comply with these changes. However, additional effort in this area is recommended for the 2004-2005 school year.

Test scores as Village have caused some concern for the administration. There is a large proportion of students who do not perform at the proficient or above level on the Benchmarks and who do not perform at or above the national average on the Terra Nova, CATs. While in-house criterion reference tests show higher results, the State and District required test results are not as high. Village has several remedial programs that are on going and that have produced positive results for kids.

The school shares a facility with Aquarian Charter School at the Charter School Center. While Aquarian occupies most of the structure, Village currently uses four classrooms and the multi-purpose room on a limited basis. The two schools have worked out a joint use agreement for the facility, shared custodial and utility costs, and use of the multi-purpose room. This facility will be available to these two schools only as long as the Anchorage School District considers the facility is cost-effective to maintain.

CC/JC/CB

Attachment

Prepared by: Connie Bensler, Charter School Liaison

Approved by: Jan Christensen, Assistant Superintendent, Instruction

Annual Report

2003-04

Village Charter School

Index – Village Annual Report 2004

Section I:

- A. Academic Discussion**
- B. Student (School) Calendars (2) Attached**
- C. Staff Calendar, Principal’s Calendar**
- D. In-House Testing for Reading, Writing, Math**
- E. Standardized Test Scores**
- F. Extra Class**
- G. Retention**
- H. Foreign Languages**
- I. Eighth Grade Completion Ceremony**
- J. Trends in Student and Staff Enrollment and Mobility**
- K. New Information Regarding Student Mobility**
- L. Insurance**
- M. Ethnicity**
- N. Description of Activities and Events**
- O. Facility and Facility Changes**
- P. Major Changes Planned for Next Year**
- Q. AYP – We Made The List**

Section II.

- A. Information on Attainment of Student Performance Expectations**
- B. Recommendations for Remediation of Poor Student Performance**
- C. School Goal Attainment and Test Scores**
- D. School Action Plan Report**

Section III.

- A. List of Working Capital Assets (Fixed Assets)**
- B. End of Year Preliminary Financial Statement with Revenues and Expenditures**
- C. Minutes of Meetings of the APC**
- D. Copy of Facility Lease**
- E. Current By-Laws of the APC**
- F. Notification of Establishment of Non-Profit 501.C.3 Status**
- G. List of APC members and non-profit from past and coming year**

Section I

Academic Discussion:

Village Charter School enjoyed a very good year, with the majority of students gaining more than one year of academic growth in nine months.

Student Calendar:

Village requests approval from the district and the DEED for the (two) following calendars for 2004-05:

A choice of calendars will be presented to families. The first choice will be the district calendar, with a daily schedule from 8 a.m. to 3 p.m.

The second choice, for those students who are not reading, writing or doing math behind grade level, would be that parents could if they desired, select a Monday to Thursday attendance from 8 a.m. to 3 p.m.

The second choice would more than meet the requirements of 740 hours for K-3 students. It would fall short of the requirements of 900 hours for 4th and up. Village proposes to require all students, grades 3 and up, to attend every Friday from 8 a.m. to 3 p.m. from March, 2005 until the week of District standardized testing. This supplement for 3th grade and up would more than meet the requirements.

Attached are the calendars provided by Village's CPA.

Staff Calendar:

Village's APC would like to design a staff incentive calendar, where staff would either work fewer days as a bonus for meeting APC goals and requirements, or be paid an addendum as a bonus.

Some Colorado schools have successfully implemented such a program, and it is receiving positive reviews nationwide.

Village proposes that, if approved as part of this annual report, Village would begin to design this incentive program in 2004-05, working with staff, the AEA, District, and our Village CPA.

Principal's Calendar

Village's principal will work from Monday, August 9, 2004, through Friday, June 27, 2005. The daily schedule at school will be 7:30 a.m. to 3:30 p.m.

Linda Sharp is eligible for a sabbatical, but no final decisions have been made at this time. If she takes the sabbatical, an interim principal will be appointed.

In-House Testing for Reading, Writing and Math:

Village has an in-house testing system in reading, writing and math that is unmatched in any district school. Village conducts in-house tests in September, and four other times during the year to determine reading, writing and math skills of every student at Village. This testing is rigorous, time-consuming, resource intensive and provides a tremendous extra tool to all staff at Village and to parents. It is an outstanding supplement to the annual standardized tests required of all schools.

Standardized Test Scores:

Eighteen students' individual standardized test scores were significantly lower than the in-house test scores and teachers' observations of students this year. Some of the students have been with Village for more than one year, and in some cases we were certain that the standardized test scores were not accurate based on long-term data and observations of individual students. Village asked some of the parents if they might know why their child performed lower on the required standardized tests than they normally do at school and on our in-house testing.

Many families replied that they had something very unusual going on at home at the time that contributed to the lower test scores. We hope to provide a sample of some information for your review.

Extra Class – 4 Hours / Week Intensive Reading, Writing and Math Instruction:

Village had dozens of students who arrived in September, 2003 from other schools, who were from six months to many years behind in academics. All students who are testing below grade level at Village are offered four hours of intense work on basic skills in reading, writing and math each week. This instruction is called “Extra Class” and is conducted by Village staff, simply repeating the basic skills over and over again. The majority of the students caught up by May; and some exceeded grade level expectations.

Village’s in-house reading tests indicate a substantial increase in reading skills in students’ scores in May, 2004, compared to September, 2003, across the board. Only six students from 4th to 8th grader were behind grade level in reading on our in-house reading test scores in May, 2004.

Retention:

Village retains students at grade level who have not met the promotion standards in reading, writing and math. Middle School students must have a “C” average to pass. Village has employed a variety of in-house reading and math tests. The District asked what tests Village administers. We have used a variety over the years. In 2003-04, the most frequent have been: Math computation is tested at 100 math facts in 5 minutes, at the designated level of difficulty. Reading levels are DRA K-3; and Dale-Chall Readability Formula 4th to 10th grade.

In addition, in May 2003, Village administered the DRA Assessment, 4th to 8th grade. Approximately 75% of the students who were below grade level in that in-house assessment were new to Village last fall.

It puzzles Village why new students arrive every September at Village who have been passed from grade to grade without retention, who are far below grade level. It poses a major challenge for us to remediate. Cum files from other schools generally indicate the student “met” expectations and is promoted. Village is

considering ways to address this in the future to further clarify that Village can only provide a reasonable education, and that students who are far behind grade level may not catch up and if not, will be retained at grade level if they stay at Village. It is our understanding that the “neighborhood” schools in Anchorage will promote such students if they leave Village and return to the neighborhood school, which is also a puzzle to us.

Upon written request of the District, Village will record in-house reading and math computation scores for all students in September, 2004; and contrast that information to the same students’ scores in May, 2005.

Foreign Languages:

Village students all learn one language in addition to English; most learn two; and a few dozen three. German, Norwegian and Spanish are now taught at Village, with Frau Jo Sanders coordinating that program. Village observes that the longer a student is at Village, the better they do academically; and that the language immersion is a tremendous skill builder across the curriculum. Twice a year Village hosts a free public Songfest Performance where all students sing the best known folk songs from English, Spanish, Norwegian and German speaking countries. We invite the School Board, ASD officials and the Anchorage public to all of our Songfests.

Eighth Grade Completion Ceremony:

This year Village celebrated seven eighth graders completing the year, with the longest time enrolled at Village. Test scores also indicated the highest test scores of any Village 8th grade class.

Trends in Student and Staff Enrollment and Mobility:

Village has received Thom Funk as a transfer in to Village for the 2004-05 school year. He has applied to transfer in for several years and Village has attempted to have him transfer in, but the district wanted him to stay at the current school.

Village bid on him at the Transfer Meeting in May, 2003. It is our understanding from District charter school supervisors that this transfer is officially approved.

One teacher has applied to work at a new school opening about 25 miles from Village, but very close their to home. Another teacher put in for a transfer for personal reasons. One staff member may leave Alaska.

Student Mobility is similar to that of many ASD district schools. Village's population is similar to that of Anchorage as a whole, with a very wide mix of social-economic components.

Village has tracked some information to share with the district, as requested last year.

New information regarding student mobility:

Dozens of our "in and out" counts, per district methods of counting mobility, were families who came and left and came and left and came back again. One family with two children for example, came in the fall, then left Alaska; then the same children re-enrolled during the winter and then the family moved to Mat Su and now they are back with Village. This kind of mobility occurred with several families at Village. This one example alone created "ten" counts of "in and out", as we understand the district's methods.

It appears to Village that the vast majority of families do want to stay with Village for the entire year, but that family circumstances create a significant challenge to that goal.

In addition, a large percentage of Village families who leave during the year do so because of a significant personal change or problem in the family, such as a death, divorce, bankruptcy, loss of job, inability to transport.

Village had "homeless" children this year who were also counted as "in and out and in and out".

If Village were not to count the children in these categories, the transiency rate would be very small.

Insurance:

Village has received a certificate of recognition from its liability carrier, for excellence in loss management.

Village, and other ASD charter schools, purchase liability insurance that is not required of any other district school, because the ASD requires its charters to have additional coverage. This year, Village has been advised by the carrier ASD selects that premiums will be \$9,728.

When Village's proposal was negotiated, proposers asked to have the requirement of the extra coverage deleted. The district refused, saying no contract would be awarded if Village did not agree to the coverage. The explanation was that Village students would not be required to follow district procedures and requirements on field trips, and thus more potential exposure existed. Village agreed to get that insurance, and has kept it in effect since opening.

However, Village has found that we are not exempt from any district procedures regarding field trips, and believe that this requirement should be dropped, saving Village and taxpayers \$100,000 over the life of a ten year contract.

Ethnicity:

Village has a 48% minority enrollment according to district information. Village is pleased that our school has attracted a good representation of our community.

Activities and Events:

Village staff and families enjoyed dozens of events throughout the year. Our photo portfolio captures some of these events. Examples of some of our events include:

Alaska Statewide Spelling Bee – Village students grade 3 and up participate in three in-house school wide spelling bees, prior to the selection of our finalist this year, Sonya Gutierrez. Sonya competed and did very well at the Alaska Statewide Spelling Bee. Village has participated in the Alaska Statewide Spelling Bee every year since opening.

National Geographic Bee – Village students grades 4 and up participated in three in-house geography bees prior to the selection of our finalist this year. We are pleased to have competed in this event for the third consecutive year.

Math Counts – Dr. Dois Dallas, a retired petroleum engineer, has been Village’s Math Counts coach every year since we opened. In addition, he is willing to volunteer again in 2004-05. Village 6-7-8th graders form a team of four as official competitors and in addition, all Village Math Counts participants participate in the final Saturday competition for South Central Alaska Math Counts. Students enjoy Math Counts with Mr. Dallas and improve math skills across the spectrum as a result of the extra time in math.

Anchorage Trivia – geography and history contest has been an annual event in which Village 7th graders participate every year. Sponsored by the ACVB, this competition encourages students to know their local area.

Daily News Creative Writing and ASD poetry contests - Village encourages all class teachers through homework, class work and optional assignments to consider entering a piece of writing or a poem in these contests open to the Anchorage public.

NCLB – Village made AYP for the 2002-03 year and anticipates having made it this year. There is one class at Village in which a large number of students have IEPs that may not have made AYP. Village staff inservices, workshops, classes, lectures and other staff development opportunities provided tremendous assistance to all staff in helping to meet the NCLB goal that no child be left behind. Village this year had 55 students on its “at risk for retention” when school commenced in September. This means that about 35% of our students were more than six months behind grade level.

Village enrolls a large number of students at risk for grade level retention, who have been passed by their previous schools. This poses a great challenge to the school, our staff and families, as Village has specific retention standards. These staff development opportunities in part helped to remediate the poor performance and lack of skills. By the end of this school year, the majority of those students had the skills to be promoted to the next grade level.

Science Training: Village students enjoyed a Bird TLC hands-on demonstration in the fall, prior to each student selecting two birds (a resident and a migrator) to report on. Several field trips and school yard observations highlight this annual project for all Village families.

GLOBE science training was provided with several Village staff capable of now acting as mentors / teacher leaders. GLOBE focuses on weather, soils and plants.

GLOBE is a daily science unit of 15 minutes of outdoor time for every class at Village.

Performances and Plays: Every teacher hosts two or more annual performances and plays for families of students in their classes. These are recorder / music performances, plays, and other special events.

Phonograms Luncheons: Village students are taught to memorize all of the Spalding Phonograms as part of our daily phonics program. When a student has passed the test at 100% with their parent, class teacher and principal, they are invited to a monthly Phonograms Luncheon to celebrate their hard work and achievement.

Field Trips: All Village teachers are required to take students on several field trips each year. This year, such trips ranged from visits to local museums and libraries; to an interview with former Governor Hickel at his office; to a trip to the Sea Life Center, Talkeetna on the train, and visits to Norway, Germany and Mexico.

Assemblies: Village hosted several wonderful whole-school assemblies: Hardanger Fiddle Player - - like the famous Norwegian Ole Bull, our guest musician played a wonderful, unique “violin” called the Hardanger Fiddle. Elizabeth Peratrovich – the one woman play about the famous Alaskan who paved the road for Alaskan civil rights before it happened on the national scene. Diane Benson, the author and designer of this outstanding play, performed for Village families. Cinco de Mayo – the Mexican festival is re-created at Village with our Spanish staff each spring. Peruvian Musicians – two excellent musicians performed music of the Andes.

Pen Pals: All Village classes have six pen pal schools, as part of our writing goals. Some of our pen pals have been writing back and forth since our school opened, and new ones join each year. It’s an opportunity to learn the history and geography of our pen pals’ homes in addition to gaining friends and writing skills.

Norway, Germany and Mexico:

Mexico – Spanish Immersion at Puerto Vallarta has been a familiar opportunity for Village families to consider most years since we opened. After 9-11-02,

Village stopped briefly. We decided to try a new location, and found a spot south of Phoenix on the Gulf of California as a very good option.

Norway – and Germany – Since the opening of Village, we have had the desire to take students to Europe to practice their languages. With Frau Sanders and Mrs. Sharp coordinating, students visited pen pals in both countries. In Norway, some of the students had been writing back and forth for six years. Expenses for students were about \$800 each, plus airfare of about \$600, for three weeks of travel. Safety and health considerations were met and exceeded, and all adventures received A+ ratings from participants.

Norsk Hostfest: Village students were invited to Norsk Hostfest in Minot, ND, to perform Henrik Ibsen’s play “Per Gynt” and to sing Norwegian folk songs. It was a pleasure to perform, and the students were warmly received by the Hostfest and the local schools where they performed.

Nordic Skiing: Village’s Norwegian teacher coordinates two weeks of Nordic ski instruction every February for all families who want their students to learn. It’s a great opportunity, enjoyed by all participants.

Senior Center Music Performances: Village’s main school-wide public service is to have every class perform for seniors twice each year. Some classes go to the local senior centers, others invite seniors to our school. Our feedback from the organizations is that they look forward to a repeat performance every year.

Governors, Mayors, and Legislators: Village students met and interviewed former Governor Walter Hickel, Mayor Begich visited all students last fall, Senator French visited and spoke with students, and Lt. Governor Loren Leman gave our 8th Grade Completion Ceremony speech. Next year’s government studies at Village will bring a tremendous focus and learning opportunity in local and state government.

Field Day and Annual Picnic: Every year, the last week of school, Village hosts a whole-school picnic in a park, with lots of old-fashioned games and a pot-luck picnic. It is such fun that students ask if we can please have one in September also!

Facility:

Village has serious facility concerns. We share one small segment of the ASD school on 32nd Avenue with another charter school. We have one portable on that property in addition. We have the majority of our space at a commercial facility next door, including our offices. Village is not able to expand beyond about 190 students with the existing facility arrangement. Village believes that many aspects of school management would improve with a student population of approximately 220 or more.

Communication with staff and students and safety with the present facility arrangements is a challenge. Great resources are expended to keep every one safe and to provide effective communication.

Village invited the superintendent and other district and municipal officials to visit our site to see the facility to address challenges this year. Moving very young students between buildings during five months a year exposed to dark, icy and cold conditions is a safety consideration. Having no loud speaker to reach staff is a concern.

Village spends a disproportionate amount of time on facility management and repair issues at the commercial site. Roof leaks are very common, with dozens of times a year when books, papers and materials are damaged from roof leaks. Doors freeze shut which is a hazard, and we have to stop everything to get that fixed. Toilets back up and overflow also causing a health hazard.

20% of our budget, which is lower than ASD schools' budget is allocated to facility lease and related costs. Charter Schools do not get 4 mills of MOA funds. In addition to not receiving the 4 mills of MOA funds, the extra cost of insurance and the fact that a charter must pay its own lease space fees make for a considerably lower funding per student, in comparison to all other District schools.

While the landlord attempts to be responsive to our needs, it is extremely disruptive to have a roof open with leaks splashing around the classroom while one is trying to teach for several days until the roof leak is stopped. It is not safe to have doors that freeze and do not open.

Village officially requests the School Board to actively work to find a solution so Village students can be housed under one roof safely. Village staff, APC and volunteers have spent thousands of hours and Village funds over the years, seeking a better physical plant, but we are told our budget is not sufficient to lease more acceptable space.

All other district schools receive a facility as part of their operation and do not have to pay rent. If the district wishes to contract with charter schools and give them no choice of sponsors (the superintendent and others continue to insist it must be no choice, only district sponsorship), then the charter schools must receive adequate facilities from the district, just as all schools do. Village does not import Martian children; we educate Anchorage residents' children just as all ASD schools do.

Village requests to enter a discussion with the Anchorage School Board, as the primary authority contracting with Village, about conversion of Village into a regular ASD school of choice instead of a charter school, if the facility matter is not resolved.

Major Changes Planned for Next Year: The main change anticipated is to resolve our facility challenges. This is addressed in another section.

Facilities Changes

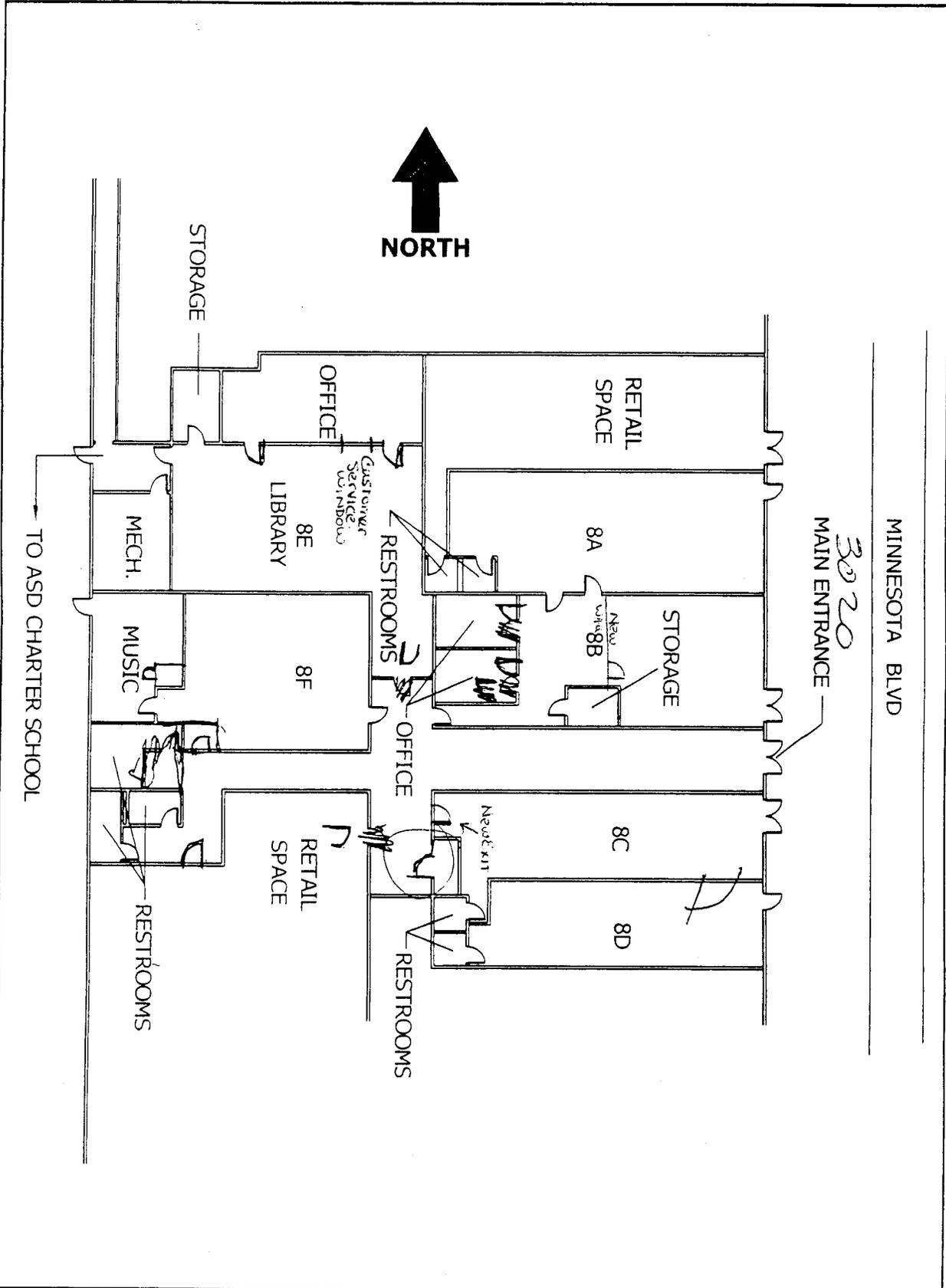
Memo:

The following renovations took place during the 2003/2004 school year:

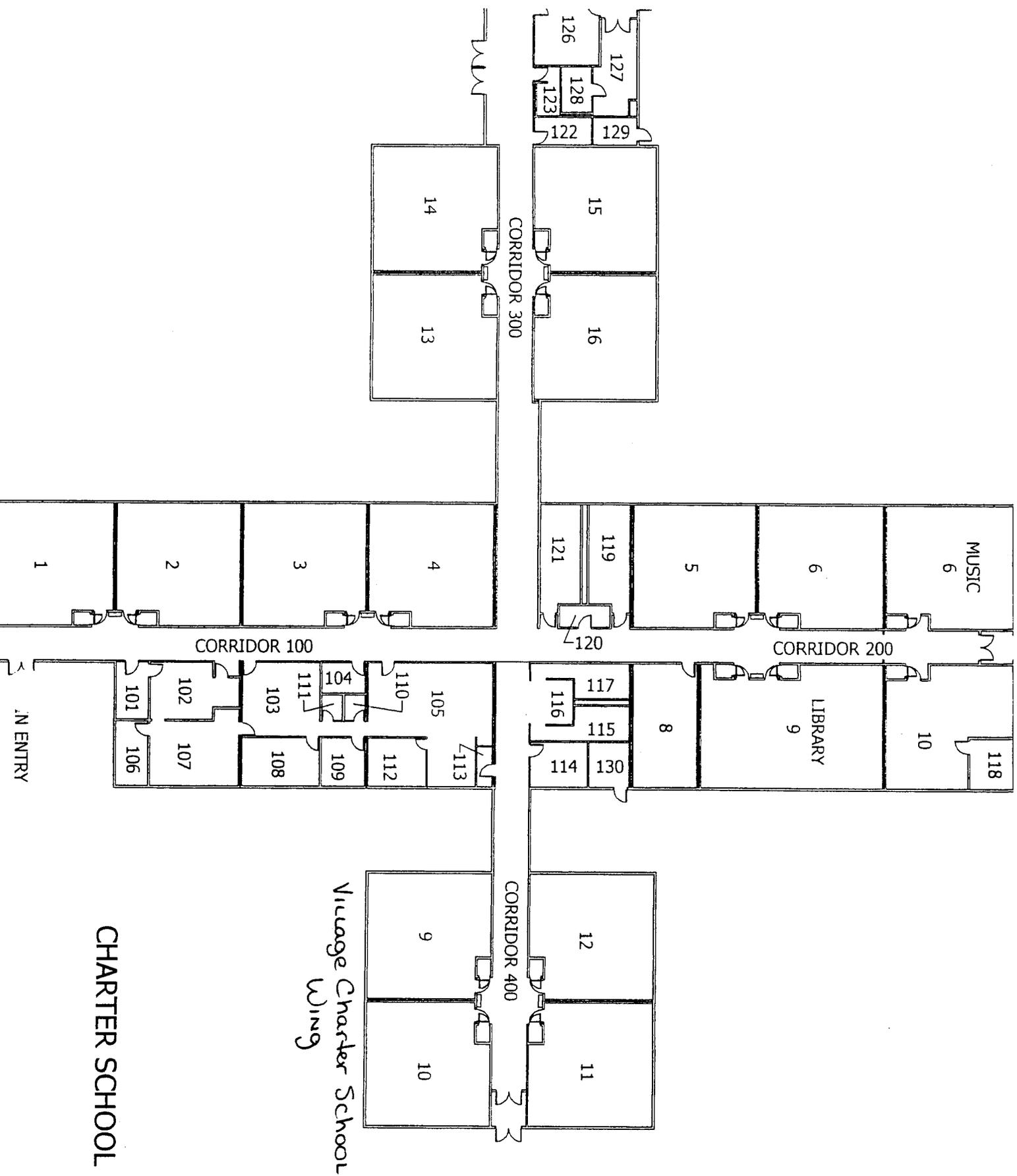
- A customer service window was installed between the office & the library to better serve parents & help keep confidential paper out of the public's view.
- A door was installed between room 8C and the main corridor to provide a more direct route between the classroom & the rest of the school.
- A new wall & door were added to divide room 8B, which separated a new classroom from a high traffic pass through.

These renovations were done at the landlord's expense in exchange for several months of prepaid rent. All changes were approved as A1.

Respectfully submitted by:
Caprice A. Larimer-Musty



SHEET NO.	ROOM LAYOUT LEASED SPACE	DWN CHKD DATE REVD	VILLAGE CHARTER SCHOOL MINNESOTA MALL	ANCHORAGE SCHOOL DISTRICT 
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Village Charter School
Wing

CHARTER SCHOOL CENTER

2002-2003 Adequate Yearly Progress

Meets AYP

AMOs: Reading/Writing/Language: 64.03%

Mathematics: 54.86%

School District Anchorage Schools

School Village Charter School

Group	Participation Rate			"Full Academic Year" (D)	Performance on the Language Arts Composite Score (LA=R+W)			Performance on the Mathematics Score		
	(A) Number Enrolled (On 1st day of week of testing in grades 3-10)	(B) Number Tested (grades 3-10) (with one or more valid scores in R, W, or M)	(C) Participation Rate (95% if # enrolled is > 40 or all but 2 if # enrolled is 40 or fewer)		(E) Number of FAY Students Proficient on Language Arts Composite Score (R+W=LA)	(F) Percent Proficient in Language Arts (E / D) X 100 = F	(G) Meet AMO for Language Arts Comp. Score? (+ 99% Conf. int.) (Yes/No)	(H) Number of FAY Students Proficient on the Math Score	(I) Percent Proficient in Math (H / D) X 100 = I	(J) Meet AMO for Math Score? (+ 99% Conf. int.) (Yes/No)
School as a Whole	78	76	Yes	70	49	70%	Yes	45	64%	Yes
African American	11	11	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alaska Native	8	8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
American Indian	4	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Caucasian	48	47	Yes	45	33	73%	Yes	34	76%	Yes
Hispanic	5	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Economically Disadvantaged	4	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LEP Students	7	7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Participation Rate submitted for 03/04/03



Schoolwide Title 1 School



Submitted Summer 2003 NCLB File (OASIS)



Targeted Assistance School



Confidence Interval Formula:

AMO - 2.33 x

$$\sqrt{\frac{pq}{N}}$$

Printed 8/18/03

**"School as a Whole" and Safe Harbor Thresholds: Attendance Rate 85%, Graduation Rate 55.58%

Village Charter School

Student Hours of Instruction
Four Day Week

2004-05

July 04

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 04

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			27

Sept 04

M	T	W	TH	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Oct 04

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov 04

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Dec 04

M	T	W	TH	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan 05

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb 05

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 05

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 05

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 05

M	T	W	TH	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 05

M	T	W	TH	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Days 119 Regular session 8:00-3:00 less 30 min. lunch Inservice
Hours 743.6 and 15 min. recess

Days 28 Intensives 8:00-3:00 less 30 min. lunch Parent / Teacher Conferences
Hours 175.0 and 15 min. recess

Total Instructional Hours for VCS Students

918.8

Village Charter School

Student Hours of Instruction
Five Day Week

July 04

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 04

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			27

Sept 04

M	T	W	TH	F
			1	2
5	6	7	8	9
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Oct 04

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov 04

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Dec 04

M	T	W	TH	F
			1	2
5	6	7	8	9
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan 05

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb 05

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 05

M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 05

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 05

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 05

M	T	W	TH	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Days 131 Regular session 8:00-3:00 less 30 min. lunch Inservice
Hours 818.8 and 15 min. recess

Days 34 Intensives 8:00-3:00 less 30 min. lunch Parent / Teacher Conferences
Hours 212.5 and 15 min. recess

Total Instructional Hours for VCS Students

1031.3

Village Charter School

Teacher Days Five Day Week

2004-05

July 04

M	T	W	TH	F
				1 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 04

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Sept 04

M	T	W	TH	F
			1	2 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Oct 04

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov 04

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Dec 04

M	T	W	TH	F
			1	2 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan 05

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb 05

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 05

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 05

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 05

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 05

M	T	W	TH	F
			1	2 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Days **131** Regular session 8:00-3:00 less 30 min. lunch and 15 min. recess

Inservice

Days **34** Intensives 8:00-3:00 less 30 min. lunch and 15 min. recess

Parent / Teacher Conferences

Scenario: M-F 7:45-3:15

Regular Session days:

M-F

Calculation

131days*7.0hrs/7.0hrs

No. 7.0 hour day

131 days

Intensive session days:

M-F

34days*7.0hrs/7.0hrs

34 days

Other:

Parent Teacher Conferences

5

Holidays

8

In-service

10 days

Total

188 days

Days in ASD calendar

188 days

Section II

Attainment of student performance expectations

Village students performed best on the Benchmark Exams. Benchmark scores are highlighted. CAT scores are also attached.

Benchmark 1 scores show that 66% of third graders, 72% of sixth graders, and 100% of eighth graders scored proficient or advanced in the area of reading.

Benchmark 2 scores show that 27% of third graders, 86% of sixth graders, and 100% of eighth graders scored proficient or advanced in the area of writing.

Benchmark 3 scores show that 46% of third graders, 42% of sixth graders, and 86% of eighth graders scored proficient or advanced in the area of math.

In December 2003, 33 Village students tested in house were at risk for retention. Several of these students were behind three or more years in at least one core subject—reading, writing or math. **Most were new to Village in 2003.**

Through Extra Class services, classroom teacher's instruction, and parent support 58% of these students have gained the skills needed to be promoted to the next grade.

Of the 14 students retained, nine have the potential to increase their skills to grade level through work over the summer months. Village will test all returning students retained attending for the 2004-05 school year prior to the first day of instruction for reconsideration for promotion.

Remediation Recommendations for Poorly Performing Students

Extra Class remedial reading, writing, and math instruction will continue as part of the regular education program, with instruction designed by a special education teacher and delivered within the school day. Village has done an excellent job of remediating poor performance in reading.

Plans for next year also include supporting the growth of teachers by offering training to improve instruction in the areas of writing and math. Tuition reimbursement for workshops and training held off campus has been offered to staff willing to share the best ideas from the training, and Village will continue to identify and suggest such opportunities.

Village has a unique and elaborate remediation program for reading, writing and math skills, and in-house testing unmatched in other ASD schools. Perhaps as a result, many families who would not normally seek to enroll their student at a school other than their neighborhood school seek Village to remediate significant problems in reading, writing and math—sometimes after many years of the student being promoted to the next grade without the skills to successfully complete the work.

Many students enter Village from ASD schools two, four or even six years behind in reading, writing or math, having been promoted at the last school. This is a huge challenge for Village, and also a question as to why these students have been promoted by other schools.

School Goal Attainment

Village has met two of the goals outlined in the School Action Plan at 100%. Village has met the third goal @ 94%. See the School Action Plan Evaluation.

VILLAGE CHARTER SCHOOL

2004 BENCHMARK SCORES—GRADE 3

Subject	Far Below Prof.	Below Proficient	Proficient	Advanced
Reading	13%	20%	53%	13%
Writing	20%	53%	27%	0%
Math	27%	27%	33%	13%

2004 BENCHMARK SCORES—GRADE 6

Subject	Far Below Prof.	Below Proficient	Proficient	Advanced
Reading	7%	21%	29%	43%
Writing	0%	14%	57%	29%
Math	50%	7%	21%	21%

2004 BENCHMARK SCORES—GRADE 8

Subject	Far Below Prof.	Below Proficient	Proficient	Advanced
Reading	0%	0%	29%	71%
Writing	0%	0%	86%	14%
Math	0%	14%	43%	43%

VILLAGE CHARTER SCHOOL

2004 CAT SCORES—GRADE 4

	1-25 %tile	26-50 %tile	51-75%tile	76-99 %tile
Reading Composite	33 %	27%	27%	13%
Language Composite	52%	14%	24%	10%
Math Composite	38%	38%	19%	5%
Total Score	43%	33%	14%	10%

2004 CAT SCORES—GRADE 5

	1-25 %tile	26-50 %tile	51-75%tile	76-99 %tile
Reading Composite	15%	31%	31%	23%
Language Composite	23%	31%	46%	0%
Math Composite	46%	15%	23%	15%
Total Score	15%	31%	38%	15%

2004 CAT SCORES—GRADE 7

	1-25 %tile	26-50 %tile	51-75%tile	76-99 %tile
Reading Composite	13%	33%	27%	27%
Language Composite	33%	40%	27%	0%
Math Composite	27%	20%	47%	7%
Total Score	27%	7%	53%	13%



School Action Plan

INSTRUCTOR | DISTRICT ADMIN

Interactive Viewer - Choose Options at the Bottom of the screen

Question #1

Village Charter School Responses

ONLY COMPLETE THIS EVALUATION OF YOUR SCHOOL'S 03-04 SCHOOL ACTION PLAN IF YOU ARE THE PRINCIPAL OF THE SITE. THIS IS NOT A CONFIDENTIAL EVALUATION.

GOAL #1 - Enter your ASD School Number in the text field.

#	Name	Response
1.	Sharp, Linda	585

Question #2

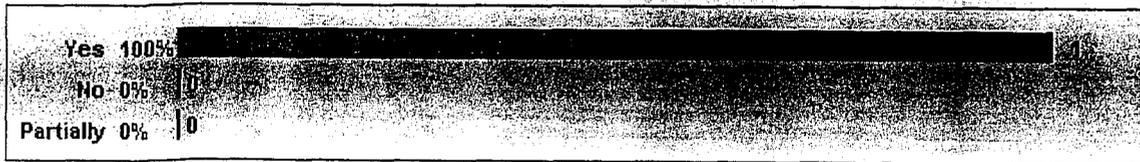
Village Charter School Responses

GOAL #1 - Provide a one to four word title for your first goal.

#	Name	Response
1.	Sharp, Linda	3rd - 8th read independently.

Question #3

GOAL #1 - Did you obtain your first goal?



Village Charter School Total Responses = 1

6/1/2004

Question #4

Village Charter School Responses

GOAL #1 - Provide reflective evaluation on your first goal (2,000 character limit).

#	Name	Response
1.	Sharp, Linda	We are pleased to have met this goal.

Question #5

Village Charter School Responses

GOAL #1 - Use this text space if your reflective evaluation of goal #1 exceeds 2,000 characters, otherwise type N/A in the field.

#	Name	Response
1.	Sharp, Linda	N/A

Question #6

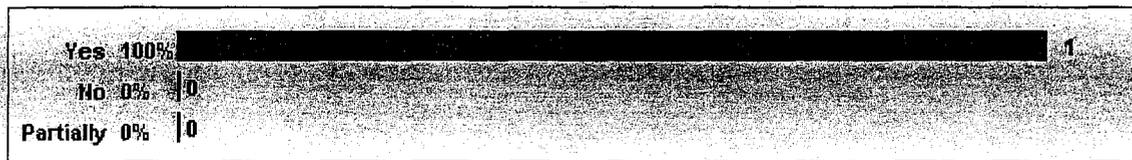
Village Charter School Responses

GOAL #2 - Provide a one to four word title for your second goal (if you did not have a second goal type N/A).

#	Name	Response
1.	Sharp, Linda	Research and writing skills.

Question #7

GOAL #2 - Did you obtain your second goal?



Village Charter School Total Responses = 1

6/1/2004

Question #8

Village Charter School Responses

GOAL #2 - Provide reflective evaluation on your second goal (2,000 character limit).

#	Name	Response
1.	Sharp, Linda	<i>We are pleased that our students have met the goal to write six research reports per year and present them orally in class. This includes reports written in Spanish and Norwegian as part of our immersion program. We plan to continue our program of having children write research-based reports and to teach them how to do so. Village plans to conduct several staff workshops during the 2004-05 school year to strengthen the instructional skills of our teachers in the area of writing. The Six Writing Traits are our main focus. All students complete two required science / classification reports each year. In addition, all teachers have six pen pal schools around the world that their students write to at least twice a year. We hope to add in additional writing program goals in 2004-05. Village teaches spelling rules to all students. Accurate spelling is also a school goal, but not a "School Board" goal.</i>

Question #9

Village Charter School Responses

GOAL #2 - Use this text space if your reflective evaluation of goal #2 exceeds 2,000 characters, otherwise type N/A in the field.

#	Name	Response
1.	Sharp, Linda	N/A

Question #10

Village Charter School Responses

GOAL #3 - Provide a one to four word title for your third goal (if you did not have a third goal type N/A).

#	Name	Response
1.	Sharp, Linda	Math computation grade level.

Question #11

GOAL #3 - Did you obtain your third goal?



Village Charter School Total Responses = 1

6/1/2004

Question #12

Village Charter School Responses

GOAL #3 - Provide reflective evaluation on your third goal (2,000 character limit).

#	Name	Response
1.	Sharp, Linda	<i>In May, 2004, 87% of students at Village Charter School are able to compute at grade level according to school-based criterion referenced tests. Village plans to allot additional time to instruction in math skills for students working below grade level in September next year. Village tests all students with in-house measurements monthly to determine math ability. Village begins every year with new students from all over Anchorage who are significantly behind grade level in math, many of whom are much more than six months behind grade level in math. Village enrolls all students who are six months or more behind grade level in reading or math in Extra Class. This means that these students miss music, world language or other instruction (not reading or math) in order to have extra teaching hours in the essential skills. Village staff review cum files in August of students transferring in. Village finds that a significant number of students we test in reading and math have received "A" or "B" or good to excellent grades and have been passed, but Village does significant remedial reading and math work to catch these students up to grade level. It is a puzzle to Village why these students have been promoted instead of retained; and why their grades reflect passing work. It makes the task of Village to remediate very difficult when students and parents expect to enter at 4th grade level, for example, and they find that they need remediation back to 1st or 2nd grade skills. It also consumes a considerable school resource. Village will continue to dedicate several hours a week to teaching and remediation of math. Extra class services will begin immediately following testing to be conducted in August 2004.</i>

Question #13

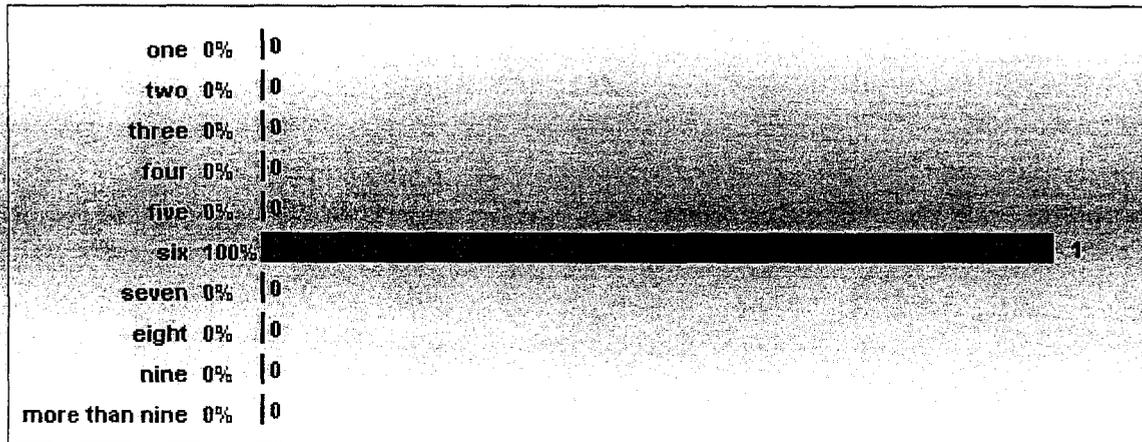
Village Charter School Responses

GOAL #3 - Use this text space if your reflective evaluation of goal #3 exceeds 2,000 characters, otherwise type N/A in the field.

#	Name	Response
1.	Sharp, Linda	N/A

Question #14

Select the number of school/business partnerships your site participated in during 2003-04.



Village Charter School Total Responses = 1

6/1/2004

Question #15

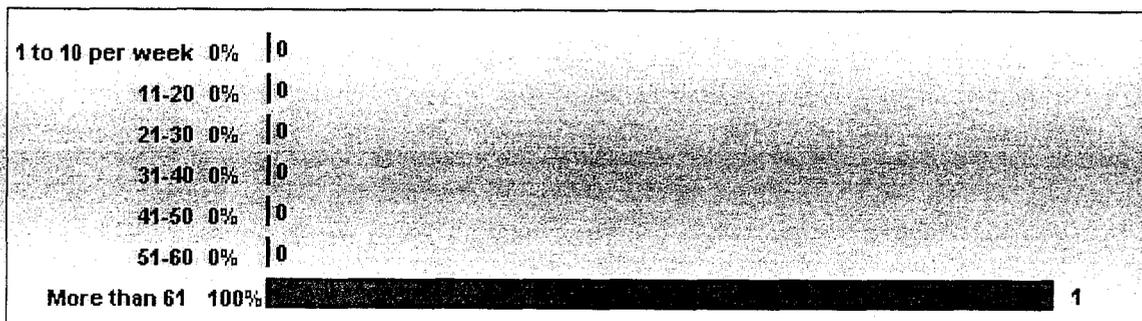
Village Charter School Responses

Provide the names of school/business partnerships and highlights of the relationship (s), which occurred during 2003-04 (if you had none type N/A)

#	Name	Response
1.	Sharp, Linda	<i>Sons of Norway: Village benefited for the sixth continuous year in a row from this outstanding partnership. Village students performed and attended many SoN events; and SoN members made donations and volunteered at school activities. Village students visited pen pals, some of whom have been writing for six years, in Norway this March. Expenses were extremely low because pen pals hosted us. The trip was A+ successful! House of Critters: Village is pleased to announce this science connection for our families and staff. HoC general manager participated with our classification exhibit and presentations, and we look forward to many connections in future years. Mayflower Catering: One of our "neighbors" and frequent supporters joined our SB partners in April of this year. We anticipate working on mutual goals next year. Papa John's Pizza: One of our neighbors and a supporter of our in-house "Pizza Lunch" day, PJP and Village will enjoy many beneficial hours next year. Oscar Anderson House Museum: This unofficial partnership allows Village students to learn more about Anchorage's Scandinavian history, one of Village's goals. Village families often volunteer to help with OAHM's "Swedish Christmas" events.</i>

Question #16

Select the average number of hours per week spent in your school by volunteers.



Village Charter School Total Responses = 1

6/1/2004

Question #17

Village Charter School Responses

THIS FIELD WILL BE EXTRACTED TO THE PROFILES OF PERFORMANCE AND OTHER REPORTS! Provide a statement in the text box that highlights the significant accomplishments or other information you wish to provide on your school for the 03-04 school year.

Name

1. Sharp, Linda

Response

Village is proud of its diversity. While district statistics show approximately 48% minority enrollment, Students from all spectrums of the community are successfully engaging in academics and activities at Village. Village had more than 20 students leave the MOA, Alaska or the US during this school year! Village also hosted homeless families and others in trasition and stress. Some families enrolled, left, re-enrolled and left again all within the same year. In part, the diversity Village attracts contributes to a transiency rate that will be explained in more detail in another report. German, NORwegian and Spanish are spoken by approximately 25 students; and other students speak one or two of the languages. All students learn the best known folk songs of the respective countries; and simple conversation is learned in the first year. Middle School language instruction has resulted in many Village students entering second or third year Spanish and German at area high schools. Students performed in many public venues from September through May. Examples include two public songfest performances at the Wilda Marston Theater at Loussac; more than a dozen performances for seniors in our community; 15 recorder performances; several plays including some in German and Spanish; performances for Sons of Norway events, and performances for pen pals and Norsk Hostfest. Village students can perform with little to no anxiety, and actually relish and look forward to the performances. They excel at public performances, which is a form of our language arts goals. They know many of the best known folk songs from America, Europe and Latin America. Village hosted several government officials at our campus this year, including legislators and Mayor Begich; and they took field trips to interview others including former Governor Walter Hickel. Village students went to Mexico (for the 5th time) for Spanish Immersion in January; and to Europe for the first tim

Options

Building Responses---->

Village Charter School

Back

View/Print All

BACK

Section III

**Village Charter School
Fixed Assets
As of May 20, 2004**

Equipment List (tagged items): Description	Cost	Source	ASD Tag #
IMAC	1,048.00	DOE Grant 2000-01	F35640
IMAC	1,048.00	DOE Grant 2000-01	F35641
Lexmark Laser Printer	784.41	DOE Grant 2000-01	F35642
Dell Mini Tower	712.05	Operating Budget 2001-2002	F36345
Dell Mini Tower	712.05	Operating Budget 2001-2002	F36346
Dell Mini Tower	712.05	Operating Budget 2001-2002	F36347
Dell Mini Tower	712.05	Operating Budget 2001-2002	F36348
Laminator	1,159.00	Operating Budget 1998-99	F43385
HP Laserjet Printer	949.00	Operating Budget 1998-99	F43386
Power Mac G3	1,037.00	Operating Budget 1998-99	F43387
Wireless Bridge	846.95	Operating Budget 2002-2003	F48325
350 Series 11 MBPS, DSSS Bridge	846.95	Operating Budget 2002-2003	F48326
Computer - Network Server	4,169.00	Operating Budget 2001-2002	F60077
Dell Mini Tower	712.05	Operating Budget 2001-2002	F60079
Cabinet 2 Door Wood Large	650.00	ASD	F66072
Panasonic TV	269.99	DOE Grant 2000-01	G24026
Dell Desktop	913.10	Operating Budget 2003-2004	G25620
Dell Desktop	913.10	Operating Budget 2003-2004	G25621
Canon PC 785 Copier	1,200.00	Planning Grant 1997-98	N16633
	<u>19,394.75</u>		

In addition to the above, Village Charter School has purchased numerous assets which are not tagged under the ASD system as the individual purchase prices are below the threshold for such items. These items have been purchased with monies from the general operating budget and include items such as:

Shelving	Storage Units
Desks	Lamps
Tables	Miscellaneous Office Furnishings
Chairs	Miscellaneous Classroom Furnishings

Other Equipment not purchased but received from ASD surplus:

Shelving Units	Chalkboards
Student Desks	Oven
Student and Teacher Chairs	Miscellaneous Shelving and Storage Units
Teacher Desks	

The school also utilizes many pieces of equipment and musical instruments which are personally owned by teachers and parents, including,

Shelving	Pianos
Chalkboards	Keyboard
Tables	Dulcimers
Microwave Oven	Furniture
Orff Instruments	Equipment

Academic Policy Committee
Village Charter School
3020 Minnesota Drive, Suite 8E
Anchorage, AK 99503

I have compiled the accompanying forecasted statement of combined revenues and expenditures of Village Charter School for the year ending June 30, 2004, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of a forecast information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. I have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying statement or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. I have no responsibility to update this report for events and circumstances occurring after the date of this report.



Michael C. Boots, CPA
May 20, 2004

Village Charter School
Preliminary Statement of Combined Revenues and Expenditures
For The Year Ended June 30, 2004
Projected Based on Data Available Through May 20, 2004
(See Accountant's Compilation Report)

		General Fund	DEED Grant #220615	Total All Sources
Revenues:		\$ 1,144,346.00	\$ 3,778.00	\$1,148,124.00
Projected Expenditures and Encumbrances based on Information Available at May 20, 2004				
Certificated Salaries:				
1310	Elementary Teachers	\$ 284,173.00		\$284,173.00
1320	Secondary Teachers	37,446.00		37,446.00
1360	Special Service Teachers	13,728.00		13,728.00
1330/1331	Added Duty/Days	60,152.00		60,152.00
1220	Extra Help - Certificated	9,000.00		9,000.00
1290	Masters Degree Bonus	1,500.00		1,500.00
	Subtotal	405,999.00	0.00	405,999.00
Non-Certificated Salaries:				
1201	Clerical	24,477.00		24,477.00
1211	Extra Help - Classified	79,714.00		79,714.00
1231	Teacher's Assistants	63,930.00	3,084.00	67,014.00
1371	Substitute Teachers	37,500.00		37,500.00
1701	Custodians	15,500.00		15,500.00
1841	Maintenance Extra Help	4,000.00		4,000.00
	Subtotal	225,121.00	3,084.00	228,205.00
Employee Benefits:				
1380	Personal Leave Certificated	6,000.00		6,000.00
1381	Personal Leave - Classified	10,500.00		10,500.00
2100	Group Life	1,872.00		1,872.00
2200	Group Medical	85,267.00		85,267.00
2500	Workers' Compensation	5,480.00	21.00	5,501.00
2550	Unemployment Insurance	647.00	3.00	650.00
2600	Social Security	14,516.00	191.00	14,707.00
2610	Medicare	9,130.00	45.00	9,175.00
2700	Certificated Retirement	47,460.00		47,460.00
2800	Non-certificated Retirement	9,705.00	286.00	9,991.00
	Subtotal	190,577.00	546.00	191,123.00
Professional and Technical:				
3010	Contract Services - Administrative	15,290.00		15,290.00
3030	Contract Services - Instruction	5,934.00		5,934.00
3040	Contract Services - ASD	3,000.00		3,000.00
3100	Legal Fees	8,000.00		8,000.00
	Subtotal	32,224.00	0.00	32,224.00
Other Purchased Services				
3080	Contract Services - Building			0.00
3130	Field Trips	4,860.00		4,860.00
3160	Student Travel	0.00		0.00
3200	Rental - Land & Building	154,000.00		154,000.00
3600	Travel Out of District	13,000.00		13,000.00
3610	Registration / Membership Fees			0.00
	Subtotal	171,860.00	0.00	171,860.00
Utilities:				
3500	Heat	1,784.00		1,784.00
3510	Water & Sewer	468.00		468.00
3520	Electricity	5,090.00		5,090.00
3530	Telephone	4,045.00		4,045.00
3540	Refuse	1,105.00		1,105.00
	Subtotal	12,492.00	0.00	12,492.00
Supplies and Materials:				
4010	Office Supplies	10,538.00		10,538.00
4020	Textbooks	1,797.00		1,797.00
4030	Library Supplies	345.00		345.00
4040	Teaching Supplies	33,990.00		33,990.00
4050	Health Supplies	170.00		170.00
4060	Food	300.00		300.00
4200	Custodial Supplies	900.00		900.00
5480	Remodeling	3,500.00		3,500.00
	Subtotal	51,540.00	0.00	51,540.00
Equipment:				
5400/5440	Expendable / New Equipment	5,208.00		5,208.00
Insurance:				
6070	Liability Insurance	2,636.00		2,636.00
Indirect Cost:				
3020	ASD Fee for Indirect Costs	46,689.00	148.00	46,837.00
Total Projected Expenditures and Encumbrances based on Information Available at May 20, 2004				
		<u>\$1,144,346.00</u>	<u>\$3,778.00</u>	<u>\$1,148,124.00</u>

*** In addition to current year funding, Village Charter School had available at July 1, 2003, \$74,664 unspent funds from prior years. \$55,937 of these funds have been spent through May 20, 2004.

****Village Charter School expects to make use of all remaining grant funds as well as most of the remaining General Fund balances by June 30, 2004. Any remaining General Fund balances will be encumbered and carried over for use in the 04-05 school year.

Village Charter School
Academic Policy Committee
Special Meeting Minutes
July 22, 2003

The meeting was called to order at 6:14 p.m. by Chair Caprice Larimer-Musty. Those present were: Jennifer Hately, Helvia Macedo, Linda Sharp and Caprice Larimer-Musty.

A motion was made to offer Linda Sharp a 50% contract as Principal for the 2003-2004 school year by Jennifer Hately, seconded by Helvia Macedo. Linda Sharp abstained from the vote due to conflict of interest. Motion passed.

The meeting was closed at 6:16 p.m.

APPROVED 8/2/03

**Village Charter School
Academic Policy Committee
Meeting Minutes
August 8, 2003**

The meeting was called to order at 7:30p.m. by Chair Caprice Larimer-Musty. Those present were: Linda Sharp, Helvia Macedo, Jennifer Hately and Caprice Larimer-Musty. There is one vacant seat. Motion by Linda Sharp to approve the attached Consent agenda, Jennifer Hately seconded motion passed.

We heard from registered speakers: Donna Button, travel agent regarding fundraisers from Cruises and raffles and Young Kim, regarding LingoHouse, and will be coming to offer parents products for sale at the Back to School Night and donating a portion of the proceeds to the school.

A motion was made to approve Linda Sharp's contract. First by Helvia Macedo, seconded by Jennifer Hately. Linda Sharp abstained from the vote due to conflict of interest. Motion passed.

Motion made to approve policy revisions upon this second read, first by Jennifer Hately, seconded by Helvia Macedo, Motion passed.

Discussion was made of Linda Sharp's education collection that is on loan to Village Charter. Unanimous agreement that a list would be made and reviewed by APC members of her contributions and loans to the school.

A motion was made that the annual auction funds be allocated to Library supplies, teaching staff training and resources, first Linda Sharp, 2nd Jennifer Hately. Motion passed.

A motion was made that up to three APC meetings per year, be held by teleconference for those APC meetings not able to be present in person. First by Linda Sharp, 2nd by Jennifer Hately, Motion passed.

A motion was made to support the feasibility study of a charter school high school. First by Jennifer Hately, 2nd by Helvia Macedo. Motion passed.

It was discussed that all APC members follow the school uniform guidelines for APC meetings.

Tentative dates for the APC Winter Retreat and Policy Review Meeting : February 13-14-15, January 8,9,10, January 22,23,24, or March 11,12,13.
Meeting Adjourned at 9:20p.m. Next meeting will be September 12, 2003.

Minutes of the September 12, 2003 Regular Meeting of the Village Charter School Academic Policy Committee

The meeting was called to order at 7:35 pm by Helvia Macedo. Present were Linda Sharp, Jennifer Hately, and Helvia Macedo. Caprice Musty was absent.

Non-agenda speakers were heard.

The minutes of the August 8 regular meeting were read and approved.

Linda Sharp moved and Helvia Macedo seconded that Village Charter School pay up to \$1,000 for expedited H1B Visa. The motion passed.

Linda Sharp moved and Helvia Macedo seconded that the Host Families program reimburse up to \$1000 airfare for Hilde Haraldseid. The motion passed.

Linda Sharp moved and Helvia Macedo seconded to approve items 2-7 of the consent agenda. (Attached) The motion passed.

Linda Sharp moved and Helvia Macedo seconded to approve the agenda. The motion passed.

A discussion was held about the adjoining unit receiving the E-1 certificate. District approval will be needed for the planned icons.

The Problem Solving Policy was reviewed. All APC members were supportive as was the audience.

Recruitment of staff for the Norwegian and Spanish program was discussed. Linda Sharp moved and Helvia Macedo seconded to continue recruiting for teachers for the Norwegian and Spanish programs. The motion passed.

Linda Sharp moved and Helvia Macedo seconded to establish the Staff Communication Committee with Caprice Musty to chair and Kathy Sue Justus to co-chair. The purpose of the Staff Communication Committee is to review Village Charter School communication methods and suggest improvements. The motion passed.

Linda Sharp moved and Helvia Macedo seconded to approve the immersion resolution. The motion passed.

Linda Sharp moved and Helvia Macedo seconded that Village Charter School and/or Charter School Services, Inc. have one Visa card that is used exclusively for the purposes of Village Charter School and /or Charter School Services, Inc. and that Village Charter School and/or Charter School Services Inc. agrees that they will be 100% responsible for all Visa bills on the card. The motion passed.

Linda Sharp moved and Helvia Macedo seconded to fund a business manager position, subject to 180 student funding. The motion passed.

Linda Sharp moved and Helvia Macedo seconded to reimburse Hans Petter Borrud for sending Norwegian textbooks to Village Charter School. The motion passed.

A discussion was held regarding the 2004 APC meetings. The retreat and policy review meeting was set for February 5-8 in Seward.

Linda Sharp moved and Helvia Macedo seconded to approve Water Quality Studies as a part of the school's science goals this year.

A Special Education report was given by Kathy Sue Justus. The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Kathy Sue Justus

**Village Charter School
Academic Policy Committee
Meeting Minutes
October 3, 2003**

The meeting was called to order by Chair Caprice Larimer-Musty. Those present were: Jennifer Hately, Helvia Macedo, Patsy Lacy, Linda Sharp (via speakerphone) Kathy Sue Justus, Mr. and Mrs. Phillips, and Connie Bensler.

Old Business:

1. Approval of the September meeting minutes was tabled until the next meeting.
2. Discussion was made by Mr. and Mrs. Phillips regarding the uniform choices.
3. A motion was made by Linda Sharp to approve the contract for Accountants Services, per advisement of the \$1500. limit. 2nd Jennifer Hately. Motion Passed.
4. A motion was made by Jennifer Hately to pay for the accounting services for August and September. 2nd Helvia Macedo. Motion Passed.

New Business:

1. A motion was made by Linda Sharp to hire a special education TA to work 4 days/week, 8 hours each day for a total of 32 hours a week. 2nd Patsy Lacy. Motion passed.
2. A motion was made by Jennifer Hately that contingent upon a 165 student enrollment, that a Business Manager should be hired to assist in office oversight and administrative duties. 2nd Helvia Macedo. Motion passed.
3. Discussion was made of the Uniform policy, A motion was made by Jennifer Hately to activate the Uniform committee, 2nd by Patsy Lacy. Motion passed. The committee was activated with Jennifer Hately and Kathy Sue Justus as co-chairs. A middle school student will be asked to join the committee.

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted by Jennifer Hately

Approved 5-21-04

MINUTES OF ACADEMIC POLICY COMMITTEE

Of Village Charter School

REGULAR MEETING OF November 7, 2003

A. CALL TO ORDER

The meeting was called to order by Caprice L. Musty at 7:35 p.m.

Committee Members Present: Linda Sharp, Caprice Musty, Helvia Macedo, Patsy Lacy, Jennifer Hately.

Others Present: Connie Bensler, Meta Baxter, Yvonne Gutierrez.

The Chair welcomed the committee members and all others present.

B. AGENDA ITEMS:

1) OPEN MEETING:

a) Roll Call (see item A)

b) Approval of Agenda for November 7, 2003

ACTION: Moved by Jennifer Hately to Approve the Agenda. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

c) Approval of Consent Agenda (Attached)

ACTION: Moved by Helvia Macedo to Approve the Consent Agenda. Patsy Lacy seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

d) Speakers

The Chair gave instructions regarding speaking protocol including registration by noon of the same day the APC meeting is held. Registered speaker Marilyn Petersen was not present to speak regarding drop off & pick up. Connie Bensler had no comment.

2) OLD BUSINESS:

a) Discussion of NCLB – AYP Goals

Linda Sharpe made comments regarding No Child Left Behind and rigorous evaluations that are on going at this time. She stated that children who are being tested are doing well. She stressed that staff continue to encourage the children to do ~~better~~

improve

3) NEW BUSINESS

a) Village Charter School Student Council

ACTION: Moved by Patsy Lacy to establish a Village Charter School Student Council. Jennifer Hatley seconded. Discussion: Linda Sharp stated that several students approached her regarding the possibility of a student council. She stated that a middle school student council would be beneficial. A discussion took place regarding terms of office and election dates. The committee decided on one year terms for officers. Elections will be held mid March of the first election year. Subsequent elections will be held in May.

VOTE: Unanimous approval, **MOTION PASSED.**

b) Discussion of Thomas Fordham Foundation NCLB

Linda Sharp gave a presentation regarding the foundation and the qualifications of the individuals who represent this foundation. Ms. Sharp stated the materials she has are available for check out by committee members. Materials include test score statistics and curriculum.

c) Linda Sharp's Contract

ACTION: Moved by Jennifer Hatley to Approve Contract from 75% to 100% as Ms. Sharp determines feasible. Helvia Macedo seconded.

VOTE: Linda Sharp Abstaining - Unanimous approval, **MOTION PASSED.**

d) Recruitment of Norwegian, Spanish and German Language Teachers

ACTION: Moved by Patsy Lacy to approve recruitment of one more each of Norwegian, Spanish and German Language Teachers who have elementary K-8 certification and native or near native fluency and substantial knowledge of life in the country of language. Jennifer Hatley seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

e) Shelving Expense

ACTION: Moved by Jennifer Hatley to approve the purchase of shelving in the amount of \$600.00. Patsy Lacy seconded. Discussion took place regarding the size of the shelves.

VOTE: Unanimous approval, **MOTION PASSED.**

f) 2004/2005 Budget for 180 Students

ACTION: Moved by Linda Sharp to approve budget for 180 students with a revision to include \$20,000.00 for tenant improvements and remodeling. Unclear on who seconded. Discussion took place regarding the number of students. Ms. Benslar indicated that VCS student count for budget purposes is 163.

VOTE: Unanimous approval, **MOTION PASSED.**

g) Progress Assessment Testing Policy

ACTION: Moved by Linda Sharp to approve the Progress Assessment Testing Policy. Helvia Macedo seconded. Discussion took place regarding the language of the policy. Testing will take place five times a year. All state, local and in-house testing will be administered by someone other than the students' classroom teacher.

VOTE: Unanimous approval, **MOTION PASSED.**

JENNIFER

h) Discussion of Student Behavior Standards

Discussion took place regarding student behavior. An effort should be made to ensure that teachers and substitutes be out on the playground to meet the children during the early morning drop off time. Some children are being dropped off early. A form will be available to the teachers in the event that students arrive early or leave late. Children are staying late for students that are taking music. Ms. Sharp indicated that parents should be called in either event. An open parent meeting regarding student behavior standards is mandated by the Anchorage School District. Additional discussion took place regarding a possible date for the meeting. Student behavior standards and discipline policy will be discussed at the December APC meeting.

i) Discussion of Teachers Certification Program

Discussion took place regarding the Teachers Certification Program offered at the Arizona Teachers Institute. The institute is supported by Arizona State University and offers a 12 month certification program for those who have a bachelor's degree in another area or in teaching. This certification can be completed on line. This institute has a great success rate.

j) Cash Register Expense

ACTION: Moved by Linda Sharp to approve the purchase of a cash register in the amount of \$300.00. Jennifer Hatley seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

k) Discussion of Copier Acquisition

Discussion took place regarding the acquisition of a new high speed copier.

4) REPORTS/OTHERS

a) VCS Facility Committee

ACTION: Moved by Linda Sharp to approve the forming of a committee to look into other facility locations. Jennifer Hatley seconded. Caprice Musty volunteered to form the committee.

VOTE: Unanimous approval, **MOTION PASSED.**

5) ADJOURNMENT

ACTION: Moved by Linda Sharp to Adjourn. Helvia Macedo seconded.
Meeting adjourned at 8:55 p.m.

Respectfully submitted by:

Yvonne Gutierrez: _____

Minutes approved: 12-5-03

Village Charter School

Consent Agenda

Nov.11, 2003

1. Motion: to support student travel with Frau Sanders as chaperone to Hostfest 2004.
2. Motion to support Village participating in the Scandinavia American Business conference in Minot directly following Hostfest.
3. Motion to approve Mexico Intensive for two weeks.
4. Motion to approve travel to Norway/Germany with Frau Sanders & one other staff member and up to 10 Village students in 2004.
5. Motion to send three village staff members to a charter schools conference in the winter/spring of 2004. With Linda Sharp authorized to approve travel depending on the availability of funding.
6. Motion to send two or three teachers to Juneau in the winter/spring 2004, for a history of Alaska trip and also to meet our Legislators and observe the session.
7. Motion to open enrollment to the public in January 2004, with Meta Baxter managing the enrollment for 2004.
8. Motion: to have Linda Sharp create job descriptions, an organization chart, and communication plan.
9. Motion to develop a five-year plan for Village, academically, physically and operationally.
10. Motion to survey parents to determine their interest in a German Immersion class for 2004-05.
11. Motion to survey parents regarding their interest in opening a charter high school for Village.
12. Motion to determine feasibility of affiliation with Leona Consulting Group.
13. Motion to support staff in taking Praxis I and II, and to become highly qualified teachers who can easily differentiate all Village curriculum.
14. Motion to support Orff training for staff.
15. Motion to approve two staff members to visit Ed Visions Schools as possible high school model.
16. Motion to approve KSJ taking students , who have passed Phonograms to Talkeetna March 4, 2004.
17. Motion to ask Linda Sharp to develop a set of guidelines and checklist for Village's effort to define and address the NCLB goals to have "highly qualified" teachers.
18. Motion: to approve a 3 months sabbatical in the 2004-05 school year for Linda Sharp & a 3 month sabbatical in the 2005-06 school year for Helvia Macedo.
19. Motion: to cover Linda Sharps expenses to Billings Mt., for the Technology Conference for administrators in February, 2004.

APPROVED
CARA 11/07/03

Progress Assessment Testing Policy

All state, local & in-house testing will be administered by someone other than the students' classroom teacher.

First read Nov. 7 2003
Second read Dec. 5 2003

MINUTES OF ACADEMIC POLICY COMMITTEE
Of Village Charter School
REGULAR MEETING OF December 5, 2003

A. CALL TO ORDER

The meeting was called to order by Caprice L. Musty at 7:39 p.m.

Committee Members Present: Caprice Musty, Linda Sharp, Helvia Macedo, Jennifer Hatley.

Others Present: Kathy Sue Justus, Meta Baxter, Connie Bensler, Mr. Choi, Mrs. Peterson, The Sonnenschien Family, The Capps Family, Cora Sharp, Mr. VanDoorne, Yvonne Gutierrez.

The Chair welcomed the committee members and all others present.

B. AGENDA ITEMS:

1) OPEN MEETING:

- a) Roll Call (see item A)
- b) Approval of Agenda for December 5, 2003

ACTION: Moved by Linda Sharp to Approve the Agenda. Jennifer Hatley seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

- c) Approval of Consent Agenda (None)
- d) Speakers

The Chair gave instructions regarding speaking protocol including registration by noon of the same day the Academic Policy Committee meeting is held. Registered speakers were Mr. Choi, Mrs. Peterson, the Sonnenschien family, The Stam family (not present), the Capps family, Cora Sharp.

- i. Mr. Choi: Thanked the Academic Policy Committee members for meeting with him. He made comments regarding the renovations made during the summer. Pipes were changed and the exterior painted. Next year there will be additional cosmetic changes. He referred to contract changes. He will continue working with Village Charter School. He spoke of the relationship with day care facility. He referred to agreement which ends in December. He suggested that payment may be made in advance. Village Charter School requested an additional exit, partition door, window and other remodeling requests. Mr. Choi will check into requests. No questions.
- ii. Mrs. Peterson: Very concerned with children standing outside in the cold. She proposed that the parking lot in front of the school be opened. The children are very cold outside. She asked the committee for comments. It was suggested by Linda Sharp that she (Mrs. Peterson) meet with the traffic coordinators (Mr. VanDoorne and Mrs. Justus). Effective the following Monday, adults will be

available to escort children into the building to ensure that children are not outdoors for more than 5-10 minutes at a time.

- iii. Sonnenschien Family: Anna Noel Sonnenschien spoke regarding her interest in establishing a student council at Village Charter School and possibly running for secretary. She stated that it sounds like fun; she is a fast writer and very organized. Discussion took place regarding additional student participation being vital to the success of a student council.
- iv. The Capps Family: Meghan Capps stated that she is interested in running for President of the Student Council should it be approved. Some of her ideas include middle school dances, fund raising, bake sales and spirit days. Linda Sharp suggested that those interested in running for office may want to attend an Anchorage School District School Board meeting and speak to the Family Partnership.
- v. Cora Sharp: Kids should have an opinion about what goes on in the school. She is interested in campaigning for Meghan. Caprice Musty suggested that the students present get other students excited about the idea and that there would need to be an adult that would have to supervise the council as well.
- vi. Connie Bensler: Next Anchorage School District Policy Meeting is scheduled for December 18, 2004 @ 9:30 p.m. Jan Christiansen will provide a copy of changes or additions. Discussion took place regarding charter school differences and rental payments. Next travel training is scheduled on December 11, 2003, at 3:30 p.m. Meta Baxter, Helvia Macedo and Sheila Macedo will be scheduled to attend that training.
- vii. Mr. VanDoorne: Mr. VanDoorne discussed the Emergency Crisis Plan. Last Spring the Academic Policy Committee asked Mr. VanDoorne to develop an emergency action plan. He is currently working on a flip chart that could be easily accessed by teachers. Emergency classroom packets are also needed. He suggested that parents may assist in donating and putting these packets together. He suggested that hard hats, shovels, tarps, ropes, flashlights, radio, basic tools and water should be stored in case of an emergency in key locations throughout the school. They should not be stored in a single location. Jennifer Hatley asked about training. Mr. VanDoorne said that the Anchorage School District offers training. A meeting is scheduled for public comment on December 15, 2003. Linda Sharp mentioned that training was held on December 4, 2003 for the staff.

2) OLD BUSINESS:

a) **Accounting Services**

ACTION: Moved by Linda Sharp to Pay for the Accounting Services for October and November 2003. Jennifer Hatley seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

b) **Discussion of Parking and Drop Off at 32nd Avenue**

See comments by Mrs. Peterson item B, 1, d, #ii.

c) **Discussion on Student Behavior Standards**

Discussion took place regarding student behavior standards. Boyfriend -- girlfriend policy was addressed. Village Charter School policy discourages romantic relationships between students.

d) **Discussion on 180 Budget**

Discussion took place regarding the budget approval for the 2004-05 school year.

3) **NEW BUSINESS**

a) **Discussion of Ed Visions Schools**

Ed Visions Schools is a non profit educational institution in Minnesota that was developed around a shared management concept. Grant money is available should an APC member consider visiting an Ed Visions School. Caprice Musty indicated that she may be interested in visiting and researching Ed Visions Schools as a possible model for a Village Charter School High School.

b) **Discussion of Re-Application for 10 year Contract**

Linda Sharp gave notice that she will not be writing the next contract and asked for a committee to take on this task. Caprice Musty, Meta Baxter and Kathy Sue Justus volunteered. The Chair asked for a motion.

ACTION: Moved by Linda Sharp to appoint Caprice Musty as Chair and a committee including Meta Baxter and Kathy Sue Justus to develop a draft application for a 10 year contract. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

c) **Emergency Plans and Training**

See comments by Mr. VanDoorne; item B, 1, d, vii.

d) **Second Reading of Village Charter School Testing Policy**

ACTION: Moved by Jennifer Hately to approve second reading that all reading & math testing of students will be done by someone other than their class room teacher. Linda Sharp seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

e) **Gjellestads – Host Families program for March, 2004**

ACTION: Moved by Linda Sharp to offer Gjellestads our Host Families program for March, 2004. Jennifer Hately seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

f) **Sheila Macedo travel to Mexico**

ACTION: Moved by Jennifer Hately to approve the payment of airfare, lodging and ground transportation for Sheila Macedo to accompany students to Mexico as a teacher/chaperone in January, 2004. Linda Sharp seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

g) **Discussion of Enrollment verses Transitory Rate**

Discussion took place regarding enrollment and the transitory rate. Suggestions included maintaining a waiting list in the future and weighing the pros and cons.

h) **Open Enrollment for the Spring Semester starting February 23, 2004**

ACTION: This motion was tabled.

VOTE: No Action

4) **REPORTS/OTHERS**

a) **Approval of September 2003 Minutes**

ACTION: Moved Linda Sharp to approve September 2003 minutes. Jennifer Hatley seconded. Discussion/Corrections: 5th paragraph, 1st page: Add up to \$1000.00 for Hilda Harellside.

VOTE: Unanimous approval with corrections, **MOTION PASSED.**

b) **Approval of November 2003 Minutes**

ACTION: Moved by Linda Sharp to approve November 2003 minutes. Jennifer Hatley seconded. Discussion/Corrections: Item A: Children to improve. Item F: seconded by Jennifer Hatley.

VOTE: Unanimous approval with corrections, **MOTION PASSED.**

c) **Jennifer Hatley on Uniform Committee**

The report included an update on stores in town possibly willing to carry the French Toast brand school uniforms. Staff will begin cracking down on the uniform policy and checking for violations.

d) **Facility Renovations**

ACTION: Moved by Linda Sharp to pay Mr. Choy in advance with the following stipulations: 1. January/February upon the installation of a door in room 8A and an office window. 2. March/April upon installation of a door from room 8C into hallway, push bars for exit door in room 8D. 3. May/June upon installation of wall and door in room 8B. Also proof of E-1 Certification is required. Jennifer Hatley seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

5) **ADJOURNMENT**

ACTION: Moved by Linda Sharp to Adjourn. Jennifer Hatley seconded. Meeting adjourned at 9:53 p.m.

Respectfully submitted by:

Yvonne Gutierrez: _____

Minutes approved: JAN 16, 04

Village Charter School
Academic Policy Committee Meeting Minutes
January 16, 2003

The meeting was called to order by Chair Caprice Larimer-Musty. APC Members present were: Helvia Macedo, Jennifer Hatley, Linda Sharp. Patsy Lacy was absent. Also in attendance were: Jan Christianson, Connie Bensler and Jo Sanders.

Jo Sanders reported on proceeding with German instruction for the 04/05 school year and opportunities in the community to increase the interest in an immersion program/instruction in the classroom.

New Business:

A motion was made that the Parent/Teacher Goal Setting Meetings for the 04/05 school year be held on February 19th at 3:00 and in March . 1st by Linda Sharp, 2nd by Jennifer Hatley. Motion passed.

Motion to renew our lease with EHESE with conditions specified (see attachment 1). 1st by Jennifer Hatley, 2nd Helvia Macedo. Motion Passed.

A motion to open enrollment for the Spring Session as of March 2nd. 1st Linda Sharp, 2nd Jennifer Hatley. Motion passed.

A motion was made to fund up to \$200/8th grader for the out of town 8th grade project if the parents pay the balance; and to appoint Meta Baxter as coordinator for that project. 1st Linda Sharp, 2nd Helvia Macedo. Motion passed.

A motion was made to appoint Meta as coordinator for graduation in May. 1st Linda Sharp, 2nd Helvia Macedo. Motion passed.

Discussion was made of the Immersion and Language delivery German, Spanish and Norwegian. A motion was made that Frau Sanders would compose and distribute a parent survey for interest in the World Languages classes. 1st Linda Sharp, 2nd Helvia Macedo. Motion passed.

Motion to approve by-laws of student council was tabled until February.

Motion to reimburse Stein Voss' air fare was tabled until February and consultation with Mike Boots.

A motion to open nominations for the parent APC seats that will be open for election in the Spring of 2004. 1st Linda Sharp, 2nd Helvia Macedo. Motion passed. A committee has been activated with Linda Sharp as chair.

A motion was made to open nominations for volunteers of the year . 1st Linda Sharp, 2nd Helvia Macedo. Motion Passed.

A motion was made to have the Library door re-keyed. 1st Jennifer Hatley, 2nd Helvia Macedo. Motion passed.

Helvia Macedo reported on the Idea Committee meeting.

Jennifer Hatley reported that she will contact the Art to Remember Company and pursue the fundraiser beginning in March.

A motion was made to approve the minutes of the December APC Meeting. 1st Linda Sharp, 2nd Jennifer Hatley. Motion passed.

A motion to adjourn the meeting at 8:55p.m. was made. 1st by Linda Sharp, 2nd Helvia Macedo. Passed.

VILLAGE CHARTER SCHOOL
ACADEMIC POLICY COMMITTEE MEETING MINUTES
February 14, 2004

The meeting was called to order by Chair Caprice Larimer-Musty, at 8pm. APC Members present were: Helvia Macedo, Linda Sharp. Absent were: Jennifer Hately, Patsy Lacy. Also in attendance were: Mr. Dallas, Meta Baxter and Kathy Sue Justus.

Old Business:

- Motion was made to pay for the accounting services for Jan, 2004. 1st Linda Sharp, 2nd Helvia Macedo. Passed.

New Business:

- Motion was made to approve minutes from January 2004. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to pay the remaining balance of the 03/04 rent. 1st Linda Sharp, 2nd Helvia Macedo. Discussion. Motion to table until Mar APC, 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to pay the Alaska Computer Brokers(ACB) Web hosting bill for Jan, Feb, Mar, 2004. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to have Caprice Larimer-Musty work with ACB to update the web site cost up to 10 hrs for ACB work. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to have 2 custom floor mats made for VCS using 04/05 funds, cost not to exceed \$1,500. Tabled until Mar APC meeting.
- Motion was made to add Math Counts as standard curriculum for two hours/week from Sept – May 2004-2005, with Mr. Dallas coaching the Middle School; Kathy Sue Justus teaching one Intermediate class; and Mr. Van Doorne teaching another Intermediate class. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to nominate the following people as Volunteers of the Year: Brandi Houser—Pizza/Special Project; Mark Garlock—Host Families Program(School Community), Marie Picitelli—Framing (Teachers and Students); Micky Andrews—Business Support. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to request complete financial statement at the APC meeting prior to travel, for all field trips requiring VCS to spend student or VCS monies, for the teacher taking the trip. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion was made to establish an 8th grade project committee with up to 3 families for EACH grade to make recommendations for a standard time/location for 8th grade project—Helvia Macedo will Chair with Kathy Sue Justus as Co-Chair. 1st Linda Sharp, 2nd Helvia Macedo. Passed
- Motion was made, pending some staff members passing Food Handler's Test, to approve Hot Dog Day Fundraiser for VCS. 1st Linda Sharp, 2nd Helvia Macedo. Passed.

- Motion to approve Bake Sale Fundraisers for VCS. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to have VCS participate in Pencils Full of Stars and the Fairbanks Arts Association, annual Statewide Poetry Contest. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion for a committee to develop a Rubric for Highly Qualified Teachers for VCS with Linda Sharp as Chairperson and Helvia Macedo as Co-chairperson.. 1st Helvia Macedo, 2nd Linda Sharp. Passed.
- Motion was made to include all VCS students in Spelling and Geographic Bees, Anchorage Trivia, Math Counts, and other academic comptetions within the school year effective 2004-2005. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to approve draft agreement for use of HOPFAN. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to request Sheilia Macedo take the Praxis starting immediately until she passes the test. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to approve our Sister School in Pto. Penasco, Mexico Resolution to be signed by APC, Principal, etc. 1st Helvia Macedo, 2nd Linda Sharp. Passed,
- Motion to approve Host Families—interviewee from St. Olaf, Pto Penasco pen pals. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to approve Sheila Macedo's Cinco de Mayo and add \$50 additional for Romig Dancers. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to establish April as Staff & Volunteer Appreciation Month. 1st Linda Sharp, 2nd Helvia Macedo. Passed.
- Motion to adjourn meeting at 12:45 a.m. 1st Linda Sharp, 2nd Helvia Macedo. Passed.

Minutes submitted by Meta Baxter, Feb 13, 2004.

APPROVED
MAR 5, 04

MINUTES OF ACADEMIC POLICY COMMITTEE

Of Village Charter School

REGULAR MEETING OF March 5, 2004

A. CALL TO ORDER

The meeting was called to order by Caprice L. Musty at 7:30 p.m.

Committee Members Present: Caprice Musty, Linda Sharp, and Helvia Macedo.

Others Present: Kathy Sue Justus, Meta Baxter, Connie Bensler, Dan Buechner, Yvonne Gutierrez.

The Chair welcomed the committee members and all others present.

B. AGENDA ITEMS:

1) OPEN MEETING:

- a) Roll Call (see item A)
- b) Approval of Agenda for March 5, 2004

ACTION: Moved by Linda Sharp to Approve the Agenda. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

- c) Approval of Consent Agenda (None)
- d) Speakers

- i. Dan Buechner of Nicholson Productions: Mr. Buechner gave a presentation on fund raisers. Ideas included gift wrapping, door hangers, young shoppers club, cookie dough and pizza in a pail. This year's theme is Shrek. Order forms are student friendly. All packets are complete with instructions and products arrive within three weeks.
- ii. Connie Bensler: Ms. Bensler gave a brief report regarding the work session. Open meeting laws at school board meetings was discussed.

2) OLD BUSINESS:

- a) Approval of February Minutes

ACTION: Moved by Linda Sharp to Approve February 13, 2004, Meeting Minutes with corrections. Helvia Macedo seconded. Corrections include adding Caprice Musty to those present and removing Connie Bensler from those present. 60% through the minutes on item 'Motion to nominate the following': B. Hauser, M. Garlock, M. Andrews. On item 'Motion to Develop Committee for Rubik Highly Qualified Teachers' the chair is Linda Sharp and co chair is Helvia Macedo. Also, add line at the end of minutes 'Submitted By' and date.

VOTE: Unanimous approval, **MOTION PASSED with corrections.**

b) Review Budget for Europe Trip

ACTION: Moved by Linda Sharp to Accept Frau Sanders proposal of \$1000.00 per student to be funded by parents for air fare. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED**

c) Report on Floor Mat Research

Caprice Musty gave a report regarding floor mats. She stated that the mats at Aquarian Charter School, ARC of Anchorage and Assets are of good quality. Quote on 5'x 7' mat is \$639.10 not including shipping. Additional discussion took place regarding the expense which will most likely come out of the 04/05 budget.

3) NEW BUSINESS

a) Grants

Linda Sharp led a discussion regarding a grant to develop a library. She pointed out the cost of applying and administering grants. She spoke to individuals regarding high school grants. She stated that it is not in the best interest of VCS to apply for a grant at this time.

b) Advance Rent Payment

ACTION: Moved by Helvia Macedo to Pay Remainder of 03/04 Rent in Advance. No one seconded.

VOTE: **MOTION DIES.**

c) Addendum to Lease

Discussion took place regarding an addendum to the lease regarding leaks. VCS will repair, pay and request reimbursement along with fees. Caprice Musty sent the addendum to Mr. Choy. He is out of town at this time. Linda Sharp suggested that the chair send a letter of intention to renew lease for July 04/05 along with a certificate of service and return receipt.



e) Motion to Have Two Custom Mats Made for VCS using 04/05 Funds
TABLED

f) Middle School Request to Serve Pizza for Fund Raising Purposes

Meta Baxter presented a letter from the eighth grade students regarding their request and intentions to serve pizza to raise money for their end of the year trip.

ACTION: Moved by Linda Sharp to accept the Eighth Grade Proposal with amendments which include serving pizza on a different day other than Thursday as to not take away from existing fundraisers. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

g) Middle School Request to Dress Up as Historical Figures in March
MOTION IS TABLED

Board Policy meeting on March 18, 2004.

4) **REPORTS/OTHERS**

a) **Idea Committee – No Report**

b) **Mr. Voss**

Caprice Musty requested additional documentation from Mr. Voss.

c) **Meta Baxter Report regarding 8th Grade Graduation Plan, 8th Grade Project, Spelling Bee Summary, Trivia Summary, Enrollment Report, Parent Questionnaire**

Ms. Baxter submitted a written report. Her report included: (1) Eighth grade graduation to be held at the Boys and Girls Club Multi Purpose Room from 5:30 – 9:00 p.m. It will include school colors, full uniform, potluck, balloon arches. A theme has not been decided. Kyle will work with Ms. Baxter on a power point presentation and speeches. Ms. Pound will take care of singing. Math count certificates and Spanish and Norwegian presentations are also on the agenda. Estimated cost is still to be determined. Lieutenant Governor Loren Lemman is scheduled to be guest speaker. (2) The eighth grade class has raised \$650.05 as of 3/1/04. They have not yet determined their destination for their field trip project. Possibilities include: roundtrip to Cordova or Juneau and day trips in Anchorage. (3) VCS Spelling Bee Champ Sonya Gutierrez is studying for the state contest on April 22nd and 23rd. (4) VCS received notice from National Geographic Magazine that VCS Geography Champ Jonathan Candelario is listed in the top 100. VCS will notify School Board of this very important achievement. (5) 7th Grade Alaska History Trivia Contest will take place on April 27, 2004. (6) 04/05 Enrollment report: 130 enrolled so far. There have been meetings and flyers given out. Ms. Sharp suggested that flyer be placed around town. Other strategies were discussed. (7) Parent Questionnaire was sent out. [REDACTED] Teachers will be asked to send parents a reminder.

d) [REDACTED] **Board Seats**

There are two seats up for re-election.

e) **Sheila's Cinco de Mayo**

Linda Sharp stated that Sheila's Cinco de Mayo project is coming along *well*.

f) **Uniform Committee**

There are no French Toast brand uniforms available in town. [REDACTED]
[REDACTED]

g) **Building Committee, Safety Equipment and Catering for Staff Breakfast**

Caprice Musty gave a report regarding the building status. ASD informed Ms. Musty that Northern Lights ABC School is in as good condition as any. There are some scheduled upgrades including new carpet and lights in the gym. Search for a new facility will continue.

h) Secretary/Librarian for the 04/05 School Year

ACTION: Moved by Linda Sharp to Hire Secretary Helvia Macedo seconded. Discussion took place. **An APC Librarian.**

VOTE: Unanimous approval, **MOTION PASSED.**

i) New School Business Partnerships

Discussion took place regarding school business partnerships. Papa Johns will agree to sign on and will include a VCS family special now through June for unlimited topping pizza for \$10.99. Mayflower Catering and Gallos Restaurants are other possibilities for partnerships. Caprice Musty will follow up with Mayflower and Helvia Macedo will follow up with Gallos Restaurants with partnership proposals. Linda Sharp also suggested that Ms. Musty invite Sharon Sellins (who is in charge of ASD school business partnerships) to attend APC, Manager and volunteer's luncheon meeting at Mears Middle School.

ACTION: Moved by Linda Sharp to Accept Papa Johns School Business Partnership. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

ACTION: Moved by Linda Sharp to Use Mayflower Catering to cater staff breakfast. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

j) Skien Skotfoss Skole

ACTION: Moved by Linda Sharp to Accept Offer from Skien Skotfoss Skole to become Pen Pals. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

k) Turn off TV Week

ACTION: Moved by Linda Sharp to Adopt Turn Off The TV Week and Include a Permanent Writing Contest. Turn of the TV includes all media entertainment. Essays will be 50 words for K-3, 100 for 4-6, and 150 for 7-8. The classroom with the most essays wins a field trip. Individual prizes will also be awarded. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

l) Charter School Conference

ACTION: Moved by Linda Sharp to Pay Expenses for up to Three People to Attend Conference on April 2nd and 3rd, 2004. Expenses to be reimbursed are one night of shared lodging and registration fees. Only staff committed to returning next school year to attend the full ACSA program in Kenai. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

m) Battle of the Books- TABLED

n) Insurance Requirements

Discussion took place regarding the insurance requirements of charter schools. VCS is currently in joint pool. Linda Sharp asked Caprice Musty to inquire why charters have to buy into this type of insurance policy when she attends the next School

Caprice presented quotes on safety equipment. Vests cost \$25.60 each, gloves are \$7.95 a pair and stop signs are \$30.00 each.

ACTION: Moved by Linda Sharp to Spend up to \$500.00 on Safety Equipment. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

Staff breakfast will be catered by Mayflower Catering as approved on item I under New Business.

h) APC Nomination Committee – TABLED

i) Copier

Caprice Musty reported that a high speed copier will be available for a trial use basis.

j) VCS 04/05 Academic Goals

ACTION: Moved by Linda Sharp to Accept the VCS 04/05 Academic Goals. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

5) ADJOURNMENT

ACTION: Moved by Helvia Macedo to Adjourn. Linda Sharp seconded.
Meeting adjourned at 9:57 p.m.

Respectfully submitted by:

Yvonne Gutierrez: _____

Date: _____

Minutes approved: with changes 4-9-04

MINUTES OF ACADEMIC POLICY COMMITTEE

Of Village Charter School

REGULAR MEETING OF April 9, 2004

A. CALL TO ORDER

The meeting was called to order by Caprice L. Musty at 7:30 p.m.

Committee Members Present: Caprice Musty, Linda Sharp, and Helvia Macedo.

Others Present: Patrick Bobo, Enrique Howard, Kyle Korynta, Yvonne Gutierrez.

The Chair welcomed the committee members and all others present.

B. AGENDA ITEMS:

1) OPEN MEETING:

a) Roll Call (see item A)

b) Speakers

- i. Patrick Bobo, Tidbits – Mr. Bobo gave a presentation regarding advertising in the Tidbits publication.
- ii. Priscilla Hurley – Not Present.
- iii. Enrique Howard – Mr. Howard gave a presentation on behalf of Office Products.
- iv. Kyle Korynta – Mr. Korynta gave a brief presentation regarding school spirit and the value of Village Charter adopting a mascot. A mascot will provide the students a positive way to celebrate their school. Student involvement promotes ownership. He said the graphic design of a logo needs to be eye-catching and organized. He talked about letters, shapes and monograms. He presented an idea to solicit student mascot ideas. He will compile a list of approximately 30 logos from those suggestions. Students can vote on a Wednesday. He can provide a list to the APC and let the staff and students decide on what will be the mascot. The logo design can commence at that time. Ms. Sharp suggested that this project be delayed one or two weeks in order to give the teachers and parents notice to promote involvement. The committee reached consensus that this project be completed before the end of the year.
- v. Natalie Forbes – Not Present
- vi. Connie Benslar – Ms. Benslar gave a brief presentation on the Charter school Conference. Roger Sampson and Mr. Peterson were speakers. Family Partnerships gave a presentation

c) **Approval of Agenda for April 9, 2004**

ACTION: Moved by Helvia Macedo to Approve the Agenda. Linda Sharp seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

2) OLD BUSINESS:

a) **Approval of March Minutes**

ACTION: Moved by Linda Sharp to Approve March 5, 2004. Corrections include: (1) Page 2 first vote - delete last sentence, (2) Under Item C, New Business, Item A – Delete all but first sentence. (3) Midway HOPAN – Delete. (4) ITEM 4 C. 7 second to and only one doesn't one turned in. #D delete the word school. #E add 'well' to the end of the sentence. #F – delete second sentence. Item #H – Change the motion To Hire an APC secretary/Librarian. Helvia Macedo seconded

VOTE: Unanimous approval, **MOTION PASSED with corrections.**
Discussion took place regarding school business partnerships.

b) **Approval Of Accounting Bill for February 2004**

ACTION: Moved by Linda Sharp To Approve Accounting Bill for February 2004. Helvia Macedo seconded.

VOTE: Unanimous approval, **MOTION PASSED**

3) NEW BUSINESS

a) **Revising Discipline Report - Tabled**

b) **To Pay the Remaining Balance of the -3/04 Rent - Tabled**

c) **National Charter School Week**

May 3-7th is national charter school week. The Chair passed out information regarding. It will be included in the next newsletter.

d) **School Business Luncheon**

e) **To Spend up to \$5,300.00 on Advertisement on the Rear of Buses**

ACTION: Moved by Helvia Macedo. Linda Sharp seconded

VOTE: **MOTION not adopted.**

f) **To Approve the Traveling Student Policy**

Discussion took place regarding the policy. Some corrections and additions were made to the proposed policy.

ACTION: Moved by Linda Sharp to Approve the Traveling Student Policy. Helvia Macedo seconded.

VOTE: **MOTION PASSED. First Read Adopted.**

g) **Alaska History Test Results by Classroom**

Caprice gave a brief presentation on Meta Baxter's report on middle school test results of Alaska History. The test was modified for the lower grades. Meta gave the students assignments outlining the entire book.

h) **Foreign Language Goals**

Currently language goals are 70%. The goal is to be 90%. Sheila and Hilda are working on helping the students.

i) To Approve Mascot Idea

ACTION: Moved Helvia Macedo to Approve Mascot Idea. Linda Sharp seconded.

VOTE: Unanimous approval, **MOTION PASSED.**

j) Discussion on Enrollment

Meta submitted a written report. There will be a report in May.

k) Discussion on Library

Caprice gave a report regarding information she had received from Mr. Van Doorne and Meta Baxter.

4) REPORTS/OTHERS

a) Idea Committee – No Report

b) Voss – Caprice has all of the documents on Voss. She will call Mike on Monday.

c) Meta's 8th grade Project

Eighth Grade Project: Discussion took place regarding possibilities and/or glitches. Juneau has been selected as the destination for the students' trip.

d) Sheila's Cinco de Mayo –

Helvia gave a brief report regarding the Sheila's progress with Cinco de Mayo.

e) Uniform Committee – No Report – To be placed on the agenda next month for open discussion.

f) Building Committee –

Search is still in progress.

g) APC Nomination Committee – Three maybes. TABLED

h) Policy on Gifts, Rebates, Refunds, etc.

Linda Sharp proposed a discussion take place regarding the process of filling out paperwork when a gift was presented to students, parents, teachers and/or staff. All gifts should go back to the school in order to donate or distribute back to the students. This gift policy should also include a disclaimer signed by the donor if it is a personal gift. Conni Bensler said that there are some forms that the Anchorage School District provides for gifts. Discussion took place regarding gifts and processes. Conni Bensler pointed out that the Elementary Administrative Manual does reference this policy.

5) ADJOURNMENT

ACTION: Moved by Linda Sharp to Adjourn. Helvia Macedo seconded.
Meeting adjourned at 9:45 p.m.

Respectfully submitted by:

Yvonne Gutierrez: _____

Date: _____

Minutes approved: 5-21-04

LEASE

Lease made January 14, 2002, between **EHESE Investments LLC**, having its principal place of business at 1300 West 36th Avenue, Anchorage, Alaska 99503, herein referred to as Landlord, and **Village Charter School** herein referred to as Tenant.

In consideration of the mutual covenants contained herein, the parties agree as follows:

1

PREMISES

Landlord hereby leases to Tenant and Tenant hereby rents from Landlord for the Term hereinafter provided, the premises located at 3020 Minnesota Drive, Anchorage, Alaska 99503, (legal description; Minnesota Commons Block 1A), and described more particularly as:

Approximately 8,300 square feet of a certain Structure, known as 3020 Minnesota Drive, Suites 8A, 8B, 8C, 8D, 8E, and 8F, Anchorage, Alaska, 99503.

2

TERM OF LEASE

The term of this lease shall be for **ONE Year**, to commence on July 01, 2002, and terminate on June 30, 2003, unless sooner terminated by a breach of the terms and conditions of this lease by the Tenant, by the Landlord, or by mutual agreement of the parties.

3

OPTION TO EXTEND

Tenant shall have the option to renew this lease for **TEN** additional **ONE** year terms, namely July 01, 2003 through June 30, 2004, July 01, 2004 through June 30, 2005, July 01, 2005 through June 30, 2006, July 01, 2006 through June 30, 2007, July 01, 2007 through June 30, 2008, July 01, 2008 through June 30, 2009, July 01, 2009 through June 30, 2010, July 01, 2010 through June 30, 2011, July 01, 2011 through June 30, 2012, and finally July 01, 2012 through June 30, 2013.

To exercise these options to renew, **Tenant must give Landlord written** notice by certified or registered mail of its intention to do so **at least thirty days (30)** before this lease expires. With such notice, the lease will be automatically renewed; except that if the Tenant elects to exercise this option to renew, the Tenant and the Landlord agree to adjust the rent being paid by adding \$4,000.00 to the rental rate of the previous term.

This option shall be void if the Tenant; is not in possession of the premises under this lease at the time of giving said notice, is in default of the terms and conditions of this lease, or is delinquent in rent payments, or does not exercise the option to extend in writing at least thirty days before the expiration of the current period sought to be renewed.

4

RENT

Tenant shall pay to Landlord during the term of this lease as minimum **annual** rental for these premises the following sums, plus any local, state, or federal tax due:

Period	Annual Rental
July 01, 2002 Through June 30, 2003	\$135,000.00

Should the Tenant elect to exercise its option to extend this lease for one, any, or all of the ten additional one year terms, the BASE RENTAL RATE for the first renewal term, July 01, 2003 through June 30, 2004, will be \$150,000.00. For each renewal term thereafter the base rental rate will be increased annually by adding \$4,000.00 to the rental rate of the previous term.

Rent payments are due on the first day of each month and become past due if not paid before the eleventh calendar day of that month.

The payment of rent shall be made by the Tenant, to the Landlord without notice or demand at the office of Landlord, 1300 West 36th Avenue, Anchorage, Alaska 99503, or at such place as the Landlord may from time to time designate in writing.

5

USE OF PREMISES

A. **PERMITTED USES:** The premises are to be used for the purpose of operating a CHARTER SCHOOL. Tenant shall not use nor permit or suffer the use of the premises for any business or purpose other than the one set forth above without the prior written consent of Landlord, which consent may be subject to such conditions as Landlord reasonably deems appropriate.

B. **USES PROHIBITED:** Tenant shall not do, or permit anything to be done, in or about the premises nor bring nor keep anything therein which will in any way increase the existing rate of, or affect any, liability, fire, or other insurances upon the Premises, the Shopping Center or the building of which the Premises is a part; or cause a cancellation of any insurance policy covering said premises, the Shopping Center or the building, or any part thereof or any of its contents; unless, with the Landlord's reasonable consent the Tenant pays for such increases in the insurance premiums as additional rent. Tenant shall not do, permit, or suffer anything to be done in or about the premises which will in any way obstruct or interfere with the rights of other Tenants or occupants of the Building or Shopping Center or injure or annoy them; nor shall the Tenant use, or allow the premises to be used for any improper, immoral, unlawful, or objectionable or offensive purpose, nor shall Tenant cause, maintain, or suffer any nuisance in, on, or about the Premises. Tenant shall not commit or allow to be committed any waste in or upon the Premises and shall refrain from using or permitting the use of the Premises or any portion thereof as residential living quarters, sleeping quarters, including the lodging of persons for commercial purposes. Landlord shall have the option to terminate this lease in the event law prohibits Tenant's permitted continual use.

C. **COMPLIANCE WITH LAWS.** Tenant shall, at its sole cost and expense, promptly comply with all local, state, or federal laws, statutes ordinances and governmental rules, regulations or requirements now in force or which may hereinafter be in force with respect to the Tenant's use and occupancy of the Premises, and the Tenant's business conducted thereon and with the requirements of any board of fire underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the Premises, (Excluding structural changes not related to or affected by Tenant's improvements, acts, or changes for which Landlord is reasonable hereunder). The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord is a party thereto or not that Tenant has violated any law, statute, ordinance or government rule, regulation or requirement, shall be conclusive of that fact as between the Landlord and Tenant.

6

PARKING

Parking for the leased space is not to be restricted in any manner. Parking in the shopping center is common parking for all.

7

DEFAULT OF PAYMENT

If the Tenant shall be in default of the payment of rent more than ten (10) days, Landlord at his option shall have the right to give written notice to the Tenant that Tenant shall vacate the leased premises. If payment is accepted after the tenth (10th) day, an 8% penalty shall be incurred.

8

ALTERATIONS

A. **ACCEPTANCE OF PREMISES.** Upon delivery of the Premises to Tenant, Tenant shall acknowledge to Landlord in writing within ten (10) business days from delivery, that Tenant has inspected the Premises and accepts them in their then condition as noted. The Landlord's obligation and/or liability to Tenant for deficiencies shall be strictly limited to the correction of the noted deficiencies.

B. **ALTERATIONS BY TENANT.** Tenant shall not make any alterations, additions, or improvements in or to the premises without the prior written consent of Landlord, which consent may be subject to such conditions as Landlord may deem reasonably appropriate. Any such alterations, additions, or improvements consented to by Landlord shall be made at Tenant's sole cost and expense. Tenant shall provide its own trash container or containers for construction debris; shall use service entrances to the Premises, if any; will conduct no core drilling during business hours; and will disrupt other Tenants as little as possible. Tenant shall secure any and all governmental permits, approvals or authorizations required in connection with any such work, and, absent of Landlord's negligence, shall hold Landlord harmless from any and all liability, costs damages, expenses (excluding reasonable attorney's fees), and any and all liens resulting there from. All alterations, additions and improvements (and expressly including all

costs damages, expenses (excluding reasonable attorney's fees), and any and all liens resulting there from. All alterations, additions and improvements (and expressly including all light fixtures and floor coverings), except trade fixtures, appliances, and equipment, which do not become a part of the Premises, shall immediately become the property of Landlord without any obligation to pay therefore.

C. Upon the expiration or sooner termination of the Term hereof, Tenant shall, upon written demand by Landlord, given at least thirty (30) days, prior to the end of the Term, at Tenant's sole cost and expense, forthwith and with all due diligence, remove any alterations, Additions or improvements made by Tenant and designated by Landlord to be removed, and Tenant shall, forthwith and with all due diligence, at its sole cost and expense, repair any damages to the Premises caused by such removal. Tenant shall, upon the request of Landlord, execute and deliver to Landlord Consent to Alteration letter in form and content reasonably required by Landlord.

9

UTILITIES

The Landlord hereby agrees, that in addition to providing the space agreed to, Landlord would furnish water and sewer, parking lot maintenance, snow removal, electric, natural gas, heating equipment, restroom and hallway janitorial service, and exterior building maintenance. Tenant hereby agrees to provide telephone, refuse removal, and interior building maintenance attributable to the leased Premises. Tenant shall provide other services or utilities used in, upon or about the Premises by Tenant or any of its sub lessees, licensees, or concessionaires during the lease term hereof.

10

ENTRY ON PREMISES BY LESSOR

Landlord reserves the right to enter on the Premises at reasonable times after notice to inspect them, to perform required maintenance and repairs, or to make additions, alterations, or modifications to any part of the building in which the Premises are located, and Tenant shall permit Landlord to do so. Landlord may erect scaffolding, fences, and similar structures, post relevant alterations or additions repairs, all without incurring liability to Tenant for disturbance of quiet enjoyment of the Premises, or loss of occupation thereof, provided Landlord is not negligent and uses best efforts not to interfere with Tenants business.

11

MAINTENANCE OF PREMISES

A. **MAINTENANCE AND REPAIR BY TENANT.** Tenant shall at all times throughout the lease term at its sole cost and expense, keep the Premises (Including exterior doors and entrances, all windows and molding, and trim of all doors and windows), and all partitions, door fixtures, equipment and appurtenances thereof, (Including lighting and air conditioning systems), in good order, condition and repair, (Including damage from burglary or attempted burglary of the Premises). Tenant shall pay the cost of any such repairs. If there is an air conditioning system serving the Premises, Landlord will contract for preventative maintenance checks, filter changes, repairs, replacement, and service. Without limiting the generalities thereof, Tenant shall keep the glass of all windows, doors, and showcases clean and presentable, replace immediately all broken glass in the Premises, at reasonable intervals paint or refinish the interior of the Premises including entrances as determined by Landlord; make any necessary repairs to, or replacement of, all door closure apparatuses and mechanisms, keep all plumbing clean and in good state of repair including pipes, drains, toilets, basins, and those portions of the exposed heating system within the walls of the Premises; remove all snow and ice from the sidewalk in front of the Premises; and keep all utilities inside the Premises in good repair

pay Landlord for the reasonable costs thereof as additional rent. Tenant shall immediately inform Landlord of any necessary repairs and Tenant shall make no such repairs without Landlord's prior written consent. Landlord shall not be liable for any maintenance required of Landlord hereunder unless such failure shall persist for an unreasonable time after written notice of the need of such repairs or maintenance, is given to Landlord by Tenant. Except as otherwise specifically provided herein, there shall be no abatement of rent and no liability of Landlord by reason of any injury to or interference with Tenants business arising from the making of any repairs, alterations, or improvements in or to fixtures appurtenances and equipment therein to the extent that Landlord is not negligent and uses best efforts not to interfere with Lessee's business.

12

SIGNS AWNINGS AND MARQUEES INSTALLED BY TENANT

Tenant shall not construct or place signs, awnings, marquees, or other structures projecting from the exterior of the Premises without the written reasonable consent of the Landlord. The Landlord shall reasonably approve the size and type of sign. The Tenant may use a portable sign for the first thirty, days of occupancy. Tenant shall remove signs, displays, advertisements or decorations it had placed on the Premises that, in the reasonable opinion of Landlord, are offensive or otherwise objectionable. If Tenant fails to remove such signs, displays, advertisements, decorations within fifteen (15) days of receiving written notice to remove them, Landlord reserves the right to enter the Premises to remove them at the reasonable expense of the Tenant. Pole signs and the overhead panels are the property of the Landlord.

13

NONLIABILITY OF LANDLORD FOR DAMAGES

Landlord shall not be liable for liability or damage claims or for injury to persons or property from any cause relating to the occupancy of the Premises by Tenant. Tenant shall indemnify Landlord from all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature. The Tenant shall be responsible for, broken windows and doors during the term of the lease.

14

Liability INSURANCE INSURANCE AND INDEMNITY

A. **INDEMNIFICATION.** It is understood and agreed that Landlord shall not be liable for injury to any person, or for the loss or damage to any property (Including property of Tenant), occurring in or about the Premises from any cause whatsoever, except for the Landlord's negligence or willful misconduct. Tenant hereby indemnifies and holds Landlord harmless from and against and agrees to defend Landlord against any and all claims, charges liabilities, penalties, causes of action, liens, damages, costs, and expenses (Including attorney's fees), arising, claimed, charged, or incurred against or by Landlord from any matter or thing arising from Tenant's use of the Premises, the conduct of it's business or from any activity, work or other thing done, permitted and suffered by the Tenant in or about the Premises whether prior or subsequent to the commencement of the term of this lease, or arising from any act or negligence of the Tenant, or any officer, contractor, agent, employee, guest, licensee or invitee of the Tenant, and from all costs, attorney's fee, and liabilities incurred in or about the defense of any such claim (Including appeals), or any action or proceeding brought thereon and in case any action be brought against Landlord by reason of such claim. Tenant upon notice from Landlord shall defend the same at Tenant's expense by council reasonably satisfactory to Landlord. Tenant as a material part of the consideration to Landlord, hereby assumes all risk of damages to property, or injury to persons in, upon or about the Premises, from any cause other than Landlord's gross negligence, or willful misconduct, and Tenant hereby waives all claims in respect thereof against Landlord. The indemnification provided for in this section shall survive any termination or expiration of this lease. Landlord and its agents shall not be liable for any

reputable company or companies with minimum amounts of \$500,000.00 combined single limit for personal injuries and property damage, to indemnify both Landlord and Tenant against any such claims, demands, losses, damages, liabilities and expenses. Landlord and the management company, if any, employed by the Landlord with respect to the Shopping Center shall be named additional insured and shall be furnished with a certificate of such insurance, which shall bear an endorsement that the same shall not be cancelled except upon not less than thirty (30), days prior written notice to Landlord. Tenant shall also at its own expense maintain, during the Lease Term and at any time prior to the Lease Term commencing with the date on which the Tenant is given possession of the Premises for any reason, insurance covering its furniture, fixtures, equipment, all leasehold improvements and inventory in an amount equal to not less than 100% of the full replacement value thereof and insuring against fire and all risk perils coverage as provided by a standard all risk coverage endorsement, and the plate glass and all other glass is the responsibility of the Tenant in the event of breakage from any cause. Tenant shall at its sole cost and expense obtains and maintains builder's risk perils coverage from any cause. Tenant shall at its sole cost and expense maintain builder's risk insurance as the Landlord may require and covering any work, which Tenant may undertake, or have undertaken on Tenant's behalf, with respect to the Premises. Tenant shall provide Landlord with copies of the insurance certificates thereof. If Tenant fails to maintain such insurance, Landlord may maintain the same on behalf of the Tenant. Any premiums paid by Landlord shall be deemed additional rent and shall be due on the payment date of the next installment of Minimum Rent hereunder.

15

ASSIGNMENT, SUBLEASE, OR LICENSE

The Landlord has relied on the identity and/or special skills of the Tenant. Therefore, Tenant shall not assign or sublease the Premises, or any right or privilege connected therewith, or allow any other person except agents and employees of Tenant to occupy the Premises or any part thereof without first obtaining the written consent of the Landlord, and whose consent shall not be unreasonably withheld, delayed, or conditioned. The Landlord reserves the right to void any assignment to a person or entity, in which the named Tenant retains no management or control powers, or to any entity, which is not financially responsible. Consent by Tenant shall not be consent to a subsequent assignment, sublease, or occupation by other persons. An unauthorized assignment, sublease, or license to occupy by Tenant shall be void and shall terminate the lease at the option of Landlord. The interest of Tenant in this lease is not assignable by operation of law without the written consent of Landlord.

16

PARTIAL DESTRUCTION OF PREMISES

Partial destruction of the leased Premises shall not render this lease void or voidable, nor terminate it except as herein provided. If the Premises are partially destroyed during the term of this lease, Landlord shall repair them when such repairs can be made in conformity with governmental laws and regulations, within thirty, (30) days of the partial destruction. Written notice of the intention of Landlord to repair shall be given to Tenant within fifteen (15) days after any partial destruction. Rent will be reduced proportionately to the extent to which the repair operations interfere with the business conducted on the Premises by Tenant. If the repairs cannot be made within thirty, days, Landlord shall have the option to make them within a reasonable time and continue this lease in effect with proportional rebate to Tenant as provided herein. If the repairs cannot be made within 120 days, and if the Landlord does not elect to make them within a reasonable time, either party shall have the option to terminate this lease.

17

TENANT'S DEFAULT

17- 1. **DEFAULT.** The occurrence of any one or more of the following events shall

other than described in Section 17.1 (B) above, where such failure shall continue for a period of thirty (30) days after written notice thereof by Landlord to Tenant; provided, however, that if the days are reasonably required for its cure, then the Tenant shall not be deemed to be in default, if Tenant commences such cure within said thirty (30) day period and thereafter prosecutes such cure to completion.

D. **BANKRUPTCY.** The making by Tenant of any general assignment or general arrangement for the benefit of creditors; or by the filing by or against Tenant of a petition to have Tenant adjudged a bankrupt, or a petition, or reorganization, or arrangement under any law relating to bankruptcy, unless, (In the case of a petition filed against the Lessee, the same is dismissed within sixty (60) days of filing); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's interest in this lease, where such seizure is not discharged in thirty (30) days after appointment of said trustee or receiver, or the filing of a petition for the appointment of the same, whichever shall first occur.

17.2 **REMEDIES IN DEFAULT.** In the event of any such default or breach by Tenant, Landlord may at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of a right or remedy, which Landlord may have by reason of such default or breach:

A. **TERMINATE LEASE.** Terminate Tenant's right to possession of the Premises by any lawful means, in which case this lease shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event, Landlord shall be entitled to recover from the Tenant all past due rents, adjustments and other charges; the expenses of re-letting the Premises, including necessary reasonable renovation and alteration of the Premises, reasonable attorney's fees; the worth at the time of award by the court having jurisdiction thereof the amount by for herein for the balance of the Lease Term after the time of that Tenant proves could be reasonably avoided; and that portion of any reasonable leasing commission paid by Landlord and applicable to the unexpired Lease Term of this lease. Unpaid installments of rent or other sums shall bear interest from the date due at the rate of ten percent (10%) per annum; (Landlord shall use reasonable efforts to re-let) or,

B. **CONTINUE THE LEASE.** Maintain Tenant's right to possession, in which case this lease shall continue in effect whether or not Tenant shall have abandoned the Premises. In such event landlord shall be entitled to enforce all Landlord's rights and remedies under this lease, including the right to recover Minimum Rent and any other charges and Adjustments as may become due hereunder; or,

C. **OTHER REMEDIES.** Pursue any other remedy now or hereafter available under the laws or judicial decisions of the State in which the Premises are located, including but not limited to the right to assess against the Lessee an amount equal to reasonable attorneys' fees incurred by Landlord in collecting any rent or other payment due hereunder, which amount shall be due in full within ten (10) days of Tenant's receipt of assessment by Landlord.

17.3 **REMEDIES CUMULATIVE-WAIVER.** It is understood and agreed that the Landlord's remedies hereunder are cumulative and the Landlord's exercise of any right or remedy due to a default or breach by Tenant shall not be deemed a waiver of, or alter affected or prejudice any right or remedy which Landlord may have under this Lease or by law or in equity. Neither the acceptance of Minimum or Percentage Rent nor any other acts or omission of land at any time or times after the happening of any event authorizing the cancellation or forfeiture of this Lease, shall operate as a waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof or to deprive Landlord of its right to cancel or forfeit this lease upon the written notice provided for herein, at any time that cause for cancellation or forfeiture may exist.

mortgage deed of trust covering the Premises and/or Shopping Center whose name and address shall have heretofore been furnished to Tenant in writing. Said notice shall specify wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than thirty (30) days are required for performance, then Landlord shall not be in default if Landlord commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to complete. Tenant further agrees not to invoke any of its remedies under this lease until said thirty, (30), days have elapsed, except in emergencies. In no event shall Tenant have the right to terminate this lease as a result of Landlord's default and Tenant's remedies shall be limited to damages and/or injunction.

18.2 COSTS UPON DEFAULT. In the event the Tenant or Landlord shall be in default in the performance of any of their obligations under this lease and an action be brought for the enforcement thereof, the Landlord or Tenant shall pay to the other all the expenses incurred therein, including a reasonable attorney's fee. In the event either party shall without fault on its part be made a party of any litigation commenced by, or against the other party, then such other party shall pay all costs and reasonable attorney's fees incurred or paid by such party in connection with such litigation.

19

SUCCESSORS IN INTEREST

Each and every clause and provision contained herein shall be binding upon and inure to the benefit of the successors, heirs, devisees and assigns of the parties hereto and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. Upon payment of the rent as above specified and the performance of the covenants to be kept and performed by the Tenant, the Tenant shall peaceably hold and enjoy the leased premises during the full term herein specified, and if any default be made in the keeping of the covenants agreed to be kept by the Tenant, then it shall be lawful for the Landlord, at its option, to terminate this lease and re-enter upon said premises and the whole thereof and to remove all persons there from.

20

APPLICABLE LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

21

NOTICE

All notices to be given with respect to this lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested, to other addresses as either party may from time to time designate in writing. The address of the Landlord is: 1300 West 36th Avenue, Anchorage, Alaska 99503, and the address of the Tenant is: 3020 Minnesota Drive, Suite E, Anchorage, AK 99503. Phone: (907) 742-3728 Fax: (907) 742-3729 Emergency: (907) 230-1301 or 529-7193.

22

SUBORDINATION AND ATTORNMENT; MORTGAGEE PROTECTION

SUBORDINATION NOTICE TO MORTGAGEE. At the request of the Landlord, Tenant shall promptly execute, acknowledge, and deliver, all instruments which may be required to subordinate this lease to any existing or future mortgages, deeds of trust, and/or other security documents on or encumbering the property or on the leasehold interest held by Landlord, and to any extensions, renewals or replacements thereof, provided that the mortgage or beneficiary, as the case may be, shall agree to recognize this lease in the event of foreclosure if Tenant is not in default at such time.

D. Landlord hereby agrees to defend, indemnify, and hold harmless, the Lease from and against any Environmental Liabilities and Costs arising out of: any release of Hazardous Materials that occurred prior to the effective date of this Lease; any violations of Environmental Laws or Environmental Actions that are attributable to the Landlord's acts or omissions; and any breach of any warranty or representation or covenant regarding Environmental matters made by Landlord; and any release or threatened release of Hazardous Materials caused by Landlord. This indemnity shall survive expiration or termination of the Lease.

24

HOLDING OVER

In the event that Tenant remains in possession of the Premises after the expiration of the Lease Term with Landlord's permission, Tenant shall be deemed to be occupying the Leasehold Premises a month-to-month Tenant, subject to all of the terms and conditions of this Lease and the laws of the State of Alaska insofar as they may be applicable to a month-to-month Tenant, and shall be subject to one hundred fifty percent (150%), of the monthly rental provided herein for the last month of the term of the Leased Premises.

25

TERMINATION

Landlord and Tenant agree that this Lease will terminate as of the last day of the term in which the Landlord receives notice that the Tenant's contract/charter with the Anchorage School District, which authorizes the Tenant to operate as a charter school, is terminated or, if the date of termination of the Tenant's contract/charter is later, the last day of the month in which the Tenant's contract with the Anchorage School District is terminated. All of the financial obligations of the Landlord and Tenant shall be paid to the date of termination of this Lease under this section. Tenant shall not be obligated to pay rent or any other obligation under this Lease for any part of the lease term after such date of termination. Landlord understands and agrees that it is not an intended beneficiary under and contract/charter between the Anchorage School District and the Tenant and that the Anchorage School District is not a party to this Lease and shall not be liable in any way under this Lease.

26

CONSIDERATION

Payment of the first year's rent \$135,000.00, is consideration for this lease. A non-refundable security deposit of \$5,000.00 will remain on account. Landlord is responsible for the payment of any commissions relating to this lease.

In witness whereof, the parties have executed this lease at Anchorage, Alaska, the day and year first above written.



For: Village Charter School



For: EHESE Investments LLC

For:

For:

Addendum to Lease Agreement with EHESE—January 16, 2004

Any leaks of any kind which occur during the life of lease will be attended to by EHESE immediately upon our report.

If such leaks are not repaired within 24 hours together with any damages caused by the leaks Village Charter School will repair any leaks and resulting damages at the expense of EHESE.

EHESE will reimburse Village Charter School within 30 days of receipt of the invoices of such work.

EHESE agrees to pay to Village Charter School a \$100 penalty at first occurrence of a roof leak, with the fine doubling with each leak. (\$200 at second occurrence, \$400 at third occurrence, etc.)

BYLAWS
OF
Village Charter School

Table of Contents

ARTICLE I OFFICES

Section 1 Offices

ARTICLE II NO MEMBERS OF VILLAGE CHARTER SCHOOL

ARTICLE III ACADEMIC POLICY COMMITTEE/BOARD OF DIRECTORS

Section 1 Management and Number

Section 2 Members of the Academic Policy Committee/Board of Directors

Section 3 Election

Section 4 Term

Section 5 Removal

Section 6 Resignation

Section 7 Committees, Membership, Powers

Section 8 Compensation of Directors

ARTICLE IV NOTICES

Section 1 Notices

Section 2 Waivers

ARTICLE V OFFICERS

Section 1 Officers

Section 2 Term/Removal

Section 3 Salaries

Section 4 The Chairperson

Section 5 The Vice Chair

Section 6 The Secretary

Section 7 The Treasurer

ARTICLE VI MEETINGS

Section 1 Locations

Section 2 Annual

Section 3 Regular Meetings

Section 4 Special Meetings

Section 5 Quorum

Section 6 Action by Consent

Section 7 Meetings by Telephone

ARTICLE VII GENERAL PROVISIONS

Section 1 Contracts

Section 2 Checks and Deposits

Section 3 Fiscal Year

ARTICLE VIII AMENDMENTS

Section 1 Amendments

ARTICLE IX LIMITATION OF LIABILITY

ARTICLE 1

OFFICES

Section 1 Offices.

The registered office shall be in the City of Anchorage, Municipality of Anchorage, State of Alaska (hereinafter, the "State"). Village Charter School may also have offices at such other places both within and without the State, as the Academic Policy Committee/Board of Directors (hereafter APC/Board) may, from time to time determine or the business of Village Charter School may require.

ARTICLE II

NO MEMBERS OF VILLAGE CHARTER SCHOOL

Village Charter School shall have no members.

ARTICLE III

ACADEMIC POLICY COMMITTEE/BOARD OF DIRECTORS

Section 1 Management and Number

The property, business and affairs of Village Charter School shall be controlled and managed by the APC/Board. The number of directors to constitute the first APC/Board is five and such number may be increased or decreased by future action of the APC/Board. The business of Village Charter School shall be managed by its APC/Board, which may exercise all such powers of Village Charter School and do all such lawful acts and things as are not by statute or by the Certificate or by these bylaws directed.

Section 2 Members of the Academic Policy Committee/Board of Directors

There shall be five APC/Board Members. The APC/Board will consist of two (2) staff members of Village Charter School, at-least one of these will be a founding teacher if one remains, two (2) parents of Village Charter School students and one (1) community member-at-large who has shown long-term interest in supporting the goals of the founding teachers. The founding teacher is Linda Sharp.

Section 3 Election

The APC shall appoint a Nominating Committee not less than 30 days before elections will be held, using the following guidelines for the Committee's work:

- Candidates may be nominated who have been a family or a staff member for one full calendar year prior to nominations taking place;
- Candidates may be nominated who have fulfilled the required parent volunteer time as a family member without exception for the calendar year immediately preceding the nomination; and as a staff member who are in good standing with the APC and have excellent staff evaluations, and have volunteered for several APC-designated tasks over the year preceding the nomination;
- Members will be nominated who support the Problem Prevention and Resolution Policy in spirit and deed.

The Nominating Committee shall submit the list of nominees to the APC for approval. The APC will send the ballots to the families and staff eligible to vote, marked with a code that is not identifiable except under investigation, with a request that ballots be received back at the School's office within two weeks of the date mailed, verified by the date stamped on the envelope if questioned. The Nominating Committee will count and certify the ballots, and handling any questioned ballots, if any.

The Nominating Committee will submit the election results to the APC for certification by June 25 of the year of the election. Members will begin serving July 1 of the same year they are elected.

Members shall be elected as follows:

Seats A and B shall be elected by the families who have children enrolled at Village Charter School, with each family having one vote. If there is more than one "household" for children of one family, there shall still be one vote and only one ballot for that "household".

Seat C – Shall be elected by the four members serving on the APC, for four-year terms, with the first term being July 1, 2001 through June 30, 2005. The members serving prior to the expiration of Seat C's term June 30, 2005, shall again elect a member for Seat C, no later than 30 days prior to June 30, 2005, for a three year term ending June 30, 2008, and every three years in the same pattern thereafter.

Seat D – Is the founders seat for which there is no election.

Seat E shall be elected by the staff members of the school who are returning to teach at the school in September following elections.

The APC will appoint a member to replace another member who has resigned or who has been removed. The newly appointed member shall serve for the duration of the term of the person whose seat was vacated. Three of four remaining votes must be cast in favor of the person appointed to fill vacancy.

Section 4 Term

Seat A – Three years, with the first term from July 1, 2001 to June 30, 2005.

Seat B and E – Three years.

Seat C – Four-year terms, with the first term being July 1, 2001 through June 30, 2005.

Seat D – Is the founders seat and shall have no limit.

A member may be allowed a leave of absence for the balance of their tenure, with the vote of 3 or more members of the APC to allow the leave. A member may be allowed with an affirmative vote of all other APC members to share their seat with another person who qualifies to serve in the particular seat as defined above.

Section 5 Removal

An APC member may be removed by a vote of four (4) Members of the APC, for failure to attend 3 or more meetings in a calendar year, for failure to support the policies and proposal of the School, for failure to use the Problem Solving and Prevention Policy, and for failure to support the spirit and intent of the proposal.

Section 6 Resignation

An APC/Board member may resign. Sixty (60) days notice is requested for a member wishing to voluntarily resign from the APC/Board.

Section 7 Committees. Membership. Powers.

Standing committees of the APC/Board shall be established as deemed necessary. Each committee shall be assigned an APC/Board member as chair or co-chair of the committee.

Section 8 Committees. Minutes. The APC/Board may request that each committee shall appoint a secretary of each meeting and keep minutes of its meetings and report the same to the APC/Board.

Section 9 Compensation of Directors.

Unless otherwise restricted by the Certificate, the APC/Board shall have the authority to fix the compensation of directors, The directors may be paid their expenses if any, of attendance at each meeting of the APC/Board and may be paid a fixed sum for attendance at each meeting of the Board of Directors. Such payment shall preclude any director from serving Village Charter School in any other capacity and receiving compensation therefore. Members of special or standing committees may be allowed like compensation for attending committee meetings.

ARTICLE IV

NOTICES

Section 1 Notices.

Whenever, under the provisions of the statutes or of the Certificate or of these bylaws, notice is required to be given to any director, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail, addressed to such director at their address as it appears on the records of Village Charter School, with postage thereon prepaid, and such notice shall be deemed to be given at the time when the same shall be deposited in the United States mail. Notice to directors may also be given by telegram.

Section 2 Waivers.

Whenever any notice is required to be given under the provisions of the statutes or of the Certificate or of these bylaws, a waiver thereof in writing, signed by the person or persons entitled to said notice whether before or after the time stated therein, shall be deemed equivalent thereto.

ARTICLE V

OFFICERS

Section 1 Officers.

The officers of Village Charter School shall be chosen by the APC/Board and shall consist of a President (hereinafter "Chairperson"), Vice President (hereafter " Vice Chair"), a Secretary and a Chief Financial Officer (hereafter "Treasurer"). The school may also have such other officers as the APC/Board deems advisable.

Section 2. Term/Removal

APC/Board officers will be elected in August of each year. The Chair and Vice chair should be familiar with guiding a board meeting, the policies of the School, and Robert's Rules of Order. The Time Keeper should be willing to keep the APC/Board on task and on time, and to rule extensions as out of order unless approved. The Secretary should take or oversee the taking of the minutes. There will be standing committees as follows: Budget and Facility. An APC/Board member must chair all committees, and the Chair alone will address the APC/Board regarding recommendations of the committee. All committees serve at the will of the APC/Board, and are intended to be short-term in nature, unless they specifically support a long-term need. This does not alter the Policy on Committees.

The APC/Board may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the APC/Board. The officers of Village Charter School shall hold office until their successors are chosen and qualify. Any officer elected or appointed by the APC/Board may be removed at any time from that office by the affirmative vote of 4 out of 5 members of the APC/Board. Any vacancy occurring in any office of Village Charter School shall be filled by the APC/Board.

Section 3 Salaries.

The salaries of all officers and agents of Village Charter School shall be fixed by the APC/Board.

Section 4 The Chairperson

The Chairperson shall preside at all meetings of the APC/Board. The Chairperson shall perform all the duties incident to the office of Chairperson and such other duties as the APC/Board may from time to time determine or as may be prescribed by these bylaws.

Section 6 The Vice Chair

The Vice Chair shall perform such duties as shall be assigned and shall exercise such powers as may be granted to them by the APC/Board. In the absence of the Chairperson the Vice Chair, may perform the duties and exercise the powers of the Chair.

Section 7 The Secretary

The Secretary shall attend all meetings of the APC/Board and record all the proceedings of the meetings of the VCS and of the APC/Board in a book to be kept for that purpose.

Section 8 The Treasurer.

The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to Village Charter School and shall deposit all moneys and other valuable effects in the name and to the credit of the Village Charter School in such depositories as may be designated by the APC/Board. The Treasurer shall disburse the funds of the Village Charter School as may be ordered by the APC/Board, taking proper vouchers for such disbursements, and shall render to the APC/Board, at its regular meetings, or when the Academic Policy Committee Board of Directors so requires, an account of all his or her transactions as Treasurer and of the financial condition of the Village Charter

School.

ARTICLE VI

MEETINGS

Section 1 Location

The APC/Board of Village Charter School may hold meetings, both regular and special, either within or without the State.

Section 2 Annual Meeting.

The Annual Meeting of the APC/Board shall be in August of each year.

Section 3 Regular Meetings

Regular meetings of the APC/Board may be held with two (2) day notice at such time and at such place as shall from time to time be determined by the Board of Directors.

Section 4 Special Meetings.

Special meetings of the Board of Directors may be called by the Chairperson on a days' notice to each director, either personally or by mail or by telegram, setting forth the time, place and purpose of the meeting. Special meetings shall be called by the Secretary in like manner and on like notice on the written request of two directors.

Section 5 Quorum

At meetings of the APC/Board, a majority of directors shall constitute a quorum for the transaction of business and the act of a majority of the directors present and not present at any meeting at which there is a quorum shall be the act of the APC/Board, except as may otherwise be specifically provided by statute or by the Certificate. If a quorum shall not be present at any meeting of the APC/Board, the directors present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 6 Action by Consent.

Unless otherwise restricted by the Certificate, any action required or permitted to be taken at any meeting of the APC/Board or of any committee thereof may be taken without a meeting if all members of the APC/Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the APC/Board or committee.

Section 7 Meetings by Telephone.

Unless otherwise restricted by the Certificate, members of the APC/Board or of any committee thereof, may participate in a meeting of the APC/Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting by use of such equipment shall constitute presence in person at such meeting.

ARTICLE VII

GENERAL PROVISIONS

Section 1 Contracts

The APC/Board may authorize any officer or officers, agent or agents of Village Charter School, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Village Charter School, and such authority may be general or confined to specific instances.

Section 2 Checks and Deposits.

All checks or demands for money and notes of Village Charter School shall be signed by such officer or officers or such other person or persons as the APC/Board may from time to time designate. All funds of Village Charter School not otherwise employed may be deposited to the credit of Village Charter School in such banks, trust companies or other depositories as the APC/Board may from time to time select

Section 3 Fiscal Year.

The fiscal year of Village Charter School shall begin on August 1 and end on July 31 of each year.

ARTICLE VIII

AMENDMENTS

Section 1 Amendments.

These bylaws may be altered, amended or repealed or new bylaws may be adopted by a unanimous vote of the APC/Board, at any regular meeting of the APC/Board or at any special meeting of the Academic Policy Committee/Board of Directors if notice of such alteration, amendment, repeal or adoption of new bylaws be contained in the notice of such special meeting. The proposed changes must be submitted to the members of the Academic Policy Committee at least two(2) days prior to the meeting at which the proposed change will come up for a vote.

ARTICLE IX

LIMITATION OF LIABILITY

No member of the Academic Policy Committee shall be personally liable to the Village Charter School for monetary damages for the breach of fiduciary duty as a Committee member. Nothing in these Articles shall be construed as eliminating or limiting the liability of a member for a breach of a Committee member's duty of loyalty to the school; for any act or omission not in good faith that involves intentional misconduct or a knowing violation of law; or for a transaction from which the member derives an improper personal benefit.

August 8, 2002

Secretary

James H. Sharp

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 09 1988**

VILLAGE CHARTER SCHOOL INC
PO BOX 190051
ANCHORAGE, AK 99519

Employer Identification Number:
92-0169034
DLN:
17053274053029
Contact Person:
MITCHELL P TOLOKONSKY ID# 31365
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
July 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(3) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(3) organization.

Letter 947 (DO/CG)

VILLAGE CHARTER SCHOOL INC

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form

VILLAGE CHARTER SCHOOL INC

990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

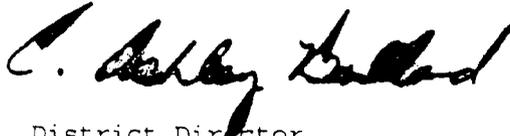
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "C. Ashley". The signature is written in a cursive style with a large initial "C".

District Director

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APC Elections

Two seats on our APC are up for election this spring. Ballots were sent out to all re-enrolled families on May 27th. All returned ballots must be turned in to the office no later than June 15 or post marked no later than June 15th. New APC Members will take their seats at the Aug. APC meeting. We will notify the charter school liaison with the election results as soon as the results are in.

Sincerely,

A handwritten signature in black ink that reads "Caprice A. Larimer-Musty". The signature is written in a cursive style with a large initial "C" and a long horizontal stroke.

Caprice A. Larimer-Musty
APC Chair