

Appendix C
Bylaws and APB Minutes

BYLAWS

HIGHLAND TECH HIGH

a public chartered school

located in the

Anchorage School District

Bylaws of Highland Tech High

Article I	Highland Tech High Bylaws
	Section 1 Name
	Section 2 Location
	Section 3 Fiscal Year
	Section 4 Members
Article II	Academic Policy Board
	Section 1 Number, Positions
	Section 2 Election, Term
	Section 3 Vacancies
	Section 4 Powers and Duties
	Section 5 Compensation
	Section 6 Resignation
	Section 7 Attendance
	Section 8 Rules of Order
	Section 9 Indemnification
	Section 10 Liability
Article III	Officers of the Academic Policy Board
	Section 1 Designation
	Section 2 Election of Officers
	Section 3 Duties of Officers
Article IV	Meetings of the Academic Policy Board
	Section 1 Regular Meetings
	Section 2 Special Meetings
	Section 3 Quorum
	Section 4 Executive Sessions
Article V	Committees of the Academic Policy Board
	Section 1 Membership
	Section 2 Responsibilities
	Section 3 Meetings
Article VI	Contracts and Grants
	Section 1 Contracts
	Section 2 Grants
Article VII	Amendments to the Bylaws
	Section 1 Bylaw Amendments
Article VIII	Adoption

Article I - Highland Tech High Bylaws

Section 1	<u>Name.</u>	The name of the organization, a non-profit public school, shall be Highland Tech High which is governed by the "Academic Policy Board".
Section 2	<u>Location.</u>	The principal office for the transaction of affairs will be maintained within the Anchorage School District at the main office of Highland Tech High.
Section 3	<u>Fiscal Year.</u>	The fiscal year of the organization shall begin on July 1 st and end on June 30 th of each year.
Section 4	<u>Members.</u>	The organization shall have no members.

Article II - Academic Policy Board

Section 1	<u>Number, Positions.</u>	The Academic Policy Board shall consist of no less than five (5) nor more than nine (9) members, each of whom shall be an adult resident of the Anchorage School District, State of Alaska. The Board shall include the following positions: a representative from higher education, a representative from the technology sector, a representative from environmental sciences, a representative from the business community, parent representatives, the principal, the business manager, employee and student representatives.
Section 2	<u>Election, Term.</u>	Each Board member will be elected for a term of three years. A Board member will serve until his/her successor is elected. The person(s) receiving the highest number of votes cast will be elected as a Board member, notwithstanding the number of votes received may be less than a majority of the votes cast.
Section 3	<u>Vacancies.</u>	Any vacancy occurring on the Academic Policy Board shall be filled by vote of the remaining members of the Board. The replacement members shall be elected for the unexpired term of his/her predecessor in office.

Section 4

Powers and Duties.

The Board is the policy-making branch of Highland Tech High. The powers granted to the Board are set forth in School District Policy 333.4. The Board shall adopt, amend or revoke policies in accordance with the procedures established in these bylaws.

The Board will support the academic operation of the school and ensure the fulfillment of the mission of the school.

The Board will ensure that the school preserves the confidentiality of records related to the students or personnel of the School as outlined in School Board Policy 343.3 – 343.38.

The Board will select the principal/leader of the school. That person must have a current Type B certificate and must be, have been or eligible to be employed with the Anchorage School District.

The Board will approve the CEO's hiring and evaluation of the business manager of the school.

The Board will review and monitor the operational business plan that focuses on student achievement.

The Board will approve and monitor the school's annual budget.

The Board will act as fiscal agent, including the receipt of funds for the operation of the school in accordance with charter school laws and the receipt of grants and donations consistent with the mission of the school.

The Board will regularly measure the progress of both student and staff performance.

The Board will involve parents and the community in the support of school programs.

The Board will coordinate with the Labor Relations Office and respective labor unions in the case of termination or non-retention to insure compliance with statutory due process requirements.

The Board is responsible for executing all other responsibilities provided for in the State of Alaska Department of Education, the charter school bylaws, and this charter necessary to ensure the proper operation of the school.

Section 5	<u>Compensation.</u>	No compensation shall be paid to the Board members for their services.
Section 6	<u>Resignation.</u>	Any member may resign at any time by giving a written notice to the Secretary or Chairperson of the Academic Policy Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective.
Section 7	<u>Attendance.</u>	<p>The Secretary or the Secretary's designee of the Board shall maintain a record of attendance of Board members at all regular and special Board meetings.</p> <p>Any Board member who misses five (5) or more regular Board meetings within a twelve (12) month period, with or without excuse, shall be subject to removal from the Board by an affirmative vote of the majority of the remaining board members.</p>
Section 8	<u>Rules of Order.</u>	Unless inconsistent with law, meetings shall be conducted in accordance with Robert's Rules of Order.
Section 9	<u>Indemnification.</u>	The personal liability of the members of the Board shall be limited to the extent allowable under the laws of the State of Alaska.
Section 10	<u>Liability.</u>	No member or former member of this Board shall have any personal liability to the organization for monetary damages for the breach of fiduciary duty as a member except as provided in AS 10.20.151(d).

Article III - Officers of the Academic Policy Board

Section 1	<u>Designation.</u>	Officers of the Academic Policy Board shall consist of the Chair, Vice-Chair, Secretary and Treasurer. The Board members may appoint an assistant treasurer, assistant secretary or other officers as, in their judgement, may be necessary or advisable.
Section 2	<u>Election of Officers.</u>	The officers of the Board shall be members of the Academic Policy Board and shall be elected annually. The remaining members of the Board may fill any vacancies in offices.

Section 3 Duties of Officers. The Chair will preside at all meetings of the Academic Policy Board. The duties of the officers will be such as are usually imposed upon such officials of non-profit organizations, and are required by law, and such as may be assigned to them by the members of the Board from time to time.

Article IV - Meetings of the Academic Policy Board

Section 1 Regular Meetings. The Academic Policy Board will meet at least once every quarter to consider, change or adopt policy, at such time and place as the members of the Board may designate. Notice of regular meetings of the Board shall be given to each member not less than seven (7) days in advance of the meeting.

Section 2 Special Meetings. Special meetings of the Academic Policy Board may be called by the Chair or by two or more members to be held at such time and place as is specified in the notice of the meeting. Special meetings may be called on a three (3) day notice.

Section 3 Quorum. At all meetings of the Academic Policy Board, a majority of the members shall constitute a quorum for the transaction of business by the Board.

Section 4 Executive Sessions. All regular and special meetings of the Academic Policy Board shall be open to the public, except that, upon a vote of a majority of the members present, an executive session may be held to discuss any one or more of the following:

- attorney-client matters;
- acquisition or sales of property
- contract proposals or negotiations
- personnel matters

Article V - Committees of the Academic Policy Board

Section 1 Membership. The Academic Policy Board may, by resolution, establish such standing or special committees, composed of Directors and other persons, and may from time to time be determined.

- Section 2 Responsibilities. It is the responsibility of the committee to report findings at all regular meetings of the Academic Policy Board. Any and all recommendations of a committee must be submitted to the Academic Policy Board for official action.
- Section 3 Meetings. Committees of the Academic Policy Board will comply with the same policies concerning public meeting notices in Article IV, Section 1 above.

Article VI - Contracts and Grants

- Section 1 Contracts. The Academic Policy Board may not authorize any member or members of the Board to enter into any contract and to execute and to deliver any instrument in the name of and on behalf of the Board. Such authority shall be executed through vote of the Board.
- Section 2 Grants. The Academic Policy Board or any member of the Board may accept on behalf of Highland Tech High any contribution, gift, grant, bequest or devise for the general purposes or for any special purpose of the School

Article VII - Amendments to the Bylaws

- Section 1 Bylaw Amendments. These Bylaws may be altered, amended, or repealed and new bylaws may be adopted at any regular or special meeting of the Board by an affirmative vote of a majority of the members of the Board. All proposed bylaw amendments shall be submitted, in writing, to each member at least one regular meeting prior to the meeting in which a vote on the proposed amendments is to be taken.

Article VIII - Adoption

These Bylaws are duly adopted by the Academic Policy Board at a meeting held of the
_____ day of _____, 2002.

Chair

Secretary

HIGHLAND TECH HIGH

Anchorage School District

Minutes of the Academic Policy Board Regular Meeting September 8, 2004

A. CALL TO ORDER 6:40 PM Craig Mollerstuen, Presiding

ROLL CALL Present: CJ Stiegele, Craig Mollerstuen, Paul Wiltse (arrived late),
Jim Utter, Trigg Davis, Rob Shoaf – audio conference,
Katie Rom (resigning)

Absent: none

Guests: none

Vacant Positions Chief Financial Officer
Advisory Committee Seat
Student Seat
Education Seat

B. PUBLIC STATEMENTS/COMMENTS

1. Meet new board recruits
2. Public Comments
3. ASD Liaison - Connie checked into incorporation from ASD. Craig is still unclear the legal actions of entering into contracts. HTH can become a corporation to protect members of the academic policy committee from debt liability. HTH is part of ASD legally, and it's not clear how they enter into contracts. Three attorneys discussed HTH and did not come to a consensus to the legal liability. Contracts HTH currently have out may be 0. under the assumption that they signed with a school that is a corporation.

Due to ASD: Budget by Nov. 15
Inservice Plan (submitted)
Report Card School Goals by mid-October

C. APPROVAL OF AGENDA

Craig Mollerstuen moves, CJ Stiegele seconds
Unanimously approved

D. APPROVAL OF PREVIOUS MEETING MINUTES

June was the last meeting. Notes from our work sessions, June minutes, and Board packets will be ready for our next meeting. If possible, it would be nice to never schedule a board meeting for the first week of school opening. C.J. will bring binder with previous minutes.

E. ACTION ITEMS

- a. Replace Board Members
- b. Accept Resignation Letters
- c. Appoint New Members

Rob Shoaf - nominated Trigg Davis
Craig Mollerstuen - nominated Jim Utter

Moved Trigg Davis be appointed to the Advisory Committee seat and Rob Lang be appointed to the Education Committee seat.

MOTION: STIEGELE/MOLLERSTUEN

MOTION PASSED

F. ELECTION OF OFFICERS

The Board will solicit volunteers via e-mail. Election will take place next meeting.

F. PRINCIPAL'S REPORT

- i. School Opening
- ii. Student Enrollment – 338 currently, hoping for 400 through the count period
- iii. Special Education – 37 students
- iv. Staffing
- v. Newspaper and Radio Coverage
Carol Comeau stopped by on the first day. Jan Christianson stopped by. Channel 2 ran an article.

F. ASSOCIATE PRINCIPAL'S REPORT

G. ACTION ITEMS

Need to send a memo from the board to the teachers soliciting interest to serve on the board.

H. DISCUSSION ITEMS

- a. Board Strategy 04/05
 - i. Hold pending scheduling
- b. Board Sub-committees
 - i. budget
 - ii. executive
 - iii. by-laws – make as an ad-hoc committee – Trigg to head
 - iv. technology – ad-hoc
 - v. policy - ad-hoc
 - vi. other - ad-hoc

Discussion included recruiting more board members to spread out the work. Ad Hoc committees should be formed according to deliverable deadlines required by ASD. Staff, parent, teacher

Maximum is 9 board members. Trigg volunteered to amend the by-laws with a committee of three people. Board will solicit a HTH teacher to become a board member.

Moved Roxy Kohler be appointed in the Teacher Committee seat

MOTION: DAVIS/UTTER

MOTION: FAILED

I. ASSOCIATE PRINCIPAL'S REPORT

- i. October School Report card
- ii. November Goals/Action Plans
- iii. December 06 Budget
- Bylaws – First Reading
- Approval of Bylaws

J. ADJOURNMENT 8:00 PM

MOTION: MOLLERSTUEN/UTTER

MOTION: PASSED

Craig Mollerstuen, Acting Chair

CJ Stiegele, Acting - Secretary

Date Minutes Approved

G. DISCUSSION ITEMS

By-Laws & Articles of Incorporation

If we decide to amend the by-laws and submit a 503 3(c) it will take 30 days public notice, 2 weeks notice to the Board, and approval by ASD board. Waldon Pond Charter School was closed two years ago, with a large financial debt, and the board was not responsible. The new By-laws clarifies that the advisory board is not liable. Andie Stone – ASD Charter School lawyer. The Board will review the new draft by-laws and discuss at the next meeting.

Fiscal State of HTH

We are short approximately \$380,000 beyond what we have now in the budget. Other sources of revenue are already off-set by costs incurred.

Approximately \$40,000 in the budget is in reserve.

We could explore re-financing the money owed for building remodeling, which might provide approximately \$30,000.

Current Debt	<\$380,000>
Refinance	30,000
Belt Tightening	40,000
Total Debt	<\$310,000>

Bottom line: HTH must have 370 students or more in 2005/06.
Budget to ASD is due no later than November 15.

H. ADJOURNMENT 8:00 PM

Trigg Davis, Acting Chair

CJ Stiegele, Acting - Secretary

Date Minutes Approved

HIGHLAND TECH HIGH

Anchorage School District

Minutes of the Academic Policy Board Regular Meeting November 12, 2004

A. CALL TO ORDER 5:55 PM Craig Mollerstuen, Presiding

ROLL CALL	Present:	CJ Stiegele, Trigg Davis, Rob Lang, Craig Mollerstuen
	Absent:	Paul Wiltse, Jim Utter
	Guests:	none

B. PUBLIC STATEMENTS/COMMENTS None

C. APPROVAL OF AGENDA Added items to Principal's Report Strike D. 2 Moved item H 1 to above item F in Agenda Craig Mollerstuen moves, Rob Lang seconds Unanimously approved

D. APPROVAL OF THE PREVIOUS MEETING MINUTES

September 8, 2004

- i. Comments: B3 change "contracts HTH currently have out are..." to "contracts HTH currently have out may be..."
- ii. Approved as amended (unanimous)

October 13, 2004

- iii. Any changes to need to provided to CJ
Passed unanimously.

E. ACTION ITEMS

Acceptance of Resignation –Katie Rom
Motion to accept: Mollerstuen/Davis
Approved: Unanimous
Letter of Interest - Laura Hilger
Motion to accept: Mollerstuen/Lang
Approved: Unanimous
Acceptance of NASA Grant
Motion to support this grant application: Mollerstuen/Stiegele
Approved: Unanimous

F. DISCUSSION ITEMS

Bylaws and Board Responsibilities
Trigg Davis will provide more information about this item to Board Members

G. PRINCIPAL'S REPORT

Budget Report

Operating budget

District Budget

FY 05-06 \$2.1 million projected

At 350 students, HTH breaks even for next year.

Student fees

Currently collected: \$21,520

Can collect more from students after consideration for waivers and scheduled payments

State of Alaska Grant

Approximately \$ 25,000 left

New Tech

\$100,000 for 1st year; spend ~\$80,000

Next \$100,000 due in January

RISC

\$80,000 for total grant (past 2 years)

Approximately \$3000 left in this account

Will be asking for \$75, 000

Next Meeting, December 8th, 6:30 PM

January 12th, 6:30 PM

February 9th dates need to be changed. To be discussed by email with Advisory Board Members

H. ADJOURNMENT 7:20 PM

Craig Mollerstuen, Acting Chair

CJ Stiegele, Acting - Secretary

Date Minutes Approved

HIGHLAND TECH HIGH

Anchorage School District

Minutes of the Academic Policy Board Regular Meeting December 8, 2004

A. CALL TO ORDER 6:38 PM Craig Mollerstuen, Presiding

ROLL CALL	Present:	CJ Stiegele, Trigg Davis, Craig Mollerstuen Laura Hilger, Jim Utter
	Absent:	Rob Lang
	Guests:	Roxy Kohler, Mark Standley

B. PUBLIC STATEMENTS/COMMENTS

Trigg shared that HTH students did a great job at the Women of Achievement Awards sponsored by the YWCA.
Board welcomed Laura Hilger.

C. APPROVAL OF AGENDA

Agenda item add action item #4 Officer Elections.

Stiegele/Davis	Motion to approve agenda as revised. Motion passed unanimously.
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D. APPROVAL OF THE PREVIOUS MEETING MINUTES

Davis/Hilger	Motion to approve the minutes for October 13, 2004 and November 12, 2004 Motion passed unanimously.
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E. ACTION ITEMS

1. Student Chair

Board reviewed letter from Melissa Cameron. Full disclosure: Melissa was employed by GCI over this past summer, and Craig has a former employee/employer relationship with Melissa.

Davis/Utter	Motion that student member is ex-officio board member. Student may offer advisory vote on all subject. Student can be excluded from discussion as board chooses. Position filled by Melissa Cameron Motion passed unanimously.
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2. Business Chair

Discussion on possible replacements for this position, should Paul resign.

3. Partnerships – Board Support

CJ shared some fund raising information and will be talking with each board member one-on-one to brainstorm ideas of potential partners before next meeting. CJ will identify needs and each board member will identify potential partners to fill the needs by priority.

4. Election of Officers

Discussion about Board training.

Discussion around need to recruit more members, business partners, roles and responsibilities.

Davis/Utter

Motion to stay with what we currently have for officers.

Motion passed unanimously.

F. DISCUSSION ITEMS

Facility

Board of Goals and Evaluations

G. PRINCIPAL'S REPORT

CJ reported on financial shortage of \$278,000 that is now balanced. We currently have 318 students (instead of originally projected 372 students). Still need to re-negotiate the promissory note that includes the Apple Computer lease and building lease. CJ shared 2005/06 budget that was submitted to ASD at 313 students.

H. ASSOCIATE PRINCIPAL'S REPORT

Mark shared that HTH was mentioned by the Commissioner of Education when the state school board was considering mandating a semester of Alaska Studies. HTH already has these in the standards.

I. ADJOURNMENT 8:05 PM

Davis/Utter

Motion to adjourn

Passed unanimously

Craig Mollerstuen, Acting Chair

CJ Stiegele, Acting Secretary

Date Minutes Approved

TEACHERS:

Concerns Highlights

Lack of parent involvement / support
January Intensive are enjoyed by teachers
Graduation
Noise
Peer support and mentoring
Morale
Confusion of expectations between QSM and NTF and staff training

PARENTS:

Concerns Highlight

Retention of students
Size of entire school – everyone is known
Lack of understanding the system
Lack of involvement in meetings / workshops
Learning styles included in portfolio
Communicate strengths and weaknesses of their child and knowing that someone is addressing the weaknesses.
Boot camp for parents that includes goal sheet
Graduation and jobs

ASD and EED:

Concerns Highlight

Financial = Student Count
Loss of Board Members

BUSINESS:

Concerns Highlight

Public Relations
Building long-term relationships
Focus Groups

GRANTEES:

Concerns Highlight

NTF would like to see more implementation
RISC – we are at 100% implementation

UNIVERSITY:

Concerns Highlight

Faculty would like to be involved
Connection with Engineering and Native Foundations

ADMINISTRATION:

Concerns Highlight

Time
Financial

G. PRINCIPAL'S REPORT
Attached Items

H. ADJOURNMENT 8:00 PM
Davis/Lang Motion to adjourn
Passed unanimously

Craig Mollerstuen, Acting Chair

CJ Stiegele, Acting - Secretary

Date Minutes Approved

d. Funding Proposal Action Planning

- i. E-Tech has been keeping up to be pro-active in supporting activities for students.
- ii. We're actively looking at grant funding, including State Farm and Rasmussen.
- iii. Wendy reported that Alaska Funding Foundation has over 100 organizations who are looking at funding what the Coalition schools are doing.
- iv. On-line auction by April 7! Rob suggested we prepare a postcard with solicits for items to auction stating how cool of a tech school we have!

G. PRINCIPAL'S REPORT

- a. Student Statistics
- b. Culture and Events – CJ is tightening down on behavior issues. Trigg asked about Sp Ed and how well the new teacher (Linda Bruce) is catching on and getting HTH up to where it should be.
- c. Partnerships / Grants
Attached Items

H. ADJOURNMENT 8:00 PM

Davis/Stiegele Motion to adjourn
Passed unanimously

Next Meeting: Wed, April 13 from 6:30 – 8:00 pm

Craig Mollerstuen, Acting Chair

CJ Stiegele, Acting - Secretary

Date Minutes Approved