

**Copy of APC Minutes of
Board Meetings 2004-2005**

Aquarian Charter School
Academic Policy Committee Meeting
March 15, 2005

1. **Roll Call:** Debbie Korpi, Ronda Sneddon, Lori Stuits, Susan Forbes, principal; Susan Lamasko, chair; Shenee Williams, vice-chair; Helen Andreas-Porter; Betty Bang; Juanita Zetino; Connie Bensler, ASD Liaison; Audrey Cortez, secretary; Mary Andrus, recorder.

Visitors: Todd Torczon

2. **Non agenda Items:** Susan Lamasko would like parent comments or concerns to be presented during this time. Mary asked if the 3rd quarter parent questionnaires would be available during parent conferences. Sue said she would send some questions and APC could follow up, with a deadline of the 1st part of April. Parents can fill them out while waiting for conferences.

3. **Minutes:**

Motion: Debbie moved to accept the minutes as written, Betty seconded.

Motion carried.

Ronda questioned how many copies of A Room With A View were ordered. Sue said she ordered enough for interested staff and all the APC members.

4. **ASD Liaison:** Connie Bensler

The Charter School Conference was a disappointment, except for one highlight-- the speaker on the second day. She said she had joined the association, but didn't realize she would be ineligible to vote according to the bylaws. However, she is now on the committee to re-write the bylaws. She would like each APC board to have 1 member to help put together the conference next year which will be here in Anchorage. Seven charter schools were represented at the conference. Next year they are hoping to hold it in April and not March for the out of town folks. They will also have school tours at Aquarian, Highland, and Winterberry charter schools. She has spoken with other charter schools and they aren't very interested.

The sprinkler system is scheduled to be installed in 2008 here at Aquarian. She feels that if we get too committed to a specific plan we'll need to follow through whether that is wise or not. Right now we might need to wait and see what develops.

Carpeting will still be installed.

The art fiasco has been settled for now. The district did not deliberately leave us out. The art department will try to make sure we are included next year. Sue mentioned contacting Connie next time and having her deal with the district. Connie shared that anytime something negative happens within the district regarding a charter school, it gives them a negative opinion of all charter schools. We need to keep things in a positive light. Our art pieces will be on display at the museum. She suggested that Pat Adolfae attend the monthly art department meetings to get information.

Susan shared articles with the board that were about Aquarian Charter School looking for a building back when it first began.

5. Accounting

Sue commented that we are keeping track of money spent in classrooms. We need a new snow blower. Debbie would like a detail of large expenditures in Feb. & March. Connie mentioned that quite a bit of money was spent to absorb part of Village and we have been reimbursed. Sue said that we are half way through the year and half way through the budget. Susan asked if we were planning on buying new books. Sue mentioned that when we checked the budget we were doing fine. Ronda mentioned buying versus leasing the copy machine. Leasing covers any service and parts. Sue mentioned that planning time with the teachers is available monthly for the teachers to take sub time during the afternoon. Vani has been in touch with Marie Laule regarding transferring the money for the Village expenditures.

The copier lease is paid quarterly. Vani believes it is less than \$3000 yearly.

Teaching supplies purchased in Feb. and Mar. were books.

Debbie would like anything that is over \$500 to be highlighted so we can see where the money went. Sue mentioned that the large amount in teaching supplies is there to make it easier to transfer those funds to other accounts. Vani said that most of the encumbered money has been transferred to teaching supplies. Sue also stated that she believes teachers who are giving up their lunch time to doing extra things should be compensated. She also thinks that if Totem employees are helping with Math and Science Night they should be compensated as well. Vani feels that we should be OK with the budget until the end of the year.

6. Principal's report

Enrollment is at 289. We have lost a few students due to transportation and suspension issues. She would like to develop a questionnaire for families leaving.

Sue would like to have a couple of multi-age classes, depending on numbers.

There have been a few discipline issues dealing with the outside conditions and some classroom discussions regarding bullying. We will stay in contact with parents. District kits regarding anti-bullying for K-3 and 4-6 will be available in the work room for preview by anyone interested. Susan Lamasko mentioned addressing the issue at the beginning of the school year with reminders throughout the year.

Staffing: She will set up more interviews for Sarah's 4th grade position. Betty (TA for 4th & 6th) will be moving out of state as well. Sue has been interviewing as many people as she can.

Professional development: All grades are working on completing books for publication. The book read on Fridays is going great with much discussion about how they can reach beyond the regular curriculum and apply it. Gale is working with the 5th and 6th graders to develop a miniature golf course made with recycled items which could be a possible fundraiser.

IRA conference: Reading conference in TX for reading focus.

Curriculum: Saxon reps are coming in April.

Benchmarks are coming up in a few weeks.

Science: We had great representation from our school at the district level with quality projects at our school and we had some great judges. The district commented

that although our school was small we had many projects submitted and our students had great in-depth knowledge about their projects.

Social Studies: All grades have their own focus in coordination with the Spanish celebration planned for April 28th. Each class will participate.

Music: The bags are almost ready to hang the guitars.

Art: Sue felt we had a communication breakdown with the district. Pat has been selected as an artist for the Salmon on Parade.

Technology: She just made a full time position available for next year. Brian, our current technologist, is going to apply.

All ASD teachers will soon get a leased Emac for school use. The district is leasing them and will pay for them out of the ASD technology budget. Todd questioned if the teachers are going need training for the Mac computers. Sue said the district is pretty good with training and that Brian could do training on a Friday when he comes over. Vani commented that she needs something more update to manage the budget.

Upcoming Events: The Spanish Celebration on April 28 with plays in the gymnasium area and dancing and food outside.

Parent Conferences: We will dismiss early at 11:30 with no lunch or recess. Parents will pick up students by 12:00. TA's will be responsible for the students while the teachers have lunch and start their conferences. Todd questioned having some kind of activity for students while parents meet with teachers. Sue said conferences are scheduled until 5 or 6pm and that there is no place for the students to go and be unsupervised.

Field Trips: All forms are turned in for the 5th graders. Sue doesn't want to charge the kids any money since we have extra. The 6th graders have their paperwork in and are doing some fundraisers to help with their expenses. Sue doesn't want to focus on the end of the year yet because we need to finish parent conferences and testing. Ronda was concerned that funds from one classroom would be taken by another, but Sue said she tries to encourage all the teachers to use their money other ways.

Boys & Girls Clubs: Their enrollment will stay the same. They will not be busing additional children to our location.

Security: Shenee mentioned that the district is increasing security in all the schools and wanted to know what we are doing. The boys and girls club and any teacher are supervising all the students when they leave the classroom or gym and monitoring them when they go to the bathroom. When a student leaves they are to check out. Todd mentioned his concerns that came about because of a recent district issue. Sue said we don't send kids alone to the bathroom. Ronda questioned head counts. We always do them, especially with drills, and the last TA is always checking to make sure all students are in. Juanita mentioned that there are students who are always trying to sneak out.

Comments on science fair: Todd mentioned that son won the \$50 Science Consortium award at the science fair. He said one of the things that attracted him to Aquarian was the curriculum, but he was disappointed in the level of science projects submitted by some upper grade students. Connie reminded him that any teacher projects that are over and above the classroom are extra for the teacher and not to get to picky. Debbie mentioned that when it is a requirement for a grade it is a big deal.

Todd was just concerned about the guidelines and quality of projects. Sue also thanked Vani and her husband, a bio-chemist, for judging. She said we all have room to improve and will make those improvements next year.

Sue mentioned that she had a conversation with another parent in another school; they didn't get the judges' score sheets because of confidentiality. Everyone commented that if the judge's name is not on the form and the comments were positive, then the sheets could be beneficial to the students.

7. **Old Business**

Building Committee: Todd noted that we have an action item for a Capital Development Committee. Greg Miller will help get with the district legally, to get some land and money together. The suggestion is to put out an RFP and get some land and build or own building. Connie mentioned that we are currently spending about \$10,000 a month right now for our building. Todd said that if we seek to build a school the most important thing would be the land. In Fairbanks, they built a building with the plan that the building could be used as office space should the school close. Greg did say he would help us look. When you put an RFP out you are asking for a building with an x amount of storage and space. Shenee suggested an RFI (request for information) would generate more response. Todd said that we don't have a budget right now and we are starting at zero, but we need to look for some land. The people in Fairbanks went out and got their own building because they weren't impressed with the national charter schools to help with buildings. Todd suggested that we spend some money on advertising to get info out about our school being a public school.

Board training: Shenee contacted Foraker to get some free training and they will customize that to our needs. After the initial hour, they charge per hour. Assessment to develop curriculum and a consultation are free. A couple of dates can be put out for meeting times. Connie mentioned that Wayne Mabrey will come out and train for free. She said after we have our official training, Mr. Mabrey could give a refresher course, perhaps at the beginning of the next school year. April 12th and April 19th are dates set for the initial assessment and Shenee will contact Foraker. We prefer to come to the school at 6 or 6:30pm. Shenee will email everyone.

8. **New Business**

Action Item 8A. Capitol Development Committee

Action/decision required: "A long standing committee needs to be formed to raise funds to meet gaps in funding for Aquarian. The immediate request is to form a capitol development committee to meet the funding requirements for building and furnishing a new school. This committee would be made up of parents and community stakeholders."

Motion: Helen moved to request the PTO form a Capitol Development Committee under its offices, separate from the PTO's current fundraising efforts, Debbie seconded. **Motion carried.**

Ronda will make the request to the PTO. Shenee pointed out that it must be made clear that this is not to change anything with the PTO, but to form a separate board and bank accounts.

Action Item 8B: Student Handbook Review

The student handbook has not been reviewed and updated for a long time.

Motion: Susan moved that the APC review a section of the handbook each meeting until finished. We will finish the revision on time to print the handbook for distribution at registration. We will start with the discipline policy, Debbie seconded.

Sue wanted to discuss the attendance/absence policy because of some current issues with students.

Motion: Debbie moved to amend the previous motion, accepting the action item, but striking the last sentence, Betty seconded. **Motion carried.**

Our current policy is not in line with ASD or APD. Sue is concerned that an absent student is missing more work than a tardy student. When a student is absent more than 6 days they get a warning letter; consecutive absences result in a letter stating that APD will be notified. Students with chronic absences should be sent a notice that they may lose their zone exemption for Aquarian. Sue does not want children here who don't want to be in this program and whose parents are not supportive.

Motion: Susan moved that we follow the ASD policy regarding attendance, Debbie seconded.

Shenee suggested that we rewrite the whole attendance section in accordance with the ASD policy. If we don't enforce the policy we aren't doing the child any justice. Sue is thoroughly documenting each situation. One suggestion was to divide the handbook into sections. An APC member would rewrite each section then report on it.

Susan L. read from the charter school compliance that we are required to follow state laws, which include school truancy.

Motion: Betty moved to table the motion until we have time to review the ASD policy. Debbie seconded. **Motion carried.**

Audrey advised that we should have someone rewrite it within the next month and present it at next month's meeting. Sue will rewrite the sections regarding the attendance and tardy policy. Discipline policy will be addressed at the next meeting.

Item C: Election of Officers

Nominations for Chairman:

Helen Andreas-Porter, Helen accepted the nomination.

Susan Lamasko, Susan accepted the nomination.

Audrey Cortez, Audrey declined the nomination.

Nominations for Vice Chair:

Shenee Williams, Shenee accepted the nomination.

Nomination for Secretary:

Audrey Cortez, Audrey accepted the nomination.

Nomination for Treasure:

Debbie Korpi, Debbie accepted the nomination.

Lori Stuits, Lori accepted the nomination.

Confidential votes were written on blank pieces of paper. Connie counted the votes. Results:

Chairman - Helen Andreas-Porter
Vice Chair - Shenee Williams
Secretary - Audrey Cortez
Treasurer - Lori Stuits

Action item 8D: Hiring Committee

The Hiring Committee, created as a standing committee needs to be refreshed.

Motion: Debbie moved that new hiring committee members be appointed/volunteer for a one year period at the March APC meeting each year, Shenee seconded. **Motion carried.**

Shenee wanted to have an understanding regarding when APC members would be needed for interviews. Sue explained that when teachers transfer it is crucial that interviews be complete. She will already have identified her top two choices so she can quickly submit her teacher requests. Shenee questioned if we were interviewing for a pool or for specific teachers. Sue explained that she likes to know ahead of time which teachers will fit into our program so she can take them when their name comes up.

The hiring committee should consist of 2 parents and 1 teacher and 1 TA. Sue feels that at least 1 representative from the board is great at each interview.

Debbie Korpi and Lori Stuits will volunteer with Shenee Williams as back up.

Motion: Debbie moved to adjourn meeting, seconded by Shenee. **Motion carried.**

Meeting adjourned.

THE NEXT APC MEETING WILL BE HELD TUESDAY, APRIL 26, 2005, AT 6:30 P.M.


Helen Andreas-Porter, Chair

04-26-05
Date


Audrey Cortez, Secretary

4/26/05
Date

AQUARIAN CHARTER SCHOOL
ACADEMIC POLICY COMMITTEE MEETING
February 22, 2005

Meeting called to order at 6:35pm

1. Roll Call: Susan Lamasko, Chairman; Helen Andreas-Porter, Ronda Sneddon, Lori Stuitts, Betty Bang, Connie Bensler, ASD Liaison; Sarah Markley, Susan Forbes, Principal; Shenee Williams, Vice Chair; Juanita Zetina, Debbie Korpi
Visitors : Jim Drake, Todd Torczon, Vani Srini

2. Non-Agenda Items

3. Minutes

MOTION: Helen moved to approve the minutes from the January 25, 2005 meeting. Lori seconded. **All approved.**

4. ASD Liaison: Connie reported on the ASD Charter School Meeting/Facilities meeting; everyone wants something different. Larry Wigget discussed sending someone to Juneau to lobby for a building. The big education concern this year is TERS and PERS, the districts retirement plan. Each school and district has different needs. Matt and Todd will talk with people in Juneau. The federal government was considered for funding; some states are getting money and some aren't. The legislature needs to work on this. Susan asked if there was discussion regarding the sprinkler system; nothing has been brought up. Debbie is trying to get general information from someone in the Mat-Su where they were able to get someone to build a building and then lease it to them.

5. Old Business: Building Facility/Building Committee Update

Todd said there have been several meetings. The school board is supporting our pursuit of new building, but cannot help financially. There has been some concern about how much money is going to Anchorage for buildings versus the rest of the state. Carol had made a promise that she would not approach the municipality about another bond until April 2006. She doesn't want us to, either.

One area of concern is the sprinkler system that is supposed to be installed.

Todd recommends that the APC set aside some time to discuss funding for a building and consider setting up a trustee committee to do some fundraising. Susan's opinion is that we are on hold for now until we find out if we are moving or staying. Helen mentioned that fundraising was discussed at the last meeting and that we need to rely on our parents for support. Todd suggested that we put a playground on the land and look at other venues to move forward.

Sue F. commented that a program can't be built on unrealistic goals; we are talking about 7.5 million for a building that will be needed in 2-5 years. We need to make a formal request to upgrade this building and look at a lease purchase option. Public funding will become a real issue in the future. There are a lot of things that can't

be done right now, but we need to get some recognition from the district that we intend to use/keep this land. We will need to raise some funds.

Todd suggested that we focus on things that we "can do" for now. When Northern Lights ABC was in this building, they approached someone to create a design. We need to possibly move forward and to get a proposal. The district would be able to help out charters with lease payments, but proposals need to be in writing.

Sue reiterated that the fire marshal has given us one year to install a sprinkler system or our building will be closed. We need to move forward with upgrades.

Todd talked about debt reduction for the ASD budget and that Carol has put the consideration of the idea of a charter school building on next year's agenda.

Sue also said that we need to start attending community meetings and helping to build this area. Boys and Girls Club also mentioned help with grant writing. Sue pointed out that we share in the expense of the sprinkler system. Todd suggested sending a letter to all parents and community members to help support a new playground to help beautify the area.

Susan mentioned forming a fundraising committee. Todd suggested that having a work session and soliciting parents might work better.

MOTION: Debbie made a motion that we have a work session to establish financial goals and a fundraising committee. Betty seconded. **All approved.** It will be Saturday March 5th, 2005, 10am.

Fundraising needs to be done through the PTO to be held in their account.

Susan shared some info from the grant-writing seminar. The instructor is available by contract to assist. Help with funding for a building would need to be done through the legislature, especially now that the state is offering more money for education. Realistically, any money and building would be about 5 years down the line, so we need to go forward with the sprinkler system.

6. Accounting Report:

Vani explained the pie graph she made. Currently we have spent 50% of the budget, so we are right on target for the year. Personnel and Benefit amounts look good; we have enough money to cover the rest of the year. Due to an increase in the cost of Utilities from Dec. 04, more money has been allocated to cover the rest of the year. Supplies & Materials and Capital Equipment accounts show negative balances, but when we apply encumbered money from last year, both accounts will have enough money to cover the rest of the year. Insurance will be paid in July for next year. Vani is trying to save some money for next year. Sue noted that we have increased the cafeteria manager's hours, and have more costs for custodial. She likes to overestimate so we are on the safe side. We allocated the total amount in our budget that Village was helping with so we didn't short ourselves. Some monies from Village have been transferred to help, but they also gave hundreds of books and other supplies that might work out evenly. Vani said she would assist with the grants and overseeing the follow-up of the money.

7. Principal's Report

Enrollment: 298. No new students, enrollment is leveling off.

Discipline: 3 suspensions in the last 3 weeks. She is singling out bullying and racial issues right now and not tolerating it. She is keeping a paper trail and informing the parents where necessary. Shenee questioned if the teachers are aware of what is going on. Sue said absolutely--when there are big concerns she shares them. Shenee is concerned about incidents occurring when there is no adult supervision, particularly on the playground. Sue said she made up maps of where the TA's were placed.

Staffing: Sarah is still going to Morocco. She has done some interviews for one opening. The library is doing some amazing things, and technology and art are tying in their projects. Kindergarten is concentrating on DRA's so they know what the reading levels are before entering 1st grade. Sue highly recommended board members join her after school on a Friday in March to read and study the book A Room With a Different View, and apply it to our school.

Development: Teaming is something that Sue would like to work on; some teachers don't do it well. She is allowing teachers to take a half-day to work together and made them a certificate: up to 4 teachers per day, no teacher can take the day alone, they need to team with another.

Curriculum:

Math: 6 kindergarteners are moving for math. Sarah explained that teaming is planning and sharing ideas and then the individual teachers deliver.

Spelling/Reading/Writing: Fine, 3rd grade is concentrating more on writing due to testing.

Science: Sue has been doing observations and requested to see some science; many kids are asking and answering great questions; the education has been great.

Social Studies: We have many great books

Spanish: Looking at meaningful lessons and a newsletter

Music: Mike Martensen was in to observe Robin and she is teaching a skill in all levels of music.

Art: Studying the masters and how kids can reproduce them.

Technology: Pat is doing a great job with Brian's help. Technology will be a full time position next year with the job position still to open. Pat has been great with flexibility of studio time.

PE: Gale is always doing great.

Testing: NAEP is over, CAT is over, testing 5th graders, 100% testing. The Benchmark tests are April 5th, 6th, 7th & 8th.

Events:

Winter Carnival: It was very well attended, with about 600 people.

Math & Science Night: Julie and Robert are coordinating, this Thursday night.

Field Trips: Lots of classes doing fun things

Snowblower: Sue wants to get a new machine that is easier for Mary to operate.

Upgrades: We are still planning for carpet, but upgrades are on hold.

Boys & Girls Club: They wanted to bring more kids over here for after school care. Because of our small building, sharing space with our after school activities, and traffic, their coordinator determined that it wouldn't work out. They also are interested in partnering with us for a new building. Todd questioned the readiness of students before kindergarten and possibly having some kind of program mid-year to get kids ready for kindergarten.

Playground: On hold right now until we hear from the district regarding upgrades.

Health: Not a pull-out anymore, but done by the classroom teacher. Homework is now sent home. Sarah would like to start a very basic hygiene and human growth and development in 4th grade. Sue cautioned that anything discussed about boy/girl stuff needs to have permission from parents and the curriculum available if necessary.

8. New business

A. Board training

Helen feels that the board needs to be trained in order to ensure that the roles and responsibilities of members are understood to ensure a cohesive governing body.

MOTION: Helen moved to establish training for the board, Debbie seconded.

It was discussed that the school pay Foraker to come and train board members. Shenee will check out their schedule and suggested some discussion now so that everyone is on the same page. A work session will then be scheduled. Connie said that Family Partnership has training once a year and invites a gentleman (she will find out his name) who goes through "meeting" training. Susan asked Connie to get his name and possibly train with him before the next meeting, Tues. March 15th.

Sarah questioned the procedure for withdrawing from the board when she leaves the school. Susan read the bi-laws. Sarah must submit a letter of resignation. Linda Julliard has been approached about taking her place. Sarah will ask other teachers who might be interested. The board would like Sarah's replacement to attend the training to help ease them into the position.

All approved the motion.

B. Interview Committee

Debbie explained that the interviewing committee was established 2 years ago.

MOTION: Debbie made a motion that new hiring committee members be established for 1 year. Betty seconded.

Sue explained that currently we have a long term sub who is certified in gifted. We have a standing wait list and interviews have been conducted already with different

people on the committee. Sue mentioned that you don't have to have to the same people doing the interviews, but the principal can screen interviewees ahead of time. Connie wondered if they knew they would have to be interviewed again.

Motion carried. The committee will be formed at the next meeting. Debbie, Lori & Shenee will temporarily help out until the committee is formed. A committee of three was recommended, so that if someone was unable to attend there would still be someone available.

C. Election Committee Report

Helen explained that there were 3 piles of ballots. Those who did not properly fill out the ballot and sign their name, another pile with ballots that were signed on the folded paper, and another with ballots properly put into the envelope and signed. They counted only those ballots which were properly submitted—a completed ballot, in a signed envelope.

A suggestion to make the election a little more professional is to have the election on an event night and put the ballots in a locked box. An election committee should also be appointed by October for the election to be held in February.

MOTION: Helen made a motion to adjourn the meeting. Sarah seconded. **All approved.**

Meeting adjourned.

THE NEXT APC MEETING WILL BE HELD MARCH 15, 2005, AT 6:30 P.M. It will be the third Tuesday of the month rather than the fourth, due to spring break.



Susan Lamasko, Chair



Date



Audrey Corfež, Secretary



Date

Aquarian Charter School
Academic Policy Committee Meeting
January 25, 2005

1. Roll Call - Susan Lamasko, Chair; Sarah Markley, Ronda Sneddon, Helen Andreas-Porter, Lori Stuitts, Matt Fagnani, Juanita Zetino, Connie Bensler, Susan Forbes, Principal; Audrey Cortez, Mary Andrus, recorder.

Visitors: Adele Alderman, Sharon Holland, Liana Dean

2. Visitors/Non-Agenda Business Items - None

3. Accounting

Vani presented an accounting summary and explanation. She mentioned that teacher expenses had been underestimated, and aide expenses overestimated, so she refigured and the corrections roughly balance each other. Sue mentioned that a lot of money had been budgeted for teaching supplies, but that was with the understanding that it could be moved. Vani is working to adjust accounts so that we don't have to do so many budget transfers. Sarah questioned the agency and activity fund and how it can be accessed. Vani replied that it just has a different name and now is more systematic and easier to use. Connie said she is willing to help reconcile expenses and personnel costs; they are being reworked because of consolidating the schools. Vani mentioned knowing the budget this year has allowed her to be more accurate in designating funds for various accounts.

Matt asked how to read the expense report. Vani said she condensed it. Everyone commented that the report is easier to understand. Vani said she will make a percentage visual next time of the spending, some kind of pie graph.

Copier - We are leasing through Frontier, as recommended by ASD, on a per month basis. We have a temporary copier on loan until the one on order comes in.

In response to Connie's inquiry, Sue estimated the cost of renovating and preparing the new classrooms at \$5,000-10,000, probably about \$7,000. Most of the supplies were purchased at area businesses and included everything from paint, carpets, and fabric, to wall charts, furniture, and teaching supplies. Sue will get the classroom set-up expenses to Connie so those can be paid right away.

Vani mentioned with knowing the budget this year she can correctly put money in accounts more accurately.

4. Minutes -

Matt made a motion to approve the November 23, 2004 and the December 6, 2004 meetings minutes, and to move the budget review to old business. This was seconded by Helen. All approved.

Matt questioned the minutes regarding the approval of the budget for next year. It has gone through to the district because it had a deadline for approval.

5. Update on Spanish - Liana Dean -

The program is going well, with plenty of time spent on review. The upper grades are doing some grammar and the program *Viva Espanol*. The kids had been using the same books for the last 3 years and were tired of them. She is dividing the time between grammar, conversation, and games. In the lower grades she is going slower and dividing her time as a TA for Gale in Math, and also teaching Spanish. She has a full schedule between teaching classes, helping with math class, and planning time. Susan L. mentioned that with the upper grades being scattered in levels we expected the Spanish to be more difficult. Liana mentioned

that the 6th graders like to play more and she puts her foot down. She is not sending homework home anymore, because it's not being returned. She does the work in the class. If the class work is not complete she keeps the students in during recess to get it completed. Sue said that she recommended this because there was not a buy-in and that routines weren't set yet. She wanted the Spanish to become important. Sue asked about the TA's and their planning time and how to get them to work together. When Liana left town during the holiday break it left a void in the program which the TA's did not fill in. She is going to meet with them for a working meeting on Thursday's to help get the teamwork and the Spanish program going. There was a question about whether the Spanish grades should be included in the GPA for the honor roll. Sue feels that we shouldn't use it, but only give an effort grade. Liana explained that grades 4-6th do class work and if they are making an effort to complete it, they will get a grade. Lower grades are O,S,N grades for their class participation/work.

Matt wanted to know if we have a plan for where we want to end up, what curriculum we want to pursue, and what our goals are for a year or so in the future. Sue said that there is a curriculum that the school currently has, but the standards are very high, so it has been a work in progress. She is going to look this spring at new materials and reassess the program. The younger students are quickly picking things up. She would like to include cultures in their learning. It just needs to be a little more refined. Sue mentioned having some very specific goals and this year the kids are regularly getting instruction. Sue also mentioned Liana going to Govt. Hill Elem. to observe. Matt suggested that we have a working session for the program and set some goals and invite parents to get their input. The question arose regarding the students moving into 7th grade and if the Spanish would be recognized. There are exceptions made if they have picked up enough of it. Sue feels that they should have some of the Soc. Studies learning in it as well. Susan mentioned that the program seems like it is coming together and thanked Liana for doing a great job.

Liana is preparing a multi-cultural program in April where the students will be doing singing and dancing. She asked the TA's consider doing a song or dance from their country of origin for the program. She thought it would be nice to perform at West High.

6. ASD Liaison - Connie thanked the board for taking in the Village students and welcoming the new families. She commented on the students' first day and their reactions to the new classrooms. They were thrilled at how wonderful they looked. She also thanked board members for coming to the Charter meeting and meeting other charter school people. She was very grateful for all the work we have done.

Connie pointed out that the building committee needs to realize that the APC represents our school. Sue mentioned that, as a result of the recent publicity, people from the community have called to offer their help. The media is currently focusing on the changes in the charter schools. Sue commented that this will keep charter schools in closer communication with the district.

Matt questioned what our options are going to be regarding a building. He doesn't think that his model for Aquarian with classrooms, lunchroom and playground would be feasible. Connie said that if we build a building we could have a lease that would be added to our budget. Matt was hoping that the district would allow some help with the costs. Connie said that it needs to be on our agenda. Matt also suggested that if we want to get the legislature to help, we must realize they are only in session until March. Connie mentioned that the other charters are leasing office space which is hard on their budget. She mentioned that a bond is not the only solution, but that the district would like schools with their own facilities to be charged a fair market rent. What the district has in mind she has no idea, but it would require a change state law to qualify for federal funds.

Matt said another option is to make repairs to this building, which would give us a few more years before having to vacate. Todd said that the cost of replacing the building has been

estimated at about 7million, and upgrading at about 2 million. We could borrow from the district and then pay it back as rent. A bond issue is very expensive and voters might not go for it.

Susan mentioned that there are a few meetings coming up regarding the building issue. Connie advised the APC to take our plans to the meetings and present them to the open minded board members. Todd mentioned the possibility of becoming an optional program, but Connie said we probably wouldn't get any support. She suggested that we are successful now and we shouldn't want to change our program.

Matt summarized our 3 options: 1) the district helps us bond for a building, 2) we fix the building, 3) we stay here and use the building until it is condemned and we dissolve the program.

7. Principal Report - Sue reported that current enrollment is 300. She has been busy with disciplinary issues.

Staffing - New teachers from Village are Hilde Haraldseid, 2/3; Karen Rheinschmidt, Kindergarten; Mr. & Mrs. Macedo, TA's. Sarah is going to Moroco for a year and would like to come back here. Sue hasn't signed any requests for transfers so far; the staff is stable.

Training - The Macedo's haven't been trained for anything, so Beth has been working on training in SPED. She is working on releasing the TA's for a day and getting them trained in special ed. The date is yet to be determined. Sue would like to have staff attend curriculum workshops instead of the Nat'l Charter conference. Workshops on reading curriculum and differentiation are available.

Curriculum - Kindergarten teachers have 5 students moving to 1st grade for math. Spelling is going great with differentiation. Reading is going along well with Beth doing small group studies and helping with other areas. Sue would like to send Beth to a conference this summer for struggling readers. Sarah mentioned that Beth is awesome and has taken on her students, so they get double the help during the day. She doesn't just help the SPED kids, but also others who are struggling. Science is good. ASD kits have been used. Writing - Six traits is taking off, with teachers really focusing and addressing the traits monthly. The specialists are also helping with the classrooms goals. The school newspaper also is helping by encouraging the writing process. Social Studies - primary grades will be re-evaluated. 4th-6th grades need more maps. The geography bee was exceptional this year, based on the rising level of knowledge. The battle of the books competition went well. Both winning teams for 3rd/4th grades and 5th/6th will go to the district to compete for our school. The spelling bee went longer than anticipated because we had 42 spellers who were really good and went through all the words and another list needed to be used. Technology - we will have Brian here full time next year.

PE - Gale had 2 students take home awards.

Testing - NAEP testing on Wed. for 4th graders only. Terranovas are Feb. 9-10 for 5th graders only.

Parent Conferences - A suggestion was made that parent conferences be held quarterly. Matt was approached by a parent to hold them less often.

Programs - The welcome assembly will be this Friday with poetry reading and a rewritten song. The carnival is coming up Feb. 12th.

Field Trips - Funds can be pulled from the budgt so Sue didn't want any fundraising for the 5th grade field trip. Adele commented on the newspaper letter to the editor about how well behaved our students were and how great it was the whole school attended the last field trip.

Safety - the doors are locked now and fire drills planned. The upgrades are ongoing and we are stumbling along, but if we need to put in a sprinkler system than maybe that's what we need to do. Matt was concerned which of our program might suffer if we spend our limited funds on building upgrades. Connie mentioned that we have an expensive program and some of these expenses have gone to make the building look pretty without actually upgrading it.

There is money that can be found to be used elsewhere. The school board wants to hear what our plans are. Susan wants to have questions for the APC to ask at the meeting with the ASD board on Feb. 3rd.

Boys & Girls Club - They wanted to bus 80 extra kids here for their program, but our building isn't able to handle the extra kids. Sue contacted them and told them we couldn't accommodate them.

Matt asked about snow removal. It was brought up last meeting, and he feels that we need to use ice melt more liberally. He feels that there are several bad areas: the parking lot, the crossing lane, and the walkways. He is concerned about the safety of parents, staff and students. We need to maintain these areas and have a better plan for snow removal.

8. Old Business -

Facility/building committee update - previously discussed. There will be more information at the upcoming meeting.

Playground planning progress - On hold for now

Budget review will be addressed at the next meeting.

9. New Business -

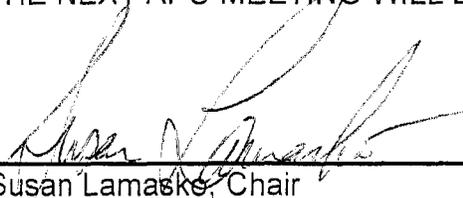
Election committee - APC member Helen, staff member Juanita, Sharon, parent. Those up for election are Susan Lamasko, Matt Fagnani, Lori Stuits, Betty Bang,

Denali Award - APC board members will each fill out the nomination form and send them in separately. Connie and Sue both felt that more nomination forms would help to make the school look better.

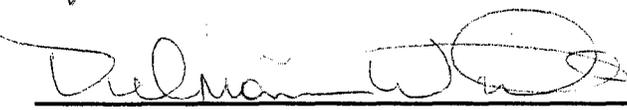
A motion was made by Matt to adjourn. Sarah seconded the motion.

Meeting adjourned.

THE NEXT APC MEETING WILL BE HELD FEBRUARY 22, 2005, AT 6:30 P.M.



Susan Lamasko, Chair 2-22-05
Date

 For Audrey 2/22/05

Audrey Cortez, Secretary Cortez Date

Minutes APC Special Emergency Meeting 12/16/04

DRAFT

Attending: Sarah Markley, Betty Bang, Shenee Williams, Matthew Fagnani, Susan Forbes, Juanita Zetino, Rhonda Snedden, Helen Andreas-Porter, Audrey Cortez, Debbie Korpi, Susan Lamasko, Lori Stuits

The meeting was opened at 4:30 pm after an executive session that began at 3 pm. In the executive session, Connie Bensler addressed the needs of the ASD to make accommodations for the students currently enrolled in Village Charter School. Village Charter is being shut down.

There was much discussion on the impacts of accepting a large number of new students to Aquarian. Sarah said that some teachers may not be able to bring in new students with out a lot of upheaval to the existing program. Matt made a motion. Lori seconded it.

The motion read:

Fill Aquarian existing K-3 classes up to 24 students per class, with K-3 Village children currently on the Aquarian lottery list as of Dec. 15, 2004 at 5pm. Siblings will be treated per the current lottery rules.

The motion was discussed and called. The motion carried unanimously.

The discussion moved to how Aquarian could help the Village students and still maintain the Aquarian program. It was discussed that any children coming to Aquarian would become Aquarian students and be expected to abide by Aquarian's expectations. It was felt that Aquarian could not accommodate the Village program.

Debbie made a motion. Audrey seconded the motion.

The motion read:

Aquarian will accept 2 classes to be housed in the East wing and one class to be housed in the portable unit to the East of the building. The classes in the building will consist of one Kindergarten class and one K-1 mixed class. A 2nd/3rd grade class can be housed in the portable. The students will be from Village and will be at Aquarian thru the 2004/2005 school year. The students will have the option to enter the regular lottery program for the 2005/06 year.

The motion was discussed and called. The motion carried unanimously.

It was decided that a letter would be sent out to Aquarian parents on Dec. 17th to explain the decisions made at this meeting.

Sue Forbes will negotiate with the ASD to have Aquarian's best interests addressed and to make the transition from Village to Aquarian as comfortable as possible for the new students and staff.

New students and parents will be expected to sign the student and parent agreements that Aquarian asks all to sign at the beginning of the year.

The meeting was adorned at 5pm.

Academic Policy Committee/
Building Committee
December 6, 2004

1. Roll Call: Susan Lamasko, Helen Andreas-Porter, Sarah Markley, Debbie Korpi, Lori Stuitts, Matt Fagnani, Ronda Sneddon, Juanita Zetino, Betty Bang, Shenee Williams, Susan Forbes, Mary Andrus, recorder. Visitors: Gale Moore, Gary Pacolt, Todd Torczon, Whitney Sutton.

2. Meeting discussion

Susan started the discussion concerning the purpose of this meeting. Todd Torczon is requesting to put a proposal before the school board to submit information about a possible bond to get a building for charter schools. Susan explained that the APC committee would like Todd to draft a letter outlining our intentions and send it to the board.

Susan acknowledged the draft that Shenee is proposing for the resolution between the APC board and the building committee. Shenee said that the resolution she wrote up is just a draft and would like input. Matt mentioned that he raised procedural questions at the last meeting concerning the APC's involvement in the building committee; i.e., concerning working together with the building committee and presenting a strategy to the APC board of what the building committee is planning. He thinks that the APC needs to know -- fixing vs. not fixing, bonding vs. not bonding. The APC is the responsible body of the school and they would like to keep abreast of what is going on. Shenee has crafted a great resolution of the expectations for the committee.

Susan L. mentioned that APC members met with the district many months ago and were repeatedly told that this building is not repairable and ASD doesn't want to put any more money into it. The purpose of the building committee is to find alternatives and make a plan so that if we need to vacate the building we have somewhere to go. Susan turned the meeting over to Todd to hear what he had to say and discuss his findings.

Todd mentioned a particular meeting in which our building committee met with Family Partnership to do a cooperative plan for a building. The committee needed a chair so Todd was appointed.

Todd also went to the community forum at Wendler Middle School where Carol Comeau and Jeff Friedman and a few other community people were attending. He raised the question about the fire marshal and the sprinkler system that needs to be put in. They mentioned that in 2 years the roof and heating system will need to be replaced and they don't want to do this. The sprinkler system is to protect assets and not people; since this building is so old, they prefer to put upgrade money into newer buildings. They feel that this building needs to be replaced, but this cannot be done on a bond issue without changing state law. The only option discussed with the building committee was to get a bond. Sue sent a draft letter from Jeff Friedman to all board members. Todd is trying to get organized to make a request to the board to submit a proposal and join with FPCS to form a partnership with the charter schools. The committee's idea was to get the idea out to the school board that we are interested. Sue mentioned that she knows someone who deals with commercial properties, but things need to be looked at a year or 2 ahead of time.

ASD is already taking the bond issue and running with it. There is no agreement with FPCS, but just a possible partnership. The draft letter was just an attempt to get things going, but not to exclude the APC board in any way. Gary questioned the bond issue with Jeff Friedman: "Is this bond for a new school or for a remodel?" Sue answered that she has discussed this with other board members and that it would take

more money to fix this building than to tear it down and rebuild. Many things are being superficially fixed, but structurally it is not sound. It would take \$2.4 million to fix up the school. Susan L. said she is siding with the district to build a charter complex. Whitney mentioned that every time something is fixed you have the asbestos issue and then extra money. Another issue with a charter complex is having older kids with the younger ones which would create other challenges.

Todd shared his conversation with Carol that structures built back in the 60's were wood and many old buildings are currently being remodeled or rebuilt. Ray Ohmstead is the one in charge of building for ASD and a pretty good cost estimate of \$175-200 per square foot by 32,000 sq ft would be \$6.6 million to rebuild.

Sue said that politically it would not be good to run us out of the building, but we need to be proactive. Matt said we need to keep working on this with the district toward building the ASD's complex. We need to look at our own population toward pursuing our own complex, as well as investigating a partnership with another charter as long as it doesn't interfere with our program. Shenee and Matt didn't feel that the current letter to the board needed to be changed; it would be generally mention a partnership with another school, but not specify which school. We have scheduled an appointment to meet with Carol Comeau.

Whitney questioned the timing of this regarding being able to meet legislators before they leave for Juneau. Todd commented that we don't want to take on more than we need to. His opinion is that if we show up at district meetings, ask for their help, keep on them, and stay involved we might win their help. Sue said that there was an email discussion between Jeff Friedman, herself and board members; if you are credible and willing to do some of the work, they are willing to back you. Sue understood that this issue was for us and only for us, and that was the consensus from the district as well. If we follow through and prove ourselves, keep on them, and communicate, they will support us. We cover, demographically overall, the whole Anchorage voting area. They know we are considering going optional if we can't remain a charter school, but they want us to be successful. If ASD is behind this and we are on the agenda for pursuing a bond proposal to rebuild our school, then we go one step at a time with Juneau to change regulations.

Sue asked Matt if he would be willing to go with Todd to meet with Carol. Matt said he would be happy to go. A letter needs to be written up and sent to the district by Friday Dec. 10, 2004 specifically letting them know that we would like to present a bond issue. If we do get a bond date it would be about 4 years out looking at a completed building, using the 2 story model of a building that can be built quickly. Or we could use this building while they build on the corner of the lot. If we moved into a mall and started paying rent we would lose the quality of our school and many of the things that we currently have.

^^^Todd will write a letter from the APC chair, introducing Todd as our Building Committee Chairman and adding Whitney, PTO pres., addressing the issue of a possible building bond.

Matt said this is why we need to get the school district behind us to help with the legislature -- new laws that are coming up, how our building is substandard and needs to be upgraded. Once we understand the whole issue of the legislation and carefully lay out all the facts, see the old and new language and get the current statutes, then we can send out a letter to the parent body to get 4 or 5 people to help lobby and apply political pressure. Sue mentioned that when optional schools were starting up, many new schools arose from that until the charters started.

Todd said we need to make sure that this becomes high priority for the district. The district won't get involved until we have our parents and community involved. We need to start with the community council supporting us and then work up to Juneau.

We need to also have a plan B with fundraising plans in place, so if we need to do something last minute we would have the money. If we had to build in phases we could pool with another school and just go one step at a time. Matt said that he felt we should get a fundraiser going. If the bonding doesn't work, then we need to have Plan B to raise money through grants. If we only have a little money to start with, the community would know we were serious and we could bond this different ways to get their support. Our land is municipality and we could be asked to move anytime.

Matt questioned that if ASD is ready with a bond and things are moving forward, could we afford a lobbyist in Juneau? We might have to take charge for ASD with full blessing from them. We might consider a lobbyist; Matt has a friend who might be interested in helping.

Sue mentioned we need to be good neighbors to the community and be in good standing. The district said they would pay for the sprinkler system if they see we are moving forward in pursuing another building.

Debbie went to a charter school website and found that there is money available if we are getting public funds. Todd said that when a school is successful they eventually are rewarded with a new building or add-ons. He said that everyone at the school district meeting was very happy with us. Susan L. said they are not going to disband Aquarian -- our scores are up, we are doing well, and our teachers are working hard. We were asked to show some action that we want a building and right now we need to move forward.

Todd asked about the size of school that we want built. We need to have 14 classrooms, an art room, music room and a gymnasium. He currently has plans from ASD for structures and is compiling a report with them.

Whitney brought up the fact that in the past we discussed adding 7th & 8th grades. What are our plans for 10-20 years in the future? Susan said that we wanted to stay small and just remain K-6. We want to have a long wait list. Somebody needs to draft or format the reasons why other steps (no 7th & 8th grades) were taken so that this can be discussed with the parent forum.

Sue's plans are:

Plan A - bond for a new building

Plan B - fundraise and continue to repair and occupy the existing building.

Email specs for what we see in a school from APC members.

Matt suggested the APC board get monthly updates from the building committee.

^^^Matt moved to accept the resolution written by Shenee with some grammatical corrections, Betty seconded.

The principal on the building committee has voting rights. The committee is: Debbie Korpi, Helen Andreas-Porter, Whitney Sutton, Todd Torczon, Sue Forbes, Gary Pacolt and Johanna Noble.

Motion carried.

**Matt moved to adjourn, Sarah seconded.

NEXT APC GENERAL MEETING WILL BE HELD TUESDAY JAN. 25, 2005.


Susan Lamasko, Chair

1-25-05
Date


Audrey Cortez, Secretary

1/25/05
Date

AQUARIAN CHARTER SCHOOL
Academic Policy Committee Meeting
November 23, 2004

1. Roll Call: Matt Fagnani; Susan Lamasko, President; Helen Andreas-Porter; Sarah Markley; Mary Andrus, recorder; Debbie Korpi; Betty Bang; Audrey Cortez; Juanita Zetino; Shenee Williams;

Visitors: Adele Alderman

2. Visitors/Non-agenda Items: Matt would like to discuss the ice and snow removal. He feels we have made a lot of progress, but that we need to improve the maintenance of removal. The parking lot is very icy and icemelt needs to be used generously. Matt feels that we have failed in staying ahead of the ice and snow. He would like to see a procedure documented by the principal and/or a contract issue to make sure that the parking lot and sidewalks are sanded or snow removed. The district will not allow parents to help with the parking lot. If someone were to slip and fall we could be liable for not properly taking safety precautions. Sue needs to have an implemented policy for proper snow removal with sand, ice melt, whatever it takes for safety of all.

3. Accounting report: no report

4. Minutes review:

****Debbie moved to accept the meeting minutes from October 23, 2004, with spelling to be corrected; Betty seconded. All agreed.**

5. ASD Liaison: Connie is out of town.

6. Principal's report: Sue is not feeling well and is getting ready to leave town. Her report was emailed to everyone. We have an additional \$62,000 that Sue would like to use for the playground, but it has not been set aside for that specifically, especially with snow removal and other things needing to be purchased.

Staffing: If Sarah is accepted to a teaching position overseas, people have wondered if she would take a leave of absence. Because she is not tenured she is not sure how her position will be affected. Emily's paperwork to go to Australia has also been processed.

Curriculum: Sarah explained that the Scholastic books have arrived and that teachers have been doing their own thing with spelling. It was decided this year would be the pilot year and perhaps change things around next year. We are looking into adding a vocabulary element with the spelling for the kids who have already finished the spelling and still need a challenge. Sarah likes the program and parents seem to like the program as well. It accommodates the kids who are self directed.

Spanish: Shenee questioned how the Spanish grades affect the students and the honor roll. Sarah answered that her Spanish grade wasn't on the report card, but some teachers did include the Spanish grade. Some of the parents have heard that there are still some things that need to be worked out with the program. A question arose about an aide who was out a lot for illness-- how does the Spanish continue? Audrey asked what are they being graded on--

paperwork, speaking? Debbie thought it was the assignments. Matt suggested inviting Liana to our meeting to explain to the APC how she sees the program's goals and progress. Some of the classes are doing cooking with their instruction as well. Letter grades are given for the upper grades with O,S,N in lower grades.

Relocatables: Susan brought in radios for better communication with the students. Juanita mentioned that the students were having a hard time with the key in the lock and not able to get in. It was brought up that the 5th graders are not feeling a part of the community. Sarah questioned as to what extent they aren't a part of the school community--out of 15 kids running for offices, the majority of them are from Mrs. Anderson's 5th grade class. They also have pull-out classes they come into the building for. The APC members whose children are out in the relcos have NOT felt a part of the school.

7. Old Business:

Building Committee: Helen gave an update on the last meeting; electing Todd as the informal chair person of the committee (not everyone was present). He attended a school board meeting. They are well aware of our need of a sprinkler system; we are essentially on the bottom of the list of district upgrades. We have been approached by Family Partnership Charter to join in looking at space for a charter complex/building. The big thing was that the committee would write a letter with FPCS to the ASD school board to look at bonding for a new building at this location modeled after the Denali School building. They still have other options that they are open to. We have 2-3 years left here and need to encourage more parent involvement. Debbie mentioned that many new parents might not know that we need the help and perhaps inviting them to meetings, through the newsletter, would be helpful. The committee needs to lay out steps and inform the parent body. Susan mentioned that the committees are set up to do the work. There was some concern about taking action without the board's authorization. The sub committee is to look at options and then report back to the APC board. Debbie said that nothing formally will be taken to the ASD board without the APC board's authorization. There was some question about things being discussed at the committee meetings. Matt suggested that we have a policy or an understood process, that allows the APC to know what is going on, what the committee has authority to do, and not have individual agendas being used. Shenee explained that proper protocol should be set for the committees to avoid the possibility of someone on a sub-committee proceeding without the APC's approval. Matt would like to have steps for the committee laid out for the next 6 months to provide a plan of action. There have been no decisions made about FPCS and Aquarian joining for a building. It is only a point of discussion at this time. We will put an APC News section into the newsletter to help inform parents of what is going on. Adele Alderman mentioned providing communication tools to present a united and consistent message about our school. She also mentioned the status of the Village Charter newspaper article. As a new parent she was concerned, but Susan told her that that has no impact on the building because it is an old building and we still need to look into something new. Matt mentioned that we have 270 students and that the district is not going to just turn the lights off on us. We have a very good relationship with the district and we want to be a working, functioning school and be successful in the eyes of the district. We need to find out who we have in our parent body, what they do and who can help us out when we need help in lobbying. Helen would like the APC to give some direction to the building committee, let them know what they want from them, and write it up.

Playground: Susan said that Sue was holding off on the sprinkler system and waiting on the playground issue. Debbie also mentioned that she is looking into going to a Spenard area meeting to look for support of a community playground area. Matt considered the possibility that buying the sprinkler system might give us 3-5 more years in this building. We could look at

fundraising for specific items. When Connie and Sue return we could ask them these building questions.

8. New business

A) New copier: Shenee asked if there was a cap on the amount of money the principal can spend without APC authorization. The amount is \$500. Matt suggested buying instead of leasing and contacting Glenn Goodman with Frontier. He thinks that the district uses Frontier and we might be able to get on ASD's maintenance agreement even if we buy a machine. Matt feels that the action needs more information and then an email vote will be used. It was decided that 2 machines would work best for the amount of staff, students, and copies needed. Matt will check into Kinko's discounts for the possibility of paying weekly for the newsletter to be printed and collated.

B) Safety policy for back and forth from the rels. The board would like a policy written up and sent out to parents to ensure that all are aware of the precautions we are taking to ensure students are safe and accounted for. The 5th grade classes are taking bathroom breaks when the class is in the building, and are using the buddy system for trips from the relo.

****Matt moved to approve the draft policy written up by Susan, seconded by Shenee. All approved.**

If Sue wants to rewrite it, it will be need to be re-approved.

C) Matt said that he doesn't want to approve the budget without the principal here to answer questions. This will be discussed next meeting.

****Helen moved for the December meeting to be cancelled. The next APC meeting will be held January 25th, 2005, Sarah seconded. All approved.**

Debbie questioned with the election coming in February, would canceling the meeting be detrimental? It was answered that the December meeting is usually cancelled every year because of the holidays.

****Debbie moved to adjourn. Betty seconded.**

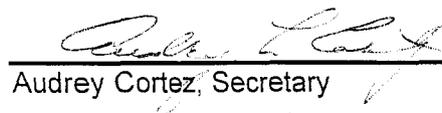
Meeting adjourned.

THE NEXT APC MEETING WILL BE HELD JANUARY 25, 2005, AT 6:30 P.M.



Susan Lamasko, Chair

1-25-05
Date



Audrey Cortez, Secretary

1/25/05
Date

**Aquarian Charter School
Academic Policy Committee Meeting
October 26, 2004**

1. Roll Call: Ronda Sneddon, Lori Stuitts, Helen Andreas-Porter, Sarah Markley, Susan Forbes, Susan Lamasko, Connie Bensler, Juanita Zetino, Mary Andrus, Betty Bang, Debbie Korpi, Shenee Williams, Audrey Cortez
Visitors: Vani Srinivasan, Ron Drake, Angela Chenery

2. Visitors/Non-agenda items: Betty asked if there was going to be student government this year. Sarah answered that she and Robert are just behind and yes, there will be an election.

3. Accounting report: Next year's budget is due in next month and Sue wanted to know the exact date from Connie. Connie explained that she will meet with Sue and Vani and with the projected 336 students. Sue would like the board to be patient with Vani and Sue while they are learning the new budgetary system.

Susan L. was concerned about the district letting us know if we go over our budgeted funds. Vani explained that the district will only give her limited information; she has to guess on some of the teacher salaries, especially with yearly raises and changes in benefits. Sue feels that we should be able to have access to this information and they are working with Carol Mell. Sue explained how the budget works. If there are monies requested and the funds aren't in that account, then a budget transfer must be requested. Sue asked Vani to explain what happened with the petty cash. We had requested \$5,000; the district was busy and wouldn't move the money until Sue contacted the supervisor, after which a check was cut right away. All monies spent must have an accompanying receipt for the district accounting.

Debbie questioned why so much money was allotted to teaching supplies. Vani has been using that amount to cover other areas where money has not been allocated. There are other accounts that will need some of that money from the teaching supply account. In the future, the board members would like to know what money and where it is going. Sue added that conference fees and gifted testing services are coming from the money in the teaching supplies account. In the future we can plan for these. Vani asks the district for their advice on which accounts to use before transferring money from one account to another.

There are some encumbered amounts from last year that are rolling over to this year and it shows as a negative amount. In order to save money from a previous year, if it hasn't been spent, it becomes an encumbrance or it will be taken away from us. We can do this with our money because it comes from the state. If it's grant money, we have to spend it by the end of the school year or lose it.

4. Minutes: Betty moved to approve the minutes, Debbie seconded. All approved.

5. ASD Liaison: Connie mentioned that everyone loves the school! There have been no complaints.
Building -

After talking with the fire marshal, Sue learned that if there were no sprinkler system installed that perhaps the building wouldn't be open in September. She is considering asking the district for possible help. It is not feasible to both upgrade our playground and install major building upgrades. Connie mentioned that, considering our current building expenses, we could possibly find something cheaper per month if we were to lease another building. She used to wonder how we would be able keep our wonderful school if we were to abandon this building, but looking at our current budget we are already paying quite a bit now for the monthly operation of this building. Sue has considered having a contracted custodial, but chose to not go forward with that at this time. She was advised by the dept. of ed. that a main reason for charter school failure is the overhead of building expenses. The fire marshal said that the number one issue to keep the school open is a sprinkler system.

Connie has heard that the Rasmussen Foundation is considering helping with playgrounds, but not buildings. Boys and Girls Club is also looking into a grant for a playground.

Connie suggested that the building committee put together Plan A -- upgrades for this building, and Plan B -- acquiring another building somewhere else. Perhaps we can find a parent or developer who can buy a building and be repaid by us. Debbie has gotten some information from other schools who worked with a developer and other connections to get funding for buildings. Connie thinks that we will be given a year's notice to vacate the building.

Sue already knows how much it is going to cost to make upgrades and wants to know at what point the district going to stop helping financially. Connie suggested that if we keep being persistent and present scenarios that are worthwhile they might keep helping. Connie said she will take our proposals to Jan; they are both behind our charter school.

Sue also questioned writing a proposal to becoming an optional program. Is this a board decision? Connie will look into it and said that no additional optional school has been approved since Polaris started. Sue would need to really look into other school boards. Connie mentioned that we would lose a lot of our ability to control our school if we went to an optional program. If the interest were lost in the charter school we could lose the charter. She thought it would be really good to talk with a steering committee and perhaps have someone go to the other school meetings and get input to help decide whether or not to pursue this possibility.

Building committee report –

There were 4 people who met. Brad Bovey will talk with BP to find out about their training for those who want to make capital investments.

Sue said the Fire Marshall has requested that we get a sprinkler system that would cost about \$300,000 and wanted it completed before school starts in September or we would not be allowed to return. She has ordered it but wasn't sure if the district would be incurring the cost.

They are looking into some other options before they meet again.

The building committee will meet on the 3rd Tuesday of every month.

6. Principal's report:

Enrollment has remained steady at 270. Even though there are some openings, she feels we are doing fine by not accepting anymore right now because ~~testing and assessing new students interrupts the classes and teachers.~~

Staff development - Teachers have been sharing ideas about writing and really focusing on this to enhance the students. We had 2 teachers attend a literacy workshop in Fairbanks and they were reimbursed 50% of their costs.

Saxon Math experts are coming in January to reevaluate our program. Many changes have been made to make it better.

Scholastic Spelling has arrived, but some teachers have not received theirs yet so there are still copies being made. Many parents mentioned that their students are still doing the old spelling as well as the scholastic books. Sue will follow up with the teachers to find out about the spelling program. She incorporated this program so it went with comprehension and other things that they get tested on. We have been low in this area in the past and she wants to do better.

Reading - The kindergarten teachers are going to be taught how to assess children's reading levels, choosing books for their levels and managing reading groups.

Science kits - The kits have arrived and all students should be involved in investigations and other fun science stuff.

Spanish - The program is going well. They are singing, cooking and writing books based on their grade. Liana taught them how to cook tortillas and the students loved it.

Upcoming events - The fall festival is coming up with the door decorating contest. Each classroom is to be judged by those attending and the winner will receive a pizza party.

November scheduling - Parent Conferences will be the 17th & 18th. Sue is looking into an all school field trip to see "The Polar Express."

New teachers - Teresa, Cindy, and Linda are doing portfolio shares with their parents. Connie mentioned that this is a wonderful way to do parent conferences as well.

Sue will be out of town during the Thanksgiving Holiday break. Gale will be in charge.

The holiday program this year will be Dec. 2nd at West High. Robin is already working with teachers to get ready. Gale is helping with some dancing in PE and Pat is helping with the props. We want to get invitations to go out to district board members.

Adult bathrooms - They are done and look great.

Lighting - Sue was concerned about the district coming over and changing out the lighting in gym. She didn't know who would be paying for this. Also the carpeting/flooring in the hallways has been put off again.

Issues: Relos - Susan L. has had reports that the door by the gym is always open and is a security issue. Many of the kids coming into the bathroom are playing in the hallway. One of the parents was very concerned and wanted to move the library to the relo, and was concerned that the 5th grades are not part of the community. Shenee voiced the concern of how dark it's getting outside and Sue looked around the building because the grounds aren't well-lit. She is going to put in a work order to get some lighting. Connie suggested getting Mike Klawitter, who is in charge of safety, to come out and look at the building. We have also ordered radios.

Temporary Hire - Sue decided she would hire a temp. to help the aides in the relos and with walking the kids back and forth. If Aryann is still out with frequent health problems she might consider moving her into the building.

7. Old Business:

Playground - This is on hold for now until we find out what happens with the sprinkler system. Many students have asked Sue about when we are getting a new playground and she can't answer them.

Jim Drake commented that moving the library would affect more students than just the 46 who are in the relos right now. Susan L. said we discussed this issue at great length in the spring and there is nothing she can do at this time.

Debbie moved to adjourn the meeting - Lori seconded.

Executive Session to follow adjournment.

Meeting adjourned at 9:10 pm.

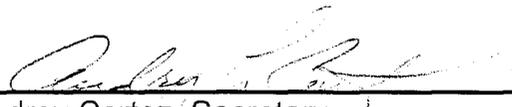
THE NEXT APC MEETING WILL BE HELD TUESDAY, NOVEMBER 23, 2004, AT 6:30 P.M.



Susan Lamasko, Chair

11-23-04

Date



Audrey Cortez, Secretary

11/23/04

Date

Aquarian Charter School
Academic Policy Committee Meeting

September 28, 2004

Meeting called to order at 6:30 pm

1. Roll Call: Betty Bang, Helen Andreas-Porter, Connie Bensler, Ronda Sneddon, Juanita Zetino, Mary Andrus, Susan Lamasko, Sarah Markley, Debbie Korpi, Susan Forbes, Lori Stuitts, Shenee Williams

Visitors: Jim Drake, Liana Dean, Sharon Holland, Adele Alderman, Vani Srini,

2. Visitors/Non Agenda Business Items

3. Accounting Report: Vani's husband is a bio-chemist at the University and Sue has invited him to help with our Science Fair. Vani has been cleaning up the budget transfers and we have more money this year than last due to more students. She has been working with the district to get petty cash and has been moving money from one area to another for the budget transfers. Sue explained that petty cash is used for field trips and any purchases that are pre-approved through the district. The amounts haven't been accurate so she has been correcting them. Connie mentioned that all employee salaries are up about \$4,000 per person per year (13%) which amounts to about 80% of our budget. Sue would like for Vani to asterisk the budget transfer amounts for the board when she does a report for the meeting. Vani explained the long process of trying to get petty cash from the school district and how it gets frustrating when it takes up to 3 weeks. Susan L mentioned that the board would like to see the budget transfers and the amounts that we currently have. Sue reminded that when it comes time to submit the budget for the following year, we do look like we are in the red for about a month or so until the state money comes through. That process takes time as well because they check to make sure each student is paid for only once. Vani mentioned that she had worked for the school district and learned all the budgetary things, but wanted to go part time so they let her go.

4. Minutes review: Lori moved to approve the minutes, Juanita 2nd. All approved.

5. ASD Liaison: Connie thanked those who attended the board meeting last night and was disappointed that there weren't any comments made on behalf of our school. Thursday morning 8:30-10:30am at the Administration Building, the sub-committee for the Charter Schools will meet and she wanted to encourage at least one person to attend to help represent our school. Sue mentioned that she put in the packet a copy of the charter that has been re-typed and would like for everyone to put them in their APC books. Sue mentioned that not having a current hard copy of the charter caused some questions with the school board and Marsha Haas went ahead and retyped the whole thing. Sue would like for someone to type it electronically so we can make any changes and not have the same problems the next time the charter needs to be changed. Debbie will check into their office computer scanning the document and turning it into an electronic document.

Susan questioned the testing dates the district has scheduled. Field tests will be taken this year for grades 3-9 to gather data with no results being published. Information about the tests needs to go out in the newsletter so families don't schedule vacations at those times.

6. Principal report: Sue typed up an overview. Numbers are up and several families are inquiring about openings. She was holding off on letting others in until numbers were set. We are currently at 272. The building upgrades are ongoing with adult bathrooms still under construction. The curriculum is strong, with adoption of Scholastic Spelling to enhance the spelling program for grades 1-6. The Spanish program has improved in both quality and academic accountability due to Liana Dean. Sue asked her to come and explain how she is running the Spanish program. She has each classroom for 2 hours during the week, and has been using books that the school currently has for the upper grades. For 3rd grade she is using

some books integrated with music. For 1st and 2nd graders she is looking into some books integrating more music as well. The new kids to the school are catching up very fast. The board would like the aides to be encouraging the use of Spanish throughout the day as well. Sue was apprehensive about having one of their peers take over as the coordinator, but they have been very supportive of Liana and able to expand on what she teaches. Sarah shared she has noticed the students are more supportive of the program this year as a pullout; there is more buy-in with the students; the homework has been great and they are enjoying it overall. Liana thought it would be fun to put the recipes of the homework assignment together to make a book and sell them for profits to go towards Spanish books. Juanita mentioned that she appreciates the Spanish block this year because it doesn't get left out or put aside. Sue invited parents to come and enjoy one of the Spanish lessons. Liana wrote the curriculum in Spanish. She is teaching the students to take notes and how to diagram sentences so they understand the language more. The younger students are enjoying the singing and dancing part of their Spanish lesson.

Mathematics: All the textbooks are new because Saxon has revised their whole program. Assessments were made for new students based on their scores. The new program came with pre and post tests which made assessing easier. The previous testing was very lengthy and took a lot of time. Sue is asking the kindergarten to test because there could be a few that need to move to the 1st grade for math. Grading in math will be more uniform throughout the grades in primary and intermediate. Sarah explained that the entire intermediate group will use 30% for homework/participation with tests 70% of the grade. She said it's easy to have the Homework Pro computer program because the computer automatically breaks it down. Connie mentioned that students overall will not do homework if they don't get a grade for it. Sarah also mentioned that with the Saxon program they have a test every 5 lessons so basically they are learning to take tests.

The questionnaire about parent quarterly meetings will be available at the open house so we can get more feedback.

The building committee needs to meet and get going. Connie will be available to help if necessary. With the NCLB laws coming up, if we have a wait list prospective students from other low scoring schools will be going to the bottom of the list just like any other child, not move to the top. Sue feels that a monthly building committee meeting would be best.

Patti Moncada has transferred so we are down a TA in the 3 and 3/4 grades. We will get an interview committee together when there are enough candidates, which could be up to 3 weeks.

Lunch routine is going well. There are a few issues with Village students that need to be worked out. Parent volunteers during lunch would be helpful especially during winter to help outside. Lunch numbers are between 130-180 with Jamie ordering all 3 lunch choices. We may need to increase her hours by .5-1 hour per day with Village helping with the cost.

After school enrichment activities are going well with most of the classes full. Our school was invited to the flag football jamboree at Gladys Wood on October 7. Sue feels that the teachers for I-Movie and Flag football with over 20 kids should get a 2nd addendum.

Staff morale has been good in spite of many changes in routine and expectations. Our schedules are much tighter, and this has caused all to re-evaluate priorities and increase productivity. Sue is concerned about considering having another part-time TA to help with classes in the relas. Sharon also mentioned needing help during indoor recess. Sue just wanted to make the board aware of having to hire a part-time TA because she doesn't want to wait until the next meeting.

Playground planning has begun. Many parents have signed up to help with the committee. Students are being asked to help with the design as well. The district has come out to look at the current playground and Sue would like the new equipment to go in this spring.

The PTO has purchased 24 good quality guitars for music class. Robin has outlined her curriculum per grade and the guitars will be for the 6th graders, with storage on the walls. After school band will start the middle of October with 2 groups for younger and older students.

The attachments Sue included were the board memorandums that were presented to the school board for our charter changes.

Sue included an AYP (annual yearly progress) report to share with the board that reported we are doing fairly well. Some test scores fell slightly from 2003 to 2004. We need to

keep a tab on the overall scores and trends. Connie said that we are a wonderful, fabulous school and we shouldn't be alarmed about the testing scores going down 5 points in math. We are well above some of the other schools and we need to look at the positive aspects of the school. Sue will keep an eye on the scores. Jim Drake commented that his son came here from Bayshore Elementary where 1 student who misses a test will cause the school to fall in their test scores. That's where the small schools benefit over the larger ones.

The PTO had a record number of people visiting their first meeting of the school year which was great.

Jim Drake also commented that we are great in explaining our math program but wondered about the emphasis on reading. Sue explained that the first two weeks of school involved assessment. Reading was tested by Developmental Reading Assessment (DRA), with guided reading groups for comprehension (reading aloud in small groups and talking about what was just read). The students are then placed into small ability groups that are used throughout the year. Connie mentioned that this reading program is better than the SRA program used at other schools. The DRA program also incorporates the library books into their reading as well. Sarah shared the rules to explain if a book is at their grade level or not. Many of the parents would like a copy of the book Julie Jordan put together with this information so they know what their child is reading.

Sue also shared how proud she was when 2 of our parents were at a district leadership meeting representing The United Way and Kid Vote.

7. Old Business: Both the facility committee and playground planning were covered in the principal report.

8. New Business: Sue shared some of the new curriculum items: the new Saxon math books; an easel board with writing problems from the 1st grade; and an original canvas print painted by a parent to help with the art work.

Charter policy regarding special education: A federal law, IDEA, protects all children entering any public school. Charter schools have to pay for everything we have and can't afford to pay for a lot of special ed needs. Our current sped teacher is here half time; we do service special ed kids and we get some extra funding for that. If a special ed kid requires more than 10 hours per week and lotters into the school, then a team of sped teachers, school leaders from the previous school, and the charter school meet to decide if this charter school is the right placement for the particular student. Charter schools are crippled by their budgets, so the ability to meet the needs of students who require many sped hours becomes more difficult. The law was meant to help out these special ed. students, but some programs just don't meet their needs. Large schools have so much more to offer these students, but parents seem to think that small schools have more one-on-one teaching with their student, which isn't the way it actually works. With the lottery, it opens up our program to all students, but the new program will help give an umbrella for the future in accepting students who have more than 10 hours of special ed. time. The school board has approved this new program.

Debbie moved to adjourn the meeting, Sarah seconded.

10-26-04

10/26/04

Aquarian Charter School
Academic Policy Committee Meeting
August 24, 2004

1. Roll Call: Susan Lamasko, Chair; Shenee Williams, vice-chair; Sarah Markley; Ronda Sneddon; Helen Andreas-Porter; Susan Forbes, Principal; Matt Fagnani; Mary Andrus, Recorder; Juanita Zetino; Lori Stuits.

2. Visitors: Brad Bovey, Theresa Bovey.

3. Accounting report: Sue presented a copy of the budget to board members and will address the finances of her trip to Florida for the charter school conference. The building financing was mentioned.

Some of the issues discussed at the conference regarded how the majority of charter schools that are not successful create a liability issue in the areas where they are not providing some services that the school districts require. At the next meeting Susan will share notes from some of the workshops. She would like to zero in on our goals because our mission seems to have a better unity and more workable framework than many charter schools. She mentioned that the Arizona model is just any school opening up and is really not a quality program. New Hampshire and Vermont charter schools are not part of their school districts. Many of the national charter schools are not successful.

Within the last few months an article appeared in the newspaper stating that "nationally" charter schools are apt to fail. Matt mentioned that we should set up some kind of PR to let parents know about our school. Sue said that our "facial uplift" (new paint, carpet, décor, etc.) could be great PR for our school and was suggested by Connie. She also mentioned that some parents have called about the article in the newspaper.

Sue continued talking about the charter school conference and how our school is successful because we have state and federal mandates that we are required to follow.

4. Minutes: Shenee moved to approve the minutes from the May 24, 2004 meeting, Helen seconded. All approved.

5. ASD Liaison not present.

6. Principal report:

Staffing: We have several new staff members and are fully staffed now.

Technology: With Robert teaching 6th grade this year, technology was too much for Robin to handle with her regular responsibilities. This year Pat Adolfae, the art teacher, will teach technology. Brian Schneider will be contracted part-time to assist both Pat and Robert, and teachers as needed for computer help.

Enrollment: We are nearly full, with only a few openings left and wait lists still existing for Kindergarten and 6th grades. Susan mentioned that there is a family who wants to help solicit the board for more space for us to help accommodate the wait list. There have been several families whose younger students were accepted, but whose 6th graders were not. Sue shared with the board concerns from parents who are

interested in our program; they have very young children and want to put in applications now. Sue is glad that we have a 2 year plan to help accommodate all students in the future.

Charter changes: Jan recommended that we post the charter changes again and give everyone from the school the opportunity to give comments. Susan Lamasko said we did include it in the last newsletter and another copy of the changes was in the August newsletter as well. The district is concerned about us growing too fast. Sue does have a back up plan to have the specialists on a cart which is not what she wants to do. The district was glad that she had a plan. Current parents are concerned about keeping the quality of the education; they are concerned accepting too many new students will undermine the integrity of our program. Brad Bovey questioned the driving force of wanting to expand. Susan L. explained that many of the classes were combined grades at the school's inception. These classes have now been made into straight grades and with 2 classes of 4th grade last year, a second class needed to be created to accommodate this year's 5th graders. The ultimate goal is to have 2 classes of each grade. It's also been an economic balancing act as well to maintain the quality of the education, which still bring in more students with their additional funding. Matt shared that when they came to this school 3 years ago the upper grades were lower in class size. While younger students continue to move in, there are also more satisfied parents who are keeping their students here and therefore creating the extra classes. Sue mentioned that closing off a kindergarten class and allowing only 1 would create a lot of good families being lost. Brad questioned if would expand to 3 classes per grade once we have 2 classes per grade and there is a wait list. The answer was that our building will not be able to accommodate this growth and we will cap the charter to only 2 classes. Sue thought that perhaps in the future there would be other people interested in starting another charter school. Sarah shared that the quality of our program is what brings people into our school: parents, students and teachers. Matt stated that we have not even discussed going over the 2 classes per grade. Sue said that we need to focus on our current population and do the best we can for them. Matt again clarified to the Bovey's that we are one of the biggest and most successful charter schools. The district told us that when we have a wait list as long as our arm then we can go to them with concerns for growth. We also have gotten very high quality teachers this year. The concern was about the TA's going to part time in each class. With the growth of a school you start losing the continuity of the program and the warmth of the staff. The Bovey's also shared that they had wanted to be more involved with their children's education at a friendly school where parent volunteers were encouraged. Their children have some higher educational needs that they were excited to have addressed at our school.

Financial report: Sue has hired master degree teachers and we are fine with our budget. We were given an additional \$20,000 that was placed into the teaching supply account. Sue would like to use some of these funds to help with musical instruments. Last year's budget still has money. All classrooms have been painted and carpeting has been replaced. The hallways are still in limbo with issues regarding possible asbestos underneath. The district came over today to measure for flooring in the office, staff lounge, bathrooms and possibly the art room.

Building committee: No news to report except that we are actively looking for ways to fund a new school on the same lot. Sue was wondering what the steps were in changing to an optional school. Bonding for a building would be possible then. Matt had lunch with Gail Phillips and questioned the building issue and getting a new

building. She could help us to politically work this to our advantage. With being a part of the district we need to follow the codes of the city and it costs more to build a school building than other types of buildings. We need to have a 3 year strategy to present to the district. We are not paying rent right now and won't need to until the building is brought up to code, which is getting closer. The district is looking into upgrading the gym area lighting, and adding smoke detectors to replace the heat sensors. The committee needs to get in gear and start looking at some of these long term goals. We could use the help of our parents. We want to understand the political side before we present anything to the superintendent. Brad questioned the difference between charter and optional programs, and if funding per student varied. Sue answered that the charter schools control their money; principals are hired by the APC and not the district like optional programs. The charters also have a charter that is looked over by the district and allows them more freedom to run their schools. Both are in constant contact with the superintendent. The parent board of an optional school is advisory; the parent board of a charter makes the decisions about how the school is run. Optional schools have a very specific program and curriculum, they have no control over their money, and they are more controlled by the district. Sue thought it would be good for someone from our board to go to an optional school board meeting and see what some of the differences are. Shenee also commented that she felt we have an excellent relationship with the ASD board and Carol. The building committee needs to not wait too long about discussing purchasing the lot and building.

Playground: Sue is still in the process of trying to find new playground equipment. We have lot issues, and the possibility of needing to move the equipment if we rebuild. Some voiced concerns about the different bottom cover: rock or super turf. Sue wants to make sure that this project is done right and doesn't want to rush into a decision. She would like to have a playground installed within a year and possibly do it in 2 or 3 phases if necessary. We would need to raise our own money. We need to plan and do everything on paperwork and then seek parent help and perhaps district assistance to get everything to come together. Matt suggested that we might be able to get help financially if we did a community park idea. We need to get plans written up and could invite parents to be on the committee to help with this. Sue also wanted to include students' input as well. It would be a great community builder. Walkways have been built down from the gym. An action item needs to be presented for this playground and it needs to be in the first newsletter to help solicit parent support.

Curriculum: Math block time was adjusted to accommodate moving students in the hallways. Snack will be earlier before math starts. Kindergarteners don't move unless there is a need; 1st graders have a few that move. They are all assessed and go where they belong. The Saxon reading kit includes vocabulary where we have lower test scores. Maps and globes have been purchased for the social studies curriculum to complete this program. Sue has purchased ancient civilization models for social studies to give a hands-on effect. Sue wants to purchase the spelling bee booklets for those who pass their test on Monday so they can study for the spelling bee. Sue's is concerned with writing test scores which could be improved. She is enhancing our writing by inviting Jane Lister to train the teachers in The 6 Traits of Writing. This will also enhance proper teaching skills for life-long literacy. Sue invited APC members to come to the in-service training for the teachers on this issue. Sue would like to have the teachers share monthly what trait they have taught their students. She also invited Eileen Hughes from the university to talk with our teachers about quality learning

environments. She will share slides and videos and consult with each teacher about how they can improve their rooms.

Lunch program: Village has offered to share our hot lunch program with them. The district was very concerned that our staff would not be in charge of their students, or theirs ours. They will eat at the same time and share recess. Sue is still working on the schedule for this year and considering K-3rd and 4th-6th with the grades from the multi-age class to split for lunch/recess. Sue would like the lunch room to be more controlled without the students getting up and down all the time. The students could also help monitor each other and help with table clean-up. The costs will all be split accordingly between the two schools.

7. Old business: discussed earlier.

8. New business

Playground committee needs to be created.

Sue would like to have community-building sessions to meet other parents--an informal chat time with some sort of a snack. Quarterly would be work well. Brad suggested doing it monthly because it would create more opportunity for parents to stop in and the staff should also be invited as well. Sarah shared that if this was to happen during the day it would have to be at a teachers pull out time when her kids are with someone else. A parent survey should be sent out to get their input as to when would be a wise time.

Sue introduced the new staff teachers.

She also asked the TAs last year if anyone was interested in overseeing the Spanish program. Liana came to her and discussed the program. She will present the lesson plans and help with the Spanish program to make sure it moves along this year. She will help with SPED as well.

Sarah moved to adjourn the meeting, Helen seconded.

The next APC meeting will be held Tuesday, September 28, 2004, at 6:30 p.m.

Susan Lamasko, Chair

Date



Audrey Cortez, Secretary

8/24/05
Date

Aquarian Charter School
Academic Policy Committee
Meeting Agenda
Tuesday, May 25, 2004

Meeting called to order at 6:35 pm.

1. Roll Call: Susan Lamasko, Chair; Lori Stuits, Juanita Zetino, Susan Forbes, Principal, Mary Andrus, recorder; Betty Bang, Sarah Markley, Helen Andreas-Porter, Debbie Korpi, Ronda Sneddon, Audrey Cortez, Connie Bensler.

Visitors: Robin Brosius, Sandy Pence, Johanna Noble,

2. Visitors/Non-agenda Business Item: The board went for a walk out to the music portable to see how the program has developed with our new teacher. Robin is also teaching music classes during the summer and extending them into the school year. She would like to do something creative with the 6th graders and have a different kind of music class for them, possibly guitar instruction. Sue Forbes would like to look at the funding and possibly purchase some instruments.

3. Accounting Report: No accounting report, but money is fine.

4. Minutes: **Debbie moved to approve the minutes as written, Lori seconded. Motion passed.**

5. ASD/Liaison: Nothing to report. The school report is due soon and we are doing great.

6. Principal's Report:

Enrollment: Currently we have 120 students on the wait list. Our retention rate is approximately 96%. The superintendent was very pleased with the solidarity of our program.

Staffing: We have 2 teachers who have put in transfers closer to their homes. We have many applicants who want to teach here and have heard good things about our school. A concern was having enough money in our budget for the more experienced teachers who have applied. Susan F. shared the interview team ratings for the candidates who have already been here. She shared the team teaching concept for the 3rd grade class. She wants APC input throughout the year on the team. Sue has asked all the teachers for their input on classroom placement and some rearrangement for next year. Having the staff help with the problem-solving gets them to work and think as a team; instead of thinking how they can get their way, they look for what will work best for everyone. They understand Sue's challenges better.

Spanish: She has decided to share the TA's among the grades except for kindergarten. All TA's will be here from 8:30 am-3:30 pm, 6.5 hrs. per day. The dilemma is the Spanish instruction. Susan is submitting a 501 job for a .5 teacher to teach Spanish and have the TA's follow up with the instruction, management and

productivity. The depth and curricular areas across the ages will add to the program. The teachers will be required to be in the classroom during instruction and learn along with the students. She recommends bringing in more reading and writing as well as the oral part of the language. We have many resources for the Spanish curriculum that can be used, but right now we have a very loose program that needs to be tightened up. Hopefully a Spanish teacher can do this.

Saxon Mathematics: Susan is concerned that the current Saxon program is not delivering all the necessary information for students going into middle school pre-algebra and algebra. There are too many gaps in the math program so we are ordering the text books used in ASD middle schools for supplementing Saxon.

Classroom and TA placement: Sue is surveying all staff for their support in placement of the TA's. It will help with staff buy-in and hoping that all work together as a team.

Summary of the meeting with Carol Comeau: Many of the optional schools are parent supported and they have buy in for hiring staff. Sue is still learning about the funding for charter schools, and how to use our money. We are not going to get the funding for a new building because we are classified as a charter school. The big change in reclassifying to an optional program will be less control over our budget. We could lose our TA's, but this is an area that needs to be looked into. Changing from a charter school would be an overall decision with the whole community. Optional/alternative programs have real parent support and a common vision; no transportation is provided. They are very similar to charters except in budget control.

Sue wanted input from board members about the 5th grade classrooms to move to the relo. She is looking into having the relo moved closer to the building. Sue shared that both 5th grade teachers are bonding and would like to move into the relos and have music and health move into the building; 6th grade could be by the technology lab. The district would probably be willing to help clean the relos if we keep them where they are. She wants to make sure that safety is the #1 issue with 5th graders going out into the portables. Could the relos have a porch that is shared with the 2 rooms? She has asked parents for teacher preferences to be done by the end of this year. Audrey commented that it is wonderful that the teachers are willing to work together and came up with a creative, positive solution. Ronda added that she thinks it is great that the teachers are willing to share resources. Lori thinks it is a great idea. Debbie doesn't like having the 5th grades in the relo's because she has a 5th grader; she feels that her son will probably like it because all the 5th graders will be out there together. Susan thought that if it gets spruced up with perhaps some student help with the décor it could become "their own" and it could be neat. Susan L. says her daughter as well will be out there and Susan doesn't like it, but feels that it's probably the best solution. Her concern is for utilities. Susan F. will follow up with facilities to find out why the relos can't be moved. Her impression from the district was that they didn't want to move them. Sarah doesn't like the idea of any class out there, but she thinks it's the best option for now. It has caused a lot of issues with the teachers, but she thought it was great of Stephanie and Emily to step up and offer to move. She thinks that of any group

in the school the 5th graders are united and would do the best. Susan feels that in the portables they need to have handy wipes, water and hand sanitizer due to no running water. Sarah feels that if the 5th graders walking to the main building had radios for security, the added responsibility would help them grow up. Helen feels that it is the best of a bad situation. Safety is the concern right now; she feels the teachers should be commended for stepping forward and making the rooms a fun place for the 5th graders. Betty's concern is that the rooms don't have proper air/environmental standards and would like them to be checked. Juanita thinks the kids would not like to be walked into the building by a TA; she is concerned about safety and cleanliness. Sue said she will check into lighting (outdoor) as well.

TOTEM: They are in the process of re-negotiating contracts and changing job classifications. All will get an annual raise, and we will get to keep our TA's instead of changing job descriptions and losing them.

Playground equipment: Sue is looking at new playground equipment and possibly doing it in different phases, with idea that it could be moved if necessary.

6th grade trip: They are leaving in a few days for the Kenai Challenger Center and it's nice that Sandy Pence has offered to host a party at her house for all 6th graders the evening after their graduation.

Connie wanted to make sure that we had everything for the year-end report to her by the 7th of June. Susan L. and Susan F. will have to speak at the meeting and share our report with the district.

7. Old Business:

Susan L. is going to put a building committee report on the agenda for the next meeting. The committee members are as follows: Gary Pacolt, Matt Fagnani, Johanna Noble, Whitney Sutton, Susan Forbes, Helen Andreas-Porter and Debbie Korpi. They need to meet before the next APC meeting.

8. New Business: Action items

8A - The current charter limits the number of students to 240 students divided into classes of 24 each. We want to change the charter for projected growth, with 12 classrooms next year and growing each year to a maximum of two classes per grade, for a total of 14 classes.

Debbie moved to amend the charter as stated in 8A, seconded by Betty, noting that for the 2004/05 school year we will have 12 classes, not 11 classes.

Motion passed.

Connie explained that we don't necessarily have to have 336 students as amended in 8A, but we will be able to go up to that amount. We are only funded for the students

that actually attend. Connie offered to help with the procedure to fill out the form to be presented to the district. She will wait to hear from Susan F.

8B - As Aquarian grows the administration needs the flexibility to assign aides to classrooms as required. Budget restraints may not allow for a full time aide in each classroom but to share 1 aide for 2 classrooms with the exception of kindergarten, which will remain with 1 aide each.

Debbie moved to amend the charter as written in 8B, seconded by Betty.

Betty feels that with the pull outs and all the additional teachers we have adequate coverage. The grades will be split during lunch instead of all together. Susan F. looked at all the ramifications of the TA's and the best scenario for the Spanish program. She is looking at cool things for the playground and how to get the grades to peacefully play together. Ronda wanted to know if there was any money for playground equipment for the kids to play with during recess. There are ring toss, kites, Frisbees, street hockey, blowup soccer things. The kids helped with marking them when they arrived and have taken responsibility for it to not lose them.

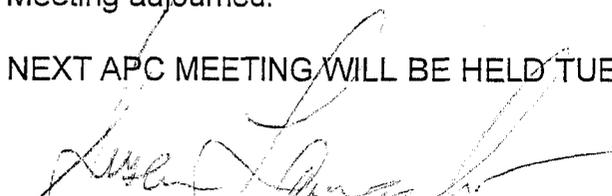
Motion passed.

**Debbie moved to change the next meeting to Tuesday June 29, Lori seconded.
Motion passed.**

Debbie moved to adjourn the meeting, seconded by Sarah.

Meeting adjourned.

NEXT APC MEETING WILL BE HELD TUESDAY JUNE 29, 2004, 6:30 PM.



Susan Lamasko, Chair 8-24-04
Date



Audrey Cortez, Secretary (Delmonica Williams,
V. Pres.) 8/24/04
Date



THE OLDER I GROW
THE MORE EARNESTLY
I FEEL THAT THE JOYS OF
CHILDHOOD ARE THE BEST
THAT LIFE HAS TO GIVE.

~ Ellen Glasgow

RANDY SHAW/GETTY IMAGES