

February 27th, 2023

Family Partnership Charter School APC Responses to ASD Letter

Family Partnership Charter School values our relationship with ASD. We hope that our charter adds value to the district by providing support for students and families that have chosen to homeschool while continuing to be part of ASD. We want to see our charter agreement remain cooperative and productive. We appreciate ASD's concerns and questions as presented in the letter we received. We hope that our responses facilitate understanding and confidence in our relationship going forward. Please reach out if more clarification is needed. Thank you.

See our responses with supporting attachments below:

1. **Why did the APC interfere with Principal Parker's hiring of teachers and Dean of Students during the spring and fall of 2022?** Please provide written assurances that the APC will cease and desist from further interference with the principal's management of the school.

We recognize that our concerns related to budget should use the language of governance. Motions made concerning the hiring of teachers and dean of students were budgetary in nature. Upon further research the FPCS APC did not find that interference occurred. Please review the attached documentation and history on budgetary discussion surrounding this topic.

Include: APC Minutes & Data on Hiring.pdf and Sept 26th APC Special Meeting Minutes

2. **Why did APC Meeting Members Worman, Cvancara, Utic, and Caldwell vote against removing Member Zimmerman from the APC even though the special investigative committee appointed by the APC unanimously concluded that Member Zimmerman had a conflict of interest regarding all issues before the APC?**

Each of these members independently explain your vote.

See attached.

3. **What was Member Worman's basis for moving the APC to place Member Goldade under investigation for communicating with ASD or its legal counsel. Member Worman please explain the basis.**

The motion (February 9th, 2023) brought forward included more than one violation. The board will take up this matter in accordance with the FPCS by-laws and charter as approved by ASD.

Further, please provide written assurances that the APC will not place Member Goldade under investigation for his communications with and requests to ASD.

Motion in question ~

"I move that the APC place Tyler Goldade under investigation per article 2 section 11 for acting on his own in the name of the board, ignoring OMA rules and violations even when he is made aware, and violating our code of ethics."

We have no desire to limit communication but rather to keep it open to all. The portion of the discussion of this motion that referenced ASD, was concerned not with communication but with **actions** taken in the name of the board in concert with ASD legal entities. As we have stated in the past in APC meetings, communication should always be open with outside entities like AASB and ASD. No member should be investigated for communicating with outside entities as long as they do not speak on behalf of the APC.

The above motion is currently before our APC to be taken up at the next regular meeting. Per our code of ethics we cannot promise to vote in any given manner. Our APC as a body will debate and vote on the merits of this motion. We appreciate ASD's concerns for open communication between the APC and the ASD and will strive to maintain that. The APC will continue to follow its bylaws in regard to board member actions.

4. Please explain the affirmative steps the APC will take to prevent its members from engaging in the unprofessional and bad-faith behavior outlined above and the metrics the APC intends to use to demonstrate sufficient progress to ASD.

1. Create a policy that all APC members will review APC Code of Ethics (A.C.O.E.), receive training on A.C.O.E., and sign A.C.O.E. yearly in June as new board members are seated.
2. Create a policy that requires training on the A.C.O.E. any time a new board member is seated.
3. Contract with AASB or an outside entity to conduct additional training on Robert's Rules of Order and decorum by May 31st, 2023, above and beyond our bylaw requirements.
4. Put a plan in place to contract with AASB or other qualified outside entity to help us implement an APC self-evaluation process and internal complaints and conflicts resolution process by June 30, 2023. We will provide ASD with the plan and intended implementation date.
5. Communicate to the ASD when each of these affirmative steps are completed.

Please provide an explanation of what the APC will do to conduct its business in a professional manner consistent with best practice for non-profit boards of directors.

The APC will pursue the steps listed above and each member will do their part to ensure that the by-laws, charter, and professional decorum are being met.

5. If any member of the APC believes that Principal Parker's management of Family Partnership to date has harmed Family Partnership, its mission, or charter with ASD, please explain the basis of that belief.

John Zimmerman, Teachers, Students, and Staff were not a part of formulating this response. APC governance includes the supervision and evaluation of the Principal. As the APC parent members are currently conducting the annual Principal evaluation and need to speak as a body, when that is completed they will provide information to ASD.

John Zimmerman
Lynciema Adams

JaNice West
Laurie Matthews
Cvancara
Rebecca Caldwell
Jessica Parker

**Draft Meeting Minutes
Family Partnership Charter School
Academic Policy Committee Special Meeting
4400 Business Park Blvd #B22, Conference Room
September 26, 2022
5:30 p.m.**

APC Members in Attendance: Parents: Tyler Goldade, Liz Worman, John Zimmerman Chris Cvancara, James Wileman; Teachers: JaNice West, Laurie Matthews; Staff: Rebecca Caldwell; Students: Paul Cvancara, Lynciema Adams; Ex-officio, Jessica Parker

Guests: AASB: Tiffany Jackson; Parents: Suzie Hosmanek, Gabby Ide

I. Call to Order

Tyler Goldade called the meeting to order at 5:32 p.m.

II. Approve Agenda

A motion by JaNice West to approve the agenda **passed** unanimously

III. Training Moment - Points of Order, etc.

Tiffany Jackson -

When a point of order is called it is followed by the rule that the individual believes is being violated. The chair rules "the point is well received" or "the point is not well received."

Rescinding a motion - If the action to complete the motion has not taken place, a motion can be rescinded at any time. Once the action is complete, the motion may not be rescinded.

The meeting is a debate, not a conversation. All members should speak or ping through the chair to de-personalize the debate and allow balanced time for each member. Public not involved in debate. Guests of the APC are allowed to speak after being recognized by the chair. Public may watch, but normally do not interact with the board.

IV. Public Comment

a. Review guidelines for public comment

b. Public Comment: 1) Carmen McGee 2) Suzie Hosmanek 3) Gabby Ide

V. Special business - Teacher hiring pause

a. Teacher hiring pause - Executive Session - subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion

Liz Worman moved "to rescind the business conducted at the last meeting concerning a hiring pause." Motion **passed** unanimously.

Liz Worman moved "we do not fill any open teacher positions or the open Dean of Students position until our budget meeting is conducted next Monday and funding is confirmed and approved by the APC." Members Lynciemae Adams, Rebecca Caldwell, Paul Cvancara, Liz Worman, John Zimmerman and Chris Cvancara voted in favor, and James Wileman, JaNice West and Tyler Goldade voted against. Laurie Matthews recused. Motion **passed**.

James Wileman moved to enter into Executive Session to discuss conflict of interest. Members James Wileman, JaNice West and Tyler Goldade voted in favor, and members Chris Cvancara, John Zimmerman, Liz Worman, Lynciemae Adams, Paul Cvancara and Rebecca Caldwell voted against. Laurie Matthews recused. Motion **failed**.

James Wileman requested a note in the minutes that he believes a member who voted has a conflict of interest.

**The chair did not ask the APC to affirm this request.

James Wileman moved to "eliminate the Dean of Students from the motion." Members JaNice West, James Wileman and Tyler Goldade voted in favor, and Paul Cvancara, John Zimmerman, Rebecca Caldwell, Lynciemae Adams, Liz Worman and Chris Cvancara voted against. Laurie Matthews recused. Motion to amend **failed**.

Liz Worman raised a point of order stating Member Wileman is "attacking a board member's motive in violation of Code of Ethics."

Chair ruled the point of order "**not taken**."

James Wileman moved to "postpone this motion until the next board meeting." Members James Wileman, JaNice West, Lynciemae Adams and Tyler Goldade voted in favor, and John Zimmerman, Chris Cvancara, Paul Cvancara, Rebecca Caldwell and Liz Worman voted against. Laurie Matthews recused. Motion to postpone **failed**.

James Wileman called the question. The motion **passed** unanimously.

VI. Reports of Officers, Boards, and Standing Committees

a. Principal report

See attached

b. Bylaw committee report - Due to APC worksession, committee has not yet met

c. Strategic Planning committee report

See attached

John Zimmerman raised a point of order stating Member Wileman "needs to be recognized by the chair before speaking."
Chair ruled the point of order "**taken.**"

VII. New Business

a. Staffing request

John Zimmerman raised a point of order stating Member Wileman "needs to be recognized by the chair before speaking."
Chair ruled the point of order "**taken.**"

James Wileman moved to "hold off on Admin Staff Request." Members JaNice West, Lynciemae Adams voted in favor, and Chris Cvancara, James Wileman, Rebecca Caldwell, Paul Cvancara, John Zimmerman, Laurie Matthews and Tyler Goldade voted against. Motion **failed.**

Liz Worman moved to "hire into the currently posted admin staff position." The motion **passed** unanimously.

James Wileman moved to "extend for VII b & d." Motion **passed** unanimously.

John Zimmerman moved "for APC members to use ASD email addresses."
James Wileman moved to amend by adding "for all school business."
The motion to amend **passed** unanimously, and
The amended main motion **passed** unanimously.

Chris Cvancara moved to "schedule a retreat with AASB to assist the APC in board governance and growth." The motion **passed** unanimously.

James Wileman moved to adjourn at 8:43 p.m. The motion **passed** unanimously.



4400 BUSINESS PARK BLVD, STE. B-22
ANCHORAGE, AK 99503

PHONE: 907-742-3700
FAX: 907-742-3710

JESSICA PARKER, PRINCIPAL

WWW.ASDK12.ORG/FAMILYPARTNERSHIP

Principal's Report 6/13

- I. Enrollment (1,241), 2nd lottery (381) = 1,622
- II. Staffing Update-18 Teachers (2 are .5 Sponsor Teacher/.5 SPED Liaison)
Recently hired 3 Sponsor Teachers. $1622/17 = 95$ students per teacher.
Actively looking for an Admin Assistant.
- III. Private School Course Reimbursement Presentation (see attachments)
- IV. Ox Academy End of the Year Report
 - 161 course enrollments, 81% pass rate
 - Cost-\$23,150, Income- \$24,000
- V. Private School Vetting Update
- VI. SAT Scores-FPCS average SAT score 1083, state avg 1022, national avg 957
- VII. Allotments, Vendors, & Private Schools *Classes*

4-26-22 - Finance Committee Meeting

3:00 PM - Family Partnership Conference Room

1. Agenda – Discuss Budget Increase for Staffing Request
 - a. Start meeting at 3:00 PM
 - b. 10 min – Dru
 - i. share documents with an explanation
 - c. 20 min – Jessica
 - i. Reiterate Staffing needs
 - ii. Clarify Current Staffing
 - iii. Enrollment update and private school enrollment projections
 - d. 60 min – Finance Committee Discussion
 - e. Adjourn meeting at 4:30 PM

Academic Policy Committee Regular Meeting
Monday, 11 Apr, 2022, 5:30 PM
Location: meeting will be held in-person at the FPCS Offices
Agenda

- I. Call to order (5:30pm)
- II. Approve agenda
- III. Approve minutes from 13 Dec 21, 14 Feb 22, and 14 Mar 22
- IV. Public comment
- V. Training Moment (Paul) (10 min)
- VI. Reports of Officers, Boards, and Standing Committees
 - a. (i) Principal and budget report (Jessica/Dru) (15 min)
 - b. (i) Election Committee report (Teresa) (15 min)
 - c. (i) Finance Committee report (Tyler) (15 min)
 - i. C-19 Lease
- VII. Reports of Special Committees
 - a. (d) Strategic Planning Committee (Liz) (15 min)
 - b. (d) Bylaw Committee (John) (15 min)
- VIII. Special Business
- IX. Old Business
 - a. (i) Course/class Reimbursement (Jessica) (15 min)
- X. New business
 - a. (a) Staffing Budget Increase (Jessica) (20 min)
- XI. Announcements and assignments (5 min)
 - a. Regular Meeting – 9 May 22
 - b. Regular Meeting – 13 Jun 22
 - c. Regular Meeting – 11 Jul 22
- XII. Adjourn (~7:00pm)

Public comment:

The APC welcomes public comment on agenda items. It is not the APC's practice to answer questions or engage in discussion with members of the public. This is your time to speak and our time to listen. The APC will consider all information shared by the public, and when deemed necessary, issues raised will be considered for follow-up. Finally, the APC does not hear complaints against naming students or FPCS personnel during public comment. Family Partnership Charter School has a complaint resolution process for those concerns.

The APC allots a one-hour maximum time slot at the beginning of the meeting for public comment. Public comment in excess of one hour will be heard at the end of the meeting or may be submitted in writing. The APC encourages anyone wishing to provide public comment to attend the in-person meeting, sign up with the principal in advance for telephonic public comment, or to email written comments to the APC Chair by 2:00 p.m. the day of the meeting. To ensure accurate minutes, each individual providing public comment must provide your first and last name. To allow everyone an equal opportunity to provide comment, all individual providing public comment will have three minutes to speak. When 30 seconds remain, the Board secretary will inform you so that you can finish your sentence.

Written comments will be shared with all APC members prior to the meeting and will become part of the meeting record.

If you have signed up in advance for telephonic public comment, the APC Secretary will call you at the number you have provided.



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Principal's Report 4/11

- I. Enrollment (1,212), Accepted March lottery (228), 2nd lottery (104) = 1,544
- II. Staffing Update-15 Teachers (1 teacher retired, 2 teachers will be .5 SPED, no longer have .5 Tech)
= 103 students per teacher, Potential Needs: 1-2 Admin Assistants, 1 AP, .5 TA, Teachers based on student enrollment numbers
- III. Teachers are keeping track of their own numbers and have been instructed to not go above 100 when committing to service new families. Re-enrollment opens 4/25. 2nd lottery applicants are notified 7/28.
- IV. Private School Course Reimbursement Presentation (Nicole Holta) [APC Presentation](#)
- V. Sem 1 AP Course Data: 10.63% of students take AP courses (10.93% last year's; 18.29% District avg)
- VI. Testing Update (Kress)
- VII. Graduation-
 - 62 graduates this year out of 70.
 - Tuesday, May 24th @ 7pm at East High School
- VIII. Upcoming Events:
 - April 25-30-Admin Appreciation
 - May 2-6-Teacher Appreciation



Motion #1

I move to request an additional \$200,000 to the budget for staffing.

Reasoning:

- 1) Enrollment Growth. Our 22-23 staffing budget was based on 1,300 students. Without counting our 2nd lottery applicants (104), we are already at 1,440. We have several needs to answer to this growth-Admin Assistants, Assistant Principal, TA for Enrichments, Teachers.
- 2) Due to AEA & Totem contracts, all salaries have increased.
- 3) Inflation has caused all of our bills to increase, affecting our salaries.

Motion #2

I move to request a 2-year contract for our Business Manager as described.

The proposed contract is a 5% raise for 22/23 = \$89,355 + \$4,000 bonus.

And a 3% raise for the 23/24 school year = \$92,035.



Anchorage School District

Employment Application

--- Internal Postings ---
Openings as of 4/11/2022

Dean of Students (Charter School) Administrative Intern

JobID: 11373

Position Type:

Certificated Administration

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

3/24/2022

Location:

FAMILY PARTNERSHIP CHARTER

Bargaining Unit: Non-Represented

Work Year: 204 days per year

Work Day: 8 hours per day

FTE: full time, 1.0 FTE

Salary: \$98,000 - \$106,000, DOE

Job Summary:

This 204 workday position requires a valid Alaska certificate and is not represented by any bargaining unit of the Anchorage School District. Salary range will be based on the education and experience of the successful candidate. Positions which are .50 to 1.0 FTE are in the Alaska Teachers' Retirement System (TRS).

This position reports to and is evaluated by the Charter School Principal. The Dean of Students (Administrative Intern) performs school administrative functions under the supervision of the Charter School Principal and serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs.

Job Requirements:

The following are **required**:

- Valid Alaska teaching certificate

The following are **preferred**:

- Completed coursework in school administration, educational leadership, or other related administrative coursework leading to an Alaska type B principal certification.
- Experience and/or knowledge of charter school processes, philosophies, and actions.

Essential Job Functions:

The responsibilities listed below are representative of the essential functions of this position. The

successful candidate:

- Provides leadership for an educational organization.
- Guides instruction and supports an effective learning environment.
- Oversees the implementation of curriculum.
- Coordinates services that support student growth and development.
- Provides for staffing and professional development to meet students' learning needs.
- Uses assessment and evaluation information about students, staff, and the community in making decisions.
- Communicates with diverse groups and individuals with clarity and sensitivity.
- Acts in accordance with established laws, policies, procedures, and good business practices.
- Understands the influence of social, cultural, political and economic forces on the educational environment and uses this knowledge to serve the needs of children families, and communities.
- Facilitates the participation of parents and families as partners in the education of children.

Physical /Mental Demands:

The physical demands of this job require frequent standing, walking, sitting, speaking and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualified physical or mental disability.

Work Environment:

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

Additional Job Information:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties as requested by any person authorized to give instructions or assignments.

Offers of employment are contingent upon completion of a satisfactory criminal background check in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

The Anchorage School District is an equal employment opportunity employer.

Re: 04/11 - Principal's Report (Quesitons)

Parker_Jessica <parker_jessica@asdk12.org>

Mon 4/11/2022 3:48 PM

To: caldwell_rebecca <caldwell_rebecca@asdk12.org>

Rebecca, my answers are in blue.

I.

- We have a total of 1,208 students enrolled
- Accepted March Lottery 228 (not all these students will enroll into our program)
- 2nd Lottery 104 (not all these students will enroll into our program)
- =1,544? The students withdrawing from our program are not listed, so far today that number is 120, and that number increases by at least 5 students a day, which is not calculated into that number.

I don't see a question here. But yes, I am making my best estimate here. Not everyone will enroll, and students will leave, and we will have many more lottery applicants. These are all unknowns. What we do know is that we are going to be over 1,300 students, which is what our original 22/23 staffing budget was based on. We are growing.

II.

- Total of 19 Teachers; 1 teacher Enrichments, 1 teacher curriculum coordinator, and 1 teacher retiring (Principal's Report lists 15?) We will have 15 Sponsor Teachers (possibly 14.75 if Teresa decides to take 504's). So, take the student enrollment and divide it by 15 or 14.75. That is our projected teacher/student numbers.
- I don't see the Dean of Students (Charter School) Administrative Inter listed, for the meeting could we get clarification. Could or does this position cover one of the Potential Needs listed? The Dean of Students is an AP job description, allowing greater flexibility in job description for a greater pool of applicants. This position would cover potential administration needs of our school. What needs? That depends on the skill set the applicants bring to the table. Currently I do not have enough money in the staffing budget to pay for both an AA and a Dean of Students without being creative (using my entire discretionary, cutting other staff-related expenses).
- Under Potential Needs, does the 1-2 Admin. Assistants cover [REDACTED] position, or are you thinking about adding 1-2 additional Admin.? As discussed in the Finance Committee [REDACTED] position is already budgeted for next year, just unclear. Right now, we are seeking 1 Admin Assistant position to either replace or add to [REDACTED] position as her position is on hold. This is an unknown right now. I must follow HR's policies on [REDACTED] and such. There

isn't much I can tell you on [REDACTED] position specifically, except this 1 Admin Assistant position will either replace or add to [REDACTED] position.

- Next year's budget does not include particular positions; it is a dollar amount and I do my best to hire based on the needs of our school.

I was looking for the Admin. position [REDACTED] in District Connect, I didn't see that job posted yet, but instead ran across the Dean of Students job posted.

The Admin Assistant position has posted and closed for internal applicants. We will interview next week the internal candidates and potentially open it to external applicants for a greater pool. The Dean of Students position remains open until the end of the month.

Thank you, I understand if you are totally swamped and will just address these at the meeting. 😊

You bet. Thank you for asking! 😊

Jessica Parker, Ed. D
Family Partnership Principal
4400 Business Park Blvd St B-22
Anchorage, Alaska 99503
(907) 742-3700



"partnering with families, increasing student achievement"

From: caldwell_rebecca <caldwell_rebecca@asdk12.org>
Sent: Monday, April 11, 2022 11:12 AM
To: Parker_Jessica <parker_jessica@asdk12.org>
Subject: 04/11 - Principal's Report (Quesitons)

Hello,

I have questions about I. & II. on the Principal's Report, thought I would ask you before the meeting, you've got me trained.

I.

- We have a total of 1,208 students enrolled
- Accepted March Lottery 228 (not all these students will enroll into our program)
- 2nd Lottery 104 (not all these students will enroll into our program)



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JESSICA PARKER, PRINCIPAL

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Principal's Report 5/11

- I. **Enrollment/Staffing**
 - 292 of expected 684 returning students have enrolled for the 20/21 school year
 - 54 new students have enrolled
 - We've hired a new Sponsor Teacher, Katrina Zimmerman and a new Admin Assistant, Mary Anne Woods, to replace Joanne's position. Both start on June 1st.
- II. **Updated 20/21 School Handbook**
 - Coffee with the Principal Tuesday, May 26th @ 9am-10am via Zoom
- III. **Enrichments- 46 students signed up for 16 online enrichments.**
 - "The online enrichments have been a great way to connect with students and for them to connect with each other during this time. I've had some nice feedback from parents thanking me for offering them and I am very thankful to have had this time with students. It isn't the same as seeing them in person, but it is the next best thing! I will be glad when I can have them in the classroom again. ☺" - Bethany Peters
 - Interest survey was sent to Enrichment families as we are planning Enrichment classes for next school year.
- IV. **Graduation Plan- Celebrating our Seniors, Graduation video & slideshow are nearly complete, passing out Senior yard signs, & putting together gift boxes for Distribution day!**
 - **Every day-** highlighted Senior on our social media pages
 - **May 18th-** Graduation Webpage released on our FP site.
 - **May 19th-** Distribution Day @ 5-7pm at Romig Middle School
 - **May 19th-** iHeart Radio station will be featuring our Top 20 Seniors all day & will also air the Valedictorian speech (101.3 KGOT, 98.9 Magic, 550AM ESPN, 650AM KENI, 100.5 Fox, 107.5 Kash Country); no specific times available
 - **May 22nd-** Commemorative Graduation Video
 - **May 23rd @ 11pm-** Televised video (KYES, Channel 5)
 - **May 27th @ 6pm-** Televised video (KTVA, Channel 11) & **May 28th @ 5am**
- V. **Library Resources-** We have received wonderful curriculum materials for our library with a dozen curriculum examples for each content area. We have surplussed the bookcases because they are double-sided and do not fit the space. We are in need of bookcases for the new library space.
- VI. **Building-** Nvision has finished the blueprints. Permit fees have been paid, along with listed charges below. It is looking like Hickel will be doing the project. I've met with a Door Systems of Alaska and am leaning toward removable glass wall, pending on the price. Waiting on Property Management contract & Hickel JOC contract & ROM. Spent so far- \$35,050 Design Services, \$7,440 Concept Fee, Permitting- \$3,424.60, \$3,640 Arctic Furniture = \$49,554.60.



\$8,372 per 1

(1300 students)

Overhead

Contracted services

37,000

Copiers

6,000

Events

10,000

lease

235,000

insurance

27,500

legal

3,000

PN

13,807

Office supplies

7,000

phones

15,000

Salaries

\$2,958,000

should be: 2,784,58

Discretionary \$

Advertising

15,000

furniture

9,000

Addenda

40,000

travel

1,040

Allotments

\$5,173,933

354,367

unload C-18(2) to save \$\$\$

(will have to use savings for upcoming issues)

31.42%

3,328,25

over by \$79,542

78%

50 more students = \$322,000 = \$120,428 to overhead

\$2,512 to discretionary

\$198,996 allotments

need to know: Average % of allotment rolled back to the school - per student for years:

15/16 16/17 17/18 18/19 19/20

On Thu, Nov 18, 2021 at 14:08 Elizabeth Worman

<lizwormanapcparent@gmail.com> wrote:

Rebecca, thank you for all the info!

Couple questions for tomorrow's finance meeting....

Dru and Jessica, are all 19 teachers truly full time? What is the total number of teacher FTEs including part and full time?

1325 8,533,000

36.5%

Overhead

Contracted Services

37,000

Copiers

6,000

Prints

10,000

Lease

235,000

insurance

27,500

Legal

3,000

RN

13,867

Office Supplies

7,000

phones

15,000

Salaries

2,760,593

3,114,960

Discretionary

Advertising

15,000

76%

furniture

9,000

Oddenda

40,000

travel

1,040

65040

Allotments

62.752

5,353,000

Elem 636 x 3800

MS 318 x 4100

HS 371 x 4400

increased student allotments. (Maybe we could narrow that gap by ditching c18 and reworking our building costs?)

I think that a 1300 or 1325 student budget would be much more conservative and in line with past fiscal responsibility but it would absolutely require a drop to our staffing overhead.

It seems to me that this is a tough year to run estimates due to our big fluctuations the last couple years. I would lean toward riding it out and running a big overhead (1350 budget). The only trouble with that is that if we don't reach our estimated enrollment, we are going to get really comfortable with excess and it will be that much harder to trim back this time next year.

I'm also hesitant to factor in rollover money because we are over budget this year. But, we can look at those numbers and if they exceed our current deficit, then it would be awesome to factor them in.

Staffing: I thought about this a bunch and I do agree that we shouldn't micromanage this area. We just need to decide on a budget. But, I think it is important to have an idea of what staffing looks like so that we can have a better idea on whether or not that budget actually makes some sense. Without a big picture on that, I don't think we can make an educated decision on that line item. Whether Jessica wants to use that budget to have a AP and higher #s of students per teacher or less per teacher and a separate sped liaison. Those things are hers to iron out.

I hope my math is clear. Looking forward to our next meeting 🤔
Liz

On Sat, Nov 20, 2021 at 22:49 Parker_Jessica <parker_jessica@asdk12.org> wrote:
Liz,

Attached is the document you requested (19/20 Final Budget Report).

Here are this year's numbers.

K-5th-591=48%

6th-8th-292=24%

9th-12-353=28%

1,236

If we used similar %s....

	Based on 1300	Based on 1350
K-5	624	648
6-8	312	324
9-12	364	378

Please double check my math, though, it's late lol

Thank you all for your continued work on our budget. I'll see you all at the next finance committee meeting, Thursday, Dec. 2nd @ 1pm. (Sent ya'll an invite).

Jessica Parker, Ed. D
Family Partnership Principal
[4400 Business Park Blvd St B-22](#)
Anchorage, Alaska 99503
(907) 742-3700



"partnering with families, increasing student achievement"

From: Elizabeth Worman <lizwormanapcparent@gmail.com>
Sent: Friday, November 19, 2021 8:33 PM
To: caldwell_rebecca@asdk12.org
Cc: Parker_Jessica <parker_jessica@asdk12.org>; Tyler Goldade <tyler.g@willowridgeconstruction.com>; corbin_dru <corbin_dru@asdk12.org>
Subject: Re: Finance Committee Information to Review

CAUTION: This email originated from outside of the organization. Do not click links, reply or open attachments unless you recognize the sender and know the content is safe.

Almost balanced budget.
Info for an increase of 50 students.

It looks like I don't have the correct grade split numbers for this year. Somehow the numbers I was using for each group totaled 1400 students. Could I get the correct numbers for elem/ms/hs students currently enrolled? Not sure how I got the wrong numbers written down.

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Sorry, me again! One last thought on staffing....could we create some bumpers/guidelines to keep things simple and not micromanaging while keeping families/students the priority? I'd propose a simple budgeting guideline that: allotments are funded first at approx 62% of overall budget, overhead budget then funded, staffing numbers never to exceed 100 students per teacher on staff/sponsor teacher. (The first 2 set our priorities, and the third ensures that we never get so busy handing out allotments that we forget to provide appropriate support)

On Wed, Nov 24, 2021 at 09:07 Elizabeth Worman
<lizwormanapcparent@gmail.com> wrote:

Re: Finance Committee Information to Review

Elizabeth Worman <lizwormanapcparent@gmail.com>

Wed 11/24/2021 6:49 PM

To: Parker_Jessica <parker_jessica@asdk12.org>

Cc: caldwell_rebecca <caldwell_rebecca@asdk12.org>; corbin_dru <corbin_dru@asdk12.org>; tylergoldade@gmail.com <tylergoldade@gmail.com>

CAUTION: This email originated from outside of the organization. Do not click links, reply or open attachments unless you recognize the sender and know the content is safe.

I would respectfully disagree. Yes, all categories should increase in \$\$\$ but we cannot increase percentages across the board. I do think percentages is where we draw the lines for our priorities and our main priority has always been families and students. Our strategic plan that was voted on by the board is what is driving that 62%. I believe that if we want to change that, it needs to be voted on by the board.

I have found that reimbursement turnaround times are more of an issue at the district level than in our school. With 2 people knocking them out I feel that things are working well. I don't think we need to specifically cut funding there regardless. I do feel that our overhead is high right now—expectedly after the last year's upheaval. But if we do need to cut back on overhead we can be creative and still keep all personnel. That's more your purview but I see some options.

I do have an extra 0.75% in allotments on the 1350 budget that we could move by decreasing allotments but I believe that if we unload the cost of c18, we can balance out the budget with those allotments in place and I think that serves our students better than more space for testing. I was disappointed that we spent the money on c18 for testing just to then find out that testing was moving to primarily online. But, the upside is that we can unload that cost and the budget will balance out and allow us to leave staffing unchanged and also increase allotments by the modest amounts I calculated. (\$100 for elementary, \$150 for middle school, and \$200 for high school)

On Wed, Nov 24, 2021 at 15:08 Parker_Jessica <parker_jessica@asdk12.org> wrote:

Before assigning percentages, we need to know what is more important? Higher allotments or faster reimbursements?

We are at 4-6 week turn around time with our current system and people. If we raise allotments, we have to add people to handle them. Setting a flat 62% means higher allotments at all costs. So what happens when families have to wait 6-8 weeks to get their money? Is that satisfactory? I am also worried about maintaining the current checks and balances we have. What is the goal for turn around time for reimbursements? These are important considerations. Angry families that have to wait forever for their reimbursements isn't worth the highest allotment in the world. As one percentage goes up, so should the other. Equal growth. I believe we can achieve that. But not with strict percentage guardrails.

Jessica Parker, Ed.D
Family Partnership Charter School Principal

On Nov 24, 2021, at 9:44 AM, Elizabeth Worman <lizwormanapcparent@gmail.com> wrote:

**Meeting Minutes
Family Partnership Charter School
Academic Policy Committee Regular Meeting via Zoom
4400 Business Park Blvd #B22
July 13, 2020
5:30pm**

APC members in attendance online via Zoom: Monica Welch, Teresa Hintze, Shad Schoppert, Anna Bierma, Paul Cvancara, Chris Cvancara, Gracie Shoop, Tyler Goldade, Jewelene Utic, Rebecca Caldwell, Lynnetta Marcellus, Jessica Parker.

Guests: Dru Corbin and Darrell Vincek.

- I. Call To order**
Shad called the meeting to order at 5:30.
- II. Approve Agenda**
Items VII a and VII b were swapped. Agenda approved unanimously.
- III. Approve minutes from 8 June 2020.**
Minutes approved unanimously.
- IV. Public comment.**
Public comment from Michelle Higgins regarding Internet reimbursements.
- V. New Business**
 - a. Elect new secretary**
A motion by Chris Cvancara was unanimously approved to appoint Monica Welch as the APC Secretary.
 - b. Contingency Funding for building renovation**
A motion by Teresa Hintze to allocate \$50,000 for principal's discretion for construction needs was passed with a majority of votes.
 - c. Internet Allotment Increase**
An increase to the Internet allotments was discussed. Principal Jessica Parker will review the Internet allotments and report back at the next regular meeting her recommendation.
 - d. Letter of Intent to recharter**
The letter of intent to recharter early was reviewed. A motion by Shad to approve the APC chair to send the letter of intent to recharter to ASD superintendent was approved unanimously by Zoom thumbs up.

e. Presentation of draft charter

Shad gave a review of the changes that have been to the draft charter.

f. Understanding the Budget

The finance committee is going to schedule a meeting/work session to examine and learn about the budget.

VI. Old Business

There was no old business.

VII. Regular Business

a. Principal's Report

See attached.

Teresa Hintze volunteered to be Facilities Chair. Tyler Goldade volunteered to help.

A motion by Chris Cvancara to set a cap of 1500 students was passed by a majority vote on Zoom by roll call.

A motion by Lynnetta Marcellus to authorize the principal to hire two teachers and 1 clerical was passed by a majority vote on Zoom by roll call.

b. Budget Report

The current budget was reviewed.

c. Recharter Committee Report

Already reviewed in new business.

VIII. Announcements

a. Regular Meeting August 10, 2020

b. Regular Meeting September 14, 2020

c. Professional Development September 25-26, 2020

d. Regular Meeting October 5, 2020

IX. Adjourn

A motion by Chris Cvancara to adjourn was unanimously passed at 9:01pm.

final

**Draft Meeting Minutes
Family Partnership Charter School
Academic Policy Committee Emergency Meeting via Zoom
4400 Business Park Blvd #B22
July 23, 2020
5:30pm**

APC members in attendance online via Zoom: Monica Welch, Teresa Hintze, Shad Schoppert, Anna Bierma, Chris Cvancara, Gracie Shoop, Tyler Goldade, Jewelene Utic, Rebecca Caldwell, Lynnetta Marcellus, Jessica Parker.

APC member absent: Paul Cvancara

Guests: Dru Corbin and Darrell Vincek.

I. Call to order

Shad called the meeting to order at 5:35pm.

II. Approve agenda

Agenda approved unanimously.

III. Public Comment

Public comments by email were read aloud from Heather Wilson and Jennifer McMullen.

IV. New Business

a. Enrollment Update

An update on enrolment was given by Principal Jessica Parker.

b. Staffing to Accommodate enrollment

A motion by Chris Cvancara to allow Principal Jessica Parker to hire on one part time teacher trainer was passed unanimously by roll call Zoom vote.

A motion by Teresa Hintze to allow Principal Jessica Parker to hire a curriculum coordinator was passed by roll call Zoom vote. 8-2.

A motion by Tyler Goldade to allow Principal Jessica Parker to hire 5 sponsor teachers was passed by roll call Zoom vote. 7-3

A motion by Principal Jessica Parker to pay sponsor teachers 10 days per diem was passed by unanimous roll call vote. Rebecca Caldwell, Teresa Hintze and Lynetta Marcellus abstained.

A motion, by Tyler Goldade to approve \$30,000 for staff setup, was unanimously tabled till next meeting by a motion from Jewelene Utic.

c. Enrollment Cap Increase

The APC discussed increasing the enrollment cap in the new charter.

A motion by Gracie Shoop to allow the principal to make exceptions to the cap by accepting siblings, late re-enrollees and staff children was passed by Zoom vote. 7-2 Lynetta abstained.

V. Adjourn

A motion to adjourn was passed at 9:05.

**Draft Meeting Minutes
Family Partnership Charter School
Academic Policy Committee Regular Meeting via Zoom
4400 Business Park Blvd #B22
Monday, 10 Aug, 2020, 5:30 PM**

APC members in attendance online via Zoom: Monica Welch, Teresa Hintze, Shad Schoppert, Anna Bierma, Gracie Shoop, Tyler Goldade, Jewelene Utic, Rebecca Caldwell, and Jessica Parker.

APC members absent: Paul Cvancara, Chris Cvancara, and Lynnetta Marcellus.

Guests: Dru Corbin, Darrell Vincek and Happy Chronister.

I. Call to order at 5.37 pm.

II. Approve agenda

A motion by Gracie Shopp to amend the agenda to move item VI. b. to executive session was passed by unanimous Zoom vote.

A motion by Shad Schoppert to approve the agenda with changes was passed unanimously by Zoom vote.

III. Approve minutes from 13 Jul 20 and 23 Jul 20.

A motion by Shad Schoppert to approve the minutes was passed unanimously by Zoom vote.

IV. Public comment

Public comments by email were read from Jennifer Kass, Laurie Hulse, Lisa Smedley, Monica Valasko, Zori Opa, Dorathy Schooler and Jeanie Park regarding FPCS's student cap and enrolment. Public comment was read from an email from Anna Roys regarding staff compensation. Public comment from Happy Chronister was heard via Zoom Live regarding raising the Internet reimbursement rate.

V. New business

a. (i) COVID impacts on testing

ASD plans on offering MAP testing via the Internet.

b. (i) Strategic Plan Update

The current strategic plan encompasses the year 2017-2020. It is time to start thinking about a new strategic plan.

VI. Old Business

a. (d) Internet Allotment Increase

Principal Jessica Parker will bring an idea/plan to the next regular board meeting.

b. (d) Enrollment Cap Increase

A motion by Gracie Shoop to go in to executive session regarding the enrollment cap increase was unanimously approved by Zoom vote.

The APC board entered executive session at 6:40pm.

The APC board exited executive session at 8:04pm.

The APC board declined to make any changes to the enrollment cap.

VII. Regular business

a. (i) Principal's report

See attached.

Happy Chronister updated the board on the progress of the new sponsor teachers.

A motion by Tyler Goldade to authorize Principal Jessica Parker to hire 1 additional assistant admin was passed by unanimous Zoom vote.

A motion by Shad Schoppert to authorize Principal Jessica Parker to hire 2 additional sponsor teachers was passed by Zoom vote. 5-3

b. (i) Budget report

The budget was reviewed. The budget included some new numbers due to the increased enrollment.

Principal Jessica Parker was asked to bring more details about the cost/need/benefits of extra office space to the next board meeting.

c. (i) Recharter Committee report

No new updates.

Rechartering timeline to be discussed at the next special or regular meeting.

VIII. Announcements and assignments

- a. Special Meeting – 27 Aug 20**
- b. Regular meeting – 14 Sep 20**
- c. Professional Development – 25-26 Sep 20**
- d. Regular meeting – 5 Oct 20**
- e. Regular meeting – 9 Nov 20**

IX. Adjourn

A motion by Gracie Shoop to adjourn was passed at 9:24pm.



4400 BUSINESS PARK BLVD. STE. B-22
ANCHORAGE, AK 99503

PHONE: 907-742-3700
FAX: 907-742-3710

JESSICA PARKER, PRINCIPAL

WWW.ASDK12.ORG/FAMILYPARTNERSHIP

Principal's Report 8/10

1. **Technology Policy-** (see attachment)
2. **Building Update-** Insulation & Drywall, Door & Flooring is next. Completion for Phase 1-September 1st



3. **Updates:** locking doors, doors to code, fire alarms, painting, extra electrical outlets, laminate flooring in high-traffic areas, office doors with windows, and signage.
4. **Future Office Space Consideration:** C-18, next door, is 3,334 sf, rate would be \$5,934.52 per month (7 offices and 3 large spaces, and large storage area).
5. **Enrollment-**1,685 with the siblings. We have 217 on the lottery waitlist, 100 on the phone waitlist. We have communicated with all of these families that we have closed enrollment & encouraged them to seek other educational options.
6. **Staffing Update-**We've hired 7 Sponsor Teachers, 1 Curriculum Coordinator, and 1 Admin Assistant. I recommend we hire 1 more Admin Assistant and 1 more Sponsor Teacher to bring our student numbers down to 92 students per teacher, currently we are at 99 students per teacher, many of these are siblings.
7. **Teacher Training-**Update from Happy, anticipated transfer of families on 8/20.
8. **CARE Act** \$-sanitizer stations, plexiglass, automation door entry, masks (paper & cloth), hand sanitizers, & thermometers.



4400 BUSINESS PARK BLVD, STE. B-22
ANCHORAGE, AK 99503

PHONE: 907-742-3700
FAX: 907-742-3710

JESSICA PARKER, PRINCIPAL

WWW.ASDK12.ORG/FAMILYPARTNERSHIP

Principal's Report 9/14

1. **Building Update-** Phase 1 is complete, Library setup has begun, Phase 2 will begin next month, adding 4 offices.



2. **Enrollment & Staffing**-1,660 with the siblings. We are the 3rd largest school in the District. We hired 8 teachers, 1 Curriculum Coordinator, and 2 Admin Assistants. Veteran teachers have about 100 students, while new teachers have 75-90 students. One of our new teachers has 44 students and will be a part-time Technology Coordinator.

3. **Grant Money**

- ***CARES Act**-sanitizer stations, plexiglass, automation door entry, masks (paper & cloth), hand sanitizers, & thermometers, added pay for our veteran teaching staff, 100 chrome books, and new chrome book carts
- **SIP-ELL**, curriculum for our library, graduation, college/career counseling, & Parent workshops

4. **Technology Policy**- 352 students bought computers, 29 requisitioned computers.

February 27, 2023

Academic Policy Committee
Family Partnership Charter School

Dear Family Partnership APC,

In response to the investigation initiated by the ASD, I am relating my response to question #2.

FPCS bylaws do not prevent a member with a conflict of interest from serving, although the bylaws do require a member to disclose such facts so that the APC may judge to what extent the member may function. The impartial special investigative committee appointed by the APC was formed to conclude if Zimmerman had a significant undisclosed conflict of interest. The results presented by the investigative committee stated a unanimous consent was formed that member Zimmerman had a conflict of interest. The investigative committee failed to state if his conflict of interest was undisclosed. Zimmerman asserted he was advised by his legal counsel to disclose this conflict after parties had been served. Since it was established that Zimmerman had a conflict of interest with the principal, he was removed from discussions and voting regarding the principal evaluation process.

I do not believe any member is required to defend their vote or position. We all act as independent publicly elected members of the APC board and as such have the right and responsibility to vote in a way that the individual feels is best for the school as a whole. The APC will continue to follow its bylaws and charter agreement as was approved by the ASD.

Respectfully,

Liz Worman
FPCS APC Parent Seat

Chris Cvancara
FPCS APC Parent Seat

Rebecca Caldwell
FPCS APC Admin Seat

February 20, 2023

Academic Policy Committee
Family Partnership Charter School

Dear Family Partnership APC,

In response to the investigation initiated by the ASD, I am relating my response to question #2.

FPCS bylaws do not prevent a member with a conflict of interest from serving, although the bylaws do require a member to disclose such facts so that the APC may judge to what extent the member may function. The impartial special investigative committee appointed by the APC was formed to conclude if Zimmerman had a significant *undisclosed* conflict of interest. The results presented by the investigative committee stated a unanimous consent was formed that member Zimmerman had a conflict of interest. The investigative committee failed to state if his conflict of interest was undisclosed. Zimmerman asserted he was advised by his legal counsel to disclose this conflict after parties had been served. Since it was established that Zimmerman had a conflict of interest with the principal, he was removed from discussions and voting regarding the principal evaluation process.

Respectfully,
Jewelene Utic