

By-Laws
of the
Academic Policy Board

Highland Academy Charter School

A public charter school of the
Anchorage School District

Article 1 Highland Academy Charter By-Laws

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Article II – Academic Policy Committee

Section 1 Number Positions

The Academic Policy Board shall consist of no less than nine (9) or more than fifteen (15) members. The Board shall include the following positions: a representative from the business or community sector, a parent representative, an employee, and student representative. Student representatives are non-voting members.

Section 2 Elections, Term

Each Board member will be elected for a term of three (3) years, at which time they will be eligible to renew their term with a Board vote. The person(s) receiving the highest number of votes cast will be elected as a Board member, notwithstanding the number of votes received maybe less than a majority of the votes cast. Board Elections will be held annually by the end of the first quarter.

Section 3 Vacancies

Any vacancy occurring on the Academic Policy Committee shall be filled by vote of the remaining members of the Board. The replacement members shall be elected for the unexpired term of his/her predecessor in office.

Section 4 Resignation

Any member may resign at any time by giving a written notice to the Secretary or Chairperson of the Academic Policy Committee. Such resignation shall take effect at the time specified therein, acceptance of such resignation shall not be necessary to make it effective.

Section 5 Attendance

All Academic Policy Committee members are expected to attend all regular meetings, all special meetings and all training sessions. All attempts and consideration will be made with regard to members' varying time commitments when planning special meetings and training sessions. The Secretary or the secretary's designee of the Board shall maintain a record of attendance of Board members at all regular and special Board meetings.

Section 6 Removal

Academic Policy Committee members are expected to attend all regular meetings. The Academic Policy Committee may remove any member who has missed +two (2) meetings by a majority vote. All Academic Policy Committee members will follow the [protocols attached to the by-laws outlining expected Board behavior](#). Any Board member who does not follow the protocols may be removed by a majority vote. Any

Board member who acts independently of the Board for their own benefit or the benefit of an outside agency or group may be removed from the Board by a majority vote. Any officer elected or appointed by the Academic Policy Committee may be removed from office (but not from the APC) by a majority vote whenever in its judgment the best interests of the School would be served.

Section 7 Conflict of Interest

Service on the Academic Policy Committee is a trust created in the interest of the common good and for the benefit of the school. It is the intent of these by-laws to maintain confidence and prevent the use of this membership for private gain or any other improper purpose. Any member recognizing an action item which would benefit them in any way personally should remove themselves from the discussion and vote of said item. Employees serving on the Academic Policy Committee will not participate in the evaluation of their direct supervisor. Employees would not participate in an executive session when it pertains to another employee.

Section 7 Rules of Order

Unless inconsistent with law, meetings shall be conducted in accordance with Robert's rules of order when pertaining to motions for action items.

Section 8 Compensation

No compensation shall be paid to the Board members for their services.

Section 9 Indemnification

The personal liability of the members of the Board shall be limited to the extent allowable under the laws of the State of Alaska.

Section 10 Liability

No member or former member of this Board shall have any personal liability to the organization for money damages for breach of fiduciary duty as a member except as provided in AS 10.20.151(d).

Section 11 Powers and Duties

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

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

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

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

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

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

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

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

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

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

Article III – Officers of the Academic Policy Committee

Section 1 Designation

Officers of the Academic Policy Committee shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Board members may appoint an assistant treasurer, assistant secretary, or other officers as in their judgment, may be necessary or advisable.

Section 2 Election of Officers

The election of the Board shall be members of the Academic Policy Committee and shall be elected annually in the month of August. The remaining members of the Board may fill any vacancies in Office.

Section 3 Duties of Officers

Chair

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

Vice-Chair

2. The Vice Chair will serve in the place of the Chair if the Chair is unable to serve or attend a meeting. The Vice chair will perform such other duties as from time to time may be assigned by the APC.

Secretary

3. The Secretary will keep minutes of the meetings of the APC in computer files and /or one or more books provided for that purpose. The secretary will maintain an updated list of the mailing addresses, e-mail addresses, and telephone numbers of each member of the APC. The secretary will perform other duties as from time to time may be assigned by the APC. A secretary designee may be assigned to assist the Secretary.

Treasurer

4. The Treasurer will work with the Principal to prepare, review and present the annual budget, and will ensure that it justly supports the mission and goals of the school. The treasurer will work with the principal to review all other budget items ensuing from grants, gifts, donations and individual projects by staff and fundraising events. The treasurer will meet with the principal prior to each meeting to prepare updates.

Article IV – Meetings of the Academic Policy Committee

Section 1 Regular Meetings

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

Section 2 Special Meetings

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

Section 3 Quorum

At all meetings of the Academic Policy Committee, a majority of the members shall constitute a quorum for the transaction of business by the Board. In the event a member or members have removed themselves due to a conflict of interest, the count of the remaining members will qualify the quorum.

Section 4 Executive Sessions

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

1. Personnel
2. Legal
3. Financial
4. Student records

Article V – Committees of the Academic Policy Committee

Section 1 Membership

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

The Academic Policy Committee may direct the principal to form work groups to complete work to be determined from time to time.

Section 2 Responsibilities

It is the responsibility of the committees and or work groups to report findings at all regular meetings of the Academic Policy Committee. Any and all recommendations of a committee or work group must be submitted to the Academic Policy Committee for official action.

Section 3 Meetings

Committees of the Academic Policy board will comply with the same policies concerning public meeting notices in Article IV, Section I above.

Article VI – Contracts and Grants

Section 1 Contracts and Grants

A majority of the board is required to enter into any contracts. A majority of the board vote is required for grant negotiations.

Article VII – Amendments to the By-Laws

Section 1 By-Law Amendments

These By-Laws may be altered, amended, or repealed and new by-laws may be adopted at any regular or special meeting of the Board by affirmative vote of a majority of the members of the Board. All proposed by-law amendments shall be submitted, in writing, to each member at least one regular meeting prior to the meeting in which a vote on the proposed amendments is to be taken.

Definitions:

Policy: A policy is a governing principle, rule, plan or course of action. Policy defines the rules and administrative formulas by which agreed upon action and conduct of affairs is based. Policy is derived from successful actions and experience and forwards the basic purposes and leads to successful outcomes.

By-Laws: a set of rules that a corporation or group adopts to handle its internal affairs and methods of operation.

Article VIII – Adoption

These By-Laws are duly adopted by the Academic Policy Board at a meeting held on the 14th day of October, 2022.

Chair: _____ Secretary: _____