

AYAPRUN ELITNAURVIK
BYLAWS
ACADEMIC POLICY COMMITTEE

Article I — Name

The name of this oversight committee shall be the Academic Policy Committee of the Ayaprun Elitnaurvik Charter School of the Lower Kuskokwim School District, hereinafter referred to as "the APC."

Article II — Mission

Ayaprun Elitnaurvigimi elluarrluta Yugtun
Qaneryaram tunginun elitnauricikukut:
Ellaturivkarluki, taikanivkarluki Yugtun
Piciryaraput, qaneryaraput, yuuyaraput-llu.

We, the community of Ayaprun Elitnaurvik, will strive to provide a high quality Yugtun immersion education: empowering our diverse students by strengthening their knowledge, use, and understanding of Yup'ik core values, language, and culture.

The Ayaprun Elitnaurvik Charter School recognizes and solicits the leadership input of the site administrator and all parents and teachers. An attempt will be made to involve as many interested parents as possible in meetings called by the APC for discussion and development of specific issues dealing with the educational program of Ayaprun Elitnaurvik.

The APC will act as the executive committee to take formal action on all matters discussed at meetings. The APC will strive for broad and inclusive representation of parents and educators in its membership.

Article III — Principal

The APC will follow the district approved hiring procedures to select the successful administrator candidate. The APC will complete an evaluation of the Site

Administrator using an evaluation that is aligned with the goals of the Charter and APC. The district leadership team of LKSD will conduct the formal, professional evaluation of the administrator using the established district evaluation process. The APC shall provide executive oversight of the finances, administration and programs of the Ayaprun Elitnaurvik Charter School. It is responsible for the establishment and review of the curriculum.

The APC shall follow LKSD board policies, but shall have the authority to develop site specific policies.

Article IV — Membership

- The APC shall consist of 11 members representing the following categories:
 - Current parents — 5 members
(Seat A, B, C, D, E: all seats will be 3 years)
 - Certified Teachers — 2 members
 - Classified Staff — 1 member
 - Administration — 1 (or 2) member
 - Community Elder — 1 member, 1 year term
 - Former Parent — 1 member, 1 year term
- Selection of Membership
 - Parent representatives are to be elected by the parents at the fall potluck/school program of the year. Terms of office shall be for three years with terms staggered to assure continuity of leadership. Each parent with a child(ren) enrolled in Ayaprun Elitnaurvik is a qualified voter. There is one vote for each child per parent enrolled in Ayaprun. Eligibility for election and continued service is contingent on the enrollment of a parent's child in the Ayaprun Elitnaurvik Charter School.
 - The two teacher representatives may choose to be elected by the certified teaching staff at the first teacher's meeting of the school year on a rotating basis.
 - The classified staff representative may choose to be elected by vote of all the classified staff employed by Ayaprun Elitnaurvik on a rotating basis
 - The site administrator(s) shall serve as ex-officio members of the APC.

- Community elder and former parent representative shall be elected by the parents at the Fall Potluck.
- A seat on the APC is declared vacant on the resignation of a member or the unexcused absence of a member for three meetings during a school year. Such vacancy is filled by nomination and vote of the full APC and the new member serves the remainder of the term of the vacant seat or until the next election.
- The parent (non-staff) member of the APC shall not include the immediate family of the site administrator. Immediate family hereby defined as: parents, spouse, siblings, or children.
- Non-staff members of the APC shall not be regularly employed by the Ayaprun Elitnaurvik Charter School or be affiliated with Ayaprun Elitnaurvik as a Lower Kuskokwim School District employee, as a coach or as a cultural expert.
- APC members hold no authority apart from their individual vote in a formal meeting or when authorized by the APC to speak on its behalf.
- Expectations and Removal.
 - APC members are expected to attend, at a minimum, all regular monthly APC meetings. Although absences at times cannot be avoided, the APC may remove any APC member who fails to attend three such meetings during the school year. Additionally, the APC may remove a member with or without cause when it determines that the best interests of the APC and the school would be served thereby. Removal shall require a super majority vote of the APC, including the APC member who is subject to removal.

Article V — Officers

Following the fall parent representative election, the APC shall organize, choosing from among its members a Chair, Vice-chair, and a Secretary-treasurer.

- **The chair** shall preside at meetings of the APC. S/he shall confer with the site administrator to prepare the agenda for each APC meeting. The chair shall be authorized to sign all required documents for Ayaprun Elitnaurvik Charter School on behalf of the APC. The Chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

- **The vice-chair** shall serve in the absence of the chair. Vice Chair shall perform such other duties as from time to time may be assigned to him/her by the APC.
- **The secretary-treasurer** shall be responsible for recording and maintaining accurate minutes of the meetings of the APC. Minutes of all meetings shall be available for access by the public. The secretary shall also maintain an up-to-date binder of APC approved school policies. Electronic versions of documents will be kept on the school server. Starting with the 2018-2019 school year, the procedure to obtain meeting minutes will be through board docs located on the district and school website.

Article VI — Meetings

- **Quorum** — Attendance by at least seven of the APC members shall constitute a valid quorum.
- **Voting** — An attempt will be made to reach consensus on issues requiring APC action. At least 7 affirmative votes are required to pass any motion.
- **Agenda** — The site administrator in consultation with the APC chair shall prepare an agenda for each meeting. Individual members are encouraged to submit agenda items prior to the meeting for inclusion in the tentative agenda.
- **Robert's Rules of Order** shall prevail whenever a question of procedure is raised.
- Meetings may be conducted in Yup'ik with translation available in English for non-Yup'ik speakers.
- The APC shall meet at least once every six weeks or more often at the call of the chairman or site administrator.

- Notice of all meetings shall be given to parents of Ayaprun Elitnaurvik students. All APC meetings shall be open to all parents and the full public. Three days prior to all regular meetings and 24 hours prior to all special meetings notices of meeting date time place and agenda shall be posted at 3 or 4 main locations within the community. At a special meeting, the APC shall consider only the item or items for which the meeting was called. All persons in attendance at APC meetings shall be permitted to share their views and concerns with the APC.
- The APC may close its meeting for an executive session to deal with matters which by law are required to be confidential, subjects that tend to prejudice the reputation of any person, (provided that the person must be invited to be present and the person may request a public discussion), matters which might have an adverse effect upon the finances of the LKSD or Ayaprun Elitnaurvik Charter School.
- The APC shall move into executive session from open session on the basis of a motion to discuss a specific subject. Only this subject may be discussed in executive session. No minutes and no action may be taken in executive session. All matters discussed in executive session are confidential.
- The site administrator shall have the authority to implement action in an emergency situation for which there is no clear policy. The Site Administrator shall advise the APC of his/her action at the next regular APC meeting.

Article VII-Committees

There are two ways to establish a committee.

- 1) Ad Hoc (at call of the APC chair)
- 2) Regular committees
 - *AK STEPP Committee
 - *Parent involvement Committee
 - *Leadership team
 - *Policy Committee

Article VIII - Amendments

- These by-laws may be altered, amended or repealed, and any new by-laws may be adopted after two readings by a vote of two thirds of the members at any regular or special meeting of the APC.

Appendix I-Definitions/Acronyms

Appendix II-Current APC Membership with terms