

FIREWEED ACADEMY...A vibrant community of readers, writers and problem solvers.

BYLAWS

The Fireweed Academy (FWA) is a community-driven school in which all community members may participate in discussions which affect the school. The Academic Policy Committee (APC) uses the process of consensus in making major decisions regarding the operation of FWA. These decisions are made in regular APC meetings which are open to the entire community.

ARTICLE I – APC Purpose and General Responsibility

The APC consists of FWA school and community members who are committed to attending meetings regularly. In order for decisions to be made in a regular meeting, a quorum of half plus 1 (a supermajority) of the existing voting APC members must be present and participating.

1. The APC is comprised of the following eight (8) voting members:

- Two parent representatives
- Two community members
- Two adults to represent student interests
- Two staff members

The APC strives to have at least one (1) parent and one staff member represented from each facility.

The APC also has non-voting board members including but not limited to the following:

- Fireweed Administrator

2. Any APC member may resign at any time by giving written notice to the APC. The resignation will be effective at the time stated in the written notice; no acceptance of the resignation is necessary. A leave of absence in writing may be approved by the APC therefore quorum and vote count may be adjusted accordingly and recorded in the minutes.
3. Members are expected to attend, at a minimum all regular APC meetings. Although absences at times cannot be avoided, the APC may remove any member who fails to attend three (3) such meeting during his/her term. Additionally, the APC may remove a member with or without cause when it determines that the best interests of the APC would be served thereby. Removal shall require a consensus of the voting APC members.
4. The purpose of the APC is to decide on matters including but not limited to property, business and support the betterment and growth of the school. In support of this purpose, the APC may exercise all responsibilities of the FWA as provided by the

State and Federal laws, Kenai Peninsula Borough School District Board of Education policy and its Bylaws.

5. One (1) of the community representatives may be a parent of a student attending Fireweed Academy.

ARTICLE II – APC Elections

1. Parent representatives will be selected by parents.
 - a. Community member representatives will be selected by the APC.
 - b. Student representatives will be adults selected by the APC with FWA staff input.
 - c. Staff representatives will be selected by the staff.
2. APC members will serve two-year terms.
3. In September of each year, four positions of the APC will be up for election and announced to the community
4. The four positions will include one position from each represented group and will be filled prior to the October or subsequent regularly scheduled meeting.
5. If a member resigns or is dismissed, the APC will appoint a replacement to serve
 - a. out that term.

ARTICLE III – Notice of APC Meetings

Notice of APC meetings and tentative agendas will be posted on the FWA website and is emailed to parents, staff and the FWA community and is delivered to news media outlets in accordance with the Alaska Open Meeting Act prior to the meeting.

1. The agenda will be approved or amended by consensus at the beginning of meeting.
2. An APC member may participate in an APC meeting by phone or internet with prior arrangement
3. The APC shall follow Robert’s Rule of Order to conduct its business and meeting procedures.
4. The APC meets with frequency as needed September through May and a minimum of once per school calendar year.
 - a. Facilitator – a voting member that keeps attendees focused on agenda items, mediates, clarifies, moves meetings along, warns when allotted time is up, calls for tabling of an issue or extending time, is the main point of contact for the APC in district correspondence and dissemination of information.
 - b. Co-Facilitator – is the secondary voting member (in appointment of the Facilitator) to stand in as Facilitator in his/her absence and is to receive said information above as well.
 - c. Secretary – keeps a written record of decisions made during each meeting, future agenda items and items to be included in the minutes, and distributes these minutes to all APC members and posts them to the website. This position does not need to be a voting member of the APC but is instead open to any appointed volunteer as well.

ARTICLE V – Subcommittees

APC subcommittees will be formed at APC meetings. The formation will be posted in the minutes and subcommittee membership will be approved by the APC. Annual postings of the committees are posted on the FWA website following the October meeting and shall be chaired by an APC voting member and are open to all volunteers (including non-APC members) to participate.

ARTICLE VI – Executive Sessions

Executive Sessions may be requested by an APC member. Executive sessions are convened by consensus of the APC for the following matters.

1. The immediate knowledge of which would clearly have an adverse effect upon the finances of the school.
2. Subjects that tend to prejudice the reputation and character of any person.
3. Which, by law, municipal charter, or ordinance are required to be confidential.
4. Involve the consideration of government records that by law are not subject to public disclosure.

The specific subject matter to be discussed during an executive session will be described in the motion calling for the executive session in sufficient detail to describe the subject of the executive session without defeating the purpose of holding an executive session. Executive sessions are conducted solely at the discretion of the APC. Only members of the APC and those expressly invited by consensus of the APC may attend an executive session.

The APC may not take official action in executive session and it must limit discussions in executive session to matters specified in the motion calling for an executive session. The APC may give direction to its attorney or a labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

When the APC believes an executive session may be appropriate to discuss a subject that may prejudice the reputation or character of a person, the APC will provide advance notice to the affected individual. The notice will state when and where; the proposed executive session will be held and will inform the affected individual of her or his right to request a public discussion.

ARTICLE VII – Procedure to Amend Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted with the following procedure:

1. Bylaws Committee consisting of a minimum of (3) voting members convenes to discuss and if necessary, craft and propose the amendment to the bylaw with open discussion. The proposed bylaw action is then communicated to APC Members and parents via email, prior to the next regularly scheduled APC meeting where the bylaw is to be discussed in accordance with Alaska Open Meeting Act.

2. The Bylaws committee presents the proposed amendment verifying parent notice has been given that the bylaw action is to be discussed and if necessary the proposed bylaw may be further amended by APC consensus.
3. The APC by consensus moves the bylaw action forward for final approval by putting it on the agenda of a second APC meeting. The amended Bylaws are emailed to all Parents, Staff and Fireweed Community Members. If no objections are brought forth at the subsequent APC meeting (where the vote is to be held), the consensus may pass the Bylaw revision(s).
4. If there are additional changes or recommendations arising in Step 3, the proposed Bylaw action(s) return to Step 1.

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