

***FIREWEED ACADEMY...where students learn to view themselves as readers, writers and problem solvers.***

## **BYLAWS**

The Fireweed Academy (FWA) is a community-driven school in which all 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 school community.

### **ARTICLE I – APC Policy and Powers**

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

1. The APC is comprised of the following eight members:
  - Two parent representatives
  - Two community members
  - Two adults to represent student interests
  - Two staff members

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

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.
3. Any APC member may be removed at any time with cause, by consensus of the remaining APC members, whenever, in their judgment it serves the best interests of the FWA.
4. A member may be reviewed for dismissal for excessive absences. Excessive absences are defined as more than three unexcused absences in any year.
5. The property, business and affairs of the school will be managed by the APC. The APC may exercise all powers of the FWA as provided by the State and Federal law, Kenai Peninsula Borough School District Board of Education policy and Bylaws.
6. One 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.  
Community member representatives will be selected by the APC.  
Student representatives will be adults selected by the APC with teacher guidance.  
Staff representatives will be selected by the staff.
2. APC members will serve two-year terms.
3. In October of each year, four positions of the APC will be up for election.  
The four positions will include one position from each represented group.
4. If a member resigns or is dismissed, the APC will appoint a replacement to serve out that term.

**ARTICLE III – Notice of APC Meetings**

Notice of APC meetings and tentative agendas will be posted on the front door of the school prior to the meeting.

**ARTICLE IV – Meeting Procedures**

1. The APC will hold one meeting per month.
2. The agenda will be approved or amended by consensus at the beginning of the meeting.
3. An APC member may participate in an APC meeting by phone or internet with prior arrangement.
4. The following responsibilities may be designated within each APC meeting. The following duties may rotate:

Facilitator – 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.

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.

## **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.

## **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**

The bylaws may be amended only after the following three conditions have been met:

1. Proposed bylaw action has been communicated to parents via email, prior to the meeting where the bylaw is discussed.
2. At first meeting, the bylaw action is discussed and if necessary amended by consensus. The APC by consensus moves the bylaw action forward for final approval by putting it on the agenda of a second meeting.
3. At the second meeting the proposed bylaw action is approved without amendment by APC consensus.