

Fireweed Academy  
'Where students learn to view themselves as readers, writers, and problem solvers'  
Academic Policy Committee Meeting  
Approved Minutes  
March 18, 2015

**APC Members Present:** Jon Kulhanek, Hannah Gustafson, Stephanie Zuniga, Amber Niebuhr, Brandy McGee, (came in a bit late), Kate Henry

**Members absent:** Kary Brinson, Matt Strobel, Garry Betley

**Committee Members Present:**

**Staff Present:** Kiki Abrahamson- FWA Principal, FWA Secretary Janet Bowen, Kim Fine, FWA Teacher Brian Olson, potential parent for next year

**Public Comments:** None

Meeting called to order at 4:34 pm

**Motion: Hannah moved to approve the agenda, Jon seconded and motion passed with unanimous consent.**

**Motion: Hannah moved to approve the Feb 2015 minutes, seconded by Jon and motion passed with unanimous consent.**

**Administrators Report:** Kiki reported that we were finished with 2 artists in the School workshops and they went very well. The Invention Convention was a big success.

Staffing looks good for next year but we cannot posts our K-2 vacancy until all district forced transfers have been completed. Kiki explained that the district cannot place a teacher to accept a position at a charter school without their consent, but they can require us to receive a forced transfer. We have two voluntary tenured requests to move to FWA and we must interview them, and we have 12 non tenured teachers interested.

Our teachers are working hard, there are about 6 weeks left and then it is fieldtrip and end of school activities time.

The New theme is Culture. Sheryl Sotelo, formerly of McNeil Canyon, recently completed an Eisenhower Fellowship -professional development –in STEM (Science, Technology, Engineering and Math). She will work with us for the week of April 6-10, 2015, working with kids at both Big and Little Fireweed.

Upcoming: Lea Thon, an Americorp volunteer with the STEM Outreach Program working with the Center for Alaska Coastal Studies will be a guest speaker on building ROV's. Another fieldtrip will take the kids to the Harbor to drive the ROV's under the docks. Billy Pepper may also give tours of the Tiglax while the kids are down there.

**Budget Committee:** The budget committee met the first Monday of the month. There was also a meeting with Kiki, Hannah Gustafson, Matt Strobel, Laurie Olson and Dave Jones. AS a result of this meeting Laurie Olsen responded to Kiki regarding a question about liability insurance with in the district. Laurie wrote in an email:

Hi Kiki,

Getting back to you about the questions you had from our meeting ---

*The members of the APC are covered by the district's general and professional liability insurance while they are working in the scope of their position. What that means is that the district's liability insurance would be available to them for acts they performed in that role. If there are specific questions, it might help clarify if you share what you are wondering about.*

*Also, I didn't take enough notes, but was there a question about the Open Meetings statute and whether or not it applied to the APC? Thanks, Laurie*

Kiki reported that she assured Laurie that the APC was aware of the open meetings act and conducts meetings accordingly.

Amber reported that she had correspondence with Mark Foster, CFO for the Anchorage School District.. The APC members were to look on the ASD webpage for their report. The link to the ASD CIP report is [http://www.asdk12.org/media/anchorage/globalmedia/documents/demographics/2013\\_CIP.pdf](http://www.asdk12.org/media/anchorage/globalmedia/documents/demographics/2013_CIP.pdf)

**Strategic Planning:** Amber, Hannah and Kate met with Susie Amundson from Wise at Work about a strategic planning workshop. Susie provided a proposal, which is attached to these minutes. There was discussion around whether or not to have a strategic planning meeting, who to invite, APC members, Teachers and other stakeholders such as parents and how to keep it to a manageable size..

**MOTION: Jon moved to proceed with a strategic planning session with Wiese at Work, Hannah seconded and the motion passed unanimously.**

The meeting will be 7-8 hours long. The APC will revisit core values set in place some 18 years ago during the last APC meeting. Susie prefers a late afternoon meeting followed the next day by the final meeting. There was a discussion around potential dates. May 1<sup>st</sup> looked good as that is an early release day and all staff could collaboratively participate during the first part of the session.

**MOTION: Hannah moved to hold the strategic planning session May 1 & 2, seconded by Amber. The motion passed with unanimous consent.**

Amber and Kate will coordinate with Susie Amundson and arrange for childcare for the participants.

**Campus Consolidation:** There was discussion of how the ASD encourages their charter schools to create a parent group non-profit to raise funds for charter schools.

**MOTION: Amber moved to initiate the process of forming a nonprofit parent organization, Kate seconds and the motion passes unanimously.**

Kate will contact Toby Wheeler to see if he would like to assist with the process.

**APC Evaluation:** Jon asked that everyone try to complete his survey about the APC by Sunday if possible. He will give results prior to the strategic planning meeting.

**MOTION: At 5:50pm Amber moved to enter into executive session to proceed with Kiki's evaluation, seconded by Brandy. Motion passed with unanimous consent.**

**MOTION: Amber moved to move out of executive session, seconded by Hannah. The motion passed with unanimous consent.**

**MOTION: at 6:35 Jon moved to adjourn, seconded by Amber, motion passes with unanimous consent.**

Minutes submitted by Janet Bowen

**ATTACHMENT 1**

**PROPOSED AGREEMENT**

**WISE AT WORK**

**Scope of Work, Schedule, and Costs**

The purpose of the strategic planning process for Fireweed Academy is to develop both a relevant and updated organizational Strategic Plan and accompanying Operational Plan (action plan) that will be used in the coming years to strengthen the organization. Strategic planning will help Fireweed provide a thoughtful self-assessment and planning; gain clarity and direction; and allow its champions to build consensus around Fireweed’s vision, mission, and priorities.

Wise at Work, an organizational development consulting business in Homer, Alaska will provide planning, facilitation, and reporting services.

- Susie Amundson is the principal and will provide services.
- The Academic Policy (APC) of Fireweed Academy and Wise at Work will determine the period of performance based on the scope of work and mutually-agreeable schedule.
- This will be a fixed fee contract (if the consultant uses more hours or less hours of labor, the fee will remain the same) for the strategic planning process.
- The consultant’s rate per hour is \$110.00. If the strategic planning retreat has 10 or more participants, the rate will increase to \$120.00 per hour.

<b>Tasks</b>	<b>Timeline</b>	<b>Hours</b>	<b>Cost</b>
1. Pre-planning of Fireweed Strategic Planning Retreat	TBD	2.0	220.00
2. Discovery of Fireweed Academy’s organization through website and stakeholder discussions	TBD	1.0	110.00
3. Facilitate Fireweed Academy’s Strategic Planning Retreat in Spring 2015 (Day 1: 4 hours; Day 2: 3 hours) <ul style="list-style-type: none"> <li>• If the Academy’s values are addressed at the retreat, 1 more hour of facilitation will be needed</li> <li>• If 10 or more participants attend, additional time will be needed to support the discussions and extra voices</li> </ul>	TBD	7.0	770.00
4. Provide written Strategic Plan and Operational Plan <ul style="list-style-type: none"> <li>• More follow-up with Operational Plan or other duties to support planning may be desired and will be added on an hourly rate</li> </ul>	TBD	3.0	330.00
5. Follow-up of Strategic and Operational Plans with Principal, APC members, and key stakeholders	TBD	1.0	110.00

<b>TOTAL</b>		<b>14</b>	<b>\$1540.00</b>

<b>Deliverables</b>	<b>Timeline</b>
1. Planning Meeting with APC	TBD
2. Strategic Planning Retreat	TBD
3. Written Strategic Plan <ul style="list-style-type: none"> <li>• 5-year priorities</li> <li>• 1-year priorities and annual goals</li> </ul>	TBD
4. Written Operational Plan <ul style="list-style-type: none"> <li>• Content will include what is reached by the end of the strategic planning session</li> </ul>	TBD

\*Payment is due within 30 days of receiving an invoice from Wise at Work.