



Discovery Peak Charter School

Annual Report
2022-2023

Submitted by: Kaitlyn Osborn



Student Enrollment

Demographics 2022-2023

| | |
|-------------------------------------|-----|
| Caucasion only | 77% |
| African American only | 1% |
| Hispanic only | 6% |
| Asian only | 0% |
| American Indian only | 0% |
| Alaska Native only | 6% |
| 2 or more races | 10% |
| Native Hawaiian or Pacific Islander | 0% |
| Unclassified | 0% |

***Ethnicity reporting data based on April 5, 2023*

Powerschool Enrollment Summary

| | |
|-------------------------------|-----|
| Boys | 51% |
| Girls | 49% |
| Military Connected | 37% |
| Enrolled in Special Education | 25% |
| English Language Learners | 4% |
| Total Enrollment | 195 |

Current Staff

| Name | Position Held |
|---------------------|------------------------------------|
| Shannon Trizzino | Kindergarten Teacher |
| Krista Smith | First Grade Teacher |
| Katrina Smith | Second Grade Teacher |
| Jasmine Study | Third Grade Teacher |
| Chelsea Sellers | Fourth Grade Teacher |
| Monica Becker | Fifth Grade Teacher |
| Kristine Rosevear | Sixth Grade Teacher |
| Maynard Maglaya | Seventh Grade Teacher |
| Rosalee Edwards-Sam | Eighth Grade Teacher |
| Alexis Rosenbery | Special Education Resource Teacher |
| Kaitlyn Osborn | Head Teacher |
| Crystal Narow | Administrative Secretary |
| Sue Thompson | Charter School Assistant |
| Tarryn Clark | Kindergarten Tutor |
| Kim Durrant | K/1/2 Tutor |
| Tanner Thibodeau | 3/4/5 Tutor |
| Currently Hiring | 6/7/8 Tutor |

Discovery Peak Charter School

2022/2023 Annual Report

Our Vision

Discovery Peak Charter School is committed to 3 essential pillars leading to student learning and success. We strive to reach students at their own level through individualized and project-based instruction. We seek to involve all facets of the term "community" into our lessons and overall school experience by way of establishing a strong sense of community in our classrooms, creating an intentional presence of community-building within our staff and families, and including community experts and resources to extend learning beyond our building walls. At Discovery Peak we also see the immense value in encouraging physical activity and in keeping students engaged by allowing them to move their bodies in order to focus their minds.

Highlights

Science Fair: Discovery Peak had 91 students participate in our school science fair and 29 students participate at the district science fair..



Explorations: Discovery Peak students participated in explorations that focused around some of the following topics:

- Chemistry & Matter
- Gardening
- Weather
- Intro to Technology
- Engineering
- History of Alaska
- Wild & Local
- American Civil War
- Marine Biology
- Human Impact
- Dinosaurs
- Sound Waves
- Westward Expansion
- And many more!

Science Olympiad: This was Discovery Peak's first year participating in the Science Olympiad competition. Our team, Bazinga, took first place at the state competition at UAF and is traveling to nationals in Wichita, Kansas this May.



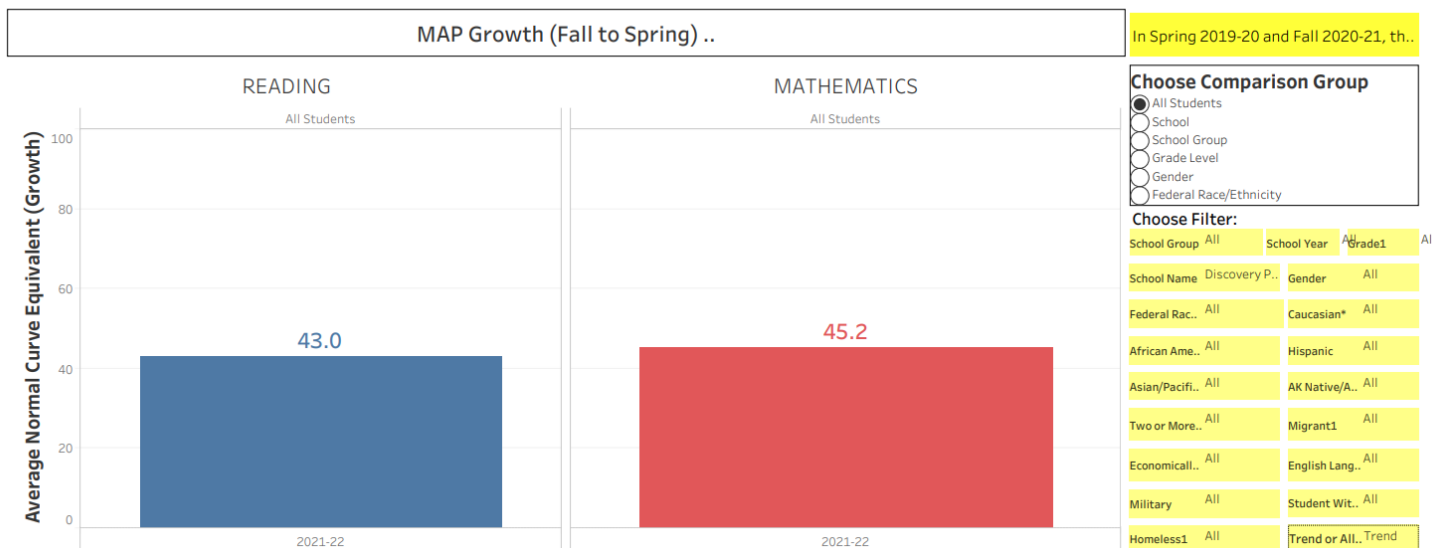
Purpose & Mission of Discovery Peak

The purpose of Discovery Peak is to provide North Pole and its surrounding communities with an alternative K-8 educational option. Discovery Peak provides a rigorous and innovative academic program. Through personalized ELA and Math curriculum, hands-on discovery, community-focused problem solving, and increased physical activity, our students will engage in a unique, learn-by-doing curriculum. The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Student Performance Expectations

Student Achievement Assessment Results:

MAP Average Normal Curve Equivalent Growth - 2021 to 2022



2022 AK STAR Results



2022 School Summary Report - English Language Arts
 District: FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
 School: DISCOVERY PEAK CHARTER SCHOOL

| | # Students Tested | Mean Score | Median Score | % of Students by Achievement Level | | | |
|--|-------------------|------------|--------------|------------------------------------|-----|-----|-----|
| DISCOVERY PEAK CHARTER SCHOOL | 118 | 1592 | 1587 | 38% | 27% | 25% | 9% |
| FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT | 6046 | 1593 | 1588 | 39% | 29% | 22% | 10% |
| ALASKA STATE ORG | 54745 | 1591 | 1585 | 43% | 28% | 21% | 9% |

Achievement Levels

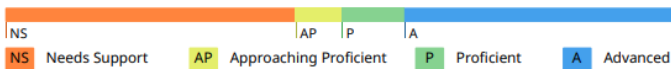
Overall scores on the AK STAR Assessments are divided into four achievement levels: Advanced, Proficient, Approaching Proficient, and Needs Support.

Scale Scores

The number of students and median and mean scale scores are reported at the school level in the table below. The median is the middle score in the ordered list of all students' scale scores. The mean is the average scale score by grade.

Comparisons: District and State

- ↑ did better than the district and state mean for the reporting category
- ≈ did about as well as the district and state mean for the reporting category
- ↓ did not do as well as the district and state mean for the reporting category
- ∅ did not attempt any items in this category



ELA Summary By Grade

| Grade | # Students Tested | Mean Score | Median Score | % of Students by Achievement Level | Reporting Category | Comparison | |
|-------|-------------------|------------|--------------|---|----------------------|------------|-------|
| | | | | | | District | State |
| 3 | 18 | 1575 | 1570 | Needs Support: 33% Approaching Proficient: 39% Proficient: 17% Advanced: 11% | Reading | ≈ | ↑ |
| | | | | | Writing and Language | ↑ | ↑ |
| 4 | 22 | 1580 | 1573 | Needs Support: 50% Approaching Proficient: 14% Proficient: 23% Advanced: 14% | Reading | ↓ | ↑ |
| | | | | | Writing and Language | ↓ | ≈ |
| 5 | 22 | 1590 | 1587 | Needs Support: 18% Approaching Proficient: 45% Proficient: 32% Advanced: 5% | Reading | ↑ | ↑ |
| | | | | | Writing and Language | ↓ | ↓ |
| 6 | 20 | 1597 | 1595 | Needs Support: 30% Approaching Proficient: 30% Proficient: 35% Advanced: 5% | Reading | ↓ | ↑ |
| | | | | | Writing and Language | ↓ | ≈ |
| 7 | 15 | 1594 | 1591 | Needs Support: 53% Approaching Proficient: 33% Proficient: 13% Advanced: 0% | Reading | ↓ | ↑ |
| | | | | | Writing and Language | ↓ | ↓ |
| 8 | 21 | 1615 | 1597 | Needs Support: 48% Approaching Proficient: 5% Proficient: 29% Advanced: 19% | Reading | ↑ | ↑ |
| | | | | | Writing and Language | ↑ | ↑ |

| | # Students Tested | Mean Score | Median Score | % of Students by Achievement Level |
|--|-------------------|------------|--------------|---|
| DISCOVERY PEAK CHARTER SCHOOL | 118 | 1540 | 1534 | <div> <div>55%</div> <div>26%</div> <div>13%</div> <div>6%</div> </div> |
| FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT | 6061 | 1545 | 1539 | <div> <div>54%</div> <div>21%</div> <div>17%</div> <div>8%</div> </div> |
| ALASKA STATE ORG | 54688 | 1542 | 1537 | <div> <div>58%</div> <div>19%</div> <div>16%</div> <div>7%</div> </div> |

Achievement Levels

Overall scores on the AK STAR Assessments are divided into four achievement levels: Advanced, Proficient, Approaching Proficient, and Needs Support.



Scale Scores

The number of students and median and mean scale scores are reported at the school level in the table below. The median is the middle score in the ordered list of all students' scale scores. The mean is the average scale score by grade.

Comparisons: District and State

- ↑ did better than the district and state mean for the reporting category
- ≈ did about as well as the district and state mean for the reporting category
- ↓ did not do as well as the district and state mean for the reporting category
- Ø did not attempt any items in this category

MA Summary By Grade

| Grade | # Students Tested | Mean Score | Median Score | % of Students by Achievement Level | Reporting Category | Comparison | |
|-------|-------------------|------------|--------------|--|----------------------------|------------|-------|
| | | | | | | District | State |
| 3 | 18 | 1507 | 1508 | <div> <div>61%</div> <div>28%</div> <div>11%</div> </div> <div>Needs Support: 61% Approaching Proficient: 28% Proficient: 11% Advanced: 0%</div> | Content | ↓ | ↓ |
| | | | | | Argumentation and Modeling | ↓ | ↓ |
| 4 | 22 | 1522 | 1522 | <div> <div>59%</div> <div>23%</div> <div>9%</div> <div>9%</div> </div> <div>Needs Support: 59% Approaching Proficient: 23% Proficient: 9% Advanced: 9%</div> | Content | ↓ | ↓ |
| | | | | | Argumentation and Modeling | ↓ | ↓ |
| 5 | 22 | 1531 | 1528 | <div> <div>59%</div> <div>14%</div> <div>23%</div> <div>5%</div> </div> <div>Needs Support: 59% Approaching Proficient: 14% Proficient: 23% Advanced: 5%</div> | Content | ↓ | ↓ |
| | | | | | Argumentation and Modeling | ↓ | ↓ |
| 6 | 20 | 1553 | 1553 | <div> <div>40%</div> <div>30%</div> <div>15%</div> <div>15%</div> </div> <div>Needs Support: 40% Approaching Proficient: 30% Proficient: 15% Advanced: 15%</div> | Content | ≈ | ↑ |
| | | | | | Argumentation and Modeling | ≈ | ↑ |
| 7 | 15 | 1557 | 1557 | <div> <div>40%</div> <div>47%</div> <div>13%</div> </div> <div>Needs Support: 40% Approaching Proficient: 47% Proficient: 13% Advanced: 0%</div> | Content | ↓ | ≈ |
| | | | | | Argumentation and Modeling | ↓ | ↓ |
| 8 | 21 | 1570 | 1567 | <div> <div>67%</div> <div>24%</div> <div>5%</div> <div>5%</div> </div> <div>Needs Support: 67% Approaching Proficient: 24% Proficient: 5% Advanced: 5%</div> | Content | ≈ | ↑ |
| | | | | | Argumentation and Modeling | ↑ | ↑ |

Recommendations for Remediation of Poor Student Performance: Our school has one tutor for each cluster. These tutors are able to provide targeted small group instruction to students, as directed by their classroom teacher. We also have a Walk to Math program to help meet student needs. Additionally, we have one of our primary teachers enrolled in LETRS training. Mrs. Osborn is attending the SOR Symposium at the end of April.

School Goal Attainment:

Goal 1: Critical Thinking– See and understand the relationships of different types of knowledge and how to use them to solve current and future learning dilemmas.

Attainment: We encourage all students to utilize critical thinking throughout their education. One great example of this is our Science Olympiad team. These students used their critical thinking skills to create projects, problem solve, and learn complex concepts. Additionally, our students participate in many hands-on projects that help to develop critical thinking skills. Some examples of these projects include the wax museum and the Iditarod project. During the wax museum, our 6th, 7th, and 8th grade students research an individual, create a poster with pertinent information, prepare a speech, and dress up as the individual to present the information to school and community members. During the Iditarod project, students from the 3rd, 4th, 5th grade cluster create a journal, track a musher along the race, and research the cost of food, gear, and entry fees associated with the race. These students also set a goal of walking 1000 laps on our track to represent the 1000 miles in the race. Students from our kindergarten, 1st, and 2nd grade classes had the opportunity to participate in a sports physics exploration. One highlight from this exploration was their study of different types of olympic sledding. The students were able to study the focus and motion behind the different types of sledding and then go outside and try them on our sledding hill.

Goal 2: Community - Become ethical and compassionate stewards of their community.

Attainment: Our APC set a goal of having two community connections per cluster per semester. Each cluster has met this goal. Below are some examples of community connections that our students have made.

- Rock and Roll (rocks and minerals)
- Wild and Local berry/food harvesting
- Connections with local businesses
- Coding program with NPHS students
- UAF museum field trips
- Collecting water from local sources for an exploration.
- Different family members came in to talk about family traditions for an exploration.
- Guest speakers
- Snowshoe race

- Career Fair

Goal 3: Literacy – Read, decode, comprehend, synthesize and analyze, critique and reflect upon numeric and written information gathered from a variety of sources.

Attainment: We have one teacher enrolled in LETRS training and one teacher attending the SOR symposium at the end of April. As we gear up for the implementation of the AK Reads Act, we will continue to make positive changes. Additionally, Discovery Peak utilizes Accelerated Reader school wide to help support and challenge our students.

Goal 4: Physical Activity- Engage in additional physical activity outside of organized sports and structured physical education environments.

Attainment: This year we started doing whole school movement every Friday morning. During this time, every student participates together in a workout or movement activity. We have also recently purchased skis and snowshoes for our students. This will help to provide movement opportunities for our students during the winter months. Additionally, we had a teacher attend the SHAPE conference at the end of March to learn and bring back ideas/information to our school pertaining to movement.

Student Enrollment

| Demographics 2022-2023 | |
|--|-----|
| Caucasian only | 77% |
| African American only | 1% |
| Hispanic only | 6% |
| Asian only | 0% |
| American Indian only | 0% |
| Alaska Native only | 6% |
| 2 or more races | 10% |
| Native Hawaiian or Pacific Islander | 0% |
| Unclassified | 0% |
| <i>**Ethnicity reporting data based on April 5, 2023</i> | |
| Powerschool Enrollment Summary | |
| Boys | 51% |
| Girls | 49% |
| Military Connected | 37% |
| Enrolled in Special Education | 25% |
| English Language Learners | 4% |
| Total Enrollment | 195 |

96% of students indicated that they will return to DPC for the 23/24 school year

Current List of Discovery Peak Employees

| Name | Position Held |
|---------------------|---------------------------------------|
| Shannon Trizzino | Kindergarten Teacher |
| Krista Smith | First Grade Teacher |
| Katrina Smith | Second Grade Teacher |
| Jasmine Study | Third Grade Teacher |
| Chelsea Sellers | Fourth Grade Teacher |
| Monica Becker | Fifth Grade Teacher |
| Kristine Rosevear | Sixth Grade Teacher |
| Maynard Maglaya | Seventh Grade Teacher |
| Rosalee Edwards-Sam | Eighth Grade Teacher |
| Alexis Rosenbery | Special Education Resource Teacher |
| Kaitlyn Osborn | Head Teacher |
| Crystal Narow | Administrative Secretary |
| Sue Thompson | Charter School Assistant |
| Tarryn Clark | Kindergarten Tutor |
| Kim Durrant | K/1/2 Tutor |
| Tanner Thibodeau | 3/4/5 Tutor |
| Currently Hiring | 6/7/8 Tutor |

Description of Discovery Peak Activities



Aerial Silks: Discovery Peak participated in the Artist in Residency program this year. During January, Teal Belz from Golden Heart Performing Arts worked with our students for three weeks. All grades participated in this activity. The residency culminated in a parent performance where each student was able to demonstrate the skills that they had learned.

Career Day: Discovery Peak's middle school students participated in a career day. Discovery Peak had 30 organizations attend.



Soup Cook-Off: In November, our APC hosted a Soup Cook-Off fundraiser. This event brought parents, students, and community members into the school.

Wax Museum: Middle school students at Discovery Peak are participating in a Wax Museum. This event will be presented to the school as well as community members in early May.

Running Club: Discovery Peak had 83 students participate in our running club this year. Many of these students also participated in races at other schools.

Battle of the Books: Discovery Peak had 3 teams participate in Battle of the Books. Our third/fourth grade team took 7th at the district competition. Our fifth/sixth grade team took 10th at the district competition. Our seventh/eighth grade team took 1st at the district competition and went on to take 5th at the state competition.

Science Fair: Discovery Peak had 91 students participate in our school science fair and 29 students participate at the district science fair.

Science Olympiad: This was Discovery Peak's first year participating in the Science Olympiad competition. Our team, Bazinga, took first place at the state competition at UAF and is traveling to nationals in Wichita, Kansas to compete in May.



Glow into Spring: Our 3/4/5 cluster hosted a Glow into Spring social this spring for our school community. This event featured dancing, glow in the dark face paint, an obstacle course, and food.



March and Madness: The PTA hosted this free event for our school community in March. The event featured minute to win it games for students to play.

Orientation Meetings: Discovery Peak held three orientation meetings for the 2023/2024 school year. Each of these meetings was well attended by prospective families.

Cents for Seniors: This year our school raised \$1,192.00 for the local senior center in North Pole.

CPR/First Aid: All Discovery Peak staff attended CPR and First Aid training at the beginning of the school year.

Dino Data Day: At the end of each quarter we have a Dino Data Day. On this day, all students work through rotations that focus on movement, goal setting, reading, math, explorations, and trek tokens. This event brings in a lot of parent volunteers and allows all of our students to interact in mixed groups of kindergarten through eighth grade students.

Month of the Military Child: This April, Discovery Peak celebrated the month of the military child with a spirit week and student recognition. We celebrated our military connected children with a certificate and cupcakes. 37% of our student population has a military association.

Camping Trips: Each grade level at Discovery Peak is participating in a camping trip this year. Our K/1/2 students are staying on school grounds, our 3rd and 4th grade students are going to Twin Bears, our 5th &

6th grade students are going to Twin Bears, and our 7th & 8th grade students are going to Chena Lakes. All camping trips are taking place in May.

Neighborhood Clean-Up Day- We have planned a neighborhood clean up day for May 1st. All grades will be participating in this event.

ANSEP: The Alaska Native Science Engineering Program is held at the University of Alaska Anchorage throughout the year. During March, four of our students attended a weeklong program. During this opportunity, our students were able to build computers and robots. This experience will help to prepare them for college.

Major Changes Planned

Waivers

The Charter School Act permits charter schools to operate free from specified state and local rules and regulations in order to effect innovative educational reform. Discovery Peak requires that it be permitted to operate free from those specified policies. Discovery Peak operates in compliance with all other FNSBSD policies and regulations and all applicable federal, state, and local laws, rules, and regulations unless specifically waived. Waivers from specific FNSBSD policies or regulations may be requested by Discovery Peak by submitting a written request to the School Board. The request shall include the reasons Discovery Peak is in need of or desires the waiver. Waivers of the policies and regulations may be granted only to the extent permitted by state law. In the event FNSBSD policy or regulation from which Discovery Peak is requesting a waiver is required by state regulation, FNSBSD agrees to jointly request such a waiver from the State Board.

The waivers requested by Discovery Peak are subject to the following assumptions:

- FNSBSD policies, and their accompanying regulations, may be waived by the FNSBSD or by the contract between Discovery Peak and the Board.
- By not receiving a waiver for a FNSBSD Board policy or regulation, it is understood that the governing board of Discovery Peak has adopted the policy or regulation as its own. Compliance will be consistent with federal and state law and the contract between Discovery Peak and the Board. It is further understood that the premises, services, resources, personnel, students, etc. contained in the policy or regulation pertain to Discovery Peak premises, services, personnel, students, etc. unless it is otherwise specifically agreed to by the FNSBSD Board. Subsequent changes to such policies and regulations also apply to Discovery Peak unless waived by the FNSBSD Board.
- Waivers are requested for three reasons:
 - to delegate governing authority from the FNSBSD Board to the Discovery Peak Board
 - to change the substance of a policy or regulation
 - to delete a policy or regulation.

The following are the waivers requested by Discovery Peak. Additional waivers may be requested and approved pursuant to the terms of the Contract between the parties. Waiver of any policy constitutes waivers of associated rules and regulations.

- 310 - Administrative Organization
- 321 - Superintendent
- 324 - School Building Administration
- 325 - Staff Relations
- 330 - Administrative Committees (Superintendent's approval)
- 340 - Principals (policy Implementation)
- 341 - Handbooks (Superintendent's approval)
- 546 - Supervision (Principal)
- 1143 - Principal's Advisory Committee

Rationale:

Discovery Peak has its own school administrative organization and administration team. This governing body for the school is the Discovery Peak Academic Policy Committee. The Discovery Peak APC meets on a consistent basis to establish Discovery Peak's administrative policies, responsibilities, and duties. The APC oversees the mission and vision of Discovery Peak Charter School. Supervising staff, carrying out administrative policies, budgetary responsibilities, and day to day operations of Discovery Peak Charter School will be the responsibility of the Head Teacher.

- 900 - Curriculum & Instruction Philosophy
- 910 - Curriculum Development
- 920 - Instructional Materials
- 921 - Selection of Instructional Materials
- 922 - Request for Reevaluation of Instructional Materials
- 923 - Disposal of Outdated Instructional Material
- 960.3 - Instructional Arrangements - Class Size
- 971 - K-12 Student Assessment

Rationale:

Discovery Peak is waiving these policies according to the Alaska State Charter School Law, which states that charter schools are exempt from District curriculum and scheduling policies. Discovery Peak has its own school day, which provides time and flexibility in organizing schedules and class sizes. Discovery Peak has developed its own curriculum and program of instruction.

- 1154 - Parent Involvement

Rationale:

Discovery Peak has its own parent involvement policy.

- 1310-1370 - Facilities
- 1390 - Facilities

- 741 - Building Security
- 742 - Use of Building
- 1160 - Use of District Facilities

Rationale:

If Discovery Peak is not housed in a School District facility, routine building and ground maintenance services will be performed or contracted by Discovery Peak or the building owners per our lease agreement.

- 1032.1 - Establishment of Boundaries
- 1032.2 - Attendance Out of Transportation Zone

Rationale:

Discovery Peak is a choice school. It is open to all students in the District. We expect transportation to be provided by FNSBSD per our charter. Students with special needs are transported according to state and federal regulations.

- 1031 - Student Attendance
- 1045 - Student Behavior
- 1045.2 - Student Handbooks
- 1063.2 - Homebound Instruction

Rationale:

Although incorporating the bulk of FNSBSD Student Behavioral Standards, Discovery Peak may have its own policies concerning student attendance and behavioral expectations (student conduct agreement).

Student Conduct Agreement
(Approved by APC on August 8th, 2022)



Student Conduct Agreement

I understand that as condition of enrolling at Discovery Peak Charter School I agree to and will fully comply with the following conditions (please initial each box):

- ☐ To attend school each day and follow the school Attendance Policy. Students will miss no more than 10 days of school per semester.
- ☐ To follow the school district discipline policy as stated in the “Student Rights, Responsibilities and Behavioral Consequences” handbook. If a student is unable to adhere to the FNSBSD discipline policy, the guardian may be required to pick the student up immediately.
If a student is sent home, the absence is considered a suspension.
- ☐ To respect other people and their property. I will be polite to the staff and students and will NOT make rude or hurtful remarks.
- ☐ To do my best. I will put forth my best effort in the classroom and at school.
- ☐ To comply with the philosophy of Discovery Peak, including a willingness to work independently, be a good role model, contribute to the school community and take full responsibility for my actions.

Consequences for non-compliance:

There is a limit to the number of students who may attend Discovery Peak Charter School and there is a waiting list. Failure to abide by the terms of this contract as stated above, will, at the Administrator’s discretion, result in an immediate suspension or withdrawal from Discovery Peak Charter School. If suspended, the student and parents will attend a re-entry meeting with the Administrator. After the student is suspended for the 4th time, subsequent incidents may result in the student being withdrawn from Discovery Peak. If withdrawn, the student will have the option of enrolling in the district’s other programs. The student will not be eligible to reapply at Discovery Peak Charter School.

Student’s Printed Name: _____ **Date** _____

Student’s Signature _____ **Date** _____

As parents/guardians, we agree to support the discipline plan, educational methods and underlying philosophy of Discovery Peak Charter School.

Guardian’s Name _____ **Date** _____

Guardian’s Signature _____ **Date** _____

Tardy Policy
(Approved by the APC on December 12, 2022)

Students will accrue one half day absence for every three tardies in a semester. A tardy is defined by the FNSBSD Reg. Admin. Reg. 1031 as, “A student arriving late but within 60 minutes of the start of the day shall be marked tardy.” The absences associated with tardies will contribute to the student’s overall absences for the semester. All other FNSBSD tardy policies IAW FNSBSD Reg. Admin. Reg. 1031 will continue to apply.

Meetings of the Governing Bodies of the Charter School

2023/2024 APC Members

| Name | Position Held | Term |
|---------------------|------------------------------|------------------------------------|
| Susan Currier | President & Parent | January 1, 2023 - December 31 2024 |
| Kristine Rosevear | Vice President & Teacher | January 1, 2023 - December 31 2024 |
| Rosalee Edwards-Sam | Secretary & Teacher | January 1, 2023 - December 31 2024 |
| Sandy Boyle Evans | Treasurer & Community Member | January 1, 2022 - December 31 2023 |
| Jasmine Study | Teacher | January 1, 2023 - December 31 2024 |
| Jennifer Colom | Parent | January 1, 2023 - December 31 2024 |
| Mary Curran | Parent | January 1, 2023 - December 31 2024 |
| Christopher Smades | Parent | January 1, 2023 - December 31 2024 |

New members will be voted on as terms expire

PTA Officers

| Name | Position Held |
|-----------------|----------------|
| Tiffany Piser | President |
| Patrick Spencer | Vice President |
| Andie Renner | Secretary |
| William Sam | Treasurer |

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
August 8, 2022, 4:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum
 - In attendance: Tami, Sandy, Susan, Shannon, Kristine, Rosalee, Kaitlyn
 - Call to order at 4:04 - quorum established
- Approval of Minutes - from [5/26/2022 Special Meeting](#)
 - Approved unanimously

2. Reports

- Treasurer
 - Balance: \$5,217.13
- Head Teacher Report (this is old information but is left here to show the new Headteacher what was done previously) -
 - [Enrollment](#)/Staffing
 - Still filling positions for 4th, 5th, tutor 3-5, tutor 6-8, charter assistance
 - [Budget](#)

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. [APC Policy Letter 22-23.1: 2022-2023 APC Meeting Schedule](#)
 - a. Changes consist of:
 - i. Meetings were changed to the 2nd Monday of each month
 - ii. Dates were changed
 - iii. In Public Comments section wording was changed from emails must be received by 5:30pm to 30 minutes prior to the meeting.
 - iv. In Public Request of Agenda Item section, the requirement was changed from 14 calendar days prior to the meeting to 10 calendar days prior to the meeting.
 - v. Reviewed and discussed letter
 - vi. Rosalee moved approve the changes to the meeting schedule
 - vii. Sandy seconds

viii. Motion passes unanimously

2. 22-23 Volunteer Hours Contract

- a. This contract would be signed by parents/guardians at the beginning of the school year (or when a new student joins the school) to acknowledge their requirements of volunteer hours.
- b. Reviewed and discussed contract
- c. Kristine moves to approve the contract
- d. Tami seconds
- e. Motion passes unanimously

3. 22-23 Attendance Policy Contract

- a. This contract would be signed by parents/guardians at the beginning of the school year (or when a new student joins the school) to acknowledge the attendance policy and the consequences.
- b. Reviewed and discussed contract
- c. Kristine moves to approve the contract
- d. Tami seconds
- e. Motion passes unanimously

4. 22-23 Student Conduct Agreement

- a. This contract would be signed by the student and their parent/guardian at the beginning of the school year (or when a new student joins the school) to acknowledge the conduct expectations and consequences.
- b. Reviewed and discussed agreement
- c. Sandy moves to approve the agreement.
- d. Susan seconds
- e. Motion passes unanimously

5. Discussion Items

1. Meet the new Head Teacher, Kaitlyn Osborn.
2. 22-23 School Year Goals for the APC and the school.
 - a. 2 APC Goals:
 - i. Strategic plan creation
 1. Where do we want to go in the next 3-5 years?
 2. Discussed evaluating the charter and keeping a working document to show an updated vision of our charter.
 - ii. Head teacher evaluation form created and implemented
 1. Implementation by non staff APC members, continuing to develop
 - b. 3 DPCS Goals - these are the goals we will be evaluating the Headteacher with throughout this year:
 - i. Physical activity - staff development on ways in which teachers can implement meaningful physical activity into their curriculum as well as effective physical educational practices.
 1. Built into first of the year PD already
 - ii. Individualized learning - staff development on using STAR math and reading reports to affect more effective classroom implementation
 1. Built into first of the year PD already
 - iii. Community involvement - this needed to be narrowed down, we had multiple ideas for this goal
 1. 2 community connections made per semester per cluster
 2. Creating a school wide contact list of community members
3. 22-23 Outline of APC Yearlong Required Meeting Topics.
 - a. This is based on the "timeline" in our bylaws.
 - b. These topics are not the sole focus of these meetings but are the agenda items that must be on each month's meeting in order to comply with our bylaws.
 - i. Reviewed yearlong meeting topics document
 - ii. Discussed that these are not a complete list of topics, but a general outline of agenda items

Curriculum will be discussed by the head teacher at the next meeting

Explorations charges? Yes? No? How much?

Discussed sponsorship letter instead

Classroom wishlist utilized

6. Next Meeting Information

1. Regular APC Meeting: Monday, Sep 12, 2022 at 6pm at Discovery Peak.

7. Adjourn Regular Meeting

Motion to adjourn 5:18 by Krisitne

Sandy seconds

Meeting adjourned at 5:18

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
September 12, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum
 - Change Tami's email address
 - In attendance: Rosalee, Dexter, Shannon, Susan, Kristine, Kaitlyn
 - Call to order at 6:01
- Approval of Minutes - from [8/8/22 Regular APC Meeting](#)
 - Approved unanimously

2. Reports

- Treasurer
 - \$1471 was deposited into the APC account for the Food Truck Rally
 - \$150 check was sent in from vendor for Food Truck Rally
 - Names of staff volunteers were submitted
 - Thank you to Rosalee for getting it together!
- Head Teacher Report -
 - Enrollment/Staffing
 - 196 (2 openings in 4th, one opening in 8th)
 - Fully staffed!
 - Budget
 - Last year based on 186 enrollment, this year we will be at 196.
 - Using this to build buffer in account for high expenditures
 - Sub position used to monitor speech position
 - Academic Focus: Curriculum update
 - 3/4/5 cohort using Pegasus for language
 - Heggerty for phonics, Phonics to learn in other primary, SRA decoding in 3rd - lots of good literacy focus
 - 6/7/8 novel groups

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

- Public comment by A. Smith: glad we are fully staffed. Question for Osborn: are we taking on the 'Alaska Reads' literacy focus.
 - Reply: action plan will be published to website by Oct 1st. One focus is to increase early literacy skills. Goal to have 90% of students in 26th percentile range in AIMSweb scoring.

4. Approval Items

1. Discovery Peak building rentals to outside DPCS entities.
 - a. North Pole High School would like to rent the DPCS building to host their prom this spring.
 - b. Prior to this school year the APC and Head Teacher discussed a building rental policy but this was never approved through the APC and still needs to be completed if the APC decides that we would like to continue with the idea of renting out our building to outside entities. This is the working [building rental fee schedule](#) that we started, it is supposed to be based on the FNSBSD building rental policy.
 - c. If the APC does not approve to have outside entities rent the building, this document can be archived and a new policy will be written that states the DPCS building will not be used for non-DPCS related activities and will need to be approved at the next meeting.
 - i. Discussion ensued. Kaitlyn will call a meeting with the owners to discuss further.
 - ii. Topic tabled.
2. Since the Discovery Peak APC is a nonprofit organization, we can potentially apply to be a recipient of the [Alaska Lotto](#) in order to raise funds to support the school.
 - a. The Alaska Lotto was created to help support the nonprofit organizations in the state. 50% of the money received from the purchase of Lotto tickets goes to nonprofits and expenses of the game. This 50% gets distributed amongst a rotating group of nonprofits when there is a Jackpot winner.
 - b. Money from this could potentially change our tax bracket based on how much money we receive from the Lotto if this is approved.
 - i. Discussion ensued.
 - ii. Moved to approve by Kristine. Moved to approve applying for the Alaska State Lotto as a Non profit organization.
 - iii. 2nd by rosalee
 - iv. Approved unanimously
3. October 2022 (tentative) APC professional development payment.
 - a. FNSBSD is planning on hosting a professional development for APC which will be put on by the Alaska Association of School Boards.
 - b. Last year the school was supposed to pay for the professional development, but with our increased fundraising the APC should be able to pay for the training ourselves.
 - c. The total charge will be split five ways between all of the participating Charter Schools.
 - d. Total amount is unknown but should be upwards of \$1000.
 - i. Discussion ensued.
 - ii. Moved to approve by Rosalee. Moved to approve the payment of the professional development from the AASB.
 - iii. 2nd by kristine
 - iv. Approved unanimously

5. Discussion Items

1. Charter updates/amendments.
 - a. This year we added a student conduct contract to the items which families needed to sign.
 - b. It has been recommended by FNSBSD that this contract be included in our charter. This amendment would be added to the end of the school year contract renewal with the School Board for their approval.
 - i. Suggested that we keep a living document of our charter to make renewal easier.
 - ii. Discussion about the student conduct contract ensued.
2. Furniture purchase
 - a. The school is looking to purchase permanent storage for the classrooms in the form of shelves and cabinets.

- b. The total is estimated to be about \$300 per classroom, which is less than the \$10,000 APC approval requirement. This means the APC does not need to approve of this purchase if it can be worked into the budget.
 - c. There has also been a \$1,000 donation that has been given for the purchase of these permanent storage items.
- 3. Officer elections.
 - a. We are currently missing a secretary for the APC due to a resignation.
 - b. President will also need to be voted on in our November meeting.
 - c. Due to our bylaws these are the two positions that will be up for election. The Treasurer and Vice President will have their elections the following year.
 - i. Clarification of bylaws.

6. Next Meeting Information

- 1. Regular APC Meeting: Monday, October 10, 2022 at 6:00pm at Discovery Peak Charter School.
- 2. Academic focus for October meeting.
 - a. Exploration reflections from teachers (past and present)

7. Adjourn Regular Meeting

Move to adjourn by Kristine

2nd by Susan

Adjourn at 6:48

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
October 10, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased
Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum
 - Call to order @ 6:02
 - Attendance: Rosalee, Shannon, Sandy, Kristine, Susan, three guests, Kaitlyn
 - Quorum met
- Approval of Minutes - from [9/12/22](#)
 - Vote: unanimous

2. Reports

- Treasurer
 - Balance of: \$6,688.13
 - Application for lotto in the works
- Head Teacher Report -
 - Enrollment/Staffing
 - Budget
 - Academic Focus: Exploration reflection

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.
- none

4. Approval Items

1. DPCS apparel and paraphernalia fundraising.
 - a. The school would like to have some apparel and other DPCS items for sale at certain times of the year.
 - b. The APC could potentially take this over to hold funds for the school's use.
 - i. Discussed
 - ii. Kristine moves to have the Discovery Peak apparel fundraising kept though the school, and not the APC.
 - iii. Second by Sandy
 - iv. Approved unanimously

5. Discussion Items

1. APC member election committee establishment
 - a. The committee would do the following and report back to the VP:
 - b. Create the flyer for the DPCS community with the link to the Google Form for nominations.
 - c. Check over the Google Form the APC already has created and update any necessary information.
 - d. Create an election ballot for the DPCS stakeholders, we originally said this was going to be another Google Form or survey of some sort.
 - e. Tabulate the results and create a congratulations flier to notify the DPCS community of the results.
 - i. Committee consists of: Kristine, Sandy, Susan, Rosalee
2. APC officer nominations
 - a. Secretary
 - i. Rosalee nominated
 - b. President
 - i. Susan nominated
3. October professional development for APC's
 - a. This will happen at the end of October, but I have no other information yet
 - i. No specific dates are set, but it will be the end of October.

6. Next Meeting Information

1. Regular APC Meeting: Monday, November 14, 2022 at 6:00pm at Discovery Peak Charter School.
2. Academic focus for November meeting.
 - a. How is data guiding student grouping

7. Adjourn Regular Meeting

Kristine moves to adjourn @ 6:34
Second by Sandy
Meeting adjourned at 6:34.

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
November 14, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum [Sandy, Shannon, Rosalee, Yvonne, Kristine, Susan, Kaitlyn, quorum met. Called to order at 6:02.](#)
- Approval of Minutes - from [10/10/2022 Regular Meeting](#) [Minutes approved.](#)

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#) [no updates](#)
 - [Budget](#) [out of our 20 day count, don't know the final count in December](#)
- Academic Focus: [Using data to form decisions / groups](#) [presentation linked](#)

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.

4. Approval Items

1. DPCS policy proposal: Students who are officially unenrolled from the Discovery Peak Charter School are ineligible to re-enroll in the school for the remainder of that school year.

[Discussion led to the following changes: DPCS policy proposal: Students who are officially unenrolled from the Discovery Peak Charter School for any reason are ineligible to re-enroll in the school for the remainder of that school year. If reenrollment is desired they must appeal to the APC.](#)

[Kristine moves to approve: Students who are officially unenrolled from the Discovery Peak Charter School for any reason are ineligible to re-enroll for the remainder of that school year. If reenrollment is desired they must appeal to the APC.](#)

[Second by Susan](#)

[Approved unanimously](#)
[Motion passes at 6:37](#)

- a. Currently there is no policy against students re-enrolling back into the school if they are removed due to behavior violations or attendance issues.
 - b. This potentially means that a student who has been disenrolled from the school due to policy violations could re-enroll and be right back in class.
- 2. APC Secretary election.
 - a. Nominees: Rosalee Edwards-Sam
- 3. APC President election.
 - a. Nominees: Susan Currier

5. Discussion Items

- 1. DPCS attendance policy proposal.
 - a. Current policy states that students who are absent for 10 or more days in a semester may be unenrolled from the school.
 - b. While the office keeps track of tardies, there is no official FNSBSD (that we have found) or DPCS policy on the number of tardies which equates to an absence.

Discussion followed. Suggestion that 3 tardies would become a half day absence.
- 2. Garden grant.
 - a. Spring 2021 DPCS applied for a grant to create a school/community garden.
 - b. We were awarded the grant!
 - c. The APC agreed to match 10% of the grant to help the garden.

Woot! Excited noise happened.
- 3. [DPCS grievance procedure](#)
Going to be posted on the school website
- 4. Summer work opportunity
 - a. There is a large group of students who are coming up to the Fairbanks area to do community service construction projects
 - b. The group is looking to house some of their students in Discovery Peak
 - c. In exchange the students would be able to help with minor construction / upkeep projects in the school

Positive discussion. Will be reaching out for more info.
- 5. APC member elections update.
 - a. Fliers were sent out to the DPCS community to advertise open positions.
 - b. Applications are due by 11/24/22.

Sending out more on social media to advertise.

Next meeting academic focus: How are we liking the new math materials? What do we use to supplement?

Rosalee elected as Secretary
Susan elected as President

6. Next Meeting Information

- 1. Regular APC Meeting: Monday, December 12, 2022 at 6pm.

7. Adjourn Regular Meeting

Rosalee moves to adjourn.
Susan seconds
Adjourn at 6:59.

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School
2880 Hurst Road
North Pole, AK 99705
December 12, 2022, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum Tami, Rosalee, Sandy, Shannon, Yvonne, Susan, Kristine, Kaitlyn, Dexter, quorum established. Call to order at 6:01.
- Approval of Minutes - from [11/14/2022 Regular Meeting](#)
- Minutes approved unanimously

2. Reports

- Head Teacher Report -
 - Pushed to January meeting

3. Public Comments

****This is not the section where issues with individual attendance policy violations will be discussed. Discussion and evidence regarding attendance issues will be done in the Executive Session in a closed meeting .**

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.
- Question raised about middle school vs elementary school timeline for policies.

4. Approval Items

1. DPCS Tardy Policy: Students will accrue one half day absence for every three tardies in a semester. A tardy is defined by the [FNSBSD Reg. Admin. Reg. 1031](#) as, "A student arriving late but within 60 minutes of the start of the day shall be marked tardy." The absences associated with tardies will contribute to the student's overall absences for the semester. All other FNSBSD tardy policies IAW [FNSBSD Reg. Admin. Reg. 1031](#) will continue to apply.
 - a. Clarified that anything after 60 minutes would be considered a half day absence.
 - b. Discussion followed.
 - c. Tami moves to approve the above the tardy policy stated above.
 - d. Sandy Seconds
 - e. Motion passes unanimously
2. Executive session: There are 16 DPCS attendance policy violations for the 1st semester 2022-2023 school year. Due to the fact that the information in these sessions may "prejudice the reputation and character of any person" ([Alaska Open Meeting Act](#)), the executive session is authorized.
 - a. Kristine moves to go into executive session

- b. Susan seconds
- c. Motion passes unanimously

5. Next Meeting Information

1. Regular APC Meeting: Monday, January 9, 2022 at 6pm.

6. Adjourn Regular Meeting

Sandy moves to adjourn

Tami seconds

Regular meeting adjourned at 6:13

7. Executive Session for DPCS attendance policy violations

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

January 9, 2023, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum **Attendance: Rosalee, Susan, Sandra, Christopher, Maggie, Jen, Jasmine. Quorum established.**
- Approval of Minutes - from [12/12/22 Regular Meeting](#) **Call to order at 6:01**
 - Rosalee move to approve minutes**
 - Sandra 2nd**
 - Minutes approved**

2. Reports

- Treasurer **Total: \$9,244.58**
 - **Filled out biannual report, and changes with new members will be updated.**
 - **Suggestion of getting a debit card for APC financial business (put on agenda for next meeting)**
- Head Teacher Report -
 - [Enrollment](#)/Staffing
 - **Enrollment steady, some turnover. 193 students (accept new kids until Jan 31)**
 - **New 3/4/5 tutor, starts January 25**
 - [Budget](#)
 - **Paper copy handed out.**
 - **Add discussion items to provide additional support in SPED.**
- Focus: In-depth Budget Review

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
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- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.
- **No public comment**

4. Approval Items

1. Welcome new members: Jasmine Study, Maggie Curran, Jen Colom, and Christopher Smades
 - a. Introductions
 - b. Kristine moves to approve new members
 - c. Sandy 2nds
 - d. Passes unanimously
 - e. Susan Currier our new president, and Rosalee Edwards our new secretary will become a signer for banking info.

5. Discussion Items

1. Review APC Goals: Creation of Committees
 - a. Strategic Plan Creation
 - i. Sandy, Christopher, Jasmine, Jen
 - b. Head Teacher Eval Creation
 - i. Susan, Kristine, Maggie
2. Review DPCS Goals:
 - a. Physical activity - staff development on ways in which teachers can implement meaningful physical activity into their curriculum as well as effective physical educational practices.
 - i. Talk to play it again sports for trade in ski boots
 - ii. Ode to aerial silks
 - iii. Possibly more movement guest stars
 - iv. Connections with 'The Fitness Studio'
 - b. Individualized learning - staff development on using STAR math and reading reports to affect more effective classroom implementation
 - i. Walk to math implemented
 - c. Community involvement
 - i. Senior center
 - ii. VFW
 - iii. Food delivery with meals on wheels (parents get volunteer hours)
 - iv. Senior center reading/Arctic Explorers reading
 - v. Moose butchering - Would fish and game be able to deliver?

6. Next Meeting Information

1. Regular APC Meeting: Monday, February 13, 2023 at 6pm.
 - a. Singapore Math & Fishtank- Walk to Math - MATH-A-PALOOZA!

7. Adjourn Regular Meeting

Jen moves to adjourn

Christopher 2nds

Adjourned 6:56

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

February 13, 2023, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

2/13/23 Regular meeting minutes .

6.02 call to order

Role call

Members present: Jasmine, Rosalee, Susan, Chris, Kristine, Jenn and Maggie- quorum established

Approve meeting minutes- Kristine moves and Jenn seconds.

Minutes approved unanimously.

Reports.

Headteacher - enrolment 195

6/7/8 tutor last day 23rd february.

Staff all good

Mil move - Ms Smith

LOA- Ms Rosevear

Budget - bump to budget

Focus- Singapore math K- 6 and Fish tank - 7 and 8

Walk to Math - now 2 levels instead of 5. Planning is much easier.

Possible Algebra 1.

Public comments- None

Approval items- March APC meeting date

Meeting moves to the 20th Jenn proposes the move to the 20th March, Chris seconded the motion.

Approved unanimously.

Discussion Items

1.APC Goals Committees- Update

- a. Strategic plan committee - TBD
- b. Head teacher eval committee- paired form to 3 ratings. Head teacher eval still to be worked on.
- c. Head teacher eval needs to be added at an approval item.

2. School Purchase of Skis- trax- \$4200 for 22 possible

Ravens' Nest - look into.

Other movement options - return of aerial arts/ jazzercise ,other guest instructors.

3. APC role in food fundraisers - No clear answer for nutrition yet.

4.2023-2024 School Hours- lengthen school day? 8:00- 2:30?

Proposed agenda items- changing the school day 8:00- 2:30.

Transportation Issue Update - small possibility of bus coming back.

1. Parent Volunteer Hours Requirement- Enforcement

a. Review of requirements

i. [Volunteer Hours Contract](#)

b. Review of enforcement- try to assist parents with hours, however develop possible consequences.

c. Kristine Rosevear to coordinate a volunteer luncheon in May.

2. Update website biographies for new APC members

6. Next Meeting Information

1. Regular APC Meeting: Monday, March 20, 2023 at 6pm.

7. Adjourn Regular Meeting

Jasmine moves to adjourn the meeting at 7:50pm , Kristine seconded , approved unanimously.

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

March 20, 2023, 6:00 p.m.

Meeting called to order 6:00pm

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum - Quorum Established - Jasmine, Susan, Kristine, Rosalee, Chris, Jenn.
- Approval of Minutes - from [2/13/23 Regular Meeting](#) motion to approve - Chris, second Jasmine

2. Reports

- Treasurer
- Head Teacher Report -
 - [Enrollment/Staffing](#) two teachers hired for 2023-2024 school year. Ms. Taylor Schmeitt 2nd grade and Mrs. Manda Kassel
 - [Budget](#)

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
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- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
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4. Approval Items

1. Head Teacher Evaluation Form - No changes made
2. Kristine moves to approve, Chris seconded - passed unanimously
 - a. [Employee Input Form](#)
3. Contract with School District - Rosalee made a motion to not approve and move the contract to April APC Regular Meeting. Seconded by Jasmine, approved unanimously.
4. We discussed Mrs. Osborn inquiring about a lawyer with the other charter schools to look over the contract..

5. 2023-2024 School Hours- Chris makes a motion to approve the new school hours for the 2023-2024 school year. New hours to be Monday through Thursday 8:00- 2:30.
6. Kristine voted yes
7. Jasmine voted yes
8. Chris voted yes
9. Rosalee voted yes
10. Susan voted yes

Motion is approved unanimously.

Kristine moves to sponsor our Science Olympiad students \$900.00 . approved unanimously.

5. Discussion Items

1. Health Education - 5 grade up
2. APC Committee Updates - no updates
3. Set date of head teacher evaluation - April 10th 2023

6. Next Meeting Information

1. Regular APC Meeting: Monday, April 10, 2023 at 6pm.

7. Adjourn Regular Meeting

Jasmine moves to adjourn the meeting at 7:00pm , Kristine seconded , approved unanimously.

Regular Meeting of the Academic Policy Committee

Discovery Peak Charter School

2880 Hurst Road

North Pole, AK 99705

April 10, 2023, 6:00 p.m.

Mission Statement:

The mission of Discovery Peak is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

Core Beliefs (Pillars)

Individualized Learning

Explorations with Community
Connection

Increased Intentional Activity

1. Call to Order

- [Roll Call](#) and Establishment of Quorum [Call to order at 6:01 Jasmine, Jen, Chris, Sandy, Maggie, Susan, Kristine Quorum established](#)
- Approval of Minutes - from [3/20/23 Regular Meeting](#) [Move to approve Kristine, 2nd by Jasmine,](#)

2. Reports

- Treasurer
- Head Teacher Report -
 - Enrollment/Staffing [Steady at 195, 159 lottery applications, 7 openings other than kinder, interviews for 6/7/8 tutor,](#)
 - [Budget](#)
 - [Budget report reviewed](#)
 - [Annual report on April 17th](#)

3. Public Comments

- All public comments and questions are restricted to this portion of the meeting.
- Public Comments may be emailed to the APC and read verbatim during this portion of the meeting. The APC email address is apc.discoverypeak@gmail.com.
- Comments will be limited to 5 minutes in length. APC members will not respond directly to statements/questions, but are allowed to ask for clarification.
- In order to protect students and staff members we ask for anonymity. Names, grades, or any other identifying characteristics are not to be mentioned in association with any comments, positive or negative.
- All participants in the meeting are to remain civil in actions and behaviors. Anyone not behaving in an appropriate manner will be asked to leave.
- [Email regarding principal/head teacher discussion](#)
- [Two other attendees spoke to principal/head teacher](#)

4. Approval Items

1. [Contract with School District](#)
 - a. [Sandy moves to approve the annual contract as written with the additions Ms. Osborn needs to add in the morning.](#)
 - b. [Jen seconds.](#)
 - c. [Passes unanimously](#)

2. School Waivers

- a. Maggie's moves to approve attached school waivers
- b. Sandy 2nd
- c. Approves unanimously

5. Discussion Items

- 1. Special Education Tutor
 - a. Possibly to use as a break aide as well
 - b. Average salary would be 44,000ish
 - c. Please add as an approval item for next meeting.
- 2. Break Aide
 - a. Will probably be lumped into sped tutor depending on structure of the day.
 - b. Posted on track it forward
 - c. Please add as an approval item for next meeting.
- 3. Head Teacher vs. Principal
 - a. Discussion continued
 - b. Please add as an approval item for next meeting.
- 4. APC presence at District work session-April 17th
 - a. We will so be there.
- 5. Invite to Wax Museum: Being an APC presence at school events
 - a. May 2nd 6-7pm you're invited.

Susan has stepped down as APC president effective after 2023 teacher eval. Kristine will step in as acting president until special election at next meeting.

6. Next Meeting Information

- 1. Regular APC Meeting: Monday, May 8, 2023 at 6pm.

7. Adjourn Regular Meeting

Kristine moves adjourn with a follow up in an executive session for head teacher eval.

Jen seconds

Jasmine thirds

Meeting adjourned at 7:42 to move into executive session.

BYLAWS

Discovery Peak Charter School

Revision 5/2/2022

ARTICLE I

Name

The name of the organization shall be Discovery Peak Charter School (DPCS).

ARTICLE II

Purpose

The purpose of the organization shall be to educate K-8 children under a charter with a focus on providing a rigorous and innovative academic program. Through personalized learning, hands-on discovery, community-focused problem solving, and increased physical activity, students at DPCS will engage in a unique, learn-by-doing curriculum. The mission of DPCS is to develop intellectually curious and capable young people who aspire to be ethical and compassionate leaders in their community.

ARTICLE III

Governance

Discovery Peak Charter School shall be governed by the Academic Policy Committee (APC). The APC shall have the maximum power permitted by law, shall establish policy for the school, shall fulfill the duties prescribed in A.S. 14.03.250, et seq., and as set forth in these bylaws, and shall perform the following functions, including, but not limited to:

Section 1. Ensure the fulfillment of the mission of Discovery Peak Charter School as stated in the DPCS & Fairbanks North Star Borough School District contract;

Section 2. Oversee and have ultimate accountability and responsibility for academics, curriculum, attendance, legal/risk management, budgeting, and as otherwise permitted or required by the above-mentioned contract or by law;

Section 3. Promote professional conduct in accordance with Fairbanks North Star Borough School District policies;

Section 4. Select and evaluate the head teacher.

Section 5. Delegate to the head teacher those tasks deemed appropriate by the APC;

Section 6. Review non-personnel related contracts;

Section 7. Review, upon request by any parent, teacher, or staff, requests for any purchase of materials that support the mission initially denied by the head teacher;

Section 8. Review and rule on any other questions, issues, or policies that may from time to time arise, to the extent permitted by law;

Section 9. No members of the APC shall act in his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC.

ARTICLE IV

Academic Policy Committee

Section 1. Membership. Membership on the APC is by election except as provided herein. The number of members constituting the entire APC shall be a minimum of (7) or a maximum of (9) voting members. With the majority of members being permanent staff members and the remaining members shall be parents and community members who are not permanent DPCS staff members. The head teacher or acting head teacher then under contract to the school shall be a non-voting ex officio member of the APC.

Section 2. Term. The term of all elected members of the APC shall be two (2) years beginning January 1 and ending December 31. It is the goal of these bylaws that at any regular election two to three (2-3) of the APC staff positions and two (2) of the APC parent/community member positions shall be open for re-election, and that the remaining staff and parent/community member positions shall come up for re-election at the following year's regular election. If at any time this balance is not maintained, the APC may extend (but not shorten) the term of any APC member(s) until this balance is achieved. A majority vote of the full APC shall be required to extend any term.

Section 3. Term Limitations. There shall be no limitation on the number of consecutive or nonconsecutive terms that any member of the APC may serve.

Section 4. Vacancies. Any vacancy occurring on the APC may be filled by majority vote of the remaining members of the APC. The replacement member of the APC shall be appointed for the unexpired term of the predecessor in office.

Section 5. Compensation. Participation in the APC is voluntary. Members of the APC shall not receive any monetary or non-monetary compensation for their participation.

Section 6. Resignation. An APC member may resign at any time by giving written notice to the Secretary of the APC. Such resignation shall take effect at the time specified therein and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

Section 7. Removal. The APC may remove any APC member. Removal shall require $\frac{2}{3}$ vote of the full APC, including the APC member who is subject to removal.

Section 8. Conflict of Interest. Service on the APC is a trust created in the interests of the common good and for the benefit of the school. It is the intent of these bylaws to maintain confidence and prevent the use of this membership for private gain or any other improper purpose. To avoid conflict of interest, excepting the staff positions, no voting member of the APC shall be a paid staff member of the school, inclusive of the head teacher and any other person who receives any monetary compensation from the school.

Section 9. Self Evaluation. Self evaluations will be conducted based on an approved evaluation form.

- a. At the May meeting the APC will set goals for the following year.
- b. At the January meeting there will be a midyear check in.
- c. At the April meeting the APC will complete the final self evaluation.

ARTICLE V

Officers of the Academic Policy Committee

Section 1. Officers. The officers shall be the President, Vice President, Secretary, and Treasurer.

Section 2. Election of Officers. The officers shall be elected in November from among the members of the APC by a majority of members present. There will be no more than two (2) DPCS staff serving as an officer at a time.

Section 3. Term. The term of all officers shall be two (2) years. Two (2) officers will be up for election on alternating terms.

Section 4. Removal. Any officer elected or appointed by the APC may be removed from office (but not from the APC) by a majority vote of the full APC.

Section 5. Vacancies. A vacancy in any office may be filled by a majority vote of the full APC for the unexpired portion of the term.

Section 6. President Functions. The President shall be a member of the APC for at least 6 months and shall:

- a. Preside at all meetings of the APC;
- b. Set the time and place of all special meetings of the APC;
- c. Publish on the APC website;
- d. Break tie votes;
- e. Have authority and perform duties as directed by the APC from time to time.

Section 7. Vice President Functions. The Vice President shall:

- a. Serve in the place of the President if the President is unable to serve or preside over board meetings;
- b. Appoint, with the consent of the APC, all committees and require them to give reports of their actions to the Board;
- c. Perform such other duties as from time to time may be assigned by the APC.

Section 8. Secretary's Functions. The Secretary shall:

- a. Keep electronic minutes of the meetings of the APC and make available to the public;
- b. Keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC;
- c. Perform such other duties as from time to time may be assigned by the APC.

Section 9. Treasurer Functions. The Treasurer shall:

- a. Maintain accurate, up-to-date records of account;
- b. Complete and file all tax documents in a timely manner;
- c. Perform such other duties as from time to time may be assigned by the APC

ARTICLE VI

Nominations and Elections

Section 1. Nominations. The APC shall oversee the following:

- a. Solicit and accept applications, on a form prescribed by the APC, from candidates for membership to the APC;

Section 2. Election. Upon receipt of a slate of candidates, the APC shall call an election. The APC will then:

- a. Prepare secret ballots and otherwise oversee the election so that it is conducted in a fair manner;
- b. Distribute, collect, and count the secret ballots and otherwise oversee the election so that it is conducted in a fair manner;
- c. Advise the candidates and the APC of the election results;
- d. Prepare a report stating the results of the election, which shall be kept at the head teacher's office of the school and be made available for review by the public. The APC shall be responsible for monitoring voter eligibility and resolving any disputes involving the casting of ballots;
- e. Announce results of the election to the parent body.

Section 3. Eligibility to Vote. Parents or legal guardians of students currently enrolled in the school, staff, and current APC members are eligible to vote for APC members.

Section 4. Voting. All eligible voters may cast one vote for each vacant position on the ballot, not to exceed one vote per person per open position.

Section 5. Casting of Ballots. Secret ballots must be cast on the form prescribed by the APC by the designated date and time. Proxy, facsimile, e-mail, or other method of voting not expressly authorized above are not permitted or valid.

Section 6. Exceptions. In the event that the number of qualified candidates is less than or equal to the number of vacant positions, the APC may dispense with an election and confirm candidates with a majority vote.

ARTICLE VII

Meetings of the Academic Policy Committee

Section 1. Open Meetings Act. The APC hereby formally adopts the Open Meetings Act, A.S. 44.62.310 et seq. ("The Act"). All meetings are open to the public and shall be conducted, and all notices and agendas posted, in accordance with the Act. If any portion of these bylaws are more specific than the Act, then that portion of these bylaws shall control over the Act, unless prohibited by law.

Section 2. Meetings. The APC shall hold regular meetings, typically monthly, but at least four (4) times a year. Parents, teachers, staff, and community members of the school are invited to such meetings.

Section 3. Special Meetings. Special meetings of the APC may be called by the President, head teacher, or any three members of the APC.

Section 4. Notice of Meetings. Notice of regular or special meetings stating the place, day, hour and agenda shall be delivered to each member of the APC and posted at the school or in the school bulletin not less than 5 days before the date set for such meeting. New issues not posted on the agenda may nonetheless be raised and discussed at any meeting.

Section 5. Communication. Any materials for any regular or special meeting may be accessed on the APC website.

Section 6. Quorum. Greater than 50 percent (50%) of the voting members of the APC constitutes a quorum.

Section 7. Executive Sessions. In accordance with the Open Meetings Act, an executive session may be held to discuss matters including but not limited to:

- a. Attorney-client matters;
- b. Non-personnel contract proposals or negotiations;
- c. Confidential student matters

The motion requesting the executive session shall state the nature of the matter to be discussed. Only those persons invited by the APC or permitted by law may be present during the executive session. The APC shall not make final policy decisions, nor shall any resolution,

rule, regulation, or formal action or any action approving a contract or any other final action, be approved at any session which is closed to the general public.

Section 8. No Proxies. Members of the APC may not vote by proxy.

ARTICLE VIII

Committees

Section 1. Membership of Committees. The APC may designate and appoint one or more committees to perform specific tasks assigned by the APC. Members will be selected by the APC from a list of eligible volunteers. At least one APC member will participate in the committee.

Section 2. Instruction and Responsibility. The APC will provide committees with responsibilities and dates. Committee reports will be made to the Vice President.

Section 3. APC Powers. All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any committee and shall reserve the right to exercise this power at any time during the life of any committee.

Section 4. Meetings. Special committees to the APC shall comply with the Open Meeting Act and notice requirements set forth in Article VII, Section 4 of these bylaws.

ARTICLE IX

Head Teacher

Section 1. Selection/Removal. The head teacher shall be selected by the APC. Removal of the head teacher will require $\frac{2}{3}$ vote of the full APC when, in its judgment, is in the school's best interest. Head teacher interviews shall be conducted by an APC Executive Board member who does not also hold a staffing position at Discovery Peak.

Section 2. Duties and Responsibilities. The head teacher shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. The head teacher shall select, appoint, or otherwise supervise employees of the school. The head teacher shall see that all policies, orders, and resolutions of the APC are carried into effect. Upon delegation by the APC, the head shall:

- a. Maintain financial records of the school;
- b. Manage the day-to-day operation of the school;
- c. Meet regularly with parents and with teachers of the school to review, evaluate, and improve operations of the school;
- d. Meet with the APC regularly to monitor progress in achieving the APC's policies and goals;

- e. Submit appropriate information as required by the School District, Department of Education or Federal and State Agencies; and
- f. Submit for approval or disapproval to the APC all significant policy and financial decisions that may have a substantial impact upon the school.

Section 3. Evaluation. The evaluation will be conducted on an approved evaluation form.

- a. At the August meeting the APC will set goals with the head teacher.
- b. At the December meeting the head teacher will provide a self-evaluation report to the APC during an executive session.
- c. At the April meeting there will be an executive session for the final head teacher evaluation. Staff members serving on the APC will be recused for the final evaluation.

ARTICLE X

Admission and Finances

Section 1. Fiscal Year. The fiscal year of DPCS shall coincide with the fiscal year of the Fairbanks North Star Borough School District. (July 1 through June 30).

Section 2. Contracts. The APC has the authority to enter into contracts, execute and deliver materials and otherwise legally bind the school. The APC may delegate this authority, either in specific instances or in general, to the head teacher or designee, or to any officer of the APC.

Section 3. Budget and Purchasing Authority. The APC, with support from the head teacher, is responsible for development and approval of the school budget in accordance with the Fairbanks North Star Borough School District timelines and standards. Significant budget changes that may occur during the school year require APC approval. Withdrawals or transfers from any and all District monitored school funds for purchase of any single item or capital improvement over ten thousand dollars (\$10,000) shall be approved by both the APC and the head teacher. In instances requiring emergent action, the head teacher may act on behalf of the APC and shall report such expenditures, and the reason for emergent action, to the APC at the next regular meeting following said action. Any expenditure for single nonconsumable items less than ten thousand dollars (\$10,000) require only the approval of the head teacher.

Section 4. Accounting. The head teacher or designee shall present to the APC at regular APC meetings an accounting of expenditures and performance relative to the approved budget. The APC may request an independent audit of school expenditures to occur.

ARTICLE XI

Parliamentary Authority

Conduct of Meetings. The rules contained in Robert's Rules of Order shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not consistent with these bylaws. The President may suspend or apply Robert's Rules informally in order to facilitate discussion amongst the members.

ARTICLE XII

Ethics

Discovery Peak Charter School is committed to delivering a quality education for all of its students. The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, pregnancy, parenthood, sexual orientation, gender identity or military affiliation. The APC, administration, teachers and staff shall conduct themselves in such a way as to promote that ethical standard. No member of the APC, administration, teachers or staff shall take advantage of their position for their personal gain above and beyond that which is made available to all other members of the DPCS community and/or reasonable and customary contractual allowances.

ARTICLE XIII

Indemnification

The school may, to the maximum extent permitted by law and in the absence of School or District insurance, defend, hold harmless and indemnify all current and former members of the APC, all persons who at the request of the APC have acted or not acted, and all persons currently or previously employed by the school, from and against any claims, civil or criminal, in which that person is made a party by reason, in whole or in part, of being or having been an APC member or officer, at the request of the APC have acted or not acted, or being or having been an employee of the school, when that person has acted within the course or scope of his or her duties to the school. Indemnification shall be provided by a majority vote of a quorum of the APC, on a case-by-case basis.

ARTICLE XIV

Amendments to Bylaws

These bylaws may be amended or revised by a majority vote of the APC present at any regularly scheduled or special meeting provided that the amendments or revisions proposed were submitted in writing to the APC and posted publicly on the APC meeting agenda in advance of voting on said amendment(s).