

School Procedures Manual

Eagle Academy Mission Statement

Eagle Academy will offer an academically challenging educational program requiring students to master Eagle Academy's performance standards before progressing to the next level of curriculum.

PROCEDURES

APB Meeting Organization

1. For the purpose of expediting business during meetings, all materials that need to be reviewed by board members in order to discuss business items must be submitted as early as possible, but not less than three full days prior to the meeting. (e.g., If the meeting takes place at 7:00 pm on Tuesday, the board must receive documents no later than 7:00 pm on Saturday.)
2. The board will reorganize the order of business at the beginning of each meeting, with a goal to handle any items that involve the principal within the first hour. After those items have been handled, the principal may leave if he/she wishes.

APB Member Selection Procedure

The APB shall appoint a Selection Committee to solicit and receive candidate applications for membership. At least one member must be an APB member and chair of the Section Committee. Candidate solicitations shall be advertised in the school newsletter for at least two weeks, and up to four weeks at the discretion of the Selection Committee. Solicitation notices shall show the specific vacant seat(s) and include the job responsibilities and term. The applications received shall be submitted to the APB.

The APB will:

1. Ensure that candidates meet Bylaw and Charter requirements for the Member Seat(s) that are up for election.
2. Interview all qualified candidates to determine their competency to fulfill the duties of the Member Seat(s). The interview shall include, but not be limited to, examination of the following factors:
 - a. Capability, willingness and time availability to fulfill the duties of the Member Seat(s);
 - b. Experience in areas of responsibility;
 - c. Experience with finances and budgets;
 - d. Knowledge of the program and charter;
 - e. Experience with different grade level students;
 - f. Experience with curriculum;
 - g. Activities in this and previous schools;
 - h. Ability to objectively uphold the charter;
 - i. Knowledge of Parliamentary Procedure;
 - j. Reasons for interest in becoming an APB Member; and
 - k. Leadership skills.
3. Appoint members based on the candidates' applications and interviews.

If the candidates do not meet the requirements of the available seat, the Selection Committee will solicit additional candidate applications.

APB Teacher Election Procedure

Each year, prior to the last day of school, the teachers at Eagle Academy shall meet for the purpose of electing APB Teacher Members for the following school year. Candidates shall make their interest known, and a vote shall be held by secret ballot. The Principal will oversee this election.

Budget Procedure

1. The APB shall vote before November 7 on an initial budget for the **next** fiscal year, to be presented to the ASD School Board (pursuant to ASD policy 333.94).
2. The principal will submit a realistic and functional working budget to the APB for the **current** fiscal year by the first day of school for the board's approval.
3. Each line item will include a brief description of purchase categories (i.e., textbooks, paper, consumables, etc.) contained in the total dollar figure.
4. If the total enrollment is uncertain at the time the budget is submitted, the budget shall be based on the realistic student enrollment projection, and any overage shall be held in a 4000 account and designated as "unallocated funds." Once the final student count is known, a revised budget may be submitted.
5. Approval of PR's for items over \$250 not specified in the working budget shall be approved by the APB in advance. Such approval automatically approves necessary Budget Transfers to allocate the funds involved.
6. Budget changes must be submitted in writing and approved by the APB prior to being altered in the ASD system. (This excludes such items as wages and wage-related expenses, lease payments, utility payments, insurance, and basic supplies for the maintenance of the program.)
7. Any increases in personnel must be approved by the APB prior to advertising or hiring.

Employee Interviews

For all employee interviews, the APB and Principal will assemble an Interview Committee to participate in the hiring process. The committee will include at least three APB members, with both parent and teacher members included in the selection. If there is another teacher or staff member whose workload is to be closely involved with that of the new employee, then that teacher or staff member may also be included in the Interview Committee, whether or not he/she an APB member.

All those selected for the Interview Committee must commit to participate in all candidate interviews for a given position. The Principal will make every effort to accommodate the schedules of the Interview Committee members when setting interview times.

Prior to the first interview, the Interview Committee will meet with the Principal to review the planned interview questions and provide input, to ensure that sufficient program-pertinent questions are included.

Establishing or Changing School Policy

1. The policy (or change to policy) must be submitted in writing to the chair or secretary seven (7) days prior to the APB meeting in which it is to be considered. It is recommended that a description or overview be submitted with the policy.
2. A vote on adopting the policy will not be taken at the first reading.
3. To present the policy or change, the board member bringing it forward must move that the APB recommend adoption, and may elaborate on the policy for no more than 2 minutes. The motion must be seconded to discuss. Following discussion, the motion will automatically be tabled until the following regular meeting to allow time for thorough consideration.
4. At the next regular APB meeting, a second reading of the policy will be made. Discussion will be held; the policy may be modified with subsequent motions. A vote will be taken to recommend the policy (or change) for adoption, pending public input; a simple majority is required to pass.
5. The policy as recommended will be put out to the school community for public input for a minimum of two weeks before final adoption is considered.
6. A 2/3 majority of the total board members is required to pass a new policy or amend an existing policy. Telephonic participation is allowed for this purpose.

Principal Hiring Procedure

It is the responsibility of the APB to hire the Principal for Eagle Academy. The board will work with the ASD Human Resources Department and the Charter School Supervisor to facilitate the process. Following are the guidelines to be followed to ensure success while working within ASD's system.

1. At a regular or special APB meeting, the Hiring Committee should be formed and authorized.
 - a. One APB member should be assigned to be Chair. This person will coordinate activities as listed below.
 - b. You may authorize the Hiring Committee to do any or all of the steps of the procedure.
 - c. Only APB members should be on the Hiring Committee.
 - d. The boundaries of authority delegated to the Hiring Committee must be clear and decided by vote of the APB at the time the committee is organized. Anything not specifically authorized is considered to be unauthorized.
 - e. Before authorizing the committee, the APB should approve the Form 502 (Position Vacancy Announcement), the Screening Rubric, the Interview Questions (first and second), Principal Job Description, and the Principal Contract.
2. As early as possible, list the vacancy by preparing a Form 502 (Position Vacancy Announcement - see sample Form 502).

- a. List any additional qualifications not included in the State Principal Standards (e.g. Spalding, charter school experience, Saxon math, standards based assessment and reporting)
 - b. Decide in advance the lowest and highest salary to be offered. (You may use ASD's Principals' Union Contract as a guide; however, you are not required to follow this contract.)
 - c. You will need to decide when to "close" the PVA. The close date is the last date on which applications will be accepted. You will not be able to begin screening or interviewing until after the close date.
 - d. You may add specific questions that applicants need to answer on AppliTrack when they apply (for example, "What experience do you have with direct instruction?")
3. Turn the completed Form 502 in to HR. HR will post the PVA on AppliTrack, the ASD program used to hire certified personnel.
 4. Applicants will apply online through AppliTrack through the closing date.
 5. One member of the Academic Policy Board will be trained on AppliTrack. Work with HR to schedule training. This will be the individual who pulls the applications from the system to begin the screening process. It is typically the chair of the Hiring Committee.
 6. The committee will use the Screening Rubric to screen candidates. All candidates must be screened before interviews may begin.
 7. The same committee members should be present for every interview. About 45 minutes is needed for each interview.
 8. The same questions must be asked of each interviewee. During an interview, no additional questions may be asked except to clarify answers to the Interview Questions. The applicant should be given opportunity to add his/her own statement and ask questions at the end of the interview.
 9. Once all first interviews are completed, the committee will narrow the selection down to a final selection of acceptable candidates. Second interviews will be scheduled for the final candidates.
 10. Once final candidates are interviewed, the Hiring Committee will recommend a candidate to the APB. (Two candidates may be recommended and the APB may interview again if needed in order to make a decision.)
 11. If the hiring committee finds two or more candidates that they find equally acceptable as final choices, they will provide an input opportunity for other stakeholders before the final decision is made.
 12. The APB will be assembled to vote on the final selection (unless the APB has delegated this responsibility to the Hiring Committee).
 13. The interview committee will inform the APB of progress as each step is completed.
 14. HR offers the applicant the position, not the APB. Once the offer has been made, it's up to the candidate to accept or not. HR will notify the APB of the candidate's decision.
 15. HR will then process the applicant's paperwork and eventually offer a summary of hire which is the "official paperwork" from the District.
 16. The APB will give the principal an Employment Contract as soon as possible.
 17. The APB must authorize the chair to sign the principal's contract once the hiring process is complete.

Following the steps will simplify the selection of a principal for your school. You will be using appropriate tools and following appropriate procedures as required by the Anchorage School Board Policy concerning charter schools.

Resolving Community Concerns

When parents or staff members wish to bring a matter of policy to the board, the following procedure will be used to make sure the board properly considers the input:

1. The concerned individual will be directed to speak with the principal.
2. If the concern is found to be within the realm of the APB's decision-making, the principal will refer them to the APB Chair. The Chair will ask the parent and an appropriate board member (one with whom the individual is comfortable and who has the background needed) to work together on a solution to the concern. At the Chair's discretion, more than one board member may be assigned to work with the parent.
3. Once a recommendation has been developed, it will be brought to an APB meeting by the involved board member in the form of a motion. The parent will be given an opportunity to speak on the subject before the board enters discussion, and may ask questions of the concerned individual and the board member who worked on the solution. Speakers will be limited to 10 minutes total per subject.
4. The board will discuss the matter and vote on whether to formally consider the matter at a future board meeting.