**What Every New APC Member Needs To Know**

* About The School –

(INSERT School Logo)

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| **Name of school district** |  |
| **Charter School address** | |  |  | | --- | --- | | **Physical** | **Website** | |
| **Main phone number** |  |
| **Principal** | |  |  |  | | --- | --- | --- | | **Phone** | **Cell Phone:** | **E-mail:** | |
| **Principal’s Secretary / Assistant** | |  |  |  | | --- | --- | --- | | **Phone** | **Cell Phone:** | **E-mail:** | |
| **Other board members** | |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Home Phone** | **Cell Phone:** | **E-mail:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Number of employees** | |  |  | | --- | --- | | Certificated | Classified | |
| **Number of students enrolled** | |  |  | | --- | --- | | Total |  | | Elementary school |  | | | Middle school |  | | | High School |  | | | Other |  | | |
| **Student Population** | |  |  | | --- | --- | | Ethnic Groups by Percentage |  | | Percentage of English Language Learners |  | | Primary languages spoken at home other than English |  | | Percentage of students receiving free or reduced lunch |  | |
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| **Board meeting dates and times** |  |
| **APC’s local, state or national representatives** | |  |  | | --- | --- | | Local (ASD) |  | | State or National representation |  | |
| **Established community partners** | |  |  | | --- | --- | | **WHO** | **WHAT IS THE PARTNERSHIP?** | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **DEED website and Important pages on site** |  |
| **APC Legal Council** |  |
| **APC officers** | |  |  | | --- | --- | | **President/Chair:** |  | | **Vice-President/Chair:** |  | | **Clerk:** |  | | **Secretary:** |  | | **Other:** |  | |
| **Governance Protocols** | How we do business:   |  | | --- | | 1. How the APC meeting agenda is developed and reviewed and by whom? 2. How do items get placed on the meeting agenda? 3. How does a APC member introduce new ideas for the board’s consideration? 4. How does a APC member obtain additional information about board meeting agenda items before the meeting? 5. What is the purpose and what are the rules of the member comment section? 6. When should you expect to receive APC meeting materials and how will you receive them? 7. How do members respond to staff or community complaints or concerns at APC meetings, How should APC members respond to staff and public comments? 8. What is the APC’s practice for communication between members, with the district, with administration and staff or requests for information? 9. How, when and whom do I notify about visiting the school or participating in school activities? 10. What information is confidential? 11. Who is the spokesperson for the APC? 12. Does the APC have a chain of command? If so what is it? 13. How does a member participate on committees and in school activities? 14. How is APC leadership selected (president, vice, etc.) 15. Who can call the attorney with questions? 16. What can we enter into Executive Session to discuss? 17. What is a work session and how often do we have them? 18. What is a APC member retreat and how often do we have them? 19. When not in an official meeting, how many APC members can gather without breaking the Open meeting law? 20. I am from community “A” is that the only community I represent? 21. When and how the APC conducts a self-evaluation? 22. When and how the APC evaluates the principal? | |
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| **Governance Material**  **APC Documents** | APC Setting Direction Documents (past notes from APC Retreat/Self assessments) |
| **Governance Material**  **District**  **Documents**  **Meeting with the Board President** | APC Bylaws  APC Charter |
| **Governance Material**  **APC Documents**  **Meeting with the APC President**  **Meeting with Administrator(s)** | AASB Board Standards |
| **Governance Material**  **APC Documents**  **Meeting with the APC President**  **Meeting with Administrator(s)** | School Budget Development Calendar |
|  | Becoming a Better Board member Handbook (AASB) |
|  | DEED Website |
|  | AASB contacts |
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|  | Open Meeting Law (Alaska) |
|  | Code of Ethics for APC Members |
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|  | Core Values and Beliefs |
|  | Vision Statement |
|  | Mission Statement |
|  | Strategic Goals |
| **School & APC**  **Documents**  **Tour of Facilities** | Board Developed Annual Goals |
|  | Facilities plan/ Long Range Facilities Plan |
|  | Curriculum plan |
|  | Technology plan |
|  | District Objectives |
|  | Budget |
|  | Recent audit report and collective action plan |
|  | Policy Manual |
|  | District Administrative Calendar |
|  | Last 6 months of minutes (or link to them) |
|  | School Calendar |
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|  | APC Yearly Calendar; all dates for the year for the board |
|  | Principal’s Current Contract |
|  | School Org. Chart |
|  | District report card and star rating (DEED) |
|  | Parliamentary procedure guidelines |
|  | Recent student test scores |
|  | School handbook |
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|  | Role of APC members  Review of agenda progress  Review of governance model  Review of meeting protocol  Reorganization meeting; what to expect  Board meetings, usual date, time, location  Weekly Weekend updates  Annual APC member retreat(s)  APC planning calendar  Goal setting workshops  Provide a mentor  Provide info on AASB  Review Chain of Command on APC  Professional development opportunities for members  Relationship with AASB & school district and possible training opportunities  Relationship with outside entities; chamber, muni, etc.  Complaint process and chain of command  Avoid micro-management  Relationship with other boards/ and groups  Current APC goals  Principal is the ONLY employee of the APC board  Principal is ex-officio member of the board  As APC members we need to adhere to all policies set out for our staff and students  We represent the entire school not special interest groups |
|  | Organizational chart  Principal overview of the district and her/his roles  Meeting with the Business manager to learn about school finance and budget process  How do they like to be communicated with?? Email? Text? In person? |
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|  | Work with the principal to take a tour/walk though of buildings/playgrounds and facilities |
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