



**INITIAL**  
**Charter School**  
**APPLICATION**  
for

Aurora Borealis Charter High School

**DRAFT 9-27-18**

**FY 2019**

Alaska Department of Education & Early Development  
801 W 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500

**DIRECTIONS**  
**Application for an Initial Charter**

Parties interested in submitting an initial application for a charter school should familiarize themselves with all applicable state statutes and regulations contained within this document.

Local School Districts/School Boards may have developed a Charter Schools application form for approval at the local level that requires additional information, however for the purposes of seeking State Board of Education & Early Development approval, **this application form MUST be used.** Sufficient evidence must be presented to address all sections of this application form for the department to deem the application compliant and forward to the State Board of Education for approval.

**Timeline:**

Initial applicants must follow all local procedures to seek Charter School approval by their local boards.

Not later than 30 days after a local school board's decision to approve an initial application for a charter school, the local school board must forward the application to the State Board of Education & Early Development for review and approval by mailing to the department:

- (1) the complete application filed with the local school board, including all supporting documents required;
- (2) the written decision of the local school board;
- (3) all other materials considered by the local school board in support or in opposition to the application; and
- (4) the minutes of the local school board meeting at which the charter was approved.

In the event the local school district/local board has a separate application form that differs from the state required form, **it is the responsibility of the Charter School to transfer complete responses to the department form.**

**An original and 4 copies of the EED Charter School Application Form should be mailed to:**

**Alaska Department of Education & Early Development  
Attn: Charter School Program Manager  
801 W. 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500**

**Please also submit via email a pdf of the application form to  
Todd.Brocious@alaska.gov**

An initial application approved by a local school board and submitted to the department ***must be received by the department at least 90 days*** before the next regularly scheduled meeting of the State Board of Education and Early Development. See schedule at: [www.education.state.ak.us/State\\_Board/](http://www.education.state.ak.us/State_Board/)

An initial application for a charter school approved by a local school board may not be submitted to the department more than 12 months before the planned start-up date for the new school.

**Required Format:**

1. Not more than 200 pages single-sided, *unbound*, in 12 point font.
2. ALL pages numbered in consecutive order (i.e. 1, 2, 3, ...200).
3. A table of contents.
4. Follow in numerical order the numbered sections and sub-elements of the application.
5. ALL numbered sections and sub-elements must be addressed.

Upon receipt, the application will go through a technical review committee to determine if any additional information is necessary. Addressing each section with sufficient detail and evidence examples will decrease the likelihood of additional information being requested.

Once the technical review committee agrees the applicant has demonstrated compliance, the application will be scheduled to be addressed by the State Board of Education & Early Development at their next meeting.

## Charter School Application – Initial

Please provide **narrative** responses to the following areas. If referencing evidence within a document that is included as an appendix, please also provide sufficient detail in the narrative response for review purposes.

### **Section 1: Establishment of the Charter at the local level**

- i. Provide the primary purpose of the charter, how it will specifically differ from other educational options available in the community and the student population the charter hopes to attract. *AS 14.03.265(a)(1-3)*
- ii. Provide evidence of the local school board approval of the new charter school marked as Appendix A. *AS 14.03.250(b)*
- iii. Provide evidence of the signed contract between the new charter school and the local school board containing all required elements marked as Appendix B. *AS 14.03.255(c)(1-14)*
- iv. Provide the charter schools’ bylaws marked as Appendix C. *4 AAC 33.110(a)(4)*
- v. Provide evidence of the formation of an Academic Policy Committee (APC) consisting of parents of students attending the school, teachers, and school employees. Evidence includes a list of the members of the APC and their qualifications, as well as the written minutes from meetings where discussions regarding academic policies, bylaws, school administration, and school educational programming occurred. Mark as Appendix D. *AS 14.03.250(a), 4 AAC 33.110(a)(1)*

References: AS 14.03.250. Application for charter school, AS 14.03.255 Organization and operation of a charter school, AS 14.03.265 Admission, 4 AAC 33.110 Charter school application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 1	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Purpose	Page 6	
Evidence of board approval	Appendix A	

Evidence of signed contract with all required elements	See required element below (items 1-14) Appendix B	
1. Description of educational program	Appendix B	
2. Specific levels of achievement for the education program	Appendix B	
3. Admissions Policy and Procedures	Appendix B	
4. Administrative Policies	Appendix B	
5. Statement of Charter funding	Appendix B	
6. Method of accountability for receipts and expenditures	Appendix B	
7. Location and description of facility	Appendix B	
8. Name of teachers who by agreement will teach in the charter	Appendix B	
9. Teacher to student ratio	Appendix B	
10. Number of students to be served	Appendix B	
11. Term of contract (not to exceed 10 years)	Appendix B	
12. Termination Clause	Appendix B	
13. Statement of state and federal law compliance	Appendix B	

14. Exemptions or requirements included in contract	Appendix B	
Evidence of bylaws	Appendix C	
Evidence of APC, including list of names/qualifications, meeting minutes	Appendix D	

**Section 1: Establishment of the Charter at the local level**

- i. Provide the primary purpose of the charter, how it will specifically differ from other educational options available in the community and the student population the charter hopes to attract. *AS 14.03.265(a)(1-3)*

**Purpose:**

Aurora Borealis Charter High School desires to be established to continue the research-based preparatory education of Aurora Borealis Charter School, grades K-8, through whole group, subject-centered direct instruction. Aurora Borealis Charter High School (ABCCHS hereafter) differs from other educational programs in our community. As we choose curriculum, we look for research validating the rigor of the curriculum, correlations with Alaska State and Core Standards, and also a well-defined scope and sequence which allows us to spiral teaching through the grades, each grade building on the foundation established in years prior. Instruction is whole group, subject-centered, and direct. Use of this research-based curriculum results in preparatory education emphasizing language arts (literature, writing, grammar, and vocabulary), mathematics, history and geography, science, foreign language, technology, art and music, physical education, and electives.

- v. Provide evidence of the formation of an Academic Policy Committee (APC) consisting of parents of students attending the school, teachers, and school employees. Evidence includes a list of the members of the APC and their qualifications, as well as the written minutes from meetings where discussions regarding academic policies, bylaws, school administration, and school educational programming occurred. Mark as Appendix D.  
AS 14.03.250(a), 4 AAC 33.110(a)(1)

Academic Policy Committee members consist of the following members:

Jerry Strait – Parent - Chairperson  
Dana McDonald – Parent – Vice Chairperson  
Darren Henry – Parent – Treasurer  
Ginni DeLon – Parent – Secretary  
Michael Audette – Parent - Member  
Kory Armstrong – Parent - Member  
Michelle Maguire – Community Member

The steering committee for an ABCHS charter were held on the following dates (dates with an asterisk have minutes included in this document, all other minutes are available from the committee):

June 8, 2017  
June 20, 2017  
September 7, 2017 (parent & student surveys)  
November 27, 2017  
January 25, 2018  
May 31, 2018  
September 10, 2018  
September 20, 2018\*  
September 23, 2018\*  
September 24, 2018\*  
September 27, 2018\*

**Section 2: Organization and Administration**

- i. Provide information on how the charter school shall oversee the operation of the charter school to ensure that the terms of the contract required by AS 14.03.255 (c) are being met; including who will be responsible and what mechanism(s) they will use. AS 14.03.255(b)(2)
- ii. Provide the written administrative policy manual utilized by the charter marked as Appendix E. 4 AAC 33.110(a)(13)
- iii. Provide information on how the charter school will meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; including who will be responsible, what mechanism(s) they will use and how often contact(s) will take place. AS 14.03.255(b)(3)
- iv. Provide information on how the charter school will meet the requirements of conferring with the academic policy committee at least once each year to monitor progress in achieving the committee's policies and goals; including who will be responsible, what mechanism(s) they will use and if contact(s) will take place more frequently than once a year. AS 14.03.255(b)(4)
- v. Provide a description of the school schedule and calendar. 4 AAC 33.110(a)(9)
- vi. If applicable: Provide information on alternative educational options for students not wishing to attend the charter if the charter school is the only school in the community. 4 AAC 33.110(a)(12)

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter school application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

<b>Reviewer Rating Template</b>		
Section 2	Page Number location(s) of response(s) including Appendices	Reviewer's notes  Rating: Compliant/Noncompliant
Description of administrative oversight	*to be filled in with final format	
Evidence of written administrative policy manual	Appendix E	

Description of regular parent and teacher contacts for continuous improvement	*to be filled in with final format	
Description of APC meeting(s) to monitor progress	Appendix D	
Description of school schedule and calendar	*to be filled in with final format	
Alternative options for students if no other educational program exists	May be “not applicable”	

- i. Provide information on how the charter school is administered to ensure that the terms of the contract required by AS 14.03.255 (c) are being met; including who is responsible and what mechanism(s) they use. AS 14.03.255(b)(2)**

**Description of administrative oversight:**

Aurora Borealis Charter High School will adhere to the Kenai Peninsula Borough School District Charter School Policy. The administrator, with oversight by the Academic Policy Committee, shall ensure that the terms of the contract between KPBSD and ABCHS are being met. ABCHS Bylaws, Appendix C, outline how the charter school is administered to ensure that the terms of the contact are being met. In addition, the academic policy committee bylaws address and comply with State charter school law. Aurora Borealis Charter High School will also adhere to all of the policies included in the KPBSD policy manual. That manual is online at the KPBSD website (<http://www.kpbsd.k12.ak.us>) and is in Appendix E. The Policy Manual will be used as a reference for staff and our Academic Policy Committee (APC) members. Our APC will handle control and supervision of the charter school according to Charter School Law and will operate in accordance to the Bylaws established for Aurora Borealis Charter High School.

- ii. Provide the written *administrative policy manual* utilized by the charter or an indication on the signed assurance page that the policy manual submitted to the department in the initial application or previous renewal applications has not changed. Mark as Appendix E. 4 AAC 33.110(a)(13)**

**Evidence of written administrative policy manual or assurance:**

Aurora Borealis Charter High School will follow the Kenai Peninsula Borough School District's administrative policies and procedures. We will receive all administrative memos and the KPBSD Policy Manual is available online and a copy will be available in the school office.

Refer to Appendix E for a copy of the manual.

- iii. Provide evidence that the charter school met regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school, including any review recommendations. AS 14.03.255(b)(3)**

**Evidence of regular parent and teacher contacts for continuous improvement:**

Aurora Borealis Charter High School will conduct parent/teacher conferences twice a year according to KPBSD District Wide Calendar. There will be a Parent Comment section on every Academic Policy Committee agenda. ABCHS will send home weekly newsletters and announcements to parents via written letters and e-mail lists. The list of all APC meeting dates is listed in Section 1 of this document with the agendas and minutes of these meetings in Appendix D. Every APC meeting is an opportunity for parents and teachers to give input about the operations of the charter school. Every year the APC will send out a survey to all parents to receive feedback about the school. A copy of that survey is attached to the end of this section. Completed surveys from previous years will be placed in the office.

- iv. Provide evidence that the charter school met with the APC at least once a year to monitor progress in achieving the committee's policies and goals. AS 14.03.255(b)(4)**

**Evidence of annual APC meeting:**

Aurora Borealis Charter High School will conduct several APC meetings every year. During those meetings all members of the APC, parents, staff and community members have the opportunity to address any policies and goals. Assessment data (district and state mandated assessments) will be shared during APC meetings after the specific assessment data has been released to the school. The data will be explained by the administrator during the APC meeting and copies will be given to each member. APC meeting minutes and agenda dates are found in

Section 1 of this document with specific agendas and minutes in Appendix D. The APC's goals are to follow Article 2 of the Bylaws (Appendix C).

**v. Provide a description of the school schedule and calendar. 4 AAC 33.110(a)(9)**

**Description of school schedule and calendar:**

**Aurora Borealis School Daily Schedule**

In order for the staff and students to best utilize the school day, it is necessary that all observe the following schedule: This is the schedule for grades 9-12.

7:30 Students may enter school and their classrooms.

7:45 Classes begin.

Any students entering the school after 7:45 must go to the office and sign in prior to going to their classrooms. It is the responsibility of parents and students to come to school on time and prepared to work. Tardies are disruptive and provide a poor learning environment for students. Excessive un-excused tardies (3 per class, 6 per quarter), you will receive a letter. Anything in excess of 6 un-excused tardies will be brought to the attention of the Academic Policy Committee for possible action.

2:15 Students are dismissed from class.

2:30 All students should have been picked up for their ride home.

Please notify the office by note or telephone if you will be unable to pick up your student as scheduled. Any students remaining after 2:30 will be supervised in the office. Such students will not be allowed to remain unsupervised in the building.

We follow KPBSD District wide calendar that is on the following page.

# Kenai Peninsula Borough School District 2018-19 District Wide Calendar

<b>C</b> School Closes	<b>O</b> School Opens
<b>E</b> End of Quarter	<b>CI</b> PT Conference/Inservice
<b>H</b> Legal Holiday	<b>V</b> Vacation Day
<b>IW</b> Inservice/Work	<b>ER</b> Early Release Day

July 2018							August 2018							September 2018							October 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4 H	5	6	7				1	2	3	4							1	1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3 H	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14 IW	15 IW	16 IW	17 IW	18	9	10	11	12 ER	13	14	15	14	15	16	17	18	19 IW/E	20
22	23	24	25	26	27	28	19	20 IW	21 O	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24 ER	25	26	27
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
													30														
# of Inservice Days:							# of Inservice Days:	5						# of Inservice Days:	0						# of Inservice Days:	1					
# of Student Days:							# of Student Days:	9						# of Student Days:	19						# of Student Days:	22					
# of Teacher Days:							# of Teacher Days:	14						# of Teacher Days:	20						# of Teacher Days:	23					
November 2018							December 2018							January 2019							February 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1 CI	2 CI	3							1			1 H	2 V	3 V	4 V	5							1 2
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6 ER	7 CI	8 CI	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21 ER	22 H	23 H	24	16	17	18	19	20	21 IW/E	22	20	21 V	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24 V	25 H	26 V	27 V	28 V	29	27	28	29	30	31		24	25	26	27	28			
							30	31																			
# of Inservice Days:	2						# of Inservice Days:	1						# of Inservice Days:	0						# of Inservice Days:	2					
# of Student Days:	18						# of Student Days:	14						# of Student Days:	18						# of Student Days:	18					
# of Teacher Days:	22						# of Teacher Days:	16						# of Teacher Days:	19						# of Teacher Days:	20					
March 2019							April 2019							May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				3 ER	4	5	6				1 ER	2	3	4							1
3	4	5	6	7	8 IW/E	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11 V	12 V	13 V	14 V	15 V	16	14	15	16	17	18	19 V	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22 C	23 IW	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30				26	27 H	28	29	30	31	23	24	25	26	27	28	29		
						31														30							
# of Inservice Days:	1						# of Inservice Days:	0						# of Inservice Days:	0						# of Inservice Days:						
# of Student Days:	15						# of Student Days:	21						# of Student Days:	16						# of Student Days:						
# of Teacher Days:	16						# of Teacher Days:	21						# of Teacher Days:	17						# of Teacher Days:						

End of Quarter		Inservice Dates		Legal Holidays & Vacation Days		
1st Quarter	42 days	Teacher First	August 14	August 14, 15, 16, 17, 20	Independence Day	July 4
2nd Quarter	40 days	Teacher Last	May 23	October 19	Labor Day	September 3
3rd Quarter	41 days	Student First	August 21	December 21	Thanksgiving	November 22-23
4th Quarter	47 days	Student Last	May 22	March 8	Winter Break	Dec 24-Jan 4
	170 days	<b>PT Conference/IS Days</b>		May 23	Spring Break	March 11-15
Approved: 12/5/2016		November 1, 2			Vacation Day	Jan 21 & April 19
Dept of Ed. Approved: 10/26/2017		February 7, 8			Memorial Day	May 27

# AURORA BOREALIS CHARTER SCHOOL 2019-2020 SURVEY

**FAMILY NAME (optional):** \_\_\_\_\_ **GRADE (Required):** \_\_\_\_\_  
(Please complete one survey per family.)

- |  | YES   | NO    |
|--|-------|-------|
| 1. The curriculum at ABCHS meets or exceeds my academic expectations.              | _____ | _____ |
| 2. The teacher shows concern and works effectively with my student.                | _____ | _____ |
| 3. Progress reports and Parent/Teacher conferences are productive.                 | _____ | _____ |
| 4. The administrator is a visible leader who relates well to students and parents. | _____ | _____ |
| 5. The office staff addresses my concerns in a timely manner.                      | _____ | _____ |
| 6. A. The Academic Policy Committee provides good governance for our school.       | _____ | _____ |
| B. I am comfortable approaching the Academic Policy Committee with my concerns.    | _____ | _____ |
| C. The Academic Policy Committee adequately communicates their decisions.          | _____ | _____ |
| 7. I have visited or volunteered in my child’s classroom during the school day.    | _____ | _____ |
| 8. Please rate your satisfaction with ABCHS with 10 being the highest.             | 1     | 2     |
|  | 3     | 4     |
|  | 5     | 6     |
|  | 7     | 8     |
|  | 9     | 10    |

Please explain any “no” answers.

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**Additional Comments**

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**Thank you for completing this survey for the Academic Policy Committee. Your answers will be kept confidential. Please return your survey to the office by May 18. You may also mail it to: ABCHS/Parent Survey ADDRESS, Kenai AK 99611**

**Section 3: Educational Program and Student Achievement**

- i. Provide a description of the educational program to be offered at the charter school. Information in this section should explicitly detail if the program is designed to meet the needs of students in a particular age group or grade level and/or meet the needs of students who will benefit from a particular teaching method or curriculum. *AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)*
- ii. Provide a written plan that addresses the teacher-to-student ratio, including projected enrollment figures. *4 AAC 33.110(a)(16)*
- iii. Provide evidence of a written instructional program that addresses state content standards under 4 AAC 04 and aligns with the content on the statewide assessment system under 4 AAC 06.710-4 AAC 06.790 marked as Appendix F. *4 AAC 33.110(a)(6)*
- iv. Provide a description of plans for serving special education, vocational education, gifted, and bilingual students. *4 AAC 33.110(a)(10)*
- v. Provide written objectives for program achievement desired by the charter. *4 AAC 33.110(a)(7)*
- vi. Provide a description of the mechanisms for student assessment to be utilized in addition to those required by state law. *4 AAC 33.110(a)(5)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.03.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 3	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Description of educational program	*to be filled in with final format	
Evidence of written instructional program that addressees content standards and aligns with statewide assessment system	*to be filled in with final format	

Evidence of written plan to address PTR and projected enrollment	*to be filled in with final format	
Description of plans for serving special education, vocational education, gifted and bilingual students	*to be filled in with final format	
Evidence of written objectives for program achievement	*to be filled in with final format	
Description of the mechanisms for student assessment in addition to those required by state law	*to be filled in with final format	

**Section 3: Educational Program and Student Achievement**

- i. Provide a description of the educational program to be offered at the charter school. Information in this section should explicitly detail if the program is designed to meet the needs of students in a particular age group or grade level and/or meet the needs of students who will benefit from a particular teaching method or curriculum. AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)**

Aurora Borealis Charter High School will continue the research-based preparatory education of Aurora Borealis Charter School, grades K-8, through whole group, subject-centered direct instruction. Aurora Borealis Charter High School differs from other educational programs in our community. As we choose curriculum, we look for research validating the rigor of the curriculum, correlations with Alaska State and Core Standards, and also a well-defined scope and sequence which allows us to spiral teaching through the grades, each grade building on the foundation established in years prior. Instruction is whole group, subject-centered, and direct. Use of this research-based curriculum results in preparatory education emphasizing language arts (literature, writing, grammar, and vocabulary), mathematics, history and geography, science, foreign language, technology, art and music, physical education, and electives. The teaching of students will be accomplished through a well-defined scope and sequence using proven programs. Students will be expected to perform at or above grade level and maintain a minimum grade of a C in all subjects. ABCHS will have high academic standards. Grading will be done on a percentage basis with no curve, with letter grades awarded for grades 9-12. Grade scales are as follows:

Grades: 90-100 (A), 80-89 (B), 70-79 (C), 60-69 (D), 0-59 (F)

A list of the curriculum and graduation requirements to be utilized by ABCHS can be found in Appendix F.

**ii. Provide a written plan that addresses the teacher-to-student ratio, including projected enrollment figures. 4 AAC 33.110(a)(16)**

In direct instruction core classes, there will be a maximum of 24 students per teacher.

For year one, enrollment would be two grades, 9<sup>th</sup> and 10<sup>th</sup> grades with a projected enrollment of 18-24 students per grade.

For year two, enrollment would be three grades, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades with a projected enrollment of 18-24 students per grade.

For year three, enrollment would be four grades, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades with a projected enrollment of 18-24 students per grade.

**iii. Provide evidence of a written instructional program that addresses state content standards under 4 AAC 04 and aligns with the content on the statewide assessment system under 4 AAC 06.710-4 AAC 06.790 marked as Appendix F. 4 AAC 33.110(a)(6)**

Aurora Borealis Charter High School will regularly monitor curriculum implementation and quality. At a minimum educational testing will follow KPBSD and State of Alaska mandates. An item analysis will be done for each subject and reviewed annually at the beginning of the year (usually August). When state assessment data is available it is reviewed annually when results are available to analyze each specific area tested. The above mentioned data are used for setting school goals.

**iv. Provide a description of plans for serving special education, vocational education, gifted, and bilingual students. 4 AAC 33.110(a)(10)**

Aurora Borealis Charter High School will comply with KPBSD and State of Alaska's laws and statutes regarding special education students. Aurora Borealis Charter High School will identify and serve special education, gifted and bilingual students. If a special service student or student with a 504 Plan enrolls at Aurora Borealis Charter High School, a review of the student's IEP or 504 Plan will be conducted with the IEP/504 Team. The IEP/504 team will then determine if ABCHS can meet the student's individual learning needs via the methodology and curriculum materials available at the school. The IEP team will include district office representation and a member of the student's neighborhood school. If the IEP/504 team determines that ABCHS cannot adequately address the needs of the student the decision will be disclosed to the parent at the meeting and documented with a Written Notice. Notice to the parent will include a copy of the Procedural Safeguards.

**v. Provide written objectives for program achievement desired by the charter. 4 AAC 33.110(a)(7)**

Aurora Borealis Charter High School will serve families in the general Kenai-Soldotna area, which includes Nikiski, Sterling, and Kasilof. By incorporating high academic and behavior expectations with a spiraling, skills and knowledge based curriculum and direct instruction, ABCHS will provide students with the foundation necessary to live successfully, contribute to their communities, and to be responsible citizens.

It is the goal of ABCHS to provide a research-based preparatory education through whole group, subject-centered direct instruction, with textbooks used in the classroom. Emphasis will be placed on language arts (literature, grammar, and vocabulary), foreign language, mathematics, history, science, geography, technology, music and art, physical education, and electives. Character education, with strong emphasis on citizenship, values, self-discipline, and patriotism will be an integral part of the ABCHS education.

Students who do not perform at acceptable levels of proficiency will be identified and referred to our intervention team. A team meeting will be held to review student data and address the specific needs of each student.

**vi. Provide a description of the mechanisms for student assessment to be utilized in addition to those required by state law. 4 AAC 33.110(a)(5)**

Aurora Borealis Charter High School will participate in all KPBSD and state of Alaska assessments, including Ed Performance series (3 times a year in grades 9-10).

**Section 4: Professional Development**

- i. Provide a description of and schedule for staff development activities. 4 AAC 33.110(a)(8)

References: 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 4	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Description of and schedule for planned professional development	*to be filled in with final format	

- i. Provide a description of and schedule for staff development activities. 4 AAC 33.110(a)(8)

Aurora Borealis Charter High School provides professional development that is goal-based and driven by student assessment data. Professional development is directly related to the academic needs of students and the instructional needs of the staff in relation to gaps in student achievement. The staff will seek professional development in the areas of Response to Intervention (RTI), Formative Assessment Strategies, SmartBoard Training, and Saxon Math Curriculum in addition to any curriculum training. ABCHS will have a Professional Development Liaison that will be a resource for all staff members who seek training in specific areas. Staff professional development will seek to utilize Charlotte Danielson’s *Framework for Effective Teaching*.

**Section 5: Facility**

- i. Provide information on the location for the charter school, description of the facility and lease information. Information in this section should include a description of the process used by the school and district to comply with the right of first refusal for a lease of space in an existing school district facility or in a facility within the school district that is not currently being used as a public school. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)*
  
- ii. Describe the plans for the charter school’s facility and any plans for projected growth. *4 AAC 33.110(a)(15)*

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 5	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Description of facility and location of the charter school including addressing district leased space if applicable	*to be filled in with final format	
Evidence of a written facility plans	*to be filled in with final format	

- i. **Provide information on the location for the charter school, description of the facility and lease information. Information in this section should include a description of the process used by the school and district to comply with the right of first refusal for a lease of space in an existing school district facility or in a facility within the school district that is not currently being used as a public school. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)***

Aurora Borealis Charter High School has several options for facility placement.

The existing K-8 Aurora Borealis Charter School owns land behind their existing building (the Old Kenai Elementary School building) on Frontage Road in Kenai, Alaska. The school and its APC committee are willing to allow ABCHS to place two portables on the land they own in order to temporarily house ABCHS students. For the first year when total student enrollment is projected between 36-48 students. ABCHS formation committee has obtained quotes for the lease and delivery of two portables for arrival in July 2019. This would be a temporary situation for the first year ABCHS is in operation while a more permanent facility solution is procured.

ABCHS steering committee is consulting with the City of Kenai to utilize the occupational classroom space located at the Beacon Building, 450 Marathon Road, Kenai, Alaska. The City of Kenai has expressed a desire to keep the ABCS and ABCHS schools within their city limits and they are working to help make a financially feasible space available for ABCHS to utilize. Currently the Beacon Building consists of multiple adult classrooms equipped with projectors, white boards, classroom style seating, and large spacious rooms. Larger classrooms are also available with theater seating, ample parking, and restroom facilities to accommodate the growth of the charter school over the next three years. This would be a more permanent and long term solution for ABCHS to house its students and staff.

The Carrs Mall located on the Kenai Spur Highway has vacant spaces and is another option for ABCHS to utilize. There are several units located in the back of the mall that have dedicated entrances that are partitioned off from the rest of the mall. This location will provide the option for expansion as the school grows, and could reasonably be remodeled and upgraded to fit the needs of up to 96 high school students and their staff.

Upon finalization of facilities, whether it be a temporary or more permanent solution for the 2019-2020 school year; copies of the facility agreement, facility floor plan, and other pertinent information will be on file with the school district and included in this application before submission to the KPBSD Board and State of Alaska for charter application approval.

***ii. Describe the plans for the charter school's facility and any plans for projected growth. 4 AAC 33.110(a)(15)***

Aurora Borealis Charter High School formation committee is weighing the options and advantages of each facility in order to invest their time and resources into the best possible long term solution for our students. ABCHS projects a growth in enrollment as follows:

- 36-48 students during the 2019-2020 school year
- 54-72 students during the 2020-2021 school year
- 72-96 students during the 2021-2022 school year.

These enrollment figures will be finalized in the coming months. ABCHS formation committee is actively exploring the prospect of temporary and permanent facilities as described above and available for the start of the 2019-2020 school year.

**Section 6: Admission**

- i. Provide the written admission policies and procedures utilized by the charter. Please include evidence that the school is ensuring an equal and bias-free access to all eligible students. Mark as Appendix G. *AS 14.03.255(c)(3), 4 AAC 33.110(a)(11)*
- ii. Provide a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school’s capacity. Mark as Appendix H. *AS 14.03.265(b) Admission, 4 AAC 33.110(a)(17)*

References: AS 14.03.255 Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 6	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Evidence of written admission policies and procedures	*to be filled in with final format	
Evidence of a written student recruitment process, including plans if applicants exceed capacity	*to be filled in with final format	

- i. **Provide the written admission policies and procedures utilized by the charter. Please include evidence that the school is ensuring an equal and bias-free access to all eligible students. Mark as Appendix G. *AS 14.03.255(c)(3), 4 AAC 33.110(a)(11)***

**Evidence of written admission policies and procedures:**

**Enrollment and Lottery Procedures**

Charter Schools of the Kenai Peninsula Borough School District are public schools which comply with all Federal and State Laws, as well as Borough Policies, concerning public education and equal opportunity.

The enrollment procedures for Aurora Borealis Charter High School are as follows:

**Applying:**

Parents will come to the school office and fill out a lottery application for the upcoming school year. Applications are accepted from the first day of September, until the first Friday in March at 3:00 p.m.

**Enrollment:**

Currently enrolled students will be rolled over to the next academic year. Open slots will be filled through the lottery. If there is no wait list for a specific grade and vacancies exist, students will be enrolled without going through the lottery.

**Lottery Procedures:**

Applicants will be listed in order by the date of their application from earliest to newest. Each applicant is randomly assigned a lottery number. Students are then placed on a waitlist in order of the number they were assigned. The lottery will be held at 3:00 p.m. on the fourth Thursday in March. The lottery results will be posted in the hallway outside the office the day following the lottery.

**Preference:**

First preference for enrollment will be given to graduating 8<sup>th</sup> grade students from Aurora Borealis Charter School. If there is a vacancy in a classroom prior to any lottery, children of full time school employees will receive second preference. Siblings of children already enrolled at ABCHS who have attended at least one school day will receive third preference to fill the vacancy.

**Waiting List:**

In the event that vacancies still exist in a class, they are to be filled from the waiting list, beginning with the lowest lottery number. The number of slots available will depend upon each class. Students drawn from the lottery who are placed on the waiting list remain on the list until they request removal or are placed in a classroom.

A contract with Coghill Group, PC to conduct and oversee the lottery procedures of ABCHS to ensure an equal and bias-free access to all eligible students will be utilized. Please see Appendix G for evidence of this agreement.

- ii. Provide a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity. Mark as Appendix H. AS 14.03.265(b) Admission, 4 AAC 33.110(a)(17)***

Charter Schools of the Kenai Peninsula Borough School District are public schools which comply with all Federal and State Laws, as well as Borough Policies, concerning public education and equal opportunity.

Please see Appendix H for a plan for recruitment.

**Section 7: Fiscal**

- i.* Provide a written budget summary and financial plan, including a statement of the charter school’s funding allocation from the local school board and costs assignable to the charter school program budget. Information in this section should explicitly detail the amount and sources of the revenue streams; the specific indirect rate (not to exceed 4%) and details of what the indirect rate charges cover; as well as the charter’s eligibility to receive additional revenue over the 2.65 mills required in the foundation formula. Projected budget marked as Appendix I. *AS 14.03.255(c)(5), 4 AAC 33.110(a)(14)(A)*
  
- ii.* Provide information on how the charter school will keep financial records, including who will be responsible, what mechanism(s) they will use and how often financial oversight will take place. *AS 14.03.255(b)(1)*
  
- iii.* Provide a description of the method by which the charter school will account for receipts and expenditures. *AS 14.03.255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)*

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter School application and review procedure

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 7	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Written budget summary and financial plan	*to be filled in with final format	
Description of how financial records will be kept	*to be filled in with final format	
Description of accountability for receipts and expenditures	*to be filled in with final format	

- i.* Provide a written budget summary and financial plan, including a statement of the charter school’s funding allocation from the local school board and costs assignable**

**to the charter school program budget. Information in this section should explicitly detail the amount and sources of the revenue streams; the specific indirect rate (not to exceed 4%) and details of what the indirect rate charges cover; as well as the charter's eligibility to receive additional revenue over the 2.65 mills required in the foundation formula. Projected budget marked as Appendix I. AS 14.03.255(c)(5), 4 AAC 33.110(a)(14)(A)**

Estimated funding per charter school will be provided by KPBSD business office.

- ii.* Provide information on how the charter school will keep financial records, including who will be responsible, what mechanism(s) they will use and how often financial oversight will take place. AS 14.03.255(b)(1)**

Refer to Appendix I for outlined budget, which will be provided by the KPBSD business office.

- iii.* Provide a description of the method by which the charter school will account for receipts and expenditures. AS 14.03.255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)**

Please refer to Appendix B for evidence of a budget in a proposed Charter Contract with KPBSD.

**Section 8: Transportation**

- i. Provide a plan for pupil transportation and the district charter school transportation policy, if proposed or adopted, marked as Appendix J. *4 AS 14.09.010 (e)(1-3)(f)(g), AAC 33.110(a)(19)*

References: AS 14.09.010 (e)(1-3)(f)(g) Transportation, 4 AAC 33.110 Charter School application and review procedure, 4 AAC 27.057 Charter School Transportation policy.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

<b>Reviewer Rating Template</b>		
Section 8	Page Number location(s) of response(s) including Appendices	Reviewer’s notes  Rating: Compliant/Noncompliant
Plans for pupil transportation	Appendix J	

- i. **Provide a plan for pupil transportation and the district charter school transportation policy, if proposed or adopted, marked as Appendix J. *4 AS 14.09.010 (e)(1-3)(f)(g), AAC 33.110(a)(19)***

Aurora Borealis Charter High School is a school of choice where parents are expected to drop their children off and pick them up every day in a timely manner. ABCHS will operate under option 3 of Kenai Peninsula Borough School District’s Transportation Policy that states the following:

***If a charter school declines pupil transportation services, no funding allocation will be made by the district.***

We will encourage parents to come to the office at ABCHS to discuss carpooling options.

**APPENDIX B**

**SAMPLE AURORA BOREALIS CHARTER HIGH SCHOOL CONTRACT**

**AURORA BOREALIS CHARTER HIGH SCHOOL CONTRACT**

**THIS AGREEMENT is between Aurora Borealis Charter High School, whose address is \_\_\_\_\_, hereinafter “Charter School”, and the Kenai Peninsula Borough School Board, whose address is 148 N. Binkley, Soldotna, Alaska 99669, hereinafter “School Board”.**

**WHEREAS, Charter School desires to operate within the Kenai Peninsula Borough School District (hereinafter “School District” in conformance with Alaska Statute 14.03.250-.290 and School District policies and procedures; and**

**WHEREAS, at its meeting dated \_\_\_\_\_ the School Board reviewed and approved the Charter School’s application; and**

**NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties do agree as follows:**

**Charter School shall provide educational programs and services subject to the terms and conditions of this contract, commencing with the first day of school in the School District for the 2019-2020 school year and continuing through the last day of school in the \_\_\_\_\_ school year.**

**1. Description of educational program:** Charter School shall provide an educational program which shall advance basic skill areas including mathematics, science, language arts and social studies appropriate to the age of students included in the program. Additionally, the educational program shall be designed as defined in Charter School Proposal as approved by School District and by the Alaska State Board of Education.

**2. Specific levels of achievement for the education program:** Charter School’s educational program shall meet the specific levels of achievement specified in the proposal.

**3. Admissions Policy and Procedures:** Any resident of the school district that is otherwise eligible to attend Kenai Peninsula School District schools may apply for admission to the Charter School. In addition, the Charter School shall adhere to the admissions policies and procedures specified in the proposal. Charter School covenants and agrees that it shall not discriminate against applicants based upon any of the protected classes, and that it shall provide equal access to its facilities to all students in compliance with state and federal law. The Charter School shall be nonsectarian, and shall not be affiliated in any respect with any sectarian institution.

**4. Administrative Policies:** Except as otherwise provided herein, Charter School is required to comply with School Board policies and procedures, and Alaska Department of Education regulations. To develop and implement admission and administrative policies for the school, the Charter School shall establish an Academic Policy Committee. Charter School shall adhere to Charter School administrative policies as specified in the proposal. The Charter School shall prohibit violence and the use or possession of drugs, alcohol, tobacco and weapons on school grounds. Disciplinary proceedings for violations shall be consistent with applicable Alaska Statutes, state and federal regulations and school district policies.

**5. Statement of Charter funding:** School District shall allocate funding for Charter School in accordance with State Law, less administrative costs determined by applying the DOE approved indirect cost rate to the amount allocated for Charter School. An annual budget for Charter School shall be submitted to School District according to schedules established by the district. Funds shall be made available to Charter School on July 1 of each year of this contract. The amount of the budget will be adjusted immediately following the ADM count period as established by the State of Alaska. All materials and services provided by School District to Charter School shall be provided to Charter School at rates equal to those charged to other schools in the district. No tuition shall be charged to Charter School students who reside in the district. Fees consistent with School District policy and collected from Charter School students shall be retained by Charter School.

**6. Method of accountability for receipts and expenditures:** Charter School shall account for receipts and expenditures by using and complying with the school district purchasing and accounting systems. Charter School covenants and agrees that it shall comply with all state and federal requirements for receipt and use of public money.

**7. Location and description of facility:** Charter School shall be operated at the following location: Aurora Borealis Charter High School, \_\_\_\_\_. KPBSD covenants and warrants that the current facility complies with all local, state and federal health and safety requirements applicable to other public schools in the district. ABCHS agrees to pay utilities at a rate agreed upon on an annual basis.

**8. Name of teachers who by agreement will teach in the charter:** At the time of executing this contract, Charter School anticipates that the following teachers and support staff will perform teaching/support services in the charter school:

Administrator- Part-time or Shared Administrator

2019-20 School Year

Teachers as Budgeted (20-48 students)

1. Science/Math Teacher
2. Language Arts/Social Studies Teacher
3. Part-time Secretary

2020-21 School Year

Teachers as Budgeted (40-75 students)

1. Science Teacher
2. Math Teacher
3. Language Arts Teacher
4. Social Studies Teacher
5. 0.5 Elective Teacher (Art,Music, or ?)
6. Part-time Secretary

2021-22 School Year

Teachers as Budgeted (60-98 students)

1. Science Teacher
2. Math Teacher
3. Language Arts Teacher
4. Social Studies Teacher
5. 0.5 Art Teacher
6. 0.5 Music Teacher
7. Part-time Secretary

**9. Teacher to student ratio:** Charter School agrees to maintain the teacher-to-student ratio as defined in the charter school proposal approved by School District.

**10. Number of students to be served:** Charter School shall enroll a minimum of twenty (20) students at all times and shall enroll a maximum number of students as specified in the proposal.

**11. Term of contract:** This contract may be effective upon complete execution and shall terminate at the end of \_\_\_ academic years unless earlier terminated as provided elsewhere herein.

**12. Termination Clause:** This contract may be terminated by School Board for Charter School's failure to meet educational achievement goals or fiscal management standards, for a default in any material provision of this agreement or for other good cause. The School Board shall provide 90 days written notice to Charter School of its intent to terminate this contract and the reasons therefore. If Charter School fails to remedy the cause for termination within the time provided by School District, this contract shall automatically terminate at the end of the stated time. Any unused funds and all properties remaining shall immediately be returned to the School District upon such termination.

**13. Statement of state and federal law compliance:** The Charter School agrees to comply with all state and federal requirements for receipt and use of public money.

**14. Exemptions or requirements included in contract:** The Charter School Proposal as approved by the Alaska State Board of Education is hereby incorporated into this contract. This contract shall bind Charter School to its stated purpose, goals, operational procedures, and all other aspects of the approved proposal.

This Charter School was approved by the Kenai Peninsula School Board on \_\_\_\_\_.  
The Undersigned agree to this entire contract as specified herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (For School District)

Signed \_\_\_\_\_ Date \_\_\_\_\_ (For Charter School)

**BYLAWS  
AURORA BOREALIS CHARTER HIGH SCHOOL**

**MISSION STATEMENT**

The purpose of Aurora Borealis Charter High School is to provide the finest academic program possible. To meet this purpose, it is our obligation to promote an educational environment that reflects high academics, character, and citizenship standards for all students and establish classroom conditions where these standards can be met.

**ARTICLE 1  
NAME**

The name of the school shall be Aurora Borealis Charter High School, hereinafter ABCHS.

**ARTICLE 2  
IMPLEMENTATION OF MISSION STATEMENT**

1. To conduct ABCHS affairs in accordance with its mission statement.
2. To exercise all such powers as are provided by State and Federal law, Kenai Peninsula Borough School District policy, and these Bylaws in order to accomplish the ABCHS mission statement.
3. Support teachers in maintaining a classroom environment where high academic, character, and citizenship standards can be met for all students.
4. Support the administrator in the accomplishment of the mission statement through implementation of adopted policies and procedures while holding the administrator accountable for the achievement of measurable standards through annual review of test scores.
5. Maintain core curriculum materials as approved by the Academic Policy Committee.
6. Encourage parents/guardians to actively participate in their child's education.

**ARTICLE 3  
ACADEMIC POLICY COMMITTEE**

- A. There shall be an Academic Policy Committee (APC) pursuant to AS 14.03.255. Organization and operation of a charter school.

- B. The Academic Policy Committee (APC) shall consist of the following:
1. Six (6) parents of currently enrolled ABCHS students, elected at large.
  2. School administrator, or staff designee, in an advisory non-voting capacity.
  3. Community member, if one is appointed by the APC.
- C. APC Seats
1. Parent Seat Terms
    - a. Each year, two (2) APC seats shall be elected by ABCHS parents for three (3) year terms.
    - b. Terms are from May 31 to May 30.
    - c. Interim vacancies shall be filled by appointment of the majority of the remaining APC, should a quorum exist. These appointments shall be effective until the end of the original term of the appointed seat. Should a quorum no longer exist, due to voluntary resignation and/or dismissal, a special election will be held to fill vacant seats. The APC member(s) elected in said special election shall remain seated for the duration of the original term of the vacant seat(s).
    - d. Election of parent members of APC:
      1. Parent seats must be filled by parents of students currently attending ABCHS and may not be filled by a paid employee or the spouse of a paid employee.
      2. Only one parent per family may serve on the APC.
      3. Nominations shall be taken in writing during the month of March.
      4. Elections shall be conducted by ballots mailed to ABCHS parents. The APC shall adopt written election procedures that may be amended when deemed necessary by the APC.
      5. One ballot per family. In cases involving custody, only one custodial parent and/or guardian shall have the voting privilege.
      6. Elected members shall be seated at the next meeting of the APC following May 30.
  2. Administrator Seat
 

Interim vacancy shall be filled by the interim administrator selected by the APC.
  3. Community Member Seat
 

The APC, at its sole discretion, may appoint a community member. The community member shall be a voting member of the APC. The Community Member term is from May 31 to May 30 and is renewable. Community members serve at the discretion of the APC. Community members may be removed by majority vote of the APC.
- D. APC Offices
1. The APC shall elect the following officer positions as determined among the APC at the first APC meeting following the May election. The officers are:
    - a. Chairperson
 

The Chairperson shall preside at all meetings of the APC and shall have the duties and powers normally given to that office, in addition to those particularly specified by these Bylaws.
    - b. Vice-Chairperson

The Vice-Chairperson shall have the powers and exercise the duties of the chair in the Chairperson's absence or incapacity, as well as duties assigned by the APC.

- c. Secretary  
The Secretary shall keep a record of all meetings of the APC and shall have all the duties and powers normally attributed to the office of Secretary.
- d. Treasurer  
The Treasurer shall have access to all financial records of ABCHS and have all the powers and duties normally attributed to the office of Treasurer. The Treasurer shall give a financial report at each quarterly meeting of the APC and such report shall be made a part of the minutes of that meeting.

## 2. APC Responsibilities

- a. The APC is accountable to the KPBSD School Board.
- b. Pursuant to the State of Alaska Charter School law (AS 14.03.255(b) (4)), the ABCHS APC shall meet at least annually to monitor progress in achieving the committee's policies and goals. However, the APC will strive to meet at least quarterly.
- c. Review and approve proposed annual budget, maximum enrollment, curricula, co-curricular activities, policies, and procedures.
- d. Review proposed contracts.
- e. Hire the ABCHS Administrator.
- f. Conduct an annual performance review based on the Administrator's contract and renew the contract as merited.
- g. An APC member's absence from three (3) consecutive APC meetings may constitute grounds for dismissal from the APC.
- h. To avoid conflicts of interest, APC members shall disclose known or potential conflicts of interest prior to the time set for voting on any transaction and shall not vote on the matter or attempt to influence the decisions of other APC members in voting on the matter. Such disclosure will be noted in the minutes of the meeting. The APC may, by a majority vote, determine there is not a conflict of interest.
- i. Members of the APC shall receive no compensation for their services as members of the board.
- j. For voting purposes a quorum shall consist of four (4) voting APC members. Action requires an affirmative vote of at least four (4) of the voting members.
- k. All regular and special meetings of the APC shall be open to the public.
- l. The APC may call an executive session to discuss any one or more of the following:
  - 1. Attorney-Client matters
  - 2. Acquisitions, leases, rental, or sale of property
  - 3. Contract proposals or negotiations
  - 4. Confidential or sensitive personnel or student matters

Only those persons invited by the APC may be present during the executive session. The APC shall not make final policy decisions, nor shall any resolution,

rule, regulation, formal action, or any action approving a contract or calling for the payment of money be adopted or approved at any session that is closed to the general public. Matters discussed during an executive session shall remain confidential among those attending. The Secretary of the APC will name the topic of the executive session in the APC minutes.

- m. Any APC member may resign at anytime by giving written notice to the Chairman or Secretary of the APC. Such resignation shall take effect at the time specified therein.
- n. The APC may recommend removal of an APC member with an affirmative vote for removal by five (5) of the APC members. The APC member whose removal is under consideration shall not participate in such a vote.
  - 1. Upon affirmative vote by the APC to remove an APC member, such APC member shall be suspended from membership on the APC until a parent/guardian vote is conducted.
  - 2. Removal of an APC member shall be affirmed by a majority of the ABCHS parents. Ballots are to be mailed out.
  - 3. Notification of the removal of an APC member shall be posted with the next APC minutes.

## **ARTICLE 4**

### **ADVISORY COMMITTEES**

The APC possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the APC for official action. The APC shall have power to create or dissolve any advisory committee and shall reserve the right to exercise this power at anytime during the life of the committee.

## **ARTICLE 5**

### **NOTICE OF MEETINGS**

Notice of meetings of the APC and committee meetings shall be posted, at least 1 week prior, at a prominent place outside the ABCHS office. Such notice should include specified agenda information when possible, including any proposed policy, position, resolution, rule, regulation, or formal action to be considered. The postings of such notice shall be considered full and timely notice to the public of such meetings.

**ARTICLE 6**  
**TRANSACTION OF BUSINESS**

All business shall be conducted through the KPBSD Finance Office.

**ARTICLE 7**  
**BYLAWS**

A draft of changes to the Bylaws will be read at two consecutive APC meetings before a vote is held regarding the changes. The approval or amendment of Bylaws requires a two-thirds vote of the APC.

**ARTICLE 8**  
**BOOKS AND RECORDS**

ABCHS shall keep minutes of regular APC meetings and APC committees. It shall also keep at its registered or principle office a record giving the names and addresses of the APC members and APC committees. All records of ABCHS are considered public and may be inspected at any reasonable time.

**ARTICLE 9**  
**INDEMNIFICATION AND HOLD HARMLESS OF APC MEMBERS**

APC members shall be indemnified and held harmless in the conduct of official ABCHS business in the same manner as members of the KPBSD School Board.

**ARTICLE 10**  
**DISSOLUTION**

On the dissolution of ABCHS, all properties shall be dispersed in accordance with contract provisions approved by the State of Alaska Department of Education and the Kenai Peninsula Borough School District.

## APPENDIX D

### ABCHS Meeting Minutes

Aurora Borealis Charter School  
High School Meeting Minutes  
September 20, 2018 @ 5pm

Attendees: Tracie Seater, Ginni Delon, Tesa Sturman, Suzanne Phillips, Anna Lattin, Corinna Klein, Violetta & Jerry Strait, Mick Audette, Nikki Audette, Darren Henry, Derek Ratliff, Scott Anderson, Michelle Maguire, Kory Armstrong, Jennifer Moss, Cody McCanna

Opening Ceremonies:

Meeting Called to Order at 5pm

Open Discussion:

- **Creating a Charter for Aurora Borealis Charter High School** - Mr. McCanna discussed that this meeting is to discuss creating the charter for creating an Aurora Borealis Charter High School. The charter has to be approved by the Kenai Peninsula Borough School District 90 days prior to Spring. The first draft of the charter is due October 1<sup>st</sup>. It was asked to the group who would like to help with putting the charter together for ABC High School. Those who offered to be on the APC Board for that school, Suzi Phillips, Mr. McCanna, and Scott Anderson will work on creating the charter for the ABC High School. Everyone who volunteered was given a copy of the current charter that has been written to this point, and electronic files of the charter, guidelines for the charter, and examples of other charters.
- **APC Board Volunteers** - The first thing that needs to be created in order to complete a draft of the charter is an APC board for the potential ABC High School. The following people volunteered to be on the APC board; Kory Armstrong, Ginni Delon, Darren Henry, Jerry Strait, Michelle Maguire, Mick Audette. Mr. McCanna said that Dana McDonald may also be interested in being an APC member, but Dana was not in attendance at this meeting. **Facility** - One of the obstacles in creating an ABC High School is the need for a facility for the new classes. Some volunteers who have offered to help find a facility are; Jennifer Moss, Edmund Spillman, and Steve Sturman. Some of the potential facilities are; the old Peninsula Carrs Mall, the Beacon building, and portables put on site. Nikki Audette has someone who can draw up blue prints for different layouts if needed.
- **Curriculum and Schedule** - It was suggested that Suzi Phillips and Scott Anderson be involved in the conversation regarding curriculum for the new school. There has been

prepared a rough schedule and curriculum, but it will also depend on the location of the facility. If the facility were close to ABCS there would be the potential to share faculty members, if possible. It was asked if the APC could change school policy once the charter has been written and the school is in session. Mr. McCanna said the APC could make curriculum changes as long as they stay in line with the charter guidelines.

- **Faculty** - It was asked who the faculty would be for the new school. Mr. McCanna is waiting to find out about funding for the future school. Liz with the district office is working on finding out what the potential numbers would look like.
- **Assignments/Next Meeting** - Everyone who volunteered to help create the charter will review the files they received and meet to start completing the charter on Sunday, September 23<sup>rd</sup> at 4:30pm. If anyone can't make that meeting but would like to give their input please email Suzi Phillips at [sphillips@kpbsd.k12.ak.us](mailto:sphillips@kpbsd.k12.ak.us).

Meeting adjourned

Next Meeting: Next meeting to be held September 23, 2018 at 4:30pm at ABCS.

Aurora Borealis High School Planning Committee Meeting  
Sunday, Sept 23, 2018

**Meeting called to order at 4:30 p.m.**

**Present:** Loren Reese, Suzanne Phillips, Scott Anderson, Jennifer Moss, Mick and Nikki Audette, Ginni DeLon, Jerry and Violetta Straight, Jennifer Joanis, Dana McDonald, Tracie Seater, Tesa Sturman

Introductions – Each person described their relation to ABCS and their intent to enroll their own students in a future ABCHS.

The group went through the files provided by Mr. McCanna with the current charter, beginning of proposed HS charter, and additional research. Jennifer Moss volunteered to type the new charter.

Most of the editing was grammatical, copying and pasting sections of the current charter (K-8) and making changes when necessary to reflect the HS standards.

Things discussed that are not relevant to the charter process but will have to be decided by the high school's APC in the future:

Will ABCHS have an open or closed campus (students allowed to leave at lunch or not)?

High school schedule – The suggestion is to keep it similar to Kenai High School, so students can participate in extracurricular opportunities.

Tardy Policy – High school students have more opportunities to earn tardies (for each class, as opposed to just the beginning of the day), so policy will have to be different than current ABCS. The group reviewed the Borough tardy policy and discussed the difference between “excused” and “unexcused” tardies. According to the Borough, a student who is more than 15 minutes late is considered absent and cannot participate in extracurricular activities that day.

**Short recess at 6:00**

Jennifer Moss presented a document with several facility options, listing pros and cons for each.

City of Kenai has expressed interest in keeping ABCS in Kenai. They own the Beacon Building, which is already set up like a school and is empty most of the time. Jennifer Moss offered to look further into this facility and take it off Mr. McCanna's plate.

Someone mentioned White Crane Academy (at Candlelight and Kiana)

Returned to the task of writing new HS charter.

Appendix F can't be completed - Curriculum has been researched, but specific curriculum does not have to be named before the October 1 deadline to submit charter proposal. It will be good to have a detailed

curriculum listed in the charter eventually, because this prevents switching from curriculum to curriculum without having it approved by the APC (for consistency.) A description of Peak to Peak curriculum can be found on the zip drive provided at the last HS planning committee meeting, if anyone wants to research it. The committee plans on adopting something similar to Peak to Peak. Saxon Math will be continued into the HS grades.

Student / teacher ratio – Mrs. Phillips mentioned the difference in the student / teacher ratio in direct instruction classrooms vs electives and other classes. Direct-instruction / core classes will lose effectiveness if the numbers get too high (above 24.) A more ideal number would be 16.

Projected enrollment for year 1 – up to 48

Projected enrollment for years 2 and 3 – add 18-24 per year

Mr. McCanna will review progress to document.

**Meeting adjourned at 7:15**

Aurora Borealis Charter School  
High School Meeting Minutes  
September 24, 2018 @ 6pm

**Attendees:** Ginni Delon, Jerry Strait, Mick Audette, Michelle Maguire, Jennifer Moss, Jennifer Joanis

**Opening Ceremonies:**

Meeting Called to Order at 6pm

**Charter Committee:**

- **Name for Committee** – It was suggested to name the committee working on the ABCHS charter the formation committee.

**Facility Options:**

**New Facility Option –**

- **Lake Street Option** - Jennifer Moss went and looked at two units that are available for lease in Kenai. They are located at 500 Lake Street, in the same building as Dan's TV. The owners are the Navarre family. Jennifer said the selling agent, Fred Braun, thinks the sellers may be willing to work with us on the price for this location. She showed a layout for the space, it has 2 restrooms, and open layout. The total space of both units combined is 1,764 sq ft. This location would offer safer walking to the gymnasium in ABCS if needed. Price is \$1.50 per sq ft., they pay electric, gas, maintenance and everything. We would need to let them know up front what our budget allotment would be. There is no room to grow in this space. There is also no sprinkler system. She looked up the fire code, for a type E occupancy it's 1 student per 20 sq ft. The type E code does have an exception if the space is under 12,000 sq feet it doesn't require a sprinkler system. We could have up to 88 kids in that location, so it should work for the first two years. You do have the option to rent one unit vs. two units. There would be a potential for the current 7<sup>th</sup> and 8<sup>th</sup> graders joining into the same building so it would help to offset costs, and their teachers could also teach to the older classes.
- **Old Carrs Mall Option** - Tesa and Steve Sturman spoke with the owner of the Old Carrs Mall building and he said they would want a 3-5 year lease because many of the spaces would need extensive remodeling to fit our needs. The price they want is \$1.15 per sq ft. This location has lots of options for spaces ranging from 825 sq ft to 7200 sq ft, which would allow ABCHS to grow into this location if needed.
- **Portables** – Jennifer priced out the option of placing 1 or 2 portables onto the current ABCS lot. She researched both leasing and buying prices. Purchasing a used portable ranged between \$40,000 to \$60,000. Leasing would be approximately \$1300 per month plus we pay utilities. We would also have to run utilities out to the portables. We would need to pay to lease the

portables year round since the cost of transporting them from one location to another is expensive. The sizes for the portables range from 10' X24' to much larger.

- **Beacon Building** – Jennifer is waiting to hear back from the City of Kenai about the potential of using the beacon building as a future classroom site for ABCHS. This location would be move in ready, because many of the rooms are already setup as classrooms.

#### **Charter Application Update:**

- Jennifer updated the charter application with all the potential facility options. She will wait to hear back from the City of Kenai before submitting the information on the beacon building.
- The committee went thru the current charter application and updated all the sections and the APC bylaws as needed. Jennifer has the updated version of this charter application. She will make sure that Cody McCanna receives a copy of this updated version so he can review it. The committee will see if Cody thinks we need to meet again after he reviews the updated charter.

#### **Meeting adjourned**

**Next Meeting: Next meeting to be held September 27, 2018 at 6pm at ABCS, if needed**

**APPENDIX E**

**KENAI PENINSULA SCHOOL DISTRICT CHARTER SCHOOL GUIDELINES**

# **KPBSD Policy Manual**

AR 6187

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## **Instruction**

### **CHARTER SCHOOLS**

#### **Charter School Guidelines**

The Board desires to support innovations which improve student learning and views charter schools as an opportunity for parents, teachers, and community members to take responsible risks and create new, innovative, and more flexible ways of educating children. The District administration shall work cooperatively with parents/guardians, students, teachers and principals in their efforts to design new schools and alternative approaches to the existing state laws and regulations that govern public schools.

The following guidelines will be used to assist in the establishment of charter schools in the Kenai Peninsula Borough School District .

#### **Organization and Operation of a Charter School**

A charter school is a public school in the Kenai Peninsula Borough School District except that the charter school:

7. is exempt from the Kenai Peninsula Borough School District 's textbook, program, curriculum, and scheduling requirements.
8. is exempt from AS 14.14.130, Chief School Administrator. The principal is selected by the Academic Policy Committee and selects, appoints, or otherwise supervises employees of the charter school.
9. operates under an annual program budget as set out in the contract between the KPBSD Board of Education and the charter school. The charter school may be exempt from other KPBSD requirements if the exemption is set out in the contract. A charter school is subject to secondary school competency testing and other competency tests required by the Alaska Department of Education and Early Development.

A charter school administrator, with oversight by the Academic Policy Committee, shall:

1. keep financial records of the charter school.
2. oversee the operation of the charter school to ensure that the terms of the contract are being met.
3. meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school.
4. meet with the academic policy committee at least six times each year to monitor progress in achieving the committee's policies and goals.

The charter school application serves as a contract proposal to the Board and must address all the items specified in the KPBSD "Application/Contract Provisions" to satisfy stipulations in Alaska Statutes, Alaska Administrative Codes and KPBSD Board Policy.

A charter school may be operated in an existing School District facility or in a facility within the School District that is not currently being used as a public school, if the chief school administrator determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the District. See **BP 6187** and AR 6187 section "Charter Schools Sharing Facilities."

### **Funding for Charter Schools**

The charter school budget shall be calculated by determining the amount of state funds generated by students enrolled in the charter school less administrative costs. Administrative costs shall be determined by applying the indirect cost rate approved by the Department of Education and Early Development.

The program budget of a charter school is to be used for operating expenses of the educational program of the charter school including purchasing textbooks, classroom materials, and instructional aids.

The charter school shall provide the financial and accounting information requested by the Board and Department of Education and Early Development and shall cooperate with the District in complying with the restrictions governing receipt and expenditure of District money.

The expense of housing nonresident students who attend the charter school, including room,

board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

## **Admission**

The program of a charter school may be designed to serve students within an age group or grade level; students who will benefit from a particular teaching method or curriculum; or nonresident students, including providing domiciliary services for students who need those services, if approved by the Board.

A charter school shall enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local School Board shall attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the District to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students shall be accepted by random drawing. A School Board may not require a student to attend a charter school.

In addition to other requirements of law, a charter school shall be nonsectarian.

## **Teacher or Employee Agreements**

A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.

All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of a district apply to that teacher or employee if employed at a charter school in that district, unless the district and the bargaining unit representing the teacher or employee agree to an exemption.

A teacher in a charter school shall be evaluated in an equivalent manner as all other teachers in the District, except that if there is no administrator assigned to the charter school, the local School Board, with the agreement of the charter school, shall designate a School District administrator in that district to evaluate a teacher in a charter school.

The School District assumes no responsibility for employing the charter school administrator after the termination of the charter school contract unless the person is also employed as a teacher.

## **Charter Schools Sharing Facilities**

1. Guidelines for Determining Adequate Space for a Shared Facility: The KPBSD School Board may allow a charter school to operate within an established District neighborhood school if the projected enrollment of the two schools and other District programs (Special Ed, Title 1, Project Grad, etc.) do not exceed 90% of the rated capacity over the life of the charter school contract.

The charter school application shall include the estimated number of students, the number of requested classrooms and the grades taught for each year of the proposed contract.

In a shared facility, the Charter School may request to change the estimated number of students, the number of classrooms or the grades taught for the school year. The request must be submitted by October 1 of the year preceding the requested change. (District projected enrollment date)

2. Negotiating Shared Facility Agreements: The use of District facilities for the charter school shall be negotiated by the Superintendent and presented during the Board's worksession with the charter school applicants. When proposing to use a District facility which is already in use as a public school, the principal and a site council representative of the school shall also be involved in the negotiating process.

The Principal in the existing District school will serve as the primary administrator for the building. The charter school administrator shall meet with the principal of that school and come to a mutual agreement regarding the charter school's observance of school rules and policies. These mutually agreed upon rules and policies shall be included in the charter school application and contract with the Board. Failure to abide by the agreed upon rules and policies will be considered a breach of contract.

3. Determining Costs in a Shared Facility: Basic charter school funding will be allocated to charter schools by the School Board. Charter schools operating in an established neighborhood school will be responsible for funding their share of education programs in the building.

During the administrative meeting, held after the Notification of Intent form is filed, the administrative committee shall provide the charter school representatives with an estimation of revenues and operational costs.

Following Board approval of the charter school contract, operational costs will be charged by the District to the charter school on a pro rata basis according to the recommended budget. All other services provided by the District to the charter school will be calculated on a cost only basis.

At the end of each fiscal year, adjustments shall be made to the charter school budgets based on

actual revenues and expenditures.

Space, personnel and shared resources shall be equitably prorated and addressed annually in the charter school contract.

4. Shared Facility Resources: Charter schools operating in established neighborhood schools shall be responsible for funding their education programs. The charter school may decide the use of their remaining available resources through their budget process after accounting for shared costs.

If a charter school desires to combine their resources with an established neighborhood educational program and the neighborhood school administrator agrees, costs will be pro-rated according to the number of students.

Legal Reference:

ALASKA STATUTES

14.03.250 Establishment of charter schools

14.03.255 Organization and operation of a charter school

14.03.260 Funding for charter schools

14.03.265 Admission

14.03.270 Teacher or employee transfers, evaluations, and negotiated agreements

14.03.275 Contracts; duration

14.03.280 Regulations

14.03.290 Definitions

14.14.130 Chief school administrator

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 2/6/07**

## APPENDIX F CURRICULUM AND GRAUDATION REQUIREMENTS

### Curriculum

In order to meet state standards and offer rigorous high school courses, the curriculum committee suggests using the Peak to Peak Charter School (Colorado) curriculum as a framework for Language Arts, Science, and Social Studies. Peak to Peak is a K-12 charter school with some of the highest test scores in the nation. Their elementary philosophy and curriculum is close to ABCHS (they use Core Knowledge), and Peak to Peak is a well-established school. A list of their classes can be found at <http://catalog.peaktopeak.org>

### Science:

9 <sup>th</sup> Grade	Biology	11 <sup>th</sup> Grade	Chemistry
10 <sup>th</sup> Grade	Physical Science	12 <sup>th</sup> Grade	Physics (Saxon –not in Peak to Peak’s curriculum)

### Language Arts:

9 <sup>th</sup> Grade	World Literature	11 <sup>th</sup> Grade	English Language and Composition
10 <sup>th</sup> Grade	Why Writing Matters	12 <sup>th</sup> Grade	Senior Literature

### Social Studies:

9 <sup>th</sup> Grade	Human Geography/Government	11 <sup>th</sup> Grade	World History
10 <sup>th</sup> Grade	US History	12 <sup>th</sup> Grade	Economics/AK Studies

Math: The curriculum committee recommends continuing with our current Saxon math spiraling curriculum. The courses would progress in the following order:

Algebra → Algebra 2 → Geometry → Math Analysis → Calculus

### Course Scheduling and Elective Course Offerings

Graduation requirements of KPBSD, require students take 4.5 elective credits. They are also required to take 3.0 credits of practical or creative arts with a minimum of 0.5 practical arts and 0.5 creative arts credit.

With this in mind, the curriculum committee recommends that required core courses take place in periods 1-4 before lunch time. This would allow for the entire afternoon to be used for elective courses.

- Students will be required to take at least two years of foreign language as two of their general elective credits.
- Students will be allowed to pursue electives that are not offered by our school.
- While health is not an elective class, it should be noted that all students in the KPBSD are required to take at least .5 credit health class.

Some electives can be offered at the school under the direct instruction of a teacher. These might include:

- Choir
- Band
- Piano
- Guitar
- PE
- Pottery
- Painting
- Robotics
- Technology
- Photography
- Yearbook

#### Extra-Curricular Activities

During the first few years of implementation, ABCHS would follow policy that is already used within KPBSD with Connection Homeschool students in assigning their ASAA eligibility with local high schools for extra-curricular activities. Extra-curricular activities that ABCHS will look to implement are cross-country, basketball, robotics, and Future Problem Solving. As the school grows in size, options may increase and ASAA eligibility with ABCHS may be available.

#### **Graduation Credit Requirements**

A total of 22 units composed of those requirements listed below. A student who successfully completes District graduation requirements shall be issued a diploma upon completion of one of these assessments.

#### 1. Language Arts - 4.0 credits

World Literature 1.0 credit

Why Writing Matters 1.0 credit

AP English Language and Composition 1.0 credit

Literature and Composition 1.0 credit

2. Mathematics - 4.0 credits (Saxon math)

Algebra 1.0 credit

Algebra II/ Trigonometry 1.0 credit

Advanced Math 1.0 credit

Calculus 1.0 credit

3. Social Studies - 3.0 credits (World History – 1.0, U.S. History – 1.0, Government – 0.5, Alaska Studies – 0.5)

Human Geography 1.0 credit

Civics: AP US Government and Politics 1.0 credit

US History 1.0 credit

World History 1.0

Alaska Studies 0.5 credit

Government 0.5 credit

4. Science - 4.0 credits which must include 1.0 credit life science and 1.0 credit physical science.

Biology 1.0 credit

Chemistry 1.0 credit

Physics 1.0 credit

Environmental Science 1.0 credit

Anatomy and Physiology 1.0 credit

Physics-Mechanics 0.5 credit

Physics- Electricity and Magnetism 0.5 credit

5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for co-curricular participation

6. Health - .5 credit

7. Practical and/or Creative Arts - 3.0 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit

8. Electives – 2.5 credits or more may be taken as electives

## **APPENDIX H**

### **RECRUITMENT PLAN**

An advertisement will be placed in the Peninsula Clarion for recruitment and enrollment purposes. This advertisement will include general information about the school's purpose and goals, its lottery enrollment procedure, its public education status, and where to go to get more information or enter the lottery.

Radio ads will also run locally for recruitment and enrollment purposes. These ads will cover the school's purpose and goals, its lottery enrollment procedure, its public education status, and where to go to get more information or enter the lottery.

Social media platforms will be used to inform the community about upcoming events and dates for recruitment and enrollment. Currently social media is being used to invite the community to attend our meetings and help shape the school's formation.

**APPENDIX J**

**KENAI PENINSULA SCHOOL DISTRICT TRANSPORTATION POLICY**

**KPBSD Policy Manual**

BP 354

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**Business and Instructional Support Operations**

**TRANSPORTATION**

The School Board desires to provide transportation for eligible students in accordance with state and federal law. The goals of the transportation service are:

1. To provide maximum safety for students while being transported between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for students with disabilities.
4. To provide transportation for field trips.

KPBSD shall provide transportation services to students attending KPBSD charter schools as follows:

1. Charter school students living within the attendance area of the neighborhood school where the charter school is housed shall be provided transportation services on the same basis as all students in the district who reside within the attendance area of the neighborhood school they attend.
2. Charter school students living outside the attendance area of the charter school they attend shall be provided transportation services on a space available basis along the regular routes that the students attending schools in an attendance area in the district are currently being transported.
3. If a charter school declines pupil transportation services, no funding allocation will be made by the district.

*(cf. 3313 – Contracts)*

*(cf. 3541.5 – Alternative Transportation Arrangements)*

*(cf. 6182 – Secondary Boarding Program)*

*Legal Reference: ALASKA STATUTES*

*14.09.010 Transportation of pupils*

*14.09.030 School buses*

*14.30.347 Transportation of exceptional children*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 09.050 Secondary Boarding Programs*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Revised: 02/01/2016**

**Sec. 14.03.250. Application for charter school.**

(a) A local school board shall prescribe an application procedure for the establishment of a charter school in that school district. The application procedure must include provisions for an academic policy committee consisting of parents of students attending the school, teachers, and school employees and a proposed form for a contract between a charter school and the local school board, setting out the contract elements required under AS 14.03.255(c).

(b) A decision of a local school board approving or denying an application for a charter school must be in writing, must be issued within 60 days after the application, and must include all relevant findings of fact and conclusions of law.

(c) If a local school board approves an application for a charter school, the local school board shall forward the application to the State Board of Education and Early Development for review and approval.

(d) If a local school board denies an application for a charter school, the applicant may appeal the denial to the commissioner. The appeal to the commissioner shall be filed not later than 60 days after the local school board issues its written decision of denial. The commissioner shall review the local school board's decision to determine whether the findings of fact are supported by substantial evidence and whether the decision is contrary to law. A decision of the commissioner upholding the denial by the local school board may be appealed within 30 days to the State Board of Education and Early Development.

(e) If the commissioner approves a charter school application, the commissioner shall forward the application to the State Board of Education and Early Development for review and approval. The application shall be forwarded not later than 30 days after the commissioner issues a written decision. The State Board of Education and Early Development shall exercise independent judgment in evaluating the application.

(f) A local school board that denied an application for a charter school approved by the state board on appeal shall operate the charter school as provided in AS 14.03.255 - 14.03.290. [This statute applies to charter school applications filed with a local school board on or after July 1, 2014.]

**Sec. 14.03.253. Charter school application appeal.**

(a) In an appeal to the commissioner under AS 14.03.250, the commissioner shall review the record before the local school board. The commissioner may request written supplementation of the record from the applicant or the local school board. The commissioner may

- (1) remand the appeal to the local school board for further review;
- (2) approve the charter school application and forward the application to the State Board of Education and Early Development with or without added conditions; or
- (3) uphold the decision denying the charter school application; if the commissioner upholds a local school board's decision to deny a charter school application and the applicant appeals to the State Board of Education and Early Development, the commissioner shall immediately forward the application and record to the State Board of Education and Early Development.

(b) In an appeal to the State Board of Education and Early Development of a denial of a charter school application under (a)(3) of this section, the state board shall determine, based on the record, whether the commissioner's findings are supported by substantial evidence and whether the decision is contrary to law. The state board shall issue a written decision within 90 days after an appeal.

[This statute applies to charter school applications filed with a local school board on or after July 1, 2014.]

**Sec. 14.03.255. Organization and operation of a charter school.**

(a) A charter school operates as a school in the local school district except that the charter school (1) is exempt from the local school district's textbook, program, curriculum, and scheduling requirements; (2) is exempt from AS 14.14.130(c); the principal of the charter school shall be selected by the academic policy committee and shall select, appoint, or otherwise supervise employees of the charter school; and (3) operates under the charter school's annual program budget as set out in the contract between the local school board and the charter school under (c) of this section. A local school board may exempt a charter school from other local school district requirements if the exemption is set out in the contract. A charter school is subject to tests required by the department.

(b) A charter school shall

- (1) keep financial records of the charter school;
- (2) oversee the operation of the charter school to ensure that the terms of the contract required by (c) of this section are being met;
- (3) meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and
- (4) meet with the academic policy committee at least once each year to monitor progress in achieving the committee's policies and goals.

(c) A charter school shall operate under a contract between the charter school and the local school board. A contract must contain the following provisions:

- (1) a description of the educational program;
- (2) specific levels of achievement for the education program;
- (3) admission policies and procedures;
- (4) administrative policies;
- (5) a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget;
- (6) the method by which the charter school will account for receipts and expenditures;
- (7) the location and description of the facility;
- (8) the name of the teacher, or teachers, who, by agreement between the charter school and the teacher, will teach in the charter school;
- (9) the teacher-to-student ratio;
- (10) the number of students served;
- (11) the term of the contract, not to exceed a term of 10 years;
- (12) a termination clause providing that the contract may be terminated by the local school board for the failure of the charter school to meet educational achievement goals or fiscal management standards, or for other good cause;
- (13) a statement that the charter school will comply with all state and federal requirements for receipt and use of public money;

(14) other requirements or exemptions agreed upon by the charter school and the local school board.

(d) A school district shall offer to a charter school the right of first refusal for a lease of space in an existing school district facility or in a facility within the school district that is not currently being used as a public school, if the chief school administrator determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the district. If the school district requires lease payments by a charter school, the school district shall negotiate a lease agreement with the charter school for an amount that does not exceed the true operational costs calculated on a square foot basis for space leased under this subsection.

**Sec. 14.03.260. Funding for charter school.**

(a) A local school board shall provide an approved charter school with an annual program budget. The budget shall be not less than the amount generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost rate approved by the department up to four percent. Costs directly related to charter school facilities, including rent, utilities, and maintenance, may not be included in an annual program budget for the purposes of calculating the four percent cap on administrative costs under this subsection. A local school board shall provide a charter school with a report itemizing the administrative costs retained by the local school board under this section. The "amount generated by students enrolled in the charter school" is to be determined in the same manner as it would be for a student enrolled in another public school in that school district and includes funds generated by grants, appropriations, federal impact aid, the required local contribution, the local contribution under AS 14.17.410(c), special needs under AS 14.17.420(a)(1), and secondary school vocational and technical instruction under AS 14.17.420(a)(3). A school district shall direct state aid under AS 14.11 for the construction or major maintenance of a charter school facility to the charter school that generated the state aid, subject to the same terms and conditions that apply to state aid under AS 14.11 for construction or major maintenance of a school facility that is not a charter school.

(b) The program budget of a charter school is to be used for operating expenses of the educational program of the charter school, including purchasing textbooks, classroom materials, and instructional aids.

(c) The charter school shall provide the financial and accounting information requested by the local school board or the Department of Education and Early Development and shall cooperate with the local school district or the department in complying with the requirements of AS 14.17.910.

(d) The expenses of housing nonresident students who attend the charter school, including room, board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

***Sec. 14.03.263. Charter school grant program. [Repealed, Sec. 1 ch 100 SLA 2003].*** Repealed or Renumbered

**Sec. 14.03.264. Charter school grant program.**

(a) A charter school that is established on or after the effective date of this section may receive a one-time grant from the department equal to the amount of \$500 for each student enrolled in the school on October 1 of the first year in which the school applies for the grant. The charter school

shall use a grant received under this section to provide educational services. In this subsection, "educational services" includes curriculum development, program development, and special education services.

(b) The department shall establish by regulation procedures for the application for and expenditure of grant funds under (a) of this section.

(c) If the amount appropriated in a fiscal year for the charter school grant program is insufficient to meet the amounts authorized under (a) of this section, the department shall reduce pro rata the per pupil grant amount by the necessary percentage as determined by the department. If a charter school grant is reduced under this subsection, the charter school may apply to the department in a subsequent fiscal year for the balance of the grant amount.

#### **Sec. 14.03.265. Admission.**

(a) The program of a charter school may be designed to serve

- (1) students within an age group or grade level;
- (2) students who will benefit from a particular teaching method or curriculum; or
- (3) nonresident students, including providing domiciliary services for students who need those services, if approved by the board.

(b) A charter school shall enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local school board shall attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the district to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students shall be accepted by random drawing. A school board may not require a student to attend a charter school.

(c) In addition to other requirements of law, a charter school shall be nonsectarian.

#### **Sec. 14.03.270. Teacher or employee transfers, evaluations, and negotiated agreements.**

(a) A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.

(b) All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of a district apply to that teacher or employee if employed at a charter school in that district, unless the district and the bargaining unit representing the teacher or employee agree to an exemption.

(c) A teacher in a charter school shall be evaluated in an equivalent manner as all other teachers in the district, except that if there is no administrator assigned to the charter school, the local school board, with the agreement of the charter school, shall designate a school district administrator in that district to evaluate a teacher in a charter school.

#### **Sec. 14.03.275. Contracts; duration.**

A contract for a charter school may be for a term of no more than 10 years.

#### **Sec. 14.03.280. Regulations.**

The State Board of Education and Early Development may adopt regulations under AS 44.62 (Administrative Procedure Act) necessary to implement AS 14.03.250 - 14.03.290.

**Sec. 14.03.290. Definitions.** In AS 14.03.250 - 14.03.290,

(1) "academic policy committee" means the group designated to supervise the academic operation of a charter school and to ensure the fulfillment of the mission of a charter school;

(2) "charter school" means a school established under AS 14.03.250 - 14.03.290 that operates within a public school district;

(3) "local school board" means a borough or city school board or a school board of a regional educational attendance area;

(4) "parent" means a biological, adoptive, or foster parent, or an adult who acts as guardian of a child and makes decisions related to the child's safety, education, and welfare;

(5) "teacher" means a person who serves a school district in a teaching, counseling, or administrative capacity and is required to be certificated in order to hold the position.

**Sec. 14.07.165 Duties.**

The [State Board of Education and Early Development] shall adopt

(4) regulations requiring approval by the board before a charter school, state boarding school, or a public school may provide domiciliary services.

**Sec. AS 14.09.010** is amended by adding new subsections to read:

(e) A school district that provides transportation services under this section shall provide transportation services to students attending a charter school operated by the district under a policy adopted by the district. The policy must:

(1) be developed with input solicited from individuals involved with the charter school, including staff, students, and parents;

(2) at a minimum, provide transportation services for students enrolled in the charter school on a space available basis along the regular routes that the students attending schools in an attendance area in the district are transported; and

(3) be approved by the department.

(f) If a school district fails to adopt a policy under (e) of this section, the school district shall allocate the amount received for each student under (a) of this section to each charter school operated by the district based on the number of students enrolled in the charter school.

(g) Nothing in (e) of this section requires a school district to establish dedicated transportation routes for the exclusive use of students enrolled in a charter school or authorizes a charter school to opt out of a policy adopted by a school district for the purpose of acquiring transportation funding.

**Sec. AS 14.17.450(d)** is amended to read:

(d) If a charter school has a student count of at least 75 but less than 150 for the current year and is in the first three years of operation or had a student count of at least 75 in the previous year of operation,

(1) the adjusted student count for the school shall be calculated by multiplying the student count by the student rate for a school that has a student count of 150; and

(2) not later than February 15, the charter school shall submit for approval of the governing board of the district a plan for the following school year that includes a statement about whether the school will continue to operate if the student count remains the same that year and, if so, a projection of the funding anticipated from the state and other sources, a proposed budget, and a description of anticipated changes to the school staff, program, and curriculum; if

the school intends to close if the student count remains the same the following year, the plan must describe transfer plans for students, staff, facilities, and materials.

### **Alaska State Charter Schools Regulations**

4 AAC 27 is amended by adding a new section to read:

#### **4 AAC 27.057. Charter school transportation policy.**

(a) A local school board shall adopt a charter school transportation policy that describes the transportation services that will be provided by the district to students attending a charter school operated by the district if

(1) a district provides transportation services under AS 14.09.010; and

(2) the district operates a charter school or an application for the establishment of a charter school in the district is pending with the district under AS 14.03.250.

(b) A district must submit to the department an application for approval of its charter school transportation policy on a form provided by the department

(1) not later than April 15, 2015, if a charter school is in operation in the district on July 1, 2014; or

(2) not later than 30 days after approval of a charter school by a local school board, if a charter school is approved by a local school board after July 1, 2014, and a charter school transportation policy approved by the department is not in effect in the district.

(c) The application to the department must include:

(1) evidence that the charter school transportation policy was developed in compliance with AS 14.09.010(e)(1); and

(2) the charter school transportation policy adopted by the local school board that provides transportation service for charter school students in compliance with AS 14.09.010(e)(2); and

(3) other documents or information the department needs to evaluate a charter school transportation policy adopted by a local school board.

(d) Not later than 60 days after receipt by the department of an application for approval of a charter school transportation policy, the department will grant approval for a charter school transportation policy if the charter school transportation meets the requirements of AS 14.09.010 and this section.

(e) If a district seeks to amend an approved charter school transportation policy, it must submit an application for approval of an amendment of the charter school transportation policy on a form provided by the department not later than April 15 of the fiscal year prior to the fiscal year when the proposed amendment will take effect. An application for approval of an amendment of a charter school transportation policy must meet the requirements of (c) of this section.

(f) Not later than 60 days after receipt by the department of an application for approval of an amendment of a charter school transportation policy, the department will grant approval for the amendment of a charter school transportation policy if the amendment meets the requirements of AS 14.09.010 and this section. (Eff. 4/8/2015, Register 214)

**Authority:** AS 14.07.020 AS 14.07.060 AS 14.09.010

4 AAC 33.110 is repealed and readopted to read:

#### **4 AAC 33.110. Charter school application and review procedure.**

(a) The application procedure required by AS 14.03.250(a) for the establishment of an initial or renewed charter for a charter school must be in writing and must be available upon request at the school district's central office. The local school board must require an applicant to submit sufficient information so that the local school board may conduct a thorough review of the proposed charter school. An application must conform to the content areas and formatting standards set out at the department's website at [http://education.alaska.gov/Alaskan\\_Schools/Charter](http://education.alaska.gov/Alaskan_Schools/Charter) . An application, upon final approval by the State Board of Education and Early Development, will operate as the charter for the school. In addition to the requirements of AS 14.03.250(a), an application must include, at a minimum,

- (1) a list of the members of the academic policy committee and their qualifications;
- (2) the length of the term of the contract required under AS 14.03.255(c);
- (3) the charter school's bylaws;
- (4) a description of the education program to be offered at the charter school and mechanisms for student assessment to be utilized in addition to those required by state law;
- (5) a written instructional program that addresses state content standards under 4 AAC 04 and that aligns with the content on the statewide student assessment system under 4 AAC 06.710 – 4 AAC 06.790;
- (6) written objectives for program achievement;
- (7) a description of and schedule for staff development activities;
- (8) a school schedule and calendar;
- (9) plans for serving special education, vocational education, gifted, and bilingual students;
- (10) written admissions policies and procedures;
- (11) if the charter school is the only school in the community, an alternative option for students not wishing to attend the charter school;
- (12) a written administrative policy manual;
- (13) a written budget summary and financial plan, including
  - (A) a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget; and
  - (B) the method by which the charter school will account for receipts and expenditures;
- (14) a written plan for the charter school's facility;
- (15) a written plan that addresses the teacher-to-student ratio, including projected enrollment figures;
- (16) a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity;
- (17) a requested or existing exemption for the charter school from a written collective bargaining contract;
- (18) a plan for pupil transportation and the district charter school transportation policy, if proposed or adopted;
- (19) the written termination clause that must appear in the contract between the charter school and the local school board;
- (20) proof of compliance with applicable law; and
- (21) other documents or information the district needs to evaluate the proposed charter school.

(b) Not later than 30 days after a local school board's decision to approve an initial application or a renewal application for a charter school, the local school board must forward the application to the State Board of Education and Early Development for review and approval under AS 14.03.250(c) by mailing to the department:

- (1) the complete application filed with the local school board, including all supporting documents required by (a) of this section;
- (2) the written decision of the local school board;
- (3) all other materials considered by the local school board in support or in opposition to the application; and
- (4) the minutes of the local school board meeting at which the charter school was approved.

(c) An initial application for a charter school approved by a local school board may not be submitted to the department under subsection (b) more than 12 months before the planned start-up date for the new school. A renewal application for a charter school approved by a local school board may not be submitted to the department under (b) of this section more than 12 months before the expiration of the existing contract.

(d) An initial application and a renewal application approved by a local school board and submitted to the department under (b) of this section must be received by the department at least 90 days before the next regularly scheduled meeting of the State Board of Education and Early Development.

(e) The State Board of Education and Early Development will review an initial application or a renewal application approved by the local school board and submitted to the department under (b) of this section. The State Board of Education and Early Development will consider an initial application or a renewal application in the order in which it is received.

(f) Not later than 60 days after a local school board issues a decision to deny an initial application or a renewal application for a charter school, an applicant may file a notice of appeal to the commissioner under AS 14.03.250(d). In the notice of appeal, the applicant must specify the grounds for its appeal, stating which, if any, finding of fact or conclusion of law in the local school board's decision is alleged to be in error. If the applicant alleges that a finding of fact is in error, the applicant shall specify in the notice of appeal the evidence in the record before the local school board that supports a contrary finding of fact. With the notice of appeal, the applicant must file with the commissioner

- (1) the complete application submitted to the local school board, including all supporting documents required by (a) of this section;
- (2) the written decision of the local school board;
- (3) any other materials considered by the local school board in support or in opposition to the application;
- (4) the minutes of the local school board meeting at which the charter school was approved or denied, or if the minutes are not yet available, the date on which the minutes will be available for review by the department; and
- (5) within ten working days of receipt of the commissioner's written request for a hearing transcript, a transcript of any recorded testimony presented to the local school board regarding the charter school application.

(g) The commissioner will review an appeal of a local school board decision denying an initial or renewal application for a charter school under AS 14.03.250(d).

(h) If the commissioner upholds the denial of an application, the applicant may file an appeal of the commissioner's decision to the State Board of Education and Early Development within 30 days of the issuance of the commissioner's decision. The commissioner will forward the appeal to the State Board of Education and Early Development immediately for consideration at its next meeting. The State Board of Education and Early Development will issue a decision within 90 days after the filing of an appeal of a commissioner's decision upholding a denial of an application.

(i) If the commissioner approves an initial or renewal application by overturning a denial by the local school board, the commissioner will forward the application and record to the State Board of Education and Early Development not later than thirty days after the commissioner issues a written decision of approval. The State Board of Education and Early Development will consider the application at its next meeting.

(j) The State Board of Education and Early Development will not approve an application that contains insufficient information to determine compliance with applicable law.

(k) A decision of the State Board of Education and Early Development granting or denying approval for a charter school application is a final agency action for purposes of an appeal to the superior court. (Eff. 4/27/96, Register 138; am 3/31/2002, Register 161; am 7/26/2002, Register 163; am 8/6/2004, Register 171; am 4/18/2015, Register 214)

**Authority:** AS 14.03.250 AS 14.03.280 AS 14.07.060  
AS 14.03.253 AS 14.07.020

4 AAC 33 is amended by adding a new section to read:

**4 AAC 33.113. Amendment of charter.**

A charter school may apply to a local school board for an amendment to its charter during the term of its contract with the local school board. If a local school board approves an amendment to the charter, an amended contract must be executed to conform to the amended charter. The local school board must forward an amended charter and amended contract to the department. A charter school may make district-approved changes to its program that do not require an amendment to its charter without review by the State Board of Education and Early Development, except that a change of program that involves the addition of an elementary or secondary program must be approved by the local school board and the State Board of Education and Early Development. (Eff. 4/18/2015, Register 214)

**Authority:** AS 14.03.250 AS 14.07.020 AS 14.07.060 AS 14.03.280

4 AAC 33 is amended by adding a new section to read:

**4 AAC 33.115. Operation of charter schools.**

(a) The department may audit the charter school's program during the term of the contract under AS 14.03.255(c) and may take any action necessary to ensure compliance with federal and state law, including the withholding of money under AS 14.07.070. Notwithstanding any provision of a charter or contract, a charter school must comply with state and federal law. A change in state or federal law taking effect during the term of an existing contract or charter will override an inconsistent provision of a contract or charter. (Eff. 4/18/2015, Register 214)

**Authority:** AS 14.03.250 AS 14.03.280 AS 14.07.060  
AS 14.03.255 AS 14.07.020

4 AAC 33 is amended by adding a new section to read:

**4 AAC 33.117. Charter school grant program.**

(a) A charter school that is established on or after July 1, 2014, may apply to the department for one-time grant funding under AS 14.03.264. An applicant charter school must

- (1) apply on a form prescribed by the department;
- (2) provide evidence in its application that demonstrates that grant funding will be used to provide educational services as defined under AS 14.03.264(a); and
- (3) file its application with the department not later than September 15 to receive funding based on student enrollment on October 1 of the same fiscal year.

(b) A charter school that received reduced grant funding in a prior fiscal year as permitted under AS 14.03.264(c) may apply for the balance of the grant amount using the procedures described in (a) of this section.

(c) The department will notify a newly approved charter school of its eligibility for grant funding under AS 14.03.264 promptly after approval of the charter by the state Board of Education and Early Development. (Eff. 4/18/2015, Register 214)

**Authority:** AS 14.03.264 AS 14.07.020 AS 14.07.060

4 AAC 33 is amended by adding a new section to read:

**4 AAC 33.119. Definitions.** In 4 AAC 33.110 – 4 AAC 33.119,

- (1) "charter school" has the meaning given in AS 14.03.290;
- (2) "commissioner" means the commissioner of education and early development;
- (3) "department" means the Department of Education and Early Development;
- (4) "local school board" has the meaning given in AS 14.03.290.

(Eff. 4/27/96, Register 138; am 3/31/2002, Register 161; am 7/26/2002, Register 163; am 8/6/2004, Register 171; am 4/18/2015, Register 214)

**Authority:** AS 14.03.250 AS 14.07.020 AS 14.07.060  
AS 14.03.280