

INTENT TO DEVELOP CHARTER SCHOOL APPLICATION

Please complete all of the information required on this form. All intent forms for establishing a charter school must be received by August 1 of the year prior to the date of intended implementation. For further details see the following documents:

- A. KPBSD Board Policy and Administrative Regulations on charter schools.
- B. State of Alaska DEED charter school web site and application form.
- C. Charter school guidelines and application procedures.

1. Name of Charter School _____
2. Contact person for this application:
Name _____
Mailing address _____

Telephone _____
3. Academic Policy Committee Membership - Include on a separate page the name of the members of the Academic Policy Committee. For each name specify whether the person is a student, parent, teacher, or employee (other than a teacher).
4. Attach to this intent form a brief description of the mission and goals of the charter school being proposed.
5. Prepare and include a narrative description of the organization, operation, and educational program of the charter school.

NOTE: Upon receipt of the intent form the Kenai Peninsula Borough School District administration will arrange for a meeting during which the content of this intent form will be discussed. It is recommended that the discussion meeting is concluded before the person(s) developing the charter school begins to complete the application form.

Return this intent form to:
Superintendent of Schools
Kenai Peninsula Borough School District
148 N. Binkley Street
Soldotna, AK 99669



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Charter School Application/Contract Provisions

The following two sections of the KPBSD contract provisions serve as the charter school application and a contract proposal to the Board.

Charter school applications must be received by the School District no later than October 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the School Board's review and approval.

Kenai Peninsula Borough School District Board of Education Provisions

The following information must be provided in writing:

1. Provide the name of the charter school and the name, address and phone number of a legally designated person authorized to act for the charter school.
2. Provide a description of the need for the charter school and how that need was established. Include evidence of the number of parents, teachers and students who support the formation of the proposed charter school. The description shall include where the students are currently attending school.
3. State the geographic description of the area of intended service.
4. Describe the proposed student transportation system including the contract if services will be provided by a second party.
5. Provide a summary of insurance coverage for protecting the District against liability and accident losses in an amount of \$1,000,000. Include a provision by which the Applicant agrees to indemnify, hold harmless and defend the Kenai Peninsula Borough School District, its Board members, employees, and agents from any liability arising through the actions and inactions of the applicant, its Academic Policy Committee, teachers, employees, volunteers, and students.
6. Provide any additional information that you feel might be helpful in supporting your desire to establish a charter school.

Alaska Statute Provisions

The following information must be provided in writing:

1. Provide a description of the educational program. Include a copy of the curricula to be used in the school. The curricula should list objectives, methods of instruction and the means of measuring student performance for each subject and each grade level.
2. Provide a statement of the specific levels of achievement for the educational program to include:
 - a. What performance targets do you plan for the students in the proposed charter school?
 - b. What specific instruments do you plan to use to measure student performance and growth?
 - c. What is the timeline for achievement of the performance targets you wish to achieve?
 - d. What are the intended procedures for taking corrective action in the event that pupil performance at the charter school falls below such standards?

Failure to meet these levels of achievement will be considered a breach of contract.

A charter school is subject to secondary pupil competency testing as provided in AS 14.03.075 and other state assessment requirements. These requirements may not be waived.

3. Define the admission policy and procedures for the charter school. Include a description of the proposed school's plan to include at risk and academically low-achieving students to promote diversity. Also include plans for educational programs for exceptional students as well as students with special needs. This information must include the following:
 - a. A charter school shall specify the application procedure for students, include a copy of the student application form, and specify the time lines for application, approvals, and notification.
 - b. A statement indicating that the charter school shall enroll all eligible students who submit a timely application unless the number of applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess, students shall be selected by a random drawing supervised by a third party. Students not selected will be placed on a waiting list in the order they were drawn.

- c. A statement of nondiscrimination consistent with School District, Department of Education and Early Development, and U.S. Office of Education requirements.
4. Provide a copy of the administrative policies. Specifically include how the following areas will be addressed:
 - a. Names, qualifications and a description of the procedures used to establish the academic policy committee.
 - b. Describe the types and extent of parental and community involvement in the operation of the proposed school
 - c. Development of an annual school development plan with supporting student performance information.
 - d. Reporting procedures to the local school board and school community.
 - e. Description of the school's discipline procedures
 - f. Include information on how the charter school will be accountable to the public.

The Academic Policy Committee shall select the administrator of the charter school. The administrator of the charter school shall oversee the operation of the charter school and ensure the terms of the contract are being met. The administrator shall meet regularly with parents and teachers to review, evaluate and improve operations of the charter school. The administrator shall meet with the Academic Policy Committee at least six times each year to monitor progress in achieving the Committee's policies and goals.

The administrator, with the approval of the Academic Policy Committee, shall select, appoint, or otherwise supervise employees of the charter school. If the person selected as the administrator by the Academic Policy Committee does not possess an Alaska Type B administrative certificate, then the local School Board shall designate (with the approval of the Academic Policy Committee) a School District administrator to evaluate the teacher(s) in the charter school. The cost of teacher evaluations by a designated District administrator shall be included in the contract.

5. Provide a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget.

During the administrative meeting with the charter school, held after the Notification of Intent form is filed, the administrative committee shall provide to the charter school representatives an estimated per pupil allocation available from the District for the operation of the charter school.

The estimated per pupil allocation shall be computed in a manner consistent with the method in which the District receives revenues from the state. Mid-year budget adjustments shall be made pursuant to the State of Alaska OASIS system.

The application subsequently submitted by the charter school shall provide evidence that the plan for the charter school is economically sound for both the charter school and the School District. Include a proposed budget for the term of the charter. Include the charter school's funding allocation and costs assignable to the charter school budget.

With the exception of Special Services, all costs for operating a public school in the School District shall be assigned to the charter school subject to restrictions imposed in the charter school law and the terms of the contract between the School Board and the charter school.

All equipment and supplies purchased by the charter school become the property of the School District upon the completion of termination of the charter school contract.

The established charter school shall annually submit a balanced program budget, by December 1 of each year which shows the expected revenues and expenditures for the charter school for the next school year. This annual budget shall be approved by the School Board. Adjustments to the charter school budget may be necessary if the estimated revenues are significantly revised due to legislative and/or Board action.

6. Identify and describe the method by which the charter school will account for receipts and expenditures. This shall include a description of how the charter school will be in compliance with AS 14.17.190 Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account. The charter school shall specify in the application form how it will provide the financial and accounting information requested by the local School Board or the Alaska Department of Education. The charter school shall allow District personnel or the District's auditor access to financial information to perform the annual audit.
7. Describe the location and description of the facilities to be used and the way they will be obtained and maintained. Any facility that is used for a charter school must meet and maintain the federal and state building, fire, health, and safety requirements applicable to public buildings or other public schools in the District. The Superintendent shall make this determination based on inspections made by code enforcement authorities.

The charter school shall be responsible for obtaining these inspections and shall be responsible for correcting any deficiencies in non-district facilities. The charter school shall maintain code compliance during the duration of the contract. Include:

- a. The name of the facility, if applicable.
 - b. The physical address and description of the facility.
 - c. Certificates from DEC and the fire marshal indicating that the charter school facility satisfies all health and safety requirements of the federal, state and borough, and that the charter school will maintain that status.
 - d. Contracted services and the proposed contractor
 - e. If the charter school plans to share a facility with an existing district school, please provide evidence that the "Sharing District Facility" stipulations in the policy are addressed.
8. How many of each employee group position will be included in the charter school? Identify the employee positions by type. Name the teachers who, by agreement, will teach in the charter school.

All teachers in the charter school shall be selected from current teacher employees in the School District or from the District hiring pool of approved teacher candidates. The charter school shall operate in compliance with negotiated agreements established between employee groups and the local School Board.

9. Provide the teacher-to-student ratio
10. Indicate the number of students and the age/grade levels to be served by the charter school program for each year of the contract
11. State the term of the contract, not to exceed five years.
12. The application will include a termination clause providing that the contract may be terminated by the local School Board for breach of contract, the failure of the charter school to meet educational achievement goals, fiscal management standards, or for other warranted cause.

Include a signed statement affirming that the applicant will comply with all applicable laws and regulation as well as School District policies, regulations and procedures pertaining to the charter school's operation and recognizing the Board's authority to terminate the charter school if the charter school fails to meet educational achievement goals, fiscal management standards, breach of contract, or for other good cause.

Charter School Application/Contract Provisions (continued)

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Describe the process to be used to discontinue the operation of the school and to assist the transition of students to other District schools in the event the school's charter is terminated before the expiration of its term, or is not renewed following expiration of a term.

13. Provide a signed statement that the charter school will comply with all state and federal requirements for receipt and use of public money.
14. List other requirements or exemptions agreed upon by the charter school and the KPBSD Board of Education. Include the waivers of state regulations the charter school is requesting and reasons for each waiver. List the waivers to School District policies and the reasons for each waiver.

The applicant should provide ten copies of the completed application.

All applications will be subjected to the School Board's review and approval.

Applications should be submitted to:

Superintendent of Schools
Kenai Peninsula Borough School District
148 N. Binkley Street
Soldotna, Alaska 99669