

## Kenai Peninsula Borough School District Charter School Amendment Intent Form

Please complete all the required information. Intent forms to amend a charter school must be submitted no later than **August 1** of the renewal year.

### Charter School Information

**School Name:** Aurora Borealis Charter School

**School Address:** 705 Frontage Rd.

**City, State, Zip Code:** Kenai, AK 99611

### School Contact Information:

**Name:** Cody McCanna

**Title:** Administrator

**Phone:** 907 283-0292

**Email:** cmccanna@kpbsd.k12.ak.us

**Date of APC Approval of Amendment:** May 20, 2025

**Date of Submission:** July 30, 2025

### Charter School Contract Amendment Process

For reference, see the following regulation:

*4 AAC 33.113. Amendment of Charter; AS 14.07.060*

A charter school may apply to the local school board for an amendment to its charter during the term of its contract. If the amendment is approved by the board, an amended contract must be executed and submitted to the Alaska Department of Education & Early Development (DEED).

Programmatic changes that do **not** require an amendment may be approved at the district level, except those involving the **addition of an elementary or secondary program**, which require approval by both the local and State Board of Education and Early Development.

#### 1. Application for Amendment

- Submit a formal request to the Kenai Peninsula Borough School District Board of Education (BOE).
- Include a detailed description of the proposed changes and how they align with the original purpose of the charter.

#### 2. Required Supporting Documents

Submit the following documentation for DEED review:

- **Evidence of Local School Board Approval**
- **Amended Contract:** This contract must reflect all approved changes and revised terms.
- **Bylaws (if applicable):** Provide an updated version or a signed assurance that existing bylaws remain unchanged.
- **Evidence of Academic Policy Committee (APC) Involvement:**  
Per AS 14.03.250(b), the APC must include parents of enrolled students, teachers, and school employees. Documentation must reflect the APC's role in the amendment process.

### 3. Submission to DEED

- Once approved by the local school board, the **District is responsible for forwarding** the amended charter and contract to the Alaska Department of Education & Early Development.
- District-approved changes that **do not require a formal charter amendment** generally do not require DEED review, unless they involve adding an elementary or secondary program.

By submitting this amendment application, the undersigned affirms that the Academic Policy Committee has reviewed and approved the proposed changes and that all required documentation will be submitted in accordance with district and state guidelines.

**Note:** Upon receipt of this application, the Kenai Peninsula Borough School District will schedule a meeting to review and discuss the proposed amendment.

**Signatures**

 \_\_\_\_\_ 8/1/2025

**Daniel Mahr- Aurora Borealis APC Chair**

**Charter School Authorized Representative    Date**