

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA STATEMENT

No 11 a

MEETING OF December 15, 2021

Reviewed By

Item Title

NEW BUSINESS

Motion to approve the Ketchikan Charter School agreement

Superintendent
 Finance contract

SUBMITTED BY Melissa Johnson, Interim Superintendent

Contact Person/Telephone

APPROVED FOR SUBMITTAL

Name

Phone

SUMMARY STATEMENT:

The School Board is being asked to approve a charter school contract with Ketchikan Charter School.

ISSUE: Alaska Statute 14.03.255(c) requires charter schools to operate under a School Board approved contract with the District. Required contract provisions are outlined in state law, along with any other requirements or exemptions agreed upon by the charter school and the local school board. AS 14.03.275 limits the duration of a contract between a charter school and the local school board to 10 years. Therefore, contracts must be reviewed, updated, and renewed at the end of the 10-year contract period. The approved contract is required for application renewal to operate as a charter school in the State of Alaska. This current year is the last year of the current contract, and a newly approved contract is needed beginning July 1, 2022.

BACKGROUND:

Ketchikan Charter School is a public charter school operating under Alaska Statute 14.03 Charter Schools in the Ketchikan Gateway Borough service area, governed by the local School Board and the Academic Policy Committee (APC). The school will serve students in grades preschool through eighth grade.

RECOMMENDATION: Approval of a contract renewal with Ketchikan Charter School as presented.

ATTACHMENTS:

- Ketchikan Charter School Charter Contract
- Ketchikan Charter School's application to the state for renewal

FISCAL NOTE: N/A

RECOMMENDED ACTION:

"I move that the Board of Education approve the 10-year charter school contract with Ketchikan Charter School, as presented."

Ketchikan Charter School Contract

THIS AGREEMENT is between Ketchikan Charter School, whose address is 410 Schoenbar Road, Ketchikan, Alaska 99901, and the Ketchikan Gateway Borough School District Board of Education, whose address is 333 Schoenbar Road, Ketchikan, Alaska 99901, hereafter “School Board.”

WHEREAS, Ketchikan Charter School (hereinafter, “KCS”) desires to operate within the Ketchikan Gateway Borough School District (hereinafter “School District”) in conformance with Alaska Statutes 14.03.250 and 14.03.290 and School District policies and procedures; and

WHEREAS, the School Board has reviewed and approved KCS’s application, subject to amendments or conditions determined by the School Board;

WHEREAS, the parties contemplate the application, as amended by this contract, between KCS and the School Board, will constitute the agreement between the parties regarding the governance and operation of KCS;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this contract, the parties agree as follows:

KCS shall provide an education program in the School District subject to the terms and conditions of this contract, commencing on the first day of July for the school year 2022. Services will be provided in accordance with the following provisions:

1. **Compliance with Regulatory Requirement.** KCS warrants that it will comply with all local, state and federal laws and regulations applicable to public schools and all requirements imposed by School District policies and regulations.
2. **Education Program.** KCS shall provide an education programs that shall advance students’ mastery of basic skill areas including mathematics, science, health, reading, language arts, and social studies, appropriate to the age of students included in the program. Provision will also be made for physical education, music, art, and instructional technology within the educational program. The educational program shall be designed utilizing the curricula as defined by the KCS Application.

The KCS will follow the amendment to the Elementary and Secondary Education School Improvement Act of 1998 in accordance with Chapter 1 and Chapter 2. The Charter School will utilize School District services for Special education, migrant education, Indian Education and other necessary and appropriate services.

3. **Achievement levels.** KCS's educational program shall result in students attaining the following specific levels of achievement as described on the attached pages. (Addendum 1)

4. **Administrative Policies and Procedures.** KCS agrees and warrants that it will comply with all other School District policies and procedures except those pertaining to textbook, program, curriculum, and scheduling requirements as approved by the School Board. The School Board and KCS must mutually agree upon any new or revised KCS policies.

- a. **Admission Policies and Procedures.** KCS will operate for ten (10) years as set forth, and admissions procedures for continuing students from one school year to the next follow. KCS shall determine students' eligibility for admission to its program using the following criteria: (Addendum 2)

KCS affirms that any eligible student who applies according to the timelines in the Admissions Policy will be admitted, up to the maximum number of students that can be accommodated by the program, grade level, or both. KCS also affirms that it will not discriminate in its policies or program against an individual on the basis of any classification protected under law or district policy.

- b. **Academic Policies.** The KCS Academic Policy Committee (hereafter "the APC") will establish academic policies and goals for KCS, serve any other functions of the academic committee of a charter school contemplated by Alaska Statue 14.03.250 et seq., or otherwise reflected in the amended application of KCS. -The APC shall submit a written report to the Ketchikan Gateway Borough School District Superintendent annually to provide information regarding progress toward achieving the APC's policies and goals. Copies of the reports shall be provided to the School Board.

The Academic Policy Committee shall include nine persons, including seven (7) parents/guardians of students attending KCS, one (1) teacher of KCS, and the Ketchikan Charter School Administrator. Membership shall be determined in accordance with procedures outlined in KCS's bylaws.

- c. **Administrator.** The Principal of KCS shall serve as the administrator for KCS as outlined in the job description for administrator in the APC Policy and Procedure Manual. (Addendum 3) The School Board must approve any changes to the job description.

The Ketchikan Charter School Administrator shall evaluate KCS teachers in accordance with Ketchikan School District policies.

- d. **Transportation**. The KCS may use existing transportation routes for Schoenbar Middle School students to transport students. Alternate transportation route(s) may also be utilized as approved by the Superintendent's office. KCS is responsible for funding student transportation costs above those that would otherwise have been incurred by the School District.
 - e. **Students**. KCS will serve students in grades Preschool - through 8th.
5. **Student Count**. Based upon enrollment on June 15th of each year, staffing for the KCS will be determined by the APC.
 6. **Funding: Formula**. The School District shall allocate funding for KCS based on a per-pupil allocation for the pupils enrolled, based upon the following formula: The funding per KCS student will equal the sum of District-wide elementary program costs for regular instruction, library services, school administration divided by the total projected elementary ADM or as defined by the Charter School Act of 1995 Section 3a. The District may allocate additional revenues beyond the per pupil allocation based on the approved program or the KCS; this increase must be approved by the School Board. The Ketchikan Gateway Borough School District Board of Education must approve all grants applied for by KCS.
 7. **Funding: Less Than Full Funding by Borough, State, or Both**. If the District funding request is not fully funded by the Borough, if the District State foundation entitlement is not fully funded, or both, District administrative staff will review staffing and funding and will, in consultation with the KCS Committee, make recommendations as appropriate to the School Board.
 8. **School District Charges**. KCS shall operate under the terms of the approved program budget. The KCS shall develop a proposed program budget for the anticipated students enrolled in the KCS. The budget cycle for the KCS shall correspond to the School District budget cycle. The KCS shall submit the proposed program budget by June 1 preceding the ensuing school year to the school district. The School District shall approve the program budget, provided, it satisfies the requirements of the contract, and applicable federal and state laws and

regulations. The program budget shall separately identify all sources of revenue and specify the expenditures of each separate source of revenue. The program budget may include revenues beyond the per-pupil allocation.

- 9. School Fees and Charges.** KCS may not charge tuition to students who reside within the school district, and KCS may charge fees only as permitted by applicable law or on a wholly voluntary basis. Such fees charged to students by KCS, including but not limited to supply and activity fees, shall be retained by KCS. Fees shall be waived for those students determined eligible for district free and reduced lunches.
- 10. Budget and Accounting.** The KCS shall provide an annual budget to the administration for approval on or before June 1st of each school year or as stipulated by the School District's budget process. KCS's funding allocation for the next school year and a statement of costs assignable to the KCS program budget will be attached as to this agreement. The budget will be amended on an annual basis to reflect subsequent school years.

KCS acknowledges that adjustment to the KCS budget may be necessary if the estimated revenues are revised due to School Board, legislative, and/or Borough Assembly action.

KCS shall account for receipts and expenditures by using and complying with the School District's accounting, audit, and other fiscal procedures. KCS shall establish, maintain, and retain appropriate financial records in accordance with applicable federal, state, and local laws, rules, and regulations, and will make such records available to the School District, as requested. KCS agrees that it shall comply with all local, state, and federal requirements for the receipt and use of public money.

- 11. Location.** KCS shall be operated at the following Locations:

Valley Park Campus
410 Schoenbar Road
Ketchikan, Alaska 99901

Holy Name Catholic Campus
433 Jackson Street
Ketchikan, Alaska 99901

The School Board reserves the right to move KCS to another District facility. Other space at this facility may be utilized with principal approval.

- 12. Teachers.** At the time of executing this contract, the following teachers are, by contract, teaching in the Charter School: Maria Neufeldt, Rebekah Beckett, Rebecca King, Thomas Neufeldt, Bayley Lindgren, Elizabeth Avila, Joelle Gefre, Greg Gass, Erin Henderson, Jacob Alguire, Julie Cron, Terri Schultz, and Erika Cummings.

KCS shall promptly provide the School District with written notice of any proposed changes to the school's staff.

KCS will utilize the evaluation procedures currently used by the District for evaluation of its certificated personnel and non-certificated personnel. Unless the School District and any association representing an employee agree to an exemption, all provisions of an existing negotiated or collective bargaining agreement applicable to any employee shall remain in effect while the employee provided services at KCS. KCS understands and accepts its obligation to abide by the terms of the K.E.A. contract.

- 13. Enrollment.** KCS shall enroll a maximum of 244 students. Student enrollment may be adjusted pursuant to the admissions procedures set forth in the Admissions Policy if there is increased student demand to attend KCS. The pupil-teacher ratio is proposed to be 1:15 for preschool, 1:20 for kindergarten through first grade, 1:24 for second grade, 1:25 for third through fifth grades, and 1:30 for sixth through eighth grades an enrollment of 244.

- 14. School Calendar.** KCS warrants that it will operate in accordance with Ketchikan School District school year calendar with the following exceptions: a) no less than 2 parent-teacher conferences in the school year; b) minimum of 2 in-service days for teaching staff; c) extra days may be added if funding warrants. The school day shall be similar to Schoenbar Middle School's scheduled day to accommodate the transportation of KCS students.

- 15. Special Programs.** School District administrative staff will determine how mandated federal programs (e.g. special education, Title 1, ESL, migrant education, etc.) will be provided. KCS is responsible for all costs above those that would otherwise have been incurred by the School District.

- 16. Program Evaluation.** Each year by October 1, the Administrator shall oversee the preparation of an annual report that provides an assessment of the KCS program. The report will include information about:

- a) Enrollment, including continuing

- enrollment;
- b) Test score data
- c) Any other relevant assessment data;
- d) Interest survey of parents

The report shall also include information about funding from all sources, including grants, and in-kind services.

17. Retirement. All employees of the KCS shall be members of the Teacher's Retirement System or the Public's Employee's Retirement System and is subject to the requirements of those systems.

18. Contract Term. This contract shall be effective upon complete execution and shall be reviewed annually. The contract has been approved for a period of ten (10) fiscal years and will terminate on June 30, 2032.

19. Termination. This contract may be terminated by School Board for KCS's failure to meet educational achievement goals or fiscal management standards, for default in any material provision of this agreement, or for other good cause. The school Board shall provide at least 30 calendar days of written notice to KCS of its intent to terminate this contract and the reason, therefore. If KCS fails to remedy the cause for termination within the time provided in the notice, then this contract shall automatically terminate at the end of the stated time. Any unused funds remaining shall immediately be returned to the School District upon such termination. KCS may terminate the contract on an annual basis. In such an event, KCS shall notify the School District by February 1 of a given year of its intent to cease the operations the following school year.

Although this contract is for the operation of KCS for a period of ten (10) years, any financial commitment on the part of the School District contained in this contract is subject to annual appropriation by the School Board and the parties agree that School District has no obligation to fund the financial obligations under this contract other than for the current year of the contract term. The parties also agree that the School District has no obligation to provide the services described within this contract other than for the current year of the contract term.

20. Risk Management. Ketchikan Gateway Borough School District agrees to provide for liability and risk insurance through the insurance program with Ketchikan Gateway Borough. This program shall include the purchase of insurance coverage as directed by the Ketchikan Gateway Borough School District. KCS agrees that it will coordinate all risk management activities through the Borough's risk management office. KCS shall not compromise,

settle, negotiate, or otherwise affect any disposition or potential claims asserted against it without the School District's prior written approval.

KCS agrees to operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. KCS shall comply with all Board policies and regulations, and comply with all applicable federal and state laws, concerning student welfare, safety, and health including, without limitation, Board policies addressing the reporting of child abuse, accident prevention, and disaster response, and any state regulations governing the operation of school facilities.

21. Contract Compliance. The APC agrees to oversee the operations of KCS to ensure the terms of this contract are met. The APC agrees to meet regularly with parents, teachers, staff, and students (where appropriate) to review, evaluate, and improve the operations of the KCS.

In addition to the mutual covenants and agreements set forth above, Ketchikan School District and KCS agree to be bound by those agreements, promises, and Covenants set forth in the final approved KCS Application, except those terms are amended by this contract, and the bylaws and policies of the Ketchikan School District, and state and local statutes and regulations.

Dated _____

School Board President
Ketchikan Gateway Borough School District

Dated _____

Academic Policy Committee President
Ketchikan Charter School

Addendum 1
Ketchikan Charter school
Achievement Levels and Goals

KCS APC Goals

Goal 1: Increase Parent/Guardian Involvement in the Education of Children

- a. Create and foster realistic opportunities for families to be involved in their child(ren)'s education. (Parent Involvement Committee 2020/2021)
- b. School and classroom environments will reflect respect for all students and cultures, and they reflect an understanding of the cultural values of the students and community. (Community Liaison Committee 2020/2021)
- c. Instructional leaders consistently build productive, respectful relationships with parents and community members regarding school programs and school improvement efforts. (2020/2021)
- d. To promote school events/activities with parents/guardians through multiple avenues of communication. (Advertisement/Media Contact Committee 2020/2021)

Goal 2: Strive to raise academic Standards for Students at KCS

- a. Instructional leaders coordinate mentoring to support all new teachers in the development of instructional and classroom management skills. (2020/2021)

Goal 3: Maintain a Specific Sequential Curriculum in the Core Subjects

- a. Continue Professional Development in KCS' currently adopted core curriculums. (2020/2021)

Goal 4: Increase Accountability of Students, Parents/Guardians, Teachers, and the Administrator

- a. Adhere to attendance and tardy policy per KGBSD. (2020/2021)
- b. Continue the implementation of PBIS.(2020/2021)

Goal 5: Increase Community Involvement

- a. Evaluate fundraising opportunities using local community resources. (2020/2021)

Addendum 2
Ketchikan Charter School
Admissions Policy

KCS will not discriminate against student applicants based on any of the protected classes and shall provide appropriate service for the identified classes according to the Alaska Administrative Code Chapter 4, Article 53 of the Special Education regulations adopted in January 1995. KCS will not impose any conditions that would prevent access to the school program.

KCS has the following admissions policy:

1. Returning students and their siblings and children of current staff members will have a place held for them until March 31st. Parents must complete an Enrollment Confirmation Form by March 31st to secure their spots. If March 31st falls on the weekend, the returning student enrollment will close the next business day. If returning students, their siblings, or children of current staff members do not complete the Enrollment Confirmation Form by the March 31st deadline, they will be treated as new students.

2. New students may submit enrollment applications beginning on April 1st. If April 1st falls on the weekend, the new student enrollment will begin the next business day. KCS will admit new students in order of application until the threshold for the grade level is reached. Enrollment applications received after the threshold is reached will be entered on the waiting list in the order they are received. This list will be used to fill those spaces that open up at a later date.

3. Student number thresholds per grade level are as follows:

Prek	15 students
K – 1 st :	20 students
2 nd :	24 students
3 rd – 5 th :	25 students
6 th – 8 th :	30 students

4. Returning students, siblings of returning students, and children of current staff members, who have completed the Enrollment Confirmation Form by the March 31st deadline will be accepted in that order, until the classroom threshold is reached. Siblings of returning students and children of current staff members who are unable to enroll because threshold numbers have been reached, will be placed on the top of the waiting list. Names of new students will follow these names on the waiting list in the order their enrollment packets are turned into the office.

5. It is of the utmost importance that a phone number is provided, so KCS staff can contact the family in the case of an opening. Failure to reach the applicant may result in the forfeiture of the enrollment opportunity.

Addendum 3
Ketchikan Charter School
Administrator

- The Administrator position is a non-voting member of the APC governing board and acts as an advisor to the board.
- The Administrator offers leadership in all phases of the school program.
- The Administrator is an agent of the committee charged with carrying out committee policies and administering the school in accordance with them.
- The Administrator is responsible for the day-to-day operations of the School as well as other services and duties as assigned by the APC.
- The Administrator is responsible for the administration of the school in accordance with the policies, which the committee provides.
- The Administrator is responsible for the selection, appointment, and otherwise, control of all school employees serving under him/her, subject to the approval of the APC.
- The Administrator or designee shall maintain all records of the APC and is responsible for the effective management of these records.
- The Administrator or designee keeps minutes of all the meetings, compiles, and distributes all approved minutes.
- The Administrator or designee prepares and provides incoming APC members with an APC Manual.
- The Administrator will see that all notices are fully given in accordance with the provisions of the Bylaws, or as required by law.
- The Administrator provides a policy book so that governing decisions made over a period of years may be readily available to subsequent leaders and Administrators.
- The Administrator performs other duties as assigned by the President or APC.



RENEWAL
Charter School
APPLICATION
for

Ketchikan Charter School

FY 2022

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

DIRECTIONS

Application for a Renewal Charter

Parties interested in submitting a renewal 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 renewal 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 renewal application form MUST be used.** Sufficient evidence must be presented to address all sections of this renewal application form for the department to deem the renewal application compliant and forward to the State Board of Education for approval.

Timeline:

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 a renewal application for a charter school, the local school board must forward the renewal application to the State Board of Education & Early Development for review and approval by mailing to the department:

- (1) the complete renewal 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 renewal 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 renewal 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 DEED Charter School Renewal Application Form should be mailed to:

**Alaska Department of Education & Early Development
Attn: Charter School Program Manager
P.O. Box 110500
Juneau, Alaska 99811-0500**

Please also submit via email an electronic copy of the renewal application form to amanda.duvall@alaska.gov

A renewal 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 the [State Board schedule](http://education.alaska.gov/State_Board) (education.alaska.gov/State_Board) for a list of upcoming Board meetings.

A renewal application for a charter school approved by a local school board may not be submitted to the department more than 12 months before the expiration of the existing contract.

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 renewal 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 renewal application will be scheduled to be addressed by the State Board of Education & Early Development at their next meeting.

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Charter School Renewal Application

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 and how it specifically differs from other educational options available in the community. Provide a narrative to describe how the charter has changed since the last application. *AS 14.03.265(a)(1-3)*

Ketchikan Charter School was created initially by concerned parents, teachers, and community members who believed our children deserve an academically rigorous education. By teaching students academic and life skills through the Core Knowledge Sequence, Envision Math, and Write Tools, KCS provides an essential educational alternative in Ketchikan Gateway Borough School District.

The Core Knowledge Sequence emphasizes an intensive academic curriculum in which topics spiral to revisit them, ensuring that students develop a basis for learning what educated people should know. Students retain information much longer and develop skills more quickly when meaningful content is combined with excellent teaching skills. For the sake of academic excellence, greater fairness, and higher literacy, Core Knowledge provides a curriculum that is coherent, cumulative, and content-specific to help children establish strong foundations of knowledge, grade by grade.

Classes such as art, technology, music, and physical education complements the Core Knowledge Sequence taught in the classroom. KCS also teaches necessary skills with a traditional and conventional approach. During our academically oriented program, the entire class generally works as a single group on grade-level material, with ability grouping occurring where necessary.

In addition to the Core Knowledge Curriculum, Ketchikan Charter School recently adopted new curricula: the new Inspire science curriculum for middle school students, and the new Envision Math curriculum for grades K-8, and a writing program called The Write Tools.

The Write Tools is an inclusive, modern, research-based strategy that enables teachers to teach their students to write with rich language and well-developed thoughts. These strategies allow teachers to differentiate instruction tailored to meet each child's individual needs and address the Common Core and Alaska State Standards.

The **Envision Math curriculum** is a high-quality mathematics instruction, ensuring students become proficient problem solvers. It is a thoughtful and intentional approach to evidence-based learning strategies. Students develop conceptual understanding and procedural knowledge in mathematics.

Inspire Science encourages our middle school students' interest through fascinating real-world examples. Students investigate, problem-solve, argue, and discuss scientific events to make sense of the world from their perspective.

The distribution of technology devices to all students represents an opportunity reflecting the vision of the Ketchikan Charter School Academic Policy Committee and the administration. This technology distribution is a significant step to take full advantage of technology in the learning environment.

The school leads with effective and collaborative leadership. Decision-making is inclusive and based on data and research consistent with the school's focus. The school recognizes that our children's new educational opportunities come from partnerships among teachers, parents, and the community at large.

Ketchikan Charter School's foundation incorporates research by educational leaders such as E.D. Hirsh, Alice Greiner, and eminent neurologist Dr. Samuel T. Orton. They address educational reform in explicit, systematic, interactive, diagnostic, multisensory learning, and with continual review. Knowledge builds on knowledge.

Our school has grown and continues to represent academic excellence for a wide age range. Ketchikan Charter School has served grades K-6 since 1997 and expanded its program to include the seventh grade in 2004. In the spring of 2005, The state and local authorities approved Ketchikan Charter School to add the eighth grade. We now have a very successful middle school program for grades 6th through 8th.

We thrive through the partnership of parents, teachers, students, and community members. KCS believes that parent participation in the school is vital and enriches student education. We ask all families for a commitment to volunteering a minimum of two events or more per year if possible. We are also proud of our community involvement such as Women in Safe Housing Prevention and Education Outreach, Ketchikan Wellness Coalition, North Tongass Fire Department Fire Safety Awareness Program, Tongass Federal Credit Union Student School Savings Program, The United States Coast Guard Partners in Education Program, DARE, Ketchikan Police Department Halloween Safety and Cyber Bullying Programs, and Southern Southeast Regional Aquaculture Association.

Vision Statement

Ketchikan Charter School will create an educational environment where students achieve academic and personal excellence.

Mission Statement

Ketchikan Charter School, in cooperation with families, will foster opportunities for students to attain their highest academic and social potential.

Ketchikan Charter School continually makes adjustments to the school programs offered in our school. We have created middle school elective classes that enhance the education of our students in grades 6-8. Our middle school program now has many elective opportunities to enroll. Classes are Band, Choir, Robotics, Outdoor Studies, Yearbook, Drama, Psychology, PE, and much more. We have also extended our Robotics team to the 4th and 5th grades. We are one of the only schools in the district that offers band to 5th graders. Ketchikan Charter School has a dynamic Battle of the Books after-school program for grades 3-8.

This year KCS expanded yet again to include a 4-year old preschool program. Our community has needed more universal preschools for many years, and KCS was willing to step up to the challenge. Researchers found that investments in quality preschool programs bolster student success. Students who attend preschool programs are more prepared for school and are less likely to be identified with special needs or held back in elementary school than children who did not participate in preschool. Studies also show the apparent positive effects on children's early literacy and mathematics skills.¹ One goal for the preschool program is to hopefully lessen the number of Kindergarten students enrolled in the RTI program in our school.

KCS' program has grown so significantly that we have now rented building space from a previous catholic school to enlarge KCS into two separate buildings. The rented building houses our preschool through second grade, and our main building houses grades 3-8.

- ii. Provide evidence of the local school board approval of the reapplication for the charter school marked as Appendix A. *AS 14.03.250(b)*
- iii. Provide evidence of the signed contract between the charter school and the local school board containing all required elements under AS 14.03.255(c) marked as Appendix B. *AS 14.03.255(c)(1-14)*
- iv. Provide either the charter school's bylaws marked as Appendix C or an indication on the signed assurance page that the bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. *4 AAC 33.110(a)(4)*

The Ketchikan Charter APC began reviewing and updating the bylaws in August 2015 under the direction of a new administration. The APC made the first changes to the school's vision and mission statement. Over the years, the APC noticed that the previous vision and mission statements were not reflecting the school's direction, so the APC utilized the August 2015 work session to update these statements. *(Please see Work Session Minutes approved September 3, 2015. Appendix C)*

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<https://learningpolicyinstitute.org/press-release/what-does-research-really-say-about-preschool-effectiveness#:~:text=Students%20who%20attend%20preschool%20programs,early%20literacy%20and%20mathematics%20skills.>

Form # 05-15-036

The APC continued the work throughout 2015/2016 to update different sections of the policy to better reflect the vision of the Ketchikan Charter School. The parents and staff wanted the focus to be students first. *(Please see meeting minutes approved FY 2015/2016. Appendix C)*

In addition to changes to the bylaws throughout the FY 2016/2017 school year, the APC approved to adopt the new math curriculum Envision. In April 2019, the APC approved the new science curriculum Inspire Science for grades 6-8. *(Please see meeting minutes approved April 2020. Appendix C)*

- v. Provide evidence of the 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 the charter school met with the academic policy committee to fulfill the requirement of at least once each year monitoring the progress in achieving the committee's policies and goals. Mark as Appendix D. AS 14.03.250(a), AS 14.03.255(b)(4), 4 AAC 33.110(a)(1)

Eryn Brooks, the President, has been a member of the APC board for three different terms. She is a parent of two KCS students. Mrs. Brooks was a member when her oldest child was a student at KCS, and again now that her youngest child is a student at KCS. She has 20+ years of experience working with the Ketchikan Borough Parks & Recreation Department. She has been a lifeguard, swim instructor, and Swim/Dive Coach at Ketchikan High School for 9 years.

Haley Kantor, Vice President, became involved with the KCS APC when her child first transitioned from homeschool to public school. She feels it is essential to be involved in her children's education. She also is a local business owner with her husband. Their concern for education as a whole and to further strengthen our community is why they became involved.

Rebecca Eisenhower Leach, the Secretary, is a parent of a 4th-grade student at Ketchikan Charter School. She has previous experience on academic boards and community committees. Rebecca and her husband are part of the fishing industry and understand the importance of our community.

Brooke Ratzat, Parent Representative, is a parent of a current 2nd grader at Ketchikan Charter School. She is a well-known member of the community, especially as an artist. She is a board member of the Ketchikan Youth Soccer League and understands the importance of being a board member.

Owen Lee, Parent Representative, is a parent of a current 1st grader at Ketchikan Charter School. He was born and raised in Ketchikan and attended college in Anchorage before moving back to Ketchikan in 2017 with his wife, Taylor, and son Elliott. They added a daughter, Lucy, to the mix in 2018. His wife was born in Ketchikan, and now they both work for the City of Ketchikan. With his work for the City of Ketchikan, he brings experience from a construction and maintenance point of view. They selected to send their kids to Ketchikan Charter School for several reasons; the curriculum, dedicated art teacher, and it goes through 8th grade. Owen and

his wife value education which is why he chose to participate in the APC Board to have a positive voice in the future of the school.

Kourtney Micheli, Parent Representative, is a parent of two students at Ketchikan Charter School. She and her husband are parents involved with their sons’ education. Kourtney brings experience from her background of managing the daycare program at the local Lutheran Church in Ketchikan. She has a clear understanding of fundraising and involving the students and parents in this endeavor.

Cassie Powell, Parent Representative, is a parent of a 1st-grade student at Ketchikan Charter School. Cassie works in the finance industry as a lending assistant. She also has experience working for the Forest Service as a contracting officer. Cassie decided to transition from a stay-at-home mom to an APC member to ensure her involvement with her son’s education and community.

Becky King, Staff Representative, is considered the matriarch teacher at KCS. She has been a dedicated member of the staff at Ketchikan Charter School for 19 years. She was born in Ketchikan, raised in Anchorage and attended college in Fairbanks. She and her husband decided to return to Ketchikan to raise their two children. Her family was a crucial part of starting Ketchikan Charter School. Becky began her career at KCS as a second grade teacher and after 12 years she accepted the challenge of teaching Kindergarten. She has a passion for students’ to learn to read and does her best to have her students reading at grade level by the end of the year.

Ms. King is an active member of the community. She teaches and coaches gymnastics and judo. She is also on the board of two nonprofit organizations. She understands the importance of policies and is a vital part of the APC.

References: AS 14.03.250. Application for charter schools, AS 14.03.255(c)(1-14) 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.

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

	Pages 44 -52 Appendices A and B	
Evidence of signed contract with all required elements	See required element below (items 1-14)	
1. Description of educational program	Pages 6 - 7	
2. Specific levels of achievement for the education program	Pages 18, 23 and Appendix F	
3. Admissions Policy and Procedures	Appendices B, E, G	
4. Administrative Policies	Pages 13-14, 31, 46	
5. Statement of Charter funding	Pages 29-31, 47 and Appendix I	
6. Method of accountability for receipts and expenditures	Pages 30-31	
7. Location and description of facility	Page 48 and Appendix B	
8. Name of teachers who by agreement will teach in the charter	Page 49 and Appendix B	
9. Teacher to student ratio	Page 49 and Appendix B	
10. Number of students to be served	Page 49 and Appendix B	
11. Term of contract (not to exceed 10 years)	Page 49 and Appendix B	
12. Termination Clause	Page 50 and Appendix B	

13. Statement of state and federal law compliance	Pages 19, 29-31 and Appendix B	
14. Exemptions or requirements included in contract	Page 49 and Appendix B	
Evidence of bylaws or assurance	Page 9 and Appendix C	
Evidence of APC, including list of names/qualifications, meeting minutes	Pages 9-11	

Section 2: Organization and Administration

- 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)*

The administrator is a non-voting member of the APC governing board and acts as an advisor to the board.

- The Administrator offers leadership in all phases of the school program.
- The Administrator is an agent of the committee charged with carrying out committee policies and administering the school in accordance with them.
- The Administrator is responsible for the day-to-day operations of the School as well as other services and duties as assigned by the APC.
- The Administrator is responsible for the administration of the school in accordance with the policies, which the committee provides.
- The Administrator is responsible for the selection, appointment, and otherwise, control of all school employees serving under him/her, subject to the approval of the APC.
- The Administrator or designee shall maintain all records of the APC and is responsible for the effective management of these records.
- The Administrator or designee keeps minutes of all the meetings, compiles, and distributes all approved minutes.
- The Administrator or designee prepares and provides incoming APC members with an APC Manual.
- The Administrator will see that all notices are fully given in accordance with the provisions of the Bylaws, or as required by law.
- The Administrator provides a policy book so that governing decisions made over a period of years may be readily available to subsequent leaders and Administrators.
- The Administrator performs other duties as assigned by the President or APC.
- The purpose of the APC is to set the general direction and policy of the school, not manage it on a daily basis. The APC shall review the school’s charter, accountability plan, budget,

financial reports, curriculum, and other significant documents. The APC should foster relationships with staff, the school community, and the community at large. APC Members shall oversee and establish the educational and operational policies of KCS consistent with the vision and mission, to ensure that the school is an academic success, a viable organization, and faithful to the terms of its charter. Implementation of the policies and procedures, and daily operations are the responsibility of KCS's Administrator.

- All staff are interviewed and selected by a hiring committee. This committee consists of certified staff members, administrators, cultural liaison, classified staff members, and/or APC board members.

- 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)

Under the new administration in 2015, the APC has reviewed, updated, and changed many different sections of the policy manual over the years. The purpose of work sessions is to review policies. Throughout the year, may rewrite different policies to meet the vision and mission of the APC. The APC also took opportunities to remove obsolete or redundant sections to help the policy be easily understood.

In September of 2015, the board members began the alterations to the policy manual creating the new vision and mission statements. September 17, 2015, the APC approved policy revisions of sections 1, 2, 3, 4, 7, & 8. Section 1 changes included a subsection referring to the PBIS program at Ketchikan Charter School. Section 2 outlines the vision and mission statement of Ketchikan Charter School. Also, in section 2, readers will discover the updated goals of KCS for the parents and students.

Section 3's changes impacted the Governance/Bylaws of Ketchikan Charter School APC. The duties and responsibilities of the APC members were updated and reviewed during work sessions in October/November of 2015. The revisions to this section made the expectations clear for all members of the APC.

The APC approved revisions in sections 8 and 9 of the APC Policy manual the following year. These revisions were to the student management policies and parent/guardian-community relations. The APC felt with the challenges of our students' diverse family lifestyles that we should adjust the volunteer policy to meet guardians' needs better. In recent years the APC adopted a new curriculum and revised the voting policy to meet the needs of KCS families.

The APC members are dedicated to reviewing and revising all policies regularly to ensure all policies reflect the vision and mission statement of Ketchikan Charter School.

- 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)

The APC reserves most of its beginning of the year work sessions to reviewing, evaluating, or improving operations at Ketchikan Charter School. The minutes found from these six work sessions provide evidence of these reviews. *(Please see appendix D)*

- 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)*

In the last six years of notes, the KCS staff met with the APC to monitor APC goals or STEPP goals in at least one meeting a year. *(Please see Appendices C and D.)*

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

Ketchikan Charter School has adopted a different school calendar than the district because of the desire to dedicate two days to parent/teacher conferences. You will find our calendar and school schedules in the Appendix K.

During the 20/21 school year, the Ketchikan Charter School had all classes K-8 in a contained classroom to meet the district’s mitigation plan for COVID. This year we have moved back to our regular school schedule, with grades 6-8 changing classes along with electives.

Ketchikan Charter School runs three different schedules throughout the school. We have PreK-2nd grade schedules, a 3rd-5th grade schedule, and a middle school schedule. The PreK-2nd-grade school begins at 7:50 AM and dismisses at 2:40 PM Monday through Thursday. The 3rd - 8th-grade school begins at 7:40 AM and dismisses at 2:30 PM Monday through Thursday. On Friday, both buildings have an early release, which dismisses one hour earlier.

- 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)*

Ketchikan has many different school options for families in our community. There is another charter school and three other elementary schools, one other middle school, and one high school. The district also has an alternative school for grades 7-12. We are highly honored when families choose Ketchikan Charter over the others.

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.

Reviewer Rating Template

Section 2	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Description of administrative oversight	Pages 13-14 and Appendix E	
Evidence of written administrative policy manual or assurance	Page 14 and Appendix E	
Evidence of regular parent and teacher contacts for continuous improvement	Page 15 and Appendix D	
Evidence of annual APC meeting	Page 15 and Appendices C - D	
Description of school schedule and calendar	Page 15 and Appendix K	
Alternative options for students if no other educational program exists	Page 15	

Section 3: Educational Program and Student Achievement

- i. Provide a description of the educational program to be offered at the charter school including specific teaching methods that benefit an age group, grade level or specific type of student and examples of curriculum utilized. *AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)*

KCS emphasizes teaching basic skills in a self-contained educational environment with a traditional and conventional approach. Our academically oriented program is organized, so the entire class generally works as a single group on grade-level material, with ability grouping occurring where necessary. Emphasis is placed on the basic foundations essential for an academically sound education: Reading (with focus on Spalding), English, grammar, spelling, penmanship, mathematics, geography, history, government, science, and the fine arts. Teachers will assign homework regularly to strengthen and enrich daily work. Technology will integrate into all disciplines.

The students maintain strict discipline and order. They respect authority and the rights of others, accept responsibility, take care of their property, and are careful with the property of others. No student will be allowed to disrupt the education of other students.

KCS encourages and provides growth in basic skills, with a fundamental approach and utilization of the Core Knowledge Sequence. This approach enables the student to be self-realized and a productive citizen. KCS policy states teachers will teach 100% of the Core Knowledge

Sequence. The KCS staff will continually evaluate the curriculum and related methods and materials.

Language Arts

Kindergarten - 5th grade will use Core Knowledge English Language Arts and Write Tools. 6th -8th grade will use Core Knowledge Sequence and Write Tools.

Mathematics

Instructional Materials: Core Knowledge objectives taught through Pearson enVision math 2.0 K-5 and enVision math 2.0 6-8. Edgenuity, through Alaska Digital Academy for Algebra, is used for eighth-grade advanced placement students.

Science

The teachers use the “hands-on” approach in science concepts and terms outlined in the Core Knowledge Curriculum. KCS purchased Amplify CKLA, which is a core curriculum for Prek-5 ELA. This ELA program is grounded in the science of reading, combining content knowledge in history, science, literature and the arts with systematic, research-based foundational skills instruction. The APC recently adopted *Inspire Science* Discipline Specific curriculum for middle school grades 6-8. Inspire Science empowers students to explore and learn from our world’s incredible natural phenomena in exciting, hands-on ways. It goes much further as it dives deep into the remarkable natural wonders all around us to spark students’ imagination and inspire success.

History and Geography

Emphasis on American and World Civilizations and Geography. Instructional Materials: Core Knowledge, Baltimore Curriculum Project, Pearson Learning Materials, and Glencoe Textbooks.

Visual Arts

Instruction will emphasize guiding the student to develop skills in using elements and applying principles with art tools and materials. Teachers will supplement art appreciation when appropriate and possible. Instructional materials may include: Core Knowledge.

Physical Education

Emphasis will be on healthy lifestyles and healthy choices. They teach the students the basic skills of significant sports, good sportsmanship, the rules of the activity, and wholesome participation. Students are encouraged to participate in physical activities during lunch recess and throughout their daily routine. Students may also be instructed on nutrition, interpreting and understanding food labels, and making healthy choices in personal habits.

Music

The music curriculum is an activity-based approach to developing musical skills and concepts: emphasis on singing, instruments, and listening. Our music teacher will incorporate music appreciation and instruction into lesson plans. Instructional materials include: Core Knowledge and the Alaska state standards in the Arts.

- ii. 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)

KCS participates in all state/district school assessments each year to evaluate how well the curriculum we teach aligns with the state standards.

Language Arts

Kindergarten - 5th grade will use Core Knowledge English Language Arts and Write Tools.

6th -8th grade will use Core Knowledge Sequence and Write Tools.

The Core Knowledge ELA Sequence aligns with the Alaska State Standards for ELA by teaching reading, writing, listening, and speaking skills. The curriculum also builds students' knowledge, and vocabulary in other areas of learning students have throughout their day.

Mathematics

Instructional Materials: Core Knowledge objectives taught through Pearson enVision math 2.0 K-5 and enVision math 2.0 6-8. Edgenuity, through Alaska Digital Academy for Algebra, is used for advance placement of students in eighth grade.

Science

Using a "hands-on" approach and training in science concepts and terms as outlined in the Core Knowledge Curriculum has benefited our students' ability to understand science concepts. KCS found that Inspire Science provides books and activities aligned with the Core Knowledge sequence and Alaska State Standards. Its philosophy is to build students' curiosity through captivating real-world phenomena. The students learn to investigate, problem-solve, argue, and discuss scientific events to make sense of the world through the students' perspectives.

History and Geography

Emphasis on American and World Civilizations and Geography.

Instructional Materials: Core Knowledge, Baltimore Curriculum Project, Pearson Learning Materials, and Glencoe Textbooks.

The Core Knowledge is a comprehensive World and American History and Geography program. It combines Civics and the Arts, building knowledge of the diverse civilizations and cultures covered in the Core Knowledge Sequence.

Teachers also incorporate the Alaska cultural standards into their curriculum to provide knowledge of the rich culture in our area.

Visual Arts

Emphasis will be placed on guiding the student to develop skills in using elements and applying principles with art tools and materials. Teachers will supplement art appreciation when appropriate and possible.

Instructional materials may include: Core Knowledge.

Physical Education

Emphasis will be on healthy lifestyles and healthy choices. Students will be taught the basic skills of significant sports, good sportsmanship, the rules of the activity, and wholesome

participation. Students are encouraged to participate in physical activities during lunch recess and throughout their daily routine. Students may also be instructed on nutrition, interpreting and understanding food labels, and making healthy choices in personal habits.

Music

Students are involved in an activity-based approach to developing musical skills and concepts: emphasizing singing, instruments, and listening. Our music teacher will incorporate music appreciation and instruction into lesson plans. Instructional materials include: Core Knowledge and the Alaska state standards in the Arts. *(Please see Appendix F for state test score information.)*

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

Special Education:

Ketchikan Charter School confirms that all students deserve equal opportunity no matter their race, ethnicity, religion, sex, socioeconomic factors, or citizenship status.

Special Education services are provided to identify students in accordance with all Alaska State and federal laws. KCS selects Special Education staff through applications, interviews, and a selection process that follows district policies, school administration approval, and state and federal laws.

Special Education goals and plans are developed on an individual basis through the IEP (Individualized Education Plan) and work to target identified areas of growth for students with special needs. The students receive special education services in the least restrictive environment (LRE) for those individual students. IEPs and LREs are determined by the IEP team, which involves a minimum of a school administrator, special education teacher, regular education teacher, and parent or guardian. When necessary, the IEP team will include the following as needed: school psychologists, physical therapists, occupational therapists, and speech therapists.

KCS uses scientific researched based educational programs for all special education programs to optimize the success of all students and maximize positive outcomes. When necessary to meet special education needs, students will work with Ketchikan Gateway Borough School District staff in the KCS building in the least restrictive environment for occupational therapy, physical therapy, speech/language, and the school psychologist.

Plan of service for English Language Learners:

The school's educational goal for the program of service is for all students to be proficient in the English language as measured by individual criterion-referenced or norm-referenced measures within their grade span. The school will do the following:

1. Identify LEP students.
2. Use an assessment process to assist in determining the level of proficiency.
3. Make available specific provisions for all students with identified needs.
4. Provide for staff and resources consistent with the program design and with fiscal constraints.
5. Follow eligibility and exit criteria.
6. Monitor all students who have been exited from the program and remain in the school for a period of four years.

All eligible LEP students are provided with direct instruction from either a certified teacher or paraprofessional who is directed by a certified teacher depending on student needs. The instructional models include the following:

1. English Only Program: for students who require acculturation as well as academic instruction.
2. Sheltered English: for students who need to acquire content knowledge and credit while learning English.
3. Structured English Immersion: primary for elementary LEP students. The school implements the LEP program based on sound educational approaches to develop English language skills and provide LEP students with meaningful access to the educational program. The specific components of the school's LEP program include a combination of instructional strategies; SIOP (Sheltered Instruction Observation Protocol), Calla (Cognitive Academic Language Learning Approach), TPR (Total Physical Response), LEA (Language Experience Approach), and phonemic awareness skills. Service is dependent on the individual student's needs, and all instruction is delivered in English. The school participates in a comprehensive assessment program.

1. Students in grades K-8 are administered the MAP assessment as part of the school's RtI process, which reviews vocabulary and comprehension skills three times per year.
2. Students also participate in required statewide assessments.
3. LEP students also participate in the ACCESS for ELLs.
4. Formal parent/teacher conferences are held twice each year. Informal contact is also made with parents to inform them of student progress or concerns.

Staff development includes monthly sessions led by the certified teacher(s) focused on areas such as developing strategies for teaching vocabulary skills, confidentiality, the role of paraprofessionals, adapting materials for individual students, material usage, etc. PD is also provided in the usage of assessments, specifically the administration of ACCESS for ELLs. The certified teachers have opportunities to attend training provided by the state by EED specific to LEP students, data, and instructional strategies. The school implements the LEP program based on sound educational approaches to develop English language skills and provide LEP students with meaningful access to the educational program. The specific components of the school's LEP program include a combination of instructional strategies;

SIOP (Sheltered Instruction Observation Protocol)

Sheltered Instruction is a teaching style founded on the concept of providing meaningful instruction in the content areas (social studies, math, science) for transitioning Limited English Proficient (LEP) students towards higher academic achievement while they reach English fluency. Sheltered instruction allows for the content to be equal to that of native English speakers while improving their grasp of the language. The teacher provides varied methods of instruction that allow students to create meaning of multifaceted content in classroom discussion, activities, reading, and writing. Sheltered instruction does not focus entirely on language development;

instead, English proficiency is achieved through various other topics or actual content material in the curriculum.

CALLA (Cognitive Academic Language Learning Approach)

The Cognitive Academic Language Learning Approach (CALLA) is an instructional model for second and foreign language learners based on cognitive theory and research. CALLA integrates instruction in priority topics from the content curriculum, development of the language skills needed for learning in school, and explicit instruction in using learning strategies for academic tasks.

The goals of CALLA are for students to learn essential academic content and language and to become independent and self-regulated learners through their increasing command over a variety of strategies for learning in school.

TPR (Total Physical Response)

Total Physical Response (TPR) teaches language or vocabulary concepts by using physical movement to react to verbal input. The process mimics how infants learn their first language, reducing student inhibitions and lowering stress.

LEA (Language Experience Approach) and phonemic awareness skills.

The language experience approach (LEA) integrates speaking and listening, reading, and writing through developing a written text based on first-hand experiences. Through scaffolded talk, the teacher supports students to document experiences and ideas, using familiar and expanded vocabulary, modeling ways in which their thoughts and words can be written down and later read.

Service is dependent on the individual student's needs, and all instruction is delivered in English. Other PD is provided dependent on district focus (Rti, SLOs, and curriculum adoption) and varies each year based on School STEPP plans.

Using the Power School student management system, the school monitors exited LEP actively enrolled students for four years. Students' quarterly grade reports from individual classes and the state content-based assessments are also reviewed to determine students' difficulties related to language issues. These reports could trigger a review of the LEP student for possible re-identification as an LEP student.

- iv.* Provide the written objectives for program achievement desired by the charter. Include information on the progress of the charter to date in reaching the objectives. Include in this section information on ASPI star rating, comparisons of state assessments for the school to district and state averages, as well as student performance by disaggregated groups. Include a synopsis of how students in your school are performing. Also include information on how the charter addresses the needs of students who do not perform at acceptable levels of proficiency. *4 AAC 33.110(a)(7)*

Ketchikan Charter School has a mission to meet the needs of all of our students through individualizing instructional methods and materials. Students who are not performing at predictable/acceptable levels in academic areas are usually identified by their classroom teacher

and parents. Initially, this is usually indicated through classroom performance on daily work and teacher assessments. This concern is verified through more formal assessments such as AIMSweb assessments. Results from state-mandated tests are most often a confirmation of what the classroom teachers and parents have observed while working with their student/child.

Data from state-mandated assessments, district assessments, and academic continuums are considered as we monitor student progress. Since our second year, we have systematically tracked individual student growth over time.

Ketchikan Charter School has qualified as a school-wide Title I school. Ketchikan Charter School scored an ASPI rate of 84.46, rewarding us with a 3-star rating in 2013. Ketchikan Charter School building aides work in classrooms to support students identified through AIMSweb and Special Education. Some students qualify for services in English as a Second Language (ESL), and a speech/language program. School staff is involved in student intervention teams to establish specific student intervention strategies. Student intervention strategies may include, but are not limited to: use of research-based programs, an adaptation of materials, alternate teaching delivery, pre-teaching prior to whole group discussion, re-teaching skills not mastered, one on one or small group instruction, use of paraprofessionals for additional or more individualized instruction and consideration of referral for alternate services and staff available to the student such as Title 1, IEA, school reading tutors, ESL, community services, and/or need for special education referral.

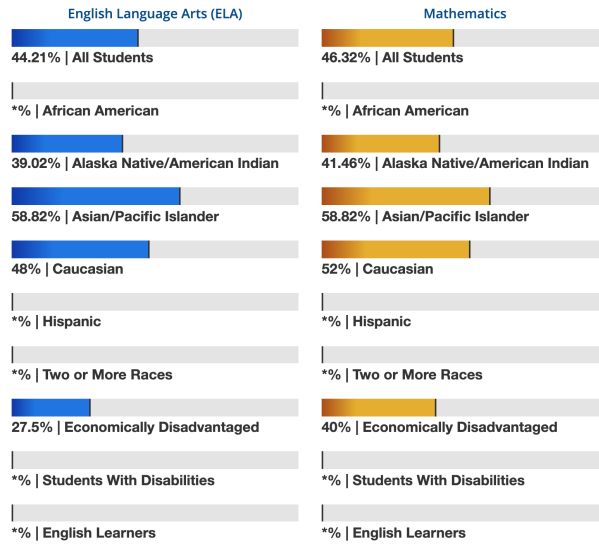
Math

Demographic	Advanced Percent			Proficient Percent			Below Proficient Percent			Far Below Proficient Percent			Total Tested	Percent Tested		
	School	District	State	School	District	State	School	District	State	School	District	State		School	District	State
All Students	7.69%	6.87%	6.18%	41.54%	36.86%	29.56%	33.85%	42.18%	42.45%	16.92%	14.09%	21.88%	129	99.23 %	98.23 %	90.80 %
Male	5.45%	7.71%	7.00%	41.82%	35.27%	29.41%	32.73%	41.10%	40.68%	20.00%	15.92%	22.96%	55	100.00 %	98.48 %	91.03 %
Female	9.33%	6.03%	5.30%	41.33%	38.45%	29.73%	34.67%	43.28%	44.34%	14.67%	12.24%	20.74%	74	99.67 %	97.97 %	90.55 %
African American	*	0.00%	1.83%	*	33.33%	20.00%	*	44.44%	47.83%	*	22.22%	30.74%	3	100.00 %	100.00 %	84.24 %
Alaska Native/American Indian	3.70%	2.28%	1.41%	38.89%	27.64%	14.46%	42.59%	49.29%	44.49%	14.81%	20.80%	39.80%	53	100.00 %	97.77 %	95.12 %
Asian/Pacific Islander	0.00%	5.65%	4.99%	65.23%	43.55%	25.76%	13.04%	37.90%	46.20%	21.74%	12.90%	22.27%	23	100.00 %	99.20 %	96.77 %
Caucasian	19.33%	9.69%	9.80%	38.71%	41.16%	38.83%	32.29%	38.78%	38.75%	9.68%	10.37%	12.80%	31	99.68 %	98.00 %	86.27 %
Hispanic	0.00%	9.68%	4.14%	44.44%	35.48%	28.40%	44.44%	38.71%	48.25%	11.11%	16.13%	20.93%	9	100.00 %	100.00 %	93.97 %
Two or More Races	20.00%	8.20%	4.97%	20.00%	36.07%	30.24%	30.00%	44.26%	46.25%	30.00%	11.48%	18.75%	10	100.00 %	100.00 %	93.97 %
Economically Disadvantaged	6.45%	2.29%	2.51%	29.03%	29.38%	20.85%	40.32%	47.92%	46.05%	24.19%	20.42%	30.66%	62	100.00 %	98.56 %	92.77 %
Not Economically Disadvantaged	8.82%	10.09%	9.99%	52.94%	42.11%	38.60%	27.94%	38.16%	38.71%	10.29%	9.65%	12.88%	67	98.53 %	97.99 %	88.84 %
Students With Disabilities	0.00%	0.66%	1.30%	18.18%	9.93%	9.03%	18.18%	43.05%	38.92%	63.64%	46.36%	50.81%	11	100.00 %	96.79 %	93.00 %
Disabled With Accommodations	0.00%	0.68%	0.31%	18.18%	8.84%	5.39%	18.18%	42.86%	38.36%	63.64%	47.62%	55.96%	11	100.00 %	96.71 %	95.40 %
Students Without Disabilities	8.40%	7.80%	6.94%	43.70%	40.87%	32.77%	35.29%	42.05%	43.00%	12.61%	9.28%	17.36%	118	99.16 %	98.44 %	90.46 %
Limited English Proficient	0.00%	0.00%	1.31%	63.64%	36.96%	11.62%	18.18%	43.48%	41.72%	18.18%	19.57%	44.46%	11	100.00 %	97.87 %	97.64 %
Not Limited English Proficient	8.40%	7.16%	6.95%	39.50%	36.85%	32.41%	35.29%	42.13%	42.56%	16.81%	13.86%	18.30%	118	99.16 %	98.24 %	89.80 %
Not Migrant Students	7.69%	6.87%	6.48%	41.54%	36.86%	30.19%	33.85%	42.18%	42.10%	16.92%	14.09%	21.30%	129	99.23 %	98.23 %	90.37 %
Active Duty Parent/Guardian	40% or fewer	13.64%	8.68%	60% or more	50.00%	42.52%	40% or fewer	29.55%	37.84%	40% or fewer	6.82%	11.21%	6	100.00 %	100.00 %	92.03 %
Not Active Duty Parent/Guardian	8.06%	6.61%	5.98%	40.32%	36.34%	28.53%	33.87%	42.68%	42.81%	17.74%	14.38%	22.75%	123	99.19 %	98.16 %	90.70 %
Homeless	*	*	0.61%	*	*	16.17%	*	*	47.53%	*	*	35.31%	1	100.00 %	100.00 %	95.02 %
Not Homeless	7.75%	6.88%	6.30%	41.86%	36.89%	29.85%	33.33%	42.13%	42.34%	17.05%	14.10%	21.59%	128	99.22 %	98.22 %	90.71 %
Foster Care	*	0.00%	0.53%	*	14.29%	14.82%	*	42.86%	48.60%	*	42.86%	38.05%	1	100.00 %	100.00 %	96.77 %
Not Foster Care	7.75%	6.96%	6.29%	41.86%	37.13%	29.74%	34.11%	42.17%	42.40%	16.28%	13.74%	21.69%	128	99.22 %	98.21 %	90.73 %

Demographic	Advanced Percent			Proficient Percent			Below Proficient Percent			Far Below Proficient Percent			Total Tested		Percent Tested		
	School	District	State	School	District	State	School	District	State	School	District	State	School	District	State		
All Students	11.54%	10.28%	10.16%	40.77%	36.16%	29.11%	31.54%	31.71%	26.77%	16.15%	21.85%	34.15%	129	99.23 %	98.56 %	90.84 %	
Male	0.00%	8.02%	8.02%	43.84%	32.59%	27.01%	34.55%	32.08%	26.60%	21.82%	27.20%	38.50%	55	100.00 %	98.99 %	91.00 %	
Female	20.00%	12.55%	12.44%	38.87%	39.76%	31.36%	29.33%	31.33%	26.90%	12.00%	16.35%	29.51%	74	98.67 %	98.14 %	93.67 %	
African American	*	0.00%	4.64%	*	44.44%	21.72%	*	22.22%	31.92%	*	33.33%	42.12%	3	100.00 %	100.00 %	94.27 %	
Alaska Native/American Indian	11.11%	4.52%	2.29%	31.48%	24.86%	13.26%	38.89%	37.29%	22.56%	16.52%	33.33%	62.16%	53	100.00 %	96.88 %	95.19 %	
Asian/Pacific Islander	4.35%	5.65%	6.70%	52.17%	39.52%	25.83%	39.13%	41.94%	30.81%	4.35%	12.90%	36.71%	23	100.00 %	99.20 %	96.65 %	
Caucasian	16.13%	14.12%	16.16%	51.61%	42.35%	37.93%	22.58%	27.38%	26.21%	9.68%	16.16%	19.89%	31	96.88 %	98.00 %	86.34 %	
Hispanic	33.33%	25.81%	6.95%	44.44%	41.94%	30.33%	11.11%	9.68%	30.80%	11.11%	22.58%	32.17%	9	100.00 %	100.00 %	94.03 %	
Two or More Races	0.00%	9.84%	8.74%	40.00%	31.15%	30.69%	20.00%	32.79%	30.76%	40.00%	26.23%	29.88%	10	100.00 %	100.00 %	94.00 %	
Economically Disadvantaged	6.45%	4.16%	4.52%	29.03%	27.86%	21.28%	37.10%	35.97%	27.71%	27.42%	32.02%	46.65%	62	100.00 %	98.77 %	92.85 %	
Not Economically Disadvantaged	16.18%	14.58%	16.00%	51.47%	41.98%	37.24%	26.47%	28.72%	25.80%	5.88%	14.72%	21.18%	67	98.53 %	98.42 %	88.84 %	
Students With Disabilities	0.00%	0.00%	1.44%	9.09%	10.60%	9.42%	36.36%	29.80%	22.21%	54.55%	59.60%	66.99%	11	100.00 %	97.42 %	93.00 %	
Students With Accommodations	0.00%	0.00%	0.42%	9.09%	10.20%	5.95%	36.36%	29.93%	20.16%	54.55%	59.86%	73.50%	11	100.00 %	97.35 %	95.47 %	
Students Without Disabilities	12.61%	11.81%	11.52%	43.70%	39.96%	32.19%	31.09%	31.99%	27.49%	12.61%	16.24%	29.01%	118	99.16 %	98.74 %	90.51 %	
Limited English Proficient	0.00%	2.17%	0.79%	45.45%	30.43%	9.12%	54.55%	50.00%	22.59%	0.00%	17.39%	67.56%	11	100.00 %	97.87 %	97.58 %	
Not Limited English Proficient	12.61%	10.62%	11.63%	40.34%	36.40%	32.25%	29.41%	30.95%	27.43%	17.65%	22.03%	28.91%	118	99.16 %	98.59 %	89.87 %	
Not Migrant Students	11.54%	10.28%	10.08%	40.77%	36.16%	29.78%	31.54%	31.71%	26.82%	16.15%	21.85%	32.92%	129	99.23 %	98.56 %	90.42 %	
Active Duty Parent/Guardian	16.67%	27.27%	15.20%	33.33%	38.64%	39.85%	33.33%	27.27%	27.65%	16.67%	6.92%	17.49%	6	100.00 %	100.00 %	92.15 %	
Not Active Duty Parent/Guardian	11.29%	9.62%	9.76%	41.13%	36.06%	28.26%	31.48%	31.88%	26.70%	16.13%	22.44%	35.48%	123	99.19 %	98.51 %	90.74 %	
Homeless	*	*	2.88%	*	*	15.62%	*	*	28.79%	*	*	53.45%	1	100.00 %	100.00 %	95.12 %	
Not Homeless	11.63%	10.29%	10.32%	41.09%	36.19%	29.40%	31.01%	31.65%	26.73%	16.28%	21.87%	33.74%	128	99.22 %	98.56 %	90.75 %	
Foster Care	*	0.00%	1.47%	*	7.14%	14.57%	*	28.57%	23.80%	*	64.29%	60.16%	1	100.00 %	100.00 %	96.64 %	
Not Foster Care	11.63%	10.41%	10.26%	41.09%	36.51%	29.29%	31.78%	31.74%	26.81%	15.50%	21.34%	33.83%	128	99.22 %	98.55 %	90.77 %	

Academic Progress

Academic Growth



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

KCS RTI

Ketchikan Charter School provides evidence-based intervention to all students kindergarten through eighth grade using Response to Intervention (RTI) in accordance with Title One. Our RTI Coordinator, a team of paraprofessionals, and grade level teachers assess students using the MAPS Growth assessment to monitor student progress at fall, winter, and spring benchmarks. Students whose scores fall below the thirtieth percentile are then assessed using AIMSweb oral fluency, AIMSweb Reading Comprehension, AIMSweb Number Sense Fluency, or AIMSweb Concepts and Applications to set a baseline for progress monitoring in areas of need. Based on assessment data results, students are placed in tier 2 and tier 3 interventions. The RTI Coordinator, a certified teacher, instructs tier 3 students (10th percentile and below) using evidence-based interventions programs in a 1:1 or 1:2 ratio for thirty minutes a day. Students

who are tier 2 (11th to 30th percentile), work with highly trained paraeducators using evidence-based programs in a ratio of 1:5 for thirty minutes daily. Students attend instruction in their classroom for reading, writing, and math and then are pulled out for small group instruction by RTI to receive evidence-based instruction in their area of need. Students are assessed weekly (tier 3) and biweekly (tier 2) using AIMSweb’s Progress Monitoring program. Student growth is monitored, and student placement or program is adjusted based on progress monitoring results for their success.

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.

Reviewer Rating Template		
Section 3	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Description of educational program	Pages 15 -18	
Evidence of written instructional program that addressees content standards and aligns with statewide assessment system	Pages 15 -18	
Description of plans for serving special education, vocational education, gifted and bilingual students	Pages 18-20	
Evidence of written objectives for program achievement, progress on meeting objectives, comparisons of disaggregated assessment data to district and state averages, and plans to address students who do not perform at acceptable levels	Pages 20-23	
Description of the mechanisms for student assessment in addition to those required by state law	Pages 21-23 Appendix F	

Section 4: Professional Development

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

Ketchikan Charter School participates in professional development with the Ketchikan Gateway Borough School District. KCS also reaches out to different organizations in the community for professional development opportunities. The district adopted early release days that focus on professional development for schools to utilize different professional development programs. Examples of professional development Ketchikan Charter School has participated in are provided in the table below. Please see Appendix L for school calendar PD days.

April-May 2020	Canvas Platform
May 2020	Write Tools Writing Program
August 2020	IXL
November-December 2021	WISH/KIC Mental Health PD
January - February 2022	District Cultural Coordinator PD
FY 21-22	Becoming a Reflective Teacher book study all certified staff.
FY 21-22	ParaPro book study all classified staff

August 23rd Professional Development Sessions

Welcome to the 2021-2022 school year! On Monday, August 23rd, you will meet at your respective school locations for our back-to-school kick off, followed by PD sessions.

8:30-9:00am BACK-TO-SCHOOL KICK OFF		
Welcome Message (video)		
9:00-9:30am KEYNOTE ADDRESS BY TODD WHITE - (Click on title to be taken to the link)		
MORNING PROFESSIONAL DEVELOPMENT OPTIONS		
Times	Title (Click on the titles to be taken to the Zoom links)	Presenter
9:45-11:45am	Taking Students to Analytical Thinking	Todd White - PhocuseD on Learning
9:45-11:45am	Culture in the Classroom: Teaching Through the Cultural Standards	Martha Gould-Lehe & Jackie Wood - SERRC
9:45-11:00am	History and Hope	Arika Paquette - WISH
9:45-10:45am	IXL Foundations I	IXL Staff
9:45-10:45am	Crisis Management & De-escalation of Dysregulated Students	Jordan Tabb - Community Connections
11:00am-12:00pm	IXL Elevate I	IXL Staff
11:00am-12:00pm	Polyvagal Theory: The biological basis of trauma & how it interacts with trauma informed care	Jordan Tabb - Community Connections
NOON-1:00pm: LUNCH ON YOUR OWN		
AFTERNOON PROFESSIONAL DEVELOPMENT OPTIONS		
Times	Title (Click on the title to be taken to the Zoom link)	Presenter
1:00-3:00pm	Taking Students to Analytical Thinking	Todd White- PhocuseD on Learning
1:00-3:00pm	Cultural Proficiency meets Unit Planning: A Perfect Match!	Martha Gould-Lehe & Jackie Wood - SERRC
1:00-2:00pm	IXL Foundations I	IXL Staff
1:00-2:15pm	History and Hope	Arika Paquette - WISH
2:15-3:15pm	IXL Elevate	IXL Staff

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.

Reviewer Rating Template		
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	Pages 24-25	

Section 5: Facility

- i. Provide the location for the charter school, description of the facility and lease information. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)*

Ketchikan Charter School is located at 410 Schoenbar Road, Suite 201, at the district’s discretion. The facility houses our grades 3 - 8. Ketchikan Charter School shares a campus with another District Charter School. Ketchikan Charter School is covered by the District’s insurance policy and risk management policies. The school district will provide facility maintenance according to their existing maintenance schedule.

Ketchikan Charter School leases classroom space from a local Catholic School located at 433 Jackson Street. For many years KCS’ APC and staff wanted to begin a preschool program to help provide as many four-year-olds in the community the opportunity to participate. The main roadblock for us was that we never had the extra space available for the addition. Once we discovered the Catholic School was willing to lease us additional space, we found that it was the best solution to our space issue. The school houses Prek-2nd grade. Please see Appendix L for lease and facility Maps.

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

Ketchikan Charter School plans to continue leasing from the local Catholic School in the future. Our desire is to eventually lease additional space when space is available in the building. Leasing more rooms would provide more office space and an art room and music room.

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.

Reviewer Rating Template		
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	Pages 25-26 and Appendix L Actual lease can be provided separately	
Evidence of a written facility plans	Pages 25-26	

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. Please include information in this section describing enrollment and waitlist numbers for the past 3-5 years. Mark as Appendix H. *AS 14.03.265(b), 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.

Reviewer Rating Template		
Section 6	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Evidence of written admission policies and procedures	Page 179-180 Appendix G	
Evidence of a written student recruitment process, including enrollment and waitlist numbers	Page 181 Appendix H	

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)*

Ketchikan Charter School complies with all state and federal requirements for receipt and use of public money. Fiscal management is in conformance with budgetary and fiscal policies of the Ketchikan Gateway Borough School District and the State of Alaska, AS 14.17.190. Ketchikan Charter School is subject to the same auditing requirements as the KGBSD. District personnel and district auditors have access to Ketchikan Charter School financial information in order to perform annual audits. All revenues generated by the ADM count of Ketchikan Charter School based on a per-pupil funding level, are held by the district in the general operating fund. Purchase orders for Ketchikan Charter School encumbrances are paid by the District for Ketchikan Charter School up to the amount of the approved Ketchikan Charter School budget. Ketchikan Charter School, upon approval of the Academic Policy Committee, can submit budget revisions to the District. Ketchikan Charter School requests monthly reports of revenue and expenditures from the District's accounting office.

All Ketchikan Charter School purchase orders will require two signatures and will be coded with the appropriate budget line item. The administrator, the A.P.C. president and the A.P.C. vice president are authorized signatories for purchase orders. Generally accepted accounting principles will be followed in Ketchikan Charter School record-keeping.

The District will adjust funding to reflect the actual student count of Ketchikan Charter School by November 1 each year, based on the official ADM count. In addition, in the event the district experiences any reduction in state or local support, proportional reductions will be made to Ketchikan Charter School. The Academic Policy Committee of Ketchikan Charter School recognizes that the charter school must have a balanced budget. If there is a fund balance from the previous year, this amount will be carried forward to the current year's operating budget. These conditions will apply only upon approval of the Ketchikan Gateway Borough School District and the Ketchikan Gateway Borough Assembly.

Actual revenues received by the Ketchikan Charter School shall be derived from actual student enrollment in the school during the year in which the school is operating. The funding allocation set forth above is for the purpose of creating a program budget for the charter school for the next school year. Actual student enrollments in the charter school (and revenues generated from those enrollments) shall be ascertained in the same manner as the State of Alaska uses to determine student enrollment and state revenues generated in the school district. If the actual enrollment during the foundation count period is different from the approved projected enrollment, the charter school budget will be adjusted accordingly.

All private endowments, gifts, donations, etc., to the district will be shared with Ketchikan Charter School, if the endowments are district wide. The amount available to Ketchikan Charter School will be based on the ratio of Ketchikan Charter School enrollment to the district's total student population. Endowments specifically earmarked for a project or a single school would be exempt.

Ketchikan Charter School requests that the district's accounting office pay all encumbrances made by Ketchikan Charter School up to the amount of the approved budget and/or grants that apply to the school. This will allow Ketchikan Charter School to be in compliance with the district's accounting systems and will not require an additional financial audit. This will also eliminate the need for cash flow projections because no funds will be transferred to Ketchikan Charter School. An administrative operations audit will be conducted by the accounting firm used by the district. The administrative operations audit will entail reviewing Ketchikan Charter School policies and procedures to ensure compliance.

Revenue projections are based on Ketchikan Charter School's operating within a district facility. Ketchikan Charter School requests funding on a per-pupil basis relative to regular instruction, library services, administrative support and building administration expense. All pupils attending Ketchikan Charter School will be eligible for all state and federal mandated programs, such as Title 1 and IEA, and will be enrolled in those programs based on the district's policies. These services will be provided to Ketchikan Charter School at no additional cost. Ketchikan Charter School will issue purchase orders for all expenses designated in the school's budget. Revenue generated by Ketchikan Charter School, except for APC and school fund-raisers, will be held by the district. Any disbursement from school-controlled accounts will require two signatures. The administrator, the president of the APC and the vice president of the APC are designated signers of the accounts. The school secretary will balance the revolving account monthly.

Ketchikan Charter School will certify payroll information for the District within timelines that allow for sequential processing of employees' data and the preparation of payroll checks consistent with the District's requirements.

- ii. Provide a signed assurance that:
 - the charter school follows all district approved practices to account for receipts and expenditures;
 - the charter school has been successful in ending each year with a zero or positive fund balance;
 - all audit reports to date indicate the school has met its obligation to ensure the fiscal integrity of the school's financial operation. *AS 14.03.255(b)(1)(c)(6)*

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.

Reviewer Rating Template

Section 7	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Evidence of a budget plan	Pages 182-191 Appendix I	
Evidence of assurance	Page 185-191 Appendix I	

Section 8: Transportation

- i. Provide the district charter school transportation policy, if proposed or adopted, marked as Appendix J. 4 AAC 33.110(a)(19)

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, AS 14.09.010 Transportation (e)(1-3)(f)(g), 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.

Reviewer Rating Template		
Section 8	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Plans for pupil transportation	Pages 192-194 Appendix J	

Charter Schools Assurance Page

By signing this document, the school district files its assurance that the statements, documents and/or information listed below is in compliance with all state and federal laws and regulations.

The charter school bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. 4 AAC 33.110(a)(4)

The charter school administrative policy manual submitted to the department in the initial application or previous renewal applications has not changed. 4 AAC 33.110(a)(13)

The charter school follows all district approved practices to account for receipts and expenditures. AS 14.03255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)

The charter school has been successful in ending each year with a zero or positive fund balance.
AS 14.03255(b)(1)

All audit reports to date indicate the charter school has met its obligation to ensure the fiscal integrity of the school's financial operation. AS 14.03255(b)(2)(c)(13)

Name of the School District: _____

Name of the Charter Program: _____

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

Alaska State Charter School Statutes

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 Charter School webpage](http://education.alaska.gov/Alaskan_Schools/Charter) at: 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 length of the term of the contract required under AS 14.03.255(c);
- (4) the charter school's bylaws;
- (5) 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;
- (6) 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;
- (7) written objectives for program achievement;
- (8) a description of and schedule for staff development activities;
- (9) a school schedule and calendar;
- (10) plans for serving special education, vocational education, gifted, and bilingual students;
- (11) written admissions policies and procedures;
- (12) if the charter school is the only school in the community, an alternative option for students not wishing to attend the charter school;
- (13) a written administrative policy manual;
- (14) 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;
- (15) a written plan for the charter school's facility;
- (16) a written plan that addresses the teacher-to-student ratio, including projected enrollment figures;
- (17) a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity;

(18) a requested or existing exemption for the charter school from a written collective bargaining contract;

(19) a plan for pupil transportation and the district charter school transportation policy, if proposed or adopted;

(20) the written termination clause that must appear in the contract between the charter school and the local school board;

(21) proof of compliance with applicable law; and

(22) 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

Appendix A School Board Notes

Appendix B Ketchikan Charter School Contract

Ketchikan Charter School Contract

THIS AGREEMENT is between Ketchikan Charter School, whose address is 410 Schoenbar Road, Ketchikan, Alaska 99901, and the Ketchikan Gateway Borough School District Board of Education, whose address is 333 Schoenbar Road, Ketchikan, Alaska 99901, hereafter “School Board.”

WHEREAS, Ketchikan Charter School (hereinafter, “KCS”) desires to operate within the Ketchikan Gateway Borough School District (hereinafter “School District”) in conformance with Alaska Statutes 14.03.250 and 14.03.290 and School District policies and procedures; and

WHEREAS, the School Board has reviewed and approved KCS’s application, subject to amendments or conditions determined by the School Board;

WHEREAS, the parties contemplate the application, as amended by this contract, between KCS and the School Board, will constitute the agreement between the parties regarding the governance and operation of KCS;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this contract, the parties agree as follows:

KCS shall provide an education program in the School District subject to the terms and conditions of this contract, commencing on the first day of July for the school year 2022. Services will be provided in accordance with the following provisions:

- 1. Compliance with Regulatory Requirement.** KCS warrants that it will comply with all local, state and federal laws and regulations applicable to public schools and all requirements imposed by School District policies and regulations.
- 2. Education Program.** KCS shall provide an education programs that shall advance students’ mastery of basic skill areas including mathematics, science, health, reading, language arts, and social studies, appropriate to the age of students included in the program. Provision will also be made for physical education, music, art, and instructional technology within the educational program. The educational program shall be designed utilizing the curricula as defined by the KCS Application.

The KCS will follow the amendment to the Elementary and Secondary Education School Improvement Act of 1998 in accordance with Chapter 1 and Chapter 2. The Charter School will utilize School District services for Special

education, migrant education, Indian Education and other necessary and appropriate services.

3. **Achievement levels.** KCS's educational program shall result in students attaining the following specific levels of achievement as described on the attached pages. (Addendum 1)

4. **Administrative Policies and Procedures.** KCS agrees and warrants that it will comply with all other School District policies and procedures except those pertaining to textbook, program, curriculum, and scheduling requirements as approved by the School Board. The School Board and KCS must mutually agree upon any new or revised KCS policies.

a. **Admission Policies and Procedures.** KCS

Will operate for ten (10) years as set forth, and admissions procedures for continuing students from one school year to the next follow. KCS shall determine students' eligibility for admission to its program using the following criteria: (Addendum 2)

KCS affirms that any eligible student who applies according to the timelines in the Admissions Policy will be admitted, up to the maximum number of students that can be accommodated by the program, grade level, or both. KCS also affirms that it will not discriminate in its policies or program against an individual on the basis of any classification protected under law or district policy.

b. **Academic Policies.** The KCS Academic

Policy Committee (hereafter "the APC") will establish academic policies and goals for KCS, serve any other functions of the academic committee of a charter school contemplated by Alaska Statue 14.03.250 et seq., or otherwise reflected in the amended application of KCS. –The APC shall submit a written report to the Ketchikan Gateway Borough School District Superintendent annually to provide information regarding progress toward achieving the APC's policies and goals. Copies of the reports shall be provided to the School Board.

The Academic Policy Committee shall include nine persons, including seven (7) parents/guardians of students attending KCS, one (1) teacher of KCS, and the Ketchikan Charter School Administrator. Membership shall be determined in accordance with procedures outlined in KCS's bylaws.

c. **Administrator.** The Principal of KCS shall

serve as the administrator for KCS as outlined in the job description for administrator in the APC Policy and Procedure Manual. (Addendum 3) The School Board must approve any changes to the job description.

The Ketchikan Charter School Administrator shall evaluate KCS teachers in accordance with Ketchikan School District policies.

- d. **Transportation.** The KCS may use existing transportation routes for Schoenbar Middle School students to transport students. ——— Alternate transportation route(s) may also be utilized as approved by the Superintendent’s office. –KCS is responsible for funding student transportation costs above those that would otherwise have been incurred by the School District.
 - e. **Students.** KCS will serve students in grades
 - f. Kindergarten through 8th.
5. **Student Count.** Based upon enrollment on June 15th of each year, staffing for the KCS will be determined by the APC .
 6. **Funding: Formula.** The School District shall allocate funding for KCS based on a per-pupil allocation for the pupils enrolled, based upon the following formula: The funding per KCS student will equal the sum of District-wide elementary program costs for regular instruction, library services, school administration divided by the total projected elementary ADM or as defined by the Charter School Act of 1995 Section 3a. The District may allocate additional revenues beyond the per pupil allocation based on the approved program or the KCS; this increase must be approved by the School Board. The Ketchikan Gateway Borough School District Board of Education must approve all grants applied for by KCS.
 7. **Funding: Less Than Full Funding by Borough, State or Both.** If the District funding request is not fully funded by the Borough, if the District State foundation entitlement is not fully funded, or both, District administrative staff will review staffing and funding and will, in consultation with the KCS Committee, make recommendations as appropriate to the School Board.
 8. **School District Charges.** KCS shall operate under the terms of the approved program budget. The KCS shall develop a proposed program budget for the anticipated students enrolled in the KCS. The budget cycle for the KCS shall correspond to the School District budget cycle. The KCS shall submit the proposed program budget by June 1

preceding the ensuing school year to the school district. The School District shall approve the program budget, provided, it satisfies the requirements of the contract, and applicable federal and state laws and regulations. The program budget shall separately identify all sources of revenue and specify the expenditures of each separate source of revenue. The program budget may include revenues beyond the per-pupil allocation.

9. School Fees and Charges. KCS may not charge tuition to students who reside within the school district, and KCS may charge fees only as permitted by applicable law or on a wholly voluntary basis. Such fees charged to students by KCS, including but not limited to supply and activity fees, shall be retained by KCS. Fees shall be waived for those students determined eligible for district free and reduced lunches.

10. Budget and Accounting. The KCS shall provide an annual budget to the administration for approval on or before June 1st of each school year or as stipulated by the School District's budget process. KCS's funding allocation for the next school year and a statement of costs assignable to the KCS program budget will be attached as to this agreement. The budget will be amended on an annual basis to reflect subsequent school years.

KCS acknowledges that adjustment to the KCS budget may be necessary if the estimated revenues are revised due to School Board, legislative and/or Borough Assembly action.

KCS shall account for receipts and expenditures by using and complying with the School District's accounting, audit and other fiscal procedures. KCS shall establish, maintain, and retain appropriate financial records in accordance with applicable federal, state, and local laws, rules and regulations, and will make such records available to the School District, as requested. KCS agrees that it shall comply with all local, state, and federal requirements for the receipt and use of public money.

11. Location. KCS shall be operated at the following Locations:

Valley Park Campus
410 Schoenbar Road
Ketchikan, Alaska 99901

Holy Name Catholic Campus
433 Jackson Street
Ketchikan, Alaska 99901

The School Board reserves the right to move KCS to another District facility. Other space at this facility may be utilized with principal approval.

12. **Teachers.** At the time of executing this contract, the following teachers are, by contract, teaching in the Charter School: Maria Neufeldt, Rebekah Beckett, Rebecca King, Thomas Neufeldt, Bayley Lindgren, Elizabeth Avila, Joelle Gefre, Greg Gass, Erin Henderson, Jacob Alguire, Julie Cron, Terri Schultz, and Erika Cummings.

KCS shall promptly provide the School District with written notice of any proposed changes to the school's staff.

KCS will utilize the evaluation procedures currently used by the District for evaluation of its certificated personnel and non-certificated personnel. Unless the School District and any association representing an employee agree to an exemption, all provisions of an existing negotiated or collective bargaining agreement applicable to any employee shall remain in effect while the employee provided services at KCS. KCS understands and accepts its obligation to abide by the terms of the K.E.A. contract.

13. **Enrollment.** KCS shall enroll a maximum of 244 students. Students enrollment may be adjusted pursuant to the admissions procedures set forth in the Admissions Policy if there is increased student demand to attend KCS. The pupil-teacher ratio is proposed to be 1:15 for preschool, 1:20 for kindergarten through first grade, 1:24 for second grade, 1:25 for third through fifth grades and 1:30 for sixth through eighth grades an enrollment of 244.

14. **School Calendar.** KCS warrants that it will operate in accordance with Ketchikan School District school year calendar with the following exceptions: a) no less than 2 parent-teacher conferences in the school year; b) minimum of 2 in-service days for teaching staff; c) extra days may be added if funding warrants. The school day shall be similar to Schoenbar Middle School's scheduled day to accommodate transportation of KCS students.

15. **Special Programs.** School District administrative staff will determine how mandated federal programs (e.g. special education, Title 1, ESL, migrant education, etc.) will be provided. KCS is responsible for all costs above those that would otherwise have been incurred by the School District.

16. **Program Evaluation.** Each year by October 1, the administrator shall oversee the preparation of an annual report that provides an assessment of the KCS program. The report will include information about:

- a) Enrollment, including continuing enrollment;
- b) Test score data
- c) Any other relevant assessment data;
- d) Interest survey of parents

The report shall also include information about funding from all sources, including grants, and in-kind services.

17. Retirement. All employees of the KCS shall be members of the Teacher's Retirement System or the Public's Employee's retirement System and is subject to the requirements of those systems.

18. Contract Term. This contract shall be effective upon complete execution and shall be reviewed annually. The contract has been approved for a period of ten (10) fiscal years and will terminate on June 30, 2032.

19. Termination. This contract may be terminated by School Board for KCS'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 at least 30 calendar days of written notice to KCS of its intent to terminate this contract and the reason therefore. If KCS fails to remedy the cause for termination within the time provided in the notice, then this contract shall automatically terminate at the end of the stated time. Any unused funds remaining shall immediately be returned to the School District upon such termination. KCS may terminate the contract on an annual basis. In such an event, KCS shall notify the School District by February 1 of a given year of its intent to cease the operations the following school year.

Although this contract is for the operation of KCS for a period of ten (10) years, any financial commitment on the part of the School District contained in this contract is subject to annual appropriation by the School Board and the parties agree that School District has no obligation to fund the financial obligations under this contract other than for the current year of the contract term. The parties also agree that the School District has no obligation to provide the services described within this contract other than for the current year of the contract term.

20. Risk Management. Ketchikan Gateway Borough School District agrees to provide for liability and risk insurance through the insurance program with Ketchikan Gateway Borough. This program shall include purchase of insurance coverage as directed by the Ketchikan Gateway Borough School District. KCS agrees that it will coordinate all risk management activities

through the Borough’s risk management office. KCS shall not compromise, settle, negotiate, or otherwise affect any disposition or potential claims asserted against it without the School District’s prior written approval.

KCS agrees to operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. KCS shall comply with all Board policies and regulations, and comply with all applicable federal and state laws, concerning student welfare, safety, and health including, without limitation, Board policies addressing the reporting of child abuse, accident prevention, and disaster response, and any state regulations governing the operation of school facilities.

21. Contract Compliance. The APC agrees to oversee the operations of KCS to ensure the terms of this contract are met. The APC agrees to meet regularly with parents, teachers, staff, and students (where appropriate) to review, evaluate, and improve the operations of the KCS.

In addition to the mutual covenants and agreements set forth above, Ketchikan School District and KCS agree to be bound by those agreements, promises, and Covenants set forth in the final approved KCS Application, except those terms are amended by this contract, and the bylaws and policies of the Ketchikan School District, and state and local statues and regulations.

Dated _____

School Board President
Ketchikan Gateway Borough School District

Dated _____

Academic Policy Committee President
Ketchikan Charter School

Appendix C KCS APC Meeting Minutes



**Ketchikan Charter School
Academic Policy Committee
September 17, 2015 at KCS**

MINUTES of REGULAR MEETING

1. Call to Order – 6:01 P.M.

Attending APC Members: Adam Archibald, Lindsay Duckworth, Victor Esposito, Rhea Kahle, Ken Montero

KCS Administrator: Julie Espinosa

Staff Representative: Absent

Guests: Danielle Hewitt, Becky King, Kayla Livingston

Note Taker: Chandra Oshima

2. Consent of Minutes

A MOTION to approve meeting minutes for 5/21/15, 6/4/15, 7/1/15, 8/5/15, 9/3/15 as revised was made by L. Duckworth, seconded by K. Montero and approved by all present.

3. Consent of APC Policy Revisions

A MOTION to approve policy revisions for sections 1,2,3,4,7 & 8 was made by V. Esposito, seconded by K. Montero and approved by all present.

4. Consent of 10/1 & 10/15 APC Meeting Dates by all present.

5. Public Remarks- N/A

6. Reports

a. APC Member Report- N/A

b. Principal's Report- Julie Espinosa

1. Ice Cream Social Report

2. Write Tools Training on 9/28

3. APC Budget Update

4. PT Conferences and Parent Night Planned for 10/21 & 10/22

5. STEPPS Update

6. Propose work session on 10/1

a. Rework organization flowchart

b. Review 8.1 Review Admissions Policy

c. Treasurer Position

- d. Update Section 3.6 of the Policy Manual
- c. Staff Representative Report- N/A

7. Old Business- N/A

8. New Business-N/A

9. Public Citizen Remarks

a. B. King suggested that the Charter Chatter be sent home with the students in addition to having it available online. A paper copy of Charter Chatter will go home letting the parents know that the information is available online. Automatic e-mail subscriptions to the website were discussed.

10. APC Member Comments

a. L. Duckworth thanked J. Espinosa for all of her organizational work on the policy updates and other aspects of the APC meetings.

11. Adjournment - 6:39 P.M.



**Ketchikan Charter School
Academic Policy Committee
October 1, 2015 at KCS**

MINUTES of Work Session

I. Call to Order: 6:04 P.M.

Attending APC Members: Adam Archibald, Lindsay Duckworth, Victor Esposito, Rhea Kahle, Ken Montero

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Danielle Hewitt, Kayla Livingston, Adam Thompson

Bookkeeper: Chandra Oshima

II. Review of District Budget and Sec. 4

Adam Thompson from the District explained the District Budget for KCS. He requested an APC member act as a treasurer in order to inform him of changes to the KCS budget.

III. Consent Agenda

A. Regular Meeting Minutes of 9/18/15

B. Consent of 11/5 & 11 /19 APC Meeting Dates

C. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	_____	_____	<u> X </u>	___	_____	_____
Beardsley	_____	_____	___	___	_____	<u> X </u>
Duckworth	<u> X </u>	_____	___	___	_____	_____
Easterling	_____	_____	___	___	_____	<u> X </u>
Esposito	_____	<u> X </u>	___	___	_____	_____
Kahle	_____	_____	<u> X </u>	___	_____	_____
Montero	_____	_____	<u> X </u>	___	_____	_____

IV. Public Remarks

N/A

V. Reports

A. APC Member Report- N/A

B. Principal's Report

1. Fire Prevention Week
 - a. 10/9 there will be a fire safety presentation.
2. Spelling Bee
 - a. Last year the Spelling Bee was sponsored by the APC and has been requested to support it again.
Registration, \$136; Prizes, \$160.
3. Time Deposit Maturity
 - a. Matures on 10/15/15. V. Esposito will look into options.
4. Charter Chatter Update
 - a. It has been updated. Subscription registration is available through the District homepage.
5. APC Terms
 - a. Update on current members terms. L. Duckworth, D. Easterling and V. Esposito have terms ending 4/2016.
6. School Board Meeting
 - a. KCS will be attending the 10/14/15 meeting. After the school choir sings, J. Espinosa will give an update on KCS.

C. Staff Representative Report

- a. The professional development day focusing on Write Tools was quite helpful.

VI. Work Session

A. Review Sec. 1.3 Flowchart

Accepted

B. Review Sec. 3.3.3 Secretary Duties

Change to Administrator's duties.

- C. **Review Sec. 3.6 Resignation/Removal**
No change
- D. **Review Sec. 4 Fiscal Management**
Reviewed with Adam Thompson
- E. **Review Sec. 8.1 Admissions**
Edited

VII. Old Business

N/A

VIII. New Business

- A. **Motion to approve funds for Spelling Bee not to exceed \$296.**

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	_____	_____	<u> X </u>	_____	_____	_____
Beardsley	_____	_____	_____	_____	_____	<u> X </u>
Duckworth	<u> X </u>	_____	_____	_____	_____	_____
Easterling	_____	_____	_____	_____	_____	<u> X </u>
Esposito	_____	<u> X </u>	_____	_____	_____	_____
Kahle	_____	_____	<u> X </u>	_____	_____	_____
Montero	_____	_____	<u> X </u>	_____	_____	_____

IX. Public Citizen Remarks

N/A

X. APC Member Comments

- A. **Cookie Dough Orders are due 10/2.**

XI. Adjournment: 7:24 P.M.



**Ketchikan Charter School
Academic Policy Committee
October 15, 2015 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:12 P.M.

Attending APC Members: Adam Archibald, Lindsay Duckworth, Daryl Easterling, Victor Esposito, Rhea Kahle, Ken Montero

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Becky King

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Policy Revisions 1.3, 3.2, 3.3.3, 3.5, 4.3, 8.1
(clarification of language)

B. October 1, 2015 Meeting Minutes

C. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	_____	_____	<u> X </u>	___	_____	_____
Beardsley	_____	_____	___	___	_____	<u> X </u>
Duckworth	<u> X </u>	_____	<u> X </u>	___	_____	_____
Easterling	_____	<u> X </u>	<u> X </u>	___	_____	_____
Esposito	_____	_____	<u> X </u>	___	_____	_____
Kahle	_____	_____	<u> X </u>	___	_____	_____
Montero	_____	_____	<u> X </u>	___	_____	_____

III. Public Remarks

A. N/A

IV. Reports

A. APC Member Report

R. Kahle reported that the Cookie Dough Fundraiser raised \$5586. There were 44 participants. It will be delivered 10/26 at 3p.m. and sorted. Pick up will be 10/27 from 7:15-7:30 a.m./ 2:15-2:45a.m./ and 5-6p.m.

B. Principal's Report

1. KCS' Report to KGBSD Board

The choir performed under the direction of J. Cron and J. Espinosa gave a brief history of KCS, its goals, and a current update on the school, including its financial status and student enrollment numbers.

2. STEPP Update

J. Espinosa attended a STEPP meeting and would like to consider STEPP goals for the APC and will report on this in the near future.

3. Great Alaska Shake Out and Fire Drills

The district-wide drill on 10/15 at 10:15a.m. went well.

4. Spirit Wear

The "Positive Paws" program was recently initiated to encourage positive behavior at KCS. J. Espinosa suggested that the APC support the program by purchasing spirit wear to give as an incentive. A motion was made to support "Positive Paws" by providing \$195 to purchase shirts for prizes.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	_____	_____	<u> X </u>	___	_____	_____
Beardsley	_____	_____	___	___	_____	<u> X </u>
Duckworth	<u> X </u>	_____	<u> X </u>	___	_____	_____
Easterling	_____	_____	<u> X </u>	___	_____	_____
Esposito	<u> X </u>	_____	<u> X </u>	___	_____	_____
Kahle	_____	_____	<u> X </u>	___	_____	_____
Montero	_____	_____	<u> X </u>	___	_____	_____

C. Staff Representative's Report

1. Teacher-Parent Conferences

E. Henderson and B. King reported that teachers are trying to be creative in arranging teacher-parent conference times due to district changes.

2. The Great Turkey Give-Away

There was a request from D. Hewitt that the APC donate again to the Great Turkey Give-Away, which was such a success last year.

- A. APC Member Report: N/A
- B. Principal's Report
 - 1. AMP Results: The results of last year's renewed AMP test were reviewed. The KCS scores generally meet or exceed the district average.
 - 2. Curriculum Review: The APC accepted the KGBSD curriculum content standards as a time-line to review KCS curriculum.
 - 3. Website: A tab to add to the KCS website for the KCS form repository is being investigated. Subscription updates will be available whenever the front page is updated.
 - 4. KCS Goals: The following goals have been set for KCS.
 - A. STEPP Goals
 - 1. A math curriculum aligned to the Alaska Content Standards.
 - 2. Academic expectations in relation to the Alaska Content Standards.
 - 3. School-wide behavior expectation guide; Positive behavioral support.
 - 4. Respect and understanding of all KCS students' cultural values.
 - 5. Building Safety
 - B. Tech Goals
 - 1. Replace and/or fix Chrome Books for grades 6-8.
 - 2. Create a technology committee.
 - 3. Inventory existing hardware.
 - C. Parental Involvement
 - 1. Parent Nights
 - A. Younger Grades: Encourage parent-child reading.
 - B. Older Grades: To be decided.
 - 5. Student Count for projection budget: 188
 - 6. Various Costs- Costs reported on the options of hiring a counselor and a full time ESL position, and purchasing a playground climber.
- C. Staff Representative Report
 - 1. Battle of the Books: KCS will be involved in the program this year, which takes place in February. Costs will come to \$200-\$300.

V. Old Business

- A. MOTION to create Treasurer Position

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Duckworth	x		x			
Easterling						x
Esposito			x			
Kahle		x	x			
Montero			x			

B. Nomination and Acceptance of Victor Esposito as Treasurer

C. MOTION to approve Policy Revisions:

- 3.3.3 Create Treasurer position
- 4.3 Outline Treasurer's Role with KCS Checking
- 4.7 Outline Treasurer's Role in Financial Reports

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Duckworth	x		x			
Easterling						x
Esposito		x	x			
Kahle			x			
Montero			x			

D. Review Annual Agenda Guideline

E. Review Principal Evaluations

VI. New Business

A. MOTION to extend meeting by 15 minutes.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Duckworth			x			
Easterling						x
Esposito	x		x			
Kahle		x	x			
Montero			x			

**B. Discuss KCS Accounting System (Mint/QuickBooks)
The Mint accounting system was decided upon.**

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

N/A

IX. Adjournment: 7:40 P.M



**Ketchikan Charter School
Academic Policy Committee
September 15, 2016 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:02 P.M.

**Attending APC Members: Adam Archibald, Nia Boor,
Rhea Kahle, Ken Montero, Lorina Ofgalilo**

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Becky King, Kayla Livingston

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 7/7/2016 Meeting Minutes

B. Consent of 10/6 & 10/20 APC Meeting Dates

C. Consent of 10/20/16, 8a.m.-7p.m., Parent-Teacher Conference Date

D. Approve 8.3 Policy Revision- Clarification of Policy

E. Approve 8.11 Policy Revision- Language Update as Amended

F. Approve 8.13 Policy Revision- Language Update

G. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor	x		x			
Esposito						x
Kahle			x			
Lively						x
Montero			x			
Ofgalilo		x	x			

III. Public Citizen Remarks

A. N. Boor mentioned that a parent talked to her about her concern seeing children unsupervised outside the school before 7:30a.m. Students who are attending breakfast are expected to remain in the school until the playground opens at 7:30a.m.

IV. Reports

A. APC Member Report

1. KCS attended the welcome event for new USCG families on Sept. 9th.

B. Treasurer's Report

1. Not present

C. Principal's Report

1. Earthquake Van

Due to a late arrival in Ketchikan, the van was not able to visit KCS, but will be at the Mall on 9/24 for anyone interested.

2. Practicum Assignment

D. Hewitt will be overseeing a student teacher during mornings this fall.

3. KCS Presentation to School Board on 10/26

4. AIMS Web testing Report

Most testing is complete. K and 1st grade students continue testing through this week, and because there were a few glitches in the 2nd and 3rd grade computer testing, they will continue with testing next week.

D. Staff Representative Report

1. Battle of the Books

Students have begun to prepare for the event.

2. Homework Clubs

- a. D. Hewitt has begun a 4th grade homework club after school.
- b. J. Hanchet has begun a homework club for her E.L.L. students.
- c. B. King has begun a homework club on Tuesdays for students of Judo.

V. Old Business

A. Review APC Policy 8.15, 8.16, 9.3, 9.4 Language Update

B. KCS Goals Reviewed

C. STEPP Goals

The STEPP committee met and chose several goals to use at KCS this year. These goals will be added to the KCS goals listing in the appendix of the KCS policy.

VI. New Business

N/A

VII. Public Citizen Remarks

A. Algebra

Students doing Algebra started this week. J. Espinosa is working to make sure that they get high school credit for this course.

VIII. APC Member Comments

A. APC Member Absences

A. Archibald will contact those members short in attendance.

IX. Adjournment: 7: 17 P.M.

Unofficial: cko



**Ketchikan Charter School
Academic Policy Committee
November 17, 2015 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6: P.M.

Attending APC Members: Adam Archibald, Victor Esposito, Rhea Kahle,

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests:

Bookkeeper: absent

MEETING NOT HELD DUE TO A LACK OF A QUORUM

I. Consent Agenda- N/A

II. Public Remarks- N/A

III. Reports-N/A

IV. Old Business-N/A

V. New Business-N/A

VI. Public Citizen Remarks-N/A

VII. APC Member Comments –N/A

VIII. Adjournment: N/A

Official: cko



**Ketchikan Charter School
Academic Policy Committee
November 17, 2016
6:00 P.M. – 8:00 P.M.**

AGENDA

(NOTE: The APC may elect to re-order the agenda as needed.)

- 1. Call to Order**
- 2. Consent Agenda**
 - a. Approve APC Minutes for 11/3/16**
- 3. Public Citizen Remarks**
- 4. Reports**
 - a. Informational, APC Member's Report**
 - b. Informational, Treasurer's Report**
 - c. Informational, Principal's Report**
 - 1. Food Drive**
 - 2. Winter Play**
 - 3. Band Concert**
 - d. Informational, Staff Representative's Report**
- 5. Old Business**
- 6. New Business**
 - a. Approve \$268.62 for cookie dough fundraising prizes.**
- 7. Public Citizen Remarks**
- 8. APC Member Comments**
- 9. Adjournment**



**Ketchikan Charter School
Academic Policy Committee
November 3, 2016 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:03 P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito,
Rhea Kahle, Ken Montero,

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Jacob Alguire, Elizabeth Avila

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 12/15 APC Meeting Date

B. Consent of 9/1, 9/15, 10/6 & 10/20 Meeting Minutes

C. Approve 8.15- Language update regarding dress code

D. Approve 8. 16, 9.3 and 9.4- Language update regarding volunteers

E. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor		x	x			
Esposito	x		x			
Kahle			x			
Lively						x
Montero			x			
Ogalilo						x

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report-N/A

B. Treasurer's Report

1. There have been no responses yet for requests for engineering quotes to provide add-ons to the building.

C. Principal's Report

1. Food Drive

Each class is participating in a food drive competition, which will help support local agencies and the Lego Robotics Program. This is done in lieu of the Turkey Giveaway.

2. Lego Robotics Program

Students will observe this year and compete next year.

D. Staff Representative Report

1. J. Alguire, teacher of 2nd grade, explained his daily schedule. In addition to the new enVision math program, he uses Khan Academy and Accelerated math to review and enhance math skills.

2. E. Avila, teacher of 3rd grade, includes the math wall from Saxon math with enVision. EnVision allows students to self-solve problems in various ways. She likes the homework pages, because they have multi-level questions, so it can be tailored to meet individual students' needs.

3. E. Henderson reported that conferences went well. Attendance was at about two-thirds.

V. Old Business

A. APC Member Meeting Attendance

1. S. Lively was contacted about meeting attendance. She said she has been out of town, but is still interested in being on the APC.

2. A. Archibald will send out an e-mail to members requesting contact prior to meetings if unable to attend.

VI. New Business

A. N/A

VII. Public Citizen Remarks

A. N/A

VIII. APC Member Comments

A. A. Archibald thanked the staff for making a presentation to the APC on their classroom activities.

IX. Adjournment: 7:10 P.M.



**Ketchikan Charter School
Academic Policy Committee
December 15, 2016 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:02 P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito,
Rhea Kahle, Ken Montero, Stephanie Lively

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Elizabeth Avila

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 1/5 and 1/19 APC Meeting Dates

1. 1/19 will be a work session.

B. Consent of 11/3/2016 Meeting Minutes

C. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor						x(arrived late)
Esposito	x		x			
Kahle		x	x			
Lively			x			
Montero						x (arrived late)
Ofgalilo						x

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report

1. Principal Evaluation

- a. The evaluation is due in January. A. Archibald will send the district evaluation via email to all APC members and staff members to fill out by the next meeting.

B. Treasurer's Report

1. Numbers remain constant.
2. A CD will mature soon; it was requested that the APC look over numbers at the next work session.

C. Principal's Report

1. STEPP and APC Goals for 2016-17

- a. The goals were reviewed.

2. Spirit Wear Fundraiser

- a. A profit of \$476.27 was made from the sale of Spirit Wear.

3. 2nd Annual Charter School APC and Principal Academy

- a. This gathering will take place in Anchorage in January and would be a good learning opportunity for KCS. This will be put on the agenda for the 1/5 APC meeting.

D. Staff Representative Report

1. Spelling Bee

- a. The school spelling bee will be January 11th. The District spelling bee is yet to be decided.

2. Battle of the Books

- a. The 3rd & 4th, 5th & 6th, and 7th & 8th graders are practicing for the school competition at the end of January, and the district competition in February.

- b. There was a request for \$200-250 to cover costs for re-usable spirit wear, registration, and celebration items.

3. Medieval Feast

- a. APC members visited the 4th grade classroom to see the Medieval Feast preparations.

V. Old Business

A. Approve \$268.62 for prizes for the Cookie Dough Fundraiser

B. Approve \$156.00 for the Battle of the Books Spirit Wear

C. Approve \$106.35 for cookies and flowers for Winter Concert

D. Approve \$151.08 for 1st Grade Cooking Class

E. Approve \$100.00 for pianist to accompany Choir

F. Approve \$104.00 for Positive Paw Spirit Wear

G. MOTION to approve spending as listed above in A-F

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor						x(arrived late)
Esposito	x		x			
Kahle		x	x			
Lively			x			
Montero						x(arrived late)
Ofgalilo						x

VI. New Business

A. Fish Hatchery Request

1. E. Avila would like to hatch salmon eggs in her classroom as it fits well into the 3rd Grade Core Knowledge curriculum. She researched and outlined objectives following curriculum developed by the Alaska Department of Fish and Game. She will be applying for a science grant through Safeway and is willing to work on fundraisers to cover the \$4922 for the aquarium and incubation unit, and other related costs, but also requested support from the APC.

B. Battle of the Books

Motion to approve up to \$250 to cover registration, ribbons, spirit wear and celebration items.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	x		x			
Boor		x	x			
Esposito						x (left early)
Kahle			x			
Lively			x			
Montero			x			
Ofgalilo						x

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

1. Concern about member attendance. A. Archibald will contact absent members.
2. The concert and play went well.

IX. Adjournment: 7:07 P.M.

Unofficial: cko



**Ketchikan Charter School
Academic Policy Committee
January 5, 2017 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 5:59 P.M.

**Attending APC Members: Adam Archibald, Victor Esposito,
Rhea Kahle, Stephanie Lively,
Lorina Ofgalilo**

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Julie Cron, Danielle Hewitt

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 2/2 & 2/16 APC Meeting Dates

B. Consent of 12/15/2016 Meeting Minutes

C. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor						x
Esposito	x		x			
Kahle			x			
Lively			x			
Montero						x
Ofgalilo		x	x			

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report

1. Box Tops

R. Kahle sent in box tops worth \$87.90.

2. Principal Evaluation

A. Archibald will send out the evaluation.

B. Treasurer's Report

1. School Budget

There are non-allocated funds available in the school budget, which could be used on various projects without touching APC funds.

2. CD

There is a CD worth \$12,000, which matured on 1/4/17. The APC agreed to add funds from savings to make another CD of \$20,000.

3. MOTION to approve a three year CD for \$20,000.

	Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor	Archibald			x			
	Esposito			x		x	
	Kahle		x	x			
	Lively			x			
	Montero						x
	Ofgalilo	x		x			

4. Expansion Project

V. Esposito will look into this further.

C. Principal's Report

1. AASB Charter School APC and Principal Academy

J. Espinosa and S. Lively stated an interest in attending this event.

2. 1st Grade Cooking Class

The 1st grade cooking class is on hold during the time M. Neufeldt is covering middle school math/science classes on Thursdays and Fridays for K. Livingston's medical leave, and the student teacher is in her classroom. The cooking class will resume in March, when M. Neufeldt returns to her classroom fulltime.

D. Staff Representative Report

1. Klawock Honor Band: The KCS Middle School band has been invited to participate in an honor band in Klawock at the end of April. J. Cron presented the idea to the APC, and asked about how to go about finding funds to cover the ferry costs for the students who are chosen to attend. The APC suggested covering the amount from the student travel fund, but require the students who are chosen to participate in a fundraising activity in order to make this opportunity open to all band students.

2. Teachers had a good break and are excited about being back to school.

V. Old Business

A. Funds for Second Annual Charter School APC and Principal Academy

B. MOTION to approve an amount of up to \$2,800 to cover costs for J. Espinosa and S. Lively to attend the Charter School APC and Principal Academy in January 2017, with whatever is applicable coming from the school budget.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor						x
Esposito	x		x			
Kahle			x			
Lively			x			
Montero						x
Ofgalilo		x	x			

VI. New Business

A. 4th Grade Classroom Remarks

D. Hewitt gave a presentation to the APC on what a normal Friday looks like in her classroom. In addition to everyday studies, during lunchtime, she shows educational videos, which complement the curriculum. Students also create a file of newspaper clippings that relate to the curriculum, in order to practice scanning and sorting skills. In addition to core knowledge, Alaska Studies is interspersed throughout various topics during the year.

B. 5th Grade Classroom Remarks

J. Gefre shared a general class curriculum report with the APC. During the school day, students practice math facts, they create interactive notebooks, which hold information they have learned and worksheets that can be used as a reference, and they take time to read aloud.

VII. Public Citizen Remarks –N/A

VIII. APC Member Comments

1. A. Archibald thanked the teachers for making presentations to the APC so that the APC can see what is happening in the classrooms.

2. R. Kahle asked if the school had received enough disincentive wipes for K. Livingston's classroom, and was told there are enough at this time.
3. L. Ofgalilo apologized for missing the last three meetings.

IX. Adjournment: 7:45 P.M.



**Ketchikan Charter School
Academic Policy Committee
January 19, 2017 at KCS**

MINUTES of WORK SESSION

I. Call to Order: 6:02 P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito, Rhea Kahle, Stephanie Lively, Ken Montero, Lorina Ofgalilo

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Becky King

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. 1/5/17 Meeting Minutes

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor		x	x			
Esposito			x			
Kahle			x			
Lively	x		x			
Montero			x			
Ofgalilo			x			

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report: N/A

B. Treasurer's Report

1. Currently, there are \$100,000 of unallocated funds with which to work.
2. **First Bank CD** has been created at \$20,000 for three years.

C. Principal's Report

1. **AASB Charter School APC and Principal Academy:** Both J. Espinosa and S. Lively are ready and looking forward to participating in the Academy at the end of the month.
2. **Calendar Committee:** will present ideas at the staff meeting next week.
3. **STEPP Committee:** met and are on track.

D. Staff Representative Report

1. **Spelling Bee & Winter Poetry Festival:** went well.
2. **District Battle of the Books:** will take place as follows:
2/2, KCS 5th & 6th grades; 2/8, District 5th & 6th grades;
2/13 District 7th & 8th grades.
3. **Jazz Cabaret:** The KCS event will be 1/20; the community-wide event will take place on 1/22 at 2p.m. at the Ted Ferry Civic Center.
4. **Wearable Arts:** will take place on 2/4.

V. Work Session

A. Review Wish List

1. **New Teacher Work Stations**
2. **Fix the Playground:** \$7558 available from Cookie Dough Fundraiser; waiting to hear back from TSAS.
3. **Counselor Position:** FT or PT
4. **Storage Space**
5. **Algebra Teacher**
6. **FT Special Education Teacher**
7. **New Gym Floor:** Installed by the District.
8. **Outdoor Ed Middle School Summer Program:** estimated at \$10,000
9. **FT ELL Teacher or PT Paraprofessional**
10. **Technology Updates:** 1/3 of MS chrome books replaced in 15-16.
11. **APC Involvement:** Social Event between Jan. and March.
12. **Bouncy House**
13. **3rd Grade Fish Hatchery**
14. **MS History Curriculum**
15. **Health Curriculum**

B. Comments

1. It would be helpful to divide the items into three categories:
Personnel, Curriculum, Extra-Curricular
2. Separate one-time expenditures from on-going expenditures.
3. Continue to replace 1/3 (30) MS chrome books each year.
4. L. Ofgalilo offered to look into setting up a staff/parent event.
5. Professional Development should be on-going.

VI. New Business: N/A

VII. Public Citizen Remarks: N/A

VIII. APC Member Comments: N/A

IX. Adjournment: 7:14 P.M.

X. Special Closed Session: Principal Review

official: cko



**Ketchikan Charter School
Academic Policy Committee
February 2, 2017 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 5:59 P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito, Rhea Kahle, Stephanie Lively, Ken Montero,

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: N/A

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 1/19/2017 Meeting Minutes

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor						x
Esposito	x		x			
Kahle		x	x			
Lively			x			
Montero			x			
Ofgalilo						x

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report

1. AASB Charter School APC and Principal Academy

S. Lively recently came back from the above Academy and briefed the APC on the information she gathered from the event. KCS is one of the oldest charter schools in the state to attend. It was suggested that there be a work session scheduled to review the material.

B. Treasurer’s Report

1. Status has not changed.

C. Principal’s Report

1. AASB Charter School APC and Principal Academy

J. Espinosa enjoyed talking to other charter schools. She heard about their experiences, and mentioned construction companies that have been used in building some of these charter schools. She said it was a worthwhile experience.

2. New Chrome Books and Cart

The quote for 30 new Chrome books, licenses, consoles, charging cart and one time professional development and training comes to \$7699.

3. Newspaper A picture at KCS of students in the art room working on their project for the Wearable Arts was featured in the Ktn. Daily News .

D. Staff Representative Report

1. E. Henderson shared the curriculum she uses in her middle school language arts classes and how they match the state standards. She begins with silent reading, which acts as a transition into school. At the beginning of class, they hand in homework. She uses positive peer pressure to encourage homework be completed. In reading classes, students do a read aloud and literary responses. Then, vocabulary and the reading theme lesson are covered in various ways, including performing a scene from a play. Writing classes include grammar, spelling, writing exercises, and writing projects. She tries to integrate geography, science, history, and art with their literary learning.

V. Old Business

A. Motion to move into Executive Session at end of meeting

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor			x			
Esposito	x		x			
Kahle		x	x			
Lively			x			
Montero			x			
Ofgalilo						x

VI. New Business

A. Motion to Approve Modified 2017-2018 School Year Calendar as amended.

(same as this year's calendar for parent-teacher conferences)

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor	x		x			
Esposito			x			
Kahle		x	x			
Lively			x			
Montero			x			
Ofgalilo						x

B. Motion to purchase 30 Chrome Book Package for \$7699.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor	x		x			
Esposito		x	x			
Kahle			x			
Lively			x			
Montero			x			
Ofgalilo						x

C. Motion to maintain 120 Chrome Books at KCS, replacing 30 each year.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor			x			
Esposito	x		x			
Kahle			x			
Lively		x	x			
Montero			x			
Ofgalilo						x

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

A. N. Boor asked about the KCS website and whether the Application link was down, because she had heard that from someone. J. Espinosa said it shouldn't be, but she would check.

B. N. Boor asked about the District bed-bug policy, since it is a problem at Houghtaling. J. Espinosa was not sure, but said that as far as lice is concerned, the student returns home with a letter, and is required to be treated before returning to school.

C. A. Archibald thanked E. Henderson for her work on the Battle of the Books.



**Ketchikan Charter School
Academic Policy Committee
March 2, 2017 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6: 05P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito, Rhea Kahle, Lorina Ofgalilo

KCS Administrator: Absent

KCS Staff Representative: Erin Henderson

Guests: Julie Cron

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 2/16/2017 Meeting Minutes

B. MOTION to approve the Consent Agenda as amended.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor		x	x			
Esposito	x		x			
Kahle			x			
Lively						x
Montero						x
Ofgalilo			x			

III. Public Citizen Remarks-N/A

IV. Reports

A. APC Member Report-N/A

B. Treasurer's Report

1. Work Session

V. Esposito asked to have a work session to talk over the budget.

C. Principal's Report

1. N/A

D. Staff Representative Report

1. Music and Technology

Julie Cron talked to the APC about her classes. Besides music classes, choirs and bands, she teaches technology and yearbook. The music classes are based on Core Knowledge curriculum, and include songs and instruments. The choirs and bands each have two concerts a year, in the winter and the spring. Although fourth graders aren't in the winter musical, they participated musically in the Medieval Feast. Special events include Jazz Cabaret, Middle School Music Day, in which students attend presentations by local musicians then give a concert, and a middle school honor band, taking place on Prince of Wales Island.

2. Dr. Seuss Week

Many elementary classes celebrated by dressing up, and eating green eggs and ham.

3. Middle School Math and Science

Kayla Livingston put together a presentation on what is covered in her middle school math, including sample problems. All math leads to algebra. In science classes, 6th graders focus on plate tectonics, 7th graders on physics, and 8th graders on physical science.

4. New Janitor

Ian Vossen joined the KCS staff as janitor.

5. Battle of the Books

The middle school group took 8th place in the state!

V. Old Business

A. Wish List

It was suggested the APC go over the list at the next meeting during the work session.

VI. New Business- N/A

VII. Public Citizen Remarks- NA

VIII. APC Member Comments

1. Staff/APC Get-Together

L. Ofgalilo suggested the staff/APC event take place tentatively at the Crow's on May 12th.

2. APC Election

It was suggested that there be information displayed at teacher/parent conferences about recruiting new APC members. Another suggestion was to possibly move the election to conference day in the future to get more parents to vote.

3. Thanks to Staff

A. Archibald thanked the staff for doing presentations and making the KCS curriculum more visible to the APC.

4. KCS Difference

E. Henderson said that the KCS difference is in the depth of learning that takes place in the classrooms to challenge the students.

IX. Adjournment: 7:15 P.M.



**Ketchikan Charter School
Academic Policy Committee
March 23, 2017 at KCS**

MINUTES of Work Session

I. Call to Order: 6: P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito,
Rhea Kahle and Ken Montero.

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests:

Bookkeeper: Sue Porter

II. Consent Agenda

A. Consent of 4/6 & 4/20 APC Meeting Dates

B. Consent of 3/2/2017 Meeting Minutes

C. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor			x			
Esposito	x		x			
Kahle		x	x			
Lively						x
Montero			x			
Ofgalilo						x

III. Public Citizen Remarks N/A

A.

IV. Reports

A. APC Member Report N/A

B. Treasurer's Report

1. Victor reports the budget as of the end of February looks good. Adam Thompson will be joining us at the next meeting to discuss the budget. Our estimated student head count for 2017-2018 is 170. They are being very conservative.
2. Time to start thinking about advertising for upping our student enrollment. We need to think about advertising in new ways, such as theater or radio. Important to get our Middle School out in the public. Contact Lorena about advertising our school, especially MS. Discuss doing a MS ad separate from the K-5.
3. Wish List: Hatchery for Elizabeth Avila's 3rd grade class. Bouncy House for Greg Gass's PE class. Curriculum for Julie Cron's Music class and Greg's History class.

C. Principal's Report

1. Julie E reports PEAKS Testing begins Tuesday. PEAKS stands for Performance Evaluation for Alaska Schools. We have the attitude of work hard and work our students hard all the time. It is just another day that we are going to work hard. We will be providing snacks for students. We may ask the APC at some time to provide snacks for the students. Tests are all computerized. Middle School will test T&W of this week and 3-5 grades T&W of next week. Makeups will run throughout. This is state wide testing. Should run much smoother than last year.
2. FYI Victor, Cart and Chrome Books that we ordered for Tech maintenance, around \$7,500, came from RTI funds because we test on them.
3. We need to discuss upcoming elections. The positions open for election will be Adam, Rhea, Ken and Lorena's (she is moving). We will put it on our website and have forms available in the office. Nominations are now open. Elections are held 3rd Thursday in April.

D. Staff Representative Report

1. Erin reports that conference attendance was down because of snow and cancelation of school. MS only had about 40% show. Elementary was better. A new Trimester has started. Now is the time to order year books. The students are now working on the Play. Graduation planning is going on. Mr. Marshall is coming to speak to them at graduation.

3. TSAS let Becky know they want dinosaur playground equipment so no need to meet. It will be under the building where the sand pits are.

4. Middle School Music Day is March 31st at 7pm at Kayhi. Julie Cron will be taking her students to participate.

V. Old Business

- A.
- B.

VI. New Business

- A.
- B.

VII. Public Citizen Remarks

VIII. APC Member Comments

Special meeting set for next Thursday, March 30th at 6pm to discuss purchases.

IX. Adjournment: 8:12 P.M.



**Ketchikan Charter School
Academic Policy Committee
March 30, 2017 at KCS**

MINUTES of Work Session

I. Call to Order: 6: P.M.

**Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito,
Rhea Kahle, Stephanie Lively, Ken Montero**

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests:

Bookkeeper: Sue Porter

II. Consent Agenda N/A

III. Public Citizen Remarks N/A

IV. Reports

A. Julie E would like to review section 4 fiscal management in the summer when we do policy review. She printed off that section and handed it out for people to review.

B. Adam A discussed the purchase of 5 years of Quaver's Music. The cost will be \$3,120 for grades K-5 (\$600 per year). Most of the program is online and this is a program that Mrs. Cron really likes.

Victor E made a motion to approve \$3200 for Quaver”s Music Program.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			X			
Boor		X				
Esposito	X					
Kahle			X			
Lively			X			
Montero			X			
Ofgalilo						X

C. Julie E spoke with Greg Gass about the purchase of new History curriculum. He would like to wait until next January to look at some primary sources and build up a library more in line with the Core Knowledge curriculum. He feels it would likely take a year to do the research.

D. Julie E spoke with Adam Thompson about grants and how they work and got a yes and no answer. Grant documentation was sent to him. It is basically unknown.

V. Old Business

VI. New Business

VII. APC Member Comments

VIII. Adjournment: 6:32 P.M.



**Ketchikan Charter School
Academic Policy Committee
April 6, 2017 at KCS**

MINUTES of Regular Meeting

I. Call to Order: 6: P.M.

Attending APC Members: Adam Archibald, Nia Boor, Victor Esposito,
Rhea Kahle

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Terri Schultz, Amy Bauer, Becky King and Adam Thompson

Bookkeeper: Sue Porter

II. Consent Agenda

A. Consent of 3/24/I2017 Meeting Minutes N/A

B. MOTION that we direct our administrator to work with staff this week to clarify section 8.1 of the admissions policy, with the understanding that the lottery will be for students enrolled in excess of class capacity. We can review it this week and formalize it at our next APC meeting.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor			x			
Esposito	x		x			
Kahle		x	x			
Lively						x
Montero						x
Ofgalilo						x

III. Public Citizen Remarks

A.

IV. Reports

A. APC Member Report

1. Playground Equipment

Becky King talked to the APC about the purchase of new playground equipment with the funds raised by the cookie dough fundraiser. TSAS voted amongst their teachers for what they would like to have and KCS chose students to look through the catalogs and choose what equipment they would like to have that was in our budget. Dinosaur fossils, pup tent, and digable dinosaur ended up being the 3 pieces of equipment that were agreed on. They spoke with Mike at maintenance about installing the equipment and he agreed they could do it. He also suggested Julie call the 2 suppliers of sand in town and ask if they would donate the sand to KCS. Becky spoke with the company about the playground equipment and is waiting an official quote. The plan is to have it installed during summer break.

B. Treasurer's Report

1. Budget

Adam Thompson joined the meeting at the request of the APC to discuss the budget and give an update on what is going on in the district. 2017 Charter School formula is set. Reconciled student count from the state for KCS was 185.6 after the 20day count. That translates to the State Foundation Funding for FY17, KCS share is \$1,744, 776. FY17 carryover for KCS is \$43,841. Projection for KCS FY18 carryover is \$60,000. Projection for KCS student count for the 2017-2018 is 170 students because of the large 8th grade and small kindergarten class. The district receives \$76,000 for every SPED certified student that has a 1/1 Para. Borough funding has been going up. If the Borough gives more money, everyone gets more money. Projected student district count for next year is 2,220. That is 7 students below last year's projection. Everyone thanked Adam for attending the meeting.

C. Principal's Report

1. Advertising

Julie E discussed our ad in the Local Paper, that is running for 4 weeks and how we split our ad into K-5 and MS for the KDN. The ads will alternate weeks for 4 weeks. They will run twice for K-5 and twice for MS.

2. Enrollment

Kindergarten is FULL! We need to work on our verbiage for parents enrolling new students. We should be saying "At this moment we have space but that could change if we go over our cap for that grade level. We would then have to hold a lottery." Siblings and children of staff still have preference. Policy was rewritten when we had to have a lottery for 7th grade 2 years ago. There was then a discussion over how the policy reads or should read and the need to clarify it. The preference is for predictability. Decision to be made tonight.

D. Staff Representative Report

1. SPED

Terri Schultz talked to the APC about her classes. She works with small groups of students (K-8) that have met state criteria and have been identified as having a disability. Typically, the disability is a mild or moderate learning disability and sometimes kids with high functioning autism, ADHD, which affects their classroom achievements, or emotional disturbance. They are placed in groups based on their ability level and typically grade level. They work in reading, writing and math. They use scientifically based curriculum, which has been peer reviewed and proven to work. Students get a lot of repetition so they are learning to master it. We are trying to bridge the gap from where they are to where they need to be. It happens over many months and sometimes years, but it does work. She has had students that have tested out of Special Ed and finds her work very rewarding.

2. RTI

Amy Bauer talked to the APC about her classes. She works with 1 para and together they work with 40 students K-5 and 20 middle school students. The students come into RTI and work in small groups. They work with students that score 30% and under on aimsweb tests. With the extra guidance some students quickly test out. Students work at their own specific level and get individual help. If we notice students are really struggling, we take a second look to see what is going on and look at other options.

V. Old Business N/A

- A.
- B.

VI. New Business N/A

- A.
- B.

VII. Public Citizen Remarks

VIII. APC Member Comments

IX. Adjournment: 8:05 P.M.



**Ketchikan Charter School
Academic Policy Committee
April 20, 2017 at KCS**

MINUTES of Meeting Minutes

I. Call to Order: 6:02 P.M.

Attending APC Members: Adam Archibald, Rhea Kahle, Stephanie Lively, Ken Montero, Lorina Ofgalilo

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Erin Brooks, Becky King

Bookkeeper: Sue Porter

II. Consent Agenda

A. Consent of 5/4 & 5/25 (moved meeting due to Band Concert on 5/18)
APC Meeting Dates

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	X					
Boor						X
Esposito						X
Kahle			X			
Lively			X			
Montero			X			
Ofgalilo		X				

III. Public Citizen Remarks N/A

IV. Reports

A. APC Member Report:

Lorina reports that there will be a gathering at the Crow's Nest on May 12th for KCS Staff Appreciation. She will be getting a menu together to share with APC.

B. Treasurer's Report: Absent

C. Principal's Report:

Julie reported good news for our 4 Algebra students. They will be receiving credit for their class that are taking.

Teachers Appreciation begins week of May 1st. The office is planning some things for the teachers. APC is having the dinner at the Crow's Nest for all staff. Rhea K will bring cookies on 5/4. We will celebrate Cinco de Mayo for staff on the 5th.

There was a discussion about approving Option A (lottery for placement on the waiting list) or Option B (once the class is full any applications received will be entered on the waiting list in the order they are received). Open enrollment will begin April 1st.

B. MOTION to approve the Admissions Policy for Option B

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			X			
Boor						X
Esposito						X
Kahle		X				
Lively			X			
Montero			X			
Ofgalilo	X		X			

D. Staff Representative Report:

Erin Henderson reports on the Middle School Spring Play. This is the 3rd Spring play they have put on. The elective art class is working on the scenery. The drama class will be performing 5 plays. Ocean and Beach is the theme this year. The goal is to increase the student's skills in technology, reading, writing, speaking, planning and material construction. They are self-directed and learning leadership skills. The plays will start at 5pm on 5/23. Core-Knowledge will follow the play. Danielle Hewitt is interested in taking the Staff Representative position on the APC at the end of May.

Becky King stopped by after her meeting at HeadStart. She did her yearly talk with parents and staff regarding our school. Even though

Kindergarten is full for next year, Becky gave a positive message regarding all of our classes.

V. Old Business

A. Becky King supplied the breakdown of costs for the new playground equipment. This was funded by the cookie dough sale. KCS will order and purchase the equipment and TSAS will check on purchasing the sand or seeing if it can be donated.

B. MOTION to approve to spend \$6,893 for playground

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			X			
Boor						X
Esposito						X
Kahle	X					
Lively		X				
Montero			X			
Ofgalilo			X			

VI. New Business

A. Approve results from today's election. Erin Brooks was introduced to the APC members. Election results were 21 ballots cast. Rhea K. 20, Ken M. and Adam A. 19 and Erin B. 11 votes written in. New APC members will be sworn in t the first meeting in May. Lorina leaves in June.

B. KCS did a 2nd Spiritwear sale. We deposited \$667, our cost was \$441 which gave us a profit of \$226. District gave us \$260 to purchase extra shirts to sell and have for our Positive Paws drawing.

C. MOTION to approve the election results as stated

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald	X					
Boor						X
Esposito						X
Kahle			X			
Lively			X			
Montero			X			
Ofgalilo		X				

VII. Public Citizen Remarks: N/A

VIII. APC Member Comments:

Adam would like to thank Erin Brooks for her interest in being a part of the APC.

IX. Adjournment: 7:10 P.M.



**Ketchikan Charter School
Academic Policy Committee
August 26, 2017
Saturday Work Session
9 a.m. – 1 p.m.**

AGENDA

(NOTE: The APC may elect to re-order the agenda as needed.)

1. Call to Order 9:21 am

**Attending APC Members: Nia Boor, Eryn Brooks, Rhea Kahle,
Victor Esposito, Stephanie Lively,
Ken Montero**

KCS Administrator: Julie McFarland

KCS Staff Representative:

Guests: Kayla Livingston, Brian Craig

2. Consent Agenda - N/A

3. Public Citizen Remarks

4. Reports

- a. Informational, APC Member's Report - N/A**
- b. Informational, Treasurer's Report - N/A**
- c. Informational, Principal's Report - N/A**
- d. Informational, Staff Representative's Report - N/A**

5. New Business

- a. Policy Review – 2017-18 Policies & Procedures Manual provided to everyone. Sections 1 through 3, 8 and 4 were reviewed some editing was done. J. McFarland will make editing changes to Manual.**
- b. Budget Policy – Sec 4 reviewed and discussed.**
- c. School Promotion – Discussion about making a list of talking points for the Borough and School Board.**
- d. 20th Anniversary of KCS – R. Kahle shared KCS 10 year anniversary t-shirt.**
- e. House Keeping**
 - 1. ELL Update - postponed**
 - 2. AK Charter School Academy – Dates moved from Jan 2018 to Oct. 13 & 14, 2017.**

3. Open House - Will be 9/8/17, R. Kahle volunteered to make cookies. Juice will be served too.

4. Professional Development for Teachers - CHAMPS refresher, possibly on 9/25/17 In-Service, would be all day training by 1 person.

6. Old Business - N/A

7. Public Citizen Remarks - K. Livingston thanked KCS APC, Members and staff for all the support over the last year.

8. APC Member Comments - E. Brooks informed the board that K High dive season has started and she will be in and out of town the next two months. With the team traveling on Fridays, she should be able to make Thursday meetings.

9. Adjournment 1:01 pm



**Ketchikan Charter School
Academic Policy Committee
September 21, 2017 at KCS**

MINUTES of REGULAR MEETING

1. Call to Order: 6:00 P.M.

**Attending APC Members: Nia Boor, Eryn Brooks, Brain Craig,
Victor Esposito, Rhea Kahle**

KCS Administrator: Julie McFarland

KCS Staff Representative: Danielle Hewitt

Guests: Megan Beardsley, Kayla Livingston

Bookkeeper: Chandra Oshima

2. Consent Agenda

**A. A. Consent of 9/7/2017 Meeting Minutes and 8/26/2017
Work Session Minutes as amended.**

B. B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Esposito	x		x			
Kahle		x	x			
Lively						x
Montero						x

3. Public Citizen Remarks

A. Thanks to R. Kahle for making so many cookies for KCS event.

B. Megan Beardsley came to the APC to talk about bullying at KCS. She asked parents who have children who been involved in bullying in some way to come forward to join the conversation, so that this problem can be dealt with openly. J. McFarland stated that she could not discuss personal matters at a public meeting, and asked her to follow up with her in a private meeting.

4. Reports

A. APC Member Report-N/A

B. Treasurer's Report

The carry-over is actually higher than previously reported, because the student count went up, and is marked at 240 million.

C. Testing Report

K. Livingston reported that AIMS web benchmark testing went well. Commenting on the recent newspaper article on the state PEAKS test score percentiles, she clarified the KCS scores. In the newspaper, the KCS scores didn't separate elementary and middle school scores. Revised, statewide percentiles for proficient or advanced students would be as follows:
Elementary: 54.32% Language Arts, 51.85% Math
Middle school: 34.61% Language Arts, 36.54% Math
D. Hewitt also remarked that the 4th grade scores at KCS were also good.

D. Principal's Report

1. Floating Substitute

It was requested that because of the difficulty of getting subs at this time of year, that a full-time floating sub be hired for the next few months.

2. Spirit Wear

The KCS t-shirt

E. Staff Representative Report

1. School Pictures

School pictures will be Friday, Sept. 29th.

2. Lunch Lines

The first couple of weeks of schools, there was some back-up in the lunch lines, but it has been smoothed out.

3. Open House

The open house went well and there was a good turn-out.

5. Old Business-N/A

A. Swearing in of New APC Member

B. Craig was sworn in as a new APC member.

6. New Business

- A. Review Sec. 1.4 of Policy**
- B. Review Sec. 1.5.1 and 1.5.2 of Policy**
- C. Review Sec. 8 of Policy**
- D. Agenda Items**

Review District Policy on Bullying and Complaint Process in November after staff training is complete.

7. Public Citizen Remarks -N/A

8. APC Member Comments

- A. V. Esposito remarked on the noise that carries across classrooms, and questioned the possibility of erecting walls at KCS. Although it has been looked into in the past, he will talk to the fire marshal concerning this issue.
- B. V. Esposito remarked on the importance of following policy and thanked J. McFarland for her work at KCS.
- C. S. Lively was contacted by message phone and email to thank her for her service on the APC with hopes that she will return to the meetings if possible.

9. Adjournment: 7:49 P.M.



**Ketchikan Charter School
Academic Policy Committee
October 5, 2017 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:02 P.M.

**Attending APC Members: Nia Boor, Brian Craig, Victor Esposito,
Rhea Kahle, Ken Montero,**

KCS Administrator: Julie McFarland

KCS Staff Representative: Danielle Hewitt

Guests: Kayla Livingston

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 9/21/2017 Meeting Minutes

B. MOTION to approve the Consent Agenda as amended.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks						x
Craig			x			
Esposito	x		x			
Kahle		x	x			
Lively						x
Montero			x			

III. Public Citizen Remarks

A. V. Esposito received a letter from Adam Archibald with greetings to the APC and his hopes that the APC continues to do good things.

IV. Reports

A. APC Member Report

1. Cookie Dough Fundraiser

The fundraiser made a profit of \$5460. Prizes will be given to the top sellers at a cost of \$256.22.

B. Treasurer's Report

1. APC check-book log is a little off, so V. Esposito will check into the discrepancy.
2. J. McFarland plans to use funds in the school budget to get chrome books to fulfill KCS tech needs.

C. Principal's Report

1. Negotiations Update

The tentative agreement was voted down and a new negotiations team has been formed to work toward an agreement.

2. 20th Celebration Update

A. Three projects have been completed: 235 items were sent to the Salvation Army; \$183.53 was sent to the Red Cross; and H. Kenoyer answered phones for the KRBD fundraising drive.

B. Future projects include: Collecting flashlights to send to Puerto Rico; KCS will act as cashiers at the Friends of the Library book sale from 1-3p.m.; and there will be a music tour to the Pioneer Home.

3. Fire Department Coats and Boots

KCS first graders will be receiving coats and boots from the fire department.

4. Enrollment Numbers: 187

5. AASB Charter School Academy

The charter school academy will take place on Oct. 13th and 14th.

6. School Board Meeting

KCS will be doing a presentation at the school board meeting Oct. 11th. All are invited to attend.

D. Staff Representative Report

1. D. Hewitt has started a classroom Instagram page.

V. New Business

A. Review KCS Policy 8.1

B. Review District Policy 5131.43

C. Review Code of Conduct for Elementary

D. Review Code of Conduct for Middle School

Policy was read aloud and clarification of District policy made. V. Esposito asked that KCS request the District reword the Code of Conduct to make it less ambiguous as to whether or not consequences are optional.

VI. Old Business

A. Motion to approve \$256.22 to cover costs of prizes for the Cookie Dough Fundraiser.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks						x
Craig			x			
Esposito	x		x			
Kahle		x	x			
Lively						x
Montero			x			

B. Sec. 1.4 Addition to Policy

Rationale: as the APC reviewed policy it was decided that many documents and forms should be available online and at the office. The sentence, "All KCS official documents and notices are available at the office and where possible, online." was added to Sec. 1.4 to reflect that. Policy now notes which documents and forms are available online and at the office.

C. Sec. 8. Removal of Section from Policy

Rationale: This section addresses procedures rather than policy and is more appropriate to the Parent/Student handbook than the APC Policy Manual.

VII. Public Citizen Remarks-N/A

VIII. APC Member Comments

- A. N. Boor reported that the open house was a success.
- B. N. Boor thanked R. Kahle for putting on the Cookie Dough Fundraiser for KCS.

IX. Adjournment: 7:30 P.M.

Off:cko



**Ketchikan Charter School
Academic Policy Committee
October 19, 2017 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:00 P.M.

**Attending APC Members: Nia Boor, Eryn Brooks, Brian Craig
Rhea Kahle**

KCS Administrator: Julie McFarland

KCS Staff Representative: Danielle Hewitt

Guests: Erin Henderson

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 10/5/2017 Meeting Minutes as Amended

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks	x		x			
Craig			x			
Esposito						x
Kahle		x	x			
Lively						x
Montero						x

III. Public Citizen Remarks-N/A

IV. Reports

A. APC Member Report

1. Cookie Dough Fundraiser

The cookie dough will be delivered Monday, October 23rd, and will be passed out on Tuesday, October 24th, from 7:15-45;

2:15-45; and 5-6p.m.

B. Treasurer's Report-Absent

C. Principal's Report

1. Policy 5131.43 Update

The Safe and Drug Free School coordinator is curriculum director, Beth Lougee. She is also the one who reviews the data that is put into Power School. A letter on bullying will be going out soon from the District. The District is looking into the request to revise the wording of the policy to make it clearer.

2. District Science Curriculum Update

The discussion on science curriculum will be put off until next year, because the state will be going over state science standards first.

3. Spirit Wear Order Due

The spirit wear order will go in soon. Personal orders have come in and an order will be made out of District funds to be used for presents given to the winners of Positive Paws each month. J. McFarland asked about ordering extra Spirit Wear to have on hand, and it was decided that ten would be ordered and come out of District funds.

4. Support for KRBD FM

J. McFarland asked the APC to consider becoming a supporting member of KRBD for \$500. 6th grade students have recorded what they learn about social skills and put it on KRBD yearly in the past, and KCS is considering doing it again.

5. KDN invited to Pioneer Home Concert and Conferences

The KDN was invited to attend the KCS concert at the Pioneer Home on Oct. 25th. An interesting display will be up during conferences, so they have also been invited to that event.

6. Charter School Academy Report

J. McFarland thanked the APC for sending her to the Charter School Academy and will give a more detailed report at the next meeting.

7. School Board Meeting

J. McFarland enjoyed giving the presentation at the School Board meeting. There were many questions, so she was pleased at the interest shown for KCS.

8. Parent/Teacher Conferences

Conferences will be October 25th and 26th.

D. Staff Representative Report

1. The Hobbit Project

7th and 8th grade English classes are reading Lord of the Rings. They researched swords and scrolls, and created their own. They will be on display at conferences.

2. Pioneer Home Concert

KCS will be putting on a concert at the Pioneer Home on Oct. 25th.

3. Musical

K-3 and middle school students have begun rehearsal on the winter musical.

4. Medieval Feast

4th graders are putting together a slide show for the Medieval Feast.

5. Yearbook

The Yearbook team has chosen the theme "Journey" to celebrate the 20 years of KCS.

5. Hatchery Fieldtrip

3rd graders will go on their first fieldtrip to the hatchery soon.

V. New Business

A. Review APC Policy Section 9

Section 9 was reviewed and grammatical edits made.

B. First Bank Account

J. McFarland will change APC board member names on the First Bank account.

VI. Old Business-N/A

VII. Public Citizen Remarks-N/A

VIII. APC Member Comments

A. Local Paper

There was a thank you in the Local Paper to KCS for helping out at the Friends of the Library book sale.

IX. Adjournment: 7:10 P.M.

Official: cko



**Ketchikan Charter School
Academic Policy Committee
November 16, 2017 at KCS**

MINUTES of REGULAR MEETING

1. Call to Order: 6:00 P.M.

**Attending APC Members: Nia Boor, Eryn Brooks, Brain Craig,
Victor Esposito, Rhea Kahle**

KCS Administrator: Julie McFarland

KCS Staff Representative: Danielle Hewitt

Guests: Erin Henderson

Bookkeeper: Chandra Oshima

2. Consent Agenda

A. A. Consent of 11/2/2017 Meeting Minutes

B. B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Esposito		x	x			
Kahle	x		x			
Lively						x
Montero						x

3. Public Citizen Remarks-N/A

4. Reports

A. APC Member Report-N/A

B. Treasurer's Report

The budget has been updated with current students numbers

from 1.643 million dollars to 2.049 million dollars after increase.

C. Principal's Report

1. District School Board Presentation Review

J. McFarland showed the APC the slide presentation she gave at the District School Board meeting.

2. Lunch Money

KCS have closed out all but two lunch accounts. The principal recommends that the APC cover those two accounts so that they can be closed out.

3. KRBD Sponsorship

It was suggested that the funds used to sponsor KRBD come out of APC funds.

4. Playground Equipment

Dinosaurs were found under the tether ball, so they will be moved.

5. First City Players Play

The play was very successful with many KCS staff members participating and adding their talents.

6. Fish Hatchery

The Fish and Game came to KCS to do a demonstration of an egg catch to the delight of the students. KDN came to document the event.

D. Staff Representative's Report

1. Egg Catch

The students enjoyed the event and got an anatomy lesson at the same time.

2. Kindergarten Farm Day

The kindergarten students dressed up for farmer day, and enjoyed making farm animal masks and wrote about farm animals in their journals.

3. Playground

The students are enjoying playing in the pup tent and digging up dinosaurs in the sandbox at recess. The students are even bringing in toothbrushes to use in their excavations.

5. Old Business

A. Lunch Balances

MOTION to approve \$81.60 to cover the two remaining outstanding lunch balances.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks		x	x			

Esposito	x			x		
Kahle				x		
Lively						x
Montero						x

B. MOTION to approve \$500 from APC funds to use to sponsor KRBD.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks		x	x			
Esposito	x		x			
Kahle			x			
Lively						x
Montero						x

6. New Business

A. STEPP Goals

The list of last year's goals and actions were handed out to APC members.

B. KGBSD Principal Evaluation Form

The forms are due by Nov. 24th. evaluations will be tallied and then the APC will vote on retaining the principal at the next meeting.

C. Staff Input Form

N. Boor will pick the forms up from the District office.

D. Form Distribution Dates on Annual Agenda

The dates on the agenda were reviewed. It was suggested that agenda items for the next month be put on the APC meeting agenda.

E. APC Meeting Dates

December Meeting Date: 12/7

January Meeting Date: 1/11

7. Public Citizen Remarks -N/A

8. APC Member Comments

A. N. Boor thanked J. McFarland for typing out the agenda.

B. V. Esposito thanked N. Boor for doing a good job as president.

9. Adjournment: 7:06 P.M.



**Ketchikan Charter School
Academic Policy Committee
April 19, 2018 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:04 P.M.

**Attending APC Members: Nia Boor, Eryn Brooks, Brian Craig
Victor Esposito, Rhea Kahle, Ken Montero**

KCS Administrator: Julie McFarland

KCS Staff Representative: Danielle Hewitt

Guests: Erin Henderson, Kayla Livingston

Bookkeeper: Chandra Oshima

II. Consent Agenda

**A. Consent of 2/22/2018 Work Session Minutes, and 3/15/2018
and 4/5/2018 Meeting Minutes as amended.**

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks		x	x			
Craig			x			
Esposito			x			
Kahle	x		x			
Lively						x
Montero			x			

C. May Meeting Dates

1. APC meeting dates in May will be on the 3rd and the 24th due to a conflict with the band concert on the 17th.

III. Public Citizen Remarks-N/A

IV. Reports

A. APC Member Report

1. Teacher Appreciation Dinner

The teacher appreciation dinner is tentatively planned on May 4th at 6 p.m. at Cape Fox.

B. Treasurer’s Report

1. Funds

As of the end of March, there were about \$900,000 of unused funds in the KCS account.

C. Principal’s Report

1. Tongass Engineering Proposal

KCS received a proposal for the design of dividing walls.

2. MOA 2018-2019 Calendar Accepted

KCS certified staff and the KGBSD accepted the proposed calendar for the 2018-2019 school year.

D. Staff Representative Report

1. 6th graders performed Julius Caesar; Reading skills are improving thanks to a supportive reading program.

2. Kindergarteners went to the Totem Heritage Center. They will pick up trash with 5th graders on Earth Day.

3. 4th graders are finishing up studying Chinese dynasties.

4. Peaks testing went smoothly and was finished within two weeks.

5. 3rd graders are doing a tech unit. Salmon fry are actively swimming around in the tank and will be release on 4/22.

6. 3rd and 4th graders are going to Rotary Beach to pick up trash for Earth Day.

V. New Business

A. APC Election Results

N. Boor, V. Esposito, B. Craig and Kourtney Micheli were elected to the APC.

MOTION to approve APC Election Results.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor		z	x			
Brooks	x		x			
Craig			x			
Esposito				x		
Kahle			x			
Lively						x
Montero			x			

B. Rent Adjustment

V. Esposito suggested that KCS get legal advice in order to better address rent adjustment issues with the KGBSD considering the current 2014 Alaska state statutes regarding charter school rent.

MOTION to approve up to \$7500 to engage legal advice for school funding and charges for rent expenses vis-a-vis Alaska state statutes.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor		x	x			
Brooks			x			
Craig			x			
Esposito	x		x			
Kahle			x			
Lively						x
Montero			x			

C. PBIS Language to Policy/Parent-Student Handbook

KCS formed a team which is using a PBIS workbook to work through PBIS issues. They propose PBIS language be added to the Policy/Parent-Student Handbook.

D. APC Meeting with KGBSD Board

The APC will be meeting with the KGBSD board to discuss rent, the hiring of a counselor, and all issues relating to carry-over in the budget.

VI. Old Business

A. Teacher Appreciation Dinner

MOTION to approve up to \$750 for the Teacher Appreciation Dinner.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks	x		x			
Craig			x			
Esposito			x			
Kahle		x	x			
Lively						x
Montero			x			

B. MOTION to approve up to \$3,640 for Tongass Engineering to complete a design of dividing walls .

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Craig		x	x			
Esposito	x		x			
Kahle			x			

Lively
Montero

x

x

VII. Public Citizen Remarks-N/A

VIII. APC Member Comments

A. V. Esposito requested a revised letter for code of conduct be presented next meeting.

IX. Adjournment: 7:53 P.M.

off: cko



**Ketchikan Charter School
Academic Policy Committee
May 3, 2018 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:08 P.M.

**Attending APC Members: Nia Boor, Eryn Brooks, Brian Craig
Victor Esposito, Rhea Kahle**

KCS Administrator: Julie McFarland

KCS Staff Representative: Kayla Livingston

Guests: Erin Henderson, Kourtney Micheri

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 4/19/2018 Meeting Minutes

B. MOTION to approve the Consent Agenda as amended.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Craig		x	x			
Esposito						(absent at this time)
Kahle	x		x			
Montero						x

III. Public Citizen Remarks

A. N/A

IV. Reports

A. APC Member Report

- 1. Staff Appreciation Dinner**
Preparations are made for 5/4.

B. Treasurer's Report

1. New Budget

The new funding formula includes a \$1.8 million budget with a 7% carryover based on 185 students.

C. Principal's Report

1. Parent Letter on Bullying

J. McFarland explained her actions when dealing with students who are experiencing bullying.

2. Parent Letter to the Superintendent Praising KCS

3. Report on 20 Service Projects

4. Camping Trip Dates are May 23rd - 26th.

The dates were changed due to transportation restraints. The students have raised \$859.50, but will probably need additional funds.

5. Integrated Science Test Information

Five KCS students took the high school science test; all five were in the top 10 and three were in the top five throughout the district.

D. Staff Representative Report

1. 2nd Annual Food Drive

Students are collecting canned food for the KCS food drive. The food donations support the Salvation Army and the Day Shelter. First Bank matches money based on food donations to support the Ketchikan Robotic Program.

2. 1st Grade Contribution to the Food Drive

The first grade is giving up cooking projects on Fridays in order to use the money to purchase food for the food drive.

3. Robotics

The robots have arrived and the students are excited about using them next year.

4. Student Teacher

Maggey Baca will be student teaching under D. Hewitt next year.

5. 4th Graders

Students will be attending the Lumberjack show on 5/9 and will be visiting the KDN and the Discovery Center on 5/24.

6. Middle School Play

The students have written the script and are practicing for the Chinese folk tale play, "Journey to the West." Art students are making the backdrop. The play will be presented to the school on 5/22 and again at the Core Knowledge Fair.

7. AimsWeb

Testing will take place next week.

V. New Business

A. Elect APC Officers (President, VP, and Treasurer)

New and re-elected members were sworn in to the APC. Members were elected as follows: N. Boor as president, E. Brooks as vice president, and V. Esposito as treasurer.

MOTION to approve N. Boor as president, E. Brooks as vice president, and V. Esposito as treasurer.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Craig		x	x			
Esposito			x			
Kahle	x		x			
Micheri			x			
Montero						x

B. Cookie Dough Fundraiser Purpose

Funds will be used on the beautification of the playground.

C. End of Year BBQ

APC members volunteered to bring cookies. Potato salad and condiments will be purchased.

MOTION to approve up to \$200 for the End of the School B-B-Q.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks			x			
Craig	x		x			
Esposito						(absent at this time)
Kahle			x			
Micheri		x	x			
Montero						x

D. APC Summer Schedule

Meetings will be 5/24, 6/14, 7/26, and work session on 8/18.

E. Appreciation Dinner on May 4th

F. Funds for Student Camping Trip

MOTION to approve up to \$600 for the camping trip.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor	x		x			
Brooks			x			
Craig		x	x			
Esposito						(absent at this time)
Kahle			x			
Micheri			x			
Montero						x

VI. Old Business

A. Letter to Superintendent Boyle regarding the Code of Conduct

B. Add PBIS Language to Policy/Parent-Student Handbook

MOTION to approve PBIS addition to the KCS Policy/Parent-Student Handbook.

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor	x		x			
Brooks			x			
Craig			x			
Esposito			x			
Kahle		x	x			
Micheri			x			
Montero						x

C. Update on Legal Counsel

Per legal advice from Scott Brandt-Erickson, school rent should be paid by square footage. It was recommended that KCS consult with the District. The district is currently not following state regulations on this issue. V. Esposito suggested writing a letter to the superintendent and school board regarding KCS concerns about expenses and funding allocations.

D. Commitment to Blueberry Festival

It was tabled until the next meeting.

E. Communication with District Office Regarding Meeting with School Board

TSAS will be meeting with the school board on 5/11. They would also like to meet with the APC concerning building issues.

VII. Public Citizen Remarks

A. Grading Scale

The KCS grading scale is now accurately represented on PowerSchool.

VIII. APC Member Comments

A. N. Boor welcomed C. Micheri and thanked V. Esposito for his work on the budget.

IX. Adjournment: 7:46 P.M.



Superintendent of the KGBSD
Robert Boyle, Superintendent
333 Schoenbar Road
Ketchikan, AK 99901
phone 907-247-2109; fax 907-247-3820
Robert.Boyle@k21schools.org

Julie McFarland, Ketchikan Charter School Principal
333 Schoenbar Rd.
Ketchikan, AK 99901

February 13, 2018

Ketchikan Charter School, Academic Policy Committee Carry Over Amounts

Ketchikan Charter School is permitted to carry over funds from one fiscal year to the next. The ability to carry over funds is detailed on page 2 of the Ketchikan Gateway Borough School Board and Ketchikan Charter School Memorandum of Agreement. The amount permitted is defined as the amount the Borough will permit the District to carry over. That amount is limited to 5% annually.

The District has permitted Ketchikan Charter School to exceed that amount for several years based on the District not being penalized by the Borough in our carry over account. During the FY18 school year the District exceeded the 5% limitation imposed by the Borough, and was required to turn over \$809,687 to the Borough.

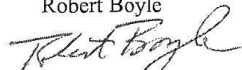
The District permitted Ketchikan Charter School to carry over 15.28%, or \$240,964. The Ketchikan Charter School budget in FY18 is \$1,576,551. The carry over should be limited to \$78,827.

Of the \$809,687 paid to the Borough by the District, the excess held by the Ketchikan Charter School ($\$240,964 - \$78,827 = \$162,137$) was a penalty paid by the District.

This is notice to Ketchikan Charter School, which was agreed to when Ketchikan Charter School was first permitted to exceed the limit in the contracted agreement, that it will not be permitted to carry over more than 5%.

Thank-you,

Robert Boyle



Superintendent



**Ketchikan Charter School
Academic Policy Committee
August 18, 2018 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 9:15 A.M.

Attending APC Members: Nia Boor, Eryn Brooks,
Rhea Kahle, Kourtney Micheli, Ken Montero,

KCS Administrator: Julie McFarland

KCS Staff Representative: Kayla Livingston

Guests: N/A

Bookkeeper: Absent

II. Consent Agenda

A. Change APC Meeting Day to Tuesdays until January, 2019.

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks	x		x			
Craig						x
Kahle				x		
Micheli		x	x			
Montero			x			

III. Public Citizen Remarks-N/A

IV. Reports

A. APC Member Report

1. Blueberry Festival

Thanks to all the volunteers who helped with the fundraiser at the Blueberry Festival. A total of \$1440 was made.

B. Treasurer's Report

There is currently \$67,501.20 in the budget.

C. Principal's Report

1. Back to School Open House

Possible dates are 8/30, 8/31, or 9/6. The event will take place between 5:30-6:30 and left over burgers will be served. J. McFarland will talk to staff to determine date.

2. Admin Meeting

KCS had the least absenteeism by staff and students.

D. Staff Representative Report

1. School Year Preparations

- a. Teachers are getting ready for the new school year.
- b. The middle school looks great with new walls.
- c. Have hired good support staff.
- d. There are four excellent prospects for counseling position.
- e. M. Neufeld is excited about cooking with her students.
- f. The new Chromebooks have arrived and are ready for disbursement.
- g. Bulletin boards are being put up by student teacher.

V. Work Session

A. APC Policy Goals Review

It was decided to review goals three times a year in January, August, and November. The APC will review Appendix AA on goals. The PBIS and KOI teams are in place to set new and continuing goals.

B. Goal Setting Work Session

APC goals will be combined to reflect the achievement and processes of current STEPP goals. The committee will meet monthly and finalize goals by November.

C. Review KCS Operating Budget

The budget will be finalized after final student count is available, and MOA proceedings take place.

D. Review Principal Goals

The goal is that items on the principal evaluation form will be marked as proficient or better.

E. Review Principal Evaluation Tool

- 1. E. Brooks will edit staff input form to include the above standard 6.
- 2. Change "Not Demonstrated" to "Not Viewed/Witnessed"
- 3. Add "Comments" after each standard. Comments must be entered for any rating other than "Proficient" or "Not Viewed/Witnessed."

VI. Public Citizen Remarks-N/A

VII. APC Member Comments

- A. K. Micheli asked about applicants to the APC when she was elected.
- B. Blueberry Festival
 1. \$171 of allotted \$200 was used.
 2. There are enough straws and cups for next year and enough syrup for one to two years.
 3. Three coolers will be needed. They are currently on sale at Tongass.
 4. A new drink cooler with non-button spigot for a hand washing station is also needed.
- C. Next APC Meeting will be 9/4/18.

VIII. Adjournment: 12:58 P.M.



Ketchikan Charter School
Academic Policy Committee
December 4, 2018 at KCS

Informational Work Session (No Quorum)

I. Call to Order: 6:00 P.M.

Attending APC Members: Eryn Brooks, Rhea Kahle, Kourtney Micheli

KCS Administrator: Julie McFarland

KCS Staff Representative: Kayla Livingston

Guests: Erin Henderson

Bookkeeper: Jessie Embree

II. Consent Agenda

A. N/A

III. Public Citizen Remarks

A.

Open Board Positions:

R. Kahle relayed that she contacted Amber Raber, she declined because of family commitments.

E. Brooks contacted Laryssa Gear. She is already committed to teaching classes on Tuesdays but she is going to talk to her husband.

J. Embree contacted Karen Stafford and she declined at this time because she is traveling a lot with her new job position at Community Connections.

IV. Reports

A. APC Member Report

N/A

B. Treasurer's Report

Vicki Wallace emailed report on November 14th

C. Principal's Report

1. Presentation from M. Fitts, KCS Counselor

Initially, M. Fitts went into each classroom to introduce herself and begin the process of building relationships.

She is currently leading a 6th grade female group, meeting weekly for the past seven weeks. The focus has been on friendship, kindness, getting along with others, The Golden Rule, and how to treat others.

She is also leading an 8th grade boys group with a career focus and getting them to look at their future.

M. Fitts is working to provide individual students services and interventions. Thirty-six students are currently on her case load and she is working towards lowering these numbers.

She also expressed a priority of hers is to assist the office staff with student office referral's. and assisting with difficult student behaviors.

Finally, Marie stated that she enjoys working with all the staff at KCS.

Both J. McFarland and K. Livingston added positive comments of having M. Fitts in the counseling position.

2. J. McFarland presented a Kindergarten report for B. King.

She provided work samples that included sight words, phonograms, word wizards, journal writing, books that they are reading, and left to right tracking all in reading. In Math, Kindergarten is currently working on Topic 8, Lesson 10 entitled, "Continues to Find the missing Part of 10".

Core Knowledge Teacher Anthologies:

- Nursery Rhymes & Fables
- The Five Senses
- Stories
- Plants
- Farms
- Native Americans
- Kings & Queens
- Seasons & Weather
- Columbus & the Pilgrims
- Colonial Towns & Townspeople

- Taking Care of the Earth
- Presidents & American Symbols

Some of the other things that Kindergarten is doing are reading buddies with 5th grade, lunch, recess, music, art, P.E., library, field trips, playtime, and much more!

3. J. McFarland communicated that J. Embree agreed to temporarily fill in as the APC board bookkeeper. She added that she has not found any other KCS staff for the position and asked the board to consider including this duty in one of the APC board positions.

4. Winter Concerts

KCS Band/Choir Winter Concert were well attended and J. Cron (KCS Music Teacher) did a wonderful job as always to make this event a success.

5. Spring Event Preparation

J. McFarland spoke with a staff member from TSAS and came to understand that the reason that TSAS cannot give flexibility on Fridays is because TSAS's Friday enrichment programs vary from trimester to trimester and they don't have them planned out in advance.

J. Cron has looked into booking the Kayhi Auditorium, KCS put in a request for May 17th, and it has been reserved. This reservation will more than likely be used for the end of the year band & choir concert.

E. Henderson mentioned that we need to also consider planning for the 8th grade graduation and J. McFarland said that we have our building space for that event.

Middle School Play – E. Henderson presented that H. Kenoyer and herself are planning a puppet theater production that will be simple props and portable theaters. It has not been decided where the production will be but many ideas are being looked into. This production will tentatively focus on three styles/traditions of puppet storytelling—European, Southeast Asian, and Northwest Coast Native American. She then expressed that they are still in the planning stages but are excited to incorporate this into the middle schools Art & Drama program this spring.

D. Staff Representative Report

4th grades Medieval Feast was held last week at the Rec Center and everything went well and it was a successful event.

The annual KCS Spelling Bee will be held on January 15th

Upcoming testing & dates

Rti - AimsWeb Winter Benchmark, Week of January 22nd

NAP – 4th & 8th Grade on February 5th

V. New Business

A. APC Application Review

Falin Reeve submitted an application to be considered for a position on the APC board. J. McFarland read the written portion of application aloud for the board to consider. E. Brooks stated the board will vote on this applicant at the next scheduled meeting.

B. APC President Discussion

Table Discussion (no quorum)

C. inter staff party at Jeremiah's, would the APC like to

D. Principal Evaluation

E. Brooks said that she is collecting evaluations and will have them for review at the next meeting.

VI. Old Business

A. MOA Report

E. Brooks & J. McFarland attended the most recent district committee meeting. J. McFarland along with others expressed concerns of the language, specifically related to SPED funds and its potential liability. The concerns were noted and the document will be presented for the school board to review at their upcoming meeting.

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

N/A

IX. Adjournment: 6:42 P.M.



**Ketchikan Charter School
Academic Policy Committee
November 19, 2019 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:04 P.M.

Attending APC Members: Eryn Brooks, Haley Kantor, Kourtney Micheli, Ken Montero

Absent APC Members: Falene Reeve, Charley Murray-Young, Kelly Grimes

KCS Administrator: Kayla Livingston

KCS Staff Representative: Joelle Gefre

Guests: Becky King

Bookkeeper: Eryn Brooks

II. Consent Agenda

A. Consent of November 5, 2019 Meeting Minutes (As Is)

1. MOTION to approve the Consent Agenda (As Is) - Approved

Member	Motion	Second	Aye	Nay	Abstain	Absent
Brooks			X			
Kantor	X		X			
Micheli		X	X			
Montero			X			
Reeve						X
Grimes						X
Murray-Young						X

III. Public Citizen Remarks

N/A

IV. Reports

A. Informational, APC Member Report:

1. C Murray-Young sent an email about increasing parent involvement through Project Appleseed.
2. F Reeve sent an email about taking care of shared gym space before working on outside projects/beautification

B. Informational, Treasurer's Report:

1. District reports were sent out earlier this month. - K Livingston will forward.

C. Principal's Report

1. ALICE Training - adopted now that KGBSD has adopted it as part of the strategic plan of safety.
2. Buzz in system - KGBSD will put in all schools with district funds. - no timeline as of yet.
3. Robotics Tournament - Report given
4. Literacy Night - November 21.
5. KCS students are announcing Good Morning in several languages during the morning announcements. Japanese is being taught in the MS this trimester.

6. Website - Approved APC Meeting Minutes are being automatically uploaded and we are in the process of getting the approved agendas to upload automatically. Jessie Embree is getting additional training for updating the website.

D. Staff Representative Report

E Henderson is doing story projects focusing creative writing projects on historical fiction. She will be in contact with Teresa Varnell for additional cultural resources.

The Sunshine Committee requested up to \$350 for appetizers for the staff holiday party at Jeramiah’s on December 19th.

1. MOTION to approve up to \$350 for the Sunshine Committee holiday party - Approved

Member	Motion	Second	Aye	Nay	Abstain	Absent
Brooks			X			
Kantor		X	X			
Micheli	X		X			
Montero			X			
Reeve						X
Grimes						X
Murray-Young						X

I. New Business

A. N/A

II. Old Business

A. Grading Expectations: - updated policy

1. MOTION to approve publishing the updated Grading Expectations in the policy manual - Approved

Member	Motion	Second	Aye	Nay	Abstain	Absent
Brooks			X			
Kantor	X		X			
Micheli		X	X			
Montero			X			
Reeve						X
Grimes						X
Murray-Young						X

III. Public Citizen Remarks

N/A

IV. APC Member Comments

N/A

V. Adjournment: 6:40 P.M.

Ketchikan Charter School Academic Policy Committee Work Session

August 15, 2020 MINUTES of Work Session

I. Call to Order: 9:11am

Attending APC Members: Eryn Brooks, Haley Kantor, Kourtney Micheli, Charley Murray-Young, Brooke Ratzat

Absent APC Members: Ken Montero KCS Administrator: Kayla Livingston KCS Staff

Representative: None Guests: None

Bookkeeper: C.MY

II. Consent Agenda: N/A

III. Public Citizen Remarks

N/A

IV. Reports

N/A

V. New Business - Worked with original Bylaws and most current handbook to update policies, handbook and bylaws.

1. Academic Board Policy Review
2. Bylaws Review
3. Handbook updates
4. Parent Meetings - tbd, possibly have multiple meetings

VI. Old Business

N/A

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

1. K. Micheli shared fundraising ideas with Pacific Printing.
2. Further fundraising ideas to be discussed at next meeting

IX. Adjournment: 1:56pm

Ketchikan Charter School Academic Policy Committee Work Session

August 15, 2020 MINUTES of Work Session

I. Call to Order: 9:11am

Attending APC Members: Eryn Brooks, Haley Kantor, Kourtney Micheli, Charley Murray-Young, Brooke Ratzat

Absent APC Members: Ken Montero KCS Administrator: Kayla Livingston KCS Staff

Representative: None Guests: None

Bookkeeper: C.MY

- II. Consent Agenda: N/A
- III. Public Citizen Remarks

N/A

- IV. Reports

N/A

V. New Business - Worked with original Bylaws and most current handbook to update policies, handbook and bylaws.

- 1. Academic Board Policy Review
- 2. Bylaws Review
- 3. Handbook updates
- 4. Parent Meetings - tbd, possibly have multiple meetings

- VI. Old Business

N/A

- VII. Public Citizen Remarks

N/A

- VIII. APC Member Comments

- 1. K. Micheli shared fundraising ideas with Pacific Printing.
- 2. Further fundraising ideas to be discussed at next meeting

- IX. Adjournment: 1:56pm

Ketchikan Charter School Academic Policy Committee

October 20, 2020

MINUTES of REGULAR MEETING as Amended

- I. Call to Order: 6:02pm

Attending APC Members: Eryn Brooks (via Zoom), Haley Kantor, Kourtney Micheli, Ken Montero, Brooke Ratzat

Absent APC Members: Charley Murray-Young

KCS Administrator: Kayla Livingston

KCS Staff Representative: Joelle Gefre

Guests: Katie Parrott, Beth Lougee (6:15pm arrival) Bookkeeper: Eryn Brooks

- II. Consent Agenda

A. Consent of October 6, 2020 Meeting Minutes

- 1. MOTION to approve the Consent Agenda As is - Approved

Member	Motion	Second	Aye	Nay	Abstain	Absent
Brooks			X			
Kantor			X			
Micheli	X		X			
Montero			X			
Murray-Young						X
Ratzat		X	X			

- III. Public Citizen Remarks

APC member B Ratzat brought forward a concern from a second grader regarding the tires on the playground climbing structure. Directed to contact KGB Public Works.

IV. Reports

A. Informational, APC Member Report: N/A

B. Informational, Treasurer’s Report

1. APC Funds - Checking \$23,546.67 CD’s \$46,346.79 Total \$69,893.46
2. District Budget - handout in meeting packet. APC will review and will discuss at the next meeting.

C. Principal’s Report

1. Parent Teacher Conferences - last Wednesday and Thursday, parents had the option to attend in person, via zoom or over the phone. Overall they were well attended. Teachers handed out APC applications to parents, no responses as of yet.
2. Update to Alaska Mandate 10 - handout in meeting packet.
3. Pajama Day - planned for October 30th in lieu of Halloween costumes.
4. Safety Committee - the district has a safety committee and is requesting 2 KCS staff members as representatives. K Livingston opened the invitation up to APC members.
5. Staffing - still 2 staff members short from what we requested at the beginning of the year. Volunteers are helping with playground duty, there have been no subs available.

D. Staff Representative Report

Parent Teacher Conferences went well. All but one 5th grade parent had contact for conferences. At the middle school there were a couple of times where parents had to wait to see teachers, however they were able to stay spread out without any issues.

V. New Business

A. Policy Manual Changes

1. MOTION to approve the Policy Manual with Proposed Changes - Approved

Member	Motion	Second	Aye	Nay	Abstain	Absent
Brooks			X			
Kantor			X			
Micheli	X		X			
Montero			X			
Murray-Young						X
Ratzat		X	X			

B. Principal Survey

Attached as reference for the APC’s goal of doing a mid-year evaluation on the principal. E Brooks will use as a guide to pair down the current principal evaluation tool for the APC to review before sending out to staff.

VI. Old Business

A. Fundraising

Discussed: Moving forward with basic logo for spirit wear fundraising, add the possibility of yard signs and stickers - all on one form for parents to order off of. Later in the year we can add the art project spirit wear to the order forms.

Asked K Parrott about the ability to add a donate button to our website. She will look into the logistics of adding such a button.

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

K Micheli asked about the masks that were ordered for the students. K Livingston said she was waiting for the final masks to be delivered and will be dividing them into classrooms and the teachers will hand them out.

IX. Adjournment: 6:47pm

Appendix D Work Session Minutes

Academic Policy Committee Meeting

410 Schoenle Road
 Ketchikan, AK 99901
 TEL: (907) 225-6968
 FAX: (907) 243-8968
 Web: www.ketchikancharterchool.org

Work Session Minutes

September 3, 2015

Meeting called to order at:	6:00 P.M.	Administrator	Julie Espinosa
Meeting adjourned at:	7:45 P.M.	Parent Representatives	Megan Beardley
President	Adam Archibald		Lindsay Duckworth
Vice President	Ehea Kahle		Daryl Esterling
Note Taker	Chandra Oshima		Victor Esposito
Teacher Representative	Erin Henderson	Community Rep.	Ken Montero
Attendance:	All present, except M. Beardley and K. Montero	Guests:	Becky King, Kayla Livingston

Public Comment	Presenter Name:	Subject:
N/A		

Work Session	Topic:	
<ol style="list-style-type: none"> Updated Vision and Mission Statements: The statements that were updated at the August APC training were reviewed. Flow Chart: The creation of a flow chart was discussed. Reviewing APC Policy: Sections 3, 4, 7 & 8 of the APC policy were reviewed and discussed. Upcoming Events: <ul style="list-style-type: none"> Ice Cream Social, Sept. 9, 5:00-5:30 p.m. Open House, Sept. 9, 5:30-7:00 p.m. Parent-Teacher Conferences, Oct. 21-22 		
Action Items:	Person Responsible:	Deadline:

Unfinished Business		
N/A		
Action Items by Item Number:	Person Responsible:	Deadline:



New Business

- 1. A **Motion** to extend the meeting by 30 minutes was made by A. Archibald, seconded and approved.
- 2. Approve Funds for Ice Cream Social: A **Motion** to approve funds not to exceed \$300 for the 9/9/15 Ice Cream Social was made by V. Esposito, seconded and approved.
- 3. A & P Receipts: Hazel Jones is in charge of collecting the receipts.

Action Items by Item Number:	Person Responsible:	Deadline:

Public Comment	Presenter Name: K. Livingston	Subject: 8 th Grade Math
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- 1. K. Livingston reported that 8th grade Math includes both 8th grade math and algebra in her math classes.

APC Member Comments

N/A

New Agenda Items

N/A

Meeting Adjourned

Meeting adjourned at 7:45 P.M. by A. Archibald and approved by all present.

cko



**Ketchikan Charter School
Academic Policy Committee
September 15, 2016 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 6:02 P.M.

**Attending APC Members: Adam Archibald, Nia Boor,
Rhea Kahle, Ken Montero, Lorina Ofgalilo**

KCS Administrator: Julie Espinosa

KCS Staff Representative: Erin Henderson

Guests: Becky King, Kayla Livingston

Bookkeeper: Chandra Oshima

II. Consent Agenda

A. Consent of 7/7/2016 Meeting Minutes

B. Consent of 10/6 & 10/20 APC Meeting Dates

C. Consent of 10/20/16, 8a.m.-7p.m., Parent-Teacher Conference Date

D. Approve 8.3 Policy Revision- Clarification of Policy

E. Approve 8.11 Policy Revision- Language Update as Amended

F. Approve 8.13 Policy Revision- Language Update

G. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Archibald			x			
Boor	x		x			
Esposito						x
Kahle			x			
Lively						x
Montero			x			
Ofgalilo		x	x			

III. Public Citizen Remarks

A. N. Boor mentioned that a parent talked to her about her concern seeing children unsupervised outside the school before 7:30a.m. Students who are attending breakfast are expected to remain in the school until the playground opens at 7:30a.m.

IV. Reports

A. APC Member Report

1. KCS attended the welcome event for new USCG families on Sept. 9th.

B. Treasurer's Report

1. Not present

C. Principal's Report

1. Earthquake Van

Due to a late arrival in Ketchikan, the van was not able to visit KCS, but will be at the Mall on 9/24 for anyone interested.

2. Practicum Assignment

D. Hewitt will be overseeing a student teacher during mornings this fall.

3. KCS Presentation to School Board on 10/26

4. AIMS Web testing Report

Most testing is complete. K and 1st grade students continue testing through this week, and because there were a few glitches in the 2nd and 3rd grade computer testing, they will continue with testing next week.

D. Staff Representative Report

1. Battle of the Books

Students have begun to prepare for the event.

2. Homework Clubs

- a. D. Hewitt has begun a 4th grade homework club after school.
- b. J. Hanchet has begun a homework club for her E.L.L. students.
- c. B. King has begun a homework club on Tuesdays for students of Judo.

V. Old Business

A. Review APC Policy 8.15, 8.16, 9.3, 9.4 Language Update

B. KCS Goals Reviewed

C. STEPP Goals

The STEPP committee met and chose several goals to use at KCS this year. These goals will be added to the KCS goals listing in the appendix of the KCS policy.

VI. New Business

N/A

VII. Public Citizen Remarks

A. Algebra

Students doing Algebra started this week. J. Espinosa is working to make sure that they get high school credit for this course.

VIII. APC Member Comments

A. APC Member Absences

A. Archibald will contact those members short in attendance.

IX. Adjournment: 7: 17 P.M.

Unofficial: cko



**Ketchikan Charter School
Academic Policy Committee
August 26, 2017
Saturday Work Session
9 a.m. – 1 p.m.**

AGENDA

(NOTE: The APC may elect to re-order the agenda as needed.)

1. Call to Order 9:21 am

**Attending APC Members: Nia Boor, Eryn Brooks, Rhea Kahle,
Victor Esposito, Stephanie Lively,
Ken Montero**

KCS Administrator: Julie McFarland

KCS Staff Representative:

Guests: Kayla Livingston, Brian Craig

2. Consent Agenda - N/A

3. Public Citizen Remarks

4. Reports

- a. Informational, APC Member's Report - N/A**
- b. Informational, Treasurer's Report - N/A**
- c. Informational, Principal's Report - N/A**
- d. Informational, Staff Representative's Report - N/A**

5. New Business

- a. Policy Review – 2017-18 Policies & Procedures Manual provided to everyone. Sections 1 through 3, 8 and 4 were reviewed some editing was done. J. McFarland will make editing changes to Manual.**
- b. Budget Policy – Sec 4 reviewed and discussed.**
- c. School Promotion – Discussion about making a list of talking points for the Borough and School Board.**
- d. 20th Anniversary of KCS – R. Kahle shared KCS 10 year anniversary t-shirt.**
- e. House Keeping**
 - 1. ELL Update - postponed**
 - 2. AK Charter School Academy – Dates moved from Jan 2018 to Oct. 13 & 14, 2017.**



**Ketchikan Charter School
Academic Policy Committee
August 18, 2018 at KCS**

MINUTES of REGULAR MEETING

I. Call to Order: 9:15 A.M.

Attending APC Members: Nia Boor, Eryn Brooks,
Rhea Kahle, Kourtney Micheli, Ken Montero,

KCS Administrator: Julie McFarland

KCS Staff Representative: Kayla Livingston

Guests: N/A

Bookkeeper: Absent

II. Consent Agenda

A. Change APC Meeting Day to Tuesdays until January, 2019.

B. MOTION to approve the Consent Agenda

Member	Motion	Second	Aye	Nay	Abstain	Absent
Boor			x			
Brooks	x		x			
Craig						x
Kahle				x		
Micheli		x	x			
Montero			x			

III. Public Citizen Remarks-N/A

IV. Reports

A. APC Member Report

1. Blueberry Festival

Thanks to all the volunteers who helped with the fundraiser at the Blueberry Festival. A total of \$1440 was made.

B. Treasurer's Report

There is currently \$67,501.20 in the budget.

C. Principal's Report

1. Back to School Open House

Possible dates are 8/30, 8/31, or 9/6. The event will take place between 5:30-6:30 and left over burgers will be served. J. McFarland will talk to staff to determine date.

2. Admin Meeting

KCS had the least absenteeism by staff and students.

D. Staff Representative Report

1. School Year Preparations

- a. Teachers are getting ready for the new school year.
- b. The middle school looks great with new walls.
- c. Have hired good support staff.
- d. There are four excellent prospects for counseling position.
- e. M. Neufeld is excited about cooking with her students.
- f. The new Chromebooks have arrived and are ready for disbursement.
- g. Bulletin boards are being put up by student teacher.

V. Work Session

A. APC Policy Goals Review

It was decided to review goals three times a year in January, August, and November. The APC will review Appendix AA on goals. The PBIS and KOI teams are in place to set new and continuing goals.

B. Goal Setting Work Session

APC goals will be combined to reflect the achievement and processes of current STEPP goals. The committee will meet monthly and finalize goals by November.

C. Review KCS Operating Budget

The budget will be finalized after final student count is available, and MOA proceedings take place.

D. Review Principal Goals

The goal is that items on the principal evaluation form will be marked as proficient or better.

E. Review Principal Evaluation Tool

- 1. E. Brooks will edit staff input form to include the above standard 6.
- 2. Change "Not Demonstrated" to "Not Viewed/Witnessed"
- 3. Add "Comments" after each standard. Comments must be entered for any rating other than "Proficient" or "Not Viewed/Witnessed."

VI. Public Citizen Remarks-N/A

VII. APC Member Comments

- A. K. Micheli asked about applicants to the APC when she was elected.
- B. Blueberry Festival
 1. \$171 of allotted \$200 was used.
 2. There are enough straws and cups for next year and enough syrup for one to two years.
 3. Three coolers will be needed. They are currently on sale at Tongass.
 4. A new drink cooler with non-button spigot for a hand washing station is also needed.
- C. Next APC Meeting will be 9/4/18.

VIII. Adjournment: 12:58 P.M.

August 15, 2020

MINUTES of Work Session

I. Call to Order: 9:11am

Attending APC Members: Eryn Brooks, Haley Kantor, Kourtney Micheli, Charley Murray-Young, Brooke Ratzat

Absent APC Members: Ken Montero

KCS Administrator: Kayla Livingston

KCS Staff Representative: None

Guests: None

Bookkeeper: C.MY

II. Consent Agenda: N/A

III. Public Citizen Remarks

N/A

IV. Reports

N/A

V. New Business - Worked with original Bylaws and most current handbook to update policies, handbook and bylaws.

- a. Academic Board Policy Review
- b. Bylaws Review
- c. Handbook updates
- d. Parent Meetings - tbd, possibly have multiple meetings

VI. Old Business

N/A

VII. Public Citizen Remarks

N/A

VIII. APC Member Comments

- A. K. Micheli shared fundraising ideas with Pacific Printing.
- B. Further fundraising ideas to be discussed at next meeting

IX. Adjournment: 1:56pm



**Ketchikan Charter School
Academic Policy Committee
8/21/2021**

MINUTES of Worksession

I. Call to Order: 9:00a.m.

Attending APC Members: Eryn Brooks, Kourtney Micheli, Owen Lee, Haley Kantor

Absent APC Members: Brooke Ratzat, Rebecca Leach

KCS Administrator: Kayla Livingston

KCS Staff Representative: Absent

Guests: Shane Scamahorn & Nannette Scamahorn

Bookkeeper: Eryn Brooks

II. Public Citizen Remarks
N/A

III. Reports

A. Principal's Report:

1. **Tour of KCS Main Building (grades 3-8)**
2. **Tour of KCS Annex Building (grades PreK-2)**

IV. New Business

A. Worksession: Charter Application

V. Public Citizen Remarks:
N/A

VI. Adjournment: 11:30a.m.

Appendix E Policy Manual

KETCHIKAN CHARTER SCHOOL



Academic Policy Committee Policies and Procedures Manual

2021-2022

Section 1 – Creative Authority

- 1.1 Welcome
- 1.2 Background Information
 - 1.2.1 Core Knowledge
 - 1.2.2 PBIS
- 1.3 Organization Flow Chart
- 1.4 Introductory Statement
- 1.5 Management of the Manual
 - 1.5.1 Development of Policy
 - 1.5.2 How to Change/Amend Policy
- 1.6 Charter Contract
- 1.7 Bylaws

Section 2 – The School

- 2.1 Visions and Mission Statement
- 2.2 Goals of KCS
- 2.3 Achievement Levels and Specific Goals

Section 3 – Governance

- 3.1 Governing Board
 - 3.1.1 Purpose
- 3.2 APC Organization
- 3.3 Duties of APC Members
 - 3.3.1 President
 - 3.3.2 Vice President
 - 3.3.3 Treasurer
 - 3.3.4 Parent/Guardian Member
 - 3.3.5 Parent/Community Member
 - 3.3.6 Teacher
 - 3.3.7 Administrator
- 3.4 Elections
- 3.5 Term of Office
- 3.6 Resignations and Removal of an APC Member
- 3.7 Vacancies
- 3.8 Code of Ethics
- 3.9 Decisions
- 3.10 APC Meetings
 - 3.10.1 Robert’s Rules of Order
 - 3.10.2 Open Meetings Act
 - 3.10.3 Minutes

3.10.4 Executive Session

Section 4 – Fiscal Management

- 4.1 General Fiscal Information
- 4.2 Cash Management – Petty Cash
- 4.3 Charter School Checking Account
- 4.4 Budget Development
 - 4.4.1 Revenue
 - 4.4.2 Expenses
 - 4.4.3 Function Codes
 - 4.4.4 Object Codes
- 4.5 Audit
- 4.6 Purchase Requisitions and Purchase Orders
- 4.7 Financial Reports to APC
- 4.8 Grants

Section 5 – Support Services

- 5.1 Transportation
- 5.2 Food Service
- 5.3 Care and Maintenance of Facilities
- 5.4 Special Education

Section 6 – Personnel

Section 7 – Instruction and Curriculum

- 7.1 Our Fundamental Approach
- 7.2 Curriculum Guidelines
- 7.3 Methods of Instruction
- 7.4 Assessments
- 7.5 Remediation
- 7.6 Grading System
- 7.7 Progress Notes
- 7.8 Report Cards
- 7.9 Special Education and ESL Services
- 7.10 Retention Policy
- 7.11 Professional Development Policy

Section 8 – Student Management

- 8.1 Admissions Policy
- 8.2 Enrollment
- 8.3 Attendance
- 8.4 Meals
- 8.5 Recess
- 8.6 Lost and Found

- 8.7 School Supplies
- 8.8 Performance Records
- 8.9 Office Hours
- 8.10 Visitors
- 8.11 Discipline Policy

- 8.12 Child Abuse Reporting
- 8.13 Field Trips
- 8.14 Medication at School
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Section 9 – Parent/Guardian - Community Relations

- 9.1 Business Community Partnerships
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Appendices:

- (A) Achievement Levels and Specific Goals

Section 1. CREATIVE AUTHORITY

Sec. 1.1 WELCOME!

Welcome to Ketchikan Charter School (KCS)! We are glad to have you as a member of our team and look forward to working with you. We appreciate your interest in this School and the enthusiasm and talents you bring. We are committed to achieving the highest level of service for the families and students of KCS.

Sec. 1.2 BACKGROUND INFORMATION

KCS was founded by parents and guardians, with the support of concerned community members and administrators, who saw a need for an elementary school, which focused on academic excellence, parent/guardian input, accountability, and involvement. These became the foundation of our school and are so noted in the Goals. The focus of our school must always remain “What is best for students!” Although teachers work with students six hours each day during the school year, no one knows a child as well as his/her parents/guardians. No one is more concerned about a child’s success or failure – not only during the formative school years, but on through adulthood. For these reasons, it is our belief that for the educational process to truly be successful, teachers and parents/guardians have to work together. There must be a mutual respect

as we build partnerships on behalf of our children. For these reasons, the majority of the members of the governing board of this Charter School are parents/guardians. Parents/guardians have to have a controlling voice to ensure the needs of students as a whole and individually are being met.

Sec. 1.2.1 WHAT IS CORE KNOWLEDGE SEQUENCE?

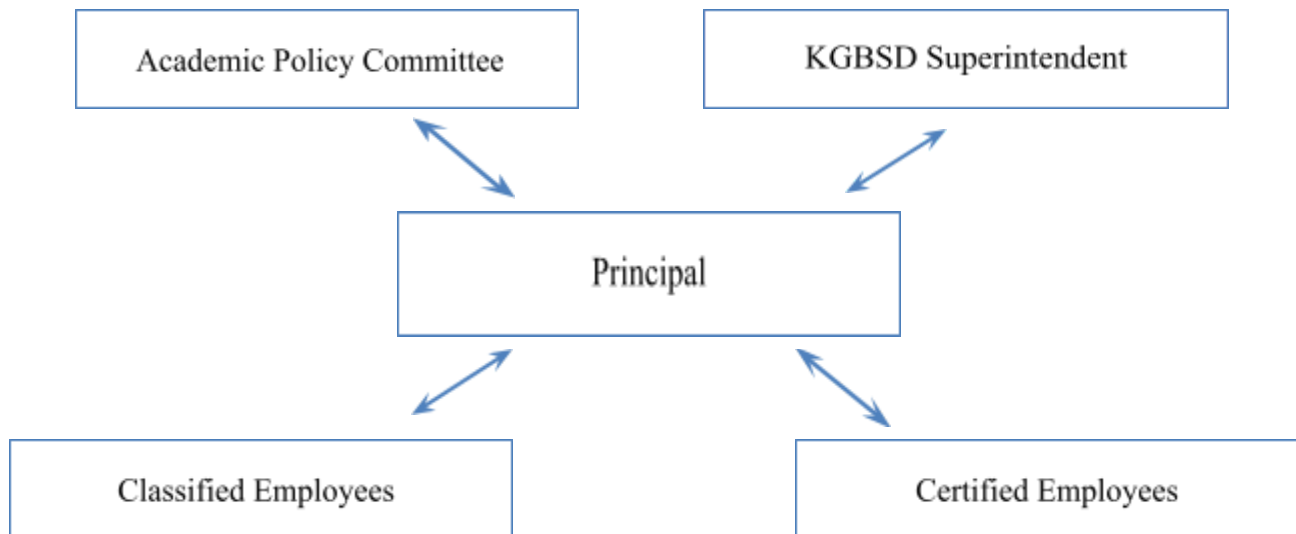
The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden, and deepen. The ultimate goal is to ensure all children are given access to the same knowledge base assuring later educational success.

The Core Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content taught consistently year after year. This core is organized to spiral through grade levels, becoming more sophisticated and detailed in each successive grade.

Sec. 1.2.2 PBIS (What is Positive Behavior Interventions and Support?)

It is a whole school approach to decreasing disruptive behaviors and increasing student success. It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. It is implemented in classroom and non-classroom settings. It is focused on creating and sustaining systems of support that improve lifestyle results for all students by making targeted behaviors less effective and desired behavior more functional.

Sec. 1.3 ORGANIZATIONAL FLOW CHART



Sec. 1.4 INTRODUCTORY STATEMENT

KCS Policy Manual is intended to provide guidelines and summary information about the school's general policies, procedures, benefits, and rules of conduct. It is especially geared to individuals serving on the APC governing body of KCS.

It is important you read, understand, and become familiar with the handbook and comply with these established standards. Please feel free to talk with other committee members and ask any questions at APC Meetings if you need additional information.

It is not possible to anticipate every situation that may arise in the school or provide information to answer every possible question. Because of this, the APC reserves the right to modify, supplement, rescind, or revise any policy or provision from time to time, with notice, as it deems necessary or appropriate, and within the guidelines of State law and the agreed contracts.

This manual merely presents school policies, practices, and benefits and cannot, therefore, be construed as an employment contract or any other type of legal document.

If there is a conflict between the provisions, benefits, and policies in this handbook and those set forth in terms of a staff member's contract, the terms of the contract shall prevail.

All KCS official documents and notices are available at the office and where possible, online.

Sec. 1.5 MANAGEMENT OF THE MANUAL

Sec. 1.5.1 DEVELOPMENT OF POLICY

Policies for KCS are written and approved by the Academic Policy Committee (APC) and KCS parents/guardians. A member of the APC, KCS staff, or a parent/guardian of a student at KCS may suggest, encourage, write, or lobby for ideas of specific policies. A written policy must be addressed at an APC meeting for parent/guardian acceptance or rejection. A written copy of the policy will be available for parent/guardian perusal before the vote.

Sec. 1.5.2 HOW TO CHANGE/AMEND POLICIES/BYLAWS

Policies can be changed or amended by notifying KCS parents/guardians of the suggested change/amendment. A rationale for the change(s) must be included with the notification or discussed before voting for the change(s). A vote for the change(s) must be made at an APC meeting or by ballot after giving adequate notice of the vote.

Sec. 1.6 CHARTER CONTRACT – Available at KCS Office and on the website.

Sec. 1.7 BY-LAWS – Available at KCS Office and on the website

Section 2. THE SCHOOL

Sec. 2.1 VISION AND MISSION STATEMENTS

An organization’s vision and mission statements help clarify its purpose, assist the decision-making process, and build a sense of community. These statements embody the philosophy of the school.

Vision Statement

Ketchikan Charter School will create an educational environment where students achieve academic and personal excellence.

Mission Statement

Ketchikan Charter School, in cooperation with families, will foster opportunities for students to attain their highest academic and social potential.

Sec. 2.2 GOALS

THE GOALS OF KCS ARE:

- Increase parent/guardian involvement in the education of children
- Raise academic standards for students
- Incorporate a specific sequential curriculum in core subjects
- Increase the accountability of students, parents/guardians, teachers, and administrators

Sec. 2.3 ACHIEVEMENT LEVELS AND SPECIFIC GOALS – See Appendix A.

Ketchikan Charter School, through the Academic Policy Committee, will review goals every 3-5 years and evaluate progress annually.

SECTION 3. GOVERNANCE/BYLAWS

Sec. 3.1 GOVERNING BOARD

The Academic Policy Committee is the governing board of Ketchikan Charter School.

Sec. 3.1.1 PURPOSE

The purpose of the APC is to set the general direction and policy of the school, not manage it on a daily basis. The APC shall review the school’s charter, accountability plan, budget, financial reports, curriculum, and other significant documents. The APC should foster relationships with staff, the school community, and community at large. APC Members shall oversee and establish the educational and operational policies of KCS consistent with the vision and mission, to ensure that the school is an academic success, a viable organization, and faithful to the terms of its charter. Implementation of the policies and procedures, and daily operations are the responsibility of KCS’s Administrator.

Sec. 3.2 APC ORGANIZATION

The APC will consist of nine members:

- Seven parents/guardians of students currently enrolled at KCS or six parents/guardians and one community member.

- One will be a staff member; this position will be a non-voting member and will be in an advisory position only. (Selected by other currently employed staff of KCS.
- Administrator, this position will be a non-voting member and will be in an advisory position only.

The parent/guardian positions (7) must be filled by parents/guardians of students currently attending KCS with the possibility of one community member and may not be filled by KCS employees or their spouses. Staff members may hold only one position on the Committee in addition to the Administrator. The APC is accountable to the Ketchikan Gateway Borough School Board.

Sec. 3.3 DUTIES OF APC MEMBERS

APC members should attend all meetings and school events to show support and encouragement for our school, a high value for professionalism and success of the school is mandatory. The motivation for serving on the board will help facilitate the educational success of students.

Sec. 3.3.1 PRESIDENT

- The President shall preside at all meetings.
- The President serves as the liaison to the local school board and community.
- The President serves as the point person for communicating directives to the Administrator.
- The President serves as a primary signer for the checking account, purchase orders, and the contract with the School Board.
- The President works with the KCS Secretary and Administrator to develop the agenda.

Sec. 3.3.2 VICE PRESIDENT

- The Vice President shall have all the powers and perform all the duties of the President in the President's absence or disability.
- The Vice President shall organize and oversee elections to the APC board unless there is a direct conflict of interest, in which case, the President shall appoint another board member to oversee elections.
- The Vice President serves as a co-signer for the checking account and purchase orders.

Sec. 3.3.3 TREASURER

- The Treasurer works with the KGBSD Finance and the KCS Administrator to prepare an annual budget for approval.
- The Treasurer works with the KGBSD Finance and the KCS Administrator to adjust the Budget as necessary.
- The Treasurer provides a recap of the KGBSD budget monthly.
- The Treasurer provides a summary of the KCS funds to the APC monthly.

Sec.3.3.4 SECRETARY

- **The Secretary shall keep minutes of all the meetings of the APC.**
- **The Secretary shall attend the meetings of the APC and shall act as clerk thereof and record all the acts and votes and the minutes of all proceedings.**

Sec. 3.3.5 PARENT/GUARDIAN AND/OR COMMUNITY MEMBER

- A parent/guardian and/or community member performs other duties as may be assigned by the President or the APC.
- Sub committees:
 - Advertising/Media Contact
 - Fundraising
 - Parent/community liaison
- Sub committee subject to change based on the APC Goals.

Sec. 3.3.6 STAFF MEMBER

- The Staff Member acts as a liaison between the APC and the Staff of KCS to encourage cooperation and communication to accomplish the educational goals of KCS, this position is a non-voting member of the KCS governing board.
- The Staff Member brings questions, concerns, and comments of the Staff to the APC about school policy/procedure and/or educational matters.
- The Staff Member performs other duties as may be assigned by APC President.

Sec. 3.3.7 ADMINISTRATOR

- The Administrator position is a non-voting member of the APC governing board and acts as an advisor to the board.
- The Administrator offers leadership in all phases of the school program.
- The Administrator is an agent of the committee charged with carrying out committee policies and administering the school in accordance with them.
- The Administrator is responsible for the day-to-day operations of the School as well as other services and duties as assigned by the APC.
- The Administrator is responsible for the administration of the school in accordance with the policies, which the committee provides.
- The Administrator is responsible for the selection, appointment, and otherwise, control of all school employees serving under him/her, subject to the approval of the APC.
- The Administrator or designee shall maintain all records of the APC and is responsible for the effective management of these records.
- The Administrator or designee keeps minutes of all the meetings, compiles, and distributes all approved minutes.
- The Administrator or designee prepares and provides incoming APC members with an APC Manual.
- The Administrator will see that all notices are fully given in accordance with the provisions of the Bylaws, or as required by law.

- The Administrator provides a policy book so that governing decisions made over a period of years may be readily available to subsequent leaders and Administrators.
- The Administrator performs other duties as assigned by the President or APC.

Sec. 3.4 ELECTIONS

- Nominations will be opened at the first February APC meeting. It is agreed that all those nominated have agreed to serve.
- Elections of Committee Members will be held annually during the Spring Parent/Teacher Conferences in March.
- Elections will be open during the hours of parent/teacher conferences.
- Eligible voters shall include:
 1. Parents/guardians of all children currently attending KCS (each parent/guardian may cast a vote as an individual).
 2. Current KCS employees.
- Elections shall be conducted using secret ballots. Voters shall be required to sign a “Roster of Voters,” confirming their eligibility to vote. Each voter shall be allowed only one vote, regardless of the number of children attending KCS or the status of employment. Votes shall be tallied and publicized by a group of volunteers made up of eligible voters. Newly elected APC members shall assume office at the first APC meeting following the election. Officers will be nominated and voted into office.

Sec. 3.5 TERM OF OFFICE

APC members, other than the Administrator and Staff Member, shall hold office for a two-year term. Staff members will hold office for a term of one year. The Staff Member position will be reviewed annually and a member selected by the faculty for representation. Parent/Guardian APC members may be elected to two consecutive terms of office. After a period of one year off the APC, a person could be reconsidered for nomination to the APC. In the event when a parent/guardian cannot be filled, a 2 term parent/guardian may fill the position.

Sec. 3.6 RESIGNATION / REMOVAL

Any APC Committee member may resign at any time by giving written notice to the APC President or Secretary. Such resignation shall take effect at the time specified therein. Any APC member may be removed at any time, with just cause, by an affirmative vote of the majority of the remaining APC members. Whenever, in their judgment, the best interests of KCS are served by the removal. All parties have the right to be heard before the vote. The vote will take place at the next scheduled APC meeting. The Open Meetings Act will be followed.

Sec. 3.7 VACANCIES

In the event of dismissal or resignation from the APC, volunteers willing to serve the remainder of the term of any particular seat will be asked to apply. A candidate will be selected by majority vote of the APC using a secret ballot.

Sec. 3.8 CODE OF ETHICS

Expectations include a professional demeanor at all APC meetings. Issues being discussed shall not be personalized and directed toward any APC Member, Administrator, staff member, parent/guardian, or anyone else. Confidentiality is expected in all situations. APC members shall respect and listen to ideas being presented by other board members. APC members fulfilling their responsibilities shall be encouraged by other members.

When receiving criticisms from parents/guardians or other interested parties about administration, staff, or other APC members, the APC member shall direct the speaker to the Administrator, staff, or APC member whom the situation involves. APC members should refrain from speaking negatively about administration, staff, or other APC members to the school community or parties outside the school community.

Conflicts shall be resolved with the people with which it was created. APC members will commit to resolving conflict directly with each other, the administration, or the staff member and not share the conflict with anyone outside the conflict, including, but not limited to other parents/guardians, other staff members, School Board Members, the Superintendent, District employees, or the media.

APC members shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision and mission of KCS shall be the top priority for any APC member. Any APC member finding himself involved in an unresolvable conflict shall put the vision of the school first and step down from the board.

APC members will not question any decision made by the Administrator in any public arena. If an APC member questions a decision, he/she shall immediately take that concern or disagreement to the Administrator in a confidential and diplomatic format. Likewise, the Administrator shall agree to the same commitment. Respect for each other shall remain constant.

While at school, APC members shall be mindful of the different roles they play: parent/guardian, volunteer, APC member, etc. An APC member will not use their

position of authority while acting in their parent/guardian or volunteer roles. It is essential to foster positive relationships with the Administrator and staff on a personal level.

The vision and mission statements of KCS will serve to guide and direct the APC. The goal to continually improve, maintain integrity, serve KCS families, and ensure academic success for all students shall take precedence in all situations.

It is the intent of these BYLAWS to maintain public confidence. Committee members shall disclose any known potential conflicts of interest in writing to the Committee prior to the time set for voting on any transaction and shall not vote on the matter or attempt or influence the decisions of other Committee members in voting on the matter. The written disclosures will be

attached to the minutes of the meeting in which Committee action occurred relating to the matter disclosed.

Sec. 3.9 DECISIONS

APC members should carefully consider every vote made using informed judgment and common sense. When the APC has discussed and voted on a direction, policy, issue, etc, it is expected all APC members will be supportive of the decision and will help and encourage the implementation of the direction, etc.

Sec. 3.10 APC MEETINGS

The APC will meet no less than once a month to discuss school operations and hear reports. It is during these meetings that they examine operations, establish new policies, and review existing policies as needed. Parents/guardians, students, and staff at public discussion may offer requests, concerns, and information items during meetings. All regular meetings are open to the public. Meeting agendas are posted 24 hours in advance at the school and on the website.

Sec. 3.10.1 ROBERT'S RULES OF ORDER

All meetings may be conducted using a parliamentary procedure governed by Robert's Rules of Order as deemed necessary by the APC.

Robert's Rules of Order

Sec 3.10.2 OPEN MEETINGS ACT

Meetings (and subsequent record) of KCS are conducted in accordance with the Alaska Open Meeting Law. The following information is a summary of the key operational points of the law.

- **Meeting:** A gathering to discuss public business (in person, by telephone, electronically, or by other means of communication).
- **Open Meeting:** (e.g. held in public) Any meeting where a quorum or three or more board members where public business is discussed or formal action taken. Any member of the public who wishes can sit in.
- **Noticed Meeting:** Any meeting where a quorum is expected or an action to be taken.
- **Action cannot be taken without a quorum and a noticed meeting.** For KCS voting purposes a quorum shall consist of four (4) committee members.
- **Notice:** Must be posted in a designated spot no less than 24 hours before the meeting. Include the agenda where possible. Because of the "where possible" language in the law, late changes can be made to the posted agenda.

Sec. 3.10.3 MINUTES

- Must be taken at regular meetings and available for public inspection.
- Minutes shall be recorded "promptly."
- Minutes will be made available at the next regular scheduled meeting for the purpose of adoption.

- Minutes will be taken of all APC meetings in accordance with Alaska law.
- Upon approval by the APC, minutes from regular and work sessions will be
- While minutes of executive sessions are recorded, these minutes are not made available to the public.

Minutes will record:

- Kind of meeting (regular, special, executive)
- Name of the organization
- Date and place of meeting
- Presence of APC (or names of the substitutes)
- Time the meeting was called to order
- All adopted or defeated motions
- Name of the maker of the motions and name of person seconding the motions
- Names of all members giving reports
- Names of all those elected or appointed
- Adjournment time
- Dates minutes were approved or corrected

Minutes will not record:

- Withdrawn motions. It is as if the motion were never made
- Entire reports. Instead, the minutes will notate the name of the person giving the report, the group/position that the person represents (e.g. Fundraising Committee) and state that the report is attached to the minutes.

Sec. 3.10.4 EXECUTIVE SESSION

Executive Session: Everything must be done in open meeting except discussions that are covered by statute as executive session material. The Board cannot go into executive session just because they want to talk about something in private.

Please see Open Meetings Act, [AK Statues 44.62.310-312](#)

Minutes for Executive Session:

Must be taken in same manner as regular meetings. Minutes do not need to be verbatim but do need to cover the substance of the discussion. Approval of executive session minutes may occur in an executive session. Minutes of executive session are not open to the public unless the APC agrees to open them or is ordered to by a court. Executive minutes do not have to be taken when discussing an individual student. There is also an exception for consultations with attorneys. If the APC meets with an attorney, the attorney must sign a statement attached to the minutes of the regular meeting that the portion of the executive session for which minutes were not kept constitute a privileged attorney-client communication. The chair must also sign a similar statement.

Executive session minutes must be kept for 90 days. Executive session minutes can be discarded after 90 days.

Procedure to resolve into Executive Session:

Must announce the general topic that will be discussed in executive session and must be as detailed as possible without compromising the purpose of the executive session must reference the specific citation. The minutes of the regular meeting must state the general topic of discussion. The minutes of the regular meeting will not reflect the actual discussions that occurred in executive session. Vote by a majority to resolve into executive session. Note: Do not have to declare that a vote will be taken afterward.

Once in Executive Session:

- Must stick to the announced topic.
- Cannot take votes. If the Board wants to vote, then they must resolve issue(s) in executive session and take vote as part of the public meeting.
- Take minutes (not verbatim, but cover the substance of the meeting).

The chair attesting that the minutes accurately reflect the substance of the discussions must sign the minutes.

SECTION 4 FISCAL MANAGEMENT

Sec. 4.1 GENERAL FISCAL INFORMATION

KCS has agreed in their contact with the Ketchikan Gateway Borough School District (here after referred to as KGBSD or District), to work through the KGBSD Central Office, utilizing District fiscal management policies and procedures. All payroll, purchase requisitions, and purchase orders will be processed through Central Office, as will petty cash. KCS does have its own bank account at the bank the District utilizes for deposits from fundraisers, reimbursements, etc.

Revenues generated by the Average Daily Membership (ADM) count of KCS, based on a per pupil funding level, will be held by the KGBSD in their general operating fund. The District will pay purchase orders for KCS encumbrances up to the amount of KCS's approved budget.

The KCS Administrator, upon approval of the APC, may submit budget revisions to the KGBSD. KCS will request monthly reports of revenues and expenditures from the District's accounting office. Generally, accepted accounting principles will be followed in KCS's record keeping.

Sec. 4.2 CASH MANAGEMENT – PETTY CASH

The petty cash fund will be \$200.00

- Prior approval from the Administrator will be obtained before expenses will be reimbursed. Funds spent without Administrator approval may not be reimbursed.

- Only reimbursements with proof of receipts of \$100.00 or less will be reimbursed from petty cash.
- Larger reimbursements will be handled through a purchase requisition or by KCS check.

KCS Administrator or designee will

- Write a purchase requisition for the petty cash at the beginning of the school year. The requisition should be made out to KCS Secretary and cashed at the bank used by KCS.
- Be responsible for the petty cash.
- Reconcile the petty cash quarterly or when the fund is less than \$50.00
- Replenish the fund by issuing a purchase requisition with the expenses listed, coded and made payable to KCS Secretary.

Return any remaining petty cash to the KGBSD central Office at the end of the school year.

Sec. 4.3 CHARTER SCHOOL CHECKING ACCOUNT

- Signers of the KCS checking account are:
 - District's Business Manger
 - KCS Administrator
 - APC President
 - Vice President
- Two signatures will be required on all checks.
- Checks will be issued for invoices. Invoices must be attached to a purchase requisition and may not exceed \$200.00 without prior approval of the APC.
- The checkbook will be balanced monthly by KCS Administrator, and a report of the expenditures will be given by the Treasurer to the APC.
- Any funds raised by the school will be deposited into this account.
- These funds raised will be held over each year. They do not have to be spent in the year which they are earned.

Sec. 4.4 BUDGET DEVELOPMENT

KCS shall provide to the district an annual balanced program based budget for approval on or before June 1 for the next fiscal year. Sometimes the Business Manager will need it sooner so it can be included in the District's budget book. The budget must have the District's function and object codes. KCS budget must cover all the expenses needed to operate the school on a day-to-day basis. This includes all salaries and benefits, supplies, transportation, etc. The number of students enrolled during the October count generates KCS revenue. The Business Manager per the contract between KCS and KGBSD generates the amount received per student, based on a formula set by the State of Alaska.

Sec. 4.4.1 REVENUE

Department of Education & Early Development Sec. 14.03.260

The budget shall be not less than the amounts generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost approved by the Department of Education and Early

Development. 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.

KCS shall provide to KGBSD, as required, the projected student count by grade level. The District shall allocate funding for KCS based in the following formula:

- a. The amount generated by the students enrolled in the charter school under the State’s foundation program (both state and local monies);
- b. Less amounts expended for instruction (including special education), pupil support services, administration, and maintenance for all students, allocated on a per-pupil basis; and
- c. Less amounts expended for the common upkeep and utilities, allocated on a per pupil basis.

The funding allocation set forth above is for the purpose of creating a balanced budget for the charter school for the next year.

Revenue is determined by multiplying the amount per student times the projected October count, plus any monies carried over from the prior year and any monies held by the District for KCS, including grants awarded to the District. Adjustments to the budget will be made after the October count if the student numbers are different from projected. Any money held by KCS in their checking account should not be included in this budget.

Sec. 4.4.2 EXPENSES

Expenses are determined by the needs of KCS and are categorized by function.

Sec. 4.4.3 FUNCTION CODES

(100) Regular Instruction: Teachers, aides, and substitutes, including any additional personnel needed for specials, and all their benefits, supplies for the classrooms, other purchased services, and professional stipends. Once the actual personnel for the following year have been determined, the Business Manager can supply all salaries and benefits. If the actual staffing needs are not known at the time the budget is due, use the District’s average cost per teacher and aide to fill any additional staff. The District will provide the amount for Workman’s Compensation.

(360) Library Services: All supplies, aides, benefits, and books are included in this section.

(400) Administration: Administrator – wages and benefits. Transportation allowance, cellular service, and benefits.

(450) Administrative Support: Administrative personnel, which includes the school secretary, building aides and any benefits, supplies for general use, transportation cost, telephone, postage, etc. is included in this section.

(600) Operations and Maintenance

(700) Student Activities: Fund and Student Activity Fund for activities that are non-instructional school-sponsored and sanctioned student activities (clubs, interscholastic activities, etc.). The director or coordinator of activities, other staff salaries, and related expenses are classified under this function. Travel for all extra-curricular activities and student activity extra duty compensation is included in this function.

Sec. 4.4.4 OBJECT CODES

For object codes **(321-333)** and **(338-339)**, a list of staff names and positions, salaries, PERS/TRS, insurance costs, federal taxes, and any other related costs should accompany the budget.

For object codes **(450)** and **(510)**, a list of the actual items and their related costs should be submitted with the budget. Some examples would be paper, student materials, printer/copier supplies, teacher materials, office supplies, etc.

Once the budget is prepared, it must be approved by the APC before it is forwarded to the Business Manager. Any changes to the budget must be approved by the APC. The Administrator should verify all expense charged to KCS by the District monthly to ensure KCS is not over budget and the changes are actual expenses of KCS. The District will supply a report of these charges each month. The Administrator should verify that the purchase orders are being used according to policy.

Sec. 4.5 AUDIT

KCS will comply with all state and federal requirements for receipts and use of public money. Fiscal management will be in conformance with budgetary and fiscal policies of the KGBSD and the State of Alaska. KCS will be subject to the same auditing requirements as the KGBSD.

Sec. 4.6 PURCHASE REQUISITIONS AND ORDERS

- Approved prior to placing orders for materials
- Filled out correctly and completely
- Numbered consecutively by Fiscal Year, e.g. 10-001 (FY-000)
- Accompanied by a written explanation of the need for the item(s) or material(s) and how it relates to the curriculum.
- Coded

- Signed by the Administrator and either the APC President, Vice President or

Treasurer.

KCS Administrator or designee will:

- Retain a copy of the Purchase Request in KCS office and forward it to the District Office
- Once received match the confirming Purchase Order to the Purchase Request and file until item(s)/material(s) are received.
- Verify packing slips against Purchase Orders when materials arrive
- Mark Purchase Orders with items received
- Maintain a perpetual balance journal.

Sec. 4.7 FINANCIAL REPORTS TO THE APC

KCS Administrator or designee, working with the APC Treasurer, will make available a report of the KCS financial standing to the APC each month. This should include the itemized profit/loss statement from KCS's checking account and a budget versus actual for all object codes as supplied by the District.

Sec. 4.8 GRANTS

After approval by the Ketchikan Gateway Borough School Board, the Committee or any member of the Committee may accept on behalf of the School any contribution, gift, grant, bequest, or device for the general purposes or for any special purpose of the School.

SECTION 5 – SUPPORT SERVICES

The KCS contract with the KGBSD dictates KCS will utilize the District's services for transportation, food services, facility (and the care and maintenance of said facilities), and Special Services. It is for this reason KCS receives a lesser amount of money per student than the total available from the state and Borough.

Sec. 5.1 TRANSPORTATION

KCS utilizes the bus service provided by KGBSD because of cost and convenience.

Sec. 5.2 FOOD SERVICE

KCS utilizes services already provided by the District's program.

Sec. 5.3 CARE AND MANAGEMENT OF FACILITIES

KCS utilizes services already provide by the District.

Sec. 5.4 SPECIAL EDUCATION

District personnel will work with students at KCS who qualify for special education services, including, but not limited to: Special Education, English as a Second Language (ESL), Migrant Education, Indian Education, and Title1. KCS teachers will follow the same procedures as other district teachers to identify students and request appropriate services.

SECTION 6. PERSONNEL

Refer to District Policy Manual

SECTION 7. INSTRUCTION AND CURRICULUM

The curriculum will be reviewed and updated every three years or as needed.

Sec. 7.1 OUR FUNDAMENTAL APPROACH

In addition to the core Knowledge Sequence, KCS emphasizes the teaching of basic skill with a traditional and conventional approach, in a self-contained educational environment. Our academically oriented program is organized so the entire class generally works as a single group on grade-level material with ability grouping occurring where necessary. Emphasis is placed on the basic foundations necessary for an academically sound education: Reading (with emphasis on Spalding), English, grammar, spelling, penmanship, mathematics, geography, history, government, science, and the fine arts. Homework will be assigned on a regular basis with the goal of strengthening and/or enriching daily work. Technology will integrate into all disciplines.

Strict discipline and order will be maintained. Students are expected to respect authority, accept responsibility, respect the rights of others, take care of their own property, and be careful with the property of others. No student will be allowed to disrupt the education of other students. Appendix 3(C) Discipline Policy.

Sec. 7.2 CURRICULUM GUIDELINES

KCS will encourage and provide growth in basic skills, with a fundamental approach and utilization of the Core Knowledge Sequence to enable the student to be self-realized and a productive citizen. KCS policy states teachers will teach 100% of the Core Knowledge Sequence. The KCS staff will continually evaluate the curriculum and related methods and materials. All teachers will be expected to submit a list of Core Knowledge curriculum topics that were not taught during the school year with their end of the year check out sheet.

Instructional Resources Include:

LANGUAGE ARTS

Kindergarten - 5th grade will use Core Knowledge English Language Arts and Write Tools.
6th -8th grade will use Core Knowledge Sequence and Write Tools.

MATHEMATICS

Instructional Materials: Core Knowledge objectives taught through Pearson enVisionmath 2.0 K-5 and enVisionmath 2.0 6-8. Fast track for Algebra for advance placement of students in eighth grade.

SCIENCE

The use of a “hands on” approach as well as training in science concepts and terms as outlined in the Core Knowledge Curriculum.

HISTORY AND GEOGRAPHY

Emphasis on American and World Civilizations and Geography.

Instructional Materials: Core Knowledge, Baltimore Curriculum Project, Pearson Learning Materials, and Glencoe Textbooks.

VISUAL ARTS

Emphasis will be placed on guiding the student in a gradual development of skills in the uses of elements and application of principles with art tools and materials. Teachers will supplement art appreciation when appropriate and possible.

Instructional materials may include: Core Knowledge

PHYSICAL EDUCATION

Emphasis will be on healthy lifestyles and healthy choices. Students will be taught the basic skills of major sports, good sportsmanship, the rules of the activity, and wholesome participation. Students are encouraged to participate in physical activities during lunch recess and throughout their daily routine. Students may also be instructed on nutrition, how to interpret and understand food labels, and how to make healthy choices in personal habits.

MUSIC

Activity-based approach to develop musical skills and concepts: emphasis on singing, instruments, and listening. Teachers will incorporate music appreciation and instruction into their lesson plans.

Instructional materials include: Core Knowledge

Sec. 7.3 METHODS OF INSTRUCTION

Individual teachers will determine the methods that will best meet the needs of students in his/her particular grade and subject, utilizing instructional materials of KCS and the Core Knowledge sequence.

Sec. 7.4 ASSESSMENTS

KCS will test students at all grade levels to garner applicable information for student growth; and meet the requirements of the District and State.

Sec. 7.5 REMEDIATION

- Aimsweb tests will be given along with additional tests and daily work data collected.
- Contact and meet with parents/guardians to communicate reasons for remediation and for additional insight into student’s needs, to discuss a remediation plan, and those who might be involved with the implementation plan.
- Implement the plan.
- Evaluate the plan and communicate with the parent/guardian frequently.
- Refer the student for special services, e.g. Special Education, Title 1, Migrant Education, Indian Education, Basic Skills, Summer School, etc.

Sec. 7.6 GRADING SCALE

School-wide reporting system will be utilized which will specify grading and reporting consistent throughout the school. The grading scales used for grades K – 8 at KCS will be:

Grade Scale 2 - 8	
A+	100%
A	99 – 96%
A-	95 – 90%
B+	89%
B	88 – 86%
B-	85 – 80%
C+	79%
C	78 – 76%
C-	75 – 70%
D+	69%
D	68 – 66%
D-	65 60%
F	59% or below

Grades K - 1	
E	100 – 90%
S+	89 – 85%
S	84 – 75%
S-	74 – 70%
N	69 – 60%
*	59% or below

Sec. 7.7 PROGRESS REPORTS

Mid-trimester progress reports will be sent home with all students.

Sec. 7.8 REPORT CARDS

Report cards will be issued each trimester for students.

Sec. 7.9 SPECIAL EDUCATION / TITLE 1 / ESL SERVICES

After checking the student’s file and talking with previous teachers (when possible), a teacher should talk with the Administrator and parent/guardian of the student about referring a student for special education services. Forms can be obtained from Central Office as well as additional information on how and when to refer a student.

Sec. 7.10 RETENTION POLICY

KGBSD Policy 5123 regarding retention states:

“When a teacher believes that retention is necessary to meet a student’s needs, he/she shall ask the principal to establish a student study team to consider the child’s academic, social and emotional performance. The parent/guardian is an essential member of the student study team and is invited to participate in retention planning.”

Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student’s needs will be provided in addition to retention.
4. The student’s parent/guardian has been notified and given reasons for the retention. Parental agreement is suggested, but not required, for retention.

Sec. 7.11 PROFESSIONAL DEVELOPMENT POLICY

1. Requests for professional development (training, conferences, etc.) whether on site or away must be submitted in writing with all the pertinent information (e.g. dates, costs, purpose, etc.) to the Administrator for presentation to the APC. Application for professional development may be found in the office.

a. Only those professional development opportunities directly impacting the teaching of KCS curriculum and/or viability of KCS will be considered for funding.

2. Monies approved by the APC for professional development shall be allocated to any KCS staff member upon APC approval of the request and the submission of applicable forms and/or receipts.

1. Staff members receiving funds from KCS will submit a brief synopsis of ideas gained that will enhance individual teaching or benefit KCS and be available to answer questions from the APC.

SECTION 8. STUDENT MANAGEMENT

Sec. 8.1 ADMISSIONS POLICY

KCS will not discriminate against student applicants based on any of the protected classes and shall provide appropriate service for the identified classes according to the Alaska Administrative Code Chapter 4, Article 53 of the Special Education regulations adopted in January 1995. KCS will not impose any conditions that would prevent access to the school program.

KCS has the following admissions policy:

1. Returning students and their siblings and children of current staff members will have a place held for them until March 31st. Parents must complete an Enrollment Confirmation Form by March 31st to secure their spots. If March 31st falls on the weekend, the returning student enrollment will close the next business day. If returning students, their siblings, or children of current staff members do not complete the Enrollment Confirmation Form by the March 31st deadline, they will be treated as new students.

2. New students may submit enrollment applications beginning on April 1st. If April 1st falls on the weekend, the new student enrollment will begin the next business day. KCS will admit new students in order of application until the threshold for the grade level is reached. Enrollment applications received after the threshold is reached will be entered on the waiting list in the order they are received. This list will be used to fill those spaces that open up at a later date.

3. Student number thresholds per grade level are as follows:

Prek	15 students
K – 1 st :	20 students
2 nd :	24 students
3 rd – 5 th :	25 students

6th – 8th: 30 students

4. Returning students, siblings of returning students, and children of current staff members, who have completed the Enrollment Confirmation Form by the March 31st deadline will be accepted in that order, until the classroom threshold is reached.

Siblings of returning students and children of current staff members who are unable to enroll because threshold numbers have been reached, will be placed on the top of the waiting list. Names of new students will follow these names on the waiting list in the order their enrollment packets are turned into the office.

5. It is of the utmost importance that a phone number is provided, so KCS staff can contact the family in the case of an opening. Failure to reach the applicant may result in the forfeiture of the enrollment opportunity.

Sec. 8.2 Enrollment

KCS adheres to the guidelines of the KGBSD and practices an open admission policy. Students entering Kindergarten must be 5 years of age on or before September 1st.

To enroll a student, a registration packet must be completed by a parent/guardian and returned to KCS.

Sec. 8.3 ATTENDANCE

Absence Procedures

Teachers are responsible to take roll each morning along with the lunch count and turn it into the office by 8:00 a.m.

Regular attendance is necessary for a student's success in school. If a child is absent, parents/guardians should contact the school.

KCS keeps an official attendance record of each student. Students are expected to be in their classrooms by 7:45 a.m. Tardy students must report to KCS Secretary before going to class. Any student leaving the school during the day must have a signed note from a parent/guardian. Absences due to illness or family emergency are unavoidable; however students are encouraged to attend as regularly as possible.

Parents/Guardians must call to report absences. A child or sibling cannot call to report the absence. An absence is unexcused until a parent/guardian calls.

Reminder: Three (3) tardies are equal to an absence; parents will be notified and documentation kept.

KGBSD follows the District's Attendance Policy.

A letter will be sent to parents/guardians after 10 absences, notifying them of the District's policy. An absence is unexcused until a parent/guardian calls.

Truancy:

The following steps will be followed in the case of a student(s) missing from the classroom:

1. Identify that the student is off the school campus
2. Call the Police
3. Call the parent/guardian

Crisis Response Manual – Available at KCS Office and on the website.

Sec. 8.4 MEALS

Breakfast, lunch, and milk are available for purchase at District rates.

Meal loans are not available. Free and Reduced Meal Applications are available at the office.

Breakfast is served from 7:15 AM - 7:35 AM. Lunch is served per school schedule.

Sec. 8.5 RECESS

Recess will be held daily for grades K-5 before or after the students' lunchtime. Recess may also be scheduled on an individual classroom basis. Outdoor recess will be held every day. Students should come to school with the appropriate shoes, coats, hats, and gloves for the highly variable Alaska weather. See Section 8.15 for additional information.

Sec. 8.6 LOST AND FOUND

Lost clothing, books, and school supplies will be placed in the Lost and Found box, located near the office. If items are not claimed, items will be donated to a local charity.

Sec. 8.7 SCHOOL SUPPLIES

Each grade level has published a list of school supplies needed at the KCS office and on the website.

Sec 8.8 PERMANENT RECORDS

It is the responsibility of classroom teachers to put final grades on each student's permanent record. Parents/guardians may view their child's permanent record at any time. The record may be reviewed in the presence of the classroom teacher, Administrator, or Secretary at KCS office.

Sec. 8.9 OFFICE HOURS

KCS office will be open from 7:15 a.m. – 3:15 p.m. Monday through Friday unless it is a school holiday, In-service day, or half day.

Sec. 8.10 VISITORS TO THE SCHOOL

All visitors will be required to buzz-in at the front door in order to enter the building. Visitors must check in at the office, sign in, and receive a visitor badge before continuing on campus.

Sec. 8.11 DISCIPLINE POLICY AND PROCEDURES

Respect is an important part of every community. Some of the most important lessons for any student to learn are to respect authority and the rights of others, and to take care of personal property and the property of others. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will be guiding students to a proper response to any given situation. In order to accomplish this, we must set discipline standards that are enforced fairly and consistently.

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important for the teacher to work closely with parents/guardians in these matters and that communication is open and honest. It is of utmost importance that the teacher and parents/guardians work together as a team in discipline matters. KCS adheres to the KGBSD Discipline Policy. Grades k-5 follow elementary Codes of Conduct and Grades 6-8 Middle School Codes of Conduct. (This Student Code of Conduct is available at www.kgbsd.org)

Sec. 8.12 CHILD ABUSE REPORTING

State law mandates School District employees will report suspicions of child abuse. The Administrator has necessary forms to complete with information on how to report. The Administrator must be notified of any reporting.

Sec. 8.13 FIELD TRIPS

Classes may schedule special trips as an extension of some course of study of class experience. Field trips are scheduled by the teacher and will require a “Permission Slip” from a parent/guardian. We can no longer accept a fax or verbal parent approval over the phone. If any student fails to bring their signed parent permission slip back to their teacher or to the school office, they cannot be allowed to participate. The School’s chartered bus operator will provide transportation, if students are not walking. Parents/guardians are welcome to take part in these activities.

Sec. 8.14 MEDICATION AT SCHOOL

The following are general guidelines for the dispensing of prescription medications to students (after the Secretary/Health Aide has been notified):

- The child’s parent/guardian must provide a written request and permission for the school to administer any medication.

- Medication must be in the original container.
- This permission must contain the name of medication and the length of time the medicine should be given (e.g. 1 week, entire school year, etc.). A form is available at the KCS office.
- At the recommendation of a physician, a student deemed responsible by parents/guardians and staff may keep an inhaler on their person.

Sec. 8.15 STUDENT DRESS CODE

Parents are asked to monitor clothing ensuring that the clothing is appropriate for the weather and the activities of the day. Students will be asked to remove, cover-up, or turn inside out any inappropriate clothing worn to school. Any logos on clothing are to be school appropriate. No hoods or hats are to be worn indoors. Students wearing shoes that may be a safety hazard will be asked to change their shoes or limit their activities. Please mark all coats, sweaters, gloves, and hats with the student's name. KCS follows KGBSD's Dress Code for Elementary and Middle School.

Sec. 8.16 VOLUNTEERS

KCS was established on the belief that parents/guardians are an important element in a child's education. Parents/guardians enrolling their child(ren) at KCS have chosen to participate in a unique educational experience, and parent/guardians are expected to volunteer for a minimum of two events each year.

*see Sec. 9.4 "Parent/guardian Statement of Expectations"

Sec. 8.17 PLAYGROUND RULES AND GUIDELINES

Following are the general guidelines for playground use at any time:

- Students must be inside the fenced areas.
- The Discipline Policy is in force (e.g. no hitting, fighting, snowballs, etc.).
- Safety is the greatest priority.
- Students should wear appropriate clothes outside (coats, boots, mittens, hats, etc.).
- Students should take play items out with them.
- Students may ask to return inside to use the restroom.
- Rules do not change with the supervising authority.
- Students may not go outside without an adult supervising the playground.

- Bullying will not be tolerated.

Sec. 8.18 HOMEWORK POLICY

Homework is a part of our general academic expectations for students. It helps develop a strong work ethic and personal organization skills.

The immediate educational purposes are:

- Reinforce skills and concepts learned in class.
- Develop study skills and habits.
- Inform parents/guardians what is being taught in the classroom.

Student progress and assignments may be accessed by parents/guardians through **Power School**. Power School is a program that allows the parent/guardian to view the electronic grade book from home. Information about Power School is available at the office.

Homework Expectations can be found in Parent/Student Handbook.

Sec. 8.19 BUS BEHAVIOR RULES

Bus Transportation is provided through KGBSD. Students sign a Transportation Agreement in which they agree to follow the safety rules and regulations listed. Copies of the Transportation Agreement are available at the office. KGBSD Bus Conduct.

SECTION 9. PARENT/GUARDIAN - COMMUNITY RELATIONS

Sec. 9.1 BUSINESS COMMUNITY PARTNERSHIPS

Community relations are important to us, and we are all goodwill ambassadors for KCS. APC members are involved in the community arena through jobs, friends, neighbors, and numerous service and religious organizations. Positive association and feedback within the community strengthens the trust between our school and community. The Ketchikan Community has been supportive of KCS. We hope to continue in creating partnerships with local businesses and pursue grant opportunities. Any information or expertise anyone can offer in this area is greatly appreciated. KCS may recruit individuals from the community to provide supplementary education experiences for the students. On- site parent/guardian volunteer assistance is encouraged and facilitated.

Sec. 9.2 PARENTS/GUARDIANS

Parents/guardians are involved in all levels of the school to ensure that their child(ren)'s education is as rich as possible. They serve as members of the APC, assist their child's teacher both in the classroom and with class activities, serve on committees, and perform various tasks

using their individual expertise. Parents/guardians have saved the school thousands of dollars by volunteering their skills. They are included, along with faculty members, the administration, and the APC, in determining and implementing the direction of the school.

Sec. 9.2.1 PARENT/GUARDIAN - TEACHER CONFERENCES

Interaction between the parents/guardians and the child's teacher is vital to make sure he/she reaches his/her full potential. We have provided two conference opportunities and urge your attendance to take full advantage to work hand in hand with your child's teacher. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Sec. 9.3 PARENT / GUARDIAN VOLUNTEER COMMITMENT

KCS was established on the belief that parents/guardians are an important element in a child's education. Parents/guardians enrolling their child(ren) at KCS have chosen to participate in a unique educational experience.

KCS encourages every parent/guardian and/or other adult family members, to take a special interest in the lives of KCS students, to act as mentors and tutors, and to instill in every student the love of learning. Parents/guardians work in conjunction with the staff to ensure the most effective education possible for their children. Parents/guardians are expected to volunteer for a minimum of two events per year.

Sec. 9.4 PARENT / GUARDIAN STATEMENT OF EXPECTATIONS

By enrolling your child at KCS, you have chosen to participate in a unique educational experience for both you and your child. Our school was established on the belief that parents/guardians are an important element in a child's education and that parent/guardian involvement is necessary for the success of our school.

The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize time is at a premium for every family in today's world, we ask the following from our entire parent/guardian population in order to ensure the continual success of your child and KCS.

I will demonstrate my commitment to my child's education and KCS:

1. I will actively encourage my child to be cooperative, punctual, attend school, and be ready to learn by practicing proper hygiene, rest, and choosing appropriate clothing.
2. I will notify the KCS office or my child's teacher as soon as possible if he/she will not be able to attend school
3. I will schedule vacations in conjunction with school holidays, breaks, and annual standardized testing to the best of my ability. If I cannot, I will give KCS sufficient

notice.

4. I will help my child establish a time and place to study, encourage his/her efforts, review homework, and discuss what he/she is reading.
5. I will attend parent/guardian meetings, school events, conferences, and try to support or assist in a fundraiser.
6. I will communicate and work positively with my child's teacher, KCS staff, and administration in a respectful partnership to support my child's education.
7. I will support KCS in the fair administration of consequences for my child's non-adherence to KCS policies.
8. I will read and follow the conditions of KCS's Homework Policy to the best of my ability.
9. I will fulfill my expectation of volunteering for a minimum of two events (or more) per year.

I have read the above Statement of expectations and agree to follow them.

Parent/Guardian Signature

Date

Printed Name of Signer

Relationship to Student

Name of Student

Grade

Sec. 9.5 COMPLAINT PROCESS

KCS firmly believes that adults must be models of good character even in the most difficult situations; and that complaints are most effectively resolved when they are handled as close to their origin as possible.

Although no one will be denied the right to petition the APC for redress of a grievance, complaints should go through the proper channels for solution before investigation or action by the APC. Exceptions are complaints that concern APC actions or operations.

Should a parent/guardian have a grievance concerning a particular class or the administration of the school, that issue should first be resolved using the following steps.

Step One: Initiating a Complaint

Anyone who wishes to express a complaint should discuss the matter with the school employee involved. It is the intent of the School to solve problems and address all complaints as close as possible to their origination.

Step Two: The Administrator

If unable to resolve a problem or concern at **Step One**, then the complainant should work with the Administrator to resolve the complaint or concern. The administrator shall investigate the complaint, confer with the complainant and the parties involved. If the discussion with the Administrator does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he/she wishes to appeal the decision to the APC, shall file a signed, written complaint with the Administrator clearly stating the nature of the complaint and a suggested remedy, which initiates **Step Three**. If a complaint is filed with the APC, the Administrator will prepare a written report of his/her findings and conclusion.

Step Three: The APC

The written complaint and the Administrator's findings and conclusions shall be submitted to the APC. The APC shall hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and to take such other evidence, as it deems appropriate. Generally all parties involved, including the school administrator, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. The administrator, before consideration and action by the APC, will investigate any complaint about school personnel. The APC will investigate any complaint about the school Administrator. The APC may elect to hold the hearing in executive session if the subject matter qualifies under Alaska State Open Meetings Act. **The APC will not hear charges against employees in open session.** While speakers may offer objective criticism of school operations and programs, **the APC will not hear personal complaints concerning school personnel nor against any person connected with the school system in public session.** To do so could expose the APC to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The APC President will direct the visitor to the appropriate means for APC consideration and disposition of legitimate complaints involving individuals. After careful consideration of the information heard, the APC will make one of the following determinations: The APC may decide to support the Administrator's decision; or the APC may seek counsel with the KGBSD Superintendent.

APPENDIX AA. SPECIFIC GOALS KCS APC Goals (2020/2021)

Goal 1: Increase Parent/Guardian Involvement in the Education of Children

- Create and foster realistic opportunities for families to be involved in their child(ren)'s education. (Parent Involvement Committee 2020/2021)
- School and classroom environments will reflect respect for all students and cultures, and they reflect an understanding of the cultural values of the students and community.

(Community Liaison Committee 2020/2021)

- Instructional leaders consistently build productive, respectful relationships with parents and community members regarding school programs and school improvement efforts. (2020/2021)
- To promote school events/activities with parents/guardians through multiple avenues of communication. (Advertisement/Media Contact Committee 2020/2021)

Goal 2: Strive to raise academic Standards for Students at KCS

a. Instructional leaders coordinate mentoring to support all new teachers in the development of instructional and classroom management skills. (2020/2021)

Goal 3: Maintain a Specific Sequential Curriculum in the Core Subjects

a. Continue Professional Development in KCS' currently adopted core curriculums. (2020/2021)

Goal 4: Increase Accountability of Students, Parents/Guardians, Teachers, and the Administrator

- Adhere to attendance and tardy policy per KGBSD. (2020/2021)
- Continue the implementation of PBIS.(2020/2021)

Goal 5: Increase Community Involvement

a. Evaluate fundraising opportunities using local community resources. (2020/2021)

PBIS 2020/2021

1. KCS will establish a school Positive Behavior Intervention System (PBIS).
2. KCS will attend district training.
3. KCS will maintain or strengthen the previous year's score provided by KOI Education. (Knowledge to produce Outcomes that create Impact)

Appendix F Student Assessments

District: Ketchikan Gateway Borough School District		SUBJECT: ENGLISH LANGUAGE ARTS	
School: Ketchikan Charter School		Test Date: Spring 2019	

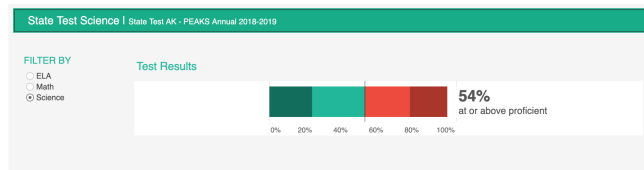
Achievement Level Summary			
Group	# Tested	% in Each Level	
School	131	16.8	31.3, 40.5, 11.5
District	1,166	21.8	31.7, 36.2, 10.3
State	62,719	34.1	26.7, 29.0, 10.1

Achievement Level Summary By Grade			
Grade	Group	# Tested	% in Each Level
3	School	24	20.8, 16.7, 45.8, 16.7
	District	171	22.2, 36.3, 28.7, 12.9
	State	9,327	35.4, 27.8, 27.9, 8.9
4	School	14	Data not shown to protect student privacy
	District	159	25.8, 30.2, 32.7, 11.3
	State	9,443	31.4, 28.9, 28.7, 11.0
5	School	24	Data not shown to protect student privacy
	District	170	11.8, 44.1, 39.4, 4.7
	State	9,413	28.5, 33.0, 32.8, 5.8
6	School	25	28.0, 44.0, 24.0, 4.0
	District	177	22.6, 28.8, 41.8, 6.8
	State	9,176	31.1, 23.4, 33.4, 12.1
7	School	27	25.9, 22.2, 37.0, 14.8
	District	141	24.8, 24.8, 39.7, 10.6
	State	8,832	33.3, 23.6, 31.1, 12.0
8	School	17	5.9, 41.2, 41.2, 11.8
	District	162	21.0, 30.2, 35.8, 13.0
	State	8,473	37.5, 26.8, 25.2, 10.8

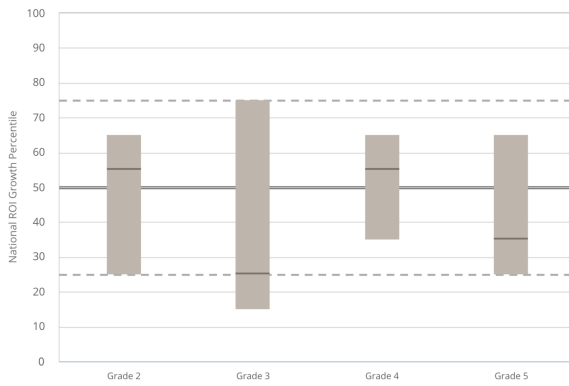
District: Ketchikan Gateway Borough School District		SUBJECT: MATHEMATICS	
School: Ketchikan Charter School		Test Date: Spring 2019	

Achievement Level Summary			
Group	# Tested	% in Each Level	
School	131	17.6	33.6, 41.2, 7.6
District	1,163	14.0	42.2, 36.9, 6.9
State	62,725	21.9	42.4, 29.5, 6.2

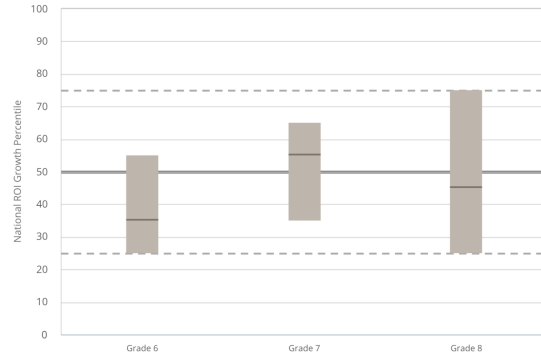
Achievement Level Summary By Grade			
Grade	Group	# Tested	% in Each Level
3	School	24	12.5, 16.7, 62.5, 8.3
	District	170	8.8, 32.4, 44.7, 14.1
	State	9,333	18.5, 38.2, 34.1, 9.2
4	School	14	≤20, ≤20, ≥80, ≤20
	District	159	11.3, 39.0, 41.5, 8.2
	State	9,454	17.9, 37.0, 37.8, 7.3
5	School	24	Data not shown to protect student privacy
	District	170	16.5, 34.7, 38.2, 10.6
	State	9,428	24.9, 35.3, 34.0, 5.8
6	School	25	8.0, 72.0, 20.0, 0.0
	District	177	7.9, 54.8, 34.5, 2.8
	State	9,161	11.4, 53.5, 29.9, 5.1
7	School	27	37.0, 37.0, 22.2, 3.7
	District	140	22.1, 48.6, 33.6, 5.7
	State	8,835	28.0, 43.0, 22.9, 6.1
8	School	17	23.5, 47.1, 29.4, 0.0
	District	162	12.3, 43.8, 40.7, 3.1
	State	8,476	24.7, 47.9, 22.1, 5.3



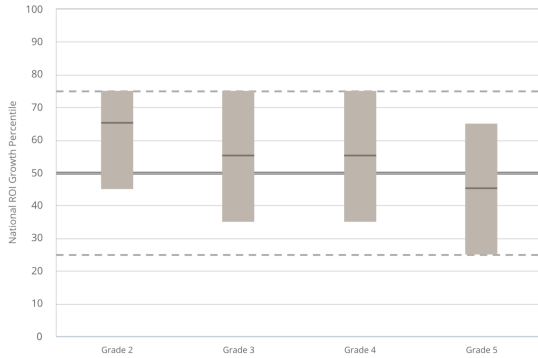
District: Ketchikan School District | Test: Math | Grade: 2-5



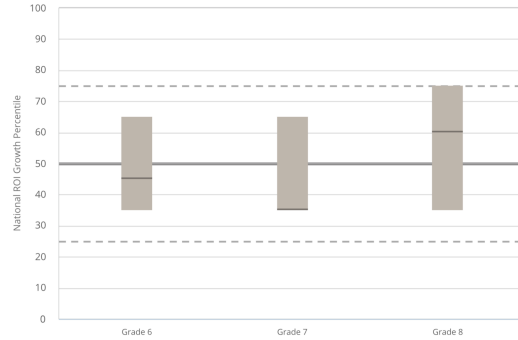
District: Ketchikan School District | Test: Math | Grade: 6-8



District: Ketchikan School District | Test: Reading | Grade: 2-5



District: Ketchikan School District | Test: Reading | Grade: 6-8



District: Ketchikan Gateway Borough School District | SUBJECT: ENGLISH LANGUAGE ARTS
School: Ketchikan Charter School | Test Date: Spring 2021

Achievement Level Summary

Group	# Tested	% in Each Level			
School	111	28.8	29.7	28.8	12.6
District	999	26.8	29.3	32.5	11.3
State	44,444	26.5	24.0	27.7	11.9



Achievement Level Summary | By Grade

Grade	Group	# Tested	% in Each Level			
3	School	20	55.0	5.0	25.0	15.0
	District	152	35.5	23.0	30.3	11.2
	State	6,793	40.9	23.1	25.2	10.8
4	School	19	Data not shown to protect student privacy			
	District	145	22.8	34.5	30.3	12.4
	State	6,797	35.4	27.5	25.7	11.4
5	School	18	27.8	44.4	16.7	11.1
	District	151	16.6	38.4	36.4	8.6
	State	6,791	31.6	30.1	30.4	7.9
6	School	15	Data not shown to protect student privacy			
	District	137	29.2	11.7	44.0	13.1
	State	6,697	34.9	19.2	34.2	12.7
7	School	24	20.8	25.0	37.5	16.7
	District	156	22.4	34.6	28.2	14.7
	State	6,180	34.4	23.0	28.8	13.7
8	School	15	26.7	46.7	20.0	6.7
	District	138	28.3	38.4	29.7	3.6
	State	5,772	35.2	25.8	27.8	11.2

District: Ketchikan Gateway Borough School District | SUBJECT: MATHEMATICS
School: Ketchikan Charter School | Test Date: Spring 2021

Achievement Level Summary

Group	# Tested	% in Each Level			
School	111	19.8	48.6	25.2	6.3
District	1,000	20.4	40.7	31.8	7.1
State	44,000	28.1	38.6	25.9	6.5



Achievement Level Summary | By Grade

Grade	Group	# Tested	% in Each Level			
3	School	20	25.0	30.0	35.0	25.0
	District	151	14.6	36.4	33.1	15.9
	State	6,746	26.8	35.3	27.9	9.9
4	School	19	Data not shown to protect student privacy			
	District	146	17.1	41.8	35.6	5.5
	State	6,730	24.3	39.1	29.3	7.3
5	School	18	16.7	38.9	38.9	5.6
	District	151	15.9	35.8	41.7	6.6
	State	6,750	30.3	36.2	27.6	5.9
6	School	15	Data not shown to protect student privacy			
	District	137	16.6	48.9	30.7	5.8
	State	6,666	20.3	47.3	27.7	4.7
7	School	24	29.2	45.8	20.8	4.2
	District	157	26.1	42.7	25.5	5.7
	State	6,135	36.3	35.9	22.4	5.4
8	School	15	26.7	40.0	33.3	0.0
	District	141	28.4	46.8	24.1	0.7
	State	5,707	28.7	45.3	25.8	5.2

Appendix G Enrollment Confirmation Form



ENROLLMENT CONFIRMATION FORM 2020-2021

Dear KCS Parent(s)/Guardians:

All current Ketchikan Charter School Students who plan on attending KCS next year (2020-2021) will need to re-enroll in order to establish priority over incoming students. Siblings of current students also have priority; however, they will need to fill out an enrollment form. It is very important you let us know your plans as soon as possible. Open enrollment will start on April 1st for the public.

WE CANNOT ASSUME THAT YOUR STUDENT WILL BE RETURNING WITHOUT THIS FORM

PLEASE SIGN THIS FORM AND RETURN IT TO THE OFFICE BY MARCH 27TH

Student's Name: _____ Present Grade _____

____ **Yes** My child will be returning to KCS for the 2020-2021 school year.

Parent/Guardian's Signature _____ Date _____

____ **No** My Child will not be returning to KCS next year. He/She will be attending school at _____.

Parent/Guardian's Signature _____ Date _____

____ **Yes** We have a sibling who we will be enrolling at KCS for _____ grade. His/her name is _____.

**** A registration packet, copy of birth certificate, and copy of immunization record will be required for all new enrollments.**

KCS will not discriminate against student applicants based on any of the protected classes and shall provide appropriate service for the identified classes according to the Alaska Administrative Code Chapter 4, Article 53 of the Special Education regulations adopted in

January 1995. KCS will not impose any conditions that would prevent access to the school program.

KCS has the following admissions policy:

1. Returning students and their siblings and children of current staff members will have a place held for them until March 31st. Parents must complete an Enrollment Confirmation Form by March 31st to secure their spots. If March 31st falls on the weekend, the returning student enrollment will close the next business day. If returning students, their siblings, or children of current staff members do not complete the Enrollment Confirmation Form by the March 31st deadline, they will be treated as new students.

2. New students may submit enrollment applications beginning on April 1st. If April 1st falls on the weekend, the new student enrollment will begin the next business day. KCS will admit new students in order of application until the threshold for the grade level is reached. Enrollment applications received after the threshold is reached will be entered on the waiting list in the order they are received. This list will be used to fill those spaces that open up at a later date.

3. Student number thresholds per grade level are as follows:

4-yr Preschool	15 students
K – 1 st :	20 students
2 nd :	24 students
3 rd – 5 th :	25 students
6 th – 8 th :	30 students

4. Returning students, siblings of returning students, and children of current staff members, who have completed the Enrollment Confirmation Form by the March 31st deadline will be accepted in that order until the classroom threshold is reached. Siblings of returning students and children of current staff members who are unable to enroll because threshold numbers have been reached will be placed on the top of the waiting list. Names of new students will follow these names on the waiting list in the order their enrollment packets are turned into the office.

5. It is of the utmost importance that a phone number is provided, so KCS staff can contact the family in the case of an opening. Failure to reach the applicant may result in the forfeiture of the enrollment opportunity.

KCS adheres to the guidelines of the KGBSD and practices an open admission policy. Students entering Kindergarten must be 5 years of age on or before September 1st.

To enroll a student, a registration packet must be completed by a parent/guardian and returned to KCS.

Appendix H Waitlist and Advertisements

Ketchikan Charter School Waitlist

2019/2020	11
2020/2021	2
2021/2022	2

Newspaper and Social Media Advertisements

NOW ENROLLING

4-YEAR OLD PRESCHOOL
2021-2022 SCHOOL YEAR

Register online at www.kgsbd.org
CLASS SIZE IS LIMITED SO ENROLL EARLY



**KETCHIKAN CHARTER
SCHOOL
Husky Pups**

We believe that all children grow and develop at their own pace and while it is important to ensure children are ready for kindergarten and for life experiences, we also feel they should not be hurried through childhood. Our goal is to provide a safe learning environment where kids can simply be kids.

Call 225-8568
433 Jackson Street

**NOW
ENROLLING**

Kindergarten-8th Grade
2021-2022 School Year

Class size is limited so enroll early



**Ketchikan
Charter School**

A rigorous academic Core Knowledge curriculum with practical and creative skills in a technology rich environment.

Interactive Science and Math, Winter Play, Robotics Club,
Cooking Fridays, and many other engaging projects.

Athletics are available through Schoenbar Middle School.
School Hours 7:40 am - 2:30 pm
Ketchikan Charter School • 410 Schoenbar Road • 225-8568

Appendix I Projected Budget

2020-2021						
2021 MOA Implementation		<i>District Wide</i>	<i>Tongass SAS</i>	<i>Ketchikan Charter</i>		
1	KGBSD CHARTER SCHOOLS FORMULA					
2	FY21 FINAL REVISED					
3	2021 MOA Implementation					
4						
5						
6	Average Daily Membership (ADM)	1,905.82	138.50	154.09		
7						
8	School Size Adj'd ADM	2,670.01	200.83	222.52		
9	District Cost Factor	1.170	3,123.91	234,965	260.35	
0	Sped/Voc Ed/ESL	1.200	3,748.69	281,958	312.41	
1	Vocation Funding	1.015	3,804.92	286.19	317.10	
2	Intensive Adjustment (96 FTE)	13	1,248.00	-	-	
3	Correspondence/Fast Track	0.90	168.82	-	-	
4	Adjusted ADM	5,070.60	286.188	317.100		
5						
6	BSA - Basic Need	\$ 5,930.00	30,230,666	1,697,093	1,880,405	
7	Quality Schools	\$ 16	83,762	4,579	5,074	
8	Less Required Local Match		(4,915,414)	-357,214	-397,423	
9	State Foundation Funding		\$ 25,399,014	\$ 1,344,458	\$ 1,488,056	
10						
11	Actual Borough Contribution	\$	10,661,428	\$ 774,789	\$ 862,001	
12	Borough Contracted Services	\$	243,019	\$ -	\$ -	
13	One-Time*	\$	9,675	\$ 703	\$ 782	
14	Medicaid	\$	100,000	\$ 7,267	\$ 8,085	
15	E-Rate Funding	\$	115,000	\$ 8,357	\$ 9,298	
16	Total Available Funding		\$ 2,135,575	\$ 2,368,223		
17						
18	Other Expenses					
19	Building Rent and Maintenance of Building		\$ (160,500)	\$ (134,183)	Based on FY18-20 actuals	
20	Allocation of District Wide Expenses					
21		Account				
22	Direct Expenses					
23	Curriculum Materials	101.450-457	353,204	(11,847)	(8,787)	
24	ESL - School Direct			-	-	
25	Vocational Education	F 160		-	-	
26	Special Education Services	200 - 232	7,406,406	(538,239)	(598,825)	Orgs: All but 194-196
27	Sped Intensive Funding		(8,325,720)	605,048	673,154	1,278,202
28	Summer School	190-105	55,000	(3,997)	(4,447)	
29	State of Alaska (Medicaid)		60,000	(4,360)	(4,851)	
30	Long Term Sub	193-100-319	100,000	(7,267)	(8,085)	
31	Testing	F 340	23,700	(1,722)	(1,916)	
32	Wellness Program	190-302	19,188	(1,394)	(1,551)	
33	Support Services (IT)	350 & 360	1,447,565	(105,198)	(117,039)	Orgs: 190 & 193
34	RTI	190.100.450	28,000	(2,035)	(2,264)	
35	Kanayama	F 351	15,000	(1,090)	(1,213)	
36	Library	F 352	15,000	(1,090)	(1,213)	Orgs: 190 & 193
37	Curriculum Development	381-382	184,899	(13,437)	(14,950)	Orgs: All but 195 & 194
38	Indirect Expenses					
39	Board of Education	F 511-512	155,200	(11,279)	(12,548)	Orgs: All but 195 & 194
40	Office of Superintendent	F 510	264,171	(19,198)	(21,359)	Orgs: All but 195 & 194
41	Business Office	F 550	777,929	(56,534)	(62,897)	Orgs: All but 195 & 194
42	Staff Services	F 553	43,064	(3,130)	(3,482)	Orgs: All but 195 & 194
43	Indirect Cost Recovery	F 557.495	(55,000)	3,997	4,447	
44	Total Other & District Wide Expenses		2,567,606	(333,272)	(322,009)	
45	FY21 Charter School Funding			\$ 1,802,302	\$ 2,046,213	
46	FY20 Carryover (Up to 10% of Approved Budget*)			\$ 213,562	\$ 229,866	
47	Total FY21 Charter School Budget			\$ 2,015,864	\$ 2,276,079	
48	NOTES		FY21 Original Appropriation	\$ 2,049,924	\$ 2,385,602	
49	*Additional flexibility is provided with regard to carryover for FY21 due to COVID-19					
50			Adtl. Funds Held in Reserve	\$75,000		
51				TSAS	KCS	Indirect Expense Test AS 14.03.260(a)
52			FY21 BUDGET	1,974,884.00	2,355,109.00	TSAS KCS
53			FY21 Original	2,049,924.00	2,385,602.00	85,422.98 94,728.92 4%
54			FY21 Projected	1,904,544.00	2,175,829.00	(86,142.93) (95,839.45) IND charged
55			FY21 FINAL	2,028,340.00	2,254,269.00	\$ (719.94) \$(1,110.53)
56			FY21 ADJUSTED FINAL	2,038,488.00	2,276,079.00	
57			FY21 STATE ADJUSTED	2,015,864.00		
58			Proj. to Final Difference	111,320.00	100,250.00	
59			Budget difference	40,980.00	(79,030.00)	

KGBSD CHARTER SCHOOLS FORMULA		2021-2022	
FY22 Submitted Student Count		<i>District</i>	<i>Ketchikan</i>
2021 MOA Implementation		<i>Wide</i>	<i>Charter</i>
Nov-21			
<i>Average Daily Membership (ADM)</i>		2,030.75	184.15
School Size Adj'ed ADM		2,583.38	254.98
District Cost Factor	1.170	3,022.55	298.33
Sped/Voc Ed/ESL	1.200	3,627.06	357.99
Vocation Funding	1.015	3,681.47	363.36
Intensive Adjustment (96 FTE)	13	1,482.00	-
Correspondence/Fast Track	0.90	96.65	-
Adjusted ADM		5,250.45	363.365
BSA - Basic Need	\$ 5,930.00	31,135,169	2,154,752
Quality Schools	\$ 16	\$ 84,007	5,814
Less Required Local Match		\$ (5,168,904)	-468,720
State Foundation Funding		\$ 26,050,272	1,691,846
Actual Borough Contribution		\$ 10,507,938	\$ 952,868
Borough Contracted Services		\$ 273,090	\$ -
One-Time*		\$ 9,834	\$ 892
Medicaid		\$ 100,000	\$ 9,068
E-Rate Funding		\$ 150,000	\$ 13,602
Total Available Funding			\$ 2,668,276
		4%	\$ 106,731.04
Other Expenses			
Building Rent and Maintenance of Building			\$ (149,713)
Allocation of District Wide Expenses			
	Account		
Direct Expenses			
Curriculum Materials	101.450-457	262,000	(7,310)
ESL (School Direct)			-
Vocational Education	160		-
Special Education Services	200 - 232	8,169,185	(740,788)
Sped Intensive Funding		(8,788,260)	796,926
Summer School	190-105	15,000	(1,360)
State of Alaska (Medicaid)		45,000	(4,081)
Long Term Sub	193-100-319	80,000	(7,254)
Testing	340	32,000	(2,902)
Wellness Program	190-302	2,500	(227)
Support Services (IT)	350 & 360	1,252,585	(113,585)
RTI	190.100.450	28,000	(2,539)
Kanayama	351	15,000	(1,360)
Library	352	21,400	(1,941)
Curriculum Development	381-382	142,407	(12,914)
Indirect Expenses			
Board of Education	511-512	159,224	(14,439)
Office of Superintendent	510	248,148	(22,502)
Business Office	550	778,172	(70,565)
Staff Services	553	36,700	(3,328)
Indirect Cost Recovery	557.495	(75,000)	6,801
Total Other & District Wide Expenses		2,424,061	(353,081)
	FY22 Charter School Funding		\$ 2,315,195
	FY21 Carryover (Up to 5% of Approved Budget)		\$ 113,804
	Total FY22 Charter School Budget		\$ 2,428,999

NOTES

FY21 Appropriation \$ 2,276,079
FY21-FY22 Difference 152,920.29

Adtl. Funds Held in Reserve

FY22 BUDGET 2,357,766.92
FY22 Count 2,428,999.29
FY22 Revision -
FY22 FINAL -
Difference 71,232.37

Account	Description	Account Type	FY22 Amended Adopted Amount	FY22 Amended Adopted FTE
100.115.100.315.000	Regular Instruction Teachers Salary	EXPENDITURE	\$803,755.00	10.0000
100.115.100.316.000	Regular Instruction Extra Duty Certified 310	EXPENDITURE	\$6,000.00	0.0000
100.115.100.361.000	Insurance - Life & Health	EXPENDITURE	\$141,332.00	0.0000
100.115.100.362.000	Regular Instruction Unemployment Insurance 360	EXPENDITURE	\$3,000.00	0.0000
100.115.100.363.000	Regular Instruction Workers' Comp Insurance 360	EXPENDITURE	\$20,000.00	0.0000
100.115.100.364.000	Regular Instruction Fica & Medicare 360	EXPENDITURE	\$11,654.47	0.0000
100.115.100.365.000	Regular Instrctn Retirement Contribution-TRS 360	EXPENDITURE	\$100,951.64	0.0000
100.115.100.450.000	Regular Instrctn Supplies, Materials & Media 450	EXPENDITURE	\$30,000.00	0.0000
100.115.100.451.000	Regular Instruction Teacher Supplies	EXPENDITURE	\$4,000.00	0.0000
100.115.100.599.000	Regular Instruction Unallocated Budget 599	EXPENDITURE	\$182,440.14	0.0000
100.115.102.323.000	Regular Instrctn Class Class Instrctnal Aide 320	EXPENDITURE	\$131,104.86	5.0000
100.115.102.329.000	Regular Instrctn Class Class Subs/Temps 320	EXPENDITURE	\$15,000.00	0.0000
100.115.102.361.000	Insurance - Life & Health	EXPENDITURE	\$70,666.00	0.0000
100.115.102.364.000	Regular Instruction Classified Fica & Medicare 360	EXPENDITURE	\$10,029.51	0.0000
100.115.102.366.000	Regular Instrctn Class Retirement Contrib-PERS 360	EXPENDITURE	\$28,843.07	0.0000
100.115.104.315.000	Certified Teacher	EXPENDITURE	\$80,000.00	1.0000
100.115.104.323.000	Classified Aides/Paraprofessionals	EXPENDITURE	\$25,000.00	1.0000
100.115.104.361.000	Insurance - Life & Health	EXPENDITURE	\$28,266.40	0.0000
100.115.104.364.000	FICA Contribution	EXPENDITURE	\$3,074.00	0.0000
100.115.104.365.000	Retirement Contribution - TRS	EXPENDITURE	\$10,048.00	0.0000
100.115.104.366.000	Retirement Contribution - PERS	EXPENDITURE	\$5,500.00	0.0000
100.115.104.450.000	Supplies, Materials, & Media	EXPENDITURE	\$3,000.00	0.0000
100.115.104.451.000	Teacher Supplies	EXPENDITURE	\$400.00	0.0000
100.115.122.323.000	Biling/Bicult Inst Restrict Class Inst Aide 320	EXPENDITURE	\$14,493.60	0.5000
100.115.122.361.000	Insurance - Life & Health	EXPENDITURE	\$7,066.60	0.0000
100.115.122.364.000	Biling/Bicult Instret Restrict Fica & Medicare 360	EXPENDITURE	\$1,108.76	0.0000
100.115.122.366.000	Biling/Bicult Inst Restrict Retire Contrib-PERS 360	EXPENDITURE	\$3,188.59	0.0000
100.115.300.363.000	Support Services Workers' Comp Insurance 360	EXPENDITURE	\$2,000.00	0.0000
100.115.302.323.000	Support Svcs Class Class Instrctnal Aide 320	EXPENDITURE	\$21,238.98	1.0000
100.115.302.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.302.364.000	Support Services Classified Fica & Medicare 360	EXPENDITURE	\$1,624.79	0.0000
100.115.302.366.000	Support Svcs Class Retirement Contrib-PERS 360	EXPENDITURE	\$4,672.58	0.0000
100.115.320.315.000	Guidance Services Teachers Salary	EXPENDITURE	\$96,869.00	1.0000
100.115.320.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.320.364.000	Guidance Services Fica & Medicare 360	EXPENDITURE	\$1,404.60	0.0000
100.115.320.365.000	Guidance Services Retirement Contribution-TRS 360	EXPENDITURE	\$12,166.75	0.0000
100.115.320.451.000	Guidance Services Teacher Supplies	EXPENDITURE	\$400.00	0.0000
100.115.350.450.000	Sprt Svcs - Instrctn Supplies, Mtrls & Media 450	EXPENDITURE	\$2,000.00	0.0000
100.115.353.323.000	Library Svcs Class Class Instrctnal Aide 320	EXPENDITURE	\$33,523.77	1.0000
100.115.353.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.353.364.000	Library Services Classified Fica & Medicare 360	EXPENDITURE	\$2,564.56	0.0000
100.115.353.366.000	Library Svcs Class Retirement Contrib-PERS 360	EXPENDITURE	\$7,375.23	0.0000
100.115.400.313.000	School Admin Certified Principal/Asst Principal	EXPENDITURE	\$106,952.58	1.0000
100.115.400.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.400.364.000	School Administration Fica & Medicare 360	EXPENDITURE	\$1,550.81	0.0000
100.115.400.365.000	School Administration Retirement Contrib-TRS 360	EXPENDITURE	\$13,433.24	0.0000
100.115.400.369.000	School Administration Other Employee Benefits 360	EXPENDITURE	\$1,150.00	0.0000
100.115.450.324.000	School Admin Support Services Support Staff 320	EXPENDITURE	\$43,528.50	1.0000
100.115.450.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.450.363.000	School Admin Support Svcs Workers' Comp Ins 360	EXPENDITURE	\$2,500.00	0.0000
100.115.450.364.000	School Admin Support Services Fica & Medicare 360	EXPENDITURE	\$3,329.93	0.0000
100.115.450.366.000	School Admin Sprt Svcs Retirement Contrib-PERS 360	EXPENDITURE	\$9,576.27	0.0000
100.115.450.430.000	School Admin Sprt Svcs Utilities & Telecomm	EXPENDITURE	\$5,400.00	0.0000
100.115.450.433.000	School Admin Support Svcs Communications (Postage)	EXPENDITURE	\$750.00	0.0000
100.115.450.440.000	School Admin Support Svcs Other Purchased Svcs	EXPENDITURE	\$3,000.00	0.0000
100.115.450.450.000	School Admin Sprt Svcs Supplies Mtrls & Media 450	EXPENDITURE	\$6,500.00	0.0000
100.115.451.440.000	School Admin Sprt Restricted Other Purchased Svcs	EXPENDITURE	\$1,500.00	0.0000
100.115.553.440.000	Staff Services Other Purchased Services	EXPENDITURE	\$750.00	0.0000
100.115.600.325.000	Operations & Maint Custodians & Maint 320	EXPENDITURE	\$27,644.32	1.0000
100.115.600.361.000	Insurance - Life & Health	EXPENDITURE	\$14,133.20	0.0000
100.115.600.364.000	Operations & Maintenance Fica & Medicare 360	EXPENDITURE	\$2,114.79	0.0000
100.115.600.366.000	Operations & Maint Retirement Contrib-PERS 360	EXPENDITURE	\$6,081.75	0.0000
100.115.600.441.000	Operations & Maintenance Rentals and Leases	EXPENDITURE	\$111,000.00	0.0000
100.115.601.431.000	Operations & Maintenance Restricted Water & Sewage	EXPENDITURE	\$16,175.00	0.0000
100.115.601.432.000	Operations & Maintenance Restricted Garbage	EXPENDITURE	\$5,500.00	0.0000
100.115.601.436.000	Operations & Maintenance Restricted Electricity	EXPENDITURE	\$20,000.00	0.0000
100.115.601.438.000	Op & Maint Restricted Gas, Diesel, or Heating Fuel	EXPENDITURE	\$20,000.00	0.0000
100.115.700.316.000	Student Activities Extra Duty Certified 310	EXPENDITURE	\$3,500.00	0.0000
100.115.700.337.000	Student Activities Extra Duty Classified 320	EXPENDITURE	\$3,500.00	0.0000
100.115.700.450.000	Supplies, Materials, & Media	EXPENDITURE	\$3,000.00	0.0000

Memorandum of Agreement: KGBSD Board of Education, Ketchikan Charter School, and Tongass School of Arts and Sciences

November 30, 2018
Revised February 20, 2021
Board Approved March 10, 2021

The purpose of this document is to clarify the terms of the contracts regarding budget and funding formula between the Ketchikan Charter School and the Tongass School of Arts and Sciences, (herein known as the Charter Schools) and the Ketchikan Gateway Borough School District Board of Education (herein known as the School Board). The original MOA was created June 13, 2007. The MOA was revised based on a joint work sessions held during the summer and fall of 2018, which included the above three parties as well as representatives of the KGBSD administration convened by the School Board as the ad hoc MOA Review Committee. The MOA was further revised in January 2021 in collaboration with KGBSD administration and School Board representation to update timeline dates

1. Annual Timeline:

January Work Session

Work session on or before the third Wednesday of January. Prior to starting the upcoming budget-year cycle, the School Board and APCs will review the charter schools' annual reports, review prior year District-wide expenses, add or delete items from the District wide expense list and discuss any other items that either party wishes to discuss.

April 15

Charter Schools will provide the School Board and the District Business Manager with projected enrollment for the upcoming school year.

May 1

Using the following information for both revenue and expenses, and the actual costs listed in the approved budget presented to the Borough Assembly, the District Business Manager will provide the Charter Schools with the projected state funding, local Borough Contribution, Charter School's carry over from the previous year, Charter School rent, and the District wide expenses for the upcoming school year.

June 1

Charter Schools will provide the School Board and the District Business Manager with an APC approved operating budget based on the May 1 numbers provided.

Seven days

Following receipt of Borough approved funding: The District Business Manager will provide the charter schools with any modifications to the District wide expenses based on action taken by the Borough Assembly and the School Board.

- Thirty days Following budget modifications from the District Business Manager: If modifications were received, the Charter Schools will present the School Board and the District Business Manager with APC approved operating budgets based on the Borough's modified numbers.
- Subject Sensitive: Within seven-fourteen days of State legislation or School Board approved personnel negotiations, the District Business Manager will provide the Charter schools with these revenue and/or expense changes.
- Subject Sensitive Within thirty days of being provided these changes, the Charter Schools will provide the School Board and the District Business Manager with an APC approved operating budget.
- November 15 The District Business Manager will provide the charter schools with the raw ADM for their school and the District. The District Business Manager will provide the final costs of rent derived from an average of the past three years' actual maintenance costs for the Valley Park building.
- December 15 The charter schools will provide the School Board and the District Business Manager with an APC approved operating budget.

2. Definitions:

Per Capita allocation: The revenue or expense in question divided by the raw District ADM count for the year in question multiplied by the raw ADM count of the individual school.

Raw ADM: The net weighted average daily membership of students in the school or District for the 20 count days in October of the school year.

Charter Schools Revenue: Equal to State funding formula (i.e. Public School Funding Overview) plus Local Borough Contribution plus any carry over from previous year's operating budget.

Charter Schools District Expenses: Equal to per capita district wide costs.

Charter Schools Operating Budget: Equal to Charter Schools revenue minus Charter Schools District expenses. The operating budget includes actual custodial and utilities fees.

Special Education/Intensive Expenses: Special Education and Intensive needs budgeted expenses Functions: 200 Special Education, 201 SPED Intensive, 202 Special Education-Classified, 204 SPED Preschool, 205 Special Education-ESY, 210 Speech Services, 211 Physical Therapy Services, 220 SPED Support Services, 230 SPED Administration, and 232 SPED Administration-Classified for special education/intensive needs services

shall be allocated on a per capita basis across the district, including the charter schools, with services provided on a Districtwide basis.

- For accounting purposes, all budget categories will be presented as line items showing costs equivalent with District schools on a per student basis.
- Borough contribution/local effort money will display on budgets as revenue.
- Up to the maximum Borough allowable carry-over will be shown on the budget in the expense category.
- Up to the maximum Borough allowable carry-over from the previous year will be shown as income.

3. Revenue

State Revenue for the Charter Schools will be calculated in the same manner as provided by state statute with the following exceptions:

- No revenue adjustment in the state revenue formula will be made for Intensive Needs students.
- No adjustment is made for Correspondence/Fast Track since this is not provided at the charter school level.

An adjusted ADM is calculated for each school and revenue is allocated based on Basic Need, Quality Schools, any other state funding, and Required Local Match in the same manner as the District.

Borough actual funding revenue is provided on a per capita basis to the charter schools.

Borough Contracted Services Revenue are not allocated to the charter schools since this is a noncash item (discretionary service cost allocation from the Borough to the District).

One-time, Medicaid, E-Rate and other miscellaneous grant/funding are provided to the charter schools.

3a. Funding Formula Method:

The funds to be made available to each charter school shall be determined based on the District Charter School Formula. See example District Charter School Formula in Appendix A. Note that the formula in Appendix A is only an example. Actual costs, state allocations, Borough funding, changes in circumstances or other factors will affect the actual calculations. Charter schools will use the available funding described in this section to develop their school budgets.

3b. Carry over from previous year's operating budget

Charter schools may carry over unexpended funds to the following fiscal year budget in the same manner as the District is allowed. The Borough currently has set the amount of the carryover not to exceed 5% of the current fiscal year budget per Ketchikan Gateway

Borough Code 4.65.020(d). If and when the Borough changes this policy, the change will apply to this funding formula

4. Expenses

4a District Wide Expenses

The following district wide expenses are allocated to the charter schools on a per capita basis, classified as Indirect or Direct Expenses, and in accordance with AS 14.03.260.

Indirect Expenses are as follows, not to exceed 4% of Total Available Funding:

- Board of Education
- Office of the Superintendent
- Business Office (HR, payroll, purchasing, accounts payable, district recordkeeping, insurances & risk management)
- Staff Services (timekeeping, absence management, substitute tracking, recruitment)
- Indirect Cost Recovery (allocated recoupment of administrative costs from federal grants, included as a credit)

Direct Expenses are as follows:

- Curriculum Materials
- Improvement of Instruction & Curriculum Development
- Special Education
- Intensive SPED Services (included as a credit for INT Needs Funding)
- Vocational Education
- Summer School
- Medicaid Expenses
- Long Term Subs
- Testing
- Wellness Program
- Support Services (IT)
- RTI Supplies, Materials, & Media
- Kanayama
- Library Services (First City Consortium)

All items in a category will be billed as a District Wide Expense, not directly to the school, and will be accounted for primarily in Organization/Location Code 193. Example: Powerschool, substitute software. Below is the individual account coding for each district-wide expense, in accordance with the Alaska Chart of Accounts.

District-wide Expenses Account Codes & Descriptions

Function 100-101 - Regular Instruction – Curriculum Materials- The charter schools will pay a per student cost for curriculum materials for grades not served.

Function 120-122 – Bilingual/Bicultural Instruction (ESL) – District expenses charged on a per capita basis with school para billed directly.

Function 160-162 - Vocational Education Instruction (KCS 7, 8 only)

Function 100, Object 410-450 - RTI Supplies, Materials, Media

Function 105- Summer School

Org 193, Function 100, Object 319- Long-term Sub

Function 200- Special Education Instruction, 201- SPED Intensive, 202- Special Education-Classified, 204- SPED Preschool, 205- Special Education-ESY, 210- Speech Services, 211- Physical Therapy Service, 220- SPED Support Services, 230- SPED Administration—Special Education/Intensive expenses (i.e. administration, psychologist, OT, PT, SLP, teaching staff, paraprofessional staff, benefits including worker's comp., and supplies/materials)

(Special Education Intensive Services Revenue allocated per capita [See 4(b)] – no coding Intensive needs funding for intensive needs services shall be allocated on a per capita basis to the charter schools, with services provided on a district wide basis. The prorated allocation of intensive needs funding will be listed in the district wide expense list as both a revenue and an expense for that line item.)

Org 196, Object 490- Medicaid Expenses

Function 302- Wellness Program

Function 340- Mandated State testing (i.e. PEAKS): This will include all district-wide supplies, and materials.

Function 360 -Computer Services IT: Full service of district computer services. Network, computers, district wide software, maintenance, upgrades & support service.

Function 705 - Kanayama (District Portion Only)

Function 352-353 - Library Services: This includes network, network access and all program costs.

Function 370- Staff Development: Bill directly for services used

Function 351, 381-382- Improvement of Instruction & Curriculum Development: Director of Curriculum and staff development (Does not include supplies and materials)

Function 510 – District Administration

- Function 511- Board of Education
- Function 512- Office of the Superintendent

Function 550-555 Business Office: This includes all business office expenses, secretarial duties.

Function 553- Staff Services: Personnel

Function 557- Indirect Cost Recovery (will be displayed as a credit)

4b. Intensive Program (201)

Intensive needs funding and budgeted expenses for intensive needs services shall be allocated on a per capita basis to the charter schools, with services provided on a district wide basis as accounted for Organization/Location Code 112.

4c. Rent

The rental rate for the Charter schools shall be the actual per capita rate of the operational costs of the district, in accordance with AS 14.03.255(d). These costs will be allocated between the two schools based on the proportion of the building area used by each school. The Charter schools will pay the district-wide actual operations and maintenance costs other than utility and custodial costs represented by the portion of the district-wide building square footage represented by the Valley Park Campus (district maintenance costs). The district maintenance costs shall be calculated based upon the average actual maintenance and operations expenditures, excluding utilities, for the prior three years.

In addition, the Charter schools will directly pay utility costs of sewer, water, electricity, and heating oil out of their operational budget. The facility costs for each of sewer, water, garbage and electricity will be divided by 2 between the Charter schools. Heating oil will be allocated based on a square footage that each school occupies. Each Charter school will also directly pay custodial costs for their school out of their operational budget.”

For purposes of calculating and allocating rent costs for preparation of proposed charter school budgets by May 1, the actual per capita rate of the operational costs of the district for use in the calculation of the 3-year average for the rental calculation will be based upon the average of the actual costs for the two most recent completed fiscal years and the estimated costs for the current uncompleted fiscal year. The estimated costs for the current uncompleted fiscal year will be based upon the budget for the current uncompleted fiscal year. The actual per capita rate for each fiscal year will be provided

to the charter schools in November after the fiscal year has been completed and the books closed for the previous fiscal year.

5. Enrollment

Currently section 9. Student count of the contract reads, "Student enrollment, as of April 15, will determine staffing and budgets for the charter school for the following year".

6. Appendices

Formulas referenced in this MOA will be included as appendices, as follows, for example only. Figures will change from year to year, and be updated according to any revisions to the Alaska Chart of Accounts, district policy updates, or any other regulatory change.

- **Appendix A: Charter School Funding Formula**
- **Appendix B: Charter School Rent Formula**

7. Attestations

Should any provision of this MOA be found to conflict with applicable law or accounting rules, all parties agree to negotiate revisions to bring this MOA into compliance.

By signing this agreement, all parties attest to compliance with any applicable grant terms and federal and state limitations on the use of funds for specific purposes, and agree to maintain financial records and make such reports as are required to verify compliance.




Ketchikan Charter School APC President

3/14/2021
Date



Tongass School of Arts and Science APC President

3/18/2021
Date



Ketchikan Gateway Borough School District President

3-16-21
Date

Appendix J Transportation

Business and Non Instructional Operations BP 3540 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 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.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

Note: Effective July 1, 2014, AS 14.09.010 was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil 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. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See 4 AAC 27.057 for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. AS 14.09.010(f).

Charter School Transportation

The School Board recognizes that charter school students may benefit from transportation services. On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

- Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous roads area. Special Education Routes are not subject to the mile and a half restriction.

- Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.
- Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district’s school bus rules.
- School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.

The district is not required to establish dedicated transportation routes for the exclusive use of charter school students, but may choose to do so.

A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee. The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.

(cf. 6182 - Secondary Boarding Program) (cf. 6181 – Charter School)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

4 AAC 27.057 Charter school transportation policy

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT Revision Date: 2/22/06
Revision Date: 10/14/2015 Revision Date: 10/28/2020**

Appendix K Calendar and Schedule

Ketchikan Charter School Calendar 2021-2022																
AUGUST '21					Teacher First Day - August 23					JANUARY '22						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31			
SEPTEMBER '21					FEBRUARY '22					MARCH '22						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31			
OCTOBER '21					APRIL '22					MAY '22						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31			
NOVEMBER '21					MAY '22					JUNE '22						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31			
DECEMBER '21					MAY '22					JUNE '22						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31			
STUDENT DAYS 174					TEACHER DAYS 183											

	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:00			LIBRARY		
8:00-8:15	8:00-8:45		8:00-8:45		8:00-8:45
8:15-8:30	1st PE		2nd grade		2nd grade
8:30-8:45	Gym		Gym		Gym
8:45-9:00			8:45-9:30	8:45-9:30	
9:00-9:15	9:00-9:45	9:00-9:45	Kinder: pe	9:00-9:45	9:00-9:45
9:15-9:30	Kindergarten	Kindergarten	Gym	Kindergarten	Kindergarten
9:30-9:45	Art	Music		Music	Art
9:45-10:00					
10:00-10:15	10:00-10:45	10:00-10:45		10:00-10:45	10:00-10:45
10:15-10:30	2nd Grade	2nd Grade		2nd Grade	2nd Grade
10:30-10:45	Art	Music		Music	Art
10:45-11:00					
11:00-11:15	Kindergarten: recess 11:00 - 11:30; lunch 11:30 - 12:00				
11:15-11:30	1st grade: lunch 11:15 - 11:45; recess 10:00-10:30				
11:30-12:00	11:45-12:30	2nd gr: lunch 11:00 - 11:30; recess 11:30 - 12:00		1:45-12:30	2nd grade: lunch 11:00 - 11:30; recess 11:30 - 12:00
12:00-12:15	1st Grade	12:00-12:45	12:00-12:45	12:00-12:45	1st Grade
12:15-12:30	Art	1st Grade	1st PE	1st Grade	Art
12:30-12:45		Music	Gym	Music	
12:45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45	Afternoon session preschool: outside or gym 1:30 - 1:50			Early Release	Afternoon session preschool: outside or gym 1:30 - 1:50 Monday - Thursday ONLY
1:45-2:00					
2:00-2:15					
2:15-2:30					
2:30-2:40					

	Monday	Tuesday	Wednesday	Thursday	Friday			
7:40-7:55								
8:00-8:15		8:00-8:45		8:00-8:45				
8:15-8:30		4th Grade		4th Grade				
8:30-8:45		8:35-9:05	Art	Art				
8:45-9:00	8:40-9:25	4th Grade		8:40-9:25	8:40-9:25			
9:00-9:15	5th Grade	PE		5th Grade	5th Grade			
9:15-9:30	Band	9:15 - 9:45		Band	Band			
9:30- 9:45		3rd Grade			9:15 - 9:45			
9:45-10:00		PE			3rd Grade			
10:00-10:15					PE			
10:15-10:30								
10:30-10:45								
10:45-11:00	10:40-11:25	10:55-11:25	10:40-11:25	10:40-11:25	10:40-11:25	10:40-11:25	10:40-11:25	
11:00- 11:15	4th Grade	5th Grade	5th Grade	3rd Grade	4th	5th Grade	4th Grade	5th Grade
11:15-11:30	Music	PE	Art	Music	PE	Art	Music	PE
11:30-12:00	3-5 Lunch							
12:00-12:30	3-5 Recess							
12:30-12:45								
12:45-1:00	12:40-1:25	12:40-1:25	12:40-1:10		12:40-1:25			
1:00-1:15	3rd Grade	3rd Grade	3rd Grade		3rd Grade			
1:15-1:30	Music	Art	Library		Art			
1:30-1:45							Early Release	
1:45-2:00							Early Release	
2:00-2:15							Early Release	
2:15-2:30							Early Release	

Trimester 1	Monday			Tuesday			Wednesday			Thursday			Friday		
	6th	7th	8th	6th	7th	8th	6th	7th	8th	6th	7th	8th	6th	7th	8th
SSR 7:40-7:55	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR
1st period 7:55-8:35	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective
2nd period 8:35-9:32	Reading	Study Hall	Math	Reading	Math	PE	Reading	Study Hall	Math	Reading	Math	History	Reading	Study Hall	Math
3rd period 9:35-10:28	Technology	Math	Reading	Math	PE	Reading	Technology	Math	Reading	Math	PE	Reading	Technology	Math	Reading
4th period 10:31-11:25	Math	Reading	Study Hall	PE	Reading	Math	Math	Reading	Study Hall	PE	Reading	Math	Math	Reading	Study Hall
Lunch/Recess 11:25-12:00															
5th period 12:00-12:52	Writing	Science	History	Science	History	Writing	Writing	Science	History	Science	History	Writing	Writing	Science	History
6th period 12:55-1:47	Science	History	Writing	History	Writing	Science	History	Writing	Science	History	Writing	Science	Elective	Elective	Elective
7th period 1:50-2:30	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Early Release at 1:30 pm		
Trimester 2	Monday			Tuesday			Wednesday			Thursday			Friday		
SSR 7:40-7:55	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR
1st period 7:55-8:35	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective
2nd period 8:35-9:32	Reading	Math	Study Hall	Reading	Math	PE	Reading	Math	Study Hall	Reading	Math	History	Reading	Math	Study Hall
3rd period 9:35-10:28	Math	Technology	Reading	Math	PE	Reading	Math	Technology	Reading	Math	PE	Reading	Math	Technology	Reading
4th period 10:31-11:25	Study Hall	Reading	Math	PE	Reading	Math	Study Hall	Reading	Math	PE	Reading	Math	Study Hall	Reading	Math
Lunch/Recess 11:25-12:00															
5th period 12:00-12:52	Writing	Science	History	Science	History	Writing	Writing	Science	History	Science	History	Writing	Writing	Science	History
6th period 12:55-1:47	Science	History	Writing	History	Writing	Science	History	Writing	Science	History	Writing	Science	Elective	Elective	Elective
7th period 1:50-2:30	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Early Release at 1:30 pm		
Trimester 3	Monday			Tuesday			Wednesday			Thursday			Friday		
SSR 7:40-7:55	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR	SSR
1st period 7:55-8:35	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective
2nd period 8:35-9:32	Study Hall	Math	Reading	PE	Math	Reading	Study Hall	Math	Reading	PE	Math	Reading	Study Hall	Math	Reading
3rd period 9:35-10:28	Math	Reading	Technology	Math	Reading	PE	Math	Reading	Technology	Math	Reading	PE	Math	Reading	Technology
4th period 10:31-11:25	Reading	Study Hall	Math	Reading	PE	Math	Reading	Study Hall	Math	Reading	PE	Math	Reading	Study Hall	Math
Lunch/Recess 11:25-12:00															
5th period 12:00-12:52	Writing	Science	History	Science	History	Writing	Writing	Science	History	Science	History	Writing	Writing	Science	History
6th period 12:55-1:47	Science	History	Writing	History	Writing	Science	History	Writing	Science	History	Writing	Science	Elective	Elective	Elective
7th period 1:50-2:30	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Elective	Early Release at 1:30 pm		

Appendix L Lease and Map of Facilities

LEASE AGREEMENT

THIS AGREEMENT made and entered into this 10th day of June, 2021 between the Corporation of the Archbishop of the Archdiocese of Anchorage-Juneau, and its successors or assigns, a religious corporation sole, of 415 Sixth Street, Juneau, Alaska, hereinafter designated "Landlord" and the Ketchikan Gateway Borough School District, Hereinafter designated as "Tenant." Landlord and Tenant shall be referred to herein collectively as the "parties" or individually as "Party."

WITNESSETH:

This lease is granted and accepted upon the following covenants and conditions and subject to the following restrictions, to all and every one of which the parties consent, and each of the parties hereby expressly covenants and agrees to keep, perform and observe all the terms, covenants and conditions herein contained.

1. **LEASEHOLD SPACE.** Leasehold space is identified as the Main Floor of the building commonly known as Holy Name School, excluding:
 - a. Classroom #113, approximately 960 sq. ft.
 - b. Classroom #114, approximately 960 sq. ft.
 - c. Classroom #111, approximately 960 sq. ft.
 - d. The principal's office, approximately 80 sq. ft. – all as identified in Holy Name School Building plans prepared by Linn Forest Architect and dated April 5, 1965.
 - e. Non-exclusive use of the gym area located on the ground floor.
 - f. Non-exclusive use of the outdoor playground area, both covered and uncovered.
2. **LEASEHOLD SPACE** is further identified as non-exclusive use of the following common area space:
 - a. Teachers break room #115
 - b. Lavatory #117

Holy Name/School District - Page 1 | 17

No modification of this Lease will be binding on either party except as a written addendum signed by an authorized agent of both parties.

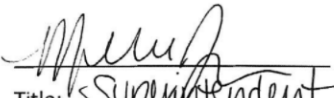
IN WITNESS WHEREOF, the parties hereto have subscribed their names.

Corporation of the Archbishop of Anchorage Juneau


Title: Business Manager

Date: June 22, 2021

Ketchikan Gateway Borough School District


Title: Superintendent

Date: 6/17/2021

KCS Evacuation Plan

