



**Charter Renewal 2013  
For the school years 2013/14 to 2022/2023**

**Mission Statement:** Frontier Charter School is a learning organization that helps families teach students to take responsibility for their own learning. Frontier serves full-time home-schooling families in the Anchorage School District who are pursuing academic excellence.

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**A. Name Of The Proposed Charter School**

The name of the charter school is Frontier Charter School

**B. Name, Address, And Telephone Number Of A Designated Contact Person Authorized To Act For The Charter School Applications**

Brett McBryde, APC Chair  
Tim Scott, Principal  
400 West Northern Lights  
Anchorage, AK 99503

**C. Provisions For An Academic Policy Committee**

A full description of the APC and its structures are contained in the bylaws.

**D. Organizational Structure**

***Frontier Charter School***

Frontier Charter School makes assurances of compliance with:

- Alaska Statutes on Charters schools
- Alaska Administrative Code for Charter Schools
- In addition, FCS operates under the FCS's independent academic policy, administrative policy and standard operating procedures, and the signed contract between ASD school board and the Frontier Charter School Academic Policy Committee, hereafter referred to as the "APC".

***Academic Policy Committee Powers***

***General Powers***

1. The affairs of the school shall be managed by the APC. The APC shall be a single body. In addition to managing the school, the APC shall have the powers and shall fulfill the duties prescribed in these Bylaws and in Alaska Statutes, including but not limited to A.S. 14.03.250 et. seq.

***Specific Powers***

1. The APC shall perform the following functions:
  - a) Uphold the mission statement as stated in the Frontier Charter School/Anchorage School District contract. It shall also oversee accountability in academics, legal/risk management, finances, operations/maintenance, ASAA activities and capital budgeting issues of Frontier Charter School.
  - b) Ensure that Frontier Charter School operates as a nonprofit, nonpartisan,

noncommercial and nonsectarian organization. The names of members of the APC in their individual capacity or the name of Frontier Charter School shall not be used in connection with any commercial concern, any partisan interest, or for any purpose not appropriately related to the promotion of the responsibilities of the APC.

- c) Promote professional conduct in accordance with Anchorage School District policy.
- d) Select a chief administrator or principal, and delegate those administrative and other duties the APC from time-to-time desires.
- e) Hire or direct the chief administrator or principal to hire additional administrative staff or resource teachers as the APC, in its discretion, deems appropriate.
- f) Monitor the overhead rate, approve annual and other budgets, and take those steps deemed appropriate by the APC to control school administrative and other costs.
- g) Rule on questions of teacher eligibility and contract viability raised by the chief administrator or principal.
- h) Select, or direct the chief administrator or principal to select, qualified directors or coaches for ASAA activities if Frontier Charter School participates in those activities.
- i) Review contracts as the APC deems appropriate or upon request of the chief administrator or principal.
- j) Conduct an annual review of the chief administrator or principal, such review to be forwarded to the Anchorage School District Superintendent and kept in the chief administrator's/principal's personnel file.
- k) Enter into contracts, leases and other agreements that are, in the APC's judgment, deemed necessary or desirable for the operation of the school.

***Number, Tenure and Qualifications***

The APC consists of the following members for terms indicated:

- (a) Seat A/Teacher. Term expires June 2014, Jana Ozturgut
- (b) Seat B/Teacher. Term expires June 2015, Cal Dunham
- (c) Seat C/Parent. Term expires June 2015, Steve Darrell
- (d) Seat D/Parent. Term expires June 2014, Brett McBryde
- (e) Seat E/Parent. Term expires June 2013, Mary Morgan
- (f) Seat F/Parent. Term expires June 2015, Joyce Burke
- (g) Seat G/Chief Executive Officer, ex officio, Tim Scott

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### ***Copies Of Proposed Organizational Documents***

The APC bylaws, Charter School Contract with Anchorage School District, FCS Administrative Charter Policies, facility lease, physical plant schematic, are included in the exhibits.

Frontier Charter School agrees to operate with all federal, state, and local laws and regulations. Additionally, FCS agrees to comply with the Anchorage School District Board Policy and Administrative Regulations unless the ASD School Board has granted specific waivers. An appropriate level of autonomy and self-determination shall be evidenced in communication with ASD Administration and minutes of the APC meetings.

### **E. Description Of The Educational Program**

***Mission Statement:*** Frontier Charter School is a learning organization for parents that help families teach students to take responsibility for their own learning. Frontier serves full-time homeschooling families in the Anchorage School District who are pursuing academic excellence.

***Program Philosophy:*** Frontier's niche in the home-school community is that we offer to assess every child's unique patterns of learning through the Frontier Learning Profile. The Frontier Learning Profile consists of a series of assessments based on the most up-to-date brain research that helps parents understand how their child learns. A learning profile is a map or picture of an individual's unique patterns of noticing and taking in information, processing and organizing it and operation with it the three domains for the mind or the soul; the cognitive or intellectual the emotional and the volitional or will (values).

With the assistance of public funds, Frontier Charter School will provide qualified instructors and community resources including guidance to parents, books and supplies, online courses, small group classes, university level classes, one-on-one tutoring, distance learning courses, classes offered by local vendors, and access to facilities, as necessary.

Parents take the primary responsibility for developing an Individual Learning Plan (hereafter ILP) for each of their children. In their pursuit of academic excellence, parents will work with certificated teachers that serve as academic advisors who will provide assistance and oversight. Opportunities will be made available to students through the development of a partnership with the Anchorage School District including: access to classes conducted at an Anchorage School District school, participation in District sponsored academic competitions, and participation in ASAA sponsored activities; annually update a list of digital resources to include instructional services, curriculum, publishers and providers; offering of classes by local vendors; maximizing the use of technology to bring students access to live, online courses as well as streamline the business practices of the school; and the creation of a Frontier Charter School community through the development of a school identity and esprit de corps.

**Student Population:** Frontier will serve full-time students in grades kindergarten through twelve that reside within the Anchorage School District and who are not enrolled in any other school outside of the Anchorage School District in the state. Seniors who require less than a full-time course load to complete their program may be enrolled. Students who have an Individual Education Program that requires attendance at an Anchorage School District school may enroll as part-time students at both Frontier Charter School and the Anchorage School District school in a ratio that reflects the time each spends on delivery of instruction of the required 720 mandatory school attendance hours.

The student population will be drawn from these sources: students who are currently being homeschooled and not concurrently enrolled in a private K-12 school, students that transfer from other public schools, and students that are not enrolled in any public school, but are privately homeschooling. We do not deny families the opportunity to exercise their right, under the protection of the Part-Time School law, to enroll part time in another public school or district. However, as a practical matter, we do not allow students that are enrolled full time or part time in a private school to enroll in Frontier for fine arts, music, and/or PE.

It must be understood that Frontier Charter School will not take a 1.0 FTE for a student if they are dually enrolled in another public school. Rather we will reduce their FTE based on the combination of the FTE as defined under state law (The combination of the FTE between the two schools will not exceed 1.0).

**School Performance Targets:** Frontier Charter School is excited about the Anchorage School District's 2020 Plan and agrees to follow the same targets as outlined in "Destination 2020" – a multi-year plan to increase student achievement in reading, writing and math. The plan focuses on improving the performance of every child to ensure at least one year's academic growth each year.

The plan calls for the following by the year 2020:

- 90 percent achievement in reading, writing and math
- 90 percent graduation rate
- Every child will attend school at least 90 percent of the time
- 90 percent of parents will recommend their child's school to others
- 100 percent of staff and students feel safe at school

We make available interventions to ALL of our students K-12. They include, but are not limited to, both academic achievement and academic operations. In addition, FCS will provide individual interventions for those students that fall below proficiency targets in reading, writing, and math on state mandated assessments.

As a homeschool program we do not have ongoing instruction provided by teachers. However we do track progress by identifying students initially by analyzing state assessment data and in-house profile data.

In addition we have 1/3 of our school population participating in pre and post exams for reading and math. The assessment provides parents and staff with detailed information with which to create interventions.

We have recommended that some students dually enroll for specific subjects if we identify that the best intervention will be face-to-face daily instruction.

Frontier Charter School students may participate in the ASD Spelling Bee, the District Battle of the Books, the Geography Bee, the Science Fair held at UAA and other community academic opportunities during each year of existence.

***Need for the Charter School:*** Each year hundreds of students in Anchorage search out homeschool options. Frontier Charter School provides regular orientations and workshops for the Anchorage community. No publicly funded school provides the unique combination of academic accountability, technological resources and opportunity for community development being proposed by Frontier Charter School.

***Goals of Frontier Charter School:*** The founders of Frontier Charter School will develop annual goals through discussions based upon prior experiences with other schooling options, expressed shared needs of the homeschooling community and a review of research on homeschoolers.

***School Report Card/School Action Plan/Parent Involvement Plan*** - The charter school will participate in the Anchorage School District's School Report Card, School Action Planning (SAP) process, and the development of a Parent Involvement Plan (PIP) as required by Alaska statute.

***Curriculum Statement*** - Frontier Charter School will provide families with the broadest range of curricula options through: an on-line searchable curriculum database that includes curriculum descriptions, curriculum providers and publishers, and local vendor options; regular interaction with Academic Advisors who will counsel families on options geared toward their student's needs based upon expressed needs of parents and students, review of student work and evaluation of standardized test results; the development of an annual calendar listing community/district sponsored academic opportunities; and opportunities within the school community to share learning through events such as Fine Arts performances, assemblies, school science fair, etc.

***Transformational Goals*** - Frontier Charter School intends to create a "learning organization" that is nimble enough to be open to flux and transformation. The organization will model the type of self-learning and personal responsibility it expects from all its students. It will make full use of digital platforms to serve families: to include on-line registration, web-based ILP development, web-based/asynchronous contact with academic advisors, budget creation and management, and class enrollment, a substantial calendar of events posted on-line, educational partnerships that provide interventions for at risk students,, and to other Alaskan students through a vendor contract consistent with Anchorage School District business policies, and the development of partnerships with universities and other institutions within the city to leverage resources, facilities, and instructors.

***Community Goals*** - Frontier Charter School will foster the development of a school identity and relationships within school families by: providing for volunteer opportunities for each family in the helping organize school-wide events; dividing the school population along geographic lines

into three groups for more local event planning and intramural competitions, and helping our school families connect with the community by developing local business partners.

***Curriculum/Methods:*** Each student's course of study will be outlined in an Individualized Learning Plan (ILP). The ILP will: be developed annually at the start of the school year; be customized to match the abilities and learning styles of each student to enable each student to reach her or his maximum potential; be developed by the parent(s) in association with an Academic Advisor; fulfill the core and elective requirements set forth in the school scheduling requirements in section 4.7.3; comply with the Anchorage School District and Alaska Department of Education guidelines for non-sectarian curricula; comply with the Alaska state content and performance standards and documented in the student's cumulative folder; and include any IEP developed by the District for the student.

Each ILP will be required to list: subjects or course titles; number of core or elective units the course is satisfying; objectives and requirements for each course listed; method of instruction (parent-taught, small group class, one-on-one tutoring, etc.); resources required for each course including time, texts, other educational materials, school supplies, lessons, facilities or equipment rental and technological tools; method of evaluation per course; grading system used per course as applicable; and accompanying student or family budget.

We are currently in the process of making the common core state standards available to families when they create individual learning plans with our web-based student aptitude learning tracking tool (SALTT).

Each ILP will be reviewed by an Academic Advisor prior to the beginning of the student count period outlined in state regulation. They will be evaluated for meeting Common Core State Standards.

Standards and approved by the application of the Academic Advisor's signature or electronic signature in the Frontier Student Aptitude Learning Tracking Tool.

No ILP can be unilaterally altered by the Academic Advisor. The ILP may be amended anytime throughout the school year by the addition or deletion of material. Financial transactions related to the amendments will be approved after amendments are documented. No ILP can be amended to delete course work such that the student would be less than a full-time student, seniors and students with an IEP excepted as noted in the enrollment section.

The choice of curricula for families is intentionally broad in an effort to best customize the education for each child. It includes: any course of study agreed to by the parent and the Academic Advisor; courses that are intended to fulfill ASD graduation requirements; all "Credit By Choice" options offered by ASD; any course currently offered within the District; King Career Center classes that are available with allocated spaces as per ASD school policy for vocational students; any course currently offered within another District with which ASD maintains an exchange program should such a relationship be established; any University of Alaska at Anchorage course; any course from another university or college; and any course or program of study that meets the requirements set forth in the development of the ILP, section, and the scheduling requirements.



**Scheduling Requirements:** Frontier’s fiscal year extends from July 1 through June 30. Within the fiscal year, families may choose their own homeschooling calendar as long as the student meets the full-time enrollment requirements set forth below and it is consistent with state mandatory attendance laws. Full-time status at Frontier Charter School requires students to be enrolled in eight or more units of instruction per year on their ILP, four of which must be core units; Seniors who are completing their planned program of completion, may enroll at less than full-time level. Funding will be commensurate with level of attendance.

Students who have an IEP at the time of enrollment and are scheduled to receive services at an Anchorage School District neighborhood school may enroll part-time at Frontier Charter School and part-time at the neighborhood school. Funding will be commensurate with level of attendance.

Frontier Charter School students may participate in ASAA activities consistent with ASAA and Anchorage School District rules.

## **F. Admission Policies and Procedures**

**Admission:** Eligibility criteria for admission to Frontier Charter School: student must reside in the Anchorage School District student and plan to homeschool full-time or be a Senior completing a program of study that constitutes less than full-time attendance or be a student with an IEP whose special education and related services may be provided at the neighborhood school with part-time attendance at that school; the parent/guardian of any eligible student must attend an informational meeting; and parent/guardian must sign an agreement that they have reviewed the Frontier Charter School charter and that their family will agree to volunteer at least five hours a year for the school.

Students enrolled in any other school, either full- or part-time, except as outlined in 5.1, are not eligible for admission to Frontier Charter School. The maximum number of students who may enroll in Frontier Charter School will be determined annually by an agreement with the Anchorage School District administration. Enrollment targets are between 350 and 500 students. Students will be admitted on a first-come, first-serve basis until the enrollment maximum is reached. Thereafter, students will be admitted using the Anchorage School District Lottery Procedure as outlined in Anchorage School District School Board Policy 333.1 The lottery will be held on the second Tuesday in December and May of each year.

**Enrollment:** Students will be considered enrolled when their enrollment package is complete and approved by their Academic Advisor. Enrollment packages will be received by the office, assigned to and evaluated by an Academic Advisor. Families will receive an e-mail from their Academic Advisor no later than one week following receipt of completed enrollment package for the purpose of scheduling an appointment for review and final approval of the package.

The enrollment interview must be scheduled within two weeks of receipt by the Frontier Charter School office of the completed enrollment package or the student’s slot will be given to the next student on the waiting list.

If, following the appointment between the Academic Advisor and parent/guardian, the enrollment

package remains incomplete, the parent/guardian will have ten calendar days to revise the package and submit it to the Academic Advisor. If this deadline is not met, the student's slot will be given to another student if there are others waiting.

***Annual calendar for registration and enrollment:*** Frontier Charter School will be a year-round school with the school year beginning July 1 and ending June 30 annually. Students may apply for admission year-round. Thereafter, students may apply via the lottery method for the slots of students who are leaving the program. The enrollment process must be completed by October 31 of the school year or the student will be notified that he/she is being withdrawn from the school.

Students enrolling via the lottery must have completed the enrollment process within fifteen business days of their receiving notification of their admission or their slot will be given to another student.

***Allowance for program diversity:*** Frontier Charter School, through the development of an ILP for each student, allows for a customized program of learning to be developed for every enrolling child. It will be the responsibility of the Academic Advisors to provide appropriate curriculum recommendations to parents/guardians of students who may fall in any academic achievement level.

Students who are identified as 'gifted' by the District are eligible to receive services at their neighborhood school.

Students who are eligible to receive Special Education services and have an IEP will receive services through the Anchorage School District Special Education program. Frontier Charter School students who are identified, as possibly being eligible to receive special services will first meet with the Student Intervention Team at Frontier Charter School. Referrals made for this team will make further evaluation by the District. Services provided to students on an IEP in a regular instruction classroom, with no accompanying accommodations, will be paid for out of the student's Frontier Charter School student account at the Anchorage School District class charge-back rate.

If a student has a current IEP in place that provides services in the Anchorage School District for a routine part of the regular school day, he/she will be enrolled part-time in the neighborhood school and part-time at Frontier Charter School.

Frontier Charter School will practice no discrimination in the admission of students or in the implementation of the educational program in accordance with school district, state and federal requirements. No student will be required to attend Frontier Charter School.

## **G. Administrative Policies**

The Frontier Charter School application and contract may be modified or revised pursuant to Anchorage School District policies and procedures. The Frontier Charter School shall operate under all Anchorage School Board policies and regulations except as set forth herein.

The Frontier Charter School shall operate under all state regulations with the exception of those

listed under section 17 of the Frontier administrative policies.

**Academic Policy Committee:** The composition of the Academic Policy Committee will be as follows: four (4) of the members shall be eligible parents, (3 elected, 1 appointed by the Board); two (2) of the members shall be eligible teachers, (1 elected, 1 appointed by the Board). At the discretion of the Academic Policy Committee the following three seats may be appointed by the Academic Policy Committee: one (1) member representing higher education; one (1) member of the local business community; and one (1) student representative. If seats “H”, “I”, and/or “J” are authorized by the Academic Policy Committee, these members shall be appointed by the Academic Policy Committee for one-year terms.

The Academic Policy Committee may appoint a student representative annually until the first elections annually.

The Chief Administrator of Frontier Charter School and an elected eligible high school student shall attend meetings of the Academic Policy Committee in an advisory capacity. They shall not have voting rights nor may they attend Executive Sessions without invitation by the Academic Policy Committee.

The Anchorage School District may appoint a representative to attend Academic Policy Committee meetings in an advisory capacity, also without voting rights, and without access to Executive Sessions absent the invitation of the Academic Policy Committee.

The terms of office for seats “A” through “F” of the Academic Policy Committee shall be staggered as follows:

- a. Seat A/Teacher. Elected. Term expires June 2014.
- b. Seat B/Teacher. Appointed. Term expires June 2015.
- c. Seat C/Parent. Elected. Term expires June 2015.
- d. Seat D/Parent. Elected. Term expires June 2014.
- e. Seat E/Parent. Elected. Term expires June 2013.
- f. Seat F/Parent. Appointed. Term expires June 2015.

Thereafter, the terms of office shall be for three (3) years for elected parents and teachers.

Elections shall be held in May prior to the expiration of the term of members of the Academic Policy Committee on June 30 of the same year. Those Academic Policy Committee seats that are appointed positions shall be filled by the majority decision of the members of the Academic Policy Committee at the annual meeting in May.

Any vacancies shall be filled by a majority vote of the Academic Policy Committee and when deemed appropriate by the Academic Policy Committee. The person filling such vacancy shall serve for the remainder of the term applicable to the seat that was vacated.

The Academic Policy Committee of Frontier Charter School will be responsible for: ensuring the fulfillment of the mission; formulating, adopting and maintaining a complete set of bylaws, charter, rules and regulations and policies by which the charter school shall be governed; developing an Strategic Plan to provide the staff with specific goals and responsibilities that is developed consistent with school action plans required by state law; contains one and three goals,

clearly outlines specific objectives, assigns target dates and a staff or Academic Policy Committee member who is responsible for oversight of each objective, and is used during the Chief Administrator evaluation process; creating subcommittees as needed to oversee academic accountability, legal/risk management, financial, board development and personnel issues of the school; contracting with a Type B certified administrator for teacher evaluations; selecting a Chief Administrator and assigning duties as directed by the Academic Policy Committee; authorizing the hiring of additional administrative staff in the event of significant increases in enrollment; monitoring the charter school overhead rate and taking steps to cut school administrative costs or increase funding if such measures are required to fulfill the mission; annually evaluating the Chief Administrator in January of each year; annually conducting a survey to allow families, teachers and vendors to provide input on the school, its administration, its effectiveness and areas of strength and weakness; ruling on matters brought forward by the Chief Administrator; and ruling on matters as otherwise permitted or required by law.

***Business Administration:*** Frontier Charter School certifies that it will comply with all local, state and federal requirements for the receipt and use of public money. The administration of all financial transactions will be overseen by the Chief Administrator.

All transactions will be to further the goal of providing an excellent academic experience to students of Frontier Charter School. All financial transactions must comply with Anchorage School District conflict of interest policies. Authorized District personnel shall be allowed to review Frontier Charter School books and accounts during all hours the school is in operation.

***Employment Practices:*** The compensation for the Type B certified administrator will be determined by the Academic Policy Committee based on the qualifications of the individual selected.

Compensation for staff will be determined in accordance with existing collective bargaining agreements where applicable, and otherwise by the Academic Policy Committee.

Prospective employees will be given written advance notice of any waivers, and will be informed that working less than full-time (1 FTE) could result in reduced retirement/health benefits.

***Educational Resources:***

***Procurement*** - It is the intention of Frontier Charter School to develop an inventory of quality educational materials that circulates among families with the goal of minimizing warehousing needs. Therefore, the Chief Administrator will be responsible for achieving this goal through his/her management of the internal procurement policies. Excessive, poor quality and/or hard-to warehouse items, no matter how educational, may be considered ineligible for procurement.

It shall be the responsibility of the Chief Administrator, or his designee, to approve goods and services eligible for procurement or reimbursement. The Chief Administrator will ensure that all items eligible for purchase are in keeping with school district policies and procedures.

Additionally, every item must be in keeping with ASD and Alaska DOEED guidelines

for non-sectarian material or service. Any item not in keeping in with procurement policies of the state or district will not be available for procurement or reimbursement, but may be used by a family when paid for by their personal funds.

Actual procurement or reimbursement for items must be justified by being included on a student's ILP and budget.

The Chief Administrator shall provide a means by which parents or teachers may petition to have items added for procurement eligibility. Chief Administrator will determine whether or not the petitioned item meets the following criteria:

- Whether the item or service in question can be used for educational purposes.
- Whether the item or service can be procured or reimbursed within the limits of District policies and procedures.
- Whether the item is in keeping with Anchorage School District and State guidelines for non-sectarian material or service.
- Whether the item is likely to be reused by other families and not require long term warehousing by Frontier Charter School.

All material items procured by Frontier Charter School families will be considered part of the Frontier Charter School Resource Library.

Material items that are procured by families should be returned to the Frontier Charter School office when they are no longer being used, to allow other families to use them, and to help meet the goal of not creating an excessive inventory.

Use our current custom built integrated tracking software (SALTT) track material items.

Any material item that is intended for consumption (workbooks, art supplies, science experiment materials, etc.) need not be returned.

**Vendor Services** - All services/fees available for procurement must directly provide for the educational needs of an Frontier Charter School student. Educational Services Providers, approved by the Chief Administrator, that provide direct instruction to Frontier Charter School students, may be eligible vendors.

Vendor fees must provide only a Frontier Charter School student access to an educational venue such as a gym, pool, laboratory etc. Vendor memberships must provide only Frontier Charter School students with long-term access to an educational venue.

Not all vendors may be available for procurement or reimbursement by Frontier Charter School.

The business staff of Frontier Charter School will maintain a file of eligible vendors.

Families may request that vendors be considered for procurement eligibility.

**ASAA Participation** - Frontier Charter School shall participate according to the ASAA Constitution and Bylaws and Anchorage School District policy.

The charter school may choose between non-member school participation and member school participation based upon the needs of the students and parents in the school.

If Frontier Charter School chooses not to be a member school, then Frontier Charter School students may participate in ASAA activities at an Anchorage School District school, consistent with District policies.

Frontier Charter School students will personally pay participation fees and fees associated with specific ASAA activities as prescribed by the Anchorage School District.

Eligibility for Frontier Charter School students shall be established according to the ASAA Constitution and Bylaws and Anchorage School District policy as outlined in the Senior High School Activities Handbook and Student Handbook.

Coursework will be documented per semester as outlined on the ILP.

"Attendance" will be established by evidence of ongoing participation in the classes in which the student has enrolled. This evidence may take the form of a learning log or a weekly activity report, or parent and/or teacher assent.

## **H. Funding Allocation and Annual Program Budget**

ASD receives revenues from the state for the charter school and reduces the revenues for administrative costs retained by ASD by applying the indirect cost rate that is approved by the State of Alaska, Department of Education and Early Development.

Grants and special revenue or any additional funding from a governmental agency outside of the foundation formula funds which is directed to or obtained by the charter school will be subject to the approval of the Anchorage Assembly whenever it may affect the upper limit of the Anchorage School District budget.

Revenues from sources other than governmental agencies, including funds from corporate or other contributions or from the sale of curricula shall be retained by the charter school and used exclusively for the charter school program. The receipt and expenditure of all such funds shall be subject to the fiscal management standards set forth herein and all records and accounts for such funds shall be available for inspection by authorized District personnel. Receipt of such revenues shall not reduce the foundation funding for the charter school or additional funding from governmental agencies.

The District and the charter follow applicable statutes and regulations and base the schools' revenue on their student enrollment. The current District practice is to provide Basic Need, as calculated by the State Foundation Formula, less indirect cost using the final Average Daily

Membership student count as measured during the OASIS count period and confirmed by DEED. Funding for correspondence programs is calculated by multiplying the correspondence ADM by 80%. This is the formula the state applies to Frontier Charter School.

No tuition will be charged to students attending Frontier Charter School.

All equipment and supplies purchased by the charter school are the property of the Anchorage School District. Upon the completion or termination of the charter school contract, they will be returned to the school district.

The charter school shall annually submit a balanced program budget by November 15 of each year which shows the expected revenues and expenditures for the charter school for the next school year.

### **I. Methods By Which The Charter School Shall Account For Receipts And Expenditures**

Frontier Charter School will remain compliant with AS 14.17.910. The approval of expenditures requested through student allotment funds will comply with this statute.

The charter school will account for receipts and expenditures by using and complying with District accounting, audit, and fiscal procedures.

The charter school agrees that it will comply with district, state, and federal requirements for receipt and use of public money. The charter school shall allow District personnel or the District's auditors access to financial information at all reasonable times.

The charter school shall cooperate with the School Board or the Department of Education in complying with the requirements of AS 14.17.910. This shall be accomplished by making use of the school District's existing accounting systems and procedures for revenue, payroll and procurement.

Individual student accounting described below for revenue, payroll and procurement shall be accomplished by the Frontier Charter School business office.

Student enrollment reports, time sheets and requisitions shall be prepared by the charter school and shall represent consolidations of individual student contracts and transactions.

A budget, including the budget for student accounts, shall be established on an annual basis by the Academic Policy Committee based upon recommendations from the Frontier Charter School administration.

It is intended that the charter school overhead rate will be held to a minimum in order that the majority of funds be allocated for the provision of direct instruction. In accordance with the State chart of Accounts, at least 70% of the school's budget will be spent on instruction.

Student account budgets will be determined for each student account annually by the Academic Policy Committee, as early in the school year as possible, and no later than the October regular

meeting of the Academic Policy Committee, based upon recommendations of the administration.

The Student Account allocation may include stratified amounts according to grade.

The student accounts for children or wards of one family may be compiled into one family account to maximize efficiency and economy.

Procurement of material goods and services may be charged against the student's account.

Student account funds may only be accessed for payment of educational services, material goods, and services that are outlined on the student's ILP and included on the student's (or family's) budget through:

- submission and completion of a vendor contract,
- requisition of approved material goods or services, and
- request for reimbursement for approved material goods and services.

Requests for reimbursement are limited to:

- curriculum,
- vendor services

## **J. Location and Description of the Facility**

Administrative offices, conference area and resource library are to be located as designated by the Academic Policy Committee and the location kept on file with the Anchorage School District and with Frontier Charter School.

Frontier Charter School may enter into a lease with a property owner of a non-District facility after review and approval by the Purchasing Department and Anchorage School District within 10 days of their receipt of a copy of the agreement.

The lease will be approved by a District designee prior to finalization.

A cancellation clause will be part of the lease agreement.

The charter school facility will comply with federal, state and local building, fire, health and safety requirements where applicable. Compliance with such requirements and codes will be maintained at or above the existing Anchorage School District practice for leased office space for the duration of the contract.

The charter school may use space in non-District facilities which meets applicable codes, as approved by the Academic Policy Committee.

The charter school will pay for building maintenance costs directly related to the charter school program.



The current mailing and physical address of Frontier Charter School is 400 West Northern Lights, Suite #4, Anchorage, Alaska, 99503

The current lease for the facility is included in Exhibit C.

The current facility is maintained through contracted lease agreement between FCS and building owner.

No lease agreement may be entered without approval of the FCS APC. Without obtaining express agreement in written form, a proposed lease agreement must include: a provision for termination of the lease agreement without further obligation of FCS in the event that of a lack of appropriation/funding for the charter school or in the event of termination of the charter school's authorization to operate as a charter school. Additionally, a provision, stated in the agreement, must be included that the District is not a party to the lease agreement and is not subject to any obligation or liability under the lease agreement.

FCS will secure a contract for custodial services relative to the lease agreement.

### **K. Teachers/Administrators In The Charter School**

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

The Chief Administrator for Frontier Charter School will be either a principal with a current Alaska Type B Administrative Certificate or Teacher-in-Charge or other qualified person.

**Teaching staff:** Instruction will be provided to Frontier Charter School students by the parent or guardian, by certificated teachers and by qualified instructors. This section covers those individuals who are Anchorage School District full-time teachers, retired Anchorage School District teachers, or certificated teachers on the Anchorage School District eligible-to-hire list.

Any teacher employed by or retired from the Anchorage School District or in the Anchorage School District's eligible-to-hire pool of approved teacher candidates shall be eligible to be employed by Frontier Charter School. A teacher may not be assigned to the charter school unless the teacher consents to the assignment. Except as approved by formal waiver, all provisions of the existing negotiated agreement with the Anchorage Education Association apply to teachers in the charter school.

Charter school teachers shall be evaluated in an equivalent manner as all other teachers in the District and in conformance with applicable District and State requirements. Although a teacher may teach about various religions as part of the curriculum, they may not advocate a particular religious view or that a particular religious view is true or false. Sept. 15, 1988 Op. Att'y Gen. on AS 14.0090.

The compensation rate for a teacher shall be that provided for under the existing collective bargaining agreement. A teacher's per diem compensation rate shall be the teacher's annual salary (according to 105 Salary Schedule) divided by the 182 days in a school term.

A teacher's per hour compensation rate shall be the teacher's annual salary (according to 105 Salary Schedule) divided by the 182 days in the school term and that quotient divided by the number of hours required by the AEA agreement for a full-time teacher.

Since Academic Advisors are full time certificated teaching staff, a teacher who employed as a full-time Academic Advisor may not also receive additional pay for working with students groups during regular work hours.

The chief administrator will supervise the academic advisors. The Chief Administrator will select the Academic Advisors. They will work at or out of the school office and be assigned students according to a procedure designed by the Chief Administrator.

Their responsibilities will include: helping the parents/guardians develop their student(s)' ILPs; tracking annually how each student is progressing toward meeting State content and performance standards; recommending alternative curricular options based upon either the parent's/guardian's request or review of State Standards compliance and/or standardized test scores; reviewing student expenditures for compliance with procurement policies, agreement with ILP, and inclusion on budget; communicating regularly with families as needed to ensure family's understanding of the Frontier Charter School program; evaluating standardized test scores and assisting families in understanding how to use results to improve their student's program of learning; assisting families to pursue qualification of their student for Special Education services; with the parents, making final grade placement for the upcoming school year by June 30 of each school year; communicating regularly with the Chief Administrator regarding families needs; preparing workshops for students or parents on relevant topics; teaching classes as time allows and needs dictate; helping with the recruitment of direct instruction teachers; recommending courses that would benefit students and helping to design curriculum; and assisting parents/guardians in the administration of creative learning programs.

**Chief Administrator:** The Chief Administrator will take direction from, fulfill those tasks assigned by, and report to, the Academic Policy Committee and be charged by the Academic Policy Committee to effectively administrate the school based upon State and District policies, the Frontier Charter School Charter and other governing documents, and the Annual School Action Plan and Parent Involvement Plan.

The Chief Administrator will hire staff and provide oversight of all full-time and part-time Frontier Charter School staff while serving as liaison between the District and the Academic Policy Committee

The Chief Administrator will prepare an annual budget including determining annual program budget for the school based on AS 14.03.260, and annually recommending per student account allotments; preparing any required District or State reports; administering all State mandated standardized tests; overseeing the accounting for all receipts and expenditures; making recommendations to the Academic Policy Committee regarding staffing issues, policies, and/or financial matters.

The Chief Administrator will continually review academic standards through; evaluation of ILPs, appraisal of courses taught by certificated teachers, review of standardized test scores, and review of achievement levels of students in district, state or national academic events.

The Chief Administrator will maintain procurement policies for educational materials, books and other supplies, types of educational services and use of facilities allowable for requisition or

reimbursement; overseeing all Frontier Charter School activities; cooperating with any audits by the school district or the Academic Policy Committee; and overseeing the maintenance of the school website, online digital resources, calendar, family, teacher and vendor transaction software, volunteer opportunities, and regular communication.

The Chief Administrator will oversee the maintenance of permanent school records, including all Academic Policy Committee meeting minutes, the charter and bylaws and all reports filed with the District or State; approving services provided by vendors and qualified instructors; overseeing the live, interactive distance learning delivery program; and managing all volunteer activities and participation.

#### **L. Other Staff In The Charter School**

Frontier Charter School staff includes a Chief Administrator, a business manager, two administrative assistants, and one or more Academic Advisors. Administrative assistants divide their labor between business and academic operations.

The bargaining agreements with Anchorage School District will be honored for any covered employee of Frontier Charter School.

An addendum shall be offered to an ASD nurse to annually evaluate all immunization records and TB tests for currency according to existing state regulations. No student account funds will be released for a student until he or she is in compliance.

#### **M. Pupil To Teacher Ratio**

The teacher-to-student ratio will be variable. (Reference section 17 WAIVER of the Department of Education and Early Development's Frontier Charter School Application.)

Frontier Charter School administration works closely with the ASD demographics department each year to determine enrollment projections.

#### **N. Number of Students Served**

The maximum enrollment for Frontier Charter School is 550 students.

#### **O. Transportation**

FCS does not provide transportation except in cases where students are part of an FCS special event which requires busing.

#### **P. Food Services**

FCS provides no food services.

#### **Q. Term Of Contract**

10 years, July 1st 2013 - June 30th 2023

## **R. Termination Clause**

The School Board may terminate the charter school contract. The School Board shall provide written notice to the Academic Policy Committee (APC) of its intent to terminate the contract and the reasons therefore. Prior to terminations, the School Board and the APC shall attempt to remedy the violations or other reasons asserted for termination.

The charter school APC may also terminate the contract on an annual basis. In such event, APC must notify the District by February 1 of a given school year of its intent to cease operations the following school year. This date may be waived by action of the School Board upon a recommendation of the Superintendent.

## **S. Certification of Compliance for Receipt And Use Of Public Money**

FCS will comply with all local, state and federal requirements for the receipt and use of public money.

## **T. Other Requirements or Exemptions**

All requested Exemptions are stated in Section G.

## **U. Risk Management**

FCS shall adequately protect against liability and risk through an active risk management program. The program shall include purchase of insurance, which establishes appropriate minimum coverage according to the ASD's risk manager. The charter will operate in such a manner as to minimize the risk of injury or harm to students, employees and others. The district's safety officer for compliance with appropriate industry safety practices shall review school operations and activities.

## **V. Breach of Contract**

Failure to comply with the provisions of the contract between FCS and the ASD is considered a breach of contract and may result in the termination of the charter school. During the charter school's annual review, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the charter school contract (either by the charter school or the school district) are presented either during the annual review or at any other time, then ASD School Board shall investigate these allegations. Any legal cost incurred as a result of an investigation would be borne by the charter school, if noncompliance is verified, prior to canceling the charter school contract, the ASD School Board and FCS shall attempt to remedy any violation of the contract.

## **W. Definitions**

**Academic Advisor** - an Anchorage School District certificated teacher employed by Frontier to serve families in an advisory capacity.

**AEA** - Anchorage Education Association

**ASAA** - Alaska School Activities Association

**Core unit** - A unit of instruction in the discipline of science (to include traditional science classes and computer science and technology classes), mathematics, language arts (to include classes in reading, writing, literature, grammar, keyboarding, ESL and foreign languages) social studies or any combination thereof. Accommodations for special learning needs are also considered core.

**District** - The governing authority of the Department of Education in the Anchorage School District.

**Elective unit** - Units of instruction that are offered in disciplines other than those included in the core unit definition.

**Individual Education Program (IEP)** - Individual Education Program (for special education)

**Individual Learning Plan (ILP)** - Individual Learning Plan (for regular education)

**Instructional unit** - A cohesive body of instruction that approximates 90 hours of student work.

**State** - The governing authority of the state of Alaska, either referring to the Department of Education and Early Childhood Development or state statutes or administrative code.

**Vendor** - A person or business who provides a service to the general population.