

1 **Second**
2 **Charter School Renewal Application**
3 **for the**
4 **Snowy Range Academy**

5
6 **Submitted by:**

7 **Snowy Range Academy, Inc., a Wyoming nonprofit corporation**
8 **based in Laramie, Wyoming**

9 **Submitted to:**

10 **Albany County School District No. 1, a body corporate and political**
11 **subdivision organized pursuant to Wyoming Statutes § 21-3-101 et.**
12 **seq.**

13
14
15
16 **Submitted:**

17 **May 30, 2012**
18
19

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1 **Section 1.0**
2 **Introduction**

3 **1.1 General**
4

5 The Snowy Range Academy (SRA) Board of Directors is pleased to submit this second charter
6 school renewal application to the Board of Trustees (School Board) of Albany County School
7 District Number One (School District). SRA’s ongoing goal is to provide an academically
8 focused Core Knowledge school as a public school option within the School District. To that
9 end, the SRA Board of Directors requests renewal of SRA’s charter for another five-year term
10 through and including School Year 2017-2018.

11
12 This application conforms to Wyoming Statutes § 21-3-309(b) and Chapter 32 of the Rules and
13 Regulations duly adopted by the Wyoming Legislature.¹
14

15 **1.2 Snowy Range Academy Background, Present Day Operations and Future Challenges**
16

17 SRA’s initial charter was approved by the School Board on December 12, 2001. SRA’s charter
18 was renewed for a five-year term on June 13, 2007. SRA is now in its tenth year of successful
19 operation. In the last decade, SRA has nearly doubled its enrollment, expanded through the ninth
20 grade, and has consistently met or exceeded its goals, objectives, pupil performance standards
21 and the implementation of its content standards, as required by Wyoming Statutes.
22

23 SRA currently enrolls 172 students in grades K-9. SRA attracts students from all neighborhoods
24 within Albany County with approximately 25% of its students coming from homeschools or
25 from other states where charter schools are more commonly found. SRA’s demographics are
26 similar to those of other ACSD #1 schools with 32% of SRA students qualifying for free and
27 reduced lunch and approximately 13% qualifying for special education services. See Appendix
28 A, Student Demographics, for more information.
29

30 For the 2010-11 PAWS test results, SRA’s overall scores exceeded the total averages for both
31 ACSD #1 and the State in all assessment areas:
32

- 33 • 84% of SRA students in grades 3-8 scored proficient or advanced in reading;
- 34 • 87% of SRA students scored proficient or advanced in math;
- 35 • 90% of SRA students scored proficient or advanced in writing; and,
- 36 • 68% scored proficient or advanced in science.
37

¹ There is a form for Charter School Renewal on the Department of Education’s Website. That form is unreasonably complicated, and has not been adopted though rule making procedures required by the Wyoming Administrative Procedures Act (WAPA). This Application meets the requirements of the Rules and Regulations which have been adopted in accordance with the WAPA.

1 SRA has continuously demonstrated federal Adequate Yearly Performance (AYP) requirements.
2 See Appendix B for additional student achievement data. Lastly, SRA has met or exceeded its
3 NCA school improvement goals (Appendix C) for the last six years and is fully accredited.

4
5 SRA surveys its families annually to measure their satisfaction with the academic programs,
6 leadership, and staff. Eighty-seven percent of parents surveyed rated SRA’s academic programs
7 as “good” or “outstanding”. The three things parents most like about SRA are: 1) its rigorous
8 curriculum and high academic standards; 2) its excellent teachers; and 3) its structured and
9 consistent discipline system.

10
11 SRA is presently operating successfully under the current governance model:
12

Michael Duff	Chairman
Jennifer Hamilton	Vice Chairman
Sandy Steele	Treasurer/Community Director
Erika Prager	Secretary
Suzanne Spiker-Miller	Parent Director
Tara Boyer	Parent Director
Bruce Cameron	Emeritus Director
Aaron Tomisich	Community Director
Dawn Wilson	Principal
Samantha Suter	Employee Director

13
14 As SRA looks to the future, it anticipates its biggest challenge will be to obtain a permanent
15 facility for the school. Currently, SRA is subleasing space from Wal-Mart Realty. The lease
16 expires on July 30, 2015. There is no option to renew the lease. SRA has no expectation it will
17 be able to negotiate a new lease beyond July 2015 because SRA understands the property owner
18 intends to list the property for sale. SRA requests the School District work with SRA to find a
19 mutually acceptable, permanent solution to SRA’s facility issues. SRA further requests the
20 School District provide for SRA’s permanent location of its facilities in the School District’s five
21 year facilities plan. SRA suggests one solution that should be included in the five year plan is
22 the School Facilities Commission’s purchase of its currently leased property.

23
24 This Renewal Application is divided into two parts. Part One consists of information required by
25 Wyoming Statutes Title 21, Article 3, Sections 301 through 314. Part Two consists of the
26 appendices which supplement and expound upon the information contained in Part One.

27 28 **1.3 Definitions and Rules of Construction**

29
30 For purposes of this Renewal Application, the following terms will have the respective meanings
31 set forth below:

32
33 “ACSD#1 Policies” means the By-laws and Policies of the Board of Education,
34 ACSD#1, as revised .
35

1 **“Board of Directors”, “SRA Directors” or “Academy Directors”** means the duly
2 elected Board of Directors and governing body of SRA that is responsible for
3 administering and governing SRA.
4

5 **“Charter”** means the most current authorization granting Snowy Range Academy the
6 authority to operate a charter school which is the Second Renewal Contract executed by
7 the District and SRA.
8

9 **“Charter School”** means the Core Knowledge school to be operated by Snowy Range
10 Academy pursuant to the signed Second Renewal Contract. SRA is to be operated within
11 the School District. By law SRA is a public school and operates as a governmental entity
12 pursuant to Wyoming Statutes § 21-3-304(e).
13

14 **“Charter School Act”** means Wyoming Statutes §§ 21-3-301 through 21-3-314.
15

16 **“District” or “School District”** means Albany County School District Number 1, a body
17 corporate and political subdivision of the State of Wyoming, organized pursuant to
18 Wyoming Statutes §§ 21-3-101 et. seq., which operates a unified school district within
19 Albany County, State of Wyoming.
20

21 **“Members”** means the parents, legal guardians or other adult responsible for any child
22 enrolled in SRA and SRA faculty, staff and administration employed by SRA.
23

24 **“Renewal Application”** means this Second Charter Renewal Application as amended
25 prior to its approval by the School Board and upon which the Renewal Contract is based.
26

27 **“Renewal Contract”** means the final Second Charter School Renewal Contract executed
28 by both SRA and the School District following the approval by the School District of
29 SRA’s Renewal Application. The Renewal Contract will reflect all agreements between
30 the District and SRA that are not included in the Renewal Application. A draft Renewal
31 Contract is submitted at Appendix K.
32

33 **“Snowy Range Academy” or “SRA”** means the Snowy Range Academy, Inc., a
34 nonprofit corporation organized pursuant to the Wyoming Nonprofit Corporation Act.
35

36 **“School Board”** means the duly elected Board of Trustees of the School District.
37

38 **“State Board”** means the duly appointed Wyoming State Board of Education.
39

40 The following rules of construction will apply throughout this Renewal Application: (1) words in
41 the plural form include the singular and words in the singular form include the plural; and (2)
42 words in the masculine gender include the feminine and neuter genders.
43

1 **1.4 Relationship and Roles of the SRA Board and the District Board**
2

3 By law SRA is administered and governed by SRA’s Board of Directors in a manner agreed to
4 by the Renewal Contract. SRA’s Directors are responsible for keeping the School Board and its
5 administrative staff fully advised of the operations and activities of SRA. SRA’s Directors may
6 delegate these responsibilities to its administrative staff, provided that SRA’s Directors remain
7 ultimately responsible for accountability to the School Board.
8

9 The School Board’s role is to oversee SRA’s Directors to ensure that SRA operates in
10 compliance with the Renewal Contract and all applicable laws. The District will have the right
11 and authority, as authorized by law, to direct SRA’s Board to take any and all actions necessary
12 to cause SRA to operate in accordance with the terms and conditions of the Renewal Contract.
13 The School Board may delegate its oversight responsibilities to its administrative staff, provided
14 that SRA’s Directors have the right to request that the School Board review any directive of the
15 District’s administrative staff with which it disagrees.
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Section 2.0 Vision/Mission

2.1 Vision

SRA has adopted the following statement of its vision:

Our goal is to help every child strive for excellence –in academics, character, and citizenship within a rich intellectual environment. To achieve this:

- Students will come prepared to learn.
- Teachers will maintain high expectations.
- Parents will assist with the children’s education and support the school through service.
- The Board [of Directors] and Principal will provide strong effective leadership.

2.2 Mission

The mission of the Snowy Range Academy is to offer an academically rigorous, content-rich integrated educational program grounded in a common foundation and sequence of study. The Snowy Range Academy will provide excellence and fairness in education by operating according to policies based on values of inclusiveness, personal responsibility, honesty, self-reliance, and courtesy.

2.3 Mission Statement

SRA has adopted the following mission statement:

Academic excellence, character education, and fairness for all.

1 **Section 3.0**
2 **Description of the Educational Program**
3 **W.S.§ 21-3-307(a)(i)**
4

5
6 **3.1 Curriculum & Educational Philosophy**
7

8 3.1A Core Knowledge
9

10 SRA has adopted and implements the Core Knowledge Foundation’s Curriculum Sequence as
11 the framework of SRA’s curriculum. SRA’s educational program is designed to prepare K-9
12 students for a diverse and multicultural world. Core Knowledge is a well-developed, integrated
13 curriculum (see www.coreknowledge.org) that offers teachers a graded sequence in language
14 arts, math, literature, the arts, geography, history, social studies, and science, as well as
15 consistency across all classrooms. It gives a “common ground of content upon which faculty
16 meet and collaborate to begin teaching a coherent, content-rich curriculum.” Teachers have
17 available to them the resources of the Core Knowledge Foundation to inspire their own
18 classroom materials and methods to cover the target content areas for their grade level. Topics in
19 each grade build directly on what was learned in previous grades, allowing for cross-grade
20 teacher collaboration on specific topics. Research shows that Core Knowledge curriculum
21 boosts standardized test scores and also increases teacher enthusiasm and parent satisfaction.
22 SRA student performance and satisfaction survey data (Appendix E and B, respectively),
23 strongly support these findings. The curriculum has been recognized for improving students’
24 general knowledge, integrating an understanding of diversity into the curriculum, and bringing
25 children of disadvantaged backgrounds into the mainstream of cultural knowledge. Lastly, the
26 Core Knowledge curriculum supports and aligns with the Common Core State Standards adopted
27 by over 40 states to date.
28

29 3.1B Spalding Method Language Arts:
30

31 SRA has adopted and implements the Spalding Method Language Arts program beginning in
32 Kindergarten. The Spalding Method provides “explicit, sequential, multisensory instruction in
33 spelling (including phonics and handwriting), writing, and listening/reading comprehension”
34 (www.spalding.org). Spalding begins with phonics and spelling rules as students learn the
35 “encoding” and “decoding” of English, and then moves rapidly to introduce children to creative
36 writing and literature. SRA’s investigation concluded that the Spalding Method is the best and
37 most cost-effective research-based systematic phonics instruction program. Spalding integrates
38 instruction in spelling, writing, comprehension, and literature. At the higher-grade levels,
39 emphasis shifts to the study of literature, writing, and advanced reading, study, and
40 comprehension skills.
41
42

1 3.1C Accelerated Saxon Math:
2

3 SRA has adopted and implements an enhanced version of the Saxon math program beginning in
4 Kindergarten. The Saxon philosophy teaches that “people learn by doing”
5 (www.saxonpub.com). The two most important aspects of the Saxon program are the
6 “incremental development of mathematics and continuous practice.” Mathematical concepts are
7 divided into small, easily understood pieces that are taught over several lessons—hence
8 incremental development. These concepts are then practiced continuously over time and
9 reviewed throughout the school year. Many of the skills in mathematics take a long time to
10 develop. With Saxon, students are given the opportunity to develop and to master these skills
11 with the practice provided in the problem sets. Each problem set contains only a few problems
12 illustrating the increment presented in that lesson. The remaining problems, which become
13 increasingly difficult as the year progresses, provide practice of the concepts previously
14 presented. The Saxon series is long recognized as the best in math curriculum.
15

16 3.1D Ninth Grade Curriculum
17

18 Since the Core Knowledge Sequence ends at 8th grade, SRA offers an academically rigorous,
19 structured curriculum for 9th grade. This curriculum dovetails with the K-8 Core Knowledge
20 Sequence, as it challenges students to evaluate information critically, enables them to take
21 responsibility for their own learning, and encourages them to take an active role in their
22 community thereby encouraging responsible citizenship. The 9th grade curriculum features:
23 Geometry/Algebra I/Algebra II, Biology, Physical Education and Health, Spanish, Civics and
24 Contemporary World Issues, Language Arts, and a community service component.
25

26 3.1E Expansion into Grades 10 to 12 and Corresponding Curriculum.
27

28 SRA’s Board has determined that it is in the best interest of its students to expand its offerings
29 into Grades 10 through 12 and, therefore, requests approval in this Renewal Application for that
30 effort. The expansion will occur slowly, and will follow the process adopted in developing the
31 9th Grade curriculum. Before any additional grade levels are added, SRA shall develop a plan
32 for delivering its curriculum for approval by the School District Administration. A principal
33 driver in this effort relates to the need to provide a continuous education path for SRA students
34 in the areas of mathematics, science, language arts, and social science. Students transferring to
35 the high school frequently find themselves repeating work already completed at SRA. The
36 curriculum adopted for the grade expansion shall meet or exceed the curriculum requirements
37 established by both the State and the School District.
38

39
40 3.1F Special Programs
41

42 SRA’s Special Programs, or “Specials,” include courses in Spanish, Art, Music and Physical
43 Education. SRA considers “Specials” to be an integral part of its students’ education. Physical
44 Education is based on age-appropriate learning of “lifelong” skills. Spanish, Art, and Music are
45 closely integrated with the Core Knowledge curriculum. Regarding the Spanish courses

1 specifically, SRA recognizes the value of second-language learning at an early age so Spanish
2 instruction begins in Kindergarten and is taught several times a week through every grade.

3 3.1G Direct Instruction

4
5
6 Direct instruction is defined as a rigorously developed, highly scripted method for teaching that
7 is fast-paced and provides constant interaction between students and the teacher. A study
8 conducted by the Stanford Research Institute and Abt Associates² demonstrates that direct
9 instruction provides rapid, long term gains that increase self-esteem because children have real
10 skills for which they can be proud. In addition, the study found that students receiving direct
11 instruction are much more likely to graduate from high school and go on to college.

12 3.1H Discipline

13
14
15 SRA emphasizes respect among students, teachers and staff, consideration for others, and
16 friendliness. SRA has clear expectations, shared with teachers, parents, and students, about
17 appropriate behavior. A character education program emphasizing core qualities including
18 honesty, self-reliance, and courtesy are taught as a separate unit of instruction. The discipline
19 model adopted addresses inappropriate behavior with nurturing and support for the child. The
20 key goal of the Snowy Range Academy’s disciplinary system is to relieve classroom teachers
21 from the obligation to turn aside from the work of teaching in order to deal with a student who is
22 not ready to learn at that time—and, simultaneously, to free other students from distraction so
23 they are more able to concentrate on their own work.

24 **3.2 Student Body**

25
26
27 Since its doors opened in 2002, SRA has experienced growth in its student body and program
28 offerings. In 2002, SRA opened as a K-5 school, serving 98 students. SRA has almost doubled
29 its student population and expanded its program offerings, as it currently serves more than 170
30 students from kindergarten through ninth grade (Appendix A). The parents of SRA’s students
31 have expressed continual support for SRA’s expansion through 12th grade. While SRA shares in
32 its parents’ desires to expand, the school’s permanent facilities issues need to be addressed and
33 resolved in order for such expansion to occur. To that end, this Charter Renewal Application
34 requests the School District’s cooperation to explore and develop a permanent solution to SRA’s
35 facility issues.

36 3.2A Statement of Open Access

37
38
39 SRA is a public, nonsectarian, nonreligious, non home-based school, which operates within the
40 School District. SRA does not charge for tuition. Snowy Range Academy does not, nor will it
41 ever, discriminate in any manner because of race, color, creed, religion, national origin, ancestry,
42 sex, disability, or age except as otherwise provided by law. Admission to SRA is not, nor will it

² Bock, G., Stebbins, L., & Proper, E. (1977). Education as Experimentation: A planned variation model (Volume IV-A & B) Effects of follow through models. Washington D.C.: Abt Associates.

1 ever be determined by place of residence of student or parents, or academic abilities or
2 achievements, including minimum test scores or IQ scores. SRA follows and will continue to
3 follow all Federal, State, local laws and District policy regarding access and programming for
4 students with special needs.

5
6 Wyoming Statutes prohibit the School Board from requiring any student to attend SRA.
7 Students may choose to attend SRA, and any student wishing to leave SRA may pursue an inter-
8 district transfer in accordance with existing enrollment and transfer policies of the District.

9
10 **3.2B Parental Involvement**

11
12 A strong volunteer program is vital to SRA's success. Every family is encouraged to donate
13 time to help develop school/home partnerships that will result in an increased quality of
14 education for the students. Parents are strongly encouraged to volunteer **one hour** each month in
15 the school. Parents are encouraged to participate in parent committees, coaching, preparing
16 materials, special events, library, and lunch. Parents work in conjunction with the staff to ensure
17 the most effective education possible for their children. Lastly, parents are encouraged to attend
18 and participate in SRA's monthly board meetings held on the third Wednesday of each month at
19 7:00 p.m.

20
21 Parents who volunteer are expected to comply with SRA volunteer guidelines by completing the
22 volunteer application information form, attending the New Volunteer Orientation, and adhering
23 to the rules in the Volunteer Handbook. **A background check is required for all volunteers**
24 **attending overnight field trips.**

1 **Section 4.0**
2 **Measurable Pupil Outcomes & Assessment**
3 **W.S. § 21-3-307(a)(ii) & (iii)**
4

5 The Snowy Range Academy’s curriculum has and will continue to fulfill all state standards and
6 benchmarks. SRA is committed to continuous improvement. Performance measures and
7 programmatic assessments are conducted according to a regular schedule with the goal of
8 identifying clearly where self-improvement or growth is most essential.
9

10 **4.1 Assessment {W.S. § 21-3-307(a)(ii) and (iii)}**
11

12 SRA complies with and satisfies all assessment and accountability obligations required by all
13 other schools within the School District, including but not limited to:
14

- 15 1. All state assessment requirements; and
- 16 2. All state accreditation requirements.
17

18 In addition to the foregoing, SRA has adopted and implemented the North Central Association
19 for Accreditation and School Improvement (NCA) for the purposes of tracking pupil
20 performance outcomes as well as other accountability measures. SRA conducts informal
21 assessments and formal and state assessments as described below.
22

23 **4.1A Informal assessment**
24

25 Schoolwork that students take home provides some of the best informal assessment of pupil
26 performance for students and parents. The regular homework assignments, beginning daily in
27 kindergarten, provide opportunities for students to demonstrate good work habits, mastery of
28 knowledge, and improvement over time.
29

30 **4.1B Formal assessment**
31

32 SRA performs the following ongoing assessments:
33

- 34 ■ Tests and demonstrations. SRA conducts educational assessments of all students that are
35 consistent with the Standards and Benchmarks of the State of Wyoming. Student
36 understanding of each subject is demonstrated by oral examinations, written
37 examinations, writing samples, criterion- and norm- referenced tests or other assessments
38 of the knowledge gained and methods used to impart it. Standardized tests (beyond the
39 State requirements) may be used for other purposes, as determined by the Board of
40 Directors in consultation with teachers, parents, and students. To assess the Core
41 Knowledge curriculum SRA staff has developed curriculum assessments, unit tests, and
42 other measures based on Core Knowledge standards. Those assessments are
43 administered on a schedule determined by SRA staff.
44

- 1 ▪ Written progress reports on a quarterly basis. Traditional grades A-F are used. In order
2 to move to the next grade, students need to demonstrate mastery of the current year’s
3 curriculum as determined by the teachers.
- 4
- 5 ▪ Annually scheduled parent-teacher conferences.
- 6

7 4.1C State and Other Assessments

8

9 SRA meets or exceeds all state testing standards and is in full compliance with all current and
10 future legislative mandates for school accountability. Annually, SRA administers the following
11 assessments:

- 12 • PAWS tests for grades 3-8, as prescribed for reading, math, writing, and science;
- 13 • MAP tests for grades K-8 - administered three times per year for grades (1-8) and
14 twice each year for Kindergarten. The legislature requires MAP administration
15 only twice per year for grades 2-8, however SRA finds it more beneficial to
16 administer it three times per year; and
- 17 • EXPLORE test for grade 9, administered in the fall.
- 18

19 In addition, SRA also administers the Terra Nova test during the fall of each school year as an
20 additional diagnostic tool for the identification of students who may benefit from additional
21 tutoring in math or reading throughout the school year.

22

23 In 2011-12, SRA adopted the McRel performance evaluation system for evaluation of all
24 certified staff including the principal.

25

26 SRA and District will also work cooperatively to ensure compliance with state and District body
27 of evidence requirements for SRA’s 9th grade students.

28

29 4.1D Explanation of SRA’s Testing and Assessment Procedures.

30

31 Given the amount of attention given to assessment and accountability by the Wyoming
32 Legislature, SRA provides the following detail about its assessment program:

33

34 Measures of Academic Progress® (MAP®):

35

36 Students at SRA participate in MAP® testing three times each year. This assessment
37 provides teachers and administrators with insight into how each student is performing on
38 each academic strand in reading and math. At the conclusion of each testing window, the
39 teachers, principal and literacy specialist analyze the data to determine the instructional
40 needs of individuals as well as the class as a whole. SRA looks at the scores for each
41 strand for individual students and determines the areas of weakness, if any. Then, using
42 the Descartes system provided by NWEA, SRA creates academic plans for the students
43 and the class. This analysis allows SRA to meet students where they are instructionally
44 while addressing the needs of the class. The 2011-2012 school year has primarily been
45 focused on the reading needs of students and has been successful. For example, by using

1 MAP® results to inform instruction SRA was able to increase the mean reading RIT
2 score from 178 to 193 from the fall to winter administration. This means that the class,
3 on average, went from performing under the national average to well above the national
4 average during this time.

5 6 9th Grade EXPLORE Test

7
8 In the fall of the 2011-12 school year, SRA ninth grade students were administered the
9 EXPLORE test as part of the Hathaway 8th Grade Unit of Study legislation. The
10 EXPLORE Benchmark scores are indicative of probable readiness for college-level work
11 by the time a student graduates from high school. The highest score a student may
12 receive on the EXPLORE test is a 25. SRA was pleased with its students' scores –
13 overall, SRA's composite score was a 20.6 as compared to the national norm score of
14 16.2.

15 16 17 **4.2 Procedures for Corrective Action**

18
19 As a part of ongoing instruction, teachers identify any student who begins to fall below accepted
20 levels of achievement. Once a student is identified as beginning to fail the following process is
21 initiated to remedy the problem:

22
23 The teacher assesses the problem and begins a remedial program that will include, but is
24 not be limited to, additional instructional time with the teacher or an aide, labs, at-home
25 or after school work. If achievement has not improved, SRA follows District policy, as
26 described in Chapter XI of the ACSD#1 Policies (Programs and Services for Children
27 with Disabilities). A Building Intervention Team (now known as Site Based Intervention
28 Team or SBIT) is used to direct, evaluate, and document pre-referral intervention efforts
29 for children referred to the team. As provided in ACSD#1 Policies, interventions in
30 regular education programs include, but are not restricted to: remedial instruction,
31 curriculum modifications, changes in instructional methodology, behavior management
32 programs, peer tutoring and changes in teacher(s), school, or schedule. SRA follows all
33 applicable School District policies and applicable law concerning children with
34 disabilities.

35 36 **4.3 School Improvement Plan**

37
38 Beginning with the 2004-05 school year, the SRA governing board adopted the North Central
39 Association for Accreditation and School Improvement (NCA) for the purpose of developing
40 annual school improvement plans (Appendix C). SRA is now in its sixth year using the NCA
41 school improvement process and has been granted full accreditation status by NCA. The
42 Wyoming Department of Education now requires all districts to utilize the NCA process for
43 school improvement and accreditation.

1 Annually, SRA’s academic, fiscal, and operational goals are submitted to the District and to
2 NCA for approval. SRA has met and will continue to meet its annual NCA goals and objectives
3 each year.
4

5

6 **4.4 Strategic Plan**

7

8 Academic, fiscal, and operational goals may be found in the SRA Strategic Plan (Appendix D),
9 developed by the SRA Board of Directors. This plan outlines the steps the Board of Directors
10 and SRA administration must take in order to meet the long term goals of the school. The plan is
11 reviewed annually by the Board of Directors and revised as needed.

1 **Section 5.0**

2 **Governance & Operation**

3 W.S. §21-3-307(a)(iv)

4
5 **5.1 Board of Directors**

6
7 5.1A General Powers, Composition, Term of Office, Vacancies

8
9 5.1A(1) General Powers. SRA is administered and governed by the Board of Directors of SRA.

10
11 5.1A(2) Composition of the Board. The SRA Board of Directors consists of a total of eleven
12 directors, seven of which are voting directors. The Board of Directors includes 5 parents of
13 enrolled students, 2 Community Directors, the Emeritus Director, SRA Principal, Operations
14 Manager, and one Employee Director. The Emeritus, Principal, Operations Manager, and
15 Employee Director serve as non-voting Directors of the Board of Directors. Where feasible,
16 there is equitable representation of parent directors with students in the elementary grades (K-4)
17 and the middle grades (5-9).

18
19 The Emeritus Director serves in a consultative or advisory capacity to the Board of Directors to
20 ensure historical continuity. Board Directors who have served a minimum of two (2) years on
21 the Board of Directors are eligible to serve as the Emeritus Director.

22
23 The Chairman, Vice Chairman, Secretary, and Treasurer are selected by the Board of Directors
24 from its membership. No Director may hold more than one of these offices concurrently. The
25 Principal, Operations Manager, and Employee Director may not serve as officers of SRA.

26
27 5.1A(3) Term of Office. All terms of Directors, including Emeritus, Community and Employee
28 Directors, are for two years. Elections to fill any Director and Community Director vacancies
29 are held each spring at the Annual Meeting of the Board of Directors.

30
31 One parent in each family and each employee has one vote for each voting Director’s vacancy.
32 If an employee is also a parent member, s/he may have only one vote for each Director’s
33 vacancy. In the case of married employees, only one may vote for each voting Director’s
34 vacancy. If more than one vote is cast by a particular family or employee, then all of the votes
35 for that family or employee are disqualified.

36
37 The Emeritus Director is approved by a majority vote of the Board of Directors then in office.
38 Each employee will have one vote for the Employee Director’s vacancy. Spouses of SRA
39 employees may not serve on the Board of Directors. Community Directors serving on the Board
40 may not have children enrolled at SRA.

41
42 5.1A(4) Vacancy. In the event of a vacancy during the unexpired term of a Directorship, a
43 nominating committee is appointed by the Board of Directors to solicit and recommend to the
44 Board of Directors a candidate to fill the remaining term of the vacating Director. The Director
45 candidate is approved and appointed by a majority vote of the Directors then in office. In the

1 event that the Board of Directors fails to approve a Director candidate, the nominating process is
2 repeated until the vacancy is filled. A person chosen to fill a vacancy serves until the next
3 election of Board of Directors. An election is then held to fill the unexpired term, pursuant to
4 WS § 21-3-308. Until a Director candidate is appointed, the four remaining Directors constitute a
5 quorum for the transaction of business of SRA.

6 7 5.1B Operation of the Board of Directors 8

9 The Board of Directors meets at least once a month to review SRA’s operations, receive reports
10 from committees, SRA Principal and Operations Manager, consider and adopt policies, consider
11 requests and concerns from parents, students, and teachers, and perform other duties and
12 functions of the Board of Directors.

13
14 A majority of the voting Directors of the Board of Directors constitute a quorum for the
15 transaction of business of SRA. No action of the Board of Directors is valid unless approved by a
16 majority of the voting Directors of the Board of Directors.

17 **5.2 Miscellaneous Operational Issues**

18 19 20 5.2A Operational Powers. 21

22 SRA’s Board of Directors is responsible for SRA’s operations within the limitation of any
23 funding provided by the School District and other revenues derived by SRA consistent with law,
24 and has authority to independently exercise, also consistent with Federal and State law, the
25 following powers (including such other powers as provided for elsewhere in this Charter):
26 contract for goods and services; approve a budget; approve recommendations for hiring
27 personnel and for the compensation of that personnel; procure insurance; lease facilities for
28 Charter School purposes; purchase, lease or rent furniture, equipment and supplies; and accept
29 and expend gifts, donations, or grants of any kind in accordance with such conditions prescribed
30 by the donor as are consistent with law and not contrary to any of the terms of this Charter.

31
32 In exercising these powers, SRA complies with all applicable District policies unless a specific
33 waiver is obtained. SRA has adopted rules and regulations that are parallel, where relevant, to
34 the School District’s policies and procedures. Where SRA has modified District policies and
35 procedures, approval has been granted by the School Board. SRA will continue to provide
36 copies of any proposed changes to its rules and regulations to the School Board before it
37 implements any changes. All such policies and procedures shall conform to any applicable state
38 and federal laws. If the School District objects to any of the new or revised policies or
39 procedures it will notify SRA of its objections within forty-five (45) days. If SRA does not
40 receive notice of the School District’s objections within forty-five (45) days after submitting the
41 policy or procedure to the School District, the policy or procedure is deemed accepted. See
42 Appendix E for the Snowy Range Academy’s By-laws.

43
44 The School District will be given written notice of all accepted gifts, donations and grants, and
45 any conditions thereof, within seven (7) school days of acceptance by the Board of Directors.
46

1 5.2B Annual Reports

2
3 The Board of Directors will be responsible for submitting annual reports required for SRA to the
4 District. These reports will include a written revenue and expenditure report with comparison to
5 the budget, and a written report concerning its operations, including, progress made toward its
6 educational goals and objectives, policy development issues, student attendance and student
7 discipline information, and personnel matters.

8
9 5.2C Dissolution

10
11 In the event SRA should cease operations for whatever reason, including the non-renewal or
12 revocation of its Charter, any assets of SRA and SRA purchased with public funds will become
13 the property of the School District. All other SRA and Charter School assets will be disposed of
14 as provided in SRA’s Articles of Incorporation.

15
16 5.2D Non-Religious, Nonsectarian Status

17
18 SRA agrees that it will operate, in all respects, as a non-sectarian, non-religious public school.
19 SRA will not be affiliated with any nonpublic or sectarian school or religious organization.

20
21 5.2E Commitment to Nondiscrimination

22
23 SRA will comply with all applicable Federal, State, and local laws, rules and regulations,
24 regarding non-discrimination. Without limitation, SRA will not discriminate on the basis of
25 race, color, creed, religion, national origin, ancestry, sex, disability, or age except as otherwise
26 provided by law. In addition, SRA will provide equitable access to, and participation in, its
27 federally-assisted programs for students, teachers, and other program beneficiaries with special
28 needs regardless of gender, color, race, disability, national origin, age.

29
30 5.2F Accountability

31
32 The Snowy Range Academy will operate under the auspices of, and be accountable to, the
33 School Board and subject to all School District policies and regulations unless specifically
34 waived by the School Board.

35
36 5.2G Open Meeting Law

37
38 The SRA Board of Directors’ meetings are subject to the provisions of W.S. § 16-4-401, et. seq.,
39 The Public Meetings Act, and the SRA Board of Directors complies with the provisions of the
40 Act in connection with all of its activities.

41
42 **5.3 Waivers from District and State Policies**

43
44 SRA and the School District will follow the provisions set forth in W.S. § 21-3-305 regarding
45 waivers.

46 **5.4 Parental, Teacher and Community Involvement**

1
2 SRA strongly encourages parental involvement in all aspects of school life, including: classroom
3 support for teachers, helping teachers with projects, and/or serving on a school committee.
4 Parental involvement is ensured through representation on the Board of Directors, committee
5 participation, extensive volunteer program and multiple channels of communication (newsletters,
6 electronic communications, website, annual meetings, etc.).
7

8 Teacher involvement is ensured through employee representation on the Board of Directors,
9 committee liaison, faculty meetings, and a school philosophy supporting teacher autonomy as
10 supported by SRA's mission.
11

12 Community involvement is ensured through community representation on the Board of
13 Directors, committee participation, volunteer programs, and multiple channels of
14 communication.
15

1 **Section 6.0**
2 **Employee Relations**

3 W.S. § 21-3-307(a)(v), (x), (xi), (xvii), (xviii), & (xxi)

4
5 **6.1 Qualifications of Employees (W.S. §21-3-307(a)(v))**

6
7 6.1A Principal

8
9 The Principal is the chief administrator for the day-to-day operations of SRA, and also serves as
10 philosophical and instructional leader, promoting the mission of SRA, as well as providing such
11 other services as will be assigned by the Board of Directors.
12

13 The Principal is accountable to and serves at the pleasure and direction of the Board of Directors.
14 The Principal is appointed by the Board of Directors and may be removed by a vote of the
15 majority of the Board of Directors, with or without cause. The Principal is required to attend all
16 Board of Directors meetings as an ex-officio director.
17

18 The Principal must have experience in teaching or administration. The Principal should possess
19 leadership and organizational abilities, and an educational vision consistent with SRA's
20 philosophy and mission. The Principal should possess strong management and leadership skills,
21 operational skills, interpersonal skills, and a demonstrated expertise in program development,
22 curriculum, and instruction. An advanced degree is required. Administrative certification is
23 required.
24

25 6.1B Operations Manager

26
27 The Operations Manager oversees the development and maintenance of SRA's finances,
28 manages SRA's facility and physical plant operations, oversees the development and
29 maintenance of SRA's technological resources, and ensures SRA is in compliance with all
30 applicable state, federal, and district laws and regulations, as well as provides such other services
31 as will be assigned by the Board of Directors.
32

33 The Operations Manager is accountable to and serves at the pleasure and direction of the Board
34 of Directors. The Operations Manager is appointed by the Board of Directors and may be
35 removed by a vote of the majority of the Board of Directors, with or without cause. The
36 Operations Manager is required to attend all Board of Directors meetings as an ex-officio
37 Director.
38

39 The Operations Manager must possess strong communication skills, organizational abilities, and
40 an educational vision consistent with SRA's philosophy and mission. The Operations Manager
41 must possess strong management, operational, and interpersonal skills, and a demonstrated
42 expertise in school finance, technology, and facilities management. A Bachelor's degree is
43 required.
44
45

1 6.1C. Teachers

2
3 6.1C.1 Certification

4
5 Those teachers employed on a full-time basis by SRA shall be subject to the same requirements
6 with respect to certification by the Wyoming Professional Teaching Standards Board under [W.S.](#)
7 [21-2-802](#) and other qualifications as any other teachers authorized to teach in Wyoming public
8 schools. (W.S. § 21-3-308(h)).
9

10 6.1C.2 Other Qualifications

11
12 Other qualifications which teachers at SRA must possess include: familiarity with or willingness
13 to be trained in SRA's curriculum, pedagogy, and philosophy; commitment to academic
14 excellence, especially in core subject areas; commitment to working with parents as educational
15 partners; sensitivity to the emotional, social, and academic needs of students; and, willingness to
16 plan and work cooperatively with other teachers, administrators, and staff.
17

18 6.1C.3 Application for Employment

19
20 Applicants for teaching positions must complete a formal application, furnish official transcripts
21 for college work and letters of reference, and complete an interview with the Board of Directors
22 or its representatives.
23

24 All successful candidates for employment with SRA will be required to pass the same
25 background checks required by other employees of the School District.
26

27 SRA may select its personnel directly without prior authorization from the School Board, subject
28 to compliance with all federal and state rules and regulations, including, without limitation,
29 requirements concerning the recruitment of applicants and the use of background and criminal
30 checks, unless a specific waiver is obtained from the State Board of Education or other proper
31 authority.
32

33 6.1C.4 Responsibilities

34
35 Teachers for all grades will be responsible for the following: (1) fully implementing the School's
36 curriculum (including the Core Knowledge Foundation's Curriculum Sequence, Spalding
37 Language Arts curriculum, Saxon Math curriculum), and the SRA Disciplinary System as
38 adopted by the Board of Directors; (2) not modifying the Core Knowledge Foundation's
39 Curriculum Sequence, Spalding Language Arts curriculum, Saxon Math curriculum or the SRA
40 Disciplinary System without the Board of Directors' prior approval or unless so directed by the
41 Board of Directors to make such modifications; and (3) providing all instruction consistent with
42 SRA's Charter School Contract, Parent-Student Handbook and Mission/Vision Statement, which
43 includes but is not limited to (i) coordinating with the classroom aides, (ii) maintaining student
44 performance records, (iii) assigning appropriate additional or alternative assignments to students
45 either not meeting or exceeding expectations, (iv) producing a weekly parent newsletter to
46 effectively communicate student expectations, assignments, important due dates and other

1 relevant information, (v) maintaining work portfolios, (vi) establishing personal classroom
2 procedures, (vii) ordering teaching materials, (viii) requesting and supervising parent volunteers,
3 (ix) being thoroughly prepared for all teaching responsibilities, and (x) reporting all education-
4 related activities to the SRA Principal and/or the SRA Board of Directors.

6.1D Special Education

8 Special education services at Snowy Range Academy are provided through the School District.
9 The teachers and paraprofessionals who work with the students on IEPs are hired and supervised
10 by the School District, but are asked to work within the SRA philosophy and procedures.

12 SRA will continue to work with the District to provide special education services and referrals.
13 Students currently on Individual Education Plans (IEPs) will receive all required support services
14 as stated in the student's IEP. These District employees will be responsible for implementing
15 services as stated in the IEP, attending IEP meetings, and updating all required paperwork. SRA
16 staff will follow District, State and Federal guidelines for referring students to Special Education
17 and providing regular education services as stated in the IEP. The District will provide the
18 appropriate educational evaluations for referred students. Because the District will have the
19 responsibility of servicing Special Education students, the District will retain all appropriate
20 Special Education funds.

6.1E Other Staff

24 SRA may hire additional personnel to manage the day-to-day operations, including but not
25 limited to one or more administrative assistants, and a School nurse or clinic aide. The Board of
26 Directors will establish duties and qualifications for these positions.

28 A list of all SRA personnel may be found in Appendix F.

6.2 Employment Policies {W.S. §21-3-307(a)(x), (xvii), & (xviii)}

32 SRA has complied with Wyoming Statutes by adopting a written handbook of personnel policies.
33 These policies are based on the terms and conditions of SRA's Charter and they fully comply
34 with Federal and State laws. The policies govern hiring, promotion, discipline and termination
35 of personnel; methods and schedule for evaluating performance; duties and responsibilities of
36 employees; conditions of employment; compensation; leaves of absence; and a plan for resolving
37 employee-related problems, including grievance procedures.

39 On June 13, 2011, the Office of the Attorney General for the State of Wyoming issued the
40 opinion that the Wyoming Teacher Employment Law (W.S. § 21-7-101 et. seq.) does not apply
41 to teachers in charter schools (Appendix G).

43 Upon the execution of the Renewal Contract, SRA intends to amend its personnel policies to
44 include the following provisions regarding continuing contract status:

- 1 1. All full-time teachers initially hired for the 2012-2013 school year and beyond must
2 work no less than four consecutive years before they are eligible for continuing
3 contract status; and
4
- 5 2. All part-time teachers, initially hired for or after the 2012-2013 school year, desiring
6 continuing contract status must demonstrate that he/she has worked the equivalent of
7 a full-time teacher before he/she is eligible for continuing contract status; for
8 example, a half-time teacher (0.5FTE) would need to work for eight (8) years before
9 being eligible for tenure.

10
11 Any written contracts of employment will expressly provide (1) that the right of the employee to
12 continued employment is dependent upon future funding of SRA, (2) an acknowledgment by the
13 employee that he is not an employee of the School District, (3) a statement that in no event will
14 the District owe any responsibility to any employee of SRA or Charter School, and (4) a
15 covenant of the employee agreeing to hold the School District harmless from any and all acts of
16 SRA and agreeing not to sue the School District.

17
18 SRA's personnel policies may be found in Appendix H.

19 20 6.2A Compensation and Bonuses

21
22 SRA seeks to hire, retain and reward teachers who are proficient in their subjects, effective
23 contributors to the overall success and operation of SRA, and strongly committed to
24 implementing SRA's mission. SRA hires, and will continue to hire, teachers and other employees
25 under terms that will be fully disclosed in any offers of employment. SRA's personnel policies
26 and procedures are freely available for review by all persons who apply to work at SRA. The
27 Directors are not required to follow the District's salary schedule.

28
29 It is SRA's intent to use individual salary negotiations to reward the teachers and staff who
30 epitomize the ideals SRA seeks to achieve. The Board of Directors may develop a policy of
31 bonuses or merit pay to achieve this goal. SRA intends to pay salaries that are competitive with
32 market conditions.

33 34 6.2B Payroll

35
36 SRA is solely responsible for the payment of and all record keeping requirements associated
37 with, the payroll of its employees.
38
39

1 6.2C Benefits

2
3 Employees of SRA will be offered only those benefits which have been properly budgeted for by
4 SRA. Employee’s benefits are set forth in their individual employment contract.

5
6 To the extent possible, SRA offers employees benefits including health, dental, vision, and life
7 insurance benefits consistent with the same eligibility requirements and benefits made available
8 from time to time for District employees.

9
10 SRA may separately negotiate with the District and its benefit providers to provide and
11 administer benefit programs on behalf of SRA.

12
13 6.2D Retirement and Social Security benefits (WS §§ 21-3-307(a)(x) and 21-3-311 (b))

14
15 Faculty and staff of the SRA will participate in the Federal Social Security System and the
16 Wyoming State Retirement System, to the extent as if it were a school within the School District.
17 Faculty and staff who were employees of the District during the prior year will therefore retain
18 continuity with existing retirement benefits, and new employees will participate in a similarly
19 transferable system.

20
21 All SRA employees will be members of the Wyoming State Retirement Association and subject
22 to its requirements.

23
24 SRA will be solely responsible for the cost of all employer contributions to the retirement
25 system.

26
27 6.2E State Department of Employment benefits

28
29 SRA will pay for and be solely responsible for all employer wage contributions for
30 unemployment compensation, and if applicable, workers’ compensation premiums, covering all
31 of its employees.

32
33 6.2F Equal Opportunity Employer

34
35 SRA will not discriminate against any employee on the basis of race, color, creed, religion,
36 national origin, ancestry, sex, disability, or age except as otherwise provided by law. in its
37 recruitment, selection, training, utilization, termination or other employment related activities.

38
39 6.2G Employee Welfare and Safety

40
41 SRA will comply with all District policies and regulations and applicable Federal and State laws,
42 concerning employee welfare, safety and health issues.

1 6.2H Employee Records

2
3 SRA will comply with all District policies and regulations, and applicable Federal and State
4 laws, concerning the maintenance and disclosure of employee records.

5
6 6.2I Employee Conflicts of Interest

7
8 All SRA employees will comply with the District’s policy and regulations and applicable state
9 law, concerning employee actual and potential conflicts of interest.

10
11 6.2J Employee Contracts

12
13 SRA requires all employees to sign individual employment contracts. Employment contracts
14 will clearly specify that (1) SRA is solely responsible for the payment of the SRA employee’s
15 salary and benefits, and (2) SRA employees are not employees of the District and that the
16 District is not responsible for paying any salary or benefits of the employee.

17
18 6.2K Evaluation of Personnel

19
20 SRA's Principal will be responsible for the supervision and evaluation of SRA's teaching and
21 support staff. SRA's Board of Directors will be solely responsible for evaluating the performance
22 of SRA's Principal and Operations Manager. Evaluations shall be as required by Wyoming law.

23
24 The Principal and Operations Manager serve at the pleasure of the Board of Directors. The Board
25 of Directors will conduct at least annually a formal evaluation of the Principal and Operations
26 Manager.

27
28 SRA follows Wyoming suspension and dismissal statutes for initial and continuing contract
29 teachers (See W.S.§§ 21-7-105, 21-7-106. and 21-7-110).

30
31 **6.3 SRA -District Employee Relations {W.S. § 21-3-307(a)(xi) & (xxi)}**

32
33 No District employee will be required by SRA Board of Directors to work at SRA. Rights of
34 transfer within the District do not apply to SRA’s teachers. Any District employee interested in
35 working for SRA will be considered for employment.

36
37 SRA follows W.S. §21-3-313 regarding the status of teachers employed by the school district
38 who are subsequently employed by SRA and their return to employment with a non-charter
39 school in the district.

40
41 The rights, if any, of any school District employee hired by SRA to return to the school District
42 will be governed by and controlled by School District policy.

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Section 7.0
Health & Safety
W.S. § 21-3-307(a)(xi)

The Snowy Range Academy has adopted and follows the same procedures currently adopted by the District to ensure the health and safety of SRA’s staff and students. These include, but are not limited to, fire safety, earthquake and tornado safety, immunizations, student abuse reporting, and other emergencies. SRA follows District requirements for health services, including compliance with State and Federal laws.

Unless otherwise agreed to in writing between SRA and the District, SRA is, and will continue to be, solely responsible for all costs associated with causing its facilities to comply with all health and safety standards.

If the District receives additional State funding for health and safety matters based on student enrollment numbers that include the students enrolled in SRA, SRA will be entitled to its pro-rata amount of any such funding.

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Section 8.0

Admission Requirement

W.S. §21-3-307(a)(vi)

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18

The Snowy Range Academy follows District policies on age and health requirements for admission. Students of the Snowy Range Academy must be eligible to attend school within Albany County School District Number One.

8.1 Age requirements

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In accordance with W.S. § 21-4-302 (a) and (b), SRA uses the following registration criteria:

- 36
37
38
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40
41
42
43
44
- To register for kindergarten a student must be 5 years old on or before September 15 of that school year.
- To register for first grade a student must be 6 years old on or before September 15 of that school year.

Consistent with District policy, SRA requires a birth certificate or other legal documentary evidence of birth.

8.2 Grade requirements

All students in grades one through nine applying for admission to SRA are required to take placement testing. The purpose of this testing is to ensure that the incoming student is placed in the grade most appropriate for his or her academic performance to allow for maximum academic success in SRA's accelerated program. This placement testing will not be used to deny entrance into SRA. Kindergarten students will not be required to participate in placement testing. Remedial work may be suggested for the summer prior to enrollment for those students with identified deficiencies, or school-year tutorial work may be recommended.

8.3 Health requirements

As set forth by W.S. § 21-4-309, all students are required to show proof of immunizations.

8.4 Letter of intent

The following procedures are applied for admission to SRA:

- All parents/guardians must submit a letter of intent.
- Students will be accepted as follows:
 - Previously enrolled students will be accepted first;
 - Siblings of enrolled students will be given priority for enrollment until the grade level enrollment capacity is reached.

- 1 ▪ Students will thereafter be accepted by lottery until SRA has reached its grade level
- 2 enrollment capacity.
- 3 ▪ Preference will be given to children of faculty and staff members.
- 4

1 **Section 9.0**
2 **Evidence of Sound Economic Plan, Proposed Budget for Term of**
3 **Charter, Provision for Annual Audit, Displacement Plan**

4 W.S. §21-3-307(a)(viii), (xiv), (xv), & (xvi)

5
6
7 Pursuant to W.S. §21-3-307(a)(14), SRA submits the following evidence that the plan for SRA is
8 economically sound.

9
10 **9.1 Budget {W.S. § 21-3-307(a)(xiv) & (xv)}**

11 SRA's budget for the current and upcoming school year are found at Appendix I.

12
13
14 Throughout this Section 9.0 the term "pro-rata" means the ratio that the number of students
15 enrolled in SRA bears to the District's total student population.

16
17 **9.2 Revenue**

18
19 **9.2A State Funding**

20
21 **9.2A(1) Average Daily Membership (ADM), Amount of State Funding, Generally**

22
23 SRA's average daily Membership (ADM) is calculated pursuant to W.S. § 21-3-314.

24
25 SRA's funding is dependent upon appropriations by the Wyoming Legislature. The amount of
26 SRA's funding for each fiscal year is calculated in accordance with state law. SRA's Renewal
27 Contract with the School District will set forth the method for calculating the state funding that
28 SRA is to receive from the School District.

29
30 As set forth by Wyoming Statutes, all funding allocated to SRA passes directly through the
31 School District to SRA.

32
33 **9.2A(2). Funding for Leased Facilities.**

34
35 Funding for SRA's leased facilities is provided pursuant to the provisions set forth in W.S. § 21-
36 3-110. In addition, Original Senate File 1, Enrolled Senate Act No. 29, of the 2012 Wyoming
37 Legislative Budget Session at Section 027, Footnotes 2(a)(i) and (ii) directs the School Facilities
38 Commission to provide specified levels of funding for SRA's facilities including major
39 maintenance and lease payments.

1 9.2A(3) Centralized Services; Specific Budget

2
3 Pursuant to W.S. § 21-3-314(d), SRA may contract with the school district for centralized
4 services provided by the district including curriculum, media services, libraries and federally
5 required educational services such as special education.

6
7 In the event that third party subsidies for reimbursement of the District’s food service
8 program are reduced or eliminated, SRA shall be required to reimburse the District for the
9 portion of the District’s general fund subsidy no longer covered by the any third party subsidy.
10 SRA will be billed at the end of each month for the actual number of meals served.

11
12 Pursuant to W.S. § 21-3-314(e), in lieu of paragraph (a)(iv) and subsections (c) and (d) of this
13 section, the district and SRA may by mutual agreement fund SRA through a specific budget for
14 SRA.

15
16 9.2B Endowments

17
18 All District-wide funds received from private endowments, gifts, donations, etc., will be shared
19 pro-rata with SRA, unless another basis is used for distribution, (such as all elementary school
20 children or per elementary school). In such event, SRA will receive the applicable pro-rated
21 amount based on the defined method of distribution. Endowments specifically earmarked for a
22 project or single school are exempt from this requirement.

23
24 Services to the District available at low, reduced or no cost will be made available to SRA on the
25 same basis as those services are available to the District. The District agrees to provide
26 information about such goods or services to SRA.

27
28 **9.3 Payment of Salaries, Benefits and Contract Services**

29
30 9.3A Payroll

31
32 SRA will provide or contract for payroll functions similar to those provided by the District,
33 including the preparation of W-2’s and other reports that are required by State or Federal law.

34
35 9.3B Contract Purchasing

36
37 SRA requests that it be permitted to purchase goods and services through the contracts in effect
38 with the School District and its vendors. SRA also requests that it be permitted to obtain and
39 purchase goods and services when it is in the best interests of SRA to do so, and to enter into
40 purchasing contracts beyond those in place with the District.

41
42 9.3C Books, Software, and Library

43
44 Library books, software and other library resources acquired by a school within the School
45 District using ADM funding may be made available to SRA, on request. Similarly, library

1 books, software and other library resources acquired by SRA using ADM funding may be made
2 available to other schools within the district, on request.

3
4 Any equipment or materials that are dedicated solely to the use by or at SRA will be purchased
5 by SRA from the District at cost.

6
7 **9.4 Annual Audit of Finance and Administration {W.S. § 21-3-307(a)(viii)}**

8
9 SRA agrees to maintain appropriate financial records in accordance with all applicable Federal,
10 State, and local laws, rules, and regulations, and make such records available to the District as
11 requested from time to time. SRA agrees to engage and participate in an independent, outside
12 audit by a certified public accountant of its financial and administrative operations on an annual
13 basis. The results of the audit will be provided to the District in written form within the statutory
14 time limits required of the District and will be published as required by law. Any cost associated
15 with the audit will be borne by SRA.

16
17 See Appendix J for the 2010-11 Independent Audit conducted by Mader, Tschacher, Peterson, &
18 Co., LLC.

19
20 **9.5 Displacement Plan {W.S. §21-3-307(a)(xvi)}**

21
22 This provision of the law is not applicable to SRA because no pupils, teachers, or other
23 employees will be displaced by SRA's operation. SRA interprets this language to apply only to
24 converted charter schools.

1 **Section 10.0**
2 **Suspension & Expulsion Policy**
3 W.S. §21-3-307(a)(ix)

4
5 SRA follows the suspension and expulsion proceedings set forth in Wyoming Statutes §§ 21-4-
6 305 and 21-4-306 except that SRA's proceedings are administered by the SRA Principal and
7 Board of Directors. In the event that a student is suspended or expelled by the School District,
8 SRA will treat that student the same as if they were suspended or expelled from SRA.
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Section 11.0
Minimum Enrollment Requirements
W.S. § 21-3-307(a)(xii)

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SRA’s enrollment has exceeded the minimum amount set out in its original application as the threshold for successfully operating a charter school. SRA has demonstrated with nearly ten (10) years of operational experience that it can operate within the funding levels provided through the State of Wyoming’s funding model.

21
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23

Due to space constraints, SRA currently offers one section for each grade, kindergarten through ninth grade. The parents of SRA’s students have expressed continual support for SRA’s expansion through 12th Grade. While the SRA Board shares its parents’ desires to expand, the school’s permanent facilities issues need to be addressed and resolved in order for such expansion to occur. Upon resolution of those constraints, through the addition of more space, SRA intends to expand its offerings through Grade 12. Consistent with its 9th Grade offerings, SRA will adopt a rigorous curriculum which will meet and most likely exceed the requirements adopted by ACSD#1 and the State of Wyoming for mathematics, science, language arts, and social science. Any proposed curriculum adopted for Grades 10-12 shall be subject to approval by the District.

SRA complies with Wyoming statutes regulating student-teacher ratios.

1 **Section 12.0**
2 **Evidence of Support**

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4 The issue of support is not relevant to SRA’s renewal as it has enjoyed continual support from
5 parents and the community for the last decade.
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Section 13.0
Legal Liability and Insurance Coverage
21-3-307(a)(xix)

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13.1 Insurance

SRA will be responsible for securing appropriate insurance coverage, including errors and omissions coverage, for SRA, its Board of Directors, employees, and student accidents. SRA will investigate and give preference to securing such insurance as an additional named insured to the District's insurance policy for property, general liability, and blanket occupational accidents coverage and will be responsible for paying the amount for such additional coverage in the event that this option is available and affordable. SRA reserves the right to independently contract for equivalent insurance coverage.

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13.2 Legal Liability

SRA is fully responsible for the legal liabilities of the school, except for claims arising from the actions of School District personnel working at SRA or on SRA's property. School District employees are covered under the School District's liability policies.

1 **Section 14.0**
2 **Transportation**
3 21-3-307(a)(xx)

4
5 SRA and the School District entered into a Charter School Transportation Contract dated
6 September 27, 2002 for the 2002-2003 School Year. The Parties have continued that
7 relationship over the years. SRA proposes that the current transportation relationship between
8 the Parties be continued with the provision that the School District provide not less than three (3)
9 buses to accommodate the current transportation routes to and from SRA to satisfy the needs of
10 SRA Students. SRA agrees to participate in any discussions directed toward planning and
11 designing more efficient transportation routes as the District's schools and transportation routes
12 are reconfigured.

13
14 SRA previously paid the District \$12,000 calculated on a dollar amount per mile (\$2.55) for the
15 total number of miles (19.40) that buses assigned to its students during school year 2002-2003
16 would travel round-trip to be transported to and from SRA. This came to \$989.40/month or
17 \$11,872.80, which was paid in full in 2002.

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19 An updated Transportation Contract is submitted with this application.
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Section 15.0 Contracts

15.1 Term of Contracts

SRA may contract for the provision of services and property subject to the following:

- (i) The contract will be executed in the same manner and subject to the same restrictions as contracts by the School District;
- (ii) SRA will be subject to all competitive bidding laws which apply to the school district;
- (iii) The contract will not exceed funds available to SRA; and
- (iv) The contract will not exceed the remaining length of operation for which SRA is approved by the School Board.

With the consent of the School District, SRA may delegate the authority to negotiate a contract or execute a contract, or both, on a case by case basis, to the School District.

15.2 Language protecting the District

Any and all contracts executed by or on behalf of SRA will include the following language:

The undersigned understands and agrees that this contract is solely with Snowy Range Academy, Inc., a Wyoming nonprofit corporation, and that it is not with Albany County School District Number 1. The undersigned covenants and agrees that it will not seek to enforce this agreement against Albany County School District Number 1. The undersigned further covenants not to sue Albany County School District Number 1 as a result of entering into this Contract.

1 **Section 16.0**
2 **Facilities**

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4 **16.1 Wyoming Statutes § 21-3-308(c)**
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6 SRA complies with and will continue to comply with the insurance requirements set forth in
7 Wyoming Statutes § 21-3-308(c).
8

9 **16.2 Permanent Facilities**
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11 SRA's current lease expires in July of 2015, during the term of this Renewal Contract. Original
12 Senate File 1, Enrolled Senate Act No. 29, of the 2012 Wyoming Legislative Budget Session at
13 Section 027, Footnote 2(a)(iii) directs and authorizes the School Facilities Commission Staff to
14 evaluate the purchase and acquisition of SRA's current facility.
15

16 SRA's analysis of this alternative concludes that the cost of acquiring its existing facilities will
17 be less than the cost of either remodeling an older facility or cost of new construction. While
18 SRA's current facility is not constructed to the fifty (50) year design requirements that are
19 required by the School Facilities Commission, the facility is adequate for SRA's purposes. In
20 addition, the location of its current facility is desirable in promoting its district-wide open
21 enrollment policies.
22

23 SRA requests the School District's cooperation in amending the School District's five (5) year
24 facilities plan to provide for a long term cost effective resolution to SRA's facility needs, which
25 shall include the potential purchase and acquisition of SRA's current facilities and other
26 appropriate remedies.