

1 **Third**
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 **April 21, 2017**

1 **Definitions and Rules of Construction**

2 For purposes of this Renewal Application, the following terms will have the respective meanings
3 set forth below:

4 “**ACSD#1 Policies**” means the By-laws and Policies of the Board of Education,
5 ACSD#1, as revised.

6
7 “**Board of Directors**”, “**SRA Directors**” or “**Academy Directors**” means the duly
8 elected Board of Directors and governing body of SRA that is responsible for
9 administering and governing SRA.

10
11 “**Charter**” means the most current authorization granting Snowy Range Academy the
12 authority to operate a charter school which is the Second Renewal Contract executed by
13 the District and SRA.

14
15 “**Charter School**” means the Core Knowledge school to be operated by Snowy Range
16 Academy pursuant to the signed Third Renewal Contract. SRA is to be operated within
17 the School District. By law SRA is a public school and operates as a governmental entity
18 pursuant to Wyoming Statutes § 21-3-304(e).

19
20 “**Charter School Act**” means Wyoming Statutes §§ 21-3-301 through 21-3-314.

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

26
27 “**Facility Use Agreement**” means the facility contract executed by both SRA and the
28 School District on November 1, 2014 which reflects all agreements between the two
29 parties regarding SRA’s use of its facility. See Appendix I for the Facilities Use
30 Agreement.

31
32 “**Members**” means the parents, legal guardians or other adult responsible for any child
33 enrolled in SRA and SRA faculty, staff and administration employed by SRA.

34
35 “**Renewal Application**” means this Third Charter Renewal Application as amended prior
36 to its approval by the School Board and upon which the Renewal Contract is based.

37
38 “**Renewal Contract**” means the final Third Charter School Renewal Contract executed
39 by both SRA and the School District following the approval by the School District of
40 SRA’s Renewal Application. The Renewal Contract will reflect all agreements between
41 the District and SRA that are not included in the Renewal Application. A draft Renewal
42 Contract is submitted at Appendix L.

43
44 “**Snowy Range Academy**” or “**SRA**” means the Snowy Range Academy, Inc., a
45 nonprofit corporation organized pursuant to the Wyoming Nonprofit Corporation Act.
46

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

2
3 **“State Board”** means the duly appointed Wyoming State Board of Education.

4
5 **“Transportation Agreement”** means the contract executed by both SRA and the School
6 District which reflect all agreements between the two parties regarding the transportation
7 of SRA’s students. A draft Transportation Agreement is submitted for the District’s
8 consideration at Appendix M.

9
10 The following rules of construction will apply throughout this Renewal Application: (1) words in
11 the plural form include the singular and words in the singular form include the plural; and (2)
12 words in the masculine gender include the feminine and neuter genders.

13
14 **Relationship and Roles of the SRA Board and the District Board**

15 By law SRA is administered and governed by SRA’s Board of Directors in a manner agreed to
16 by the Renewal Contract. SRA’s Directors are responsible for keeping the School Board and its
17 administrative staff fully advised of the operations and activities of SRA. SRA’s Directors may
18 delegate these responsibilities to its administrative staff, provided that SRA’s Directors remain
19 ultimately responsible for accountability to the School Board. The School Board’s role is to
20 oversee SRA’s Directors to ensure that SRA operates in compliance with the Renewal Contract
21 and all applicable laws. The District will have the right and authority, as authorized by law, to
22 direct SRA’s Board to take any and all actions necessary to cause SRA to operate in accordance
23 with the terms and conditions of the Renewal Contract. The School Board may delegate its
24 oversight responsibilities to its administrative staff, provided that SRA’s Directors have the right
25 to request that the School Board review any directive of the District’s administrative staff with
26 which it disagrees.

27
28 SRA is presently operating successfully under the current governance model:

29

Kristi Gerdes	Chairman
Rodney Weakly	Vice Chairman
Pennie Weir	Treasurer/Community Director
Sheila Mueller	Secretary
Stacey Holzwarth	Parent Director
Mike Duff	Parent Director
Bruce Cameron	Emeritus Director
Aaron Tomisich	Community Director
Dawn Wilson	Principal
Margarita Rovani	Operations Manager
Kristy Palmer	Employee Director

30

Executive Summary

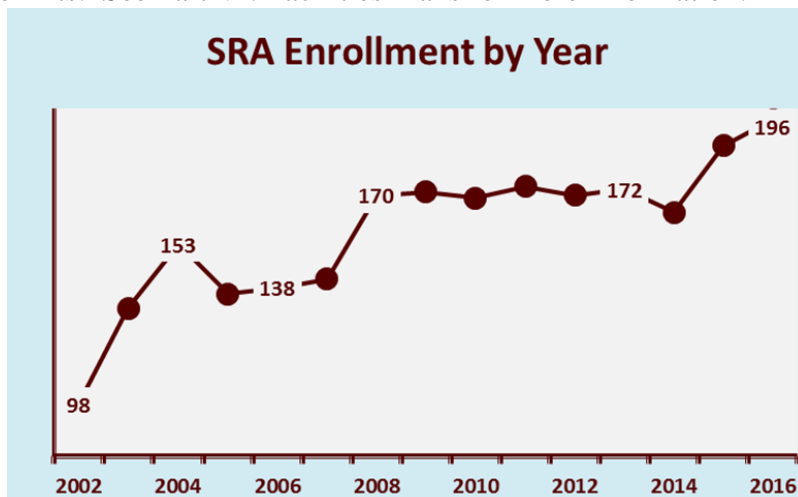
The Snowy Range Academy (SRA) Board of Directors is pleased to submit this third charter school renewal application to the Board of Trustees (School Board) of Albany County School District Number One (School District). SRA’s ongoing goal is to provide an academically focused Core Knowledge school as a public school option within the School District. To that end, the SRA Board of Directors requests renewal of SRA’s charter for another five-year term through and including School Year 2021-2022.

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

Subsection I:

In August 2002, SRA opened as a K-5 school, serving 98 students. We added one grade each year through the seventh grade until we were unable to expand further due to lack of classroom space. In the summer of 2008, SRA undertook a \$328,000 renovation in order to expand the school through the ninth grade. As is shown in the graph below, since the 2008-09 school year we have typically maintained an enrollment of approximately 170 K-9 students—a 75% increase since we opened in 2002. The one exception to this was during school year 2014-2015 when a number of middle school students elected to attend Laramie Junior High. During this school year, our enrollment dropped to 164 students.

The school has traditionally had more demand for seats than could be accommodated, with waitlists in the teens being the norm for our kindergarten through 3rd grade classrooms. However, in 2015-2016 we experienced unprecedented demand for seats for our kindergarten classroom, with only four open seats available and over thirty prospective students in the lottery. As a result, school enrollment grew by 12%. Additional sections of grades 2 through 5 will be added as space permits. See Part VI: Facilities Plans for more information.



1 STUDENT MOBILITY

2
3 Currently SRA has 198 students enrolled in Grades Kindergarten through 8th, with 85% of
4 students enrolled in the spring of 2016 re-enrolling for the fall.
5

Percentage of Students Re-enrolling at SRA by Grade											
	K	1	2	3	4	5	6	7	8	9	AVG
2012	NA	86%	88%	92%	96%	88%	94%	71%	86%	67%	87%
2013	NA	83%	89%	96%	83%	90%	79%	80%	100%	71%	86%
2014	NA	88%	100%	89%	91%	78%	78%	48%	78%	11%	74%
2015	NA	96%	83%	92%	84%	86%	68%	75%	55%	63%	82%
2016	NA	94%	83%	83%	83%	71%	76%	71%	100%	NA	85%

6
7 STUDENT BODY COMPOSITION

8
9 Since SRA is not a “neighborhood school” we attract students from all over Albany County, as
10 opposed to a specific geographic region within the county. Approximately twenty-five percent
11 of our students come from home-schools and schools outside of the state. The ethnic
12 composition of our students is very similar to that of the Albany County School District. Just
13 like the other public schools in Albany County, SRA students come from diverse economic
14 backgrounds, which is measured by students qualifying for free/reduced lunch (F/R Lunch).
15 Due, in part, to Laramie’s transient nature, over the last twelve years our free/reduced lunch
16 population has fluctuated from a low of 19% to a high of 35%. The special education student
17 percentage is calculated based on the services needed by students. Those services may include
18 speech, counseling, occupational therapy, and other support services.
19

	Caucasian	Hispanic	African-American	Native, Asian-American	ESL Students	Free/Reduced Lunch Students	Special Education Students
2012-13	75%	7%	8%	10%	9%	32%	14%
2013-14	69%	10%	9%	12%	3%	28%	8%
2014-15	74%	7%	6%	13%	0%	19%	7%
2015-16	76%	6%	3%	14%	2%	20%	7%
2016-17	79%	5%	2%	14%	1%	15%	8%

Subsection II:

For the 2015-2016 PAWS test results, SRA’s overall scores exceeded the total averages for both ACSD #1 and the State in all assessment areas:

- 90% of SRA students in grades 3-8 scored proficient or advanced in reading;
- 87% of SRA students scored proficient or advanced in math;
- 85% scored proficient or advanced in science.

Since the State of Wyoming initiated school accountability, SRA has been determined to be Exceeding Expectations for three consecutive years. Lastly, SRA has regularly met or exceeded its NCA school improvement goals (Appendix D) and is fully accredited.

SRA surveys its families annually to measure their satisfaction with the academic programs, leadership, and staff. Based on the Spring 2017 Parent Survey, 96% of parents surveyed plan on re-enrolling their child(ren) and 99% would recommend SRA to a friend. The three things parents most like about SRA are: 1) its rigorous curriculum and high academic expectations; 2) its excellent teachers and staff; and 3) its structured and consistent discipline system.

2015-16 Academic and Operational Goals	Supporting Data	Was Goal Met?
90% of students in grades 3 through 8 will meet or exceed benchmarks in English Language Arts by 5/26/16 as measured by the annual MAP results.	92.3% of students in grades 3 through 8 met or exceeded this goal.	Yes
94% of K-2nd grade students will demonstrate a proficiency of growing from emergent readers to meeting grade-level benchmarks in English Language Arts by 5/26/16 as measured by MAP results.	89% of students in grades K through 2 met or exceeded this goal. This is due, in part, to increased enrollment in these grades.	No
In an effort to improve writing skills across the curriculum in all grade levels, SRA will work to identify improved writing strategies, explore alternate curricula, and interim writing assessments with an eye to adopting the best of these options.	This goal is in progress.	Ongoing
92% of students in grades K through 9 will demonstrate proficiency in mathematics by 5/26/16 as measured by MAP.	95 % of students in grade K through 9 met or exceeded this goal.	Yes
75% of students in grades 4 and 8 will demonstrate proficiency in science by 5/26/16 as measured by overall PAWS results.	85% of students in grades 4 and 8 met or exceeded this goal.	Yes
All students enrolled in Special Education classes will perform at or above the basic level in all subject areas as measured by MAP (K-9) and PAWS (3-8).	90% of Special Education students were proficient on all MAP and PAWS subject areas.	Yes
Develop a master facility plan for SRA to expand to the remainder of the building.	Master Facility Plan was developed during the 2015-2016 school year and implementation of the plan was started over the summer of 2016.	Yes
Demonstrate a behavior of successful recruitment of new Board members by April 2016 as measured by the nomination of three to six board candidates,	Four prospective candidates ran for three open Board seats in the May 2016 election.	Yes

depending on vacancies, for possible election to the Board of Directors.		
Maintain 75% student enrollment between 6th and 7th grade.	77% of our 6 th grade students returned for 7 th grade.	Yes

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Wyoming statutes require a review of content standards at least every five years. This coupled with the Wyoming Accountability in Education Act (WAEA) resulted in the implementation of the more rigorous English language arts and math content standards based on Common Core State Standards. In turn, new performance levels for the 2013-14 PAWS assessment were established to reflect the higher expectations inherent in the standards. This resulted in lower student scores and proficiency rates state-wide. Since the baseline has been raised, comparison of 2013-14 and 2014-15 scores to previous years is not advisable and is not an accurate representation of student growth. The Wyoming Department of Education (WDE) has been clear that, due to the changes in calculations, PAWS from 2014 and 2015 should not be used for annual comparative purposes.

Students enrolled at Snowy Range Academy continue to outperform and, in some areas, outgrow, their counterparts locally and nationally. Specific accomplishments this year include:

- Significant academic growth for all grade levels in math and reading between fall and winter as measured by MAP; and,
- The SRA Middle School has a higher percentage of students at or above proficiency on the PAWS math assessment than other district middle schools.
- SRA saw a significant improvement in 4th Grade scores on the PAWS Science test becoming one of the highest achieving schools in the district.
- Aggregate ACT-Explore scores revealed that SRA 9th graders traditionally outperformed national expectations.
- SRA students continue to outperform state and district averages in many assessment areas in a variety of grade levels.
- TerraNova results show that, overall, the longer students remain enrolled at SRA, the more academic growth they show.

Subsection III:

See Second Charter Renewal Contract in Appendix A.

Subsection IV:

See budgets in Appendix J.

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1 **Part I: Rationale for the Proposed School and Evidence of Support**

2
3 **Subsection I:**

4 SRA has exceeded its original minimum enrollment requirements of eighty students and there is
5 no concern relating to the minimum number of students required for SRA to commence its
6 operations. There are no minimum enrollment requirements for this Renewal Contract.

7
8 During the term of this Renewal Contract, SRA’s fiscal ability to continue operations will be
9 assessed by evaluating its revenues and expenses to determine whether the Charter School can
10 maintain a balanced budget.

11
12 In the spring of 2015, SRA experienced unprecedented demand for Kindergarten, with more than
13 forty students applying for only twenty-four vacant seats. Through creative scheduling and
14 classroom-sharing, a second section of Kindergarten was opened in time for fall 2015
15 enrollment. Both sections of Kindergarten advanced successfully to 1st Grade requiring
16 renovation of a portion of SRA’s existing storage space into classrooms. This larger student
17 cohort, now in 1st Grade, will need to be accommodated as they are promoted to the next grade
18 level each year.

19
20 SRA’s current enrollment, wait list, and student performance demonstrate sufficient support for
21 the continuation of its charter.

22
23 **Subsection II:**

24 **(A) Parental, Teacher and Community Involvement**

25
26 SRA strongly encourages parental involvement in all aspects of school life, including: classroom
27 support for teachers, helping teachers with projects, and/or serving on a school committee.
28 Parental involvement is ensured through representation on the Board of Directors, committee
29 participation, extensive volunteer program and multiple channels of communication (newsletters,
30 electronic communications, website, annual meetings, etc.).

31
32 Teacher involvement is ensured through employee representation on the Board of Directors,
33 committee liaison, faculty meetings, and a school philosophy supporting teacher autonomy as
34 supported by SRA’s mission.

35
36 Community involvement is ensured through community representation on the Board of
37 Directors, committee participation, volunteer programs, and multiple channels of
38 communication.

39
40 A strong volunteer program is vital to SRA’s success. Every family is encouraged to donate
41 time to help develop school/home partnerships that will result in an increased quality of
42 education for the students. Parents are strongly encouraged to volunteer **one hour** each month in
43 the school. Parents are encouraged to participate in parent committees, coaching, preparing
44 materials, special events, library, and lunch. Parents work in conjunction with the staff to ensure
45 the most effective education possible for their children. Lastly, parents are encouraged to attend

1 and participate in SRA’s monthly board meetings held on the third Wednesday of each month at
2 7:00 p.m.

3
4 Parents who volunteer are expected to comply with SRA volunteer guidelines by completing the
5 volunteer application information form. All individuals who volunteer to assist with school
6 activities under the following circumstances must undergo screening through the Wyoming
7 Department of Family Services (DFS) and through a nationwide database selected by the
8 ACSD#1:

- 9 1. Individuals who volunteer on a “regular” basis so that it is anticipated that they will
10 volunteer for 36 or more hours during the school year (i.e., one (1) hour per week or
11 more); if these individuals will likely never be alone with students, they will not be
12 subject to the screening; or
- 13 2. Any individual who will accompany students on an overnight trip; or
- 14 3. Any individual who volunteers as a coach for more than five (5) days during the season or
15 is likely to assist an activity sponsor for more than five (5) days during a school year; or
- 16 4. Any individual who will accompany students on an activity, sports event, or field trip off
17 school property

18
19 **(B) Business Arrangements and Partnerships**

20
21 Now in its 15th year of operation; SRA does not maintain business arrangements and partnerships
22 with the local community for support purposes. The support from the community can be found
23 by our parental, board member involvement in addition to the desire from the community to meet
24 demand evidenced by waiting lists and expansion.

25
26 **(C) Public Meetings**

27
28 Evidence of SRA’s public meetings can be found on our website at:
29 <http://snowyrangeacademy.org/index.php?page=board-agenda> and
30 <http://snowyrangeacademy.org/index.php?page=board-meeting-minutes-2>.

1 **Part II: Description of the Long Range Vision and Philosophy for**
2 **Education**

3 **Subsection I:**

4 **(A) Educational Philosophy**

5
6 Core Knowledge

7
8 SRA implements the Core Knowledge Foundation’s Curriculum Sequence as the framework of
9 SRA’s curriculum. SRA’s educational program is designed to prepare K-8 students for a diverse
10 and multicultural world. Core Knowledge is a well-developed, integrated curriculum that offers
11 teachers a graded sequence in language arts, math, literature, the arts, geography, history, social
12 studies, and science, as well as consistency across all classrooms. It gives a “common ground of
13 content upon which faculty meet and collaborate to begin teaching a coherent, content-rich
14 curriculum.” Teachers have available to them the resources of the Core Knowledge Foundation
15 to inspire their own classroom materials and methods to cover the target content areas for their
16 grade level. Topics in each grade build directly on what was learned in previous grades, allowing
17 for improved vertical and horizontal curricular alignment. Research shows that Core Knowledge
18 curriculum boosts standardized test scores and also increases teacher enthusiasm and parent
19 satisfaction. The curriculum has been recognized for improving students’ general knowledge,
20 integrating an understanding of diversity into the curriculum, and bringing children of
21 disadvantaged backgrounds into the mainstream of cultural knowledge. Lastly, the Core
22 Knowledge curriculum supports and aligns with the Common Core State Standards adopted by
23 the State of Wyoming. In October 2014, SRA became one of only five schools nationally to earn
24 the title of Core Knowledge School of Distinction.

25
26 High School Option and Corresponding Curriculum

27
28 The Second Charter Renewal allowed for expansion through Grade 12. Before any additional
29 grade levels are added, SRA shall develop a plan for delivering its curriculum for approval by
30 the School District Administration. A principal driver in this effort relates to the need to provide
31 a continuous education path for SRA students in the areas of mathematics, science, language
32 arts, and social science. The curriculum adopted for the grade expansion shall meet or exceed the
33 curriculum requirements established by both the State and the School District.

34
35 Direct Instruction

36
37 Direct instruction is defined as a rigorously developed, highly scripted method for teaching that
38 is fast-paced and provides constant interaction between students and the teacher. A study
39 conducted by the Stanford Research Institute and Abt Associates¹ demonstrates that direct
40 instruction provides rapid, long term gains that increase self-esteem because children have real
41 skills for which they can be proud. In addition, the study found that students receiving direct

¹ 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 instruction are much more likely to graduate from high school and go on to college. The
2 developmental appropriateness of Direct Instruction for all children has long since been
3 recognized by academics and practitioners alike.²
4

5 **(B) Student Learning**
6 Strategic Plan
7

8 In addition to the information and student achievement data provided in the Executive Summary,
9 academic, fiscal, and operational goals may be found in the SRA Strategic Plan (Appendix E),
10 developed by the SRA Board of Directors. This plan outlines the steps the Board of Directors
11 and SRA administration must take in order to meet the long term goals of the school. The plan is
12 reviewed annually by the Board of Directors and revised as needed.
13

14 SRA has adopted the following statement of its vision:
15

16 Our goal is to help every child strive for excellence –in academics, character,
17 and citizenship within a rich intellectual environment. To achieve this:
18

- 19 • Students will come prepared to learn.
- 20 • Teachers will maintain high expectations.
- 21 • Parents will assist with the children’s education and support the
22 school through service.
- 23 • The Board [of Directors], Principal, and Operations Manager will
24 provide strong effective leadership.
25

26 **(C) Opportunities for Teachers**
27

28 Snowy Range Academy adds to the professional opportunities for teachers in
29 a variety of ways. All teachers have received training in our Core
30 Knowledge curriculum, innovative to this geographical region. Additionally,
31 all of our teachers are fully trained in the Spalding Method of language arts
32 through two intensive summer courses. Currently two teachers are pursuing
33 certification as Spalding teachers through Spalding Education International.
34 This will allow them to become international trainers in the Spalding
35 Method. Individual teachers have also participated in a variety of innovative
36 professional development opportunities including Barton training for
37 dyslexia, attendance at national conferences including National Council for
38 Teachers of Mathematics, International Reading Association, Solution Tree’s
39 Leadership NOW conference.

² Kozloff, M.A. & Bessellieu, F.B. (2000). Direct Instruction Is Developmentally Appropriate. Wilmington, NC.

1 **Part III: Description of Education Program to be Offered**

2 W.S.§ 21-3-307(a)(i)

3
4 **Subsection I:**

5 **(A) Target Population**

6 SRA will continue to serve students from throughout Albany County School District #1
7 for grades Kindergarten through Grade 8 for the length of the charter.
8

9 **(B) Curriculum & Educational Program**

10
11 **Core Knowledge**

12
13 SRA has adopted and implements the Core Knowledge Foundation’s Curriculum Sequence as
14 the framework of SRA’s curriculum. SRA’s educational program is designed to prepare K-8
15 students for a diverse and multicultural world. Core Knowledge is a well-developed, integrated
16 curriculum (see www.coreknowledge.org) that offers teachers a graded sequence in language
17 arts, math, literature, the arts, geography, history, social studies, and science, as well as
18 consistency across all classrooms. It gives a “common ground of content upon which faculty
19 meet and collaborate to begin teaching a coherent, content-rich curriculum.” Teachers have
20 available to them the resources of the Core Knowledge Foundation to inspire their own
21 classroom materials and methods to cover the target content areas for their grade level. Topics in
22 each grade build directly on what was learned in previous grades, allowing for improved vertical
23 and horizontal curricular alignment. Research shows that Core Knowledge curriculum boosts
24 standardized test scores and also increases teacher enthusiasm and parent satisfaction. SRA
25 student performance and satisfaction survey data (Appendix C) strongly support these findings.
26 The curriculum has been recognized for improving students’ general knowledge, integrating an
27 understanding of diversity into the curriculum, and bringing children of disadvantaged
28 backgrounds into the mainstream of cultural knowledge. Lastly, the Core Knowledge curriculum
29 supports and aligns with the Common Core State Standards adopted by the State of Wyoming. In
30 October 2014, SRA became one of only five schools nationally to earn the title of Core
31 Knowledge School of Distinction.
32

33 **Spalding Method Language Arts**

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

1 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 Special Programs

17
18 SRA’s Special Programs, or “Specials,” include courses in Spanish, Art, Music, Physical
19 Education, Technology, and Library. SRA considers these programs to be an integral part of its
20 students’ education. Physical Education is based on age-appropriate learning of “lifelong” skills.
21 Spanish, Art, Technology, and Music are closely integrated with the Core Knowledge
22 curriculum. Regarding the Spanish courses specifically, SRA recognizes the value of second-
23 language learning at an early age so Spanish instruction begins in Kindergarten and is taught
24 several times a week through every grade. Additionally, a character education program
25 emphasizing core qualities, including honesty, self-reliance, and courtesy are taught as a separate
26 unit of instruction.

27
28 **(C) Student Learning**

29 As evidenced by student data, SRA has been providing high academic achievement for
30 students in Albany County for over a decade. Through the strategic planning process, we
31 will continue to address areas for improvement as they arise.

32
33 **(D) Extracurricular Activities**

34 Students at SRA participate in a wide variety of extracurricular activities hosted at SRA.
35 These include: Battle of the Books, Lego Robotics, MathCOUNTS, Crochet and Knitting
36 Club and are staffed by SRA employees at different afternoons of the week depending on
37 schedules. More extracurricular opportunities are offered on an annual basis in response
38 to student interest. Additionally, all SRA students are able to participate in athletic
39 opportunities through ACSD#1. To date, our students have competed with Laramie
40 Middle School in basketball, track, Nordic skiing, swimming and diving, wrestling, and
41 cross country. All scheduling and coaching determinations are made by ACSD#1.

42
43 **(E) Student Discipline**

44 SRA’s student discipline plan is clear stated in our parent handbook. SRA emphasizes
45 respect among students, teachers and staff, consideration for others, and friendliness.

1 SRA has clear expectations, shared with teachers, parents, and students, about
2 appropriate behavior. The discipline model adopted addresses inappropriate behavior
3 with nurturing and support for the child. The key goal of the Snowy Range Academy’s
4 disciplinary system is to relieve classroom teachers from the obligation to turn aside from
5 the work of teaching in order to deal with a student who is not ready to learn at that
6 time—and, simultaneously, to free other students from distraction so they are able to
7 concentrate on their own work.
8

9 SRA follows the suspension and expulsion proceedings set forth in Wyoming Statutes §§
10 21-4-305 and 21-4-306 except that SRA’s proceedings are administered by the SRA
11 Principal and Board of Directors. In the event that a student is suspended or expelled by
12 the School District, SRA will treat that student the same as if they were suspended or
13 expelled from SRA.
14

15 SRA is a public, non-sectarian, non-religious, non-home-based school, which operates
16 within the School District. SRA does not charge for tuition. Admission to SRA is not,
17 nor will it ever be determined by place of residence of student or parents, or academic
18 abilities or achievements, including minimum test scores or IQ scores. SRA will comply
19 with all applicable Federal, State, and local laws, rules and regulations, regarding non-
20 discrimination. Without limitation, SRA shall not discriminate in any manner on the
21 basis of race, color, creed, religion, national origin, ancestry, sex, disability, sexual
22 orientation, or age except as otherwise provided by law. In addition, SRA will provide
23 equitable access to, and participation in, its federally-assisted programs for students,
24 teachers, and other program beneficiaries with special needs regardless of gender, color,
25 race, disability, national origin, and age.
26

27 Wyoming Statutes prohibit the School Board from requiring any student to attend SRA.
28 Students may choose to attend SRA, and any student wishing to leave SRA may pursue
29 an inter-district transfer in accordance with existing enrollment and transfer policies of
30 the District.
31

32 **(F) Accreditation**

33 Pursuant to Wyoming State Statute, SRA is fully accredited through NCA-AdvancED as
34 part of the State’s district accreditation model.
35

36 Annually, SRA’s academic, fiscal, and operational goals are submitted to the District for
37 approved by the SRA Board. SRA has met and will continue to meet the vast majority of
38 its annual goals and objectives each year.
39

40 Academic, fiscal, and operational goals may be found in the SRA Strategic Plan
41 (Appendix E), developed by the SRA Board of Directors. This plan outlines the steps the
42 Board of Directors and SRA administration must take in order to meet the long term
43 goals of the school. The plan is reviewed annually by the Board of Directors and revised
44 as needed.
45
46

1 **(G) Meet and/or Exceeded Accreditation Standards**

2 In addition to being fully accredited by NCA in 2013, SRA has consistently earned a
3 proficiency of “Exceeding Expectations” on the Wyoming Department of Education’s
4 WAEA report.
5

6 **(H) Special Education**

7 As a part of ongoing instruction, teachers identify any student who begins to fall below
8 accepted levels of achievement. Once a student is identified as beginning to fail the
9 following process is initiated to remedy the problem:
10

11 The teacher assesses the problem and begins a remedial program that will include, but is
12 not limited to, additional instructional time with the teacher or an aide, labs, at-home or
13 after school work. If achievement has not improved, SRA follows District policy, as
14 described in Section Three, Chapter 3004 of the ACSD#1 Policies (Programs and
15 Services for Children with Disabilities). A Building Intervention Team (now known as
16 Site Based Intervention Team or SBIT) is used to direct, evaluate, and document pre-
17 referral intervention efforts for children referred to the team. As provided in ACSD#1
18 Policies, interventions in regular education programs include, but are not restricted to:
19 remedial instruction, curriculum modifications, changes in instructional methodology,
20 behavior management programs, peer tutoring and changes in teacher(s), school, or
21 schedule. SRA follows all applicable School District policies and applicable law
22 concerning children with disabilities.
23

24 Special education services at Snowy Range Academy are provided through the School
25 District. The teachers and paraprofessionals who work with the students on IEPs are
26 hired and supervised by the School District, but are asked to work within the SRA
27 philosophy and procedures. SRA will continue to work with the District to provide
28 special education services and referrals. Students currently on Individual Education
29 Plans (IEPs) will receive all required support services as stated in the student’s IEP.
30 These District employees will be responsible for implementing services as stated in the
31 IEP, attending IEP meetings, and updating all required paperwork. SRA staff will follow
32 District, State and Federal guidelines for referring students to Special Education and
33 providing regular education services as stated in the IEP. The District will provide the
34 appropriate educational evaluations for referred students. Because the District will have
35 the responsibility of servicing Special Education students, the District will retain all
36 appropriate Special Education funds.
37
38
39
40

Part IV: Identification of Measurable Pupil Outcomes

W.S. § 21-3-307(a)(ii) & (iii)

Subsection I

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

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

Subsection II

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

1. All state assessment requirements; and
2. All state accreditation requirements.

SRA conducts informal assessments and formal and state assessments as described below.

Informal assessment

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

Formal assessment

SRA performs the following ongoing assessments:

- Tests and demonstrations. SRA conducts educational assessments of all students that are consistent with the Standards and Benchmarks of the State of Wyoming. Student understanding of each subject is demonstrated by oral examinations, written examinations, writing samples, criterion- and norm- referenced tests or other assessments of the knowledge gained and methods used to impart it. Standardized tests (beyond the State requirements) may be used for other purposes, as determined by the Board of Directors in consultation with teachers, parents, and students. To assess the Core Knowledge curriculum SRA staff has developed curriculum assessments, unit tests, and

1 other measures based on Core Knowledge standards. Those assessments are administered on
2 a schedule determined by SRA staff.

- 3
- 4 ■ Written progress reports on a quarterly basis. Traditional grades A-F are used in Grades
5 1 through 8. In order to move to the next grade, students need to demonstrate mastery
6 of the current year's curriculum as determined by the teachers.
- 7
- 8 ■ Annually scheduled parent-teacher conferences.
- 9

10 State and Other Assessments

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

- 15 • PAWS tests for grades 3-8, as prescribed for reading, math, and science;
- 16 • MAP tests for grades K-8 - administered three times per year for all grades.
- 17

18 In addition, SRA also administers the TerraNova-3 test, aligned to Common Core State
19 Standards in Reading and Math during the fall of each school year as an additional diagnostic
20 tool for the identification of students who may benefit from additional tutoring in math or
21 reading throughout the school year.

22 Explanation of SRA's Testing and Assessment Procedures.

23
24
25 Given the amount of attention given to assessment and accountability by the Wyoming
26 Legislature, SRA provides the following detail about its assessment program:

27 Measures of Academic Progress® (MAP®):

28
29
30 Students at SRA participate in MAP® testing three times each year. This assessment
31 provides teachers and administrators with insight into how each student is performing on
32 each academic strand in reading and math. At the conclusion of each testing window, the
33 teachers, principal and literacy specialist analyze the data to determine the instructional
34 needs of individuals as well as the class as a whole. SRA looks at the scores for each
35 strand for individual students and determines the areas of weakness, if any. Then, the
36 student profile reports and the learning continuum provided by NWEA, SRA creates
37 academic plans for the students and the class. This analysis allows SRA to meet students
38 where they are instructionally while addressing the needs of the class.

39 **Subsection III**

40 Pupil progress at SRA is consistently measured through a variety of ongoing formative and
41 summative assessments. In addition to the standardized measures outlined above, SRA teachers
42 utilize curricular-based assessments and projects to determine student progress toward standards.
43
44

1 **Part V: Governance Structure of School**

2 W.S. §21-3-307(a)(iv)

3
4 **Subsection I**

5 **(A) Board of Directors**

6 General Powers, Composition, Term of Office, Vacancies

7
8 (1) General Powers. SRA is administered and governed by the Board of Directors of SRA.

9
10 (2) Composition of the Board. The SRA Board of Directors consists of a total of eleven
11 directors, seven of which are voting directors. The Board of Directors includes 5 parents of
12 enrolled students, 2 Community Directors, the Emeritus Director, SRA Principal, Operations
13 Manager, and one Employee Director. The Emeritus, Principal, Operations Manager, and
14 Employee Director serve as non-voting Directors of the Board of Directors. Where feasible,
15 there is equitable representation of parent directors with students in the elementary grades (K-4)
16 and the middle grades (5-8).

17
18 The Emeritus Director serves in a consultative or advisory capacity to the Board of Directors to
19 ensure historical continuity. Board Directors who have served a minimum of two (2) years on
20 the Board of Directors are eligible to serve as the Emeritus Director.

21
22 The Chairman, Vice Chairman, Secretary, and Treasurer are selected by the Board of Directors
23 from its membership. No Director may hold more than one of these offices concurrently. The
24 Principal, Operations Manager, and Employee Director may not serve as officers of SRA.

25
26 (3) Term of Office. All terms of Directors, including Emeritus, Community and Employee
27 Directors, are for two years. Elections to fill any Director and Community Director vacancies
28 are held each spring at the Annual Meeting of the Board of Directors.

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

34 The Emeritus Director is approved by a majority vote of the Board of Directors then in office.
35 Each employee will have one vote for the Employee Director's vacancy. Spouses of SRA
36 employees may not serve on the Board of Directors. Only one member of a family, or member of
37 a household, may serve on the Board at one time. Community Directors serving on the Board
38 may not have immediate or extended family members currently enrolled or employed at SRA.
39 Voting Directors shall not be employees of the Charter School.

40 (4) Vacancy. In the event of a vacancy during the unexpired term of a Directorship, a
41 nominating committee is appointed by the Board of Directors to solicit and recommend to the
42 Board of Directors a candidate to fill the remaining term of the vacating Director. The Director

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

7 8 Operation of the Board of Directors

9
10 The Board of Directors meets at least once a month to review SRA's operations, receive reports
11 from committees, SRA Principal and Operations Manager, consider and adopt policies, consider
12 requests and concerns from parents, students, and teachers, and perform other duties and
13 functions of the Board of Directors. A majority of the voting Directors of the Board of Directors
14 constitute a quorum for the transaction of business of SRA. No action of the Board of Directors
15 is valid unless approved by a majority of the voting Directors of the Board of Directors.

16 17 Miscellaneous Operational Issues

18 19 Operational Powers

20
21 SRA's Board of Directors is responsible for SRA's operations within the limitation of any
22 funding provided by the School District and other revenues derived by SRA consistent with law,
23 and has authority to independently exercise, also consistent with Federal and State law, the
24 following powers (including such other powers as provided for elsewhere in this Charter):
25 contract for goods and services; approve a budget; approve recommendations for hiring
26 personnel and for the compensation of that personnel; procure insurance; lease facilities for
27 Charter School purposes; purchase, lease or rent furniture, equipment and supplies; and accept
28 and expend gifts, donations, or grants of any kind in accordance with such conditions prescribed
29 by the donor as are consistent with law and not contrary to any of the terms of this Charter.

30
31 In exercising these powers, SRA complies with all applicable District policies unless a specific
32 waiver is obtained. SRA has adopted rules and regulations that are parallel, where relevant, to the
33 School District's policies and procedures. Where SRA has modified District policies and
34 procedures, approval has been granted by the School Board. SRA will continue to provide
35 copies of any proposed changes to its rules and regulations to the School Board before it
36 implements any changes. All such policies and procedures shall conform to any applicable state
37 and federal laws. If the School District objects to any of the new or revised policies or
38 procedures it will notify SRA of its objections within forty-five (45) days. If SRA does not
39 receive notice of the School District's objections within forty-five (45) days after submitting the
40 policy or procedure to the School District, the policy or procedure is deemed accepted. See
41 Appendix F for the Snowy Range Academy's By-laws. The School District will be given written
42 notice of all accepted gifts, donations and grants, and any conditions thereof, within seven (7)
43 school days of acceptance by the Board of Directors.

1 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, student accident reports, and personnel matters.

8
9 Dissolution

10
11 In accordance with W.S. § 21-3-305(e), upon closure of the charter school, any assets of SRA
12 purchased with public funds shall become the property of the School District. All other SRA and
13 Charter School assets will be disposed of as provided in SRA’s Articles of Incorporation.

14
15 Non-Religious, Non-Sectarian Status

16
17 SRA agrees that it will operate, in all respects, as a non-sectarian, non-religious public school.
18 SRA will not be affiliated with any nonpublic or sectarian school or religious organization.

19
20 Commitment to Nondiscrimination

21
22 SRA will comply with all applicable Federal, State, and local laws, rules and regulations,
23 regarding non-discrimination. Without limitation, SRA shall not discriminate in any manner on
24 the basis of race, color, creed, religion, national origin, ancestry, sex, disability, sexual
25 orientation, or age except as otherwise provided by law. In addition, SRA will provide equitable
26 access to, and participation in, its federally-assisted programs for students, teachers, and other
27 program beneficiaries with special needs regardless of gender, color, race, disability, national
28 origin, and age.

29
30 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 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.

1 **(B) School Leadership**

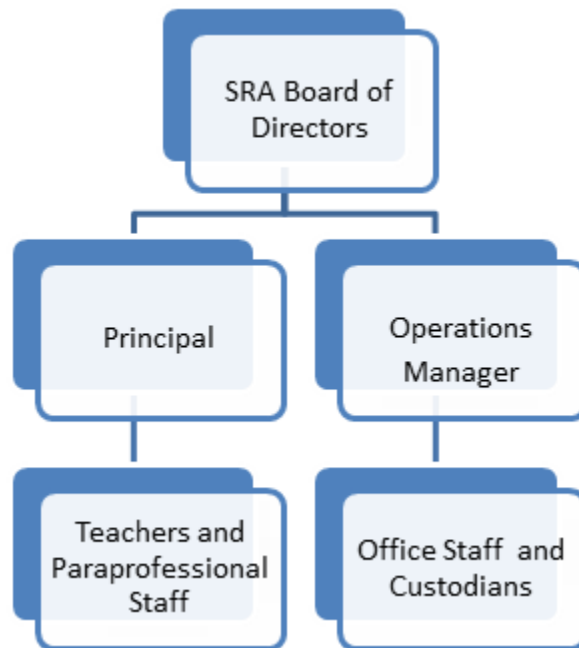
2
3 Principal

4
5 The Principal shall be subject to the direction and supervision of the SRA Board through the
6 Chairman of the Board of Directors and serve as the executive decision-maker for the
7 instructional operation of the Academy. The Principal is also responsible for ensuring the school
8 operates in accordance with federal and Wyoming state statutes, and applicable ACSD#1 policy
9 in regards to instructional matters. The Principal shall see that all orders and resolutions of the
10 Board of Directors are carried into effect and perform all other duties incident to the office of
11 Principal and as time to time may be assigned to such officer by the Board of Directors through
12 the Chairman of the board. The Principal is a non-voting member of the Board and shall attend
13 all Board meetings.

14
15 Operations Manager

16
17 The Operations Manager shall be subject to the direction and supervision of the SRA Board
18 through the Chairman of the Board of Directors and serve as the executive decision-maker for
19 the non-instructional operation of the Academy. The Operations Manager is also responsible for
20 ensuring the school operates in accordance with federal and Wyoming state statutes, and
21 applicable ACSD#1 policy in regards to non-instructional matters. The Operations Manager
22 shall see that all orders and resolutions of the Board of Directors are carried into effect and
23 perform all other duties incident to the office of Operations Manager and as time to time may be
24 assigned to such officer by the Board of Directors through the Chairman of the board. The
25 operations manager is a non-voting member of the Board and shall attend all Board meetings.

26
27 **(C) Organizational Chart:**



1
2 **Subsection II**

3 **(A) Employment Policies**

4 SRA has complied with Wyoming Statutes by adopting a written handbook of personnel
5 policies. These policies are based on the terms and conditions of SRA’s Charter and they
6 fully comply with Federal and State laws. The policies govern hiring, promotion,
7 discipline and termination of personnel; methods and schedule for evaluating
8 performance; duties and responsibilities of employees; conditions of employment;
9 compensation; leaves of absence; and a plan for resolving employee-related problems,
10 including grievance procedures. A copy of the Employee Policy Manual is provided in
11 Appendix H.
12

13 On June 13, 2011, the Office of the Attorney General for the State of Wyoming issued
14 the opinion that the Wyoming Teacher Employment Law (W.S. § 21-7-101 et. seq.) does
15 not apply to teachers in charter schools (Appendix G).
16

17 **(B) Relationship Between SRA and Employees**

18 Any written contracts of employment will expressly provide (1) that the right of the
19 employee to continued employment is dependent upon future funding of SRA, (2) an
20 acknowledgment by the employee that he is not an employee of the School District, (3) a
21 statement that in no event will the District owe any responsibility to any employee of
22 SRA or Charter School, and (4) a covenant of the employee agreeing to hold the School
23 District harmless from any and all acts of SRA and agreeing not to sue the School
24 District.
25

26 SRA requires all employees to sign individual employment contracts. Employment
27 contracts will clearly specify that (1) SRA is solely responsible for the payment of the
28 SRA employee’s salary and benefits, and (2) SRA employees are not employees of the
29 District and that the District is not responsible for paying any salary or benefits of the
30 employee.
31

32 **(C) Staff Qualification Requirements**

33 Certification: Those teachers employed on a full-time basis by SRA shall be subject to
34 the same requirements with respect to certification by the Wyoming Professional
35 Teaching Standards Board under W.S. 21-2-802 and other qualifications as any other
36 teachers authorized to teach in Wyoming public schools. (W.S. § 21-3-308(h)).
37

38 Application for Employment: Applicants for teaching positions must complete a formal
39 application, furnish official transcripts for college work and letters of reference, and
40 complete an interview with the Board of Directors or its representatives. All successful
41 candidates for employment with SRA will be required to pass the same background
42 checks required by other employees of the School District.
43

44 SRA may select its personnel directly without prior authorization from the School Board,
45 subject to compliance with all federal and state rules and regulations, including, without
46 limitation, requirements concerning the recruitment of applicants and the use of

1 background and criminal checks, unless a specific waiver is obtained from the State
2 Board of Education or other proper authority.

3
4 Responsibilities: Teachers for all grades will be responsible for the following: (1) fully
5 implementing the School's curriculum (including the Core Knowledge Foundation's
6 Curriculum Sequence, Spalding Language Arts curriculum, Saxon Math curriculum),
7 and the SRA Disciplinary System as adopted by the Board of Directors; and (2) providing
8 all instruction consistent with SRA's Charter School Contract, Parent-Student Handbook
9 and Mission/Vision Statement.

10
11 Special Education: Special education services at Snowy Range Academy are provided
12 through the School District. The teachers and paraprofessionals who work with the
13 students on IEPs are hired and supervised by the School District, but are asked to work
14 within the SRA philosophy and procedures. SRA will continue to work with the District
15 to provide special education services and referrals. Students currently on Individual
16 Education Plans (IEPs) will receive all required support services as stated in the student's
17 IEP. These District employees will be responsible for implementing services as stated in
18 the IEP, attending IEP meetings, and updating all required paperwork. SRA staff will
19 follow District, State and Federal guidelines for referring students to Special Education
20 and providing regular education services as stated in the IEP. The District will provide
21 the appropriate educational evaluations for referred students. Because the District will
22 have the responsibility of servicing Special Education students, the District will retain all
23 appropriate Special Education funds.

24
25 Other Staff: SRA may hire additional classified personnel as needed to help with
26 managing the day-to-day operations. The Board of Directors will establish duties and
27 qualifications for these positions.

28
29 **(D) Employee Rights**

30 No District employee will be required by SRA Board of Directors to work at SRA. Rights
31 of transfer within the District do not apply to SRA's teachers. SRA follows W.S. §21-3-
32 313 regarding the status of teachers employed by the School District who are
33 subsequently employed by SRA and their return to employment with a non-charter school
34 in the district. The rights, if any, of any School District employee hired by SRA to return
35 to the School District will be governed by and controlled by School District policy.

36
37 **(E) Employee Reviews**

38 SRA's Principal will be responsible for the supervision and evaluation of SRA's teaching
39 and instructional support staff. SRA Operation's Manager will be responsible for the
40 supervision and evaluation of non-instructional support staff. SRA's Board of Directors
41 will be solely responsible for evaluating the performance of SRA's Principal and
42 Operations Manager. Evaluations shall be as required by Wyoming law. The Board of
43 Directors will conduct at least annually a formal evaluation of the Principal and
44 Operations Manager.

1 In 2015, SRA revised the teacher and principal evaluation in accordance with State Board
2 of Education Chapter 29 rules. All certified staff are formally evaluated three times per
3 year using the rubric created by the Colorado Department of Education. This evaluation
4 rubric can be found in Appendix O.

5
6 **(F) Procedures for Reprimands and Firing**

7 SRA follows Wyoming suspension and dismissal statutes for initial and continuing
8 contract teachers (See W.S. § 21-7-105, 21-7-106, and 21-7-110). Policies for
9 reprimands and termination of employees are included on pages 25 and 26 in the SRA
10 Employee Policy Manual. SRA's personnel employment policies may be found in
11 Appendix H.

12
13 **(G) Compensation and Benefits**

14
15 Compensation and Bonuses: SRA seeks to hire, retain and reward employees who are
16 proficient in their respective positions, effective contributors to the overall success and
17 operation of SRA, and strongly committed to implementing SRA's mission. SRA hires,
18 and will continue to hire, teachers and other classified employees under terms that will be
19 fully disclosed in any offers of employment. SRA's personnel policies and procedures are
20 freely available for review by all persons who apply to work at SRA. The Directors are
21 not required to follow the District's salary schedule.

22
23 Payroll: SRA is solely responsible for the payment of and all record keeping
24 requirements associated with, the payroll of its employees.

25
26 Benefits: Employees of SRA will be offered only those benefits which have been
27 properly budgeted for by SRA. Employee's benefits are set forth in their individual
28 employment contract.

29
30 To the extent possible, SRA offers employees benefits including health, dental, vision,
31 and life insurance benefits consistent with the same eligibility requirements and benefits
32 made available from time to time for District employees.

33
34 SRA may separately negotiate with the District and its benefit providers to provide and
35 administer benefit programs on behalf of SRA.

36
37 Retirement and Social Security Benefits: Employees of the SRA will participate in the
38 Federal Social Security System and the Wyoming State Retirement System, to the extent
39 as if it were a school within the School District. Employees who were employees of the
40 District during the prior year will therefore retain continuity with existing retirement
41 benefits, and new employees will participate in a similarly transferable system. All SRA
42 employees will be members of the Wyoming State Retirement Association and subject to
43 its requirements. SRA will be solely responsible for the cost of all employer
44 contributions to the retirement system.

1 State Department of Employment Benefits: SRA will pay for and be solely responsible
2 for all employer wage contributions for unemployment compensation, and if applicable,
3 workers' compensation premiums, covering all of its employees.
4

5 Equal Opportunity Employer: SRA will not discriminate against any employee on the
6 basis of race, color, creed, religion, national origin, ancestry, sex, disability, sexual
7 orientation, or age except as otherwise provided by law in its recruitment, selection,
8 training, utilization, termination or other employment related activities.
9

10 **Subsection III:**

11 Insurance: SRA will be responsible for securing appropriate insurance coverage, including
12 errors and omissions coverage, for SRA, its Board of Directors, employees, and student
13 accidents. SRA will investigate and give preference to securing such insurance as an additional
14 named insured to the District's insurance policy for property, general liability, and blanket
15 occupational accidents coverage and will be responsible for paying the amount for such
16 additional coverage in the event that this option is available and affordable. SRA reserves the
17 right to independently contract for equivalent insurance coverage.
18

19 Legal Liability: SRA is fully responsible for the legal liabilities of the school, except for claims
20 arising from the actions of School District personnel working at SRA or on SRA's property.
21 School District employees are covered under the School District's liability policies.
22

23 **Subsection IV:**

24 SRA will comply with all District policies and regulations, and applicable Federal and State
25 laws, concerning the maintenance and disclosure of student and employee records.
26

27 **Subsection V:**

28 SRA will comply with all District policies and regulations and applicable Federal and State laws,
29 concerning employee welfare, safety and health issues.
30

31 The Snowy Range Academy has adopted and follows procedures to ensure the health and safety
32 of SRA's staff and students. These include, but are not limited to, fire safety, active shooter,
33 tornado safety, immunizations, student abuse reporting, and other emergencies, and other
34 requirements imposed by State and Federal laws.
35

36 Unless otherwise agreed to in writing between SRA and the District, SRA is, and will continue to
37 be, solely responsible for all costs associated with causing its facilities to comply with all health
38 and safety standards.
39

40 If the District receives additional State funding for health and safety matters based on student
41 enrollment numbers that include the students enrolled in SRA, SRA will be entitled to its pro-
42 rata amount of any such funding.
43

44 **Subsection VI:**

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

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15

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.

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

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Part VI: Facilities Plans

Subsection I:

Funding for SRA’s facility is provided pursuant to the provisions set forth in W.S. § 21-3-110 21-3-314(c)(ii), and 21-15-109 which direct the School Facilities Commission to provide specified levels of funding for SRA’s facilities including routine and major maintenance payments.

(A) Geographic Location

Since its inception, SRA facility has been located at 4037 E. Grand Avenue in Laramie, WY. The charter school originally leased space in the building until October 2014 when the State of Wyoming purchased the building for the charter school’s use. In the spring of 2015, SRA experienced unprecedented community demand for Kindergarten, with more than forty students applying for only twenty-four vacant seats. Through creative scheduling and classroom-sharing, a second section of Kindergarten was opened in time for fall 2015 enrollment. Both sections of Kindergarten advanced successfully to 1st Grade requiring renovation of a portion of SRA’s existing storage space into classrooms. This larger student cohort, now in 1st Grade, will need to be accommodated as they are promoted to the next grade level each year. SRA must continue to expand its current footprint in order to provide adequate classroom space for our growing student population.

(B) Budget

Major Maintenance and donated funds have been used to finance the cost of past renovations; however, given the current economic downturn it’s unlikely that any state funding will be available for future expansion. As such, SRA is exploring capital construction grant opportunities as alternative funding sources. In order to qualify for capital construction grants however, schools must either own their building or have a long term lease arrangement. The term of the Facilities Use Agreement shall be for a period of 5 years beginning July 1, 2017 and shall terminate on June 30, 2022, equal to the Third Charter School Renewal Contract.

The Facility Use Agreement at Appendix I details the history of the building lease, purchase, and terms.

1 **Part VII: Admission and Enrollment Policies**

2 W.S. §21-3-307(a)(vi)

3
4 **Subsection I:**

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

8
9 **(A) Admissions Period**

10 SRA conducts an annual lottery for enrollment by April 15th. Students are then admitted
11 in August based on lottery results. Students on the waitlist are admitted on a rolling basis
12 as seats become available.

13
14 Age requirements: In accordance with W.S. § 21-4-302 (a) and (b), SRA uses the
15 following registration criteria:

- 16
- 17 ■ To register for kindergarten a student must be 5 years old on or before September 15
- 18 of that school year.
- 19 ■ To register for first grade a student must be 6 years old on or before September 15 of
- 20 that school year.

21
22 Consistent with District policy, SRA requires a birth certificate or other legal
23 documentary evidence of birth.

24
25 Grade requirements: All students in grades one through eight applying for admission to
26 SRA are required to take placement testing. The purpose of this testing is to ensure that
27 the incoming student is placed in the grade most appropriate for his or her academic
28 performance to allow for maximum academic success in SRA’s accelerated program.
29 This placement testing will not be used to deny entrance into SRA. Kindergarten
30 students will not be required to participate in placement testing. Remedial work may be
31 suggested for the summer prior to enrollment for those students with identified
32 deficiencies, or school-year tutorial work may be recommended.

33
34 Health requirements: As set forth by W.S. § 21-4-309, all students are required to show
35 proof of immunizations.

36
37 **(B) Lottery**

38
39 The following procedures are applied for admission to SRA:

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

- 1 ▪ Students will thereafter be accepted by lottery until SRA has reached its grade
- 2 level enrollment capacity.
- 3 ▪ Preference will be given to children of employees.
- 4 ▪ Preference will be given to students whose parents attend an information open house.

5

6 **(C) Waiting List**

7 Vacancies during the school year may occur whenever the number of students enrolled in

8 class is below that class’s capacity. When a vacancy occurs during the school year, that

9 vacancy may or may not be filled at the school’s discretion. If SRA chooses to fill the

10 vacancy, the prior lottery list has been exhausted, and there are more applicants in the

11 enrollment pool than spaces available, the spaces will be filled by lottery among those

12 students currently in the enrollment pool, with the exceptions listed below.

13

14

1 **Part VIII: Financial Information**
2 W.S. §21-3-307(a)(viii), (xiv), (xv), & (xvi)

3
4 **Subsection I:**

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

7
8 Enrollment Projections for 2017-2018 through 2021-2022

Budget Year	Minimum Enrollment	Maximum Enrollment
2017-2018	195	252
2018-2019	205	264
2019-2020	215	276
2020-2021	225	288
2021-2022	225	300

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

12
13 SRA’s budget for the current and upcoming school year as well as budget projections for the
14 term of the charter are found in Appendix J. Please note that, for the purposes of the 5-year
15 budget, state revenue figures are based on 2017 state budget allocations and assume no
16 increase or decrease to said funding for ADM and Major Maintenance categories.

17
18 Throughout this section the term “pro-rata” means the ratio that the number of students
19 enrolled in SRA bears to the District’s total student population.

20
21 **(B) Revenue**

22
23 **(1) State Funding**

24
25 Average Daily Membership (ADM), Amount of State Funding, Generally, SRA’s average
26 daily Membership (ADM) is calculated pursuant to W.S. § 21-3-314.

27
28 SRA’s funding is dependent upon appropriations by the Wyoming Legislature. The amount
29 of SRA’s funding for each fiscal year is calculated in accordance with state law. In
30 accordance with W.S. 21-3-314(c)(i), (ii), and (iii), the charter school shall be entitled to the
31 benefit of one hundred percent (100%) of the foundation program amount computed under
32 W.S. 21-13-309(m) based upon the average daily membership of the charter school, less any
33 district level amounts generated by the charter school's membership under W.S. 21-13-
34 309(m) and less amounts specified under W.S. 21-13-309(m)(v)(E).

35
36 The charter school shall be entitled to the benefit of one hundred percent (100%) of the
37 amount to be contributed to the school district under **major maintenance** payments pursuant

1 to W.S. 21-15-109 based upon the proportion that the charter school educational building
2 gross square footage contributes to the district educational building gross square footage;
3

4 The charter school shall be entitled to the benefit of one hundred percent (100%) of the
5 amount generated by the payroll of its employees in allocating any school district salary
6 adjustment pursuant to W.S. 21-3-313(c).
7

8 As set forth by Wyoming Statutes, all funding allocated to SRA passes directly through the
9 School District to SRA.
10

11 (2) Funding for Leased Facilities 12

13 Funding for SRA's facility is provided pursuant to the provisions set forth in W.S. § 21-
14 3-110 21-3-314(c)(ii), and 21-15-109 which direct the School Facilities Commission to
15 provide specified levels of funding for SRA's facilities including routine and major
16 maintenance payments.
17

18 (3) Centralized Services; Specific Budget 19

20 Pursuant to W.S. § 21-3-314((d) The charter school may also contract with the school
21 district for centralized services provided by the district including curriculum, media
22 services, libraries and federally required educational services such as special education.
23 In the event that third party subsidies for reimbursement of the District's food service or
24 IT programs are reduced or eliminated, SRA shall be required to reimburse the District
25 for the portion of the District's general fund subsidy no longer covered by the any third
26 party subsidy. For the food service program, SRA will be billed at the end of each month
27 for the actual number of meals served. For IT charges including SRA usage of InfoSnap,
28 PowerSchool, and Phoenix Learning, SRA will be billed annual based on the prior year
29 ADM. SRA shall be notified by the District of any cost increases to existing contracts, or
30 of new contractual charges annually, by no later than April 1, such that SRA can budget
31 accordingly.
32

33 Pursuant to W.S. § 21-3-314(e), in lieu of paragraph (a)(iv) and subsections (c) and (d) of
34 this section, the district and SRA may by mutual agreement fund SRA through a specific
35 budget for SRA.
36

37 (4) Endowments 38

39 All District-wide funds received from private endowments, gifts, donations, etc., will be
40 shared pro-rata with SRA, unless another basis is used for distribution, (such as all
41 elementary school children or per elementary school). In such event, SRA will receive
42 the applicable pro-rated amount based on the defined method of distribution.
43 Endowments specifically earmarked for a project or single school are exempt from this
44 requirement. Services to the District available at low, reduced or no cost will be made
45 available to SRA on the same basis as those services are available to the District. The
46 District agrees to provide information about such goods or services to SRA.

1
2 (5) Books, Software, and Library
3

4 Library books, software and other library resources acquired by a school within the School
5 District using ADM funding may be made available to SRA, on request. Similarly, library
6 books, software and other library resources acquired by SRA using ADM funding may be made
7 available to other schools within the district, on request.

8 Any equipment or materials that are dedicated solely to the use by or at SRA will be purchased
9 by SRA from the District at cost.
10

11
12 **Subsection II:**

13
14 **(A) Financial Policies**

15 See Appendix N for SRA's financial policies.
16

17 **(B) Financial Reports**

18 Financial reports are issued monthly and are approved by the SRA Board of Directors. The
19 reports include Statement of Net Assets, Statement of Activities, Statement of Cash Flows, and
20 Statement of Activities Budget Comparison.
21

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

23 SRA agrees to maintain appropriate financial records in accordance with all applicable.
24 Federal, State, and local laws, rules, and regulations, and make such records available to the
25 District as requested from time to time. SRA agrees to engage and participate in an independent,
26 outside audit by a certified public accountant of its financial and administrative operations on an
27 annual basis. The results of the audit will be provided to the District in written form within the
28 statutory time limits required of the District and will be published as required by law. Any cost
29 associated with the audit will be borne by SRA.
30

31 See Appendix K for the 2015-16 Independent Audit conducted by ACM.
32

1 **Part IX: Transportation**
2 21-3-307(a)(xx)

3
4 **Subsection I:**

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 relationship
7 over the years. SRA proposes that the current transportation relationship between the Parties be
8 continued with the provision that the School District provide not less than three (3) buses to
9 accommodate the current transportation routes to and from SRA to satisfy the needs of SRA
10 Students. SRA agrees to participate in any discussions directed toward planning and designing
11 more efficient transportation routes as the District's schools and transportation routes are
12 reconfigured.

13
14 An updated Transportation Contract is submitted with this application in Appendix M.
15

16 **Part X: Displaced Pupils**

17
18 **Subsection I:**

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

20
21 This provision of the law is not applicable to SRA because no pupils, teachers, or other
22 employees will be displaced by SRA's operation. SRA interprets this language to apply only to
23 converted charter schools.
24

25 **Part XI: Waiver Requests**

26
27 **Subsection I:**

28 Waivers from District and State Policies

29
30 SRA and the School District will follow the provisions set forth in W.S. § 21-3-304(g) waivers.
31