

SUBJECT

Idaho College and Career Readiness Academy Pre-Opening Update

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

Idaho College and Career Readiness Academy (IDCCRA) is a new statewide virtual charter school authorized by the Public Charter School Commission (PCSC). Approved to open in fall 2014, IDCCRA will provide an educational program focused on career-technical education for 9th through 12th grade students.

DISCUSSION

IDCCRA's projected first day of instruction is August 25, 2014. The school plans to offer a comprehensive educational program focused on career-technical education and implemented through sequenced career pathways courses. In its first year, IDCCRA will require students to take an exploratory course in each of the school's four industry strands: manufacturing, web design, business and marketing, and health. IDCCRA will be contracting with K12 for management and curriculum services.

Current enrollment for IDCCRA for the 2014-2015 school year is extremely low. The school reports having 1 student accepted and an additional 14 students in their portal. Though the school reports an expectation that enrollment will increase in the later summer months, it appears unlikely that IDCCRA will reach its anticipated (200) or even worst-case scenario enrollment projection (150)

IDCCRA's contact with K12 includes a deficit protection clause, which reduces concern regarding the financial impact of low enrollment. The language in the contract is unclear regarding whether K12 will cover deficit costs beyond K12's own invoiced amount. K12's Regional Finance Director has informed PCSC staff that it is K12's practice to provide its schools with sufficient cash to end the year without a deficit, even if the cash need exceeds the sum of K12 invoices that could be forgiven. Thus, if IDCCRA does not achieve an enrollment level sufficient to cover the school's non-K12 costs, K12 may infuse cash into the school to cover these costs and prevent a deficit. However, this assurance is not clearly provided in writing.

IDCCRA will sub-lease space from Idaho Virtual Academy at their facility in Meridian. As a virtual school, IDCCRA's space needs are minimal. The school had reports having no pre-opening costs for facilities and will have an annual lease of \$60,000 per year, including utilities.

IDCCRA's FY15 budget includes a beginning and ending balance of \$5,000. The base support revenue in the budget is based on an average daily attendance of 177. Based on current enrollment, it is unlikely

IDCCRA will receive this level of funding. The school's cash flow projects a negative cash balance of nearly \$80,000 in June 2015. However, because the school's contract with K12 includes a deficit protection clause, the school is insulated from financial collapse.

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

Staff makes no comments or recommendations.

COMMISSION ACTION

Any action would be at the discretion of the PCSC.

June 17, 2014

CHARTER SCHOOL DASHBOARD PRE-OPENING UPDATE

Date Submitted: May 16th, 2014
School Name: Idaho College and Career Readiness Academy
School Address: 1965 S. Eagle Road, Suite 150, Meridian, Idaho 83642
School Phone: 208-407-8531
Intended Opening Date: August 25th, 2014

Mission

IDCCRA is a virtual career-technical education charter school that provides an occupational sequence of instruction that will prepare Idaho students to obtain the necessary technical skills needed to succeed.

Vision

To create a virtual career-technical education charter school which will provide an appropriately sequenced curriculum that will equip the student with the foundational academic and technical skills to enable them to pursue post-secondary education, achieve occupational certifications, or enter directly into the work force.

The school's focus on career-technical education will:

- Provide an alternative to academic virtual schools
- Provide career pathways to students who are:
 - Geographically Dispersed
 - Academically Deficient
 - At Risk and Underserved
- Provide Idaho industries with educated and employment ready individuals.

Goals

- IDCCRA students will be proficient in the core academic subjects of reading, language arts, and math.
- IDCCRA students will achieve career-technical occupational proficiency based on industry standards.
- IDCCRA will provide online instruction in the core and technical subjects.
- IDCCRA students will achieve academic growth necessary to reach proficiency and will be provided with additional academic support services.

CHARTER SCHOOL BOARD

Board Member Name	Office	Term (MM/YY -MM/YY)	Email	Phone
Kerry Wysocki	Chairman/Treasurer	03/13 – 7/19	kwysocki@idccra.org	(208) 870-7218
Chris Wood	Vice Chair/Secretary	03/13 – 7/19	cwood@idccra.org	(208) 914-3080
Mike Falconer	Director	10/13 – 7/19	mfalconer@idccra.org	(208) 272-0685
Mark McCormick	Director	10/13 – 7/18	mmccormack@idccra.org	(208) 863-3966
Dane Beorchia	Director	10/13 – 7/18	dbeorchia@idccra.org	(208) 380-3789

PRE-OPENING ENROLLMENT UPDATE

Grade Level	Current Enrollment (Accepted)	Current Waiting List	Enrollment Cap	% Enrolled	Notes
9					6-in portal
10	1				4-in portal
11					4-in portal
12					-
TOTALS	1				15 Students (14 in portal)

STUDENT DEMOGRAPHICS

(Please based these numbers on students who have accepted enrollment. We understand if you have incomplete data; provide estimates or state “unknown” if necessary)

	Hispanic	Asian	White	Black	American Indian	LEP	FRL	Special Education
Number	2	2	10	0	1			2
%	13.3	13.3	66.7	0	6.7			13.3

FACULTY AND STAFF

Please describe where you are in the process of hiring key staff:

The Head of School and Operations Manager have been hired and deployed. The Business Manager, Human Resources Manager, and the Special Education Manager have been identified and are providing services as needed.

Have you hired an Administrator? Yes No
Administrator Name(s): Monti Pittman
Administrator’s Hire Date: January 2013
of Weekly Hours Assigned to This Role: 40 Hours per week
of Weekly Hours Assigned to Another Role: 0 Hours per week
Administrator Contact Info (Phone, e-mail): 208-917-2420; mpittman@k12.com

Have you hired a Business Manager? Yes No
Business Manager’s Name: Allen Wenger
Business Manager’s Hire Date: January 2013
of Weekly Hours Assigned to This Role: 20
of Weekly Hours Assigned to Another Role: 20
Business Manager’s Contact Info (Phone, e-mail): 208-407-8531; awenger@k12.com

	Intended FTE	Hired FTE	Comments
Classified Staff	1	1	
Certified Staff - Total	6	0	
• Classroom Teachers	4	0	Positions are posted. Interviews taking place.
• Special Education Staff	1	0	Positions are posted. Interviews taking place.
• Other Certified Staff	1	0	Positions are posted. Interviews taking place.

FINANCES

Please describe your progress towards establishing / finalizing your school’s first year operating budget. What process have you used thus far to estimate revenue and costs?

IDCCRA has looked at other state schools to get a basis and then adapted it to our projected hiring and ADA. We published our budget to meet requirements of 33-801. Our Board will review the budget at the May Board meeting, and approve or modify it at the June Board meeting.

EDUCATIONAL PROGRAM

Please describe your progress towards establishing your educational program and how the curricular choices you have made thus far align to your stated mission / the description of your educational program in your charter:

It was important to the Board to ensure that its curriculum choice was capable of engaging students of all levels, and is consistent with the vision, mission, and goals of the school. The school intends to offer students a comprehensive high school program that will include academic and occupational classes.

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As discussed in the charter petition, the IDCCRA will utilize the K12 curriculum. The curriculum can be readily adapted based on student need, and is aligned to the CCSS. The delivery system is able to monitor and report student performance, allowing for identification of student's progress toward achieving learner goals.

In the first year, students will be required to take a 9 week exploratory course in each of the industry strands: manufacturing, web design, business and marketing, and health. This course is designed to introduce students to the occupations in each of the strands, and to provide a heavy emphasis on college and career readiness; occupational outlooks, potential pay, industry growth rate, and post-secondary educational requirements.

PRE-OPENING SUCCESSES AND CHALLENGES

Please describe any significant changes you have had to your intended educational program, facility, or other pertinent strategies / plans outlined in your approved charter:

None

Please describe the greatest successes you have experienced during the pre-opening process:

Infrastructure is developed. Launch meetings are taking place and processes for marketing, enrollment, distribution, policy, etc. are in place. Timelines are being met.

Please describe any significant challenges you have faced during the pre-opening process:

Enrollment - In the experience of our education partners, enrollment trends tell us that enrollment doesn't truly pick up until the second week of July when families begin considering their next year's education options. It is expected that significant enrollment increases in late July and into August will ensure that we meet enrollment goals.

A service agreement is in place that assures continued support to the school based on the actual 2014/2015 enrollment.

Do you anticipate that any of the challenges you described could potentially prevent you from opening on time?

No

If you answered "Yes" to the previous question, please outline how you plan to address these challenges and your timeline for making a decision regarding whether you will need to delay your opening.

N/A

REQUIRED ATTACHMENTS

- An updated pre-opening timeline (using the PCSC template) that demonstrates the tasks you have completed and the status of those yet to be done
- An updated facilities plan (using the PCSC template) including narrative and attachments as necessary to demonstrate the details of your chosen facility, costs, and preparations that need to be done to prepare the facility for opening
- A draft proposed Year 1 budget (complete the Original Budget & Projected Year-End columns of the PCSC Annual Budget Template and the Cash Flow tabs embedded in the template)
- An updated projected Year 1 Cash Flow (complete the Cash Flow Details tab within the PCSC Annual Budget Template)

OPTIONAL ATTACHMENTS

- An update regarding the marketing / outreach activities you have completed and intend to complete (table recommended)

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IDCCRA --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
REVENUE							
414100 Tuition	-	-	-	-		-	
415000 Earnings on Investments	-	-	-	-		-	
416100 School Food Service	-	-	-	-		-	
416200 Meal sales: non-reimbursable	-	-	-	-		-	
416900 Other Food Sales	-	-	-	-		-	
417100 Admissions / Activities	-	-	-	-		-	
417200 Bookstore Sales	-	-	-	-		-	
417300 Clubs / Organization Fees, etc.	-	-	-	-		-	
417400 School Fees & Charges/Fundraising	-	-	-	-		-	
417900 Other Student Revenue	-	-	-	-		-	
419100 Rentals	-	-	-	-		-	
419200 Contributions/Donations	250,000.00	-	-	-		250,000.00	
419900 Other Local Revenue	-	-	-	-		-	
431100 Base Support Program	1,016,108.00	-	-	-		1,016,108.00	
431200 Transportation Support	-	-	-	-		-	
431400 Exceptional Child Support	-	-	-	-		-	
431600 Tuition Equivalency	-	-	-	-		-	
431800 Benefit Apportionment	-	-	-	-		-	
431900 Other State Support	-	-	-	-		-	
437000 Lottery / Addtl State Maintenance	-	-	-	-		-	
439000 Other State Revenue	-	-	-	-		-	
442000 Indirect Unrestricted Federal	-	-	-	-		-	
443000 Direct Restricted Federal	-	-	-	-		-	
445000 Title I - ESEA	-	-	-	-		-	
445500 Child Nutrition Reimbursement	-	-	-	-		-	
445600 Title VI-B IDEA	-	-	-	-		-	
445900 Other Indirect Restricted Federal	-	-	-	-		-	
451000 Proceeds	-	-	-	-		-	
460000 Transfers In	-	-	-	-		-	
TOTAL REVENUE	\$1,266,108.00	\$0.00	\$0.00	\$0.00		\$1,266,108.00	

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IDCCRA --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
EXPENDITURES							
100 SALARIES	248,499.00	-	-	-		248,499.00	
200 EMPLOYEE BENEFITS	68,235.00	-	-	-		68,235.00	
300 PURCHASED SERVICES	631,000.00	-	-	-		631,000.00	
400 SUPPLIES	293,374.00	-	-	-		293,374.00	
500 CAPITAL OUTLAY	-	-	-	-		-	
600 DEBT RETIREMENT	-	-	-	-		-	
700 INSURANCE	25,000.00	-	-	-		25,000.00	
920000 TRANSFERS OUT	-	-	-	-		-	
TOTAL EXPENDITURES	\$1,266,108.00	\$0.00	\$0.00	\$0.00		\$1,266,108.00	
TOTAL FUND REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00			\$0.00	
TOTAL BEGINNING BALANCE (All Funds)	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	
TOTAL CHANGES (All Funds)	\$0.00	\$0.00	\$0.00			\$0.00	
ENDING BALANCE (All Funds)	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	
CHANGES IN FUND BALANCE BY FUND							
100 Beginning Fund Balance	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	
100 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
100 Ending Fund Balance	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	

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IDCCRA --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
REVENUE								
100.414100	Tuition				-			
100.415000	Earnings on Investments				-			
100.417100	Admissions / Activities				-			
100.417200	Bookstore Sales				-			
100.417300	Clubs / Organization Dues, etc.				-			
100.417400	School Fees & Charges				-			
100.417900	Other Student Revenue				-			
100.419100	Rentals				-			
100.419200	Contributions/Donations	250,000.00			-		250,000.00	Albertson's grant - applied for, but not yet confirmed
100.419900	Other Local Revenue				-			
100.431100	Base Support	1,016,108.00			-		1,016,108.00	Based on 177 ADA / 11 support units
100.431200	Transportation Support				-			
100.431400	Exceptional Child Support				-			
100.431600	Tuition Equivalency				-			
100.431800	Benefit Apportionment				-			
100.431900	Other State Support				-			
100.437000	Lottery / Addtl State Maintenance				-			
100.439000	Other State Revenue				-			
100.442000	Indirect Unrestricted Federal				-			
100.443000	Direct Restricted Federal				-			
100.445900	Other Indirect Restricted Federal				-			
100.460000	Transfers In				-			
TOTAL GENERAL FUND REVENUES		\$1,266,108.00	\$0.00	\$0.00	-		\$1,266,108.00	
EXPENDITURES								
100.515100	Secondary Salaries	160,000.00			-		160,000.00	
100.515200	Secondary Benefits	43,915.00			-		43,915.00	
100.515300	Secondary Purchased Services	242,283.00			-		242,283.00	
100.515400	Secondary Supplies	222,618.00			-		222,618.00	
100.515500	Secondary Capital Outlay				-			
100.515600	Secondary Debt Retirement				-			
100.515700	Secondary Insurance	25,000.00			-		25,000.00	

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IDCCRA --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
100.521100	Exceptional Child Salaries	40,000.00			-		40,000.00	
100.521200	Exceptional Child Benefits	10,800.00			-		10,800.00	
100.521300	Exceptional Child Purchased Services	54,698.00			-		54,698.00	
100.521400	Exceptional Child Supplies				-			
100.521500	Exceptional Child Capital Outlay				-			
100.521600	Exceptional Child Debt Retirement				-			
100.521700	Exceptional Child Insurance				-			
100.532100	School Activity Program Salaries				-			
100.532200	School Activity Program Benefits				-			
100.532300	School Activity Program Purchased Services	36,019.00			-		36,019.00	
100.532400	School Activity Program Supplies				-			
100.532500	School Activity Program Capital Outlay				-			
100.532600	School Activity Program Debt Retirement				-			
100.532700	School Activity Program Insurance				-			
Subtotals: Instruction		835,333.00	-	-	-		835,333.00	
100.611100	Attendance-Guidance-Health Salaries	33,410.00			-		33,410.00	
100.611200	Attendance-Guidance-Health Benefits	9,020.00			-		9,020.00	
100.611300	Attendance-Guidance-Health Purchased Services				-			
100.611400	Attendance-Guidance-Health Supplies				-			
100.611500	Attendance-Guidance-Health Capital Outlay				-			
100.611600	Attendance-Guidance-Health Debt Retirement				-			
100.611700	Attendance-Guidance-Health Insurance				-			
100.631100	Board of Education Program Salaries				-			
100.631200	Board of Education Program Benefits				-			
100.631300	Board of Education Program Purchased Services	5,000.00			-		5,000.00	
100.631400	Board of Education Program Supplies				-			
100.631500	Board of Education Program Capital Outlay				-			
100.631600	Board of Education Program Debt Retirement				-			
100.631700	Board of Education Program Insurance				-			
100.632100	District Administration Program Salaries	15,089.00			-		15,089.00	
100.632200	District Administration Program Benefits	4,500.00			-		4,500.00	
100.632300	District Administration Program Purchased Services	103,000.00			-		103,000.00	
100.632400	District Administration Program Supplies				-			
100.632500	District Administration Program Capital Outlay				-			
100.632600	District Administration Program Debt Retirement				-			
100.632700	District Administration Program Insurance				-			

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IDCCRA --- FY15 GENERAL 100 FUND

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
100.651100	Business Operation Program Salaries				-			
100.651200	Business Operation Program Benefits				-			
100.651300	Business Operation Program Purchased Services	40,000.00			-		40,000.00	
100.651400	Business Operation Program Supplies	70,756.00			-		70,756.00	
100.651500	Business Operation Program Capital Outlay				-			
100.651600	Business Operation Program Debt Retirement				-			
100.651700	Business Operation Program Insurance				-			
100.656100	Administrative Technology Service Salaries				-			
100.656200	Administrative Technology Service Benefits				-			
100.656300	Administrative Technology Service Purchased Services	150,000.00			-		150,000.00	
100.656400	Administrative Technology Service Supplies				-			
100.656500	Administrative Technology Service Capital Outlay				-			
100.656600	Administrative Technology Service Debt Retirement				-			
100.656700	Administrative Technology Service Insurance				-			
Subtotals: Support Services		430,775.00	-	-	-		430,775.00	
100.911500	Principal Capital Outlay				-			
100.911600	Principal Debt Retirement				-			
100.912500	Interest Capital Outlay				-			
100.912600	Interest Debt Retirement				-			
Subtotals: Non-Instruction		-	-	-	-		-	
100.920000	Transfers Out				-			
100.950000	Contingency Reserve				-			
Subtotals: Other		-	-	-	-		-	
TOTAL GENERAL FUND EXPENDITURES		\$1,266,108.00	\$0.00	\$0.00	\$0.00		\$1,266,108.00	
TOTAL GENERAL FUND REVENUES OVER EXPENDITURES		\$0.00	\$0.00	\$0.00			\$0.00	
BEGINNING FUND BALANCE (July 1, 2014)		\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	
CHANGES IN FUND BALANCE		\$0.00	\$0.00	\$0.00			\$0.00	
ENDING FUND BALANCE AS OF June 30, 2015		\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	

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IDAHO COLLEGE AND CAREER READINESS ACADEMY (IDCCRA)
FISCAL YEAR 2014 - 2015 CASH FLOW (All Funds)

DESCRIPTION	Budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY TOTAL
CASH ON HAND (Beginning Cash)	N/A	5,000	546,108	739,391	616,991	684,332	651,673	519,014	386,355	351,696	219,037	85,378	52,719	N/A
RECEIPTS														
Base Support	1,016,108	316,108	200,000	0	200,000	100,000	0	0	100,000	0	0	100,000	0	1,016,108
Benefit Apportionment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lottery / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exceptional Child Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuition Equivalency	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Title I	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Local Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fees & Fundraising	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0	250,000
Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS	1,266,108	566,108	200,000	0	200,000	100,000	0	0	100,000	0	0	100,000	0	1,266,108
OUTFLOW														
Salaries	248,499	0	0	23,341	24,850	24,850	24,850	24,850	24,850	24,850	24,850	24,850	24,850	246,991
Benefits	68,235	0	0	16,093	16,543	16,543	16,543	16,543	16,543	16,543	16,543	16,543	16,543	164,980
Subtotal - Payroll	316,734	0	0	39,434	41,393	41,393	41,393	41,393	41,393	41,393	41,393	41,393	41,393	411,971
Facility Costs (All)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Occupancy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elementary Supplies & Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Secondary Supplies & Services	464,901	0	0	46,490	46,490	46,490	46,490	46,490	46,490	46,490	46,490	46,490	46,490	464,900
Technology	150,000	0	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	150,000
Exceptional Child	54,698	0	698	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	54,698
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Support Services	218,756	0	0	13,076	21,376	21,376	21,376	21,376	23,376	21,376	22,376	21,376	21,376	208,460
Other Program Costs	36,019	0	6,019	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,019
Subtotal - Educational Program	924,374	0	6,717	82,966	91,266	91,266	91,266	91,266	93,266	91,266	92,266	91,266	91,266	914,077
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	25,000
Other Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Other Costs	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	25,000
Other loan payments/obligations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OUTFLOW	1,266,108	25,000	6,717	122,400	132,659	132,659	132,659	132,659	134,659	132,659	133,659	132,659	132,659	1,351,048
CHANGE IN CASH	0	541,108	193,283	(122,400)	67,341	(32,659)	(132,659)	(132,659)	(34,659)	(132,659)	(133,659)	(32,659)	(132,659)	
ENDING CASH	N/A	546,108	739,391	616,991	684,332	651,673	519,014	386,355	351,696	219,037	85,378	52,719	(79,940)	

ASSUMPTIONS / NOTES:

Idaho Public Charter School Commission Charter Petition: Facility Details

School Name: IDCCRA	Details for (in order of preference): Option 1
Facility Name / Title: El Dorado Business Campus	Option Status: Likely
Location Address: 1965 S Eagle Rd Ste 150, Meridian ID 83642	Primary Vendor Information (if applicable) [Please include vendor name, address, website, and phone number.] IDVA, 1965 S Eagle Ste 190, Meridian ID 83647 www.idahova.org

Narrative

IDCCRA will be subleasing offices in the suite listed above. We are a virtual school and do not initially anticipate the need for classroom space. The project coordinator is already occupying an office in this location and additional offices are available. The IDCCRA Board has agreed to the intent of attached sublease agreement. The Board will vote on a formal lease at their May or June Board meeting.

Draft Facility Budgets

Pre-Opening Expenses (required) None

[Please insert rows as needed]

Description	Qty	Unit Cost	Total Cost	Comments
None				
TOTAL Pre-Opening Costs				

Operating Expenses: Year 1 & Year 2 (required)

[Please insert rows as needed]

Description	Year 1 Qty	Year 1 Unit Cost	Year 1 Total Cost	Year 2 Qty	Year 2 Unit Cost	Year 2 Total Cost	Comments
Lease	12	\$5,000	\$60,000	12	\$5,000	\$60,000	Includes all utilities
		TOTAL Year 1 Costs	\$60,000			TOTAL Year 2 Costs	\$60,000

Operating Expenses: Year 3 (required) & Year 4 or Future Expansion (optional)

[Please insert rows as needed]

Description	Year 3 Qty	Year 3 Unit Cost	Year 3 Total Cost	4 / Exp Qty	Year 4 or Expansion Unit Cost	Year 4 or Expansion Total Cost	Comments
Lease	12	\$5,000	\$60,000	12	\$5,000	\$60,000	Includes all utilities
		TOTAL Year 3 Costs	\$60,000			TOTAL Year 4 or Expansion Costs	\$60,000

List of Attachments

Attachments (required)

[Please insert rows as needed. List all documents related to this facility's location, costs, etc.]

Attachment Title	Brief Description	Notes or Considerations
IDVA-IDCCRA Lease agreement	Office space rental	This document was submitted and is on file with the PCSC, but is not included with the school's Pre-Opening Update materials.

Idaho Public Charter School Commission Charter Petition: Pre-Opening Timeline

► Phase 1: Immediately after Receiving Charter

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Other	Charter Approval will come within 6-9 Months.				Completed October 2013

► Phase 2: 6 to 9 Months before Opening

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Enrollment	Establish online enrollment portal	Administrator	K12	January 2014	Completed
	Establish online enrollment packet	Administrator	K12	January 2014	Completed
Facilities	Create contact info: phone, fax, and email, etc., for school	Administrator	K12	January 2014	Completed
Other	Establish course defaults and terms (semesters)	Administrator	K12	January 2014	Completed

► Phase 3: 3 to 6 Months before Opening

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Marketing	Create and deploy marketing strategies: radio ads, print ads, eblasts, etc.	Administrator	IDCCRA/K12	March 2014	Ongoing
	Conduct face to face parent information sessions	Administrator	IDCCRA/K12	March 2014	Ongoing
	Conduct online parent information sessions	Administrator	IDCCRA/K12	March 2014	Ongoing
	Establish school website/logo	Administrator	IDCCRA/K12	March 2014	Completed
Enrollment	Process incoming applications	Administrator	K12	March 2014	Ongoing
	Collection of required documents for student enrollment	Administrator	K12	March 2014	Ongoing
	Begin approving enrollments	Administrator	K12	March 2014	Ongoing

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	Families of approved enrollees registered for Success over Summer program to promote engagement and begin parent training	Administrator	K12	March 2014	Ongoing
Human Resources	Advertise for administrative staff positions (HOS, Teachers, Etc.)	Administrator	IDCCRA/K12	March 2014	Completed
	Begin interview process/background checks	Administrator	IDCCRA/K12	March 2014	Completed
Facilities	Locate Office Space	Bus Mgr	IDCCRA/K12	March 2014	Completed
	Negotiate Lease	Bus Mgr	IDCCRA/K12	March 2014	Completed
	Setup office (phones, equipment, insurance, furniture)	Ops Mgr/Bus Mgr	IDCCRA/K12	March 2014	Completed
Governance	Ensure that all board members receive required training	Board Chair	IDCCRA	March 2014	Ongoing
Human Resources	Initial teacher hires based on enrollment numbers	HOS	IDCCRA/K12	May 2014	June 2014
	Initial SPED teacher hires based on enrollment	HOS	IDCCRA/K12	May 2014	June 2014
	Intensive training for teachers and SPED on virtual model, state reporting, and providing services to students	HOS	IDCCRA/K12	May 2014	August 2014
	Begin training administrative staff	HOS	IDCCRA/K12	May 2014	Completed
Other	Begin to locate possible related services providers	SPED Coordinator	Admin Staff	May 2014	June 2014
	Begin to develop IEP process	SPED Coordinator	Admin Staff	May 2014	June 2014
	Finalize Student/Parent Handbook	HOS	IDCCRA/ Admin Staff	May 2014	Completed
	Finalize School Policies	HOS	IDCCRA/ Admin Staff	May 2014	Completed
	Establish school calendar	Ops Mgr	IDCCRA/Adm in Staff	May 2014	Completed
Fiscal Mgt/Other	Appropriate administrative staff undergoes state training and reporting to include SPED	HOS	Admin Staff	May 2014	Completed
Marketing	Admin staff travel to K12 to meet enrollment team and provide cross training	HOS	Admin Staff/ K12	May 2014	Completed

► Phase 4: 0 to 3 Months before Opening

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Marketing	Continue Marketing Events	HOS	Admin Staff/K12	June 2014	Ongoing
	Begin sending out short informational videos to enrolled families and families in the enrollment process about educational success in an online environment	HOS	Admin Staff/K12	August 2014	Ongoing
Governance	Work with IDCCRA Board to set goals and prioritize needs	HOS	HOS/IDCCRA	June 2014	Completed
	Approval of newly established policies, handbook, calendar, etc.	HOS	IDCCRA	June 2014	Completed
Other	Develop communications plan for teachers to reach out to parents as they complete the enrollment process	HOS	K12	August 2014	August 2014
	Materials begin to ship to students	Ops Manager	K12	August 2014	Ongoing
	Computers begin to ship to students	Ops Manager	K12	August 2014	Ongoing
HR	Teachers will begin National Teacher Training process (40-60 hours of training)	HOS	K12	August 2014	Ongoing
Other	Conduct parent orientation sessions to train parents in using the online management system to monitor student success	HOS	Admin Staff/K12	August 2014	Ongoing
	Develop orientation schedule for students for first two weeks of school	HOS	Admin Staff/K12	August 2014	Ongoing
	Provide educational directory updates	Ops Manager	Admin Staff	October 2014	October 2014
	Provide building demographics to update related state databases - ISEE	Ops Manager	Admin Staff	October 2014	October 2014
Fiscal Mgt	School Dist Budgets due 21 days after Board approval	Bus Manager	IDCCRA	July 2014	July 2014
	ADA by county used to distribute federal forest funds	Ops Manager	Admin Staff	November 2014	November 2014
Other	Students gain access to online student accounts	Ops Manager	Admin Staff/K12	August 2014	August 2014
HR	Teachers attend face to face professional development	HOS	Admin Staff/K12	August 2014	August 2014
Marketing	Back to School events	HOS	Admin Staff/K12	August 2014	August 2014
Other	School Starts August 25 th	Admin Staff	IDCCRA/K12	August 2014	August 2014

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IDCCRA Outreach Update

Event Campaign	Event Title	Event Start Date	Location	City	State
In-Person Events	Boise Code Camp	04/04/2014	Boise State University Student Union	Boise	ID
Online Events	Online High School Information Session and Q&A	04/08/2014	Online	Online	ID
In-Person Events	Meridian In-Person Information Session	04/15/2014	Treasure Valley Learning Center (K12 Idaho Central Offices)	Meridian	ID
Online Events	Online High School Information Session and Q&A	04/15/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	04/22/2014	Online	Online	ID
In-Person Events	Meridian In-Person Information Session	04/29/2014	Treasure Valley Learning Center (K12 Idaho Central Offices)	Meridian	ID
Online Events	Online High School Information Session and Q&A	04/29/2014	Online	Online	ID
In-Person Events	Burley In-Person Information Session	05/01/2014	Fairfield Inn	Burley	ID
In-Person Events	Rexburg In-Person Information Session	05/02/2014	Springhill Suites	Rexburg	ID
Online Events	Online High School Information Session and Q&A	05/06/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	05/13/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	05/14/2014	Online	Online	ID
In-Person Events	Lagoon Physics Day	05/16/2014	Lagoon Family Fun Park	Farmington	UT
In-Person Events	K12 High School Information Session	05/19/2014	Kiwi Loco	Pocatello	ID
Online Events	Online High School Information Session and Q&A	05/27/2014	Online	Online	ID
In-Person Events	K12 High School Sneak Peak	05/28/2014	Kroc Center	Coeur d'Alene	ID
Online Events	Online High School Sneak Peak	05/28/2014	Online	Online	ID
In-Person Events	K12 High School Sneak Peak	05/30/2014	Hillcrest Auditorium lobby	Idaho Falls	ID
Online Events	Online High School Information Session and Q&A	06/03/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	06/03/2014	Online	Online	ID
In-Person Events	K12 High School Sneak Peak	06/04/2014	Brandt Center	Nampa	ID
Online Events	Online High School Information Session and Q&A	06/10/2014	Online	Online	ID
In-Person Events	IDCCRA Sneak Peak and Enrollment Information	06/11/2014	Activity Center	Idaho Falls	ID
Online Events	Online High School Sneak Peak	06/11/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	06/17/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	06/18/2014	Online	Online	ID
In-Person Events	IDCCRA Sneak Peak and Enrollment Information	06/19/2014	Activity Center	Idaho Falls	ID
Online Events	Online High School Information Session and Q&A	06/24/2014	Online	Online	ID
In-Person Events	K12 Lagoon Family Day	06/24/2014	Lagoon Family Fun Park	Farmington	UT
Online Events	Online High School Sneak Peak	06/25/2014	Online	Online	ID

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IDCCRA Outreach Update

Event Campaign	Event Title	Event Start Date	Location	City	State
In-Person Events	K12 Silverwood Family Day	06/26/2014	Silverwood	Athol	ID
In-Person Events	IDCCRA Sneak Peak and Enrollment Information	06/30/2014	Barnes and Noble Café	Twin Falls	ID
Online Events	Online High School Information Session and Q&A	07/01/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	07/02/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	07/08/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	07/09/2014	Online	Online	ID
In-Person Events	IDCCRA Sneak Peak and Enrollment Information	07/10/2014	Activity Center	Idaho Falls	ID
Online Events	Online High School Information Session and Q&A	07/15/2014	Online	Online	ID
In-Person Events	IDCCRA Open House	07/16/2014	Treasure Valley Learning Center (K12 Idaho Central Offices)	Meridian	ID
Online Events	Online High School Sneak Peak	07/16/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	07/22/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	07/23/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	07/29/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	07/30/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	08/05/2014	Online	Online	ID
In-Person Events	IDCCRA Sneak Peak and Enrollment Information	08/06/2014	Treasure Valley Learning Center (K12 Idaho Central Offices)	Meridian	ID
Online Events	Online High School Sneak Peak	08/06/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	08/12/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	08/13/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	08/19/2014	Online	Online	ID
Online Events	Online High School Sneak Peak	08/20/2014	Online	Online	ID
Online Events	Online High School Information Session and Q&A	08/26/2014	Online	Online	ID
In-Person Events	Roaring Springs	July date tba	Roaring Springs Family Fun Park	Meridian	ID
Radio	Radio flight in Boise, and small stations	April/tba			
Newspaper	Small Town weekly and daily	May-Sept			
Flyer	Libraries, Fast Food break rooms, Driver's Ed, Game stores, YMCA, Boys and Girls Clubs	May-Sept			
HS Counselors	Info letter sent to each in state with follow up info session	Sent May 1			
Magazines	2 page spread in Nampa Magazine	June			
TV	National K12 Spots only	May/tba			