



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

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PUBLIC CHARTER SCHOOL COMMISSION MEETING

June 11, 2015

Borah Building, 304 N 8th St, Rm 242

Boise, ID

AGENDA

Thursday, June 11, 2015 – 304 N 8th Street, Rm 242 – 9:00 a.m. – 12:00 p.m.

A. COMMISSION WORK

1. Agenda Review/ Approval
2. Minutes Review / Approval

B. OTHER

1. Bingham Academy: Fiscal Update
2. Chief Tahgee Elementary Academy: Fiscal Update
3. Heritage Academy: Fiscal Update
4. Commission Review: PCSC Policies Third Reading
5. Staff Update: Board Legislation

June 11, 2015

1. Agenda Approval

Does the Public Charter School Commission (PCSC) have any changes or additions to the agenda?

COMMISSION ACTION

A motion to approve the agenda as submitted.

2. Minutes Approval

Does the Public Charter School Commission (PCSC) have any changes or additions to the meeting minutes from April 9, 2015?

COMMISSION ACTION

A motion to approve the meeting minutes from April 9, 2015, as submitted.

June 11, 2015

MEETING MINUTES PUBLIC CHARTER SCHOOL COMMISSION

April 9, 2015
700 W. State Street, Boise, Idaho
JRW Building, West Conference Room

The meeting was called to order by Chairman Reed at 9:03 a.m. The following Commissioners attended:

Alan Reed	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>
Gayle O'Donahue	Phone	<input checked="" type="checkbox"/>	Person	<input type="checkbox"/>	Not present	<input type="checkbox"/>
Kelly Murphey	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>
Brian Scigliano	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>
Wanda Quinn	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>
Esther Van Wart	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>
Gayann DeMordaunt	Phone	<input type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Not present	<input type="checkbox"/>

A. COMMISSION WORK

Chairman Reed introduced and welcomed Commissioner Murphey.

1. Agenda Review/ Approval

M/S (DeMordaunt/Quinn): To approve the agenda for today, April 9, 2015, as presented. *Motion unanimously passed.*

2. Minutes Review/Approval

M/S (Van Wart/DeMordaunt): To approve the minutes of February 12, 2015 and February 18, 2015, as presented. *Motion unanimously passed.*

Chairman Reed inquired whether the August meeting could be moved from August 13th to the 11th.

M/S (Quinn/Scigliano): To move the August meeting from August 13th to Tuesday, August 11, 2015. *Motion unanimously passed.*

B. CHARTER AND PERFORMANCE CERTIFICATE AMENDMENTS

1. BCCLC Proposed Charter Amendments

Fred Ball appeared for BCCLC.

B. CHARTER AND PERFORMANCE CERTIFICATE AMENDMENTS

1. BCCLC Proposed Charter Amendments

Fred Ball appeared for BCCLC.

Commissioner DeMordaunt asked how BCCLC will market to middle school students.

Mr. Ball responded that they plan to start small with 25 students in 7th and 8th grade, and they are not looking at recruiting from other schools but intend to promote from BCCLC's lower grades.

Commissioner DeMordaunt noted that organic growth is usually dependable. She further commented that the risk is low since they own portables and the land is in place.

Chairman Reed stated that it was a great opportunity for students in Blackfoot.

M/S (Quinn/DeMordaunt): To approve the proposed charter and performance certificate amendments as submitted by Blackfoot Charter Community Learning Center. *Motion unanimously passed.*

C. OTHER

1. Late Report Submissions by Portfolio Schools

- a. Bingham Academy
- b. North Star Charter School
- c. The Academy

Diane Dodds, Secretary/Treasurer of the Board, and Fred Ball, Administrator, appeared for Bingham Academy (BA); Jim Miller, Chairman of the Board, Bruce Dukelow, Secretary of the Board, and George Coburn, Finance Administrator, appeared for North Star Charter School (NSCS); and Holly Logan, appeared for The Academy.

Chairman Reed thanked the representatives present from all three schools for taking time to appear. He acknowledged that required reports can be time-consuming, and said the PCSC continues to work on streamlining reporting processes. Most PCSC schools consistently complete their reports on time. The PCSC expects school representatives to have integrity and meet their obligations. The PCSC needs to receive requested materials in a timely fashion in order to meet its own statutory obligations.

Mr. Miller stated that while he appreciated the need for the reports, there is confusion about the forms and data taken. NSCS would rather submit data in its own forms than converting to PCSC forms.

Chairman Reed responded that receiving many different formats makes it difficult for the PCSC and staff to review information. He also noted that NSCS knew about the templates before it came to the PCSC for authorization.

Commissioner Van Wart observed that the 30+ other PCSC authorized schools have used the templates successfully. She noted that it appears NSCS took an unusually long time to adapt to known requirements.

Ms. Dodds acknowledged the tardiness of BA's reports, noting that the school's business manager/secretary was overwhelmed by her workload. She said that, next year, BA will separate the business manager and secretarial positions to mitigate this problem.

Joel Lovett, administrator for The Academy, appeared by phone and expressed embarrassment for the late reporting by his school. He noted that the individual responsible for such reporting was no longer with The Academy. The ICSN's Marc Carignan will assist with getting the missing financial report submitted by Monday.

George Coburn for NSCS spoke up saying that there was no excuse for not getting reporting done, and that it will not happen again.

Chairman Reed thanked the school representatives and stated that he appreciated all they could do to help avoid this issue in the future.

Commission Quinn said she recognizes that workload is an issue, but timely reporting is in the public interest and should take precedence because it is the law. Priorities should be made clear to school personnel. She then asked about the accreditation candidacy process at Bingham Academy.

Ms. Dodds said BA met with the Northwest Accreditation Commission, and BA's teachers were honest in their evaluations. The school is working with Dale Kleinhart, who is coming in June to provide board training. BA will need to provide the required financial information to NWAC after the end of the fiscal year.

Fred Ball commented further that the evaluations were based on BA's own self-improvement requirement, and they were hard on themselves. He said Mr. Kleinhart put off a candidacy decision until next fall because he wants to look at BA's finances. The Commission can be assured BA will achieve candidacy. All the same teachers are coming back next year; they have their goals and want to meet them.

2. 2013-14 PCSC Annual Report

PCSC Director Tamara Baysinger presented the PCSC's Annual Report to the Commission, which included academic, financial, operational, and demographic information about PCSC-authorized schools.

Commissioner Scigliano asked how the demographic results for Idaho compare nationally.

Ms. Baysinger said the question is difficult to answer because, in many states, public charter schools can select for certain minority populations. In Idaho, all interested students must be considered equally within the statutory lottery process.

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Commissioner DeMordaunt commented that the district comparison charts are the most effective information available, and asked if the SDE was aware of the report.

Ms. Baysinger said it has not been shared with SDE yet, since it is only today being presented to the PCSC.

The PCSC discussed possible means of tracking postsecondary enrollment in the future. They also discussed resources to which schools could be referred for assistance in addressing any deficiencies noted in their individual reports.

Commissioner Quinn suggested that the Annual Report be shared with PCSC-authorized schools in advance of a media release, ensuring that they have an opportunity to prepare for any questions that may arise.

The PCSC discussed how it could encourage increased enrollment of minority populations at public charter schools. Ideas included issuance of a public service announcement or webinar, as well as a request that staff compare the demographics of charters that offer student transportation to those that don't.

3. Commission Discussion: Draft Policies

Ms. Baysinger advised them that the draft policies provided in the materials are identical to those in the first reading, except for the requested changes identified in the cover sheet.

DeMordaunt inquired about a scenario in which the proposed revisions might apply.

Ms. Baysinger said that although the PCSC does not typically accept new materials during meetings, rare occasions might arise in which doing so would be appropriate. The revised policy clarifies that such materials could be accepted at the PCSC's discretion.

Commissioner DeMordaunt commented that the language was perfect.

Ms. Baysinger said that the draft policies would be brought back for a third reading and adoption in June.

4. Legislative Update

The PCSC discussed the status of several bills impacting public charter schools, including HB308 and HB126, and HB309.

Susie Budge, member of the public and lobbyist for K12, indicated that charter school groups will be requesting representation on the task force.

M/S (DeMordaunt/Van Wart): To adjourn the meeting. *Motion unanimously passed.*

The meeting adjourned at 11:15 a.m.

SUBJECT

Bingham Academy Fiscal Update

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5209(C)(1)

BACKGROUND

Idaho STEM Academy, doing business as Bingham Academy (BA), is a public charter school authorized by the Public Charter School Commission (PCSC). BA has recently completed its first year of operation. The school served approximately 65 students in grades 9 and 10 and plans to expand to all high school grades in the upcoming years.

On December 11, 2014, the PCSC directed staff to issue to the State Department of Education (SDE) a fiscal letter of concern because the PCSC had reason to believe that the school would not remain fiscally sound for the remainder of its performance certificate term. In March 2015, AdvancEd notified PCSC staff that BA will not be eligible to receive accreditation candidacy status during the 2014-15 school year.

DISCUSSION

BA projects a negative FY15 year-end balance of -\$2,433 and the school projects a very small, positive balance at the end of FY16. The FY16 projection is based on enrollment of 80 students and includes an initial payment on the \$154,000 Bank of Idaho loan used to cover FY15 operating expenses. Information provided by the school is inadequate to permit PCSC staff verification of the above assertions.

It appears that the SDE's May 2015 Foundation Program Calculation differs significantly from BA revenue actuals and projections. SDE calculations indicate that BA's state revenue will be at least \$100,000 lower than is projected by the school. BA has not responded to PCSC staff queries regarding this apparent discrepancy.

IMPACT

BA's unstable financial status merits ongoing PCSC monitoring in the interest of protecting student and taxpayer interests.

STAFF COMMENTS AND RECOMMENDATIONS

BA's financial status is both tenuous and unclear. The school is already obliged to use FY16 revenues to cover FY15 expenses. Due to a negative carryover, low enrollment projections for next year, and the school's failure to achieve candidacy status during its initial year of operations, it appears likely that BA will continue to struggle financially throughout FY16. This, in combination with additional loan payments and the absence of federal CSP

grant funds, raises concern about the school's ability to remain viable throughout the upcoming school year.

PCSC staff recommends that the PCSC require BA to provide a fall enrollment update and quarterly financial reports through FY16.

COMMISSION ACTION

A motion to direct Bingham Academy to provide the PCSC with a 2015-2016 enrollment update by September 1, 2015, as well as quarterly financial reports through fiscal year 2016.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

June 11, 2015

Bingham Academy --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
REVENUE							
414100 Tuition	-	-	-	-	#DIV/0!	-	
415000 Earnings on Investments	300.00	194.00	154.21	39.79	79%	194.00	
416100 School Food Service	-	-	-	-	#DIV/0!	-	
416200 Meal sales: non-reimbursable	-	-	-	-	#DIV/0!	-	
416900 Other Food Sales	-	-	-	-	#DIV/0!	-	
417100 Admissions / Activities	-	-	-	-	#DIV/0!	-	
417200 Bookstore Sales	-	-	-	-	#DIV/0!	-	
417300 Clubs / Organization Fees, etc.	-	-	-	-	#DIV/0!	-	
417400 School Fees & Charges/Fundraising	-	-	-	-	#DIV/0!	-	
417900 Other Student Revenue	-	-	-	-	#DIV/0!	-	
419100 Rentals	-	-	-	-	#DIV/0!	-	
419200 Contributions/Donations	-	-	-	-	#DIV/0!	-	
419900 Other Local Revenue	38,000.00	20,300.00	-	20,300.00	0%	20,300.00	
431100 Base Support Program	544,017.00	346,187.52	325,471.00	20,716.52	94%	346,187.52	
431200 Transportation Support	177,748.00	177,748.00	86,824.00	90,924.00	49%	177,748.00	
431400 Exceptional Child Support	-	-	-	-	#DIV/0!	-	
431600 Tuition Equivalency	-	-	-	-	#DIV/0!	-	
431800 Benefit Apportionment	69,417.00	44,764.24	-	44,764.24	0%	44,764.24	
431900 Other State Support	12,266.00	54,298.00	-	54,298.00	0%	54,298.00	
437000 Lottery / Addtl State Maintenance	11,000.00	2,742.00	2,742.00	-	100%	2,742.00	
439000 Other State Revenue	12,000.00	11,880.00	-	11,880.00	0%	11,880.00	
442000 Indirect Unrestricted Federal	24,500.00	-	-	-	#DIV/0!	-	
443000 Direct Restricted Federal	199,605.00	350,960.00	350,960.00	-	100%	350,960.00	
445000 Title I - ESEA	-	-	-	-	#DIV/0!	-	
445500 Child Nutrition Reimbursement	-	-	-	-	#DIV/0!	-	
445600 Title VI-B IDEA	24,500.00	7,935.00	7,935.00	-	100%	7,935.00	
445900 Other Indirect Restricted Federal	-	-	-	-	#DIV/0!	-	
451000 Proceeds	-	-	-	-	#DIV/0!	-	
460000 Transfers In	-	150,000.00	153,150.50	(3,150.50)	102%	150,000.00	
TOTAL REVENUE	\$1,113,353.00	\$1,167,008.76	\$927,236.71	\$239,772.05	79%	\$1,167,008.76	

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Bingham Academy --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
EXPENDITURES							
100 SALARIES	540,432.00	479,510.00	346,537.46	132,972.54	72%	479,510.00	
200 EMPLOYEE BENEFITS	153,661.00	139,667.00	101,672.33	37,994.67	73%	139,667.00	
300 PURCHASED SERVICES	41,024.00	64,718.37	13,040.98	51,677.39	20%	64,718.37	
400 SUPPLIES	158,030.37	349,088.00	97,186.23	251,901.77	28%	349,088.00	
500 CAPITAL OUTLAY	136,088.00	67,712.00	36,516.00	31,196.00	54%	67,712.00	
600 DEBT RETIREMENT	88,964.00	73,964.00	52,495.00	21,469.00	71%	73,964.00	
700 INSURANCE	8,350.00	2,672.00	2,672.00	-	100%	2,672.00	
920000 TRANSFERS OUT	-	-	-	-	#DIV/0!	-	
TOTAL EXPENDITURES	\$1,126,549.37	\$1,177,331.37	\$650,120.00	\$527,211.37	55%	\$1,177,331.37	
TOTAL FUND REVENUES OVER EXPENDITURES	(\$13,196.37)	(\$10,322.61)	\$277,116.71			(\$10,322.61)	
TOTAL BEGINNING BALANCE (All Funds)	\$43,656.37	\$43,656.37	\$43,656.37			\$43,656.37	
TOTAL CHANGES (All Funds)	(\$13,196.37)	(\$10,322.61)	\$277,116.71			(\$10,322.61)	
ENDING BALANCE (All Funds)	\$30,460.00	\$33,333.76	\$320,773.08			\$33,333.76	

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Bingham Academy --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
CHANGES IN FUND BALANCE BY FUND							
100 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
100 Changes in Fund Balance	\$15,828.00	\$18,701.76	\$11,021.41			\$18,701.76	
100 Ending Fund Balance	\$15,828.00	\$18,701.76	\$11,021.41			\$18,701.76	
23x Beginning Fund Balance	\$29,024.37	\$29,024.37	\$29,024.37			\$29,024.37	
23x Changes in Fund Balance	(\$29,024.37)	(\$29,024.37)	\$0.00			(\$29,024.37)	
23x Ending Fund Balance	\$0.00	\$0.00	\$29,024.37			\$0.00	
24x Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
257 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
257 Changes in Fund Balance	\$0.00	\$0.00	\$1,909.16			\$0.00	
257 Ending Fund Balance	\$0.00	\$0.00	\$1,909.16			\$0.00	
262 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
262 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
262 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
27X-28X Beginning Fund Balance	\$14,632.00	\$14,632.00	\$14,632.00			\$14,632.00	
27X-28X Fed Changes in Fund Balance	\$0.00	\$0.00	\$264,186.14			\$0.00	
27X-28X Ending Fund Balance	\$14,632.00	\$14,632.00	\$278,818.14			\$14,632.00	
290 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
290 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
290 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
310 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
310 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	

June 12, 2015

Bingham Academy --- FY15 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
310 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	

June 11, 2015

FOUNDATION PROGRAM CALCULATION
MAY 15, 2015

Bingham Academy Charter #485

1. UNITS	4.92
2. ENTITLEMENT @ \$22,401.15 per unit	\$110,213.66
3. SALARY APPORTIONMENT	235,973.86
4. BENEFIT APPORTIONMENT	44,764.24
5. BORDER CONTRACTS	0.00
6. EXCEPTIONAL CONTRACTS, TUITION EQUIVALENCY, SED	0.00
7. TRANSPORTATION	86,882.00
8. ADJUSTMENTS	0.00
9. TOTAL SUPPORT (lines 2 through 8)	\$477,833.76
10. TOTAL PAID TO DATE INCLUDING THIS PAYMENT	\$462,906.95
11. CHARTER SCHOOL JULY ADVANCE PAYMENT	\$176,606.00
12a. AUGUST 15 PAYMENT (General Funds / Cigarette & Lottery Tax)	213,212.00
12b. AUGUST 15 PAYMENT (Lottery)	2,742.00
13. NOVEMBER 15 PAYMENT (General Funds)	0.00
14. FEBRUARY 15 PAYMENT (General Funds / Dedicated)	22,476.68
15. MAY 15 PAYMENT (General Funds / Dedicated)	0.00
16. PAID-TO-DATE	\$415,036.68
17. AMOUNT DUE THIS PAYMENT	\$47,870.27
18. OTHER STATE SUPPORT PAID TO DATE (not included in above payments)	
Bond Levy Equalization Support Program	0.00
Charter School Facilities	13,462.68
Classroom Technology	1,711.00
Content and Curriculum	855.00
Dual Credit for Early Graduates	0.00
Eight in Six	0.00
High School Redesign - Math / Science	0.00
Idaho Reading Initiative	0.00
Instructional Improvement Systems	670.00
IT Staffing	10,000.00 0.00
Leadership Premiums	6,721.00
Limited English Proficient (LEP)	0.00
Limited English Proficient (LEP) Grant	0.00
Master Advancement Program (MAP)	0.00
National Board Certification	0.00
Professional Development	17,810.00
Remediation	0.00
School Facilities Funding (lottery)	0.00
School Facilities Maintenance Match	0.00
Strategic Planning	0.00
Unemployment Insurance (paid directly to DOL fbo school district)	0.00
19. RATIO	0.0003585192

MAY1515
Support

5/12/2015
9:09 AM

June 11, 2015

Bingham Academy May 2015 end-of-year expenditures adjustments		
	<u>ammended working budget</u>	<u>actual expenditure</u>
100.515100 Secondary Salaries	233,390.00	206,201.00
100.515200 Secondary Benefits	78,000.00	75,986.00
	<hr/>	
total	311,390.00	282,187.00
difference		29,203.00
100.681100 Pupil-to-School Transportation Salaries	129,870.00	93,217.00
100.681200 Pupil-to-School Transportation Benefits	27,400.00	22,440.00
100.681300 Pupil-to-School Transportation Purchased Services	3,280.00	5,612.00
100.681400 Pupil-to-School Transportation Supplies	63,540.00	30,252.00
100.681500 Pupil-to-School Transportation Capital Outlay		
100.681600 Pupil-to-School Transportation Debt Retirement		
100.681700 Pupil-to-School Transportation Insurance	1,336.00	1,336.00
	<hr/>	
total	225,426.00	152,857.00
difference		72,569.00
total difference		101,772.00
estimated end-of-year balance		-2,433

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BA FY16 Budget projectiopl

80/6.86 units

ACCOUNT NUMBER	ACCOUNT NAME	FY16
<u>GENERAL FUND</u>		
100-320000-000-000-0	Budget Balance Carry Forward	-2,433
100-415000-000-000-0	Earnings on Investment	300
100-419200-000-000-0	Contributions/Grants Received	
100-419900-000-000-0	Other Local Revenue	
100-431100-000-000-0	Base State Support Program	529,295
100-431200-000-000-0	Transportation Support	133,600
100-431800-000-000-0	State Benefit Apportionment	69,347
100-437000-000-000-0	Idaho State Lottery Revenue	4,712
100-439000-000-000-0	Other State Revenue	43,868
	charter building equilization	20,000
100-442000-000-000-0	Indirect Federal Revenue	
	other transportation	25,300
100-451000-000-000-0	Loan Proceeds	
100-460000-000-000-0	Transfer From Other Funds	
	TOTAL REVENUES	823,989

ACCOUNT NUMBER	ACCOUNT NAME	FY16
100-512100-000-000-0	Salaries High School	261,486
100-512103-000-000-0	Substitute Salaries	2,600
100-512200-000-000-0	Employee Benefits	90,680
100-512203-000-000-0	Substitutes Benefits	280
100-512300-000-000-0	Travel/Purchased Service	1,200
100-512400-000-000-0	Supplies-High School	1,100
100-512450-000-000-0	High School Curriculum Supplies	1,100
100-512490-000-000-0	Furniture Equipment	
100-512500-000-000-0	Computer Equipment	
	Total	358,446
100-521100-000-000-0	Salaries - Exceptional Child	1,600
100-521200-000-000-0	Benefits - Exceptional Child	460
100-521300-000-000-0	Purchase Service - Exceptional Child	4,900
100-521400-000-000-0	Supplies - Exceptional Child	
	Total	6,960
100-641100-000-000-0	Salaries - Administration	12,000
100-641200-000-000-0	Benefits - Administration	800
100-641300-000-000-0	Purchase Service - Administration	200
100-641350-000-000-0	Purchase Service IT Support	24,000
100-641400-000-000-0	Supplies - Administration	1,000
100-641500-000-000-0	Equipment-School Administration	
100-641700-000-000-0	Property/Liability Insurance	4,200
	Total	42,200

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100-651100-000-000-0	Salaries - Business Operations	27,220
100-651200-000-000-0	Benefits - Business Operations	6,250
100-651300-000-000-0	Purchase Service - Business Operations	9,500
100-651400-000-000-0	Supplies - Business Operations	600
100-651500-000-000-0	Equipment - Business Operations	
	Total	<u><u>43,570</u></u>

100-661100-000-000-0	Salaries - Building Care	36,000
100-661200-000-000-0	Benefits - Building Care	11,500
100-661300-000-000-0	Purchase Service - Building Care	1,800
100-661400-000-000-0	Supplies - Building Care	3,300
100-661500-000-000-0	Capital Objects	
100-664300-000-000-0	Purchase Service - Buildings	
100-664310-000-000-0	Purchase Service - Utilities	18,000
100-664321-000-000-0	Building Rental	77,000
100-664400-000-000-0	Supplies - Building	720
100-665300-000-000-0	Maintenance - Ground Purchases	
100-655400-000-000-0	Maintenance - Ground Supplies	
100-667300-000-000-0	Security Program	
100-667400-000-000-0	Supplies - Security Program	
100-667500-000-000-0	Equipment - Security Program	
	Total Building Care	<u><u>148,320</u></u>

100-681100-000-000-0	Salaries - Pupil Transportation	92,000
100-681200-000-000-0	Benefits - Pupil Transportation	21,400
100-681350-000-000-0	Purchase Service Travel	9,120
100-681400-000-000-0	Pupil - Transportation Supplies	6,300
100-681410-000-000-0	Transportation Fuel for Buses	27,650
100-681310-000-000-0	Transportation Fuel for Cars	990
100-681500-000-000-0	Capital Objects	0
	bus insurance	0
	shop amterial/parts	1,000
	Total Transportation	<u><u>158,460</u></u>

100-810800-000-000-0	Transfer to Other Funds	
100-911600-000-000-0	Debt Service Principle	64,500
100-912600-000-000-0	Debt Service Interest	
100-950000-000-000-0	Contingency Reserve	
	Total	<u><u>64,500</u></u>

TOTAL EXPENDITURES 822,456

balance 1,533

SUBJECT

Chief Tahgee Elementary Academy Fiscal Update

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5209(C)(1)

BACKGROUND

Chief Tahgee Elementary Academy (CTEA) is a public charter school authorized by the Public Charter School Commission (PCSC). CTEA opened in the fall 2013 and serves students in grades K-5 on the Fort Hall Indian Reservation using a cultural and language immersion program.

DISCUSSION

Throughout its first two years of operations, CTEA has struggled with persistently low enrollment, which has negatively impacted the school's financial outlook. Enrollment projections for FY16 are currently below expectations, particularly for Kindergarten. However, CTEA reports that it is typical for parents in the Fort Hall community to wait until late summer to enroll their Kindergarteners. Therefore, the school expects that by mid-August enrollment will be high enough to maintain current levels of state funding.

CTEA anticipates a carryover of approximately \$30,000 for FY15 and expects to finish paying off its line of credit during the current fiscal year. The school projects positive cash flow through FY16.

Beginning in FY17, CTEA will no longer have access to two sizable, federal grants that have helped the school maintain viability during its early years. CTEA personnel are formulating a plan to ensure ongoing fiscal sustainability without sacrificing significant support staff or enrichment programs.

IMPACT

CTEA's financial status merits ongoing PCSC monitoring in the interest of protecting student and taxpayer interests.

STAFF COMMENTS AND RECOMMENDATIONS

While CTEA's financial outlook has improved, the school's enrollment and fiscal status remain tenuous. For this reason, staff recommends that the PCSC require CTEA to provide a fall enrollment update and quarterly financial reports through FY16.

COMMISSION ACTION

A motion to direct Chief Tahgee Elementary Academy to provide the PCSC with an enrollment update by September 1, 2015, as well as quarterly financial reports through fiscal year 2016.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

June 11, 2015

CHIEF TAHGEE ELEMENTARY ACADEMY --- FY16 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
REVENUE							
414100 Tuition	0.00	0.00	0.00	0.00	#DIV/0!	0.00	
415000 Earnings on Investments	60.27	60.27	0.00	60.27	0.00	60.27	
419200 Contributions/Donations	153,000.00	153,000.00	0.00	153,000.00	0.00	153,000.00	
419900 Other Local Revenue	0.00	0.00	0.00	0.00	#DIV/0!	0.00	
431100 Base Support Program	480,580.00	480,580.00	0.00	480,580.00	0.00	480,580.00	
431200 Transportation Support	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00	
431800 Benefit Apportionment	50,982.08	50,982.08	0.00	50,982.08	0.00	50,982.08	
431900 Other State Support	57,605.26	57,605.26	0.00	57,605.26	0.00	57,605.26	
439000 Other State Revenue	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	
443000 Direct Restricted Federal	346,188.00	346,188.00	0.00	346,188.00	0.00	346,188.00	
445000 Title I - ESEA	28,159.00	28,159.00	0.00	28,159.00	0.00	28,159.00	
445600 Title VI-B IDEA	19,178.00	19,178.00	0.00	19,178.00	0.00	19,178.00	
445900 Other Indirect Restricted Federal	16,695.00	16,695.00	0.00	16,695.00	0.00	16,695.00	
460000 Transfers In	0.00	0.00	0.00	0.00	#DIV/0!	0.00	
TOTAL REVENUE	1,302,447.61	1,302,447.61	0.00	1,302,447.61		1,302,447.61	

June 11, 2015

CHIEF TAHGEE ELEMENTARY ACADEMY --- FY16 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
EXPENDITURES							
100 SALARIES	577,611.06	577,611.06	0.00	577,611.06	0.00	577,611.06	
200 EMPLOYEE BENEFITS	236,154.47	236,154.47	0.00	212,781.57	0.00	236,154.47	
300 PURCHASED SERVICES	378,037.50	378,037.50	0.00	378,037.50	0.00	378,037.50	
400 SUPPLIES	59,433.79	59,433.79	0.00	59,433.79	0.00	59,433.79	
500 CAPITAL OUTLAY	42,022.79	42,022.79	0.00	42,022.79	0.00	42,022.79	
600 DEBT RETIREMENT	0.00	0.00	0.00	0.00	#DIV/0!	0.00	
700 INSURANCE	9,188.00	9,188.00	0.00	9,188.00	0.00	9,188.00	
920000 TRANSFERS OUT	0.00	0.00	0.00	0.00	#DIV/0!	0.00	
TOTAL EXPENDITURES	1,302,447.60	1,302,447.60	0.00	1,279,074.70		1,302,447.60	
TOTAL FUND REVENUES OVER EXPENDITURES	0.00	0.00	0.00			0.00	
TOTAL BEGINNING BALANCE (All Funds)	30,000.00	30,000.00	0.00			30,000.00	
TOTAL CHANGES (All Funds)	(30,000.00)	(30,000.00)	0.00			(30,000.00)	
ENDING BALANCE (All Funds)	0.00	(0.00)	0.00			(0.00)	

June 11, 2015

CHIEF TAHGEE ELEMENTARY ACADEMY --- FY16 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
CHANGES IN FUND BALANCE BY FUND							
100 Beginning Fund Balance	\$30,000.00	\$30,000.00	\$0.00			30,000.00	
100 Changes in Fund Balance	(\$30,000.00)	(\$30,000.00)	\$0.00			(\$30,000.00)	
100 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
230 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
230 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
230 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
231 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
231 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
231 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
24x Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
245 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
251 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
257 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
257 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
257 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
262 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
262 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
262 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
271 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
272 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
272 Fed Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
272 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	

June 11, 2015

CHIEF TAHGEE ELEMENTARY ACADEMY --- FY16 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
274 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
274 Fed Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
274 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
275 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
275 Fed Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
275 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
276 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
276 Fed Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
276 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
277 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
277 Fed Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
277 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
290 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
290 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
290 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
300 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
310 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
310 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
310 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Beginning Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Changes in Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	
400 Ending Fund Balance	\$0.00	\$0.00	\$0.00			\$0.00	

June 11, 2015

CHIEF TAHGEE ELEMENTARY ACADEMY
FISCAL YEAR 2016 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	30,000	26,824	274,989	200,898	159,737	85,515	16,314	38,275	85,792	43,825	34,769	67,727	N/A
RECEIPTS														
Base Support	480,580	14,618	201,964	0	0	0	0	80,938	91,530	0	0	91,530	0	480,580
Benefit Apportionment	50,982	0	21,446	0	0	0	0	15,078	7,170	0	0	7,289	0	50,982
Lottery / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation	100,000	32,000	37,649	0	0	0	0	8,586	10,883	0	0	10,883	0	100,000
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
State Special Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Support	57,605	0	0	3,536	0	0	196	2,507	0	6,590	0	22,388	22,388	57,605
Other State Revenue	50,000	0	0	0	0	0	0	0	0	0	38,680	0	11,320	50,000
Nutrition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Title I	28,159	0	0	0	0	0	12,734	0	6,070	0	6,174	0	3,181	28,159
Federal Revenue	384,868	28,341	12,637	10,096	60,485	18,834	48,618	22,529	49,300	28,301	47,254	13,662	44,810	384,868
Local Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fees & Fundraising	153,000	0	100,000	0	2,029	0	96	141	0	50,204	456	75	0	153,000
Other Revenue	60	1	9	15	9	1	3	6	3	3	3	3	3	60
TOTAL RECEIPTS	1,305,254	74,960	373,704	13,647	62,523	18,836	61,648	129,784	164,956	85,099	92,567	145,829	81,701	1,305,254
OUTFLOW														
Salaries	566,731	38,484	44,943	49,914	47,382	48,598	58,150	48,714	47,497	47,321	45,537	49,336	40,855	566,731
Benefits	231,589	15,462	17,641	24,620	19,322	19,416	21,389	19,508	18,868	18,936	18,719	20,249	17,459	231,589
Subtotal - Payroll	798,320	53,946	62,585	74,534	66,704	68,014	79,539	68,222	66,365	66,257	64,256	69,585	58,313	798,320
Facility Costs (All)	110,892	14,003	39,169	2,037	6,357	4,915	6,695	11,036	7,167	2,641	5,763	3,538	7,572	110,892
Subtotal - Occupancy	110,892	14,003	39,169	2,037	6,357	4,915	6,695	11,036	7,167	2,641	5,763	3,538	7,572	110,892
Elementary Supplies & Services	67,204	4,737	4,784	5,661	5,908	5,533	5,416	5,983	6,004	5,613	6,104	6,416	5,045	67,204
Secondary Supplies & Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technology	9,025	500	500	525	500	500	1,000	500	500	0	1,000	500	3,000	9,025
Exceptional Child	60,000	0	0	0	2,460	4,219	5,906	3,643	9,853	16,992	6,810	4,059	6,059	60,000
Transportation	126,500	0	603	0	16,566	0	27,217	12,712	14,333	12,929	12,751	14,500	14,889	126,500
Nutrition	16,552	0	0	39	0	4,500	0	0	0	4,615	0	7,398	0	16,552
Support Services	47,298	1,717	2,257	1,708	1,955	2,143	1,842	2,494	9,984	14,785	1,704	3,642	3,066	47,298
Other Program Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Educational Program	326,579	6,954	8,144	7,933	27,390	16,895	41,381	25,332	40,673	54,934	28,370	36,514	32,058	326,579
Capital Outlay	42,023	3,234	6,454	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	42,023
Debt Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	9,188	0	9,188	0	0	0	0	0	0	0	0	0	0	9,188
Other Costs	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Other Costs	81,211	3,234	15,642	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	51,211
Other loan payments/obligations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OUTFLOW	1,317,002	78,136	125,539	87,738	103,684	93,058	130,849	107,824	117,439	127,066	101,622	112,871	101,177	1,287,002
CHANGE IN CASH	(11,748)	(3,176)	248,165	(74,091)	(41,161)	(74,222)	(69,201)	21,960	47,517	(41,967)	(9,055)	32,958	(19,475)	
ENDING CASH	N/A	26,824	274,989	200,898	159,737	85,515	16,314	38,275	85,792	43,825	34,769	67,727	48,252	
ASSUMPTIONS / NOTES:														

CTEA Enrollment Estimates for 2015/16 School Year

	Projected	Budgeted	Current	Needed
Kinder	22	20	10	10
1st	22	20	18	2
2nd	23	21	20	1
3rd	14	12	11	1
4th	14	12	12	0
5th	12	10	10	0
6th	14	12	11	1
Totals	121	107	92	15

	Caps
Kinder	35
1st	35
2nd	35
3rd	17
4th	18
5th	17
6th	18
Totals	175

SUBJECT

Heritage Academy Fiscal Update

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5209(C)(1)

BACKGROUND

Heritage Academy (HA) is a public charter school authorized by the Public Charter School Commission (PCSC). Located in Jerome, HA serves approximately 170 students in grades K-8 and recently completed its fourth year of operation.

On June 11, 2014, because of the school's unstable financial position, the PCSC directed Heritage Academy to provide the PCSC with quarterly financial updates throughout FY 2015.

DISCUSSION

HA projects an FY15 year-end balance of approximately \$48,000. However, the school anticipates drawing \$50,000 on a line of credit from D.L. Evans Bank in order to meet summer cash flow requirements, which represent FY15 encumbrances. The line of credit will be repaid with FY16 revenues received in August 2015.

HA's projections indicate that the school can maintain a positive cash flow throughout FY16, and complete the upcoming fiscal year with a carryover.

IMPACT

HA's financial status merits ongoing PCSC monitoring in the interest of protecting student and taxpayer interests.

STAFF COMMENTS AND RECOMMENDATIONS

Although it appears that HA will be able to access a line of credit in order to meet cash flow demands, the school will rely on FY16 revenues to cover FY15 expenditures, a practice that is unsustainable in the long term. For this reason, PCSC staff recommends that the PCSC require HA to provide a fall enrollment update, as well as quarterly financial reports throughout FY16.

COMMISSION ACTION

A motion to direct Heritage Academy to provide the PCSC with a 2015-2016 enrollment update by September 1, 2015, and quarterly financial reports through fiscal year 2016.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

June 11, 2015

Heritage Academy FY16 --- 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	150.00					150.00	
416100 School Food Service	91,500.00					91,500.00	
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	12,500.00					12,500.00	
419900 Other Local Revenue							
431100 Base Support Program	803,856.00					803,856.00	
431200 Transportation Support	65,490.00					65,490.00	
431400 Exceptional Child Support							
431600 Tuition Equivalency							
431800 Benefit Apportionment	106,217.00					106,217.00	
431900 Other State Support	117,588.00					117,588.00	
437000 Lottery / Addtl State Maintenance	10,230.00					10,230.00	
439000 Other State Revenue	5,000.00					5,000.00	
442000 Indirect Unrestricted Federal							
443000 Direct Restricted Federal							
445000 Title I - ESEA	49,837.00					49,837.00	
445500 Child Nutrition Reimbursement							
445600 Title VI-B IDEA	28,471.00					28,471.00	
445900 Other Indirect Restricted Federal	99,127.00					99,127.00	
451000 Proceeds							
460000 Transfers In							
TOTAL REVENUE	\$1,389,966.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$1,389,966.00	

June 11, 2015

Heritage Academy FY16 --- BUDGET SUMMARY

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED / WORKING BUDGET	FYTD ACTIVITY	UNRECEIVED / UNEXPENDED BALANCE	FYTD %	PROJECTED YEAR-END	NOTES
EXPENDITURES							
100 SALARIES	683,077.00					683,077.00	
200 EMPLOYEE BENEFITS	271,372.00					271,372.00	
300 PURCHASED SERVICES	278,424.00					278,424.00	
400 SUPPLIES	67,477.00					67,477.00	
500 CAPITAL OUTLAY							
600 DEBT RETIREMENT	53,844.00					53,844.00	
700 INSURANCE	8,281.00					8,281.00	
920000 TRANSFERS OUT							
TOTAL EXPENDITURES	\$1,362,475.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$1,362,475.00	
TOTAL FUND REVENUES OVER EXPENDITURES	\$27,491.00	\$0.00	\$0.00			\$27,491.00	
TOTAL BEGINNING BALANCE (All Funds)	\$48,848.00	\$48,848.00	\$48,848.00			\$48,848.00	
TOTAL CHANGES (All Funds)	\$27,491.00	\$0.00	\$0.00			\$27,491.00	
Ending Balance (All funds)	\$76,339.00	\$48,848.00	\$48,848.00			\$76,339.00	

SUBJECT

New and Amended PCSC Policies (Third Reading)

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5213(2)

BACKGROUND

In December 2014, the Public Charter School Commission (PCSC) placed a high priority on the amendment and development of PCSC policies related to its role as an authorizer, particularly in light of the 2013 charter legislation.

DISCUSSION

The proposed new and amended PCSC policies included with these materials address a range of authorizing responsibilities, including those associated with the 2013 charter legislation.

IMPACT

If adopted, the new and amended PCSC policies will take effect immediately.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends adoption of the new and amended PCSC policies as presented.

COMMISSION ACTION

A motion to approve the new and amended PCSC policies as presented.

OR

A motion to direct staff to revise the PCSC policies as follows: _____.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

PUBLIC CHARTER SCHOOL COMMISSION POLICIES AND PROCEDURES

Section I: General

- A. Submission of Meeting Materials

Section II: Charter School Petitions (New and Transfer)

- A. Petition Consideration Timeline
- B. Standards for Petition Approval
- C. Petition Evaluation Process

Section III: Charter and Performance Certificate Amendments

- A. Amendment Consideration Timeline
- B. Amendment Process
- C. Standards for Amendment Approval

Section IV: Charter School Oversight

- A. Performance Certificates
- B. Annual Reports
- C. Required Reports
- D. Courtesy Memoranda
- E. Notifications of Violation
- F. Letters of Fiscal Concern

Section V: Renewal

- A. Standards for Renewal Decision-Making
- B. Renewal / Non-Renewal Process

Section I: General

A. Submission of Meeting Materials (Adopted June 17, 2014)

1. **Regular Meeting Materials Deadline:** Materials to be considered at a regular meeting of the Public Charter School Commission (PCSC) must be received by the PCSC office no later than 5:00 p.m. MT thirty (30) calendar days prior to the meeting date. Additional or revised materials will be received after this deadline only upon the specific direction of PCSC staff.
2. ~~**Fiscal Materials Deadline:** Updated materials related to fiscal information specifically requested by PCSC staff must be received by the PCSC office no later than 8:00 a.m. three (3) business days prior to a regular meeting date. This provision notwithstanding, fiscal information must also be provided in accordance with the 30-day deadline.~~
3. **Special Meeting Materials Deadline:** Materials to be considered at a special meeting of the PCSC must be received by the PCSC office no later than 48 hours 8:00 a.m. MT three (3) business days prior to the meeting time date. Additional or revised materials will be received after this deadline only upon the specific direction of PCSC staff.
4. **Meeting Materials Format:** Meeting materials must be submitted electronically via electronic mail, web-based file-sharing services, or portable data storage device. Documents must be combined into the smallest possible number of files and be submitted in Microsoft Word, Excel, or Adobe PDF. Completed budget templates must be submitted in Excel. Materials submitted in ~~hard copy~~ or as more than ~~ten (10)~~ five (5) separate electronic files will not be accepted, except in rare cases as specifically directed, in advance, by PCSC staff.
5. **Additional Materials and Handouts:** No additional materials or handouts will be accepted at PCSC meetings. Rare exceptions will be made only as specifically directed by the Chairman.
6. ~~**Audio/Visual Presentations:** Audio/visual presentation files must be submitted one (1) week prior to a regular meeting or 48 hours prior to a special meeting. Such files must be submitted to the PCSC office via electronic mail, web-based file-sharing services, or portable data storage device, and will be made available to presenters at the meeting site using PCSC computer and projection equipment.~~

Section II: New and Transfer Charter School Petitions (Adopted June 17, 2014)

A. Petition Consideration Timeline

1. The PCSC shall consider new and transfer charter school petitions on a timeline in compliance with I.C. § 33-5205.
2. New and transfer charter petitions shall be considered only at regularly scheduled PCSC meetings.
3. The PCSC shall hold an initial hearing to consider the merits of the petition within 75 days after a petition is “considered received” as defined in IDAPA 08.03.01.300.04.
4. Pursuant to I.C. § 33-5205(2), the initial hearing on a petition may be delayed for a specified period of time by mutual, written agreement of both parties. The initial hearing for any petition may be delayed only once.

B. Standards for Petition Approval

1. In order to be eligible for approval, a charter petition must score at least a 2 on every indicator on the Petition Evaluation Rubric (PER). The PER shall be available to charter petitioners in advance of petition submission.
2. Consideration shall be given to indicators receiving a score of 3 and thereby influencing the total points earned to demonstrate the overall strength of the petition, but such indicators shall not overrule Section II.B.1 of this policy.
3. Petitions shall be scored against the PER by PCSC staff in advance of the PCSC’s consideration of the petition. The PCSC may, at its discretion and by formal motion, modify the PER ratings recommended by PCSC staff.
4. The PCSC may approve a new or transfer charter petition contingent upon specific revisions that the petitioners are directed to make to PCSC staff’s satisfaction. The PCSC’s written notice of approval shall not be issued until the revisions are approved by PCSC staff. If not finalized by written notice, the PCSC’s contingent approval shall expire effective at 8:00 a.m. Mountain Time on the date of the PCSC’s next regularly scheduled meeting.

C. Petition Evaluation Process

1. Petitions shall be submitted electronically via electronic mail, web-based file-sharing services, or portable data storage device. Documents must be combined into no more than two (2) files PDF documents, one comprising the body of the petition and the other the combined appendices. ~~The body of the petition must be submitted in Microsoft Word format.~~
2. Upon initial submission to the PCSC office, petitions shall be evaluated using the PER. Results shall be provided to the petitioning group within 30 days.
3. One (1) petition revision shall be accepted by PCSC staff prior to the initial PCSC hearing, provided it is received no later than the meeting materials submission deadline described in Section I.A.1 of this policy.

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4. Revised petitions shall show in legislative format all changes from the most recent version reviewed by the PCSC office in legislative format (see The Idaho Rule Writer's Manual, section II.4, pg. 36), with the exception of changes to budget spreadsheets and PCSC templates. The "track changes" or "show markup" feature in Microsoft Word shall not be considered an acceptable substitute for legislative format.
5. Revised petitions shall clearly show the submission date of the most recent revision on the title page.
6. Petition revisions shall be submitted in accordance with Section II.C.1 of this policy. The entire petition, including appendices, must be submitted with each revision.
7. Petition revisions that are not submitted ~~out of~~ in compliance with this section shall be returned to the petitioners without further review.
8. ~~Petition revisions that fail to substantially address concerns previously cited by the PCSC and PCSC staff shall be returned to the petitioners without further review.~~
9. Petition revisions that are returned without review in accordance with this policy may be resubmitted, with relevant corrections made, within the initial deadlines imposed by this policy.
10. The most recent, complete petition revision in the possession of PCSC staff by ~~close of business (5:00 p.m. Mountain Time)~~ on the meeting materials submission deadline will be the version provided to the PCSC.
11. The petition revision provided to the PCSC shall be accompanied by a PER updated to reflect the merits of that revision. The petitioning group shall also be provided with the updated PER results.
12. Additional revisions or supplementary documents submitted separately from the petition and/or after the materials submission deadline shall not be considered, except in rare cases and only by advance permission of PCSC staff, unless an exception is made in accordance with Section I.A.5. Public comment on the petition is excluded from this provision.
13. If, at the initial hearing, a decision regarding a petition is delayed pursuant to I.C. § 33-5205(2), one (1) revision will be accepted by the PCSC staff office prior to the second PCSC hearing within thirty (30) days. ~~If, in the opinion of PCSC staff, the revision demonstrates clear effort to resolve all previously identified concerns but still does not score all 2's or better on the PER, primarily for reasons beyond the petitioners' control, PCSC staff may offer the option of one (1) additional revision to the relevant section(s) of the petition, provided it is received no later than the meeting materials submission deadline and in accordance with Section II.B.3.c.i-iii of this policy.~~

Section III: Charter and Performance Certificate Amendments (Adopted February 13, 2014)

A. Proposed Charter or Performance Certificate Amendment Consideration Timeline

1. The PCSC will consider proposed amendments to a school's charter or performance certificate on a timeline in compliance with IDAPA 08.02.04.302.03.
2. Proposed amendments, other than those deemed appropriate for administrative approval per item (3.) of this section, must be submitted according to the meeting materials deadlines outlined in Section I.A.1.
3. Except as provided in Subsection 4 below, proposed charter amendments will be considered at regular meetings only.
4. In accordance with IDAPA 08.02.04.302.03, the PCSC delegates to the Public Charter School Commission Director authority to approve minor revisions to a school's charter or performance certificate.
5. Pursuant to I.C. §33-5206(8), proposals to increase enrollment by 10% or more of the public charter school's approved enrollment cap shall be considered by the PCSC during a public hearing.

B. Proposed Charter or Performance Certificate Amendment Process

1. Proposed charter or performance certificate amendments shall be submitted electronically via electronic mail, web-based file-sharing services, or portable data storage device.
2. Proposed charter or performance certificate amendments shall be accompanied by a cover letter explaining the nature of and rationale for the proposed amendment. Supporting documentation, including budgets, shall be provided when relevant.
3. Documents associated with a proposed charter or performance certificate amendment must be combined into no more than two (2) files, one comprising the section(s) of the charter or performance certificate to be amended and the other comprising the cover letter and documentation described in Section II.C.3.b of this policy. ~~The charter or excerpt(s) thereof must be submitted in Microsoft Word format.~~
4. Proposed charter or performance certificate amendments must show all proposed changes in legislative format. Use of Microsoft Word's "show track changes" or "show markup" feature shall not be considered an acceptable substitute for legislative format.
5. One (1) revision of the proposed charter or performance certificate amendments will be accepted by PCSC staff prior to the PCSC hearing, provided it is received within the deadline established in writing by PCSC staff.
6. The most recent, complete ~~revision~~ version of the proposed amendment in the possession of PCSC staff by close of business (5:00 p.m. Mountain Time) on the deadline established in writing by PCSC staff shall be ~~the version~~ provided to the PCSC.

7. The ~~revision~~ version provided to the PCSC will be accompanied by a PER or alternate evaluation document updated to reflect the merits of ~~that revision~~ the proposal. The charter holder will also be provided with the ~~updated PER or~~ evaluation document ~~results~~.
8. Additional revisions or supplementary documents submitted separately from the proposed charter or performance certificate amendment and/or after the deadline established in writing by PCSC staff shall not be considered, except in rare cases and by advance permission of PCSC staff. Public comment on the proposed charter amendment is excluded from this provision.
9. The PCSC shall approve or deny a proposed charter or performance certificate amendment at the time of consideration.
10. The PCSC may approve a proposed amendment contingent upon specific revisions that the charter holders are directed to make to PCSC staff's satisfaction. The PCSC's written notice of approval shall not be issued until the revisions are approved by PCSC staff. If not finalized by written notice, the PCSC's contingent approval shall expire effective at 8:00 a.m. MT on the date of the PCSC's next regularly scheduled meeting.
11. Student-level data may be considered by the PCSC, in a manner consistent with federal and state law, for the purposes of decision-making with regard to proposed charter amendments.

C. Standards for Charter Amendment Approval

1. Application of Petition Evaluation Rubric
 - a. When proposed charter amendments are closely aligned to a section of the Petition Evaluation Rubric (PER), PCSC staff will use the PER to evaluate the proposed charter amendment and make recommendations to the PCSC.
 - b. Proposed charter amendments that score at least a 2 on every relevant indicator on the Petition Evaluation Rubric (PER) are most likely to be recommended for approval. The PER will be available to charter holders in advance of amendment submission.
 - c. ~~Proposed charter amendments shall be scored against the PER by PCSC staff in advance of consideration of the proposed charter amendments.~~
2. School Enrollment Expansion Eligibility
 - a. Enrollment expansion proposals include proposals to broaden the range of grades served or to add additional students in grades already served by a public charter school.
 - b. Enrollment expansion proposals for schools whose current accountability designation is Honor or Good Standing shall be considered by the PCSC. A school's current accountability designation is the designation reflected in the school's most recent midterm annual report or renewal-year performance report.

- c. Schools whose current accountability designation is Remediation or Critical shall not be approved for enrollment expansion. Exception to this provision may be made on the basis of contextual factors impacting a school's accountability designation.
 - d. Enrollment expansion proposals shall include documentation of the school's capacity to serve additional students without compromising the quality of the existing program and evidence of community interest in expansion.
3. Amendments During Non-Renewal or Revocation Process
- a. During non-renewal or revocation proceedings, schools may not propose amendments to sections of the charter or performance certificate that are relevant to the reasons for non-renewal or revocation.
 - b. A school shall be considered to be in non-renewal proceedings from the time it receives written notice from PCSC staff stating that the school will be recommended for non-renewal. The school shall remain in non-renewal proceedings until such time as the PCSC moves to renew the charter.
 - c. A school shall be considered to be in revocation proceedings from the time the PCSC moves to issue a notice of intent to revoke to the school. The school shall remain in revocation proceedings until such time as the PCSC takes action to allow the school to continue operations, or until the State Board of Education overturns the PCSC's revocation decision upon appeal.

Section IV: Charter School Oversight (NEW SECTION)

A. Performance Certificates

1. Performance certificates for new or transfer, non-alternative public charter schools shall include the standard performance certificate and performance framework adopted by the PCSC in August 2013, as amended.
2. Performance certificates for new or transfer, alternative public charter schools shall include the standard performance certificate adopted by the PCSC in August 2013, as amended, and the alternative framework adopted by the PCSC in May 2014, as amended.
3. Performance frameworks for transfer petitions received after January 1, 2015, shall include mission-specific measures.
4. In cases of proposed transfer from another authorizer to the PCSC, the draft performance certificate must be adopted by the PCSC and charter school board at the time of transfer approval.
5. PCSC staff and charter school board members will collaborate to draft those sections of the certificate and framework that are intended for individualization, including mission-specific performance measures.
6. Whenever possible, PCSC staff and the charter school board shall reach agreement regarding the individualized contents of the draft performance certificate and appendices prior to submission of the draft to the PCSC for consideration.
7. If agreement regarding the individualized contents of the draft performance certificate and appendices cannot be reached in time to meet relevant timelines in statute and PCSC policy, a subcommittee of three commission members may be formed to advise or mediate the collaborative drafting process.

B. Annual Public Charter School Performance Reports

1. An annual Public Charter School Performance Report (annual report) shall be issued by the PCSC to each school it authorizes.
2. Annual reports shall be issued by November 15 to schools whose charters will expire at the end of the current school year (renewal-year schools) and by January 31 to schools whose charters will not expire at the end of the current school year (midterm schools).
3. Annual reports shall provide information about schools' status with regard to all applicable measures contained in the performance framework, and will provide the schools with accountability designations based on points earned within the framework.
4. Annual reports shall provide information about schools' status with regard to all conditions contained in Appendix A.

5. Midterm schools shall not be sanctioned on the basis of their accountability designations, except as otherwise provided in law, administrative rule, or PCSC policy. The purpose of annual reports to midterm schools is to provide those schools with ample warning of any concerns that may impact renewal decision-making at the end of the certificate term. Midterm results will also provide information about a school's changing performance over time, which will be considered in the renewal year.
6. Midterm schools may submit corrections and clarifications to the PCSC's performance report with thirty (30) days of issuance of the performance report.
 - a. Corrections and clarifications shall be submitted to the PCSC office in writing and shall include, at minimum:
 - i. A completed Annual Report Response Form clearly identifying each correction/clarification; and
 - ii. Documentation supporting each correction/clarification.
7. Midterm schools shall have twenty-one (21) days in which to provide, in writing and with relevant documentation, any corrections or clarifications to the annual report.
8. Annual reports may be amended by PCSC staff pursuant to corrections or clarifications provided by schools. When such amendments are not made, for reasons including but not limited to inadequate documentation of the correction or clarification, a notation may be included summarizing the school's requested correction of clarification and the reason for its exclusion.
9. Annual reports shall be published on the PCSC's website no later than April 15.

C. Required Reports

1. Dashboard Reports: Each PCSC-authorized school shall submit a completed annual dashboard report to the PCSC office no later than July 30 of each year. Dashboard reports shall be submitted using the dashboard reporting form provided by the PCSC.
2. Budget Reports: Each PCSC-authorized school shall submit completed budget reporting templates and cash flow projections to the PCSC office by February 15 of each year. Budget reports and cash flow projections shall be submitted using the templates provided by the PCSC.
3. Independent Fiscal Audits: Each PCSC-authorized school shall submit an independent fiscal audit to the PCSC office no later than October 15 of each year.
4. Mission-Specific Performance Measure Results: Each PCSC-authorized school with a performance framework that includes mission-specific performance measures shall submit relevant results data and supporting documentation for the previous school year no later than October 1, or by the alternate deadline specified in the performance certificate, if applicable.
 - a. Supporting documentation must demonstrate the accuracy of the results data.

- b. Schools submitting data that is inaccurate, unverifiable, or otherwise inadequate for determining a score on the framework will receive a score of zero (0) on the affected measure(s).
5. Other Reports as Requested: The PCSC or its staff may request additional reports on an as-needed basis in order to understand and monitor the school's financial, operational, and academic status.

D. Courtesy Letters

1. Upon becoming aware of a concern regarding a school's finances, operations, legal compliance, or academic status, PCSC staff may issue to the charter school board a courtesy letter advising the board of such concern. Courtesy letters will typically be issued with regard to concerns of sufficient significance as to be noted in the school's annual report.
2. Courtesy letters shall be for the purpose of ensuring the charter school board is aware of the concern and has maximum opportunity to seek resolution in advance of the next annual report or renewal consideration. Courtesy letters should not contain, or be viewed as, sanctions against the charter school. Because they do not represent sanctions, courtesy letters will not be "removed" or "lifted" by the PCSC or its staff.
3. Charter school boards in receipt of courtesy letters are strongly encouraged to provide PCSC staff with additional information to provide clarity or document resolution of the concern.
4. Regardless of whether or not a courtesy letter is issued and the charter school board responds, the charter school board remains responsible for the charter school's operations and outcomes.

E. Notice to Entities Responsible for Legal Enforcement

1. Pursuant to I.C. 33-5210(4), PCSC staff shall notify the entity responsible for administering a law it has reason to believe that a public charter school has violated. Such notice shall be in writing, and a copy shall be provided to the public charter school.
2. In some cases of non-compliance, an entity responsible for enforcing the relevant provision of statute or administrative rule cannot be identified. In such instances, PCSC staff shall issue to the charter school's board a courtesy letter ensuring the board is aware of the issue.
3. Any sanctions against the public charter school resulting from the issuance of notice to entities responsible for legal enforcement shall be considered imposed by the entity responsible, rather than by the PCSC.
4. Charter school boards are strongly encouraged to provide PCSC staff with documentation of resolution of the concern as soon as possible in order to ensure accurate reflection of the situation in the school's annual report.

5. Regardless of whether or not a notice to entities responsible for enforcement is issued and the charter school board responds, the charter school board remains responsible for the charter school's operations and outcomes.

F. Letters of Fiscal Concern

1. Pursuant to I.C. 33-5210(3), if the PCSC has reason to believe that a public charter school may not remain fiscally stable for the remainder of its performance certificate term, the PCSC shall issue to the State Department of Education a letter of concern.
2. For purposes of this section, fiscal stability shall be defined as the ability to maintain positive cash flow and positive year-end balances while servicing all obligations, without relying on revenues intended for use in future fiscal years to cover current-year operating expenditures.
3. Budgets shall be completed on an accrual basis, with year-end balances including encumbrance. That is, revenue intended for use in one fiscal year may not be used to demonstrate fiscal stability by covering expenditures that should have been paid using revenue from the previous fiscal year. (For example, teacher contracts for the 2015-16 school year must be paid entirely out of FY16 funds; payroll over the summer of 2016 should not be met using FY17 revenue.)
4. Cash flow projections shall be completed on a cash basis, showing actual cash amounts and projections with funds moving out at the appropriate, anticipated time.
5. Fiscal letters of concern shall be re-evaluated for continuation or removal only at the PCSC's June regular meeting. Schools wishing to have letters of concern considered for removal shall provide updated fiscal status details and supporting documentation accordance with Section I.A, Submission of Meeting Materials.

Section V: Renewal and Non-Renewal (NEW SECTION)

A. Standards for Renewal Decision-Making.

1. The PCSC shall make renewal decisions based on documented outcomes regarding a school's academic, mission-specific, operational, and fiscal performance. Such performance shall be evaluated using the provisions, conditions, and measures contained in the performance certificate and its appendices, including the performance framework.
2. Calculation of the percentage of eligible points earned on the academic and mission-specific sections of the performance framework for each school shall determine that school's accountability designation: Honor, Good Standing, Remediation, or Critical. The accountability designation shall guide the PCSC's renewal or non-renewal decision-making. Renewal or non-renewal decision-making shall also be influenced by results on the operational and financial sections of the framework.
 - a. Schools achieving an accountability designation of Honor shall be recommended for renewal. Schools that fall into the point-percentage range for Honor but whose financial and/or operational outcomes are poor shall not be eligible for an Honor designation.
 - b. Schools achieving an accountability designation of Good Standing shall be recommended for renewal; however, conditional renewal may be recommended if financial and/or operational outcomes are poor.
 - c. Schools achieving an accountability designation of Remediation may be recommended for non-renewal or conditional renewal, particularly if financial and/or operational outcomes are poor.
 - d. Schools achieving an accountability designation of Critical are likely to be recommended for non-renewal, particularly if financial and/or operational outcomes are poor.
 - e. Financial or operational outcomes shall be considered poor if points achieved on the corresponding section of the performance framework place the school in remediation or critical status for that section.
 - f. Measures for which a school lacks data due to factors such as grade configuration or small size shall not contribute to that school's accountability designation.
 - g. Student-level data may be considered by the PCSC, in a manner consistent with federal and state law, for the purposes of renewal or non-renewal decision-making.
3. The PCSC shall consider contextual factors affecting a school's accountability designation when making renewal or non-renewal decisions. However, renewal decisions shall be based on past outcomes, not on promises of future improvement.
4. The PCSC shall consider trends documented in a school's annual reports for the years leading up to renewal. Statistically significant, positive growth trends will make renewal of schools with Remediation accountability designations more likely,

while stagnant or negative growth trends will make renewal of such schools less likely. Trends may also contribute to recommendations for conditional renewal.

5. If a school fails to meet specific conditions for necessary improvement within the specified timeframes included in Appendix A of the performance certificate, non-renewal may result regardless of the school's accountability designation.
6. Conditional renewals shall be for periods of five years, but shall include in Appendix A of the performance certificate specific conditions for necessary improvement pursuant to §33-5209B(1), Idaho Code.

B. Renewal / Non-Renewal Process

1. No later than November 15, the PCSC shall issue to all renewal-year schools a performance report and renewal application guidance that meets the requirements of §33-5209B, Idaho Code. The performance report shall include notification of the prospect of non-renewal, if applicable.
2. Renewal-year schools may submit corrections and clarifications to the PCSC's performance report with thirty (30) days of issuance of the performance report.
 - a. Corrections and clarifications shall be submitted to the PCSC office in writing and shall include, at minimum:
 - i. A completed Annual Report Response Form clearly identifying each correction/clarification; and
 - ii. Documentation supporting each correction/clarification.
3. Renewal-year schools shall submit a renewal application to the PCSC no later than December 15. Renewal applications shall be submitted in accordance with the renewal application guidance provided by the PCSC and represent the charter holders' opportunity to submit documents challenging any rationale for non-renewal and supporting the continuation of the school.
 - a. Renewal applications shall be submitted to the PCSC office electronically via email or online file-sharing service.
 - b. Renewal applications shall be comprised of no more than two (2) documents: the completed application form and an Adobe PDF document providing any supporting documentation. Supporting documentation shall include a table of contents and make use of Adobe's "bookmark" feature for ease of navigation. Additional documents in other formats may be accepted, on a case-by-case basis, with the prior approval of PCSC staff.
 - c. Schools that fail to submit their completed renewal applications, in a format consistent with this policy, by the statutory deadline may be recommended for non-renewal.
4. No later than January 15, PCSC staff will advise any renewal-year schools regarding whether they will be recommended for renewal or non-renewal. The purpose of this notice is to permit schools that may be recommended for non-

- renewal time to prepare a response in advance of the PCSC's regular February meeting.
5. During its February regular meeting, the PCSC will consider evidence regarding all renewal-year schools.
 - a. Written evidence provided by schools as part of their renewal application shall be provided to the PCSC. Additional written evidence shall not be accepted from schools after the meeting materials deadline (see ***).
 - b. Any written evidence provided by PCSC staff shall be published on the PCSC's website at least seven (7) days in advance of the meeting.
 - c. Both schools and the PCSC may be represented by counsel.
 - d. Schools may call witnesses and give testimony.
 - e. The PCSC may call witnesses and give testimony.
 - f. The PCSC may delegate the hearing of evidence to a hearing officer, or may hear evidence itself.
 6. Schools may submit written closing arguments to the PCSC office within seven (7) days of the February regular PCSC meeting.
 7. No later than March 15, the PCSC will hold a special meeting for the purpose of making final renewal or non-renewal determinations regarding all renewal-year schools.

SUBJECT

State Board of Education Legislation

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

The State Board of Education (SBOE) sponsors legislation relevant to K-20 Idaho education policy.

DISCUSSION

During its June 2015 regular meeting, the SBOE will consider a legislative idea regarding the role of non-profits in managing charter schools. The possible legislation would be intended to clarify that a non-profit corporation authorized to organize and manage a public charter school may not operate enterprises other than the public charter school; also, only one public charter school may be organized and managed under a given non-profit corporation.

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has no comments or recommendations.

COMMISSION ACTION

Any action would be at the discretion of the PCSC.