

# IPCSC Meeting - Day 1

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**DAY 1: Wednesday June 9<sup>th</sup>, 2021; 12:00 P.M. MT**

**I. COMMISSION WORK**

**A. AGENDA APPROVAL**

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

**COMMISSION ACTION**

A motion to approve the agenda as submitted.

**B. MINUTES APPROVAL**

Does the IPCSC have any changes or additions to the meeting minutes from April 8, 2021?

**COMMISSION ACTION**

A motion to approve the meeting minutes from April 8 as submitted.

## MEETING AGENDA

**Date:** Wednesday June 9<sup>th</sup> and Thursday June 10<sup>th</sup>, 2021

**Start Time:** June 9<sup>th</sup>, 12:00 P.M MT.; June 10<sup>th</sup> 9:00 A.M. MT

**Physical Location:** Len B. Jordan Building, 3<sup>rd</sup> Floor Clearwaters Room, 650 W. State St., Boise, ID 83702, limited public seating (10 seats) available on a first-come-first-served basis. The public is encouraged to participate remotely.

**Remote/Public Access via YouTube Livestream:**

<https://www.youtube.com/channel/UChV-TDWV4fvl-UoozmMeoPA>

**Day 1: Wednesday June 9<sup>th</sup>, 2021; 12:00 P.M. MT**

### I. COMMISSION WORK

- A. Agenda Review / Approval (Action Item)
- B. Minutes Review / Approval (Action Item)

### II. DISCUSSION OF TRANSITION TO NEW AGENCY

### III. REVIEW OF PERSONNEL POLICY

- A. New Section of IPCSC Policy – Personnel Policy (Action Item)
- B. Director Evaluation Process

### IV. REVIEW OF STRATEGIC PLAN

- A. IPCSC Strategic Plan 2021-2025 (Action Item)

### V. REVIEW OF PROPOSED MEMORANDUM OF UNDERSTANDING

- A. Services Agreement (Action Item)
- B. Data Sharing Agreement (Action Item)

### VI. REVIEW OF IPCSC BUDGET

- A. FY21 Budget Close Out
- B. FY22 Budget Plan (Action Item)

### VII. CONSIDERATION OF POTENTIAL LEGISLATION (Action Item)

**Day 2: Thursday June 10<sup>th</sup>, 2021; 9:00 A.M. MT**

**I. WRITTEN COMMENT**

Written public comment may be submitted to the IPCSC prior to the meeting via mail at P.O. Box 83720, Boise, Idaho, 83720, or email at pcsc@osbe.idaho.gov. Please see Section I of IPCSC policy for details.

**II. PRE-OPENING SCHOOL UPDATE**

- A. IPCSC staff will share a brief update on the progress toward opening made by the three schools that are scheduled to open in the fall of 2021 (Gem Prep Meridian – North, Alturas Preparatory Academy, and Cardinal Academy).

**III. CONSIDERATION OF FAILURE TO MEET PRE-OPENING CONDITIONS**

- A. Cardinal Academy (Action Item)
- B. Peace Valley Charter School (Action Item)

**IV. CONSIDERATION OF NOTIFICATIONS OF FISCAL CONCERN**

- A. Peace Valley Charter School (Action Item)
- B. Bingham Academy (Action Item)
- C. The Village Public Charter School (Action Item)
- D. Monticello Montessori Charter School (Action Item)

**V. CONSIDERATION OF NEW CHARTER PETITION**

- A. Kootenai Classical Academy (Action Item)

**VI. CONSIDERATION OF FY21 IMPACT OF ASSESSMENT**

- A. Renewal Conditions Due on 6/30/21 and FY21 Annual Reports (Action Item)

**VII. CONSIDERATION OF POLICY REVISIONS**

- A. IPCSC Policy Section II.A – New Charter Petitions, Section VI.C – Amendments, and a proposed new Section of IPCSC Policy – Replication (Action Item)

**VIII. FINAL CONSIDERATION OF ITEMS RELATED TO IPCSC AGENCY STATUS**

- A. Including: New Section of IPCSC Policy - Personnel Policy; Memorandum of Understanding Between IPCSC and OSBE; IPCSC Strategic Plan 2021-2025; and FY22 Budget (Action Item)
- B. Consideration of Minor Edits to IPCSC Director’s Employment Agreement and Job Description. (Action Item)

## **IX. CONSIDERATION OF DIRECTOR'S EVALUATION**

- A. Pursuant to I.C. 74-206(1)(b), the IPCSC will enter executive session for the purpose of considering the performance evaluation of its Director.

# DRAFT MEETING MINUTES

## IDAHO PUBLIC CHARTER SCHOOL COMMISSION

April 8, 2021  
Len B. Jordan Building, 650 W State St, 3<sup>rd</sup> Floor Clearwaters Room  
Boise, ID 83702

This meeting was called to order by Chairman Reed at 9:10 a.m.

Alan Reed – attended in person  
Sherrilynn Bair – attended remotely  
Brian Scigliano - attended in person  
Wanda Quinn – attended remotely  
Nils Peterson – attended in person  
Kitty Kunz – attended in person  
Julie VanOrden – attended remotely

### TAB I: COMMISSION WORK

#### A. Agenda Review/Approval

**M/S (Peterson/Van Orden)** Motion to approve the agenda as presented. *The motion passed unanimously.*

#### B. Minutes Review/Approval

**M/S (Kunz/Van Orden)** Motion to approve the December 10, 2020 minutes as presented. *The motion passed unanimously.*

### TAB II: WRITTEN COMMENT

No written public comment was received.

### TAB III: CONSIDERATION OF PERFORMANCE CERTIFICATES

**A. Elevate Academy - Nampa:** Director Thompson presented the proposed performance certificate for Elevate Academy – Nampa.

**M/S (Scigliano/Bair)** Motion to execute the performance certificate for Elevate Academy – Nampa as presented. *The motion passed unanimously.*

**B. Elevate Academy - North:** Director Thompson presented the proposed performance certificate for Elevate Academy – North with the correction to the primary attendance area.

**M/S (Peterson/Quinn)** Motion to execute the performance certificate for Elevate Academy – North with the correction of changing the word “westbound” to “eastbound” in the description of the school’s primary attendance area. *The motion passed unanimously.*

#### **TAB IV. CONSIDERATION OF MAJOR AMENDMENTS**

**A. McCall Community School:** Director Thompson presented the amendment request to delay the opening of the school until 2022.

**M/S (Peterson/Kunz)** Motion to approve the amendment to the McCall Community School performance certificate as presented. *The motion passed unanimously.*

**B. Connor Academy:** Director Thompson presented the request to increase the school’s enrollment by more than 10% in grades K-8.

Joel Lovstedt, Principal Connor Academy explained the reasons that the school would like to increase their enrollment. He pointed out that the school only wants to increase the maximum enrollment to 850, not 1200 as the documentation reflects.

**M/S (Peterson/Quinn)** Motion to approve the amendment to Connor Academy’s performance certificate with the new enrollment cap at 850 students. *The motion passed unanimously with Commissioner Kunz recusing herself from the vote.*

**C. Sage International School of Boise:** Director Thompson presented the school’s proposed amendment to increase their maximum enrollment to 1500 students while creating a “feeder elementary school” for their secondary program.

Keith Donahue, Executive Director explained that with the growth of the local area and the school’s current waiting list they will be able to fill the additional seats requested.

**M/S (Quinn/Scigliano)** Motion to approve the amendment to Sage International School of Boise’s performance certificate as presented. *The motion passed unanimously.*

**D. iSucceed Virtual School:** Director Thompson presented the request to add 150 students in grades 7 and 8 over the next two years.

Katie Allison, Executive Director talked about the gaps in credits with at-risk students and how expanding the school's grades served could help.

**M/S (Kunz/Van Orden)** Motion to approve the amendment for iSucceed Virtual High School as presented. *The motion passed unanimously.*

## **TAB V. DIRECTOR'S REPORT**

Director Thompson gave an update of the current legislative session and recent bills that could affect the commission or charter schools.

Director Thompson also provided examples of the new branding efforts.

Director Thompson shared information concerning strategic planning, proposed policy changes, and the draft job description for the finance program manager.

**M/S (Peterson/Scigliano)** Motion to adjourn. *The motion passed unanimously.*

The meeting adjourned at 10:32 a.m.



## **II. DISCUSSION OF TRANSITION TO NEW AGENCY**

### **APPLICABLE STATUTE, RULE, OR POLICY**

I.C. § 33-5213

### **BACKGROUND**

Senate Bill 1115 was signed into law in April of 2021. The bill makes three changes to I.C. § 33-5213: 1) all commissioners will be appointed by the Governor in the future; 2) the IPCSC Director serves at the pleasure of the commission; and 3) the IPCSC becomes an independent agency under the umbrella of the State Board of Education.

### **DISCUSSION**

This legislation impacts the internal structure and operations of the IPCSC. As of July 1, 2021, the IPCSC will be responsible to file state-level reports, manage internal finances, implement personnel policy, and generally operate as a state education agency.

The Commission will also be responsible to conduct an annual evaluation of its director and to engage in formal strategic planning each year.

Director Thompson will provide an overview of the transition.

### **SPEAKER**

IPCSC Director, Jenn Thompson

### **IMPACT**

Senate Bill 1115 is effective July 1, 2021.

### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff has no comments or recommendations.

### **COMMISSION ACTION**

No action.

### **III.A. REVIEW OF PROPOSED PERSONNEL POLICY**

#### **APPLICABLE STATUTE, RULE, OR POLICY**

I.C. § 33-5213

#### **BACKGROUND**

IPCSC staff will remain accountable to all state level employee policies, including those policies held by agencies such as the State Board of Education, the State Board of Examiners, and the Idaho Technology Authority. However, several higher-level policies require agencies to adopt supplemental sections of policy for the purpose of defining how the umbrella policy will take shape within the context of the specific agency.

#### **DISCUSSION**

The IPCSC will consider adopting a new section of policy to address the following:

- Attendance
- Attire
- Communication
- Technology Use
- Personal and Sick Leave
- Emergency Procedures
- Grievance Procedures
- Sexual Harassment and Discrimination
- Purchasing
- Travel
- Drug-Free Workplace
- Compensation
- Cash Receipt

As personnel policy impacts staff, not schools, a public feedback period is not necessary. All proposed policy has undergone a legal review.

#### **SPEAKER**

IPCSC Director, Jenn Thompson

#### **IMPACT**

If the IPCSC approves the personnel policy, the policy will go into effect on July 1, 2021. If the IPCSC has minor revisions or recommendations, the policy can be updated quickly and reconsidered for approval on 6/10. If the IPCSC requests significant revisions, a special meeting would be necessary to ensure personnel policy is in place by July 1, 2021.

#### **STAFF COMMENTS AND RECOMMENDATIONS**

IPCSC staff has no comment or recommendation.

#### **COMMISSION ACTION**

No action; OR

A motion to approve the proposed personnel policy as presented.



## IPCSC Policy Section IX - Personnel

Idaho Public Charter School Commission  
304 North 8<sup>th</sup> Street, Room 242  
Boise, Idaho 83702  
Phone: (208)332-1561  
[pcsc@osbe.idaho.gov](mailto:pcsc@osbe.idaho.gov)

Alan Reed, Chairman  
Jenn Thompson

Adopted: 6/10/21

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## Section IX – Personnel Policy

### A. Employment Status

1. The IPCSC employs both classified and non-classified employees.
  - a. Classified Employee – means any person appointed to or holding a position subject to the provision of the merit examination, selection, retention, promotion, and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho code.
  - b. Non-Classified Employee – any person appointed to or holding a non-classified position pursuant to section 67-5303(j), Idaho Code, and thus is not subject to the provision of Chapter 53, Title 67, Idaho Code. Non-Classified employees are at-will employees, and serve at the pleasure of the IPCSC Director.

### B. Applicable Policy

1. All employees of IPCSC are governed by the Idaho State Board of Education's [Governing Policies and Procedures](#), as well as the applicable policies and procedures established by the Division of Financial Management, the State Controller, Board of Examiners, Division of Purchasing, Division of Human Resources, and the Idaho Technology Authority. State level policies take precedence in any case of conflict with IPCSC policy.

### C. Attendance

1. Office hours are 8-5 Monday through Friday. The physical office must be manned and accessible to the public during these hours. Employees are expected to work eight (8) hours each day, excluding a thirty (30) minute lunch break. Breaks must be taken in-between work hours and may not be used to shorten the work day.
2. Individual arrival and departure times are flexible around meeting schedules, but must be approved by the IPCSC Director.
3. Employees working fewer than eight (8) hours in a workday must make arrangements to claim the appropriate leave.
4. IPCSC employees may work remotely one day per week on either Tuesday or Wednesday providing that the day is consistent each week and documented with the IPCSC Human Resources Officer. This privilege may be temporarily suspended at the discretion of the IPCSC Director and may be revoked if misused. Poor quality of work product or insufficient progress or availability may be cause for revocation. Attendance at a conference, meeting, or event that cannot be otherwise scheduled may be reason for temporary suspension.

5. No vacation leave will be approved on IPCSC meeting days.

D. Attire

1. Office attire is “business casual” on Monday through Thursday. Casual dress (i.e., jeans paired with business casual tops/footwear) is permissible on Fridays. However, casual dress is suspended while the Idaho Legislature is in session.
2. Nametags and business casual attire must be worn at all off-site meetings.

E. Communications

1. The IPCSC is subject to the Idaho Public Records Law, Idaho Code sections 74-101 through 74-126.
  - a. Idaho Public Records Law Manual:  
<https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf>
2. Items that are considered public record include, but are not limited to email, text messages, electronic documents, hard copy documents, call logs, and social media posts.
3. All communication should be conducted in a manner appropriate for public release.
4. Employees are encouraged to use security features on personal social media accounts and to use discretion when making social media connections.

F. Data

1. The IPCSC is subject to the policies of the State Board of Education’s Data Management Council and the terms of the Data Security Agreement between the SBE and the IPCSC.
  - a. Data Management Council Policy: <https://boardofed.idaho.gov/board-facts/board-committees/data-management-council-dmc/>
  - b. The Data Security Agreement will be issued as a separate document.

G. Technology

1. The IPCSC is subject to the policies of the Idaho Technology Authority (ITA). ITA policy takes precedence in the case of any conflict with IPCSC policy.
  - a. ITA Policy: <https://ita.idaho.gov/resources/>
2. Use of a personal technology account (such as Google Drive or DropBox) to conduct IPCSC business is prohibited.
3. Employees may connect personally owned devices, such as cell phones or laptops, to the guest wireless network only. Employees may choose to use such devices to conduct IPCSC business in as much as that business can be conducted with

access to documents and information already published and available to the public without a public records request.

4. Should an employee choose to access IPCSC email or conduct business on a personal device, that device must meet specific security requirements and be subject to annual audits as specified in ITA Policy G540.

- a. ITA Policy G540: <https://ita.idaho.gov/psg/g540.pdf>

5. Employee use of State-owned information technology devices must be in compliance with ITA policy P1060.

- a. ITA Policy P1060: <https://ita.idaho.gov/psg/p1060.pdf>

6. Employee internet use on all devices connected to the State network will be monitored and must be in compliance with ITA policy P1050.

- a. ITA Policy P1050: <https://ita.idaho.gov/psg/p1050.pdf>

7. Employee use of State-provided email must be compliant with ITA policy P1040.

- a. ITA Policy P1040: <https://ita.idaho.gov/psg/p1040.pdf>

8. Disciplinary action may be taken for unauthorized use of a State-owned device, or for unauthorized internet or email usage.

#### H. Leave

1. All employees must record their work hours and make leave requests in I-Time.
2. Overtime work and work on recognized holidays are not generally required and should not be incurred without the advance written approval of the IPCSC Director.
3. Please notify the IPCSC Director of unexpected time off (i.e., sick day) via text message or phone call as soon as possible.
4. State-Recognized Holidays Observed by the IPCSC, including New Year's Day, Human Rights Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas Day.

#### I. Emergency Procedures

1. The IPCSC follows the Idaho guidelines for emergency procedures.
  - a. Emergency Action Plan: <https://cms.idaho.gov/wp-content/uploads/sites/92/2018/12/Emergency-Action-Plan-Booklet-Capitol->

2. Office evacuation routes are posted near office doorways.

J. Employee Evaluation

1. New employees will be evaluated after an initial six (6) months of service.
2. All employees will be evaluated annually in the spring.
3. Evaluations will consider the following:
  - a. the employee's performance of the primary responsibilities and duties of his/her position;
  - b. the employee's performance of any goals or conditions of employment previously established in writing; and
  - c. the employee's ability to perform assigned duties with respect to the core values of the Idaho State Board of Education and the IPCSC.
4. The evaluation process will include:
  - a. an opportunity for employees to conduct a self-evaluation;
  - b. a meeting with the IPCSC Director to discuss past performance and future goals; and
  - c. a final written evaluation, issued by the IPCSC Director, indicating an overall performance rating.
5. Final written evaluations must be signed by the employee and the IPCSC Director. The signed evaluation will be included in the employee's personnel file and a copy will be provided to the employee.
6. Employee evaluations will be used to inform decisions regarding retention, promotion, and merit salary increases. Evaluation ratings that result in findings of inadequate performance of duties or failure to perform duties constitute adequate cause for termination as set forth in Section II.L of the State Board of Education's policies.

K. Grievance

1. Resolution of Conflicts and Concerns
  - a. Employees are encouraged to address any concerns they have regarding their own employment or the actions of other employees promptly,



professionally, and at the source of the issue when practicable. In most cases, issues can be resolved with respectful and frank discussion.

- b. Should an employee have a concern that he/she believes the IPCSC Director can help solve or the nature of the issue is severe, the employee should bring the issue to the attention of the IPCSC Director.
- c. If the concern cannot be resolved at this level or if the subject is one the employee prefers to not discuss with the IPCSC Director, the employee should talk to the IPCSC Human Resources Officer.
- d. The IPCSC Human Resources Officer will counsel the employee objectively and, if necessary, arrange for other person(s), resources, or procedures to assist with resolution.

## 2. Grievance Procedures

- a. Should an employee wish to file a formal grievance, such may be submitted in writing to both the IPCSC Human Resources Officer and the IPCSC Director. A written grievance must include the following:
  - i. name of the employee;
  - ii. name of other person(s) involved (if applicable);
  - iii. description of the conflict or concern;
  - iv. date of incident(s) (if applicable); and
  - v. description of the means by which the employee has sought resolution prior to filing a formal grievance.
- b. The IPCSC Human Resources Officer and the IPCSC Director will arrange a meeting with the employee within seven (7) days of receipt of a written grievance to discuss the concerns, paths to resolution, and next steps.
- c. Should additional investigation be necessary, a follow-up meeting will be held within forty-five (45) days of receipt of a written grievance to discuss resolution and/or findings.

- 3. Human resource matters are not appealable to the IPCSC. Except as otherwise provided in Section II.F of the State Board of Education's policy, human resource matters are not appealable to the State Board of Education. IPCSC and State Board of Education policies for grievances and appeals must be exhausted before an employee may seek judicial review.

4. The IPCSC will make every effort to investigate and resolve human resource matters on a fair and equitable basis. This may involve seeking the aid of other resources and/or persons as appropriate.
5. No recrimination or retaliation will occur or result from an employee's utilization of this policy.

L. Sexual Harassment and Discrimination

1. The IPCSC is committed to providing a safe and congenial work environment for its employees. The definition of work environment shall include, but not exclusively, anywhere that employees are performing work duties, such as the office, any work site, or travel time to and from a work site. Sexual harassment or discrimination of an employee based on race, gender, national origin, age, color, religion, or disability is forbidden. These types of behaviors will not be tolerated by the IPCSC.
2. The sexual or other illegal or discriminatory harassment of any employee or customer of the IPCSC is prohibited by law and by the policy of the IPCSC. Employees are expected to refrain from conduct that may reasonably be considered offensive to others.
3. Offensive conduct may be written or oral. Offensive conduct includes, but is not limited to, the use of profanity, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, gender, religious belief, national origin, or disability. All employees are expected to treat their co-workers with courtesy, respect and dignity.
4. The IPCSC will investigate and take remedial action whenever there is reason to believe that sexual or other illegal or discriminatory harassment are present. The prohibitions of harassing behavior apply to peer relationships, as well as to employment relationships of a superior or subordinate nature. Any employee who is made aware of an alleged incident of sexual or other harassment shall bring the matter to proper resolution by taking action in accordance with the procedures in this section.
5. Retaliating or discriminating against an employee for complaining about sexual harassment or other illegal discrimination is prohibited. Violation of this policy will result in disciplinary action up to and including dismissal.
6. The IPCSC recognizes that there is a difference between occasional compliments of a socially acceptable nature, and behavior that is not welcome, that is personally offensive, lowers morale, and interferes with work effectiveness. Unwelcome sexual advances, requests for sexual favors, unwelcome sexual epithets, innuendoes, advances, references, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
7. No employee shall use the authority of their position or the circumstances of the work place to sexually harass others to:
  - a. Enhance or adversely affect any subordinate's employment status, terms, or conditions of employment;
  - b. Grant, recommend, or refuse to take any personnel action;
  - c. Take, or fail to take, a personnel action as a reprisal against an employee for rejecting or reporting sexual harassment; or
  - d. Unreasonably interfere with another individual's work performance or to create an intimidating, hostile, or offensive work environment.
8. Employees who believe that they are being subjected to illegal or prohibited sexual harassment or discrimination are encouraged to file written or verbal complaints with the IPCSC Director or Human Resources Officer. Employees, if they so desire, may also file a claim of illegal sexual harassment or discrimination with the Idaho Human Rights Commission (IHRC) and/or the U.S. Equal Employment Opportunity Commission (EEOC).
9. Applicants for employment may file discrimination complaints with the IPCSC Human Resources Officer, the IHRC, and/or the EEOC.
10. When an employee is made aware of an alleged incident of sexual harassment or discrimination, he/she shall take immediate action to bring the matter to the attention of the IPCSC Human Resources Office or the IPCSC Director.
11. The employee shall provide a statement of known facts to the IPCSC Human Resources Officer or the IPCSC Director. The employee shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter.
12. Upon receipt of a complaint, a confidential investigation will be conducted. Based upon the information received in the investigation, the IPCSC Director will take immediate and appropriate corrective action.

13. In all cases, the complaint, the investigation, and the solution will be kept confidential to the maximum extent possible. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential information obtained under this procedure. An employee filing such a complaint should not discuss the matter with co-workers and persons not directly responsible for the investigation.

#### M. Purchasing

1. The IPCSC is subject to the applicable policies and procedures of Idaho's Division of Purchasing and Board of Examiners. Division of Purchasing and Board of Examiner's policies take precedence in the case of any conflict with IPCSC policy.
  - a. Division of purchasing policy: <https://purchasing.idaho.gov/governing-laws-and-policies/>
  - b. Board of examiner's policy: <https://www.sco.idaho.gov/LivePages/policies-menu.aspx>
2. Requesting a Purchase
  - a. All purchases must be requested via a requisition form and authorized by signature of the IPCSC Financial Program Manager and the IPCSC Director prior to the obligation of funds.
  - b. Any employee who makes a purchase without pre-approval does so at his/her own risk.
  - c. The IPCSC may deny payment or reimbursement of any purchase that did not receive prior written approval.
3. Accounts Payable
  - a. Payments will be made only on an authorized purchase requisition, travel authorization, memorandum of understanding (MOU), and fully executed contracts.
  - b. The IPCSC Financial Program Manager will issues all payments unless the approved request specifically states that purchase will be made by another employee via P-Card or reimbursement.
  - c. The IPCSC Financial Program Manager will reconcile all employee P-Card statements against any invoices, and approve purchase requisitions on a monthly basis.
4. Accounts Receivable

- a. The IPCSC Financial Program Manager maintains responsibility for the receipt of all supplies and orders of tangible goods, and will confirm that all purchased items are received prior to releasing the supplies or goods for use by IPCSC employees.
- b. Documentation of receipt of goods will be maintained as a record. The IPCSC Financial Program Manager will notify the vendor of any incorrect, missing, or damaged items and will manage any necessary returns.

## 5. Procurement

- a. The IPCSC is subject to the Idaho Division of Purchasing's procurement policies and procedures.
  - i. Idaho Division of Purchasing Policies:  
<https://purchasing.idaho.gov/governing-laws-and-policies/>
- b. All purchases of property and services not available on statewide contracts and over \$10,000 require a minimum of three (3) competitive solicitations from vendors with a significant Idaho economic presence and require, when possible, the anticipated acquisition to be publicly posted. These solicitations can be written, oral, electronic, telephonic, or facsimile.
- c. Purchases over \$100,000 generally require a formal Invitation to Bid or Request for Proposal and are processed through the Division of Purchasing. Purchases of property that cost less than \$10,000 do not require the solicitation of bids but should follow good business practice and be in the best interest of the state.
- d. Professional, consultant, and information technology services that cost \$100,000 or less and not exceeding one (1) year may be acquired without competitive bidding in accordance with good business practice and in the best interests of the state.
- e. Statewide Contracts are for items or services that are used by the majority of state agencies. They include such items as paper, office supplies, photocopiers, furniture, and information technology (computers, telephones, and programming services). Statewide contracts are available on the Idaho purchasing web site. Most statewide contracts are mandatory use, meaning that they must be used by agencies purchasing the specific product or service.

## 6. Recurring Payments

- a. Payments that recur on a regular schedule do not need a purchase requisition for each payment. At the beginning of each fiscal year, a

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Adopted 6/10/21

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purchase requisition will be prepared describing the payments and schedule. Should a service for which a recurring payment exists be cancelled, the IPCSC Financial Program Manager must be notified.

7. Contract/Memorandum of Understanding (MOU)

- a. Contracts or MOUs must be approved by the IPCSC Director prior to obtaining any required signatures. Should a contract or MOU be terminated, the IPCSC Financial Program Manager must be notified.

8. Meals and Refreshment Purchases

- a. Refreshments may be purchased for a meeting sponsored by the IPCSC only if the meeting is for business purposes, the meeting is mandatory, has a duration of three (3) hours or more, and there are five (5) or more attendees.
- b. The cost for refreshments cannot exceed the partial day per diem allowance for breakfast as established by the State Board of Examiners, including tips, gratuities, services fee, or any other fee added by the vendor.
- c. Meals may be purchased for a meeting sponsored by the IPCSC only if the meeting is for business purposes, the meeting is mandatory, the meeting has a duration of six (6) hours or more, and there are five (5) or more attendees. The cost per attendee cannot exceed the partial day per diem allowance for the period of the meal (i.e. breakfast, lunch, or dinner) as established by the State Board of Examiners, including tips, gratuities, service fees, or any other fee added by the vendor.
- d. Location or scheduling conflicts are not sufficient grounds for a meal recess. Routine employee meetings, staff meetings, and social gatherings do not qualify for refreshment or meal costs.

N. Cash Receipt

- 1. The IPCSC is subject to the Fiscal Policies established by State Controller's Office (SCO).
  - a. SCO Fiscal Policies: <https://www.sco.idaho.gov/LivePages/fiscal-policies-credit-collections-and-bad-debts.aspx>
- 2. IPCSC Staff shall follow the receipt of authorizer fee administrative procedures as outlined below:
  - a. Payments will be accepted by mail service only.
  - b. All documents in each parcel received will be scanned to the appropriate folder and logged by office support personnel.

- c. The Financial Program Manager will verify the documents received against the log prior to processing the payment.
- d. If payment is incorrect or receipts justifying a discount are not present, the Finance Manager will inform resolve the issue with the school's business manager.
- e. All payments must be processed within 48 hours of receipt.

## O. Travel

1. The IPCSC is subject to the policies and procedures of Idaho's Division of Purchasing Board of Examiners. Division of Purchasing and Board of Examiner's policies take precedence in the case of any conflict with IPCSC policy.
  - a. Division of purchasing policy: <https://purchasing.idaho.gov/governing-laws-and-policies/>
  - b. Board of examiner's policy: <https://www.sco.idaho.gov/LivePages/policies-menu.aspx>
2. Travel Eligibility
  - a. IPCSC employees and commissioners may be required to travel in and out of the state of Idaho for business-related purposes such as school site visits or conferences. Employee and commissioner travel must be requested via a travel authorization form and authorized by signature of the IPCSC Financial Program Manager and the IPCSC Director prior to the obligation of funds.
  - b. Travel reimbursements may only be made if the travel is specifically identified in an executed contract or MOU. In such cases, a travel authorization form must be submitted no more than sixty (60) calendar days prior to costs being incurred.
3. Travelers with Disabilities
  - a. Employees with disabilities are allowed payments of certain additional travel expenses to accommodate their disabilities such as, but not limited to, subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, or increased cost of specialized services for public carriers or special baggage handling.
4. Economic Travel
  - a. All travel must be accomplished in the most economical and practical manner overall, taking into account time, expense and office responsibilities, as well as safety.

## 5. Changes and Cancellations

- a. Changes or cancellations may be made due to circumstances outside of the traveler's control, such as changes to a conference schedule, emergency situations, or if the needs of the IPCSC office require a change.
- b. In such cases, the IPCSC Director must be notified as soon as possible. The IPCSC will only incur the additional cost of such changes upon the approval of the IPCSC Director.

## 6. Lodging

- a. Whenever possible, lodging will be secured in a hotel with a direct bill option. If a direct bill option is not available, the standard government room rate will be payable by P-Card at the time the room is reserved.
- b. Ancillary lodging costs, such as room service, are not reimbursable.

## 7. Air Travel

- a. Airfare should be purchased at the earliest opportunity and may be purchased via P-Card as soon as the travel requisition is approved.
- b. The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as "coach" or similar classification that allows for carry-on luggage.
- c. Airfare at other classes and seat selection or other upgrade fees are not allowed unless emergency circumstances can be documented. In such cases, the IPCSC Director must be notified as soon as possible. The IPCSC will only incur the additional cost upon the approval of the IPCSC Director.
- d. Baggage fees charged by commercial airlines are allowable and are not to exceed one checked bag and one carry-on bag per departure unless additional baggage costs are necessary and approved in advance.

## 8. Rental Car

- a. Whenever possible, rental cars will be secured with a direct bill option. Arrangements will be made by the IPCSC Administrative Assistant.

## 9. Mileage

- a. Should travel by privately-owned vehicle be approved as part of the travel requisition, the state of Idaho mileage rate (subject to change by the State Board of Examiners) is reimbursable.



- b. Mileage for approved travel is reimbursed round-trip from the employee's home and the most direct and/or efficient route shall be documented as part of the requisition.
- c. Any privately-owned vehicle used for state business must have current liability insurance.

#### 10. Parking

- a. Reasonable parking costs may be paid via P-Card or a reimbursement request may be submitted. Parking costs are allowable for the duration of IPCSC related business only. A receipt is required.

#### 11. Public Transportation

- a. Reasonable charges for ground transportation costs necessary to conduct IPCSC business, such as taxis or public transit to and from the airport, are allowable.
- b. Payment may be made via P-card or a reimbursement request may be submitted.
- c. Receipts are required when possible.
- d. Tips must be paid out of Per Diem allowances, not via P-Card.

#### 12. Per Diem

- a. Per Diem, issued as a reimbursement, is expected to cover meals, gratuities, and tips. The Board of Examiners establishes the maximum reimbursable allowance. Per Diem is requested as part of the travel authorization form, and is based upon a daily rate, prorated for partial days.
- b. Partial days consider the time of day the traveler left from or returned to their home. Upon completion of the travel, the approved per diem is paid directly to the traveler. Receipts are not required.
- c. Currently the maximum reimbursable rate is \$49.00 per day. In-state partial-day per diem rates: Breakfast \$12.25 (Depart home station 7:00 am or before); Lunch \$17.15 (Depart 11:00 am or before, return 2:00 pm or after); Dinner \$26.95 (Depart before 5:00 pm, return after 7:00 pm)
- d. Out-of-state per diem rates are aligned to federal rates as published by the [U.S. General Services Administration](#). Partial-day reimbursement will be based on the same percentages allowed for in-state travel.

#### 13. Expenses Not Allowable

a. The following expenses are not eligible for reimbursement:

- i. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes, stop-overs for personal reasons, or leaving early or returning late.
- ii. Expenses for regular travel between home and office or travel for purposes unrelated to IPCSC business.
- iii. Expenses for meals if the meal is provided as part of a training session or meeting.
- iv. Expenses incurred at a hotel beyond the pre-arranged room cost, such as room service.
- v. Expenses for airline convenience, such as purchased snacks or movies.
- vi. Entertainment costs are not allowable.

P. Drug-Free Workplace

1. The IPCSC is subject to Idaho's Alcohol and Drug-Free Workplace Policy.
2. The consumption of alcohol on the job is prohibited. Employees may not work if their performance is impaired by the use of alcohol.
3. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited, and if occurring on State property or during an employee's hours of work, demands immediate corrective action.
4. Violations of the Idaho Alcohol and Drug-Free Workplace Policy will be cause for management intervention and may result in referral to treatment, including participation in the Employee Assistance Program.
5. The IPCSC shall direct its efforts toward rehabilitation whenever reasonable.
6. Any intervention steps taken upon a violation of the Idaho Alcohol and Drug-Free Workplace Policy must be consistent with all due process requirements and other constitutional rights of state employees.
7. Any intervention steps taken because of a violation of the Idaho Alcohol and Drug-Free Workplace Policy, including a referral for treatment, counseling or rehabilitation programs, shall include procedures to protect the confidentiality of treatment records as well as the employee's identity.

8. In the event that an alcohol or drug problem is identified in any agency or classification, it shall report that to the Division of Human Resources who may implement a recovery program that may include alcohol or drug testing for employees in safety-sensitive classifications where such a problem has been documented.
9. Where federal laws or regulations require the State to implement more stringent regulations than those contained in this policy, those federal regulations and procedures supersede and/or augment this policy.

Q. Compensation

1. The IPCSC shall comply with the Division of Human Resource's statewide policy regarding employee compensation, pay increases, and bonuses.
  - a. DHR Statewide Policy Section 1: Employee Compensation  
<https://dhr.idaho.gov/statutes-rules-and-policies/>
2. The IPCSC does not maintain an agency-specific shift differential plan and shall comply with the following shift differential regulations as established by the DHR:
  - a. Shift differential eligibility is determined on a bi-weekly basis. Employees deemed eligible for shift differential in a particular week shall be paid that differential for all hours payable that week, including holiday pay, overtime, and leave taken.
  - b. Executive employees are ineligible for shift differential compensation.
  - c. Eligibility for Regular Work Schedules. An employee who has fifty percent (50%) or more of assigned hours in a workweek occurring between 6:00 p.m. and 7:00 a.m. is eligible to earn shift differential for the entire week. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would normally have worked.
  - d. Eligibility for Irregular Work Schedules. An employee whose primary responsibility is to work in place of an absent employee and whose assigned schedule varies from nights, days, and swing shall be eligible for shift differential compensation for all hours worked.
  - e. Differential Amount. Shift differential compensation shall be paid to eligible employees at a rate of five percent (5%).

### **III.B. DISCUSSION OF DIRECTOR EVALUATION PROCESS**

#### **APPLICABLE STATUTE, RULE, OR POLICY**

I.C. § 33-5213

IDAPA 15.04.01.210

#### **BACKGROUND**

Prior to July 1, 2021, the IPCSC Director served at the pleasure of the Executive Director of the State Board of Education. After July 1, 2021, the IPCSC Director serves at the pleasure of the Idaho Public Charter School Commission.

#### **DISCUSSION**

All state employees must receive an annual performance evaluation. The process must take place in compliance with the Division of Human Resources requirements. Evaluations are due each spring.

The responsibility for conducting the IPCSC Director's annual performance evaluation will transition to the IPCSC. Best practices include a goal-setting meeting and one or more progress check-ins prior to a summative evaluation. Ensuring clarity in expectations and process is crucial in establishing a strong Commission/Director relationship.

An excerpt from *Charter School Board University*, by Brian Carpenter, is included in these materials.

#### **SPEAKER**

IPCSC Director, Jenn Thompson

#### **IMPACT**

Based on Commission guidance, a proposed structure can be presented to the IPCSC for adoption at a later meeting.

#### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff has no comments or recommendations.

#### **COMMISSION ACTION**

No action

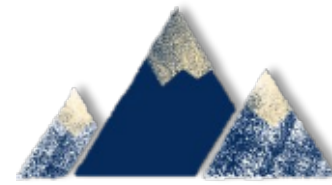


## Director Evaluation Process

# REQUIREMENTS

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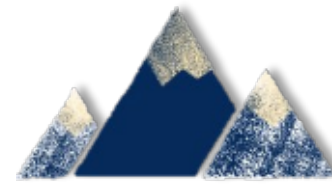


- All state employees must be evaluated annually.
- Evaluations are reported to DHR approximately May 15<sup>th</sup> each year.
- Director pay raises are requested by letter to the Governor due approximately May 15<sup>th</sup>.
- Current evaluations have 3 sections: key responsibilities, statewide expectations, and goals.
- IPCSC has some autonomy with the process going forward.

# SECTION 1

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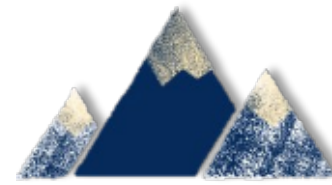
## Key Responsibilities of IPCSC Director's Job Description

- Ensures IPCSC Compliance with Applicable Law
- Represents IPCSC to Stakeholders
- Conducts Effective School Compliance and Performance Monitoring
- Provides Effective Office Management and Employee Supervision

# SECTION 2

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## Statewide Expectations

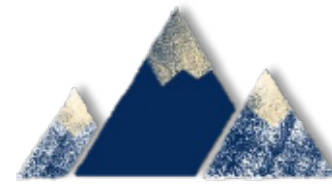
- **Professionalism** - quality of work, dependability, adaptability, flexibility, confidentiality, and respect for others.
- **Leadership** – competence to motivate people and efficiently manage resources in achieving the agency’s mission.
- **Promoting Responsible Government** – dependability, productivity, efficiency, work environment, safety, and adaptability to change.
- **Customer Focus** – customer service, conflict resolution, interpersonal skills and communication.



# SECTION 3

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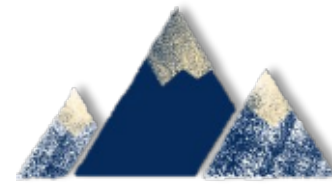
Personal Professional Development Goals

These are best discussed in executive session.

# EXCERPT DEBRIEF

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Charter Board University Excerpt –

12 Characteristics of Effective Charter School Executives

The Board/Executive Relationship: Three Dos and Don'ts

**Discussion Question:** What did you notice or wonder about the reading?

**Discussion Question:** What take-aways could be applied to our situation?

## *The Board/Executive Relationship:*

### Three Dos and Don'ts

**H**iring an executive is one of the most important responsibilities a charter school board has. Accordingly, the impact on the school of that one individual, good or bad, will be far-reaching. A talented executive can lead the school to dizzying heights of achievement, while a mediocre executive will mire the school's performance in a bog of confusion. A downright lousy executive can put the school out of business. Given this profound impact, it is imperative that the board hire the best executive the school can afford, which is why I devoted Chapter 19 to describing the qualities I think are essential to being an effective school executive.

Once your board has recruited a talented executive, however, it must learn how to work with him or her. During the honeymoon phase of the board-executive relationship (usually lasting the first six to 10 months), everything typically runs smoothly. Once people begin to become accustomed to one another, however, it's not uncommon for minor disagreements to arise. In time, these can spiral out of control, causing hard feelings and resentment for board members and executives alike. In too many cases, the relationship deteriorates and the board replaces the executive, often within 36 months of initially hiring him or her.

I find that, more often than not, many of the initial disagreements can be prevented if the board will follow a few simple guidelines. This chapter

is not exhaustive, but it explains three things the board should do to navigate this intersection, as well as three things the board should avoid doing.

### *Three Things the Board Should Do*

1. Speak with one voice.

Consider a hypothetical board of nine members. It's a given that as individuals, the board members will have a wide range of opinions on everything pertaining to the school. So how can an executive simultaneously satisfy all nine? Under one condition only: when the board directs the executive with one voice--an incontrovertible principle of good governance.

In practice, this has multiple implications. Among them, individual board members (and committees of the board), as explained in Chapter 16, must recognize that they only possess authority when a lawful quorum is present and a motion is being introduced or voted on. Accordingly, individuals should *never* direct the executive or staff.

By rigorously upholding the one-voice principle, the board makes it easier for the executive to do his or her job, and thereby making it likely that he or she will want to stick around.

2. Evaluate the executive only against predefined criteria (i.e., existing policies).

In organizational life, the organization's performance is synonymous with the executive's performance. Thus, when the board is evaluating the school's executive, the criteria used are *how well* the outcomes prescribed by the board were achieved *and* that those outcomes occurred within the limitations on the executive's authority articulated by the board in policy.

*By rigorously upholding the one-voice principle, the board makes it easier for the executive to do his or her job, and thereby making it likely that he or she will want to stick around.*

A good executive will welcome board evaluation of his or her performance when that evaluation is based on predefined criteria.

### 3. Reward achievement.

Executives are not immune to this universal principle governing human behavior: if you want more of something, reward it. Thus, if your executive's performance is outstanding, convey the board's appreciation in some tangible form.

### *Three Critical Things the Board Should Avoid Doing*

#### 1. Avoid interfering with the executive's management responsibilities.

Interfering with management responsibilities creates numerous problems in schools. Among those problems:

- It demoralizes executives and their teams by sending a no-confidence signal.
- It breaks down the lines of authority. Eroding these boundaries gives staff the impression that the executive is not really in charge and that his or her authority can be circumvented.
- It generally makes problems worse due to lack of expertise.
- It diminishes the board's ability to hold the executive 100% responsible for all operational matters.

If you're uncertain about whether a particular matter is a management responsibility, see Chapter 7.

#### 2. Avoid Monday-morning quarterbacking.

Monday-morning quarterbacking refers to the practice of sitting in a board meeting with individual members saying things like, "Well, I would have done this or that in that situation." It is irritating

as well as irresponsible board behavior. It borders on interfering with management responsibilities.

The truth is, like the lesson that Damocles learned in the famed Greek legend bearing his name, you don't know what you would have done until you're the one under the sword. Being a board member does not give you the right to judge the executive's actions whenever the situation suits you.

As a former school executive, you can take my word for this: Your executive has enough people second-guessing his or her decisions in the course of everyday leadership. Your executive will benefit more by board members expressing confidence (unless policy has been violated) rather than second-guessing his or her decisions. Transgress this point as a board too often, and your executive will saddle up and ride elsewhere.

### 3. Avoid becoming a complaint processing center.

Some charter school boards allow their members to act as complaint processing centers. The consequences of doing this are the same as the preceding points, plus, as a board member, your email and telephone will be signaling you nonstop.

When a parent or teacher complains to you as a board member, your response should be something like this:

“First, Mary, I need to tell you that while I'm not disinterested in your concern, I need you to understand something up front. As an individual board member, *I don't possess any authority to do anything about your situation.* Only the whole board has authority to respond to your concern. But the board's policy is that it will not respond to anything that the executive hasn't first addressed or attempted to resolve.”

Nine times out of ten, you will find that people haven't gone to the executive. When they do, the problem will generally be easily resolved. It is a rare circumstance that a board would need to overrule its executive's decision because he or she violated existing policy.

The preceding guidelines are consistent with other governance principles explained in this book. Adhering to them as a board will contribute much in cultivating a long-term, beneficial relationship with your school's executive. Ignore them to the detriment of your school because no executive worth his salt will work very long for a board that treats him improperly. The day and age of "We're the board so you must tolerate all our dysfunctional behavior" is long gone. Multitalented executives have an endless stream of opportunities. When the stream runs dry, they simply scout out another one.

*The day and age of "We're the board so you must tolerate all our dysfunctional behavior" is long gone. Multitalented executives have an endless stream of opportunities. When the stream runs dry, they simply scout out another one.*

#### For Further Evaluation

Set aside 30 minutes in a board meeting to thoughtfully discuss the following questions:

1. Does your board speak with one voice only to the executive?
2. Does your board evaluate the executive only against predefined criteria?
3. Does your board reward the executive for superior organizational performance?
4. Does your board avoid interfering with management responsibilities?
5. Does your board avoid Monday-morning quarterbacking?
6. Does your board avoid become a complaint processing center?
7. Consider introducing a similarly worded motion at your next meeting:

"The board of ABC Charter School hereby resolves to respond to parent complaints only after our executive has addressed them or attempted to resolve them."

## **IV. REVIEW OF PROPOSED 4-YEAR STRATEGIC PLAN**

### **APPLICABLE STATUTE, RULE, OR POLICY**

I.C. §67-1903

### **BACKGROUND**

The Division of Financial Management (DFM) requires state agencies to develop a multi-year strategic plan. Strategic plans help justify agency financial needs and ensure that each agency participates in data-driven continuous improvement.

Agencies review and update their plans annually. Sub-agency plans are reviewed by the State Board of Education (SBE) in June prior to submission to the DFM in August.

Once adopted, the strategic plan must be completed using the format adopted by the DFM. Goals must be supported by objectives, data-based targets, and time-specific tasks tied to the person responsible for completing the task and the budget line item that supports the work.

### **DISCUSSION**

The strategic plan proposes a revision to the IPCSC's mission and vision and the establishment of two long-term goals.

### **SPEAKER**

IPCSC Director, Jenn Thompson

### **IMPACT**

If the IPCSC approves the strategic plan, the plan will be sent to the SBE for review and submission to the DFM. If the IPCSC has minor revisions or recommendations, the plan can be updated quickly and reconsidered for approval on 6/10. If the IPCSC request significant revisions, a special meeting would be necessary to ensure that the strategic plan is adopted prior to the SBE's June meeting.

### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff has no comments or recommendations.

### **COMMISSION ACTION**

No action; OR

A motion to approve the strategic plan as presented.





## Strategic Plan 2021-2025

# Mission, Vision, and Values

Who we are.

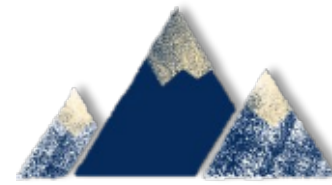


# IPCSC

# CURRENT MISSION

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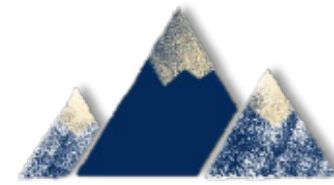
The Public Charter School Commission's mission is to ensure PCSC-authorized public charter schools' compliance with Idaho statute, protecting student and public interests by balancing high standards of accountability with respect for the autonomy of public charter schools and implementing best authorizing practices to ensure the excellence of public charter school options available to Idaho families.

**Mission Statement: Drives Every  
Decision, Every Day, at Every Level.**

# KEY STATEMENTS

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The Public Charter School Commission’s mission is to ensure PCSC-authorized public charter schools’ **compliance** with Idaho statute, **protecting student** and **public interests** by balancing high standards of **accountability** with respect for the **autonomy** of public charter schools and implementing **best** authorizing **practices . . .**

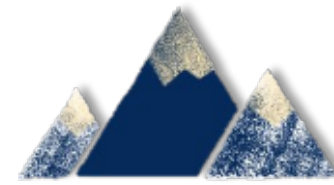
**. . . to ensure the excellence of public charter school options available to Idaho families.**

Mission Statement: Drives Every Decision, Every Day, at Every Level.

# PROPOSED MISSION

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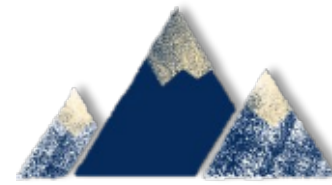
The IPCSC's mission is to cultivate excellent public charter schools.

Mission Statement: Drives Every  
Decision, Every Day, at Every Level.

# VISION

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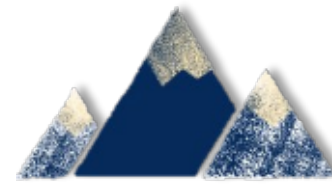
Living our mission will result in:

- Quality – Idaho families have high-quality charter school options.
- Autonomy – Charter school’s design and implement unique educational programs.
- Accountability – Charter schools meet standards defined in the performance framework.
- Compliance – Charter schools operate in compliance with laws, rules, and regulations.
- Advocacy – the IPCSC advocates for student and public interests.

# VALUES

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The IPCSC values the following approach to executing our work:

- Professionalism – the IPCSC acts with respect and decorum.
- Efficiency – the IPCSC provides service with efficiency.
- Credibility – the IPCSC is a source of accurate information.
- Integrity – The IPCSC makes data-driven decisions that serve its mission and vision.
- Communication – The IPCSC communicates with and listens to stakeholders.

Values: Statement of Action  
Expectations

# Core Functions

What we do.



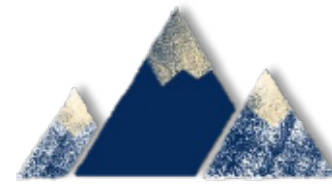
# IPCSC



# CORE FUNCTIONS

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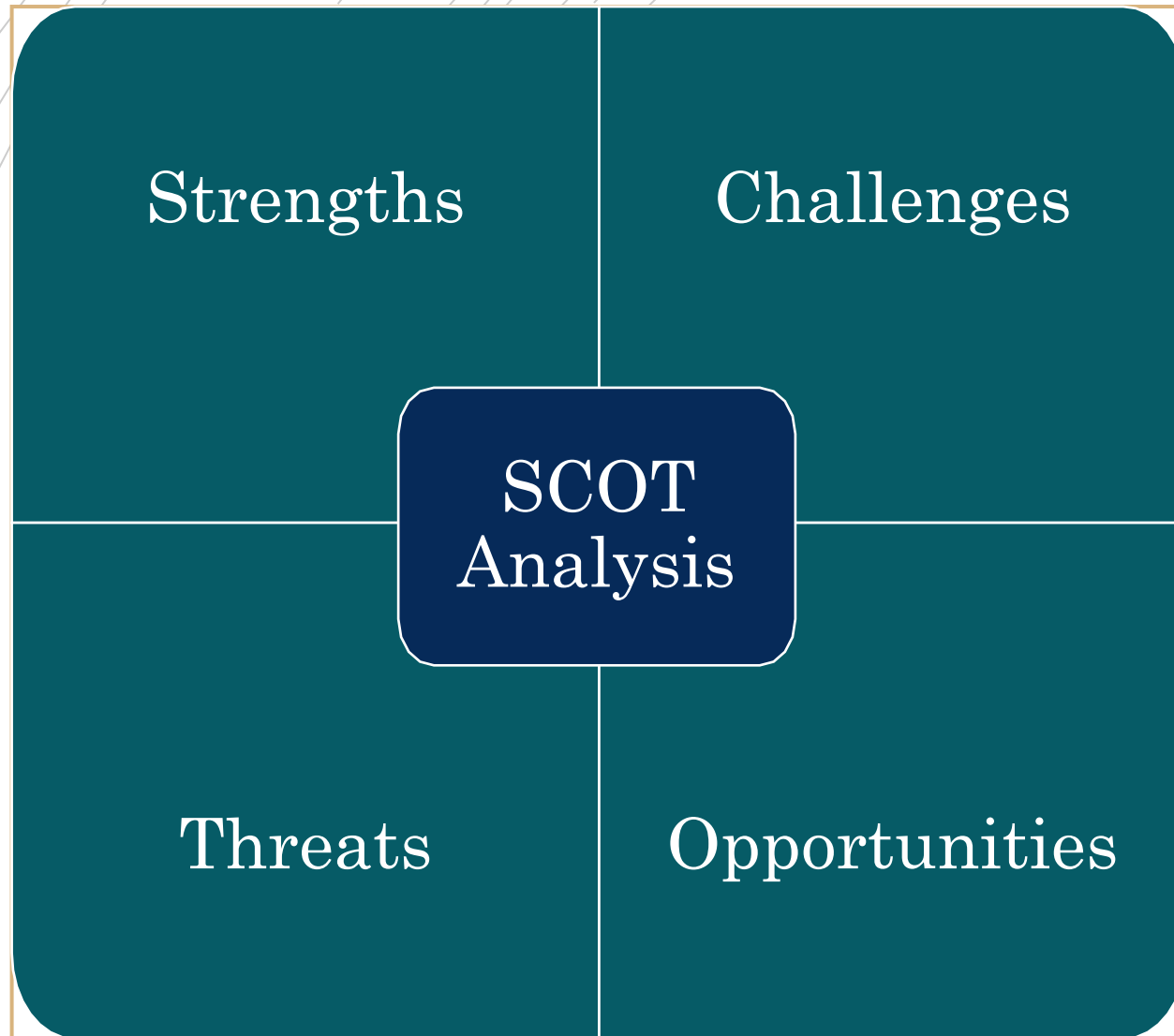


- Petition Management
  - New Petitions, Transfers, Replications, Amendments, and Renewals
- Day-to-Day Oversight
  - Data Analysis, Reporting, Investigations, and Interventions.
- Public Service
  - Advocacy, facilitation of resources, communication, technical assistance

# SCOT Analysis

Finding areas of impact

# IPCSC



S: What are we doing well now?

C: What obstacles do we face?

O: Where is there opportunity for growth?

T: What could prevent us from fulfilling our obligations?

# Strengths - What are we doing well now?

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S: What are we doing well now?

C: What obstacles do we face?

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T: What could prevent us from fulfilling our obligations?

O: Where is there opportunity for growth?

# Strengths - What are we doing well now?

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S: What are we doing well now?

Consistent Procedures  
New Team/Fresh Eyes  
Communication

C: What obstacles do we face?

History/Perception  
Silent Statute  
Lack of Public Awareness

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T: What could prevent us from fulfilling our obligations?

Student Mobility/ Choice  
Corporate Influence  
Legislation

O: Where is there opportunity for growth?

Advocacy/Public Policy  
Charter Specific Resources  
Transparency

# Strategic Planning

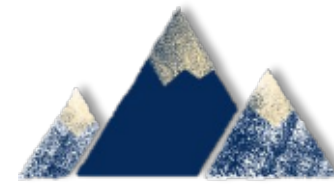
Exploring the Components

# IPCSC

# PROPOSED MISSION

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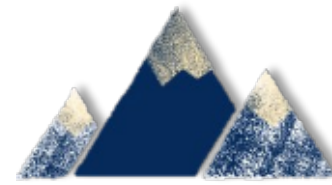
The IPCSC's mission is to cultivate excellent public charter schools.

Mission Statement: Drives Every  
Decision, Every Day, at Every Level.

# VISION

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Living our mission will result in:

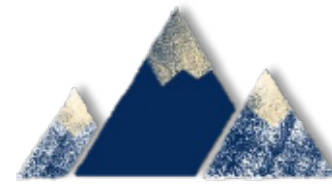
- Quality – Idaho families have high-quality charter school options.
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- Advocacy – the IPCSC advocates for student and public interests.



# GOALS

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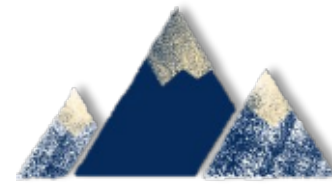
1. The IPCSC will cultivate a portfolio of high-performing charter schools.
2. The IPCSC will advocate for student, taxpayer, and charter sector interests.

Goal: Statement of Desired Result

# OBJECTIVES

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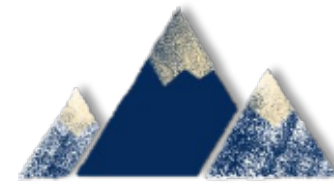
1. Goal: The IPCSC will cultivate a portfolio of high-performing charter schools.
  1. Objective: The IPCSC will make data-driven approval.
  2. Objective: The IPCSC will provide effective oversight.
  3. Objective: Assist schools in achieving success with regard to all performance outcomes.
  
2. Goal: The IPCSC will advocate for student, taxpayer, and charter sector interests.
  1. Objective: Contribute to effective charter school law.
  2. Execute a communication plan that reaches stakeholders.
  3. Facilitate access to meaningful resources for charter schools.

Goal: Statement of Desired Result  
Objective: Statement of Intent

# MEASURES

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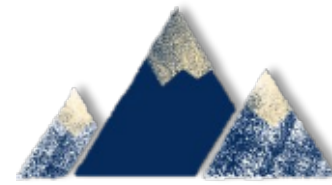
1. Goal: The IPCSC will cultivate a portfolio of high-performing charter schools.
2. Objective: Provide effective oversight
  1. Measure: Performance Framework
  2. Measure: Complaint and Concern Log
  3. Measure: Courtesy Letters

Goal: Statement of Desired Result  
Objective: Statement of Intent  
Measure: Quantitative Tool

# TARGETS

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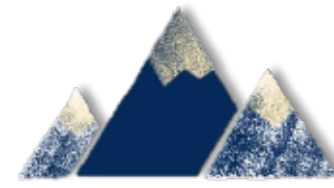
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  2. Objective: Provide effective oversight.
    1. Measure: Performance Framework
      1. Target: 95% of IPCSC schools will meet or exceed standard on all operational measures each year.
      2. Target: 95% of IPCSC schools will meet or exceed standard on all financial measures each year.
      3. 75% of IPCSC schools will meet or exceed standard on all academic measures by 6/30/2025.

Goal: Statement of Desired Result  
Objective: Statement of Intent  
Measure: Quantitative Tool  
Target: Desired Level of Performance

# TASKS

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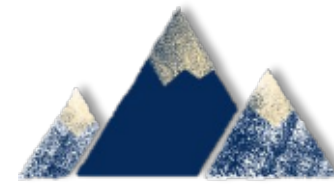
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      1. Task: IPCSC staff will monitor the efficacy of the tool and necessary revisions will be considered at the IPCSC's June meeting each year.

Goal: Statement of Desired Result  
Objective: Statement of Intent  
Measure: Quantitative Tool  
Target: Desired Level of Performance  
Task: Time-Based Staff Action

# RESULTS

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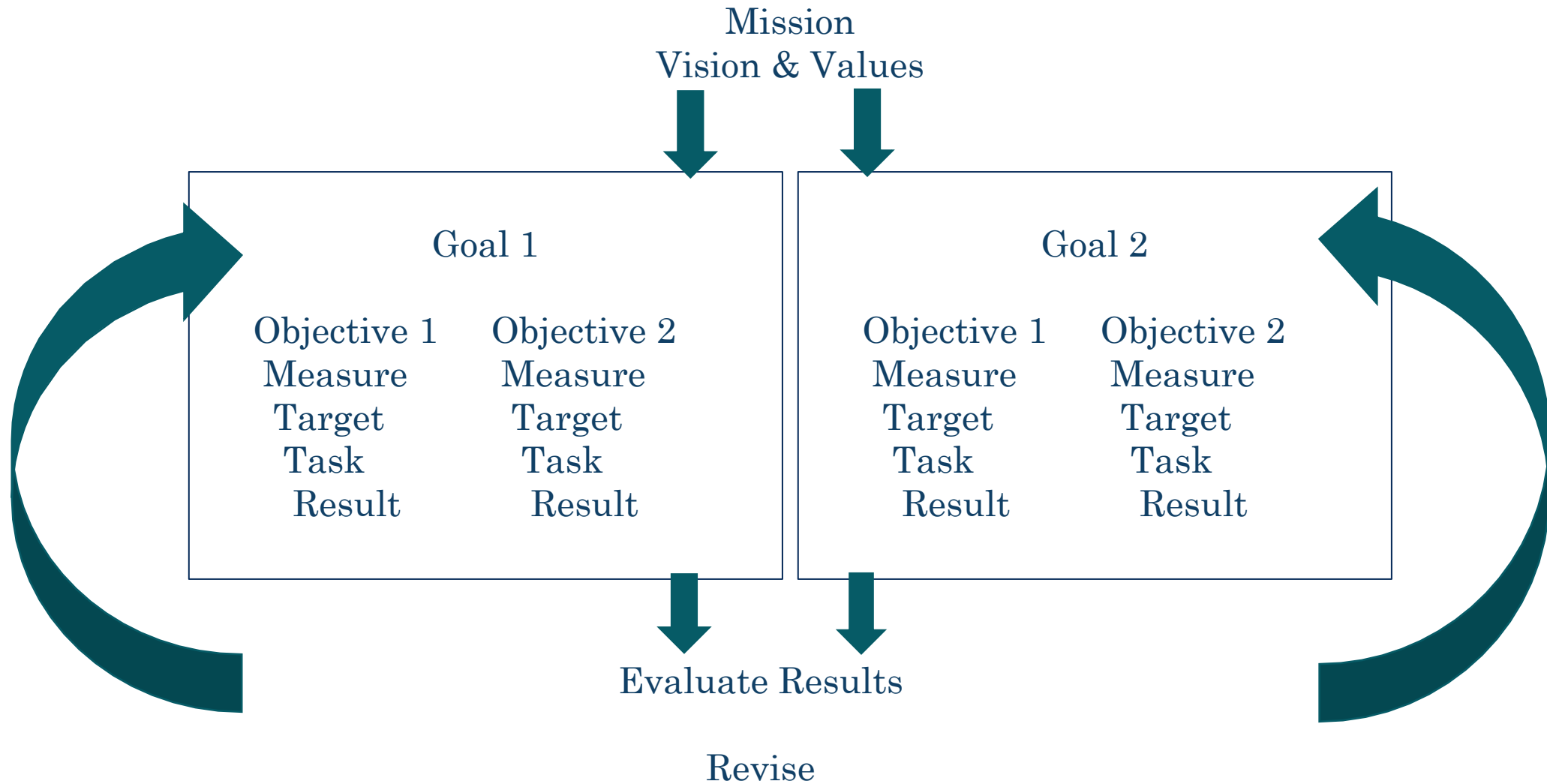
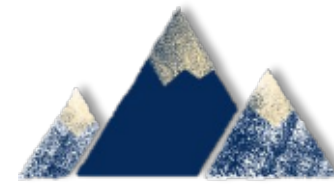
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1. Goal: The IPCSC will cultivate a portfolio of high-performing charter schools.
  2. Objective: Provide effective oversight.
    1. Measure: Performance Framework
      1. Target: 95% of IPCSC schools will meet or exceed standard on all operational measures each year.
        1. Task: IPCSC staff will monitor the efficacy of the tool and necessary revisions will be considered at the IPCSC's June meeting each year.
          1. Result: 93% of IPCSC schools met or exceeded standard on all operational measures in FY20.

Goal: Statement of Desired Result  
Objective: Statement of Intent  
Measure: Quantitative Tool  
Target: Desired Level of Performance  
Task: Time-Based Staff Action  
Result: Actual Performance Level

# REPEAT



# Our Plan

Strategic Plan 2021-2025



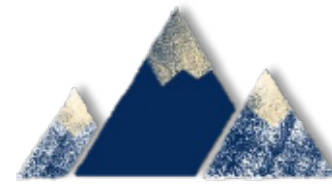
# IPCSC



# OBJECTIVES

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1. Goal: The IPCSC will cultivate a portfolio of high-performing charter schools.
  1. Objective: The IPCSC will make data-driven approval.
  2. Objective: The IPCSC will provide effective oversight.
  3. Objective: Assist schools in achieving success with regard to all performance outcomes.
  
2. Goal: The IPCSC will advocate for student, taxpayer, and charter sector interests.
  1. Objective: Contribute to effective charter school law.
  2. Execute a communication plan that reaches stakeholders.
  3. Facilitate access to meaningful resources for charter schools.



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## Strategic Plan 2021-2025

Idaho Public Charter School Commission

304 North 8<sup>th</sup> Street, Room 242

Boise, Idaho 83702

Phone: (208)332-1561

[pcsc@osbe.idaho.gov](mailto:pcsc@osbe.idaho.gov)

Alan Reed, Chairman

Jenn Thompson, Director

## Part I. Agency Overview

### 1. Agency overview

The Idaho Public Charter School Commission (IPCSC) is Idaho's state-level charter school authorizing entity. The IPCSC is made up of 7 appointed commissioners who serve as the governing body and 5 employees who execute the day-to-day work. The IPCSC maintains a chair and vice chair as well as three standing committees: finance, new petitions, and renewals.

Because charter schools are not managed by a district office, the authorizer's role is to ensure that the operations, financial health, and academic outcomes of a charter school justify the school's use of public funds. At its core, the IPCSC is a risk-management team that serves a variety of stakeholders, including students, taxpayers, policy makers, school boards, and school administrators.

**Mission:** The IPCSC's mission is to cultivate excellent public charter schools.

**Vision -** The IPCSC envisions that living our mission will result in:

- Quality - Idaho families have high-quality charter school options.
- Autonomy - Charter schools design and implement unique educational programs.
- Accountability - Charter schools meet standards defined in the performance framework.
- Compliance - Charter schools operate in compliance with laws, rules, and regulations.
- Advocacy - The IPCSC advocates for student and public interests.

**Values –** The IPCSC values the following approach to executing our work:

- Professionalism – The IPCSC acts with respect and decorum.
- Efficiency – The IPCSC provides service with efficiency.
- Credibility – The IPCSC is a source of accurate information.
- Integrity – The IPCSC makes data-driven decisions that serve its mission and vision.
- Communication – the IPCSC communicates with and listens to stakeholders.

### 2. Core functions

The IPCSC is tasked with making approval and renewal decisions for the schools in its portfolio.

When a new charter school petition is determined likely to be successful and the IPCSC approves the school to operate, a performance certificate that outlines the terms and conditions under which the school is allowed to operate for the next five years is executed. At the end of the five (5) year term, the school applies for a renewal of that contract, and the IPCSC reviews the school's performance outcomes to determine whether a next five (5) year term is warranted.

In between those decision points, the IPCSC staff engages in day-to-day oversight. This work includes compliance monitoring as well as evaluation of each school's operational, financial, and academic outcomes.

The IPCSC's philosophy is to educate and inform a school before engaging in oversight and enforcement of consequences. This means that a significant amount of staff's time is spent in communication and facilitation of resources with the goal of supporting charter school governing boards in making informed decisions. This also means that the IPCSC is obligated to investigate concerns and to inform entities responsible for administration of a law if there is reason to believe that a provision of law has been violated.

The oversight work across each school's operational term is reported in a performance report each year. These reports inform IPCSC renewal decisions.

### 3. Fiscal year review

The IPCSC hired a new Director in February of 2020. The FY21 budget was established based on assumptions from previous years. However, during FY21, the IPCSC re-evaluated its structures, systems, and practices. Policy was revised, procedures were documented and in some cases, revised significantly, new employees were hired and the day-to-day structure of the work was re-distributed in a more effective way. While the FY21 budget reflects some inefficiencies beyond the COVID impact on travel and professional development opportunities, the FY22 budget is reflective of the work and the needs of the IPCSC going forward and is intended to be a new baseline for the organization.

It is also worth noting that the Professional Services category reflects contingency line items, intended for use in high-level legal appeals and emergency interventions with schools. Neither of these circumstances required financial support in FY21.

Description	Personnel	Operations	Year to Date Actual	Remaining	% YTD
Payroll	\$364,088.87		\$264,321.00	\$99,767.87	72.60%
Communication Services		\$300.00	\$33.00	\$267.00	11.00%
Professional Development		\$9,325.00	\$3,151.00	\$6,174.00	33.79%
Professional Services		\$40,000.00	\$0.00	\$40,000.00	0.00%
Admin Services		\$6,850.40	\$5,941.00	\$909.00	86.73%
Travel		\$34,500.00	\$2,409.00	\$32,091.41	6.98%
Supplies		\$4,200.00	\$3,279.00	\$921.24	78.07%
Rentals and Leases		\$16,250.00	\$15,018.00	\$1,232.33	92.42%
Non-State Employee		\$11,000.00	\$11,000.00	\$0.00	100.00%
Expense					
<b>Total Expenditures</b>	<b>\$364,088.87</b>	<b>122,425.40</b>			
<b>Total Appropriation</b>	<b>\$389,000.00</b>	<b>135,220.00</b>			<b>Total Net</b>
<b>Net Income</b>	<b>\$24,911.13</b>	<b>12,794.60</b>			<b>37,705.73</b>

#### 4. Profile of cases managed/ services provided

The IPCSC’s portfolio currently consists of 57 Charter School LEA’s, running 64 unique academic programs. As Idaho’s charter school law allows for rolling applications, this number is not static. The current performance data, based on measures outlined in the IPCSC’s performance framework indicates that approximately 90% of IPCSC schools meet or exceed operational and financial standards, and that only 58% of IPCSC schools met the academic standard in the last year such data was available (2019-2020).

Annual Performance Report Term	Rating for School Year	% of Programs in Academic Good Standing	% of Schools in Operational Good Standing	% of Schools in Financial Good Standing
FY17	2017-2018	51%	81%	83%
FY18	2018-2019	52%	78%	81%
FY19	2019-2020	58%	93%	93%
FY20	2020-2021	No Data	93%	89%

The following services are among those provided by the IPCSC:

- 12-week cycle of research, interviews, and reports for each new charter school petition received;
- In-depth analysis/report for each academic program based on statewide assessment data each year;
- Board meeting observations and feedback for each school at least once per term;
- Enrollment lottery observations and feedback for each school at least once per term;
- Site visits to determine fidelity of key design element implementation as necessary;
- Quarterly review of financial data for each school;
- Annual desk audit of school operations, including policies, expert reports, etc.;
- Evaluation of complaints/concerns and management of any resulting investigations or interventions;
- A 16-week cycle each year for renewal application processing;
- A series of meetings with each school during its pre-opening timeline to ensure sufficient progress;
- A pre-opening site visit and walk-through to ensure readiness to serve students;
- Annual consideration to issue or lift “notifications of fiscal concern”;
- Investigation of complaints and concerns as necessary; and
- Issuance of courtesy letters as necessary.

#### 5. Key External Factors

- Lack of public awareness of charter schools;
- The autonomy of independent charter school governing boards;
- Legislation;
- Corporate influence on entities external to the IPCSC; and
- The impact on assessment of student mobility in a school choice setting.

#### 6. Evaluation

The IPCSC will evaluate the successes and challenges of progress toward objectives at each regular meeting and will engage in long-term goal setting through annual strategic planning work.

## Part II. Performance Measures

### Summary

**Goal 1:** The IPCSC will cultivate a portfolio of high-performing charter schools.

**Objective 1:** The IPCSC intends to achieve this goal by making data-driven approvals.

**Objective 2:** The IPCSC intends to achieve this goal by providing effective oversight.

**Objective 3:** The IPCSC intends to achieve this goal by assisting schools in achieving success.

**Goal 2:** The IPCSC will advocate for student, taxpayer, and charter sector interests.

**Objective 1:** The IPCSC intends to achieve this goal by contributing to effective charter school law.

**Objective 2:** The IPCSC intends to achieve this goal by executing a communication plan.

**Objective 3:** The IPCSC intends to achieve this goal by facilitating access to meaningful resources.

**Measures** – The following tools will be used to measure the IPCSC’s progress toward its goals.

1.1.1 - Standards of Quality

1.1.2 - Annual School Performance Reports

1.2.1 - Performance Framework

1.2.2 - Complaint and Concern Log

1.2.3 - Courtesy Letters

1.3.1 - Annual Performance Reports (schools)

1.3.2 - School Survey Results

2.1.1 – Maintenance of Effort Records

2.2.1 - Constant Contact Analytics

2.2.2 – Social Media Analytics

2.2.3 – Annual Performance Report (portfolio)

2.3.1 - Constant Contact Click Rate

2.3.2 – Network Event Attendance Rosters

**Goal 1: The IPCSC will cultivate a portfolio of high-performing charter schools.**

**Objective 1:** The IPCSC will make data-driven approvals.

**Measure 1:** Standards of Quality

**Target 1:** 100% of new charter school petitions approved without conditions will meet all of the established standards of quality.

**Task 1:** IPCSC staff will review and update the standards of quality and new petitioner guidance documents no later than May 1<sup>st</sup> of each year.

**Result:** This is a new goal. Baseline data will be collected during FY22.

**Target 2:** All approved amendment requests meet the applicable standards of quality.

**Task 1:** IPCSC staff will develop a guidance document specific to amendments by June 30<sup>th</sup> 2022.

**Result:** This is a new target. Baseline data will be collected during FY22.

New Task

**Measure 2:** Annual School Performance Reports

**Target 1:** All schools whose renewal applications are approved without conditions meet all standards on the school's most recent annual performance report.

**Task 1:** IPCSC staff will complete annual reports based on the data sources identified in the framework and will make renewal recommendations based on the results of the data.

**Result:** This is a new target. Baseline data will be collected during FY22.

**Target 2:** All schools whose renewal applications are approved with conditions include conditions specific to the unmet measures noted in the school's most recent annual performance report.

**Task 1:** IPCSC staff will recommend conditions related to unmet measures and will work through a negotiation process with schools as defined in the renewal guidance document.

**Result:** This is a new target. Baseline data will be collected during FY22.

**Measure 3:** Meeting Minutes

**Target 1:** The IPCSC will engage in at least five (5) professional development mini-sessions to be conducted at regular commission meetings each year.

**Task 1:** IPCSC staff will identify a content and facilitate discussion for the purpose of assisting the IPCSC in strengthening content knowledge related to the Standards of Quality.

**Result:** This is a new goal. Baseline data will be collected during FY22.

Commission

**Financial Notes:** In order to support IPCSC goal 1.1, FY22 tasks will focus on refining the data points and collection methods. FY23 will include a financial impact related to developing a small data system through contracted services.



**Goal 1: The IPCSC will cultivate a portfolio of high-performing charter schools.**

**Objective 2:** Provide effective oversight.

**Measure 1:** Performance Framework

**Target 1:** 95% of IPCSC schools will meet or exceed standard on all operational measures each year.

**Task:** The Performance Framework by which this target is measured was fully revised in 2020. IPCSC staff will monitor the efficacy of the tool and necessary revisions will be considered at the IPCSC’s annual meeting in June of each year.

**Result:** 93% of IPCSC schools met or exceeded standard on all operational measures in FY20.

**Target 2:** 95% of IPCSC schools will meet or exceed standard on all financial measures each year.

**Task:** The Performance Framework by which this target is measured was fully revised in 2020. IPCSC staff will monitor the efficacy of the tool and necessary revisions will be considered at the IPCSC’s annual meeting in June of each year.

**Result:** 89% of IPCSC schools met or exceeded standard on all financial measures in FY20.

**Target 3:** 75% of IPCSC schools will meet or exceed standard on all academic measures by 6/30/2025.

**Task:** The Performance Framework by which this target is measured was fully revised in 2020. IPCSC staff will monitor the efficacy of the tool and necessary revisions will be considered at the IPCSC’s annual meeting in June of each year.

**Result:**

	Results						
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Target			61%	64%	67%	71%	75%
Result	58%	No Data					

**Measure 2:** Complaint and Concern Log

**Target 1:** 95% of identified concerns will be resolved within 30 days.

**Task 1:** IPCSC staff will log complaints and notify the school of complaints received within 48 hours of receipt (as per IPCSC policy).

**Result:** In FY21 the IPCSC processed 36 complaints and concerns. 94% were resolved within 30 days.

**Task 2:** IPCSC staff will work with the SDE to determine a process by which a member of the SDE can indicate performance concerns to the IPCSC before July 1 2021.

**Result:** This is a new task that will facilitate communication between government agencies. Implementation may increase the number of concerns reported to the IPCSC.



### Measure 3: Courtesy Letters

**Target 2:** 95% of the concerns that cannot be resolved within 30 days are engaged as a formal investigation and documented via courtesy letters.

**Task 1:** IPCSC staff will conduct investigations and interventions for the support of school improvement when necessary.

**Result:** In FY21, the IPCSC addressed 2 investigations that were not resolvable within 30 days. Both were engaged as formal investigations and documented via courtesy letters.

**Financial Notes:** \$28,000 is allocated to contingency budgets for the purpose of addressing legal fees from appeal proceedings and/or contracted services (such as forensic audits for investigations or asset management for closure) that may become necessary in the course of an investigation. Situations that require use of these funds are rare. Unspent dedicated funds carryover to future years.

**Goal 1: The IPCSC will cultivate a portfolio of high-performing charter schools.**

**Objective 3:** Assist schools in achieving success with regard to all performance outcomes.

**Measure 1:** Annual Performance Reports (Quantitative Data)

**Target 1:** Provide outreach to every school that does not meet standard on one or more measure as reported on the school's annual performance report by February 15<sup>th</sup> each year.

**Task 1:** Program Managers will engage in outreach with all school whose annual reports indicates a rating of "approaches" or "does not meet" standard on any measure by February 15<sup>th</sup> each year.

**Result:** This is a new target. Baseline data will be collected in FY22.

New Task

**Measure 2:** School Survey Results (Qualitative Data)

**Target 1:** 95% of IPCSC schools will provide feedback via an annual feedback survey.

**Task 1:** IPCSC staff will develop and administer a stakeholder feedback survey by October 30, 2021.

**Result:** This is a new target. Baseline data will be collected in FY22.

New Task

**Financial Notes:** Goal 1.3 is supported by budget line items for in-state travel and technology services such as Typeform (survey tool) and Zoom (virtual meeting tool).

**Goal 2:** The IPCSC will advocate for student, taxpayer, and charter sector interests.

**Objective 1:** Contribute to effective charter school law

**Measure 1:** Maintenance of Effort Records

**Target 1:** The IPCSC Director will dedicate at least 10% of his/her time to activities that directly contribute to continuous improvement of charter school law.

New Task

**Task 1:** The IPCSC Director will provide technical assistance on legislation that impacts the charter school act, including research, recommendations, and participation in rule-making.

**Result:** This is a new target. Baseline data will be collected in FY22.

**Financial Notes:** Goal 2.1 is supported by a public relations professional services contract that will provide training and support to the IPCSC team.

**Goal 2:** The IPCSC will advocate for student, taxpayer, and charter sector interests.

**Objective 2:** Execute a communication plan that reaches stakeholders.

**Measure 1:** Constant Contact Analytics (stakeholders: board chairs and school administrators)

The percentage of recipients who open newsletter emails will help determine whether communication to school leaders and board chairs is effectively delivered.

**Target 1:** The IPCSC will achieve a 75% open rate on quarterly newsletters sent to all IPCSC school administrators and board chairs by June 30, 2025.

**Task 1:** IPCSC staff will engage in continuous feedback and research to identify high-quality resources and information for charter school administrators and school board directors.

**Result:**

Newsletter Date	Winter 2021	Spring 2021
# of Recipients	126	
Open Rate	46%	

**Measure 2:** Social Media Outreach (stakeholders: general community)

The number of people reached through social medial posts will help determine whether general charter school messaging is reaching the community at large.

**Target 1:** The IPCSC will increase the number of people regularly reached through social media to 200 by June 30, 2025.

**Task 1:** As Facebook analytics will not be available after July 1, 2021, IPCSC staff will evaluate and identify the most appropriate data points to track by June 30, 2022.

**Result:** This is a new target. Baseline data will be collected in FY22.

**Measure 3:** Annual Portfolio Report Delivery Record (stakeholders: policy makers)

The IPCSC’s annual portfolio report’s intended audience is policy makers and Idaho education agencies.

**Target 1:** The IPCSC will annually directly deliver this report to at least 50 key policy makers by June 30, 2025.

**Task 1:** The IPCSC will revise the content and delivery timeline of this report to better reflect the needs of the identified audience.

**Result:**

	FY21	FY22	FY23	FY24	FY25
Target # of Recipients		35	50	50	50
Actual # of Recipients	15				



**Financial Notes:** Goal 2.2 is supported by purchasing licenses for various technology tools, such as Canva (graphic design), Constant Contact (electronic newsletter), and by allocating \$500 to social media marketing efforts to help us increase our readership in a strategic way.

**Goal 2:** The IPCSC will advocate for student, taxpayer, and charter sector interests.

**Objective 3:** Facilitate access to meaningful resources for charter schools.

**Measure 1:** Constant Contact Click Rate

Click rate indicates that school leaders and board chairs are opening the resources provided, indicating that the resources are of interest to the intended audience.

**Target 1:** The IPCSC will achieve a 50% click rate with regard to resources provided in newsletters by June 30, 2025.

**Task 1:** IPCSC staff will conduct a needs survey of schools by 6/30/2022.

**Result:** This is a new target. Baseline data will be collected in FY22.

**Measure 2:** Network Event Attendance Rosters

**Target 1:** The IPCSC will engage at least 100 unique stakeholders each year through networking events by June 30, 2025.

**Task 1:** The IPCSC will host quarterly webinar events

**Result:** This is a new target. Baseline data will be collected in FY22.

**Task 2:** The IPCSC will host annual in-person events

**Result:** This is a new target. Baseline data will be collected in FY22.

**Task 3:** The IPCSC will increase presence at local and Idaho events that celebrate the charter sector and/or promote the work of charter schools.

**Result:** This is a new target. Baseline data will be collected in FY22.



**Financial Notes:** Goal 2.3 is supported by allocating \$5,000 to fund regional networking/training events for IPCSC schools and approximately \$2,000 to purchase branded materials for a booth display (table cloth, banner, etc.).

Attestation

I, \_\_\_\_\_, Director of the Idaho Public Charter School Commission, hereby attest that the data and information presented in this document has been internally assessed for accuracy and has been deemed to be correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **V. REVIEW OF PROPOSED MEMORANDUM OF UNDERSTANDING**

### **APPLICABLE STATUTE, RULE, OR POLICY**

N/A

### **BACKGROUND**

The Idaho Public Charter School Commission (IPCSC) began as a program within the Office of the State Board of Education (OSBE). As the IPCSC transitions into its own agency, it is necessary to define how operational services will be provided.

### **DISCUSSION**

The IPCSC has proposed a Memorandum of Understanding (MOU) to the OSBE as a means of facilitating the financial and operational separation of the two entities.

Several services, including information technology, human resources, and financial transition support, will continue to be provided by the OSBE team.

The proposed MOU defines the specifics of services to be provided and identifies the costs for services. It also defines the terms of the agreement. The MOU has been reviewed by legal counsel on both sides.

### **SPEAKER**

IPCSC Director, Jenn Thompson

### **IMPACT**

If the IPCSC approves the MOU, the services agreement will go into effect on July 1, 2021. If the IPCSC has minor revisions or recommendations, the policy can be updated quickly and reconsidered for approval on 6/10. If the IPCSC request significant revisions, a special meeting would be necessary to ensure that all operational services are in place by July 1, 2021.

### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff has no comments or recommendations.

### **COMMISSION ACTION**

No action; OR

A motion to approve the MOU as presented.



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**THE OFFICE OF THE IDAHO STATE BOARD OF EDUCATION**  
**And**  
**THE IDAHO PUBLIC CHARTER SCHOOL COMMISSION**

**PURPOSE:**

This Memorandum of Understanding (“MOU”) is entered into by and between the Office of the Idaho State Board of Education (“OSBE”) and the Idaho Public Charter School Commission (“IPCSC”).

OSBE and IPCSC have determined the need to identify and formalize both parties’ scope of work regarding OSBE’s provision of services and resources to IPCSC.

**EFFECTIVE DATE AND AGREEMENT PERIOD:**

This MOU shall become effective upon signature of both parties. It shall remain in effect for three (3) years from the most recent signature date, unless terminated by either party as provided herein.

**SCOPE OF WORK:**

Section 1. OSBE will provide the following services to IPCSC:

A. IT Hardware

- a) Management, maintenance, and security of hardware, including but not limited to, regular maintenance, updates, and patches. Hardware shall include, but not be limited to computers, docking stations, desktop printers, and wireless nodes;
- b) Management and maintenance of up to one (1) terabyte of secure server space dedicated to the IPCSC with the option to increase if necessary;
- c) Management of the IPCSC website, including updates and security, with limited administrative rights granted to an IPCSC employee for content posting purposes.

B. IT Software

- a) Management of vendors and software used by the IPCSC in cases where the account is not exclusively owned by the IPCSC (i.e. MS365, Zoom, Adobe Sign, Citrix Sharefile, and Cisco Global Connect); and
- b) Assistance with ensuring full accessibility to software in cases where the account is exclusive to the IPCSC, the vendor and account is managed directly by the IPCSC, and the OSBE IT team was consulted on the compatibility of the software prior to purchase (i.e. Canva, Constant Contact, OnBoard, Asana, and Tyepform).

C. IT Services

- a) Up to one hundred (100) hours of IT support service, without additional cost.
- b) Engagement with ITS on behalf of the IPCSC to support the management and maintenance of ITS managed hardware, software, and services, such as Voice over Internet Protocol (VOIP) phone lines, website hosting, wireless access (including employee and guest networks), Virtual Private Network (VPN) access, firewall management, etc.

D. Data Services

- a) Fulfillment of data requests related to oversight of IPCSC authorized charter schools through the OTIS system in compliance with the separately executed Data Sharing Agreement; and
- b) Provision of up to ten (10) hours of consultation service per year regarding data redaction on public reports issued by the IPCSC and/or the data processing methodologies used by the IPCSC.
- c) Support with transitioning the academic data analysis methodology and process provided by the OSBE for IPCSC schools in the fall of 2020 to the IPCSC team.
- d) Protection of IPCSC data, including regular data back-up.

E. Public Relations

- a) Provision of up to ten (10) hours of consultation service per year regarding public relations strategy and management.

- F. Human Resources Services
  - a) Management of benefits and compensation for all IPCSC employees; and
  - b) Management of HR actions, including, but not limited to, hiring, termination, and discipline as necessary for non-classified employees.
- G. Financial Services
  - a) Assistance with transitioning financial services to the IPCSC office, including consultation and training on state systems and FY21 Year End close out tasks.
- H. Consultation and Assistance
  - a) The OSBE will provide consultation and assistance in a timely manner with respect to the nature of the request and without unduly hindering the IPCSC's ability to fulfill its statutory obligations and in a manner which does not detrimentally impact OSBE's work for the Board of Education or OSBE's own statutory responsibilities.

Section 2. IPCSC will provide the following:

- A. The IPCSC will incur the cost of hardware, software, and supplies related to IT services. The cost of services are detailed in Appendix A, attached hereto and incorporated herein by this reference.
- B. The IPCSC will provide for asset tracking and management of furniture, fixtures, and equipment for which asset tracking is required.
- C. The IPCSC will consult with OSBE's IT team prior to purchasing any intended hardware and/or software to verify compatibility.
- D. The IPCSC will maintain responsibility for all financial reporting and for management of accounts receivable, accounts payable, payroll, and travel in accordance with applicable statute, rules, and regulations.
- E. The IPCSC will provide for all web content development and will maintain limited administrative rights for the purpose of posting such content and documents in coordination with the OSBE Web Developer.
- F. The IPCSC will manage all data processing and maintain responsibility for accuracy and redaction of any data released to the public in compliance with the separately executed Data Sharing Agreement.
- G. The IPCSC will manage all aspects of media contact and public records requests.
- H. The IPCSC will make every effort to request consultation and assistance with sufficient notice.

**FINANCIAL MANAGEMENT:**

Both parties will abide by the financial management policies and procedures defined by the Idaho State Division of Financial Management and the Board of Examiners.

**CONFIDENTIALITY AND DATA SECURITY:**

All parties agree to comply with any and all applicable laws, rules, and regulations concerning the confidentiality of records, files, or communications in compliance with the State Board of Education's Data Management Council's policies and procedures. All parties agree to secure privacy, confidentiality and integrity of school, employee, and administrative data in compliance with the Idaho Technology Authority's policies and the separately executed Data Sharing Agreement.

**TERMINATION:**

Either OSBE or IPCSC may withdraw from this agreement by submitting to the other party a written notice of withdrawal. Said notice of withdrawal shall be effective sixty (60) days from the date of notice or sooner if both parties agree in writing. Both parties shall continue to fulfill any responsibilities required by this MOU during that time period until the withdrawal takes effect.

**AMENDMENTS:**

Amendments to this MOU shall become effective upon mutual written agreement by both parties.

*Signature page to follow.*

**SIGNATURES:**

\_\_\_\_\_  
Matt Freeman  
Executive Director, Office of the State Board of Education

Date \_\_\_\_\_

\_\_\_\_\_  
Jenn Thompson  
Director, Idaho Public Charter School Commission

Date \_\_\_\_\_

**APPENDIX A**  
**Cost of Services**

In exchange for the services detailed in the MOU, the IPCSC shall provide annual payment to OSBE in the following amounts:

1. Direct Services

a) Due in full by July 30<sup>th</sup> of each year:

Direct Services	Cost
Support services and consulting as described in Section 1 of this MOU, including information technology, human resources, public relations, data, and finance (based on a calculation of approximately 200 hours @ \$40/hour)	\$8,000 annually

2. Pass-through Costs

a) The listed amounts are estimates. Actual costs will be reimbursed to OSBE throughout the year as the annual costs are incurred.

Pass-through Costs	Cost
Zoom Pro + Webinar (\$400/year webinar platform + \$750/ 5 licenses)	\$1,150/ annually
MS 365 (\$150/annual license x 5)	\$750/ annually
Infrastructure	\$3,500/ annually

b) The listed amounts below are estimates. As the IPCSC transitions into agency status, these costs will eventually be billed directly to the IPCSC. For the length of time that IPCSC services are billed through OSBE, the IPCSC will be responsible to remit payment as costs are incurred.

Pass-through Costs	Cost
Cisco VOIP lines (5 lines @ \$40.00 per line per month)	\$2,400
Broadband wireless service	\$2,000
Citrix Sharefile (annual package)	\$250
Adobe DE w/ e-sign (\$179/yr x5 licenses + ~\$300 for sign services)	\$1,000

**DATA SHARING AGREEMENT  
BETWEEN  
THE IDAHO STATE BOARD OF EDUCATION  
AND  
THE IDAHO PUBLIC CHARTER SCHOOL COMMISSION**

This Data Sharing Agreement (“Agreement”) is entered into by the Idaho State Board of Education (“SBOE”) and the Idaho Public Charter School Commission (“IPCSC”), effective July 1, 2021 (“Effective Date”). This Agreement documents the parties’ understanding regarding IPCSC’s use of data from the Idaho Postsecondary Statewide Longitudinal Data System (“Postsecondary SLDS”) and the Idaho System for Education Excellence (“ISEE”) (collectively referred to as “SLDS Data”) in order to complete reports and evaluations required by Title 33, Chapter 52, Idaho Code.

**BACKGROUND**

The SBOE is charged under the Idaho Constitution Article IX, Section 2 and Idaho Code, Section 33-101 with the general supervision, governance and control of all state educational institutions in Idaho. The Postsecondary SLDS is the database created by SBOE to house electronic postsecondary education data from students receiving public postsecondary education in Idaho. ISEE is the database that houses electronic education data from primary and secondary students receiving public education in Idaho and their teachers. The data in the Postsecondary SLDS and ISEE are used to assess the effectiveness of and improve publicly funded education programs.

The IPCSC was originally created as a program within the Office of the SBOE to serve as Idaho’s independent charter school authorizer. Charter statute was amended during the 2021 legislative session transitioning the IPCSC to an independent agency under the SBOE, effective July 1, 2021.

The Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g, and its implementing regulations, 34 C.F.R. 99, protects the privacy of students’ education records. Personally identifiable information may not be disclosed from education records without consent unless disclosure without consent is permissible under a FERPA authorized exception. One such exception allows for the disclosure of PII from education records without consent for the purpose of performing an audit or evaluation of federal or state supported education program. Reports containing information from students’ education records shall not be publicly disclosed if they include personally identifiable information. Aggregate data that masks personally identifiable information may be released publicly. See, Exhibit B: Masking Guidelines from SLDS Technical Brief #3 (NCES 2011-603).

Idaho Code, Section 33-133 governs student data use and limitations. All SLDS Data shall be protected in accordance with Idaho Code, Section 33-133. Additional requirements and restrictions may be implemented by SBOE to protect student information and privacy. The SLDS Data shared under this Agreement shall not be linked with other data or data sets or manipulated in a way to determine the identity of particular individuals. For the purpose of protecting student privacy, a draft report shall be provided to SBOE at least ten (10) working days prior to any public release of reports derived from the SLDS Data released under this Agreement.

**1. PURPOSE OF THE DATA SHARING AGREEMENT**

This Agreement sets forth the manner and purpose by which SLDS Data will be provided to the IPCSC in order for the IPCSC to prepare reports and evaluations required by Title 33, Chapter 52, Idaho Code, and the parties' agreement as to how any personally identifiable information in the SLDS Data will be protected from public disclosure.

## 2. DEFINITIONS

**"Aggregate Data"** means data collected and reported at the group, cohort, or institutional level that is aggregated using protocols that are effective for preserving the anonymity of each individual included in the data.

**"Agreement"** means this Data Sharing Agreement, including all documents attached or incorporated by reference.

**"Data Encryption"** refers to ciphers, algorithms or other encoding mechanisms that shall encode data to protect its confidentiality.

**"Data Storage"** refers to the location and/or medium where data reside. Data shall be stored on secured environments.

**"Data Transmission"** refers to the methods and technologies to be used to move a copy of the data between systems, networks, and/or workstations.

**"Disclosure"** means to permit access to or release, transfer, or other communication of PII contained in education or employment records by any means including oral, written, or electronic means, to any party except the party identified or the party that provided or created the record (34 CFR 99.3).

**"Personally Identifiable Information" or "PII"** means information that can be used to distinguish or trace an individual's identity, such as the student's name, the name of the student's parent or other family, a personal identifier such as the student's social security number, student education ID, biometric records date and place of birth, mother's maiden name, which alone or when combined with other personal or identifying information may be linked or linkable to a specific individual. PII also includes other information that alone or in combination would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty.

**"SLDS Dataset"** means that SLDS Data described in Exhibit A received by IPCSC from SBOE for use to complete out the evaluations and reports required by Idaho Code, Section 67-823. . IPCSC shall be allowed to retain the SLDS Dataset for one year after receipt, and shall destroy the SLDS Dataset as provided for by this Agreement, upon the earlier of one year after receipt, or expiration or termination of the Agreement. Upon request, SBOE will maintain the SLDS Dataset so that it can be updated for future evaluations and reports. The IPCSC shall not create its own database for storage and future use of the SLDS Data beyond the term provided in this paragraph.

## 3. PERIOD OF AGREEMENT

This Agreement shall begin on the Effective Date and terminate on that date which is one year after the Effective Date (“Term”), unless terminated sooner or extended as agreed in writing by the parties. IPCSC may renew this Agreement annually, upon agreement of SBOE, by providing SBOE with written notice of intent to renew at least two weeks prior to the expiration of the then existing Term.

#### **4. SBOE and IPCSC CONTACT INFORMATION**

##### **Idaho Board of Education**

Chris Campbell  
Chief Technology Officer  
208-332-6970  
cacampbell@sde.idaho.gov

##### **Idaho Public Charter School Commission**

Jenn Thompson  
Director  
(208) 332-1594  
Jenn.thompson@osbe.idaho.gov

#### **5. DATA TRANSMISSION**

To ensure SLDS Data are encrypted during SLDS Data transmission, all SLDS Data shall be electronically transmitted to IPCSC using the secure HTTPS system utilized for SLDS file transmission or other secure methods. The parties anticipate that IPCSC may request SLDS Data quarterly and will work together to determine dates that SLDS Data will be provided.

#### **6. DATA SECURITY**

All SLDS Data provided by SBOE shall be stored by IPCSC on a secure environment with access limited to the least number of staff needed to complete the purpose of this Agreement.

##### **a. Protection of SLDS Data**

IPCSC agrees to store and protect SLDS Data only on one or more of the following media:

- 1) Workstation Hard disk drives. Access to the SLDS Data stored on local work station hard disks shall be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. If the workstation is located in an unsecured physical location, the hard drive shall be encrypted to protect SLDS Data in the event the device is stolen.
- 2) Network server disks. Access to SLDS Data stored on hard disks mounted on network servers and made available through shared folders shall be restricted to authorized users through the use of access control lists. Access shall be granted only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanism that

provides equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers shall be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism. Backup copies for Disaster Recovery purposes shall be encrypted if recorded to removable media.

- 3) Paper documents. Any paper SLDS Data records shall be protected by storing the records in a secure area which is only accessible to authorized individuals. When not in use, such records shall be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.
- 4) SLDS Data storage is prohibited outside of the United States. In the event the Agreement requires IPCSC to store, process or transfer SLDS Data, IPCSC shall store, process, and transfer SLDS Data only in or to facilities located within the United States.
- 5) SLDS Data storage on portable devices or media.
  - a) SLDS Data shall not be stored by IPCSC on portable devices or media unless specifically authorized in writing by SBOE. If so authorized, the SLDS Data shall be given the following protections:
    - i. Encrypt SLDS Data with a key length of at least 128 bits
    - ii. Control access to devices with a unique user ID and password or stronger authentication method such as a physical token or biometrics.
    - iii. Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.
    - iv. Physically protect the portable device(s) and/or media by:
      - Keeping them in locked storage when not in use;
      - Using check-in/check-out procedures when they are shared; and
      - Taking frequent inventories.
  - b) When transported outside of a secure area, portable devices and media with SLDS Data shall be under the physical control of IPCSC staff with authorization to access SLDS Data.
  - c) Portable devices include, but are not limited to; handhelds/PDAs, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook computers.
  - d) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs, Blu-Rays), magnetic media (e.g. tape, or Zip disks), or flash media (e.g. CompactFlash, SD, MMC).
- b. Safeguards Against Unauthorized Access and Re-disclosure



IPCSC shall exercise due care to protect all SLDS Data from unauthorized physical and electronic access. IPCSC shall establish and implement the following minimum physical, electronic and managerial safeguards for maintaining the confidentiality of information provided pursuant to this Agreement:

- 1) Access to the SLDS Data shall be restricted to those authorized staff, officials, and agents who need it to perform their official duties in the performance of the work requiring access to SLDS Data as detailed in this Agreement.
- 2) IPCSC shall store the information in an area that is safe from access by unauthorized persons during duty hours as well as non-duty hours or when not in use.
- 3) IPCSC shall not store any SLDS Data on portable electronic devices or media, including, but not limited to laptops, handhelds/PDAs, Ultramobile PCs, flash memory devices, floppy discs, optical discs (CDs/DVDs), and portable hard disks.
- 4) IPCSC shall protect SLDS Data in a manner that prevents unauthorized persons from retrieving the information by means of computer, remote terminal or other means.
- 5) IPCSC shall take precautions to ensure that only authorized personnel and agents are given access to SLDS Data.
- 6) IPCSC shall instruct all individuals with access to SLDS Data regarding the confidential nature of the information, the requirements of Use of Data and Safeguards against Unauthorized Access and Re-Disclosure clauses of this Agreement, and the sanctions specified in federal and state laws against unauthorized disclosure of SLDS Data covered by this Agreement.
- 7) IPCSC shall take due care and take reasonable precautions to protect SLDS Data from unauthorized physical or electronic access. IPCSC shall meet or exceed the requirements of the Idaho Data Management Council's policies and standards, accessible at: [https://boardofed.idaho.gov/research\\_stats/data\\_managment\\_council.asp](https://boardofed.idaho.gov/research_stats/data_managment_council.asp), for data security and access controls to ensure the confidentiality, availability, and integrity of all SLDS Data accessed.

c. SLDS Data Segregation

- 1) SLDS Data should be segregated or otherwise distinguishable from any other data obtained from other sources. This is to ensure that when no longer needed by IPCSC, all SLDS Data can be identified for return or destruction. It also aids in determining whether SLDS Data have or may have been compromised in the event of a security breach.
- 2) SLDS Data should not be stored on electronic media (e.g. hard disk, optical disc, tape, etc.) that contains other data, unless:
  - a. SLDS Data are stored in a logical container on electronic media, such as a partition or folder dedicated only to the Data; or,

- b. SLDS Data are stored in a database with no other data; or,
- c. SLDS Data are stored within a database and that is distinguishable from other data by the value of a specific field or fields within database records; or
- d. When stored as physical paper documents, SLDS Data shall be physically segregated from other data in a drawer, folder, or other container.

When it is not feasible or practical to segregate SLDS Data from other data, then both the SLDS Data and the data from other sources with which it is commingled shall be protected as described in this Agreement.

## **7. BREACH OF DATA SECURITY**

If IPCSC detects a compromise in the security of SLDS Data such that PII may have been accessed or disclosed without prior IPCSC authorization, IPCSC shall give notice to SBOE within three (3) business days of discovering the compromise or potential compromise. IPCSC shall take corrective action as soon as practicable to eliminate the cause of the breach and shall be responsible for ensuring that appropriate notice is made to those individuals whose personal information may have been improperly accessed or disclosed and take all steps necessary to protect against the improper use of any disclosed SLDS Data. IPCSC shall take full responsibility for the security of all SLDS Data in its possession.

## **8. DATA CONFIDENTIALITY**

IPCSC acknowledges the personal or confidential nature of SLDS Data and agrees that staff with access shall comply with all terms of this Agreement and all laws, regulations, and policies that apply to protection of the confidentiality of the data. SLDS Data shall not be shared unless written authorization is given by SBOE.

## **9. USE OF SLDS DATA**

- a. SLDS Data may be accessed only to carry out the evaluations and reports required by Title 33, Chapter 52, Idaho Code. Any ad hoc analyses or other use of the SLDS Data not specified in this Agreement is not permitted without the prior written agreement of SBOE. IPCSC shall maintain the confidentiality of PII within the SLDS Data.
- b. Data in the SLDS is provided by Idaho school districts, charter schools and public post-secondary higher education institutions.
- c. SLDS Data provided by SBOE shall not be linked with other data or data sets as a way to determine the identity of particular individuals. SLDS Data in any data set shall be used for statistical purposes only. If the identity of any student or employee is discovered inadvertently, IPCSC shall not use this information and shall advise SBOE of any such discovery.
- d. SLDS Data provided by SBOE cannot be re-disclosed or duplicated by IPCSC unless specifically authorized by SBOE in writing.

- e. IPCSC shall follow applicable federal and state laws protecting student data, and the guidelines referenced through Exhibit B, when displaying student information in public reports. Publicly reported aggregated results shall not contain any group of fewer than ten (10) individuals.
- f. IPCSC agrees that it shall not publically release any analysis of the SLDS Data in such a way as to disclose PII. Unless otherwise agreed by the parties, at least ten (10) days prior to public dissemination or release of any report using SLDS Data, IPCSC shall provide SBOE with an electronic copy of the draft report or publication so that SBOE can ensure that no PII is inadvertently disclosed. SBOE will protect the draft report from public release.

**10. DISPOSITION OF SLDS DATA**

- a. Upon the destruction of SLDS Dataset, IPCSC shall complete the Certification of Data Disposition attached as Exhibit C and submit it to SBOE within fifteen (15) days of the date of disposal.
- b. Acceptable destruction methods for various types of media include:
  - 1) If SLDS Data have been stored on paper documents, a contract with a recycling firm to recycle confidential documents is acceptable, provided the contract ensures that the confidentiality of the SLDS Data shall be protected. Such documents may also be destroyed by on-site shredding, pulping, or incineration.
  - 2) Recycling is not an option for SLDS documents containing confidential or sensitive information. These documents only shall be destroyed by on-site shredding, pulping, or incineration.
  - 3) If SLDS Data have been stored on optical discs (e.g. CDs, DVDs, Blu-ray), IPCSC shall either destroy the optical discs by incineration, shredding, or completely defacing the readable surface with a coarse abrasive.
  - 4) If SLDS Data have been stored on magnetic tape(s), IPCSC shall destroy the SLDS Data by degaussing, incinerating or crosscut shredding.
  - 5) If SLDS Data have been stored on server or workstation data hard drives or similar media, IPCSC shall destroy the SLDS Data by using a “wipe” utility that will overwrite the SLDS Data at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the SLDS Data cannot be reconstructed, or physically destroying disk(s).
  - 6) If SLDS Data have been stored on removable media (e.g. floppies, USB flash drives, portable hard disks, or similar disks), IPCSC shall destroy the SLDS Data by using a “wipe” utility that will overwrite the data at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the SLDS Data cannot be reconstructed, or physically destroying disk(s).

**THE IDAHO STATE BOARD OF EDUCATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**IDAHO PUBLIC CHARTER SCHOOL COMMISSION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## EXHIBIT A

### Description of SLDS Data Requested by IPCSC

Data Points Necessary for all IPCSC Authorized Schools	When Needed
Midterm ADA	By November 30th for Current Year
Title 1 Eligible	By July 15th for Previous Year
Title 1 Status	By July 15th for Previous Year
Full Term ADA Previous Year	By July 15th for Previous Year
Math Proficiency All Students	By August 15th for Previous Year
Math Proficiency Hispanic	By August 15th for Previous Year
Math Proficiency Special Education	By August 15th for Previous Year
Math Proficiency Low Income	By August 15th for Previous Year
ELA Proficiency All Students	By August 15th for Previous Year
ELA Proficiency Hispanic	By August 15th for Previous Year
ELA Proficiency Special Education	By August 15th for Previous Year
Literacy Proficiency All Students Fall Administration	By August 15th for Previous Year
Literacy Proficiency Hispanic Fall Administration	By August 15th for Previous Year
Literacy Proficiency Low Income Fall Administration	By August 15th for Previous Year
Literacy Proficiency All Students Spring Administration	By August 15th for Previous Year
Literacy Proficiency Hispanic Spring Administration	By August 15th for Previous Year
Literacy Proficiency Low Income Spring Administration	By August 15th for Previous Year
Math Growth All Students	By August 15th for Previous Year
Math Growth Hispanic	By August 15th for Previous Year
Math Growth Special Education	By August 15th for Previous Year
Math Growth Low Income	By August 15th for Previous Year
ELA Growth All Students	By August 15th for Previous Year
ELA Growth Special Education	By August 15th for Previous Year
ELA Growth Low Income	By August 15th for Previous Year
Graduation Rate 4 Yr ACGR	By August 15th for Previous Year
Graduation rate 5 Yr ACGR	By August 15th for Previous Year
Identified for Targeted Support	By October 1st for Current Year
Identified for Additional Targeted Support	By October 1st for Current Year
Identified as Comprehensive Support and Improvement for underperformance	By October 1st for Current Year
identified as Comprehensive Support and Improvement for low graduation rate	By October 1st for Current Year
At Risk (number of currently enrolled students with this designation mid-year)	As of November 15th
At Risk (percentage continuously enrolled)	By July 15 for Previous Year
Enrollment (number of unique Idaho Student Id's by grade level)	Quarterly

Demographics broken down by gender, race/ethnicity, and economic status	November 15th and July 15th
Minutes Per Week	By November 15 for Current Year
Math Proficiency All Students for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
ELA Proficiency All Students for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Literacy Proficiency All Students Fall Administration for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Literacy Proficiency All Students Spring Administration for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Math Growth All Students for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
ELA Growth All Students for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Graduation Rate 4 Yr ACGR for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Graduation rate 5 Yr ACGR for each schoolid identified in an IPCSC school's performance certificate as the "identified comparison group"	By August 15th for Previous Year
Data Points Necessary for IPCSC Schools In Which More Than 50% of the Student Population is Reported as At-Risk	When Needed
By schoolid a list of idstuID, with a gradeLevel of 6-8: corresponding schoolEntryDate, schoolExitDate, courseCode (specific to Math and ELA - 01001-01004 and 02052-02205), and creditsEarned for each courseCode.	By August 15th for Previous Year
By schoolid a list of idstuID, with a gradeLevel of 9-12: corresponding schoolEntryDate, schoolExitDate, all courseCode reported, and creditsEarned for each courseCode earned at the IPCSC school.	By August 15th for Previous Year
for any student continuously enrolled during the most recently completed school year at an IPCSC school (with more than 50% at risk student population across all grades) who did not earn 1.0 credit in Math and ELA (course codes 01001-01004 and 02052-02205): A list of all credit earned by studid across the following course codes, regardless of schooid: 01001-01004 and 02052-02205	By September 15th for Previous Year

<p>for any student not continuously enrolled but enrolled for at least 45 days at an IPCSC alt school with a gradeLevel of 12 during the most recently completed school year: number of total credits earned from any schoolid while that student was enrolled in grades 9-12</p>	<p>By September 15th for Previous Year</p>
<p>for any student not continuously enrolled but enrolled for at least 45 days at an IPCSC alt school with a gradeLevel of 12 during the most recently completed school year: was the student reported with an Exit Reason Code indicating graduation (4A, 4C, 4G, 4H, 4I)</p>	<p>By September 15th for Previous Year</p>

## EXHIBIT B

### Masking Guidelines from SLDS Technical Brief #3 (NCES 2011-603)

The Masking Guidelines from SLDS Technical Brief #3 (NCES 2011-603) are available at:

<http://nces.ed.gov/pubs2011/2011603.pdf>



## EXHIBIT C

### Certification of SLDS Data Disposition

Date of Disposition: \_\_\_\_\_

\_\_\_ All copies of SLDS Data provided to IPCSC under the Data Sharing Agreement between SBOE and IPCSC, dated \_\_\_\_\_ (“Agreement”) have been wiped from data storage systems.

\_\_\_ All materials and non-wiped computer media containing Data provided to IPCSC under the Agreement have been destroyed.

\_\_\_ All copies of any SLDS Data provided to IPCSC under the Agreement that have not been disposed of in a manner described above, have been returned to the SBOE as provided for in the Agreement.

IPCSC certifies, by signature below, that the data disposition requirements required in the Agreement have been fulfilled as indicated above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return signed forms to SBOE, PO Box 83720, Boise, Idaho 83720.

## **VI. REVIEW OF IPCSC BUDGET**

### **APPLICABLE STATUTE, RULE, OR POLICY**

N/A

### **BACKGROUND**

IPCSC's transition to an agency will require the IPCSC to conduct agency financial management in-house with support from the Division of Financial Management.

### **DISCUSSION**

- The FY21 budget will be reviewed for close out.
- The FY22 budget will be previewed. This budget reflects the impact of the MOU, purchase of services necessary as an independent agency, as well as an additional employee.
- Any budget requests for FY23 are due to the Division of Financial Management by August 28<sup>th</sup>.

The FY22 budget must be approved by the IPCSC.

### **SPEAKER**

IPCSC Finance Committee Chair, Julie Van Orden and IPCSC Director, Jenn Thompson.

### **IMPACT**

If the IPCSC approves the FY22 budget, the budget will be effective on July 1, 2021. If the IPCSC has minor revisions or recommendations, the budget can be updated quickly and reconsidered for approval on 6/10. If the IPCSC request significant revisions, a special meeting would be necessary to ensure the budget is finalized by July 1, 2021.

### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff has no comments or recommendations.

### **COMMISSION ACTION**

No action; OR

A motion to approve the FY22 budget.

**Charter School Commission  
OFFICE OF THE STATE BOARD OF EDUCATION  
FY21 Budget Draft**

	Personnel	Operations	Total			
<b>Revenue</b>						
1	FY21 General Fund	\$124,000.00	\$47,600.00	\$171,600.00		
2	FY20 Authorizer Fees	\$265,000.00	\$96,200.00	\$361,200.00		
3	Total Appropriation	\$389,000.00	\$143,800.00	\$532,800.00		
4	FY20 5% Holdback	\$0.00	\$8,580.00	\$8,580.00		
5	Total Adjusted Appropriation	\$389,000.00	\$135,220.00	\$524,220.00		
<b>Expenditures</b>						
6	Description	Personnel	Operations	Year to Date Actual	Remaining	% YTD
7	Payroll	\$364,088.87		264321	\$99,767.87	72.60%
8	Communication Services		\$300.00	33	\$267.00	11.00%
9	Professional Development		\$9,325.00	3151	\$6,174.00	33.79%
10	Professional Services		\$40,000.00	0	\$40,000.00	0.00%
11	Admin Services		\$6,850.40	5,941	\$909.00	86.73%
12	Travel		\$34,500.00	2,409	\$32,091.41	6.98%
13	Supplies		\$4,200.00	3279	\$921.24	78.07%
14	Rentals and Leases		\$16,250.00	15,018	\$1,232.33	92.42%
15	Non-State Employee Expense		\$11,000.00	11,000	\$0.00	100.00%
16	Total Expenditures	\$364,088.87	122,425.40	305,151.42		\$337,334.68
17	Total Appropriation	\$389,000.00	135,220.00	524,220.00	Total Net	\$524,220.00
18	Net Income	\$24,911.13	12,794.60	219,068.58	37,705.73	186,885.32
<b>Detail</b>						
Charter School Commission						
19						
20	Category	Operational Budget	Personnel Budget	YTD	Remaining	Anticipated % Expended
21	<b>Payroll</b>					
22	Salary and Benefits		\$364,088.87	\$264,321.00	\$99,767.87	\$99,767.87 72.60%
23						
24	<b>Communication Services</b>					
25	Conference Calls	\$300.00		\$33.00	\$267.00	\$33.00 11.00%
29						
30	<b>Professional Development</b>					
31	NACSA Annual Conference	\$1,300.00		\$250.00	\$1,050.00	\$250.00 19.23%
32	ISBA Annual Convention	\$1,500.00		\$1,550.00	-\$50.00	\$1,550.00 103.33%
33	IASBO Conference	\$175.00		\$0.00	\$175.00	\$0.00 0.00%
34	GSM Conference	\$650.00		\$299.00	\$351.00	\$299.00 46.00%
35	NAPCS Annual Conference	\$1,950.00		\$825.00	\$1,125.00	\$825.00 42.31%
36	NACSA Membership	\$2,500.00		\$0.00	\$2,500.00	\$0.00 0.00%
37	Idaho Ed Rules & Law Books/CDs	\$240.00		\$222.00	\$18.00	\$222.00 92.50%
38	Legislative Directories	\$10.00		\$5.00	\$5.00	\$5.00 50.00%
39	Misc. Training Courses/Supplies	\$1,000.00		\$0.00	\$1,000.00	\$0.00 0.00%
40						
41						
42	<b>Professional Services</b>					
43	Appeals Contingency	\$15,000.00		\$0.00	\$15,000.00	\$0.00 0.00%
44	Oversight Contingency	\$15,000.00		\$0.00	\$15,000.00	\$0.00 0.00%
45	Contractors for Renewals	\$5,000.00		\$0.00	\$5,000.00	\$0.00 0.00%
46	Contractors for New Petitions	\$5,000.00		\$0.00	\$5,000.00	\$0.00 0.00%
47						
48	<b>Admin Services</b>					
49	Ricoh - copy costs per page	\$1,500.00		\$360.00	\$1,140.00	\$360.00 24.00%
50	Asana Project Mgmt Software	\$375.00		\$375.00	\$0.00	\$375.00 100.00%
51	Typeform Survey Tool	\$420.00		\$424.00	-\$4.00	\$424.00 100.95%
52	OnBoard	\$3,500.00		\$3,668.00	-\$168.00	\$3,668.00 104.80%
53	Zoom Pro+Webinar	\$600.00		\$490.00	\$600.00	\$490.00 81.67%
54	Adobe Sign	\$300.00		\$289.00	\$11.00	\$289.00 96.33%
55	Canva	\$155.40		\$119.40	\$36.00	\$119.40 76.83%
56	Constant Contact	\$540.00		\$216.00	\$324.00	\$216.00 40.00%
57						
58	<b>Travel</b>					
59	In-State	\$25,000.00		\$2,408.59	\$22,591.41	\$2,408.59 9.63%
60	Out-of-State	\$9,500.00		\$0.00	\$9,500.00	\$0.00 0.00%
61						
62	<b>Supplies</b>					
63	Supplies for Interventions	\$200.00			\$200.00	\$200.00 0.00%
64	Miscellaneous	\$1,000.00		\$376.00	\$624.00	\$376.00 37.60%
65	Hardware Reserve	\$3,000.00		\$2,902.76	\$97.24	\$2,902.76 96.76%
66						
67	<b>Rentals and Leases</b>					
68	Facilities Service: Office Rent	\$14,257.00		\$14,256.90	\$0.10	\$14,256.90 100.00%
69	Facilities Services: Meeting Rooms	\$600.00		\$0.00	\$600.00	\$0.00 0.00%
70	Ricoh - Copier Lease	\$1,393.00		\$760.77	\$632.23	\$760.77 54.61%
71						
72	<b>Non-State Employee</b>					
73	Office of Administrative Rules	\$1,200.00		\$1,200.00	\$0.00	\$1,200.00 100.00%
74	SWCAP Attorney General	\$9,800.00		\$9,800.00	\$0.00	\$9,800.00 100.00%
75		\$122,965.40	\$364,088.87		\$182,392.85	\$118,266.10 0.00%

**Idaho Public Charter School Commission  
FY22 Budget Draft**

2021 Anticipated Year End Balance: **\$608,454**

		Personnel	Operations		Total
<b>Revenue</b>					
1	FY21 General Fund	\$126,500.00	\$47,600.00		\$174,100.00
2	FY20 Authorizer Fees	\$371,900.00	\$94,800.00		\$466,700.00
3					
5	Total Appropriation	\$498,400.00	\$142,400.00		\$640,800.00

<b>Expenditures</b>						
	Description	Personnel	Operations	Year to Date Actual	Remaining	% YTD
7	Payroll	\$483,345.02			\$483,345.02	0.00%
8	Communication Services		\$4,950.00		\$4,950.00	0.00%
9	Professional Development		\$7,245.00		\$7,245.00	0.00%
10	Professional Services		\$28,000.00		\$28,000.00	0.00%
11	Admin Services		\$1,250.00		\$1,250.00	0.00%
12	Admin Supplies		\$3,000.00			
13	Computer Services		\$10,690.00			
14	Computer Supplies		\$4,000.00			
15	Travel		\$25,000.00		\$25,000.00	0.00%
16	Rentals and Leases		\$18,650.00		\$18,650.00	0.00%
17	Non-State Employee Expense		\$36,200.00		\$36,200.00	0.00%
18	Total Expenditures	\$483,345.02	\$138,985.00			
19	Total Appropriation	\$498,400.00	\$142,400.00			Total Net
20	Net Income	\$15,054.98	\$3,415.00			\$18,469.98

<b>Detail</b>						
<b>Charter School Commission</b>						
	Category	Operational Budget	Personnel Budget	YTD	Remaining	
23	<b>4101 Payroll</b>					
24	4105 Employee Salary		\$350,616.80		\$350,616.80	
25	4120 Commissioner Compensation		\$3,000.00			
26	4201 Employee Benefits		\$129,728.22			
28	<b>5000 Communication Services</b>					
29	5028 Cisco VOIP Lines x 5	\$1,500.00			\$1,500.00	
30	5035 Global Meet Conference Calls	\$100.00			\$100.00	
31	5020 Postage	\$200.00			\$200.00	
32	5320 Broadband Wireless Service (Cisco)	\$2,000.00			\$2,000.00	
33	5050 Zoom Pro+Webinar	\$1,150.00			\$1,150.00	
34	5010 Communication Media Services	\$200.00			\$200.00	
36	<b>5051 Professional Development</b>					
37	5070 Summit on Ed. Annual Conference	\$650.00			\$650.00	
38	5070 IASBO Conference	\$175.00			\$175.00	
39	5070 ISBA Annual Convention	\$2,500.00			\$2,500.00	
40	5070 NAPCS Annual Conference	\$2,600.00			\$2,600.00	
41	5071 Idaho Ed Rules & Law Books	\$320.00			\$320.00	
42	5070 Misc. Training Courses/Supplies	\$1,000.00			\$1,000.00	
44	<b>5151 Professional Services</b>					
45	5166 Appeals Contingency	\$10,000.00			\$10,000.00	
46	5199 Oversight Contingency	\$10,000.00			\$10,000.00	
47	5171 PR Services	\$0.00			\$0.00	
48	MOU with OSBE for Services	\$8,000.00			\$8,000.00	
50	<b>5251 Administrative Services</b>					
51	5275 Ricoh - copy costs per page	\$750.00			\$750.00	
52	5260 Printing Services	\$500.00			\$500.00	
54	<b>5401 Administrative Supplies</b>					
55	5410 Office Supplies	\$3,000.00			\$3,000.00	
57	<b>5301 Computer Services</b>					
58	5320 Asana Project Mgmt Software	\$375.00			\$375.00	
59	5320 Typeform Survey Tool	\$425.00			\$425.00	
60	5320 OnBoard	\$3,500.00			\$3,500.00	
61	5320 Canva	\$350.00			\$350.00	
62	5320 Constant Contact	\$540.00			\$540.00	
63	5320 MS365	\$750.00			\$750.00	
64	5320 Adobe DC w/ e-sign	\$1,000.00			\$1,000.00	
65	5320 Citrix Sharefile	\$250.00			\$250.00	
66	Infrastructure	\$3,500.00			\$3,500.00	
67	<b>5551 Computer Supplies</b>					
68	5580/5585 Hardware Reserve	\$4,000.00			\$4,000.00	
70	<b>5351 Travel</b>					
71	5351 In-State	\$20,000.00			\$20,000.00	
72	5351 Out-of-State	\$5,000.00			\$5,000.00	
74	<b>5901 Rentals and Leases</b>					
75	5925 Facilities Service: Office Rent	\$14,257.00			\$14,257.00	
76	5938 Facilities Services: Meeting Rooms	\$1,000.00			\$1,000.00	
77	5910 Ricoh - Copier Lease	\$1,393.00			\$1,393.00	
78	5939 Trade Show/ Booth	\$2,000.00			\$2,000.00	
80	<b>Non-State Employee Expense/Miscellaneous</b>					
81	Office of Administrative Rules	\$1,200.00			\$1,200.00	
82	SWCAP	\$35,000.00			\$35,000.00	
83		\$139,185.00	\$483,345.02		\$489,801.80	

## **VII. CONSIDERATION OF POTENTIAL LEGISLATION**

### **APPLICABLE STATUTE, RULE, OR POLICY**

N/A

### **BACKGROUND**

The IPCSC may recommend legislation to the State Board of Education (SBE). The SBE considers ideas for potential legislation to be brought forward during the next legislative session at its June meeting each year.

Selected pieces of legislation are then presented to the Division of Financial Management by the SBE in August.

June proposals need only include the general idea and financial notes. If selected, the specific proposed legislation is drafted for the August presentation.

### **DISCUSSION**

IPCSC Staff propose two legislative ideas: mandatory charter school board training and additional reasons for revocation. Both recommendations are cost-neutral and would serve to support charter school success while protecting taxpayer interests.

First, since 2018, the IPCSC has engaged in five (5) interventions/investigations involving charter school governing boards. In each case, lack of board training was a primary factor in the school's situation, and in most cases, support and training has empowered the boards to make informed decisions and self-correct the issues. It follows that engaging boards in training before costly issues arise would be a benefit to both taxpayers and schools.

The second recommendation includes two additional reasons for revocation: failure to meet pre-opening condition(s) and failure to remedy issues within an established cure-time if the issues were determined by the appropriate entity to be in violation of law.

### **SPEAKER**

IPCSC Director, Jenn Thompson.

### **IMPACT**

If the IPCSC choose to present potential legislation to the SBE, Director Thompson will work with the SBE to see that the presented ideas are considered.

Alternatively, the IPCSC could choose not to present ideas for potential legislation.

### **STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends that the IPCSC present the ideas for proposed legislation regarding charter school board training and revocation to the SBE.

**COMMISSION ACTION**

A motion to propose the presented ideas for legislation to the SBE for their consideration; OR

No action.