

CHARTER SCHOOL PERFORMANCE CERTIFICATE

This Performance Certificate (“Certificate”) is executed on **June 8, 2023**, by and between the Idaho Public Charter School Commission (the “Authorizer”) and **Falcon Ridge Public Charter School, Inc.** (the “Charter Holder”) for the purpose of operating **Falcon Ridge Public Charter School** (the “School”), an independent public school organized as an Idaho nonprofit corporation and established under the Public Charter Schools Act of 1998, Idaho Code section 33-5201 *et seq.*, as amended (the “Charter Schools Act”).

RECITALS

WHEREAS, **Falcon Ridge Public Charter School, Inc.** is a non-profit entity incorporated with a board of directors; and

WHEREAS, on **October 28, 2004**, the Authorizer approved a charter petition for the establishment of the School; and

WHEREAS, the School began operations in the year **2005**; and

WHEREAS, the School’s charter was renewed on **March 1, 2018**, for a five-year term of operations,

WHEREAS, on **February 23, 2023**, the Authorizer renewed the School’s charter for a subsequent five-year term of operations to begin July 1, 2023 and end on June 30, 2028.

NOW THEREFORE in consideration of the foregoing recitals and the mutual understandings contained herein, the Authorizer and **Falcon Ridge Public Charter School, Inc.** agree as follows:

SECTION 1: TERMS OF AUTHORIZATION

- A. Establishment of School.** The Charter Holder is hereby authorized to implement at the School the program described in the Charter, attached to this Certificate as Appendix B and incorporated herein by this reference. Any significant changes to any section of the Charter, including the educational program, facilities plan, financial plan, or the management plan, during the School’s pre-operational period or first operational term shall be treated as an amendment in accordance with the Authorizer’s policy.
- B. Term of Agreement.** The School’s operational term shall be from July 1, **2023** and end on June 30, **2028**. Subsequent terms of operation may be issued by the Authorizer in accordance with Idaho Code and Authorizer policy.

SECTION 2: EDUCATIONAL PROGRAM

- A. School Mission.** **The mission of the School is as follows: Developing students who are**

competent, productive and responsible by promoting the academic skills and character to succeed in life.

- B. Grades Served.** The School may serve students in grades Kindergarten through 8.
- C. Design Elements.** The School shall implement and maintain the following essential design elements of its educational program:
- i. Establish a learning environment that is safe both emotionally and physically. This can be measured via observation.
 - ii. Incorporate a “teach to the ceiling” philosophy towards ensuring that all students are challenged academically. This can be measured via curriculum, teaching plans and observation.
 - iii. Set high behavioral expectations with a focus on kindness and respect for others. This can be measured via observation.
 - iv. Establish an atmosphere that encourages student participation and engagement. This can be measured via observation.
 - v. Maintain a culture that values work ethic, personal responsibility and those habits that lead to a productive citizenry. This can be measured via observation.
- D. Standardized Testing.** Students of the School shall be tested with the same standardized tests as other Idaho public school students.
- E. Accreditation.** The School shall be accredited as provided by rule of the State Board of Education.

SECTION 3: SCHOOL GOVERNANCE

- A. Governing Board.** The School shall be governed by a non-profit board of directors (the “Board”) incorporated by the Charter Holder. The Board shall serve as public agents authorized by the Authorizer, in a manner that is consistent with the terms of this Certificate, so long as such provisions are in accordance with state and federal laws, rules and regulations. The Board shall have final authority with respect to the School’s operation, and shall have the responsibility of overseeing academic achievement, financial stability, and operational management of the School. The Charter Holder shall also be responsible for maintaining and enforcing a compliant Board and providing overall Board stewardship for the School.
- B. Articles of Incorporation and Bylaws.** The articles of incorporation and bylaws of the Charter Holder shall provide for governance of the operation of the School as a nonprofit corporation and a public charter school, and shall at all times be consistent with all applicable laws, rules, regulations, and this Certificate. The Charter Holder shall notify the Authorizer of any modification to the articles of incorporation or bylaws within five business days of approval by the Charter Holder.
- C. Charter Board Composition.** The composition of the Board shall at all times be determined by and consistent with the articles of incorporation and bylaws, and all applicable laws, rules, regulations, and policies. The Charter Holder shall notify the Authorizer of any changes to its composition and provide an amended School Leadership Roster within five business days of it taking effect.

SECTION 4: AUTHORIZER ROLE AND RESPONSIBILITIES

- A. Oversight Allowing Autonomy.** The Authorizer’s role shall be to evaluate the School’s performance outcomes according to this Certificate and the Performance Framework, and shall be to provide compliance oversight. The Authorizer shall comply with the provisions of the Charter Schools Act and the terms of this Certificate in a manner that does not unduly inhibit the autonomy of the School.
- B. Charter School Performance Framework.** The Charter School Performance Framework (“Performance Framework”) is attached and incorporated into this agreement as Appendix A. The Performance Framework shall be used to annually evaluate the School’s academic achievement, Board stewardship, operational management, and financial stability. The specific terms of the Performance Framework are determined by the Authorizer and shall be binding on the School.
- C. Separate Academic Evaluations.** The academic performance outcomes of the K-8 on-site program operated by the School shall be aggregated across all grades for reportability.
- D. Identified Comparison Group.** For purposes of evaluating the School against the metrics and measures established in the Performance Framework, the School’s comparison group shall be identified as described below and shall be established for the length of the Certificate term.
- i.** The comparison group for the School’s K-12 on-site program shall be Kuna Joint School District #3.
- E. Authorizer to Monitor School Performance.** The Authorizer shall monitor and report on the School’s progress in relation to the indicators, measures, metrics, and targets set out in the Performance Framework. A formal report of the School’s academic, financial, and operational performance (“Performance Report”) shall be provided to the school and the public by the Authorizer annually. Data necessary to conduct this evaluation will be collected throughout the year. Additional reviews may be necessary if compliance concerns arise.
- F. School Performance.** The School shall meet standard on all measures of the Performance Framework. The Authorizer shall renew any charter in which the School met all the terms of its Certificate, including all appendices, at the time of renewal.
- G. Performance Framework as Basis for Renewal of Charter.** The School’s performance in relation to the Performance Framework shall provide the basis upon which the Authorizer shall decide whether to renew the School’s Charter at the end of the Certificate term.
- H. Required Reports.** The School shall prepare and submit reports as required by the Authorizer’s policy.
- I. Authorizer’s Right to Review.** The Authorizer maintains the right to request and review additional documentation if such becomes necessary in the course of regular oversight duties or to investigate the validity of a compliance concern. The Authorizer shall conduct its reviews in a manner that does not unduly inhibit the autonomy granted to the School.
- J. Site Visits.** The Authorizer may conduct site visits in accordance with the Authorizer’s policy. Reports from any site visit shall be made available to the School and shall be included in the School’s annual Performance Report.

SECTION 5: SCHOOL OPERATIONS

- A. In General.** The School and the Charter Holder shall operate at all times in accordance with all federal and state laws, rules, regulations, local ordinances, and Authorizer policies applicable to public charter schools.
- B. Maximum Enrollment.** The maximum number of students who may be enrolled in the school shall be 303 students.
- C. Equitable Enrollment Procedures.** The School shall make student recruitment, admissions, enrollment, and retention decisions in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability or need for special education services. In no event may the School limit admission based on race, ethnicity, national origin, disability, gender, income level, athletic ability, or proficiency in the English language. If there are more applications to enroll in the School than there are spaces available, the School shall select students to attend using a random selection process that shall be publicly noticed and open to the public.
- i. **Calendar.** The School shall operate on a traditional nine-month calendar in which the last day of the regular term shall fall on or before June 30.
 - ii. The School will not offer a summer school session for the purpose of acceleration and/or credit recovery.
- D. School Facilities.** The School shall operate at the following location(s): 278 S. Ten Mile, Kuna, ID 83634. The School shall provide the Authorizer with facilities documentation, including occupancy permits, fire marshal reports, building inspection reports, and health department reports for any facility newly occupied by the School, and any remodeling or construction project for which such documentation is necessary in accordance with Authorizer policy and in accordance with law, rule, regulations, and authorizer policy.
- E. Attendance Area.** The School's primary attendance area shall be used for the purposes of determining applicability of this enrollment preference category.
- i. Kuna Joint School District #3.
- F. Staff.** Instructional staff shall be certified as provided by rule of the State Board of Education. All full-time staff members of the School shall be covered by the Public Employee Retirement System of Idaho, federal social security, unemployment insurance, worker's compensation insurance, and health insurance.
- G. Alignment with All Applicable Law.** The School shall comply with all applicable federal and state laws, rules, and regulations. In the event any such laws, rules, or regulations are amended, the School shall be bound by any such amendment upon the effective date of said amendment.

SECTION 6: SCHOOL FINANCE

- A. General.** The School shall comply with all applicable financial and budget laws, rules, regulations, and financial reporting requirements, as well as the requirements contained in the School's Performance Framework.
- B. Financial Controls.** At all times, the Charter Holder shall ensure that the School maintains appropriate governance, managerial procedures, and financial controls, which shall include, but not be limited to: (1) commonly accepted accounting practices and the capacity to implement

them; (2) a checking account; (3) adequate payroll procedures; (4) procedures for the creation and review of monthly and quarterly financial reports, which procedures shall specifically identify the individual who will be responsible for preparing such financial reports in the following fiscal year; (5) internal control procedures for cash receipts, cash disbursements and purchases; and (6) maintenance of asset registers and financial procedures for grants, all in accordance with state and federal laws, rules, regulations, and Authorizer policy.

- C. Financial Audit.** The School shall submit audited financial statements from an independent auditor to the Authorizer no later than November 1 of each year.
- D. Annual Budgets.** The School shall adopt a budget for each fiscal year, prior to the beginning of the fiscal year. The budget shall be in the Idaho Financial Accounting Reporting Management Systems (IFARMS) format or any other format as may be reasonably requested by the Authorizer.

SECTION 7: TERMINATION, NON-RENEWAL AND REVOCATION

- A. Relinquishment.** Should the Charter Holder choose to relinquish its Charter before the expiration of this Certificate, it may do so upon written notice to the Authorizer. In such a case, the Authorizer's closure protocol shall begin immediately following written notification.
- B. Nonrenewal.** The Authorizer may non-renew the Charter at the expiration of the Certificate if the School failed to meet one or more of the terms of its Certificate, including the Performance Framework. The Charter Holder may appeal a decision to non-renew directly to the State Board of Education.
- C. Revocation.** The School's Charter may be revoked as provided by Idaho Code section 33-5209C. In such an event, the Authorizer shall consider whether to revoke the School's Charter at its next regularly scheduled meeting. The decision shall be made at that time. The Charter Holder may appeal a decision to revoke directly to the State Board of Education.
- D. Closure.** The Authorizer's closure protocol shall begin immediately after a decision to relinquish is made by the Charter Holder, or a decision to revoke or non-renew or is made by the Authorizer. Closure protocol shall begin regardless of whether the Charter Holder appeals the decision. In the event that closure protocol begins, the School shall cease operations no later than the following June 30. Closure protocol shall only cease if the State Board of Education overturns the Authorizer's decision.

SECTION 8: MISCELLANEOUS

- A. No Employee or Agency Relationship.** None of the provisions of this Certificate will be construed to create a relationship of agency, representation, joint venture, partnership, ownership, or employment between the Authorizer and the School.
- B. Additional Services.** Except as may be expressly provided in this Certificate, as set forth in any subsequent written agreement between the School and the Authorizer, or as may be required by law, neither the School nor the Authorizer shall be entitled to the use of or access to the services, supplies, or facilities of the other.
- C. No Third-Party Beneficiary.** This Certificate shall not create any rights in any third parties, nor shall any third party be entitled to enforce any rights or obligations that may be possessed by

either party to this Certificate.
D. Amendment. This Certificate may be amended by agreement between the School and the Authorizer in accordance with Authorizer policy. All amendments must be in writing and signed by the School and the Authorizer.

IN WITNESS WHEREOF, the Authorizer and the Charter Holder have executed this Performance Certificate to be effective June 8, 2023.

Alan Reed
Chairman
Idaho Public Charter School Commission

David C. Peterson
Chairman
Falcon Ridge Public Charter School, Inc. Governing Board

DAVID C. PETERSON
JUNE 13, 2023

Click here to sign

Jun 16, 2023



Appendix A: Performance Framework

Appendix B: Charter

Appendix C: IPCSC Closure Protocol

Appendix A: Performance Framework



PERFORMANCE FRAMEWORK GUIDANCE: ACADEMIC MEASURES

Adopted 8/13/2020

Revised 4/14/2022

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Alan Reed, Chairman

Jenn Thompson, Director

ACADEMIC MEASURES

All School Measures

1. Math Proficiency
2. ELA Proficiency
3. Math Growth
4. ELA Growth
5. Literacy Proficiency
6. College and Career Readiness

Comparison Group: Specific to school.

1. MATH PROFICIENCY

Proficiency Rate: The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

Math and ELA Proficiency Rubric	
Exceeds Standard	The school's proficiency rate is greater than one standard deviation above the mean of the identified comparison group, OR The school's proficiency average is in 90 th percentile of all Idaho schools.
Meets Standard	The school's proficiency rate is equal to the mean or falls between the mean and one standard deviation above the mean of the identified comparison group.
Approaches Standard	The school's proficiency rate falls between the mean and one standard deviation below the mean of the identified comparison group.
Does Not Meet Standard	The school's proficiency rate is more than one standard deviation below the mean of the identified comparison group, OR the school has been identified for comprehensive or targeted support for three consecutive years as per the Idaho Consolidated Plan.

2. ELA PROFICIENCY

Proficiency Rate: The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

Math and ELA Proficiency Rubric	
Exceeds Standard	The school's proficiency rate is greater than one standard deviation above the mean of the identified comparison group, OR The school's proficiency average is in 90 th percentile of all Idaho schools.
Meets Standard	The school's proficiency rate is equal to the mean OR Falls between the mean and one standard deviation above the mean of the identified comparison group.
Approaches Standard	The school's proficiency rate falls between the mean and one standard deviation below the mean of the identified comparison group.
Does Not Meet Standard	The school's proficiency rate is more than one standard deviation below the mean of the identified comparison group, OR the school has been identified for comprehensive or targeted support for three consecutive years as per the Idaho Consolidated Plan.

3. MATH GROWTH

Growth Rate: The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

Growth Rubric Math	
Exceeds Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency is greater than one standard deviation above the mean of the identified comparison group, OR The school's growth rate is in the 90 th percentile of all Idaho public schools.
Meets Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency is equal to the mean or falls between the mean and one standard deviation above the mean of the identified comparison group, OR The growth rate increased by at least 10% over the previous year.
Approaches Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency falls between the mean and one standard deviation below the mean of the identified comparison group.
Does Not Meet Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment made adequate growth toward proficiency is more than one standard deviation below the mean of the identified comparison group.

4. ELA GROWTH

Growth Rate: The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

Growth Rubric ELA	
Exceeds Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency is greater than one standard deviation above the mean of the identified comparison group, OR The school's growth rate is in the 90 th percentile of all Idaho public schools.
Meets Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency is equal to the mean or falls between the mean and one standard deviation above the mean of the identified comparison group, OR The growth rate increased by at least 10% over the previous year.
Approaches Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment but who did make adequate growth toward proficiency falls between the mean and one standard deviation below the mean of the identified comparison group.
Does Not Meet Standard	The percentage of students in grades 3-8 who did not achieve proficiency on the current year's assessment made adequate growth toward proficiency is more than one standard deviation below the mean of the identified comparison group.

5. LITERACY PROFICIENCY

Literacy Proficiency Rate: The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

Literacy Proficiency Rubric	
Exceeds Standard	<p>One of the following is true:</p> <ul style="list-style-type: none"> The school's proficiency rate on the spring administration of the statewide literacy assessment is greater than one standard deviation above the mean of the identified comparison group; the school's proficiency rate on the spring administration of the statewide literacy assessment is at or above 90%; <p>OR</p> <ul style="list-style-type: none"> The fall to spring change in proficiency rate is 20% or greater.
Meets Standard	<p>The school's proficiency on the spring administration of the statewide literacy assessment is equal to the mean or within one standard deviation above the mean of the identified comparison group; OR The school's fall to spring change in proficiency rate is between 10%-19%.</p>
Approaches Standard	<p>The school's proficiency on the spring administration of the statewide literacy assessment falls within one standard deviation below the mean of the identified comparison group.</p>
Does Not Meet Standard	<p>The school's proficiency rate on the spring administration of the statewide literacy assessment is more than one standard deviation below the mean of the identified comparison group.</p>

6. COLLEGE AND CAREER READINESS

Adjusted Cohort Graduation Rate (ACGR): Alternative schools will be evaluated based on their 5-Year ACGR. All other schools will be evaluated based on their 4-Year ACGR.

Graduation Rate: The IPCSC will use either the 4-Year ACGR as determined by the Idaho Accountability Framework and reported via the Idaho Report Card.

C&C Readiness Rubric	
Exceeds Standard	The school's 4-Year ACGR is greater than one standard deviation above the identified comparison group, OR The school's ACGR is 90%.
Meets Standard	The school's 4-Year ACGR is equal to the mean OR Falls between the mean and one standard deviation above the mean of the identified comparison group.
Approaches Standard	The school's 4-Year ACGR falls between the mean and one standard deviation below the mean of the identified comparison group.
Does Not Meet Standard	The school's 4-Year ACGR is more than one standard deviation below the identified comparison group.

OPERATIONAL MEASURES

BOARD STEWARDSHIP

1. Governance Structure
2. Governance Oversight
3. Governance Compliance

OPERATIONAL MANAGEMENT

4. Student Services
5. Data Security and Information Transparency
6. Facility and Services
7. Operational Compliance

BOARD GOVERNANCE

1. Governance Structure Rubric

Data Sources: Board bylaws, articles of incorporation, and any courtesy letters or notifications issued to the school by entities responsible for oversight or enforcement.

Governance Structure Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none">• Board Bylaws are compliant with ID law.• Articles of Incorporation are current.• No investigations were conducted into either ethical behavior or conflict of interest regarding any board director.• The board did not experience an Open Meeting Law violation that needed to be cured this year.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

2. Governance Oversight Rubric

Data Sources: Board meeting minutes, school policies, continuous improvement plan (or other strategic planning evidence if submitted by the school), and verification of submission of annual administrator evaluation.

Governance Oversight Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none">• The board reviews academic data in a timely and thorough manner.• The board reviews financial reports in a timely and thorough manner.• The board maintains compliant policies.• The board engages in strategic planning.• The board conducts a compliant annual evaluation of their school leader and/or management organization.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

3. Governance Compliance Rubric

Data Sources: If applicable, courtesy letters/notifications of concerns, investigation, or findings issued to the school by entities responsible for oversight or enforcement, and any documentation of correction provided by the school.

Governance Compliance Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	The IPCSC did not issue any courtesy letters or notify an external investigative body of compliance concerns this year.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

OPERATIONAL MANAGEMENT

4. Student Services Rubric

Data Sources: If applicable, any notifications or courtesy letters issued by the SDE or SBOE which required corrective action with regard to the school's ELL, SPED, or College and Career Readiness programs, as well as any documentation submitted by the school evidencing correction.

Student Services Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	All of the following are true: <ul style="list-style-type: none">• The school's English Language Learner program is in good standing;• The school's Special Education program is in good standing; The school's college and career readiness program is in good standing; and• The school's federal programs are in good standing.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

5. Data Security and Information Transparency Rubric

Data Sources: periodic desk audit of school website, and any formal notifications regarding data security or public records compliance.

Data Security and Information Transparency Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none"> • The school's website is compliant with I.C. 33-133(7) (data collection, access, and security policy); I.C. 33-320 (continuous improvement plan); and I.C. 33-357 (expenditures updated monthly, contracts, performance reports, and annual budgets). • The school did not experience any issues involving data security this year. • The school did not experience any compliance issue regarding public records requests this year.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

6. Facility and Services Rubric

Data Sources: Verification of meal service program and transportation services via public documents and/or school website, and any notifications of concerns regarding occupancy or safety issued to the school by entities responsible for oversight or enforcement.

Facility and Building Services Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none"> • The school's occupancy certificate is current. • The school maintains current safety inspections and drills. • The school provides daily transportation to students in compliance with Idaho Code. The school provides a compliant lunch program.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

7. Operational Compliance Rubric

Data Sources: Periodic observation of enrollment lottery, and if applicable, any corrective action plans issued by the SDE not related to special education, ELL, or college and career readiness (as these are captured elsewhere), or formal notification of late reports or enrollment violations.

Operational Compliance Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none">• Required reports are submitted accurately and on time.• The school maintains a compliant enrollment process.• No correct action plans were issued by the SDE this year.
Approaches Standard	The school was informed of or became aware of non-compliance and action to correct the issue was taken within 30 days.
Does Not Meet Standard	The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days.

FINANCIAL MEASURES

NEAR TERM HEALTH

1. Current Ratio
2. Unrestricted Days Cash
3. Default
4. Enrollment Variance

SUSTAINABLE HEALTH

5. Total Margin and 3Yr Aggregated Total Margin
6. Cash Flow and Multi-Year Cash Flow
7. Debt Service Coverage Ratio
8. Debt to Asset Ratio
9. Financial Compliance Rubric

NEAR-TERM HEALTH

1. Current Ratio

Calculation: Current Assets divided by Current Liabilities

Data Source: Annual Fiscal Audit Report

Current Ratio Rubric	
Exceeds Standard	The school has a current ratio of more than 1.5
Meets Standard	The school has a current ratio of at least 1.1 (or between 1.0 and 1.1 with a 1-year positive trend)
Approaches Standard	The school has a current ratio of between .9 and 1.0 (or between 1.0 and 1.1 with a 1-year negative trend)
Does Not Meet Standard	The school has a current ratio of .9 or less.

2. Unrestricted Days Cash

Calculation: Unrestricted Cash and investments divided by ((Total Expenses minus Depreciation Expense) / 365)

Data Source: Annual Fiscal Audit Report

Unrestricted Days Cash Rubric	
Exceeds Standard	The school has more than 60 days cash on hand
Meets Standard	The school has 60 days cash OR Between 30- and 60-days cash and one-year trend is positive. *Note: Schools in their first or second year of operation must have a minimum of 30 days cash.
Approaches Standard	The school has between 15-30 days cash OR Between 30-60 days cash, but one-year trend is negative.
Does Not Meet Standard	The school has fewer than 15 days cash on hand.

3. Default

Calculation: No calculation.

Data Source: Annual Fiscal Audit Report, Terms of Debt, Other Formal Notifications Received by School.

Default Rubric	
Exceeds Standard	The school has met standard for at least 3 consecutive years, including the most recently completed school year.
Meets Standard	The school is not in default of any financial obligations and did not experience any instances of default during the fiscal year. Financial obligations include, but are not limited to, making payments to vendors and utility services on time, complying with all loan covenants, filing any reports required for maintenance of grants or philanthropic funds, meeting all tax obligations, and operating without financial judgements or property liens.
Approaches Standard	The school experienced one or more instances of minor default during the fiscal year (such as making late payments); however, the school is not currently in default of any financial obligations.
Does Not Meet Standard	School is currently in default of financial obligations.

4. Enrollment Variance

Calculation: Actual enrollment as of the first Friday in November (drawn from ISEE) divided by enrollment projections as submitted directly to the IPCSC in July.

Data Source: ISEE and direct school report

Enrollment Variance Rubric	
Exceeds Standard	The school has met standard for at least 3 consecutive years, including the most recently completed school year.
Meets Standard	Enrollment variance is equal to or greater than 95%.
Approaches Standard	Enrollment variance was between 90% and 95%, OR The enrollment variance was less than 90% and the school provided a mid-year amended budget evidencing at least a break-even budget based on mid-term enrollment and any resulting revenue adjustments.
Does Not Meet Standard	Enrollment variance was less than 90% and the school did not provide evidence of mid-year budget amendments or operational changes evidencing at least a break-even budget based on mid-term enrollment and any resulting revenue adjustments.

SUSTAINABLE HEALTH

5. Total Margin and 3Yr Aggregated Total Margin

Calculation:

Most Recent Year Total Margin: 2019 Net Income divided by 2019 Total Revenue.

3-Year Aggregated Total Margin: (2019 Net Income +2018 Net Income +2017 Net Income) divided by (2019 Total Revenue +2018 Total Revenue +2017 Total Revenue)

Data Source: Annual Fiscal Audit Report

Total Margin and 3-Yr Aggregated Total Margin	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<p>Aggregated 3-year Total Margin is positive and the most recent year Total Margin is positive</p> <p>OR</p> <p>Aggregated 3-Year Total Margin is greater than -1.5 percent, the trend is positive for the last two years, and the most recent year Total Margin is positive.</p> <p>*Note: For schools in their first or second year of operation, the cumulative Total Margin must be positive.</p>
Approaches Standard	Aggregated 3-Year Total Margin is greater than -1.5 percent, but trend does not "Meet Standard".
Does Not Meet Standard	Aggregated 3-Year Total Margin is less than or equal to -1.5 percent OR The most recent year Total Margin is less than -10 percent.

6. Cash Flow and Multi-Year Cash Flow

Calculation (example years are included as reference):

Most Recent Year Cash Flow: 2020 Cash and Investments minus 2019 Cash and

Investments Previous Year Cash Flow: 2019 Cash and Investments minus 2018

Cash and Investments Multi-Year Cash Flow: 2020 Cash and Investments minus

2018 Cash and Investments

Data Source: Annual Fiscal Audit Report

Cash Flow and Multi-Year Cash Flow	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<p>Multi-Year Cumulative Cash Flow is positive, and Cash Flow is positive in the most recent year is positive,</p> <p>OR</p> <p>Multi-Year Cumulative Cash Flow is negative, but documentation identifies this as a result of a one-time, planned purchase (such as a facility remodel).</p> <p>*Note: Schools in their first or second year of operation must have positive cash flow.</p>
Approaches Standard	Multi-Year Cumulative Cash Flow is positive, but Cash Flow is negative in the most recent year.
Does Not Meet Standard	Multi-Year Cumulative Cash Flow is negative, and no documentation identifies this as a result of a one-time, planned purchase.

7. Debt Service Coverage Ratio

Calculation:

If school owns its facility or if the school leases its facility and the lease is capitalized:
 (Net Income + Depreciation Expense + Interest Expense) divided by (Principal + Interest + Lease Payments)

If school leases its facility and the lease is not capitalized: (Facility Lease Payments + Net Income + Depreciation Expense + Interest Expense) divided by (Principal + Interest + Lease Payments)

Data Source: Annual Fiscal Audit Report

Debt Service Coverage Ratio Rubric	
Exceeds Standard	The school's debt service coverage ratio is 1.5 or greater OR The school operates debt-free.
Meets Standard	Debt Service Coverage Ratio is between 1.1 and 1.49
Approaches Standard	The school's debt service coverage ratio is between .9 and 1.09
Does Not Meet Standard	Debt Service Coverage Ratio is less than .9

8. Debt to Asset Ratio

Calculation: Total Liabilities divided by Total Assets

Data Source: Annual Fiscal Audit Report

Debt to Asset Ratio	
Exceeds Standard	The school has met standard for 3 consecutive years, including the most recently completed school year., OR The school operates debt-free.
Meets Standard	The school's Debt to Asset Ratio is less than 0.9
Approaches Standard	The school's Debt to Asset Ratio is between 0.9. and 1.0
Does Not Meet Standard	The school's Debt to Asset Ratio is greater than 1.0

9. Financial Compliance Rubric

Calculation: Total Liabilities divided by Total Assets

Data Source: Annual Fiscal Audit Report, Desk Audit of Policies, Other Formal Notifications Received by School

Financial Compliance Rubric	
Exceeds Standard	The school has met standard for 3 or more consecutive years, including the most recently completed school year.
Meets Standard	<ul style="list-style-type: none">• Accounting Practices: finances are managed in compliance with GAAP.• Financial Transparency: expenditures and contracts are posted on the school's site.• Internal Controls: the school's internal controls are compliant.
Approaches Standard	The school was informed of non-compliance with accounting practices, financial transparency, or internal controls, and prompt action to correct is in evidence.
Does Not Meet Standard	The school is operating under a notification of fiscal concern or a notification of possible or imminent closure OR The school was informed of non-compliance with accounting practices, financial transparency, or internal controls and the issues were not corrected within 30 days.

Appendix B: Charter



Falcon Ridge Public Charter School, Inc.

278 South Ten Mile Road

Kuna, ID 83634

208/922-9228

office@falconridgecharter.org

EIN #: 27-0095874

The Falcon Ridge Public Charter School's mission is developing students who are competent, productive, and responsible, by promoting the academic skills and character to succeed in life.

Non-Discrimination Statement: Falcon Ridge Public Charter School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Any variance should be brought to the attention of the administration through personal contact, letter, phone, or email.

INTRODUCTION
COVER PAGE
TITLE PAGE 2005-2006
Amended 7-26-2012
Amended August 2022

Name of Charter School: Falcon Ridge Public Charter School, Inc. (“Falcon Ridge”)
Contact Information: Business Manager
General Location: 278 S. Ten Mile Road Kuna, Idaho 83634
Mailing Address: 278 S. Ten Mile Road Kuna, Idaho 83634
Day Time Phone: (208) 922-9228
E-mail: office@falconridgecharter.org

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EXECUTIVE SUMMARY

Falcon Ridge is a school of choice located in Kuna, Idaho. Falcon Ridge provides academics that challenge students to strive for excellence in an environment that emphasizes student character and kindness. Falcon Ridge conservatively utilizes resources and funding to reduce the financial burden on the state and its citizens while developing students to become productive members within their communities. The Falcon Ridge Public Charter model prioritizes excellent academics and solid character.

MISSION STATEMENT

Developing students who are competent, productive, and responsible by promoting the academic skills and character to succeed in life.

EDUCATIONAL PROGRAM

Philosophy and Special Emphasis

The philosophy of the Falcon Ridge is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place. Falcon Ridge will create this low-threat environment with a unique character education curriculum that focuses on kindness and taps into each child's innate need to know boundaries while protecting every child's dignity. This is done through expectation training, in which teachers clearly illustrate and define what kindness looks like before students have a chance to be unkind. Teachers take part in ongoing training, like Love and Logic for Educators, to understand different methods for engaging with students and in turn increasing student engagement. Daily procedures are designed to support the school's emphasis on kindness. Students who display kindness and good citizenship are given special recognition through a well-designed reward system.

Each child has the right to come to school without fear of taunting, teasing, or violence. Each parent has the right to expect a school to provide a safe, kind environment for his/her child. Each staff member has the right to teach without fear of violence. Students, parents, and teachers can be reassured that our best efforts will be put forth in creating a safe school environment.

The atmosphere created by our focus on kindness allows children to soar socially and academically. Students are not afraid to take academic risks, like asking or answering questions in front of peers, engaging in discussion, and participating in classroom activities when they feel safe and supported. They are not distracted from learning by fear. This is extremely important because our educational focus is accelerated learning, and this is the only way it can be achieved. A culture that is warm and friendly, orderly, and free from chaos is developed as a result of this philosophy.

Student Academic Achievement Standards

Falcon Ridge incorporates high academic achievement standards based upon student growth. The school assesses each student's academic level at the beginning of each school year utilizing tools, like MAPS, Istation, and other assessment tools, which provide information on both student academic level and target areas for improvement. This allows teachers to understand areas of academic focus for each student and tailor classroom instruction accordingly. It also provides data to support students on an individual level where needed. The school selects academic benchmarks for each school year in order to best anticipate the expected proficiency of students while still ensuring that they are challenged in the classroom. These benchmarks are assessed via the Idaho Reading Indicator (IRI), Idaho Standards Achievement Test (ISAT), Scholastic Aptitude Test (SAT), American College Testing (ACT), and internal school data.

These changes are captured in the [Continuous Improvement Plan](#), which is published each year on the Falcon Ridge [website](#), and compare the current and previous year's benchmarks for academic success.

Methods of Instruction

Falcon Ridge's methods of instruction are based primarily on student growth with fast-paced direct instruction. The Idaho State Standards are the floor. All students are encompassed in this method, and no child is left behind or left unchallenged. If a child doesn't understand a concept at first, they will eventually master it through daily repetition, assessment, targeted instruction, and review. The focus isn't on when a child understands a concept, but rather that they will understand it in the end. This takes the desperation out of teaching and the anxiety out of learning. Direct instruction combined with individual student attention is the key to success at Falcon Ridge.

Teachers will be engaged in the act of direct teaching throughout the day using a variety of proven teaching techniques including: tactile, visual, kinesthetic, auditory, group and independent approaches. By taking into account and addressing the varying developmental rates and learning modalities of the student population, it is possible through this direct-teaching and assessing approach to keep curricula challenging, the expectations for learning high, and foster student academic growth.

The tempo for our academic program is set by student capabilities, not by textbooks. Our students will be well-grounded in the basics, such as, reading, writing, math, science, health, humanities, and social studies. In addition, Falcon Ridge will offer other student academic enrichment during the school day and extracurricular activities. Curriculum at Falcon Ridge is developed and assessed in accordance with the board's policy for curriculum development and assessment (Instruction - 2100). All lesson plans will use approved curriculum, and adhere to the board's policy for lesson plans (Instruction – 2110).

Middle School - Realizing that the middle school years are critical to a child's self-esteem, the focus of the sixth, seventh, and eighth grades has been and will continue to provide a different environment where students experience less stress. There is less movement from room to room, fewer teachers and students, therefore a smaller arena that is not as threatening to a student's self-esteem when taking risks or making mistakes, while still providing some aspects of a traditional middle school environment in preparation for high school and beyond.

Key Design Elements

- A learning environment that is safe both emotionally and physically with students personally welcomed by staff onto the secure school campus, welcomed by teachers entering class each day, instruction and participation of all students in programs specifically focused on social and emotional learning and development, and regular visits to the classroom by the school counselor.
- High behavioral expectations with a focus on kindness and respect for each other influenced by daily reminders, a positive rewards system, and administration teaching character lessons in the classrooms each month.
- An atmosphere that encourages student participation and engagement where students ask questions, join discussions, and participate in classroom and other school activities.
- Drive student growth by using assessment tools that assess student academic levels and provide information for areas to target for improvement and concepts already mastered.
- Maintain a culture that values work ethic, personal responsibility, and those habits that lead to productive citizenry, with each student committing each year to abide by the student handbook and maintaining an orderly school environment with the daily Pledge of Allegiance, school motto, quiet hallways, straight student lines, attentive listening, and other structured transitions.
- Students will utilize, evaluate, and refine the use of multiple thinking and reasoning skills to solve a variety of problems, as evidenced by direct observation and classroom assignments.
- Students will communicate with clarity, purpose, and an understanding of audience using a variety of communication forms and skills, as evidenced by direct observation, classroom discussion, and classroom projects.

Strategies For Effectively Serving Special Populations

SPECIAL EDUCATION

Falcon Ridge will identify special needs students, provide successful special needs education for them, and adopt and comply with the “Special Education Manual” from the State Department of Education as now adopted and as may be amended. Falcon Ridge’s school counselor, or in the event that position is vacant the administrator, will be the Section 504 Compliance Officer.

If a student at Falcon Ridge is found to be eligible for special education services at the school, services will be provided for that student in one or more of the following ways: Falcon Ridge will form a multidisciplinary team to consider a student’s eligibility for special education. If a team determines the need for an evaluation by personnel, such as a school psychologist, speech therapist, or occupational therapist, not currently employed by Falcon Ridge, such evaluations will be contracted with a private provider. ESL services will also be provided at the level of the student’s need.

A certificated special education teacher will be responsible to monitor Individual Education Plans (IEPs) and supervise the implementation as written. The special education teacher or paraprofessional will provide services in an inclusion or a pullout model depending on the degree of intervention necessary to meet the student’s needs. The special education teacher will consult with the general education staff to utilize effective classroom interventions, adaptations, and modifications. Related services, such as speech or language therapy, occupational therapy, or

transportation, refer to those services necessary for a student to benefit from their special education. Falcon Ridge will contract with a private provider for the provision of related services. Direct speech, language, or a set number of occupational therapy services may be provided by a paraprofessional under the direct supervision of a licensed therapist. The supervision of paraprofessionals will be outlined in the student's IEP.

In the event that the IEP team determines that the student's academic needs cannot be met on site, Falcon Ridge will contract with a local school district to provide the needed services.

Discipline for a student with an IEP will follow the Individuals with Disabilities Education Act. If there is a need to address the behavior of the student, the IEP team will: 1) address preventative actions, 2) address how to teach the right behavior, and 3) address the consequences for the student. Falcon Ridge will follow all guidelines in the Idaho Special Education Manual as adopted, or as may be amended.

SELF-DIRECTED LEARNERS

Falcon Ridge recognizes that a number of students in its school system possess extraordinary learning abilities and specialized talents to the degree that their needs require different educational experiences. It is the responsibility of our school to identify those needs and abilities and then provide the kinds of educational experiences that hold the greatest potential for meeting the needs and developing each student's ability to the fullest degree.

Self-directed learners demonstrate or show potential for higher levels of achievement when compared to others of the same age, experience, and environment. These students may possess high-performing capabilities in the intellectual, creative, academic areas, leadership, performing arts, visual arts, or other specific abilities or aptitudes.

Students will need to meet multiple criteria to qualify as Self-directed learners. Identification will involve administering a variety of assessments, which may include the following: standardized tests, e.g., intelligence, aptitude, achievement, criterion-referenced tests, observations by trained teachers and other personnel, nominations by parents, peers, and staff, and student interviews. Students identified as Self-directed learners may be provided specialized instruction or special provisions not ordinarily provided by the school to develop such capabilities fully.

LIMITED ENGLISH PROFICIENCY

Falcon Ridge will identify the needs of LEP (Limited English Proficient) students utilizing a home-language survey annually. In addition, assessment tools designed specifically for English learners will be used to determine student's eligibility and language level, and to document student progress in both content areas and English language development.

FINANCIAL AND FACILITIES PLAN

FINANCIAL HISTORY

As of 2022, Falcon Ridge has operated for 15 years, and maintained Idaho Public Charter School Commission's highest financial ratings, "Honor", since the Commission's inception of that system in 2017. The school has maintained a fund balance in excess of \$1,000,000 since 2015 and has not had any material weaknesses identified in their independent annual financial audits, evidencing financially sound management practices. The school's enrollment and enrollment variance numbers have remained steady, maintaining a projection of 276 for at least five consecutive years and exceeding IPCSC's standard of achieving a full-term average daily attendance of at least 95% of their projection. The only debt Falcon Ridge carries is secured with the land and school facilities encumbered by two long term managed low interest USDA loans, with less than \$3.2 million outstanding as of 2022, and final payment in 2048 and 2054. The school is current and in good standing on their debts. An annual balanced budget and healthy operating reserve are fundamental to the success of Falcon Ridge.

TRANSPORTATION

Transportation will be provided for those students residing in the Kuna School District. Bussing will be contracted through a private company with all contracts approved by the Falcon Ridge school board. Contracts are available within 30 days after approval. Information is submitted to the SDE as required by 33-5208 (4).

CHILD NUTRITION

Falcon Ridge is compliant with the Federal Lunch program. A federal form is provided annually to every family regarding income and family size to determine if the student is eligible for free and reduced lunch under the IDEA and NCLB guidelines. Falcon Ridge's on-site cafeteria provides nutritious lunches for students each school day.

FACILITIES

Falcon Ridge is located at 278 S. Ten Mile Rd, Kuna, ID 83634. The school consists of one primary building, which serves an enrollment of approximately 271 students, Kindergarten through 8th grade. The school building features a gymnasium/auditorium, and the school grounds feature a fully fenced lawn with a playground. The facilities have complied with all applicable federal, state, and local laws relating to school facilities and grounds. IPCSC has found during previous site visits that the school is clean, well-maintained, and adequate for school operations, with no documented instances of noncompliance.

BOARD CAPACITY AND GOVERNANCE STRUCTURE

Description of Governance Structure

The number of Directors constituting the Board of the Corporation shall be not less than five (5) or more than seven (7) Directors. The Board shall consist of the following officers:

- Chair
- Vice Chair
- Secretary
- Treasurer

The governing board of directors shall serve staggered terms for which no more than three of five shall expire in any year.

Board Members

Current Falcon Ridge Board members can be found here - <https://falconridgecharter.com/board-of-directors/>. At the time of this charter revision the Board is comprised of the following:

Kim Schwisow – Chair
Christine Mample – Vice Chair
Tanya Ambler – Secretary
David Peterson – Treasurer
Mercy Clarkson – Director
Nathan Bushard - Director
Kelly Hodges - Director

Board Responsibilities

The ultimate responsibility of oversight of the school lies with the school board. As such, the board acts as a collective governing body, is responsible for the stewardship of taxpayer dollars allocated to the school, and follows all regulatory requirements of Title 33, Chapter 5 District Trustees, Idaho Code. The board is responsible for the following functions:

- Direct oversight of school leadership, including an annual evaluation of the Administrator.
- Ensure that the school is adequately staffed.
- Provide oversight for all operational and educational activities.
- Adopt, carry on, and provide for the financing of a total educational program for the school.
- Provide, or require students to be provided with, suitable textbooks and supplies.
- Ensure that the school complies with all applicable federal and state education standards, laws, rules, regulations, and policies.
- Ensure that the school follows the terms and conditions of the performance certificate.
- Promptly notifying the school’s authorizer when non-compliance issues are identified, providing information when issues are resolved and corrected.
- Notifying the authorizer with any revisions or amendments to the articles of incorporation or bylaws.
- Submit an annual audit of the fiscal operations to the authorizer.

Board Member Recruitment and Professional Development

The Board of Directors value and support board training. Training opportunities will be encouraged to facilitate strong educational leadership, including annual conventions and leadership institutes hosted by the Idaho School Boards Association. Annual continuous training and professional development will be provided for all Board of Directors through the Idaho School Boards Association, their consultants, or Falcon Ridge legal counsel.

New Board of Directors must complete an introductory board training that outlines board meeting structure, board etiquette, board basics, basic motion practice, Open Meeting Law, and Public Records Law, within the first 60 days of each director's term.

The Board of Directors will continually strive to identify and recruit potential board members. Applications for board membership are located on the Falcon Ridge Public Charter School [website](#) at <https://drive.google.com/open?id=11urOmPI5yoDESWjdOvQMJ82xKctE-YKq>.

STUDENT DEMAND AND PRIMARY ATTENDANCE

Attendance Area

Primary attendance area will be the boundaries of Kuna Joint School District No. 3.

Enrolling Underserved Students and Notification of Enrollment Opportunities

Falcon Ridge has historically been very close to the enrollment cap of 276 students in place from the 2005-2006 to 2020-2021 school years, averaging 271 students per year over that timeframe. The school will have an enrollment cap of 303 students beginning in the 2022-2023 school year.

Historically, Falcon Ridge has had lower numbers of economically disadvantaged, English learning, and disabled students enrolled than other comparable schools in the primary attendance area. Target recruitment consists of efforts to reach groups of at-risk and underserved families and underrepresented students. The school will attempt to reach these groups in either English or a second language (e.g., Spanish, etc.) through traditional advertising approaches, including newspaper articles, website and social media posts, and word-of-mouth campaigns.

Prospective students of Falcon Ridge will be given the opportunity to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs. Students shall be enrolled according to an equitable selection process according to Idaho Code §33-5206.11.

Lottery and enrollment forms are accessible on the school's website, as well as information related to the enrollment process.

Admission Procedures

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. Falcon Ridge is accessible to all students, and will serve at-risk and underserved students. There are no tuition or fees charged for attending Falcon Ridge.

Falcon Ridge will admit all eligible pupils who submit a timely application. As a charter school, Falcon Ridge shall give enrollment preference to pupils returning to Falcon Ridge for a second or any subsequent consecutive year and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for the available slots through an equitable selection process, such as a lottery, except that preference shall be given to pupils returning to Falcon Ridge as provided herein and siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order. Falcon Ridge will be accepting registration applications starting in January of each year and will accept applications until 3:00 PM on the second Friday of every March. The lottery will be held the first Monday of every April. The Falcon Ridge lottery process will be held according to Idaho State Code section 33-5205.

Enrollment Capacity and Over-Enrollment Procedures

The waiting list will remain effective until the completion of the lottery process for the following school year. The existing waiting list from the current school year will no longer be valid after the completion of the lottery process for the following school year, and the waiting list resulting from

the most recent lottery will take effect for the remainder of the current school year and for the upcoming school year.

ENROLLMENT

The maximum enrollment for Falcon Ridge Public Charter School is 303 students.

Students in Falcon Ridge Public Charter School may participate in Dual Enrollment as provided for in Chapter 2, Title 33, Idaho Code.

SCHOOL LEADERSHIP AND MANAGEMENT

School Leader

The Administrator of Falcon Ridge is Christine Jorgensen, Ph.D. Dr. Jorgensen has previous experience in both public and private schools.

School Leadership Responsibilities

The school leadership team consists of the Administrator, Vice Principal, and Business Manager. Falcon Ridge's Administrator is responsible for the overall leadership and operation of the school. The Administrator will report to and be evaluated by the Board of Directors of Falcon Ridge. The Vice Principal will report to the Administrator and is responsible to assist with the academic leadership and educational program of the school. The Business Manager is responsible for maintaining the school's finances, including the budget and all reports required by the State and the school's authorizer, and reports to the Administrator.

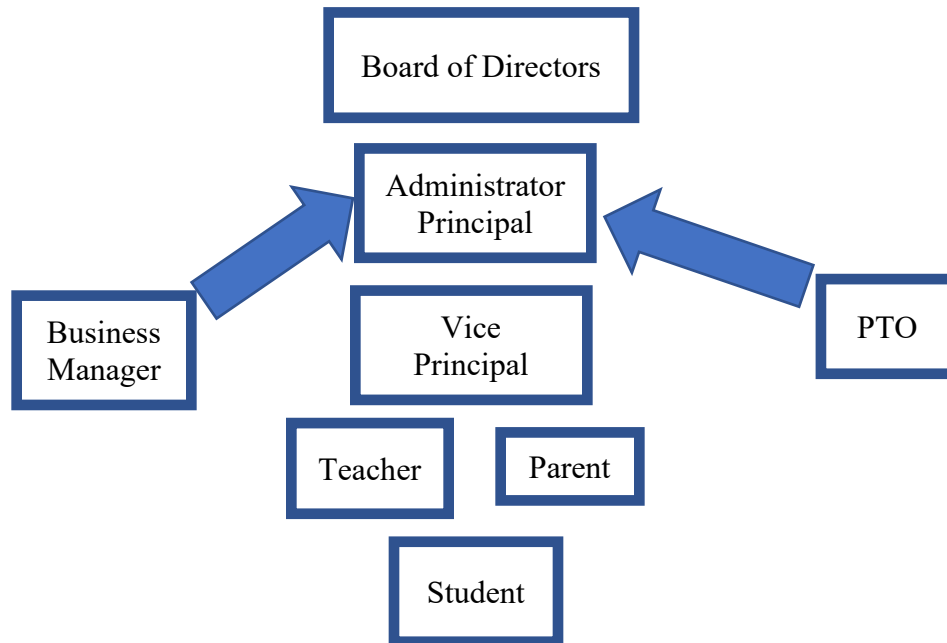
The Administrator represents the Board of Directors of Falcon Ridge, and acts as the liaison between the Board and the charter school community. The Administrator supervises, either directly or indirectly, all employees of the charter school. The Administrator shall be empowered to implement the directives of the Board, and is deeply involved in the day-to-day operations of the school. Examples of this include actively monitoring the implementation and quality of both the academic program and school culture. The Administrator, in partnership with the Business Manager, is also responsible for the school financial operations, including the development of a budget consistent with the values and goals of Falcon Ridge, and ensuring compliance with state requirements.

The Administrator will strive to maintain open communication with the Board regarding all decisions made for the benefit of the students of Falcon Ridge, and serves as the Board's conduit into the day-to-day operations of the school. The Board will meet with the Administrator each month, in addition to a formal annual review. Monthly meetings will include updates from the Administrator on key indicators for the school, including but not limited to, enrollment, attendance, academic, and financial data, stakeholder feedback, and the school's adherence to its instructional design and key design elements. The Administrator is formally evaluated on an annual basis on the performance of the school and the Administrator's progress on goals identified at the beginning of each annual review cycle. The evaluation is supported with data collected over the course of the year on the academic, operational, and financial performance of the school, and evidence supporting the Administrator's work and progress on the identified goals.

APPENDICES

(Updates to any of the following are due to the authorizer within 5 days after board action)

School Administration and Organizational Chart



[List of Board of Directors](#)

[Articles of Incorporation](#)

[Bylaws](#)

Kim Schwisow
tk_schwisow@yahoo.com

EXPERIENCE:

EMPLOYER – Paralegal, 10/15 – 8/17, Real Estate Services Manager, 8/17 - Present.

Real Estate:

- Evaluate real estate relationships and determine the best structural relationship to fit the organization's strategic plans, including land acquisition and divestiture, leasing, licensing, zoning, development, and space planning.
- Evaluate risk associated with specific real estate matters and provide lower risk alternatives when available to protect the organization.
- Draft, review, revise, negotiate, redline, collaborate on legal input and legal approval, finalize and obtain signatures, oversee and manage through completion, purchase and sale agreements, exchange agreements, assignment and assumption agreements, amendments, bills of sale, materialmen lien releases, easements, leases (as both landlord and tenant), estoppels, SNDA's, licenses, timeshares, other limited access and use type agreements, letters of intent, closing documents, including deeds, affidavits, escrow closing instructions, review title commitments and facilitate the removal of title exceptions and selection of endorsements, settlement statements, provide corporate authority documents, and ensure compliance with state and local requirements.
- Lead acquisition due diligence and inspection processes, including access for testing and inspection, appraisal requirements, bond covenant compliance, board review, environmental audits, review of necessary land use entitlements, and review of relevant planning and zoning requirements and ordinances, any applicable conditions, covenants, and restrictions affecting the property, and any other encumbrances or limitations affecting the property.
- Conduct research of tax, GIS mapping, county recorder, title company, and other miscellaneous records for ownership, valuation, net worth, property details, and other relevant information.
- New matter set up and matter updates across all files and systems to ensure accurate and up to date records, including financial data for internal accounting set up and monitoring, rent schedules, lease expiration, and other critical property management tasks.
- Coordinate, collaborate, direct communications, evaluate and suggest process improvement plans for work shared between different departments to ensure the best interests of the organization are met, including work with the construction team to ensure tenant improvement projects are completed as planned and timely.
- Provide guidance within the real estate team and other internal departments regarding industry standards.
- Review legal descriptions and surveys for accuracy and address related title issues.
- Review and revise agreements with state and local entities like Nampa Meridian Irrigation District and Ada County Highway District.
- Check and request documentation to ensure compliance with federal regulations, including Anti-Kickback and Stark regulations.
- Work with outside brokers to understand current real estate market financial data, including rental rates, free rent incentives, tenant improvement allowances and apply that information to transactions to maximize value.
- Monitor, attend, and present needed information at governmental meetings and hearings relevant to property matters.

AMRESKO COMMERCIAL FINANCE, LLC – Paralegal, 1/12 – 10/15.

- Draft, review, revise and obtain signatures on discounted payoff agreements, forbearance agreements, settlement agreements, assumption agreements, loan purchase and sale agreements, deed-in-lieu packages, loan modifications, mortgage and deed of trust modifications, assignments of loan documents, promissory notes, allonges, deeds of trust and mortgages, lien release documents, including cancellations, satisfactions, partial releases and terminations of deeds of trust and mortgages, deeds of reconveyance and UCC terminations.
- Draft and file UCC financing statements, amendments, terminations and conduct private UCC sales.
- Conduct asset/borrower information searches.
- Handle all aspects of purchase and sale transactions across the United States, including drafting, reviewing, revising and obtaining signatures for purchase and sale agreements, assignment and assumption agreements, amendments, bills of sale, materialmen lien releases, closing documents, including deeds, affidavits, escrow closing instructions, review title commitments and facilitate the removal of title exceptions, settlement statements, provide corporate authority documents and ensure compliance with state and local requirements.

- Work cooperatively with asset managers, outside counsel and other third parties to oversee foreclosures, including substitutions of trustee, notices of default and notices of trustee sale.
- Review legal descriptions, surveys, plats, subdivision restrictions and other recorded documents to communicate to third parties necessary information about specific parcels of property.
- Communicate real property status changes through transmittals, email and other methods, as needed.
- Draft and distribute memorandums that summarize lease and participation agreements and litigation.
- Draft, review, revise and finalize lease agreements, estoppels, and tenant notices.
- Handle all aspects of easements, cross-access easements, and other access issues.
- Prepare and finalize terminations of management agreements, leases, and other related agreements.
- Order and review environmental site assessment reports, appraisals, and broker price opinions.
- Manage and work with outside counsel on judicial foreclosures, collection, and other creditor litigation matters, including document production, pleading review and revision, case management and strategy.
- Draft and file creditor proof of claims.

MURPHY LAW OFFICE, PLLC – Paralegal, 6/05 – 10/11 and 12/11-1/12.

- Work cooperatively with office attorneys, clients, real estate brokers, surveyors, title company employees, intermediaries and other third parties to handle all issues arising in purchase and sale transactions of real property to facilitate timely closings.
- Draft, review and revise leases, tenant estoppels, subordination agreements and related documents.
- Responsible for all paralegal tasks during the litigation process on assigned cases, including demand letters, complaints, answers, discovery, motions, defaults, case schedule and timelines, settlement agreements and collections.
- Responsible for all paralegal tasks in Chapter 7 and Chapter 13 bankruptcy cases, including proof of claims, electronically filing all documents with the court, tracking deadlines, drafting motions, scheduling hearings, compiling exhibits, and attending court hearings.
- Address attorney and client requests for personal and business contracts and related documents, including general terms and conditions, service agreements, vendor agreements, business formation documents, Internal Revenue Service 501(c)(3) applications and UCC searching and filing.
- Work cooperatively with office attorneys and clients to research and review governmental regulations regarding client personal and business requests.

DDRS – Legal Department, Legal Administrator, 10/03 – 6/05.

Assist company property and leasing managers and handle due diligence, title review and document drafting for acquisitions; estoppel requests, subordination, nondisturbance, attornment agreements, leases, subleases, terminations, notices, assignments, extensions other leasing and property related legal agreements for multiple retail, office, and industrial properties in the United States.

BOISE CASCADE CORPORATION - Legal Department, Corporate Paralegal, 6/99 – 10/03.

EDUCATION:

BOISE STATE UNIVERSITY

- Bachelor of Arts in Political Science; Minor in Spanish; 5/99.
- Paralegal Certificate American Bar Association approved program; 5/99.
- Paralegal Intern/Case Assistant with Holland and Hart LLP; 1/99-6/99.

SPECIAL ACTIVITIES:

FALCON RIDGE PUBLIC CHARTER SCHOOL – Board Member, 07/17 - Current. - Current board chair.

IDAHO ASSOCIATION OF PARALEGALS, INC. – Member, 05/99 – 09/16. - Previous board advisor, past president, and eleven terms of prior board service. Perform interviews for Idaho Volunteer Lawyers Program on scheduled volunteer nights.

BOISE STATE UNIVERSITY – Adjunct Faculty, multiple semesters 08/05-12/08. - Team teacher for the Boise State University Paralegal Program Legal Research and Writing Course.

IDAHO STATE BAR – Co-presenter, 7/07. - “Using Paralegals to Enhance Productivity and Profit”

Christine Mample — 838 W. Sandbox St. Kuna, Idaho 83634 - (208) 412-1601 - mample_family@shyb.org

Objective

An experienced Flexible Benefits Specialist with an outstanding work ethic, who is ambitious, methodical and motivated, seeking to continue her career with the right team where she can put her enthusiasm for customer service and learning to use.

Experience

05/2001-06/2004 XpressFlex Boise, Idaho

Flexible Benefits Specialist

- Review and process medical claims daily.
- Used Software: P&W, Ultraflex 2000, Millennium (2&3), MS Office 2000, Microsoft CRM 1.x, and QuickBooks.
- Phone communication with all clients and employees.
- Accounts payable and Receivable.
- Company billing / Invoicing.
- Bank statement / company account reconciliation.
- Conduct enrollment meetings, create / distribute employee packets, set up New Year plans, make welcome packets for new participants.
- Set direct deposit for medical reimbursements to banking accounts.
- Report periodically to all companies and participants and prepare their annual IRS 5500 reporting form if necessary.
- Update as needed client information new employees, change in family status, leave of absence, termination, and annual administrative duties.

08/2000-06/2004 PayrollAmerica Boise, Idaho

Payroll Specialist

- Process Payrolls for hundreds of companies and thousands of employees.
- Used Software: Millennium (2&3), MS Office 2000, and Microsoft CRM 1.x.
- Phone communication with all clients and employees.
- Company account reconciliation.
- Set direct deposit for payroll to banking accounts.
- Report periodically to all companies and prepare their annual IRS forms if necessary.
- Update as needed client information new employees, change in family status, leave of absence, termination, and annual administrative duties.

09/1999-02/2000 Blockbuster Video Store Pasco, WA

Store Customer Service Representative

- Operated cash register
- Assisted customers
- Post sales
- Stocked merchandise

09/1997-08/1999 Navy Exchange (NEX) Marysville, WA

Customer Service Clerk/NEX money transfer (Cash Office)

- Greet and provides specialized services to customers.
- Performs transactions quickly, efficiently and professionally.
- Promotion to the cash office
- Operates a cash register in accordance with established cash control procedures and is responsible for own cash fund. Completes daily cash reports and ensures proper balance, tallied sales, cash checks, issued vouchers, assisted customers.
- Quick cash service, Western Union, Quick collect service, Money orders.

Volunteering

Falcon Ridge Charter School Board June 2018 to Current

- Member of the school board
- Attending monthly meeting

Kuna Nazarene Church Kuna, Idaho

Women's Ministry year 2007 to Current

- Planning group activities outside of assigned projects
- Once a year I run a Silent Auction
- Part of the Prayer Chain
- Help anyone that needs help

Clothing Closet 2014 to Current

- I manage a free clothing closet. All clothes are free to anyone in need.
- I sort clothing donation, size, hang or tote this clothing
- I run two free clothing events to give away clothing
- I work very closely with the Kuna Schools.

Kids Quiz Team 2016 to Current

- I help lead Kids Bible Quiz Team, help the kids study

Caravans September 2010 - June 2012

- Prepare and teach "Benson's Buddies" weekly classes for 15 preschool aged students, coordinating with class aide.

Education

02/2000-02/2001

Centennial Job Corps

Nampa, Idaho

Accounting Clerk Vocational Program

- 33wpm 235kspm
- Software MS Excel, Word, Outlook
- Reception Skills
- Basic accounting- Payroll processing, accounts payable and receivable, General Ledger and General Journal
- Purchase Journal and cash payment journal
- Schedules of accounts payable and receivable
- Posting of journals and ledgers for a service business
- Bank statements reconciliation
- Preparing purchase orders and invoices
- Vocational Award-Special Recognition 27 July 2000
- Special Recognition-Vocation Safety Award 25 July 2000

Pilchuck High School, Marysville, Washington

- Diploma 1997 G.P.A 3.35
- Flawless attendance 3 years in a row

Tanya Stearns Ambler

Nampa, ID • (208) 249-8436
tanzambler@gmail.com

OBJECTIVE

To help design and implement direct differentiated instruction by focusing on meeting IEP (Individualized Education Program) goal requirements for students with special educational; many with behavioral and mental health needs.

EDUCATION

American College of Education (ACE)
Mar '19 - Oct '20
Master's degree in Differentiated Instruction

ABCTE
Oct '16-'17
Special Education and Elementary Teacher Certification

Boise State University
Sept '07 - Jun '10
All coursework completed for special education credential

Western State College
Sept '00 - '04
BA in English

EXPERIENCE

GATEWAYS, Special Education Teacher
Aug '17 - Current

- Provide an individual differentiated approach to education to assist students access traditional curriculum
- Provide a structured and safe environment for learning
- Collaborate with general education teachers and outside service providers i.e., speech/language pathologists, occupational therapists, etc., to provide differentiated instruction and classroom accommodations/modifications
- Provide tools/strategies to help students self-regulate when not in a learning space. Teach and model appropriate social skills.

GATEWAYS, Paraprofessional

Aug '16 - Jun '17

- Support in providing a multi-sensory classroom experience, including visual, auditory, tactile and kinesthetic
- 1:1 instruction with individuals with emotional/behavioral disorders and nonverbal learning disabilities

SUN RIVER EQUINE YOUTH RANCH INC., Founder/Ranch Manager

May '12 - Aug '16

- Administrative creation of a fellowship/mentoring program for children with special needs; including registering as a 501 c 3 nonprofit organization
- Daily equine sessions focused on the needs and interests of the individual child
- Volunteer management and scheduling
- Special events and fundraising for ranch animals and program supplies

PAJAMA PROGRAM IDAHO CHAPTER, Founder and President

Apr'07-May'10

- Volunteered to start a local chapter of the Pajama Program in Idaho
- Fundraising and special events to collect pajamas and books for children in need
- Volunteer management and scheduling

SKILLS

- Management
- Leadership
- Microsoft Office
- Data entry
- Organization and Efficiency
- Teaching
- Special Education
- Flexibility

REFERENCES

Dacia Crossley (208) 859-3737

Tracie Saunders (208) 899-1231

Marisa Hone (208) 989-4888

David C. Peterson
718 Whisperwood Court
Nampa ID 83686

Education:

BS Psychology, Northwest Nazarene College (University). 1970
Educational Leadership. Master's Program completed 15 credits. Seattle Pacific
University. (Left program to return to The Boeing Company.) 2000-2001

Employment experience:

1970-1987 Sears, Roebuck and Co. Credit Management. Seattle, Portland, Chicago.
1987-1990 Semantodontics. General Manager. Grew from 70 to 130 employees. Sales
grew 70% in three years. Profitable for the first time in the 19-year history of the
company.
1991-1995 The Boeing Company. Support Services Finance, Business Manager for
Boeing Licensed Transportation. 1400 vehicles, \$81,000,000 budget.
1995-2001 See below
2001-2008 The Boeing Company. Financial Analyst, 737. Senior Financial Analyst,
Commercial Airplane Finance.

Education institution employment:

1995-2001 King's Schools. Director of School Business. 1700 Students, Pre K-12 Two
campuses, Shoreline, Washington (north Seattle area) and Silverdale, Washington
(Olympic Peninsula). Developed Teacher pay scale incorporating the Superintendent's
"Life Long Learning" philosophy, utilized Parent Advisory Counsel to promulgate solid
educational processes and goals and help parents understand the link between their
preferences and tuition levels. Introduced differential pay option as required to fill key
teaching positions.

2008-2012 Northwest Nazarene University. Vice President for Financial Affairs.
Responsible for budget development and compliance, Facilities, Security, Auditing, I.T.,
Financial Aid (for one year due to sudden departure of another VP) Human Resources,
NNU Investment Committee. Worked closely with the Office of Academic Affairs to
ensure the Salary Schedule, Teacher contracts and rates of pay including stipends were
calculated and administered correctly.

Volunteer work:

1971-2020. In the period, served 40 years on local church boards where we attended.
Seven churches, four states.
1984-1988 NNU Alumni Board

1999-2002, 2005-2008 District Advisory Board, Washington Pacific District Churches of the Nazarene (This is an advisory committee aiding in the governance of 110-125 local churches)

2000-2008 NNU Trustee (Facilities Committee, Finance Committee) With two others we developed a first year trustee training regimen.

2008- City of Nampa. Served on Several committees: Storm Water, Wastewater plant improvement, Board of Appraisers, Special Assignments as requested by Mayor.

NATHAN BUSHARD

9328 S. Fidalgo Ave Kuna, ID 83634 | 208-371-2813 | natebushard29@gmail.com

SUMMARY

High school technology educator experienced in teaching/training students electronic theory, hands on electronic design/repair and computer support. Also 10+ years industry experience repairing and maintaining electrical, mechanical, pneumatic, hydraulic and robotic equipment.

HIGHLIGHTS

- Hard Worker
- Organized
- Problem Solver
- Volunteer at Church
- Youth Group Leader
- Adult Small Group Leader

WORK EXPERIENCE

- 7/2018 - Current High School Electronics Instructor
- Teach students electronic technician skills and electronic theory concepts.
- 1/2008 – 7/2018 Medical Repair Technician, *Norco, Inc. – Boise, ID*
- Repair and maintain various types of home use Durable Medical Equipment, such as oxygen concentrators, liquid oxygen reservoirs, ventilators, and power wheelchairs.
- 2/2017 – 5/2018 Assistant Baseball Coach, *Timberline High School – Boise, ID*
- Assist in coaching boys age 14 to 17 in skills of baseball.
- 3/2006 - 1/2008 Intern Technician, *Micron Technology – Boise, ID*
- Assist in the repair and maintenance of various process equipment, including work with electronics, hydraulics, pneumatics and robotics.

EDUCATION

- 2007 Associate of Applied Science: Industrial Electronic Technology
Boise State University – Boise, ID
GPA – 3.2
Club Baseball Team: 2006 - 2007
- 2005 High School Diploma,
Timberline High School – Boise, ID
GPA – 3.5
Baseball Team: 2003 - 2005

KELLY THOMAS HODGE

1032 W. ASHWOOD CT, KUNA, ID 83634

208-312-5277 ▪ khodge@idoc.idaho.gov - kthodge87@gmail.com

PROFESSIONAL SUMMARY

I am a confident, motivated professional, successful at making critical decisions quickly and effectively. I meet security, programming, and administrative challenges calmly and rationally. I am an exceptional team leader with an outstanding work ethic who is equipped with excellent communication and people skills.

SKILLS

- Completed IDOC Leadership -100
- Completed IDOC Leadership – 200
- IDOC Certified Field Training Officer
- On IDOC Crisis Negotiation Team / Negotiator
- POST – Certified Peace Officer
- Computer Proficiency
- Great communication skills/ ability to remain professional.
- Service-Oriented
- Desire to develop & train staff
- Ability to Facilitate Idaho Department of Corrections Programming

EXPERIENCE

Correctional Case Manager. June 2017 – Current – Southern Idaho Correctional Institution

- Transferred from ISCC to SICI
- Piloted first Advanced Practice groups at SICI, since I have trained MTC CAPP Staff and several IDOC Case Managers to effectively facilitate Advanced Practice in Prisons.
- Was Crisis Negotiations Incident Commander during the 03/2018 - ISCI staff assault, hostage barricade incident. I worked with Tactical Incident Commander, and Facility Incident Commander to effectively resolve the incident without further injury to Staff or Offender Population, or loss of life. This situation had an astounding impact on me regarding the realities that all Correctional professionals face every day at work.

- Certified as Train-the Trainer in Aggression Replacement Training, effectively trained several staff in ART Curriculum throughout the State.
- Trained several Correctional Case Managers in Interstate Compact procedures and Re-entry.
- I was Selected by Deputy Warden Michael Johnson to run the SICI DMV/ Driver's license program. Since 07/2017 over 500 offenders have successfully obtained their Driver's license or State ID through this program.
- Worked with Administrators to get DMV station here at SICI, so we can meet Federal Identification Card regulation standards for offender release.
- Effectively managed Priority 1 & 2 Caseload
- Effectively Managed Offender Re-entry.
- Facilitated and graduated several hundred offenders in the following Treatment programs: CBI-Substance Abuse, CBI- Sexual offending, Thinking for a Change, Aggression Replacement Training. Advanced Practice. Not to mention prior IDOC programming.
- Effectively worked and trained staff to conduct IDOC Risk assessment tools; LSI-R, VRAG-R, Stattice-99.
- Certified in PATC & FBI Hostage Negotiations, Also Certified in Federal Bureau of Prisons Crisis and Hostage Negotiations.
- Train-the-Trainer for ART
- Completed Federal Bureau of Prisons Advanced Negotiations Training in February 2020, Also Completed the FTO Program in March 2020.

Drug and Alcohol Rehabilitation Specialist/ Correctional Case Manager. July 2014 – June 2017

Idaho Department of Corrections at the Idaho State Correctional Center ▪ Kuna, ID

- Have been Actively involved in Training all DARS at ISCC that changed into CCM's.
- Assisted in Transitioning TC offenders out on Parole and jumpstarting all JPA programs.
- Have released over 250 Offenders from ISCC to the Community in 2015-2016.
- Have been on Several Committee's: Assisted in writing the new Correctional Case Manager's policy, and Program Managers Policy for IDOC.
- I was selected by ISCC Deputy Warden Tim McKay to be on the Re-Entry Committee, writing the new IDOC Re-Entry policy. This project is headed by Warden Noel Barlow.
- Have been a team leader in running ISCC's Release unit which consists of bringing in outside community provider resources to better assist paroling and Full-term offenders. This has been a success.

- On IDOC Crisis Negotiation team since 02/2016, I represented Idaho at a joint Law Enforcement Training in Sandy, Utah in 08/2016 during a Negotiation Phase 1&2 held by FBI.
- Trained in Assessments: Static-99R, Stable, Acute, VRAG-R, LSI-R
- I have trained several staff on how to do Interstate Compacts.
- Trained in UC curriculum: UCI-Sex Offender, UCI-Substance Abuse, UCI-Aggression Replacement Training, Thinking for a Change, and Advanced practice.
- Worked with and established contacts with IDOC Officials for offender release in accordance with Idaho Parole Commission.
- All of my accomplishments with IDOC, is a reflection of the great staff that I have been able to work with through the years.

EXPERIENCE

Unit Manager ▪ February 2014 – July 2014 (Transition from CCA to IDOC)

Corrections Corporation of America at Idaho Correctional Center ▪ Kuna, ID

- Conducted oversight to All Case Management for 248 Offenders
- Managed Schedules for Case Managers and Programming
- Conducted Staff Evaluations and Coaching reports.
- Managed Staff and Offenders while maintaining a caseload for myself.
- Conducted Investigations for unit disturbances.
- Maintained order and oversight of unit for upcoming transition from CCA to IDOC
- Member of the Risk Reduction Committee, headed by Warden Ellis

EXPERIENCE

Case Manager/ Psychosocial Rehabilitation Specialist/ Program Coordinator ▪ April 2013 – February 2014

Corrections Corporation of America at Idaho Correctional Center ▪ Kuna, ID

- Conducted case plan pathway assignments for offenders, enrolled and coordinated Treatment and program enrollment in accordance with assessments, risk/ needs, and pathway assignments.
- LSI- Level Severity Index trained and certified in accordance with IDOC.

- Completed Interstate Compact for offender release.
- Worked with offenders and program coordinator to establish best possible aftercare.
- Set up transitional funding for indigent offenders.
- Conducted several Substance Abuse Education classes, also Anger Management Classes.
- Conducted several Re-classifications for offenders going to close custody and non-compliant with case plan.
- Worked with and established contacts with IDOC Officials for offender release in accordance with Idaho Parole Commission.
- Submitted Offender Placement Request, and CWC applications for offenders that meet the criteria.

EXPERIENCE

Correctional Officer ▪ December 2009 – June 2013

Corrections Corporation of America at Idaho Correctional Center ▪ Kuna, ID

- Conducted several security audits per month to identify potential problems related to physical security, staff, and inmate safety.
- Maintained the custody and control of 324 inmates housed in maximum security unit.
- Conducted routine and emergency head counts.
- From 2011-2013 I was a Field Training Supervisor.
- Directed the activities of inmate crews working on maintenance, and operations projects.
- Completed intake paperwork, processing and searches.
- Made rounds at specified intervals and conducted head counts and roll calls.
- Prepared, processed and maintained forms, reports, logs, records and activity journals.
- Verified facility security by inspecting plumbing, outside areas, locks and cells for potential hazards.
- Escorted inmates to and from cells, court, hospitals and medical appointments.
- Established solid relationships with staff and maintained professional boundaries with resident offenders in the institution to help keep the institution safe and secure.
- Physically restrained offenders when disturbances required physical intervention.

- Central Control Surveillance and Radio management.
- Incident Command Management.
- Emergency Response Team.

Les Schwab Tires ▪ Mar. 2008 – Nov. 2009

Tire Technician / Shop Foreman ▪ Pole line Road Store, Twin Falls, ID

- Upheld top-quality workmanship and excellent customer service to assure life-long customers for the business.
- Communicated effectively with customers on future problems and repairs that might need to be addressed.
- Reviewed work orders and discussed them with supervisors.
- Interfaced with management and colleagues in a professional manner.
- Unload freight trucks and inventory merchandise.
- Performed tire and vehicle alignments
- Replace or repair tires or suspension parts on any make or model vehicle.
- Managed a shop crew, and upheld safety and customer service standards.

Smith's Food and Drug ▪ Aug. 2003 – Mar. 2008

Assistant Manager / Meat Department (Burley, ID and Chubbuck, ID)

- Monitored temperature of cases, shelves and storage areas and reported failures to the manager.
- Assisted the team in meeting sales, stock loss, labor objectives and margin goals to increase profitability.
- Followed proper standards for product freshness, food safety, weights and measures, refrigeration and sanitation.
- Developed knowledge about products and sales items to answer shoppers' questions.
- Packaged and labeled products.
- Cleaned meat aisles, storage areas and work areas, following all health and safety guidelines.
- Prepared and maintained inventory records.

- Conducted Staffing Meetings, Schedules, and Evaluations.
- Managed Staff hiring and lay-off schedule.
- Maintained partnerships with business owners to coordinate and meet orders.

EDUCATION

Idaho State University – Pocatello, ID 2005-2007

- General Studies –Business Management

Brown Mackie College – Boise, ID

- Bachelor of Science – Criminal Justice Law – Graduated 2013

Focus in Criminal Justice

Focus in Addiction studies

Focus in Social Sciences

Graduated with Honors - Dean's list

CERTIFICATIONS

- Idaho Peace Officer Post Certification – Corrections - 2010
- IDOC Leadership -100 – 2014
- IDOC Leadership – 200 - 2019
- PATC & FBI Hostage Negotiations Phase 1&2 -2016
- IDOC – Train-the-Trainer -2018
- Federal Bureau of Prisons – Crisis Negotiations -2018
- ART – Train-the-Trainer -2017
- CBI-Substance Abuse

- CBI-Sexual Offending
- Thinking for a Change
- Aggression Replacement Training
- UC- Advanced Practice

REFERENCES

* Colonel Ralph Powell Director of Idaho State Police - 208-884-7003

-He was my Instructor/ College Professor.

*Warden Chad Page - 208-336-1260- 5101

* Program Manager Kristi Skeem at IDOC - 208-331-2760 *20955

*Deputy Warden Tim McKay - 208-331-2760*20812

*Program Manager Ronald Cook – 208-336-1260 *5120

2004 JUL -6 P 3: 04

**ARTICLES OF INCORPORATION
OF
FALCON RIDGE PUBLIC CHARTER SCHOOL, INC.**

The undersigned, in order to form a Non-Profit Corporation under the provisions of Title 30, Chapter 3, Idaho Code, submits the following articles of incorporation to the Secretary of State.

SECRETARY OF STATE
STATE OF IDAHO

ARTICLE 1: Name

The name of the corporation shall be: Falcon Ridge Public Charter School, Inc.

ARTICLE 2: Purposes and Powers

This Corporation is organized for the basic purpose to do all things reasonable and proper in the operation of a nonprofit charter school within the state of Idaho and to deal generally therein. This corporation is organized exclusively for educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

The corporation is a nonprofit corporation under the laws of the state of Idaho, and is not formed for pecuniary profit. No part of the income or assets of the corporation are distributable to or for the benefit of its Incorporators, Directors, or Officers, except to the extent permissible under law. The Corporation shall have all powers allowed by law, including, without limitation, those powers described in Section 30-3-24 of the Idaho Code, as amended and supplemented.

ARTICLE 3: Registered Office and Agent

The address of the registered office of the Corporation is 1796 N. Doe Ave. Kuna ID 83634, and the name of its initial registered agent is Heather Dyer.

ARTICLE 4: Directors

The number of directors that shall constitute the Board of Directors of the Corporation shall be fixed by the Bylaws, but in any event shall not be less than five (5). The number of directors constituting the initial Board of Directors of the Corporation shall be five (5) and the names and addresses of the persons who are to serve as directors until their successors are elected and shall qualify are:

- Heather Dyer 1796 N. Doe Ave. Kuna ID 83634
- Brenda Lamphere 820 Long Valley Nampa ID
- Donia Jefferies 1852 W. Bayhorse St. Kuna ID 83634
- Jack Noble 3940 King Rd. Kuna ID 83634
- Vince Bos 1115 W. Gold St. Kuna ID 83634

IDAHO SECRETARY OF STATE
07/06/2004 05:00
CK: 5269 CT: 177074 BH: 754045
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ARTICLE 5: Incorporators

The name and address of the incorporator is Heather Dyer 1796 N. Doe Ave. Kuna ID 83634.

ARTICLE 6: Mailing address

The mailing address of the corporation shall be P.O. Box 326 Kuna ID 83634.

ARTICLE 7: Membership

The corporation shall have no members and shall exist perpetually or until dissolved according to law.

ARTICLE 8: Dissolution and Distribution

Upon the dissolution of the Corporation the assets of the Corporation shall be distributed to creditors pursuant to Sections 30-3-114 and 30-3-115 of the Idaho Code. Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, education, religious, and or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

ARTICLE 9: Non-stock Corporation

The Corporation shall not issue certificates of stock and no dividends or pecuniary profits shall be declared or paid to the Incorporators and Directors thereof.

ARTICLE 10: Bylaws

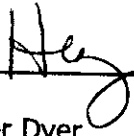
Provisions for the regulation of the internal affairs of the corporation shall be set forth in the Bylaws.

ARTICLE 11: Amendment to Articles

These Articles may be amended only upon the unanimous consent of the Directors.

Dated effective the 25th day of June 2004.

INCORPORATOR:



Heather Dyer

FILED EFFECTIVE

204



ARTICLES OF AMENDMENT (Non-profit)

2004 OCT 13 PM 4:33

To the Secretary of State of the State of Idaho
Pursuant to Title 30, Chapter 3, Idaho Code, the undersigned
non-profit corporation amends its articles of incorporation as
follows:

STATE OF IDAHO

- The name of the corporation is:
Falcon Ridge Public Charter School, Inc.

If the corporation has been administratively dissolved and the corporate name is no longer available for use, the amendment(s) below must include a change of corporate name.

- The text of each amendment is as follows:

Article 8: Dissolution and Distribution
Upon the dissolution of the corporation the assets of the corporation shall be distributed to creditors pursuant to Sections 30-3-114 and 30-3-115 of the Idaho Code. Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, and or scientific purposes and which has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code.

- The date of adoption of the amendment(s) was: 9/30/2004

- Manner of adoption (check one):

- Each amendment consists exclusively of matters which do not require member approval pursuant to section 30-3-90, Idaho Code, and was, therefore, adopted by the board of directors. (Please fill spaces below)
- The number of directors entitled to vote was: 5
 - The number of directors that voted for each amendment was: 5
 - The number of directors that voted against each amendment was: 0

- The amendment consists of matters other than those described in section 30-3-90, Idaho Code, and was, therefore adopted by the members. (Please fill spaces below)

- The number of members entitled to vote was: _____
- The number of members that voted for each amendment was: _____
- The number of members that voted against each amendment was: _____

Dated: 10/13/2004

Signature: _____

Typed Name: Heather Dyer

Capacity: Chairperson of the Board

Customer Acct #:

(if using pre-paid account)

Secretary of State use only

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Revised 10/2003

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ARTICLES OF AMENDMENT (Non-profit)

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SECRETARY OF STATE
STATE OF IDAHO

To the Secretary of State of the State of Idaho
Pursuant to Title 30, Chapter 3, Idaho Code, the undersigned
non-profit corporation amends its articles of incorporation as
follows:

- The name of the corporation is:
Falcon Ridge Public Charter School, Inc.

If the corporation has been administratively dissolved and the corporate name is no longer available for use, the amendment(s) below must include a change of corporate name.

- The text of each amendment is as follows:

ARTICLE 8: Dissolution and Distribution

Upon the dissolution of the Corporation, the assets of the Corporation shall be distributed to creditors pursuant to Section 30-3-114 and 30-3-115 of the Idaho Code. Upon winding up and dissolution of the corporation, the assets of the public charter school remaining after all debts of the public charter school have been satisfied must be returned to the authorized chartering entity for distribution in accordance with applicable law pursuant to Section 33-5206, Idaho Code.

- The date of adoption of the amendment(s) was: February 21, 2007

- Manner of adoption (check one):

- Each amendment consists exclusively of matters which do not require member approval pursuant to section 30-3-90, Idaho Code, and was, therefore, adopted by the board of directors. (Please fill spaces below)
- The number of directors entitled to vote was: 5
 - The number of directors that voted for each amendment was: 5
 - The number of directors that voted against each amendment was: 0

- The amendment consists of matters other than those described in section 30-3-90, Idaho Code, and was, therefore adopted by the members. (Please fill spaces below)
- The number of members entitled to vote was: _____
 - The number of members that voted for each amendment was: _____
 - The number of members that voted against each amendment was: _____

Dated: 2/21/07
 Signature: _____
 Typed Name: Bob Purbeck
 Capacity: Chairman of the Board

Customer Acct #:

(if using pre-paid account)

Secretary of State use only

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Revised 10/2003

Web Form

**BYLAWS
OF
FALCON RIDGE PUBLIC CHARTER SCHOOL, INC.
An Idaho Nonprofit Corporation**

**ARTICLE I
MEMBERSHIP**

Section 1.1 No Members

The Corporation shall have no members. Any action that would otherwise by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights, which would otherwise by law vest in the members, shall vest in the Board.

**ARTICLE II
OFFICES**

Section 2.1 Offices

The Corporation's principal office shall be fixed and located in the County of Ada, State of Idaho, as the Board of Directors ("Board") shall determine. The Board is granted full power and authority to change the principle office from one location to another within the County of Ada, State of Idaho.

**ARTICLE III
PURPOSE**

Section 3.1 Purpose

The Corporation is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future Federal income tax code.

Notwithstanding any other provision of these Bylaws to the contrary, the Corporation shall not carry on any activities not permitted of:

- a) a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future Federal income tax code, or
- b) a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue code of 1986, or the corresponding provisions of any future Federal income tax code.

**ARTICLE IV
BOARD OF DIRECTORS**

Section 4.1 Board of Directors

The number of Directors constituting the Board of the corporation shall be not less than five (5) or more than seven (7) Directors. The function of the Board can be described

as policy making, advising and evaluating. The Board shall have the further duty of directing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values and status of the charter school.

Section 4.2 Powers

The Board, as a board, shall have the full power and duty to manage and over see the operation of the Corporation's business and to pledge the credit, assets and property of said Corporation when necessary to facilitate the efficient operation thereof. Authority is given to the Charter School Board of Directors by the State of Idaho as provided in the "Public Charter Schools Act of 1998" (I.C. 33-5201).

Without limiting the generality of the powers here granted to the Board, but subject to the same limitations, the Board shall have the powers enumerated in these Bylaws and the following specific powers:

1. To elect and remove officers, agents, and employees of the Corporation; to prescribe powers and duties for them; and to fix their compensation.
2. To conduct, manage, and control the affairs and activities of the Corporation and to make rules and regulations.
3. To enter into contracts, leases, and other agreements which are, in the Board's judgment, necessary or desirable in obtaining the purposes of promoting the interests of the Corporation.
4. To acquire real or personal property, by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, encumber, convey, or otherwise dispose of such property.
5. To indemnify and maintain insurance on behalf of any of it's Directors, officers, employees, or agents for liability asserted against or incurred by such person in such capacity or arising out of such person's status as such, subject to the provisions of the Idaho Nonprofit Corporation Act and the limitations noted in these Bylaws.

Section 4.3 Election of Directors

- a) The original Governing Board shall be comprised of the Directors listed in the Articles of Incorporation and any other Directors elected by the then current Board.
- b) After the initial year of operation, Directors will be elected to fill vacancies on the Board by vote of stakeholders of the Corporation at the Corporation's Annual Meeting. As used herein, "Stakeholders" shall mean the parents and guardians of pupils then attending Falcon Ridge Public Charter School, faculty and employees of Falcon Ridge Public Charter School, and such other persons and entities as the Board determines to be stakeholders of the Corporation.
- c) The voting shall occur by secret ballot at the Annual Meeting of the Board of Directors. No proxies will be recognized at such election.
- d) The candidates for the seats shall be elected at large to fill the seats open for election, to the end that no candidate shall be associated with any particular seat open for election until after the ballots have been counted. The candidate receiving the most votes will fill the seat with the longest term

open for election, if there is any difference in the length of the terms standing for election, and the candidate with the next highest vote total will fill the next seat, and the seats will be filled in like fashion until the open seats have been filled by those candidates receiving the most votes.

Section 4.4 Number of Directors and Terms

The initial Governing board of five (5) Directors of the Corporation shall serve staggered terms for which not more than two (2) such terms shall expire in any year. The five (5) seats of the Directors shall be designated, solely for identification, with the letters A through E, and the expiration for the terms of the Directors currently holding such seats are as follows:

<u>Designation:</u>	<u>Name of Current Director:</u>	<u>Expiration of Term:</u>
A	Vince Bos	June 2005
B	Jack Noble	June 2006
C	Brenda Lamphere	June 2007
D	Donia Jefferies	June 2007
E	Heather Dyer	June 2008

After the initial Governing Board of five (5) Directors of the Corporation, the Governing Board shall serve staggered terms for which not more than four (4) such terms shall expire in any year. The seven (7) seats of the Directors shall be designated, solely for identification, with the letters A through G, and the expiration for the terms of the Directors currently holding such seats are as follows:

- A) Board Director A Tawnya McKague 2 year term expires June 2015
- B) Board Director B Bob Purbeck 2 year term expires June 2015
- C) Board Director C Dixie Herring 2 year term expires June 2014
- D) Board Director D Jim Negomir 3 year term expires June 2014
- E) Board Director E Vaughn Goodman 3 year term expires June 2016
- F) Board Director F Jennifer Graves 3 year term expires June 2015
- G) Board Director G Derek Robinson 2 year term expires June 2015

Section 4.5 Resignation and Removal

Subject to the provisions of Section 30-3-69 of the Idaho Nonprofit Public Corporation Act, any Director may resign effective upon giving written notice to the Chairman of the Board, or the Secretary of the Board, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective. A Director may be removed without cause by a majority of the Directors currently in office.

A Director may be removed without cause as provided by Sections 30-3-70 and 30-3-71 of the Idaho Nonprofit Corporation Act. A Director may also be removed for the following acts:

1. Has failed to attend four (4) or more of the Board's Regular Meetings in any calendar year;
2. Has been declared of unsound mind by a final order of court;
3. Has been convicted of a felony; or
4. Has been found by a final order or judgment of any court to have breached any duty imposed by the Idaho Nonprofit Corporation Act.

Section 4.6 Vacancies

- a) A Board vacancy or vacancies shall be deemed to exist if any Director dies, resigns, or is removed, or if the authorized number of Directors is increased.
- b) Removal of a Director for one or more of the reasons listed in Section 4.5 above may be initiated by any member of the Board or by a majority vote petition of the Stakeholders. The board shall hold a public meeting within ten (10) school attendance days of receiving such a request or petition. Such meeting shall be conducted with regard for the reasonable due process rights of all parties and in public, except where either the Board or the Director whose removal is sought requests a closed session. Where a closed session is held, the final action of the Board shall be taken in public.
- c) A vacancy on the Board may be filled by a majority vote of the remaining Directors, although less than a quorum.
- d) No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

Section 4.7 Compensation of Directors

Directors shall not receive any compensation for their services; however, the Board may approve the reimbursement of a Director's actual and necessary expenses incurred in the conduct of the Corporation's business. The Corporation shall carry liability insurance covering the Corporation's business.

Section 4.8 Voting

Voting by the Board shall be in person and no proxy voting on the Board may occur. Tie votes will be broken by the Chairman of the Board.

Section 4.9 Quorum

A quorum consisting of a majority or more of the then current Directors must be assembled to vote and conduct business.

Section 4.10 Rights of Inspection

Every Director has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation provided such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the Corporation's obligations to maintain the confidentiality of certain books, records and documents under any

applicable federal, state, or local law.

ARTICLE V BOARD MEETINGS

Section 5.1 Place of Meeting

The place of all meetings of the Directors shall be the principle office of the Corporation in the County of Ada, Idaho, or at such other place as shall be determined from time to time by the Board; and the place at which such meetings shall be held shall be stated in the notice and call of meeting. No change in the place of meeting shall be made within three (3) days before the day on which an election of directors is to be held.

Section 5.2 Annual Meeting

The Annual Meeting of the Directors of the Corporation for the election of Directors and Officers to succeed those whose terms expire and for the transaction of other business as may properly come before the meeting, shall be held each year on the second Tuesday of June, if not a legal holiday, and if a legal holiday, then on the day following, at 6:00 o'clock P.M. If the Annual Meeting of the Directors cannot be held as herein prescribed, the election of Directors and Officers may be held at any meeting called thereafter, pursuant to these Bylaws.

Section 5.3 Monthly Meetings

Monthly meetings of the Directors of the Corporation will not be mandatory, but will be scheduled for the second Tuesday of each month if a Director sees the need to have a meeting during the month.

Section 5.4 Notice of Meeting

Notice of the time and place of the annual meeting of the Directors or of any monthly meetings of the Directors shall not be given by mailing written or printed notice of the same but shall be posted on the Falcon Ridge Public School bulletin board, at the Kuna Public Library, and at Kuna City Hall.

ARTICLE VI OFFICERS AN DUTIES

Section 6.1 Officers

The officers of the corporation shall be the Chairman of the Board, Vice Chairman, secretary, and Treasurer. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairman of the Board. Officers of the Corporation shall also be Directors of the Corporation. The Officers shall be elected each year at the Annual Meeting by the Board and serve one (1) term as per section 4.4.

Section 6.2 Chairman of the Board

The Chairman of the Board is the general manager and chief executive officer of the Corporation and has, subject to the control of the Board, general supervision, direction,

and control of the business of the Corporation. The Chairman of the Board shall preside at all meetings of the Board. The Chairman of the Board has the general management powers and duties usually vested in the office of President and General Manager of a corporation as well as such other powers and duties may be prescribed from time to time by the board.

Section 6.3 Vice Chairman

In the absence or disability of the Chairman of the Board, the Vice Chairman will perform all the duties of the Chairman of the Board and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairman of the Board. The Vice Chairman shall have such other powers and perform such other duties as the Board may prescribe from time to time.

Section 6.4 Secretary

- a) The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information for all such meetings; the time and place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of Idaho the original or a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses.
- b) The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all its members promptly after the meetings; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the Treasurer; and shall have such other powers and perform such duties as may be prescribed from time to time by the Board.

Section 6.5 Treasurer

- a) The Treasurer of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts and disbursements. The books of account shall at all times be open to inspection by any Board member.
- b) The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated from time to time by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, shall render to the Board, upon request, an account of all transactions as Treasurer and the financial condition of the Corporation. The Treasurer shall present an operating statement and report, since the last preceding regular Board meeting, to the board at all regular meetings. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

**ARTICLE VII
FISCAL AFFAIRS**

Section 7.1 Fiscal Year

The fiscal year of the corporation shall be from July 1st to June 30th.

**ARTICLE VIII
OTHER PROVISIONS**

Section 8.1 Non-liability of Directors

The Directors shall not be personally liable for the Corporation's debts, liabilities, or other obligations.

Section 8.2 Open meeting Laws

All meetings or other Board action of the Board of Directors shall be subject to the Open Meeting Laws of the State of Idaho.

**ARTICLE IX
NOTICES**

Section 9.1 Manner of Giving Notice

Whenever provisions of any statute or these Bylaws require notice to be given to any Director, Officer, or other individual, they shall not be construed to mean personal notice. Such notice shall be given in writing and placed on the bulletin board of the corporation in sufficient amount of time prior to the meeting or action to be taken as required by Statute, the Articles of Incorporation or these Bylaws; said notice need not be given individually and may be given in one notice document.

**ARTICLE X
DISSOLUTION**

Section 10.1 Dissolution

Upon the dissolution of the Corporation the assets of the Corporation shall be distributed to creditors pursuant to Sections 30-3-114 and 30-3-115 of the Idaho Code. Upon winding up and dissolution of this corporation, the assets of the public charter school remaining after all debts of the public charter school have been satisfied must be returned to the authorized chartering entity for distribution in accordance with applicable law pursuant to Section 33-5206, Idaho Code.

**ARTICLE XI
AMENDMENTS**

Section 11.1 Bylaws

Appendix C: IPCSC Closure Protocol



Closure Protocol

Idaho Public Charter School Commission

514 West Jefferson Street, Ste. 303

Boise, Idaho 83702

208-332-1561

pcsc@osbe.idaho.gov

Alan Reed, Chairman

Jenn Thompson, Director

Purpose

This document provides guidance on the public charter school closure process.

Authority

Title 33, Chapter 52 of Idaho Code, known as the Charter School Act provides for public charter school operations based on a contractual agreement between a charter school board of directors and a state authorized chartering entity, such as the Idaho Public Charter School Commission (IPCSC).

Operating contracts, known as Performance Certificates are granted by state authorized chartering entities to the governing board of a non-profit corporation that serves as the charter holder. Performance certificates are limited to five-year terms.

Closure protocol is enacted when:

- an authorized chartering entity chooses to non-renew a school's charter pursuant to I.C. § 33-5209B;
- an authorized chartering entity chooses to exercise its right to revoke a charter pursuant to I.C. § 33-5209C; or
- a charter holder chooses to relinquish its charter by approval of a resolution.

Each authorized chartering entity is required to maintain a closure protocol and is tasked with oversight of the closure process.

If closure is due to an IPCSC nonrenewal or revocation decision, written notice will be issued to the school within 14 days of the decision and this closure protocol must begin within 5 days.

Roles

Authorizer: the authorized chartering entity is responsible to maintain closure protocol and to oversee the closure process.

Charter Holder: the charter holder is responsible to ensure that all closure tasks are complete and all deadlines are met. The school is responsible for any and all costs associated with closure.

Note

Please note that every closure situation is different. This guidance document may need to be expanded or adjusted to accommodate the specifics of a particular closure.

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I. Closure Protocol Team

A. Initial Meeting

within 5 business days of the date on which written notice of closure is issued, a meeting of the closure protocol team will be held.

B. Team Members

The Closure Protocol Team shall meet at least once a month between the date of the decision to non-renew, revoke, or relinquish the charter and the final dissolution of the board. Meetings shall be organized and chaired by the “team lead”. The team lead is also responsible for compiling meeting minutes and all documentation for the final closure report.

Required members of this team shall include:

1. The school’s Board Chair;
2. The school’s Lead Administrator;
3. The school’s Business Manager;
4. The IPCSC Director
5. A Team Lead (appointed by the IPCSC Director); and
6. The State Department of Education’s School Choice Coordinator.
7. Additional members may be added to the closure protocol team by mutual agreement of the required members.

C. Subcommittees

1. Subcommittees shall be established for the purpose of managing closure tasks in the following areas:
 - i. Communication – student, teacher, family
 - ii. Financial – vendors and assets
 - iii. Business – employer and corporation
 - iv. Records – student and employee records

D. Meeting Agenda

The meeting agenda for the initial meeting of the closure protocol team shall include the following:

1. Review of the closure protocol guidance document;
2. Review of the final closure report template;
3. Review the roles and responsibilities of each party and subcommittee throughout the process;
4. Assign liaisons from both the school and the IPCSC to the Closure Protocol Team and any subcommittees;
5. Establish due dates for all tasks listed in Section I.E of these procedures; and
6. Review notification letter drafted by IPCSC Staff.

E. Important Dates

Due dates to be established at the initial meeting of the Closure Protocol Team shall include the following:

1. The date of the school's last allowable draw on public funds;
2. The date on which the school shall cease to provide services to students;
3. The date by which records to be retained beyond the closure date are to be transferred the authorizer;
4. The date by which all assets purchased with federal dollars must be transferred to the authorizer for redistribution to other charter schools;
5. the date on which all employee contracts are to be ended and all communication on behalf of the school must cease;
6. The date on which benefits will end;
7. The date by which the final audit must be completed;
8. The date by which all financial activity must be ended, including cutting the final checks and closing all bank accounts;

9. The date by which all W2s will be issued for the school's final operating year; and
10. The date by which the non-profit corporation must be dissolved.

Communication

A. Initial Stakeholder Notification

1. Within 7 business days of the date written notice of closure is issued, the school is responsible to issue a letter (drafted by the IPCSC) notifying stakeholders of closure. This letter shall minimally include:
 - a. Where and when the final order will be posted online for transparency of the reasons for closure;
 - b. The last date of student services;
 - c. Transfer procedures;
 - d. Explanation of the appeal process and when a decision regarding an appeal would be published; and
 - e. Contact information for the school's administrator and the IPCSC.
2. The school may choose to include a supplemental letter drafted by the school's board, and if so, such draft must be provided to the IPCSC prior to distribution to stakeholders.
3. The school is responsible to distribute the IPCSC's letter (and the school board issued supplemental letter, if applicable) to the following recipients:
 - a. All Parents of current students and all parents currently on a waitlist;
 - b. All Teachers, Staff, and Volunteers;
 - c. All Vendors with whom the school has an active contract or has engaged with in the past 12 months;
 - d. All Lease and Loan/bond holders; and
 - e. Any Educational Services Providers with whom the school contracts.
4. The authorizer is responsible to issue a letter informing stakeholders of the closure situation to the following recipients:

- a. All potentially impacted school districts and charter schools;
 - b. The State Department of Education;
 - c. The State Board of Education;
 - d. The Office of the Governor;
 - e. The Public Employment Retirement Service of Idaho;
 - f. The chairpersons of the House and Senate Education committees; and
 - g. The Senators and Representatives serving the state legislature on behalf of the district in which the school maintains student occupied facilities or business offices.
5. Within 7 days of the date written notice of closure is issued, the IPCSC's letter informing stakeholders of the closure situation shall be posted in a prominent location on the school's website and the IPCSC's website.

B. Staff Meeting

1. Within 7 days of the date written notice of closure is issued, the school's administrator, board chair, and business manager shall hold a meeting with all staff to discuss the following:
 - a. Media contact protocol
The Director of the IPCSC is the authorized media contact for the IPCSC. The school is encouraged to establish a single point of contact to manage public relations on behalf of the school.
 - b. Maintenance of normalcy (to the best possible level) for students through the last day of student services
All instructional and student services are required to be provided in full through the last day the school is allowed to provide such services. The student experience should remain as normal as possible through this process. It is recommended that the school provide guidance for teachers and staff early-on to ensure common language and tone is used when discussing this situation with students and families.
 - c. End of Employment Impact
This date is established by the Closure Protocol Team. When determining the end of contract dates, please consider the impact of this date on health

insurance and PERSI. When at all possible, August 31st is recommended as this will allow teachers who re-employ at another school the best opportunity for uninterrupted health insurance coverage. However, this decision must be balanced with the urgency of the closure and the school's obligation to spend as little as necessary during the closure period.

2. The meeting agenda for this staff meeting should include the following:
 - a. Notification of closure timeline and timeline of parallel appeal if the school has chosen to or is considering appealing the closure decision.
 - b. Review of media protocol and how to discuss the issue with parents and students.
 - c. Date of last paychecks and whether/who will remain on staff after end of student services and end of contract dates.
 - d. Timeline for more information regarding sick leave, vacation time, and health insurance; Cobra may not be available when the charter school providing the original health insurance ceases to exist.
 - e. Timeline for more information regarding any impacts to PERSI; Employees whose last place of work prior to retirement was the school being closed may lose the ability to transfer accrued sick leave into funds used for medical coverage.
 - f. Timeline for winding-down and transition of duties, including, but not limited to facility access and security, access to email and software, hardware returns, and asset management of furniture, fixtures, equipment, and curriculum.
 - g. Social emotional services for staff and students if the school has chosen to make such available; We acknowledge that closure can be traumatic for staff and students. Schools are encouraged to consider making additional counseling services available.
 - h. Assistance with employment transition for staff (such as access to hiring fairs or letters of recommendation) if the school has chosen to make such available.

C. Ongoing Communication

1. Additional communication with stakeholders will be necessary throughout the closure process.
2. The Communication subcommittee is responsible for ensuring that any necessary communication is timely and accurate.

F. Financial Dissolution

A. Expenses

1. Within 15 business days of the date on which written notification of closure was issued a meeting shall be held between the school's business manager, the IPCSC's Finance Manager, and the Team Lead.
2. Additional attendees (such as the school's auditor) may be invited to the meeting by mutual agreement of both required attendees. Any related costs are the responsibility of the school.
3. No later than the start of the scheduled meeting, the school's business manager shall make the following available to the IPCSC:
 - a. A list of every vendor the school has paid in the last 12 months;
 - b. A copy of all arrangements with vendors including: contracts, service agreements, grants, and/or MOUs with all services providers that are currently active or that have been active in the past 12 months;
 - c. A copy of all lease agreements and all long-term loans;
 - d. A list of all insurance policies held by the school (including liability, directors and officers, worker's comp, etc.), including company, policy number, and coverage specifics; and
 - e. All bank statements for the previous 12 months.
4. The meeting agenda for this meeting shall include the following:
 - a. A review of statute, rule, policy, and regulations related to closure as presented by the Closure Team Lead.
This part of the discussion should consider requirements of the IRS, the Department

of Labor, the Government Accounting Standards Board, as well as the Idaho Charter School Act and rules and policy established by the State Board of Education and the State Department of Education.

- b. A review of projected cash flow through end of operations as presented by the school's Business Manager.
There will be time to revise this initial projection as closure progresses, and the numbers are expected to shift throughout the process, but this exercise establishes a starting place. Please consider the last allowable draw of funds, payroll through end of contracts, and note that there may be additional closing costs, such as a PERSI buy out, storage costs, or penalties on early lease termination.
- c. Development of a plan for immediately reducing spending to necessities only, which may require board action to suspend or change policies to allow for changes in who has spending authority and at what amounts.
- d. Prioritization of payment of anticipated expenditures, pursuant to Idaho Code.
- e. Documentation of a list of items requiring follow-up and who is responsible for the workload or costs.
- f. Establishment of approximate deadlines for when each account is to be closed.

5. Following the initial meeting, the school's Business Manager shall be responsible to provide the following documentation:

- a. Verification that the school's account has been paid in full with each vendor as accounts are closed;
- b. Verification that the school has met with PERSI and has established a final transmission date;
- c. Documentation that any outstanding PERSI fees are paid;
- d. Verification that the school has met with the board approved auditor and has established a final audit timeline. Note that the timing of this audit may be later than usual; and
- e. Verification of end dates for leases and liability coverage (including property and directors/officers).

B. Accounting of Assets

- i. The IPCSC shall provide to the school a written guidance document with regard to the sale and dissolution of assets.
- ii. The school shall be responsible to provide the IPCSC and the SDE with a full inventory of all physical assets owned by the corporation within 30 days of the date on which the notice of closure was issued.
- iii. The inventory shall include:
 - a. A description of the item;
 - b. The fund with which each item was purchased; and
 - c. An estimate of the current value of the item.
- D. The Team Lead, the IPCSC's Finance Manager, a representative from the SDE, and the school's Business Manager shall meet to review this inventory within 15 days of receipt of the inventory, and may verify accuracy via thorough on-site review.

C. Dissolution of Assets

1. All viable special education testing materials shall be distributed to the SDE for redistribution to charter schools based on the agency's determination of need.
2. Property owned by the ESP will be claimed by the ESP. The lease by which this equipment was provided to the school must include an itemized inventory and shall be provided to the IPCSC.
3. Any items purchased with federal funds (excluding special education testing materials) shall be returned to the IPCSC for redistribution to other charter schools. The IPCSC shall retain record of what was received and to whom it was redistributed.
4. The school is responsible to arrange for delivery of assets in an organized and well-labeled manner.
5. All assets purchased with state funds shall be liquidated to the greatest degree possible. Please see the IPCSC's guidance on the sale and dissolution of assets for procedural expectations.
6. When all assets have been redistributed and liquidated, and all creditors have been paid, any remaining funds shall be returned to the Public School Income Fund via the State Department of Education.

D. Reporting

1. The school shall ensure that an audit completed by an independent auditor is conducted, the audit report is approved by the school's board, and submitted to both the State Department of Education and the authorizer.
2. The school shall ensure that all documentation required to dissolve the school as a business is filed with the IRS, including dissolution of the 501c3.
3. After the sale of assets, and the all checks are cut, any remaining funds shall be returned to the State Department of Education for distribution to operational schools.
4. File final tax reports.
5. Issue W2s for previous tax year.

IV – Records Management

i. Records Retention Procedures

1. The school's Lead Administrator is responsible to ensure the proper retention and destruction of records in accordance with the State of Idaho's records retention schedule.
2. The public charter school shall make every effort to transfer all active student records (including the cumulative file and the special education file) to the student's next school of choice prior to the date on which records are scheduled to transfer to the authorizer.
3. The public charter school shall ensure that every student file (active or inactive) includes an official transcript (signed, embossed, etc.) or final report card and a record of where and when the student's records were transferred out of the public charter school's care. This information shall be compiled in a single spreadsheet.
4. The public charter school shall ensure that all records to be transferred to the authorizer (cumulative and special education) are scanned into an electronic format. Costs incurred are the responsibility of the school.

5. The public charter school shall ensure that all records are transferred to the authorizer via a secure file transfer protocol.
6. No employee or former employee of the school shall retain copies or have access to student, employee, or financial records after the employee's end of contract date.

ii. Records to be Retained

1. Student Records:

- a. Student cumulative files shall be retained for five years beyond the student's exit date.
- b. Student special education files shall be retained for five years beyond the student's exit date.
- c. Official transcripts or final report cards for all students who attended the school shall be retained permanently and shall include the name and address of the student, the name of the student's parent(s)/guardian(s), the student's date of birth, the courses attempted by the student and grades earned by the student.
- d. Record of student records transfer shall be retained permanently;

2. Personnel Records:

- a. Personnel files shall be retained for five years beyond the employee's termination date.
- b. Personnel files shall include the name, address, and contact information of the employee; employment agreements or contracts signed by the employee, verification of certification (if applicable), and all employee evaluations. No other documentation shall be retained.

3. Financial Records:

- a. Monthly expenditure reports for the five years preceding the school's closure date shall be retained. Records shall be destroyed after five years.
- b. Monthly deposit records for the five years preceding the school's closure date. Records shall be destroyed after five years.
- c. All bids received and contracts awarded in the five years preceding the school's closure date. Records shall be destroyed after five years.

- d. Medicaid reimbursement records for seven years prior to the school's closure date. Records shall be destroyed after seven years.
 - e. Bank statements for all accounts for five years preceding the school's closure date. Records shall be destroyed after five years.
 - f. Tax documents shall be retained for the seven years prior to the school's closure date. These documents include but are not limited to IRS forms 941 and 1099. Records shall be destroyed after seven years.
 - g. Annual financial audit reports and annual board approved budgets shall be retained permanently for all operational years. These documents are submitted to the IPCSC annually, and may not need to be re-submitted.
4. Governance Records:
- a. All meeting agendas shall be retained permanently.
 - b. All meeting minutes shall be retained permanently.
 - c. A complete copy of the most recent set of board policy shall be retained permanently.
 - d. A copy of the board bylaws and articles of incorporation shall be retained permanently.
5. School Culture Records
- a. The school's lead administrator shall be responsible to make arrangements for the permanent retention of all school newspapers, yearbooks, and student handbooks through the Idaho Historical Society. The school is responsible for all costs incurred.
6. Records Requests After Closure
- a. The IPCSC shall manage records requests for student transcripts and for personnel files after the school has closed.
 - b. The school shall ensure that the school's URL redirects to the IPCSC's records request page for a minimum of 3 years after the school's closure, at the school's expense.

V. Governing Board

iii. Final dissolution

1. Final Board Meeting

- a. In accordance with OML notice a final meeting of the governing board and pursuant to I.C. § 30-30-1001, a vote to dissolve a nonprofit corporation shall be properly noticed and accompanied by the dissolution plan. In this case, the dissolution plan is the closure protocol, which should be near completion by the time this motion is made. This section of Idaho Code also requires that the agenda state that the purpose, or one of the purposes, of the meeting is to consider a resolution to dissolve of the non-profit corporation.
- b. I.C. § 33-5212 addresses the order in which payments shall be made, and state that any remaining assets after all creditors have been paid shall be distributed to the Public School Income Fund. This information should be incorporated into the dissolution motion as it is required to be noticed by the Non-Profit Corporation Act.
- c. A vote in favor of dissolution passes with a majority vote of the board directors.
- d. A copy of the resolution must be provided to the IPCSC with 24 hours of the vote.

2. Meeting Agenda

- a. Approval of the financial audit report (if not already complete).
- b. Approval of any final contracts to be paid (i.e. for the Business Manager to return at the end of the calendar year to prepare final tax documents and distribute to employees).
- c. Appointment of a designee to file dissolution of the school's 501c3 with the IRS and articles of dissolution with the Idaho Secretary of State.
- d. Appointment of a designee to complete any and all final activities that may be necessary.
- e. Signature of any final checks.

3. Articles of Dissolution

- a. Pursuant to I.C. § 30-30-1003, after the dissolution has been authorized, a designee (identified in the dissolution plan) shall files articles of dissolution with the Idaho

Secretary of State. These articles shall minimally include:

- i. The name of the corporation;
 - ii. The date dissolution was authorized;
 - iii. A statement that dissolution was approved by a sufficient vote of the board.
- b. A corporation is effectively dissolved as of the date of its articles of dissolution.
 - c. The school shall provide a copy of the filed articles of dissolution to the IPCSC.
4. A dissolved corporation may continue its corporate existence but may not carry on any activities except those appropriate to wind up and liquidate its affairs.

B. Claims against a dissolved Corporation

- iv. After the date on which the articles of dissolution are filed, the corporation may dispose of the known claims against it by sending written notice, pursuant to I.C. § 30-30-1005. Written notice must include:
 - a. A description of the information that must be included in a claim;
 - b. A mailing address where a claim may be sent;
 - c. The deadline, by which the dissolved corporation must receive the claim; and
 - d. State that the claim will be barred if not received by the deadline, which may not be fewer than one hundred twenty (120) days from the effective date of the written notice.
- v. The corporation must address any unknown claims against it by publishing a notice Pursuant to I.C. 30-30-1006. The notice must:
 1. Be published one (1) time in a newspaper of general circulation in the county where the dissolved corporation's principal office is or was located, or, if none in this state, in Ada county;
 2. Describe the information that must be included in a claim and provide a mailing address where the claim may be sent; and
 3. State that a claim against the corporation will be barred unless a proceeding to enforce the claim is commenced within five (5) years after publication of the notice.

- vi. Claims will be enforced if the corporation's assets have be distributed in liquidation to any party other than a creditor. A claim may be made by a creditor against the recipient, not to exceed the amount received by the recipient.

C. Reporting

1. The school shall ensure that all state and federal reporting is complete prior to dissolution. Verification of completed reports shall be made by the IPCSC. Required reports include, but are not limited to the following:
 - a. ISEE final data upload including, but not limited to student, course, teachers, and financial data sets;
 - b. Federal programs final reporting;
 - c. Grant final reporting; and
 - d. The school shall ensure that dissolution of the charter holder's non-profit organization is filed with the secretary of state and shall provide the IPCSC with a copy of this filing;
2. The school shall ensure that the dissolution of the school's 501c3 is on file with the IRS and shall provide the IPCSC with a copy of this filing.

VI. Final Closure Report Outline

Throughout the closure protocol process, the Closure Team Lead will collect the required documentation and build a final report. The final report will be permanently retained by IPCSC and posted on the IPCSC's website.

i. Cover Sheet

1. A final closure report must include a cover sheet with the following information:
 - a. The legal name of the school;
 - b. The legal name of the charter holder;
 - c. The address(s) that the school occupied at time of closure;
 - d. Contact information for future questions;

- e. The following links and a statement that more information can be found at these locations,
 - i. [PCSC webpage for this school],
 - ii. [webpage for the meeting at which the charter was approved],
 - iii. [webpage for the meeting at which the charter was nonrenewed or revoked, if applicable], and
 - iv. [webpage for any related hearings]; and
- f. A description of where requests for student transcripts can be made after closure.
- g. A list of the complete closure protocol team.
- h. A list of the following key dates:
 - i. The date on which the charter was approved;
 - ii. The first and final dates on which the school was authorized to serve students;
 - iii. The date on which the school received its final distribution of state funding;
 - iv. The date on which teacher contracts ended; and
 - v. The date on which the charter holder's corporation was dissolved.

B. Required Attachments, Redacted

1. Final IPCSC Closure Order
2. Final appeal decision (if applicable)
3. IPCSC Notification of Stakeholders Letter
4. List of all vendors, including the name and address of the vendor, a description of the services provided/purchased, and the date on which the IPCSC verified account closure.
5. A list of insurance coverages, including company and the last date of coverage (including health, liability, etc.)
6. A list of all contracts, service agreements, grants, and MOUs to be retained by the IPCSC, including verification of date received.
7. A list of all lease agreements and all long-term debt held by the school at the beginning of the closure protocol, including the company and amount.
8. Documentation of the termination of any leases or loans.
9. Final bank statements indicating account closure.

10. Expense reports for the 12 months preceding dissolution.
11. A copy of the final check cut to the SDE, if applicable.
12. Inventory of assets, including the fund with which each item was purchased, the date of purchase, the estimated value.
13. For assets purchased with federal dollars, also include the final recipient of the asset, and the date of transfer.
14. The charter holder's final dissolution resolution.
15. A copy of the articles of dissolution.
16. A copy of the 501c3 dissolution notification.
17. A copy of the newspaper notice to unknown claimants.
18. Meeting minutes from all meetings of the closure protocol team and all subcommittee meetings attended by the Closure Team Lead.
19. Any other documentation that may provide important details.