



IPCSC Regular Meeting

Idaho Public Charter School Commission

Oct 13, 2022 9:00 AM - 3:00 PM MDT

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I. COMMISSION WORK

A. AGENDA APPROVAL

The IPCSC must approve the agenda prior to beginning the meeting.

COMMISSION ACTION

A motion to approve the agenda as presented; or

A motion to amend the agenda [state amendment] based on the following good faith reason [state reason amendment is necessary].

B. MEETING MINUTES

The IPCSC will consider approval of meeting minutes for the previous meeting.

COMMISSION ACTION

A motion to approve the meeting minutes for August 25, 2022 as presented; or

A motion to approve the meeting minutes for August 25, 2022 with the following amendments: [state specific amendments].

C. 2023 MEETING SCHEDULE

The proposed schedule for the 2023 calendar year is as follows:

February 23, 2023 (2-day)

April 13, 2023

June 8, 2023

August 17, 2023

October 12, 2023

December 14, 2023

COMMISSION ACTION

A motion to approve the meeting dates for 2023 as presented; or

A motion to approve the meeting dates for 2023 with the following amendments [state specific amendments].

IDAHO PUBLIC CHARTER SCHOOL COMMISSION REGULAR MEETING AGENDA

Date: Thursday, October 13, 2022
Start Time: 9:00 A.M., MST

Physical Location: Joe R. Williams Building, West Conference Room
700 W. State Street, Boise, ID

Remote/Public Access via YouTube Livestream:
<https://www.youtube.com/channel/UChV-TDWV4fv1-UoozmMeoPA>

I. COMMISSION WORK (Action Item)

- A. Agenda Review / Approval
- B. Minutes Review / Approval
- C. 2023 Meeting Schedule

II. PUBLIC COMMENT

Public comment will be limited to three minutes per person. Please see IPCSC policy for more information.

III. DIRECTOR'S REPORT

IV. ANNUAL PERFORMANCE REPORT REVIEW

IPCSC staff will provide a brief review of the Fiscal Year 2021 Annual Performance Reports for the following schools: Idaho Virtual Academy, Inspire Connections Academy, Palouse Prairie Charter School, North Start Charter School, The Village Leadership Academy.

V. SCHOOL UPDATES

- A. Monticello Montessori Charter School
- B. Peace Valley Charter School
- C. The Village Leadership Academy

VI. COMMITTEE APPOINTMENTS (Action Item)

VII. FINANCE COMMITTEE REPORT

VIII. RENEWAL COMMITTEE REPORT

IX. PROPOSED PERSONNEL POLICY REVISIONS, FIRST READ

X. OFFICER ELECTIONS (Action Item)

**MEETING MINUTES
IDAHO PUBLIC CHARTER SCHOOL COMMISSION**

August 25, 2022
Joe R. Williams Building, West Conference Room
700 W. State St.
Boise, ID 83702

This meeting was called to order by Chairman Reed on August 25, 2022 at 9:00 a.m.

Alan Reed – Present via Zoom
Sherrilynn Bair – Present via Zoom
Nils Peterson – Present via Zoom
Brian Scigliano – Present via Zoom
Wanda Quinn – Present via Zoom
Dean Fisher – Excused
Karen Echeverria – Present

I: COMMISSION WORK

A. Agenda Review/Approval

M/S (Echeverria/Peterson) Motion to approve the amended agenda, reflecting the withdrawal of the new charter school petition for Virtual Preparatory Academy of Idaho. *The motion passed unanimously.*

B. Minutes Review/Approval

M/S (Quinn/Scigliano) Motion to approve the June 9, 2022 minutes as presented. *The motion passed 5:0 with 1 abstention (Echeverria as not present at the June 9, 2022 meeting).*

II: PUBLIC COMMENT

No public comment was offered.

III: DIRECTOR'S REPORT

Director Thompson shared updates on legislative initiatives, budget status, and upcoming IPCSC meeting topics. No action.

IV. NOTIFICATION OF FISCAL CONCERN

The IPCSC reviewed notification of fiscal concern for Monticello Montessori Charter School.

M/S (Peterson/Bair) Motion to maintain the notification of fiscal concern for Monticello Montessori Charter School through fiscal year 2023. *The motion passed unanimously.*

V. ANNUAL REPORT REVIEW

IPCSC Program Manager, Melissa-Jo Rivera provided Commissioners with an overview of FY21 annual reports for the following schools: Legacy Charter School, Monticello Montessori Charter School, Project Impact STEM Academy, Peace Valley Charter School, Rolling Hills Public Charter School, North Idaho STEM Academy, North Valley Academy.

***Note:** Commissioner Quinn proposed that the order in which schools were presented be altered from the order listed on the agenda to allow Legacy Charter School to be first since Gayle O'Donahue and Seth Stallcop were present via Zoom to answer any questions. Chairman Reed allowed the change as the agenda did not specify the order in which schools were to be reviewed.

Mr. Stallcop and Mrs. O'Donahue spoke briefly about the success of their school and noted their gratitude for a positive relationship with the school's authorizer.

Commissioners generally discussed the effectiveness of the revised framework, specifically noting that comparison groups and school demographics help with the context of the academic data. Commissioner Quinn suggested a potential future agenda item during which the following schools could speak directly with the Commission regarding their performance: Monticello Montessori, Peace Valley Charter School and The Village Leadership Academy.

No action.

VII. CONSIDERATION OF DIRECTOR'S COMPENSATION

Commissioners were provided with a copy of the Governor's memo regarding changes in compensation for employees, including a merit increase matrix.

M/S (Echeverria/Peterson) Motion to approve an hourly rate of \$55.56 (annual salary of \$115,564.80) for Jenn Thompson as Director of the Idaho Public Charter School Commission, effective as of 6/12/22. *The motion passed unanimously.*

ADJOURNMENT

M/S (Peterson/Scigliano) Motion to adjourn. *The motion passed unanimously; the meeting adjourned at 10:16 a.m.*

I. COMMISSION WORK

C. 2023 MEETING SCHEDULE

The proposed schedule for the 2023 calendar year is as follows:

February 23, 2023 (2-day)

April 13, 2023

June 8, 2023

August 17, 2023

October 12, 2023

December 14, 2023

II. PUBLIC COMMENT

A. Live Comment

1. Members of the public may address the IPCSC during this meeting.
2. Members of the public are asked to indicate the topic they wish to address on the sign-in sheet prior to the start of the meeting.
3. Public comments shall be limited to three (3) minutes.

B. Written Comment

1. Written comment may be submitted to the IPCSC staff at any time.
2. Written comment must be identified as such and must include the name and contact information of the author.
3. Written comment submitted at least seven (7) days in advance of a IPCSC meeting will be included in the meeting materials.
4. Written comment submitted fewer than seven (7) days in advance of a IPCSC meeting will be distributed to commissioners, but may not be included in the meeting materials.
5. Written comment may be read aloud at the regularly scheduled IPCSC meeting following receipt.

III. DIRECTOR'S REPORT

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5213(1)

BACKGROUND

The IPCSC Director oversees the day-to-day management of the authorizing office. This agenda item provides opportunity for a brief report regarding actions taken and work in progress at the staff level.

DISCUSSION

1. New Hire – MJ Throm, Technical Records Specialist
2. Progress on FY22 Academic Data and Fiscal Audit Evaluations
3. Progress on FY22 Agency Performance Reports

SPEAKER

IPCSC Director, Jenn Thompson

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No action.

IV. ANNUAL PERFORMANCE REPORT REVIEW

APPLICABLE STATUTE, RULE, OR POLICY

Idaho Code §33-5209C
Idaho Code §33-5209A
Idaho Code §33-5209B(7)

BACKGROUND

Idaho Code §33-5209C tasks authorized chartering entities with continually monitoring the performance and legal compliance of the public charter schools it oversees, including analyzing data to support ongoing evaluation according to the performance certificate.

Idaho Code §33-5209A requires that performance certificates contain frameworks and that frameworks establish the measures and metrics used to evaluate at least the following: student proficiency, growth, and college and career readiness; board performance and stewardship; and school operations, including finance.

Idaho Code §33-5209B(7) requires authorizers to make renewal decisions based on: the school's performance outcomes on the framework; the school's compliance with applicable laws, rules, policies, and regulations and the terms of its performance certificate (operational contract); and the school's annual financial audit.

Idaho Code §33-5209B(4) requires that, as part of the renewal process, authorizers provide opportunity for each school to present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal and to describe improvements undertaken or planned by the school.

In 2020, Senate Bill 1192 removed the IPCSC's ability to include "mission specific goals" in any school's performance framework.

DISCUSSION

The IPCSC authorizes 63 schools, 8 of which offer both regular education and alternative education academic programs. In April of 2022, various commissioners expressed interest in better understanding how well the recently revised framework measures are reflecting the performance of individual schools.

In an effort to provide Commissioners opportunity to review the data used to inform the IPCSC's annual performance reports at an individual school level outside of any need to make a renewal decision, a rotating review schedule has been adopted.

The goal of this agenda item is to provide a platform for a Commission discussion of an individual school's demographics, outcomes, and comparison groups at a data-specific level rather than at an anecdotal or more generalized level.

Staff will review the slide deck included in these materials.

Schools are not expected to be present for this agenda item. However, the Commission's discussion may generate interest in inviting some schools (particularly those with unique student populations or low performance outcomes) to address the Commission at a future meeting.

If the Commission so chooses, individual schools will be invited to address a list of specific questions at the Commission's next scheduled meeting.

SPEAKER

Program Manager, Melissa-Jo Rivera

IMPACT

Information Only.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has no recommendations or comments.

COMMISSION ACTION

No action.

Please Note:

- Annual Reports are for the FY2020-2021 School Year
- Some schools are currently on the historical framework until Renewal OR a performance certificate amendment.
- Academic ratings were waived FY20 and FY21 due to pandemic.
 - Graduation rate data was not available in FY21 at the time annual performance reports were evaluated.
- Operational ratings have been evaluated and rated throughout the pandemic.
- Financial ratings were waived in FY21.



Portfolio Charter School: Annual Report Review

Idaho Virtual Academy



Idaho Virtual Academy | Performance FY 21 Annual Report Snapshot

- IDVA is on the historical framework.
- Outcomes presented are a “preview” of outcomes evaluated on the revised framework.
- The school was provided with both their historical framework annual report and a preview version of outcomes on the revised framework.
- *The school is compared to ALL VIRTUAL SCHOOLS.*
- *The school's alternative program is compared to ALL ALTERNATIVE SCHOOLS.*

ACADEMIC OUTCOMES: IDVA	
Math Proficiency	40%
Math Growth	Data Not Available for 2020-2021
ELA Proficiency	50%
ELA Growth	Data Not Available for 2020-2021
Literacy Proficiency	FALL IRI: 61% SPRING IRI: 64%

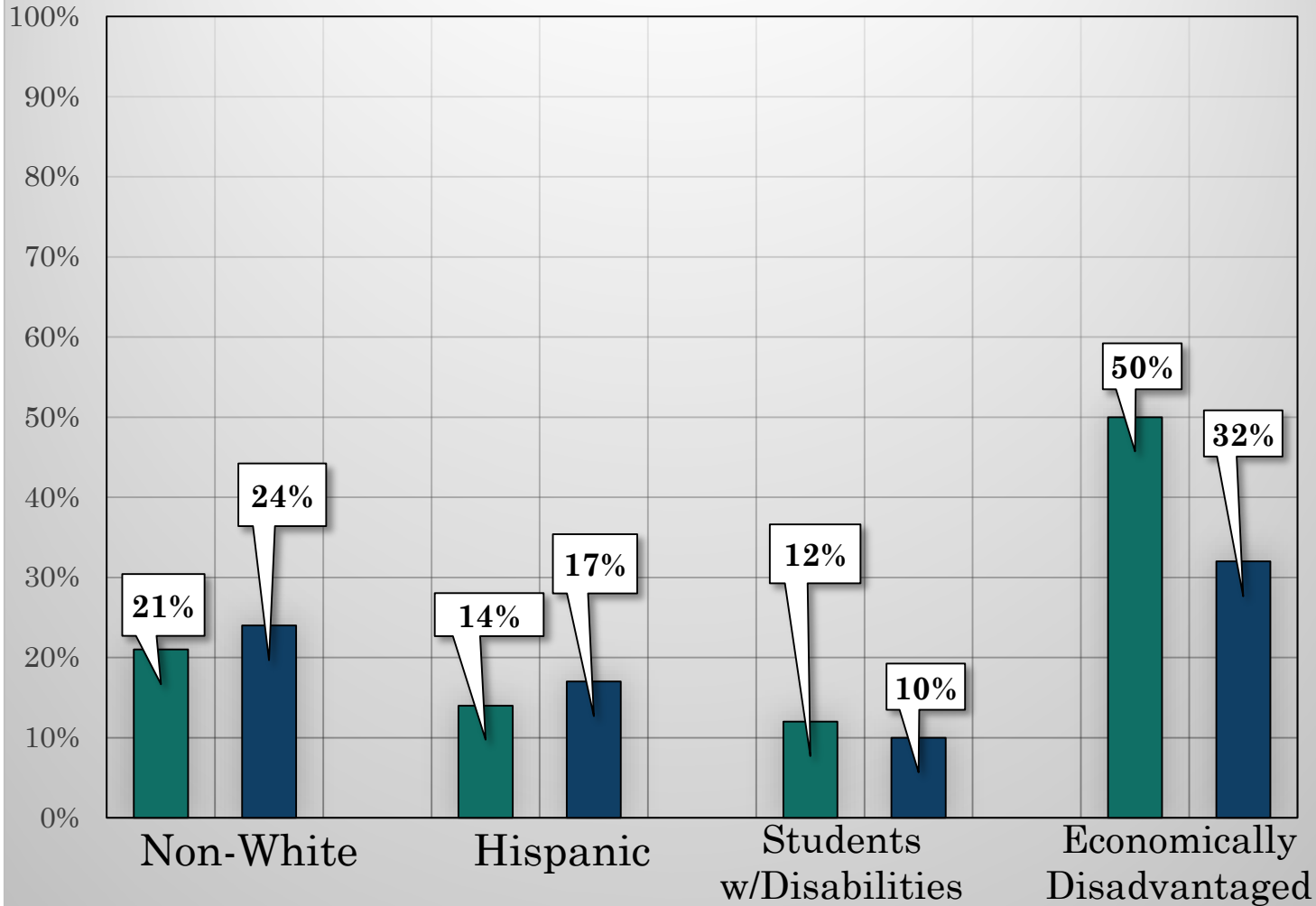
ACADEMIC ALTERNATIVE PROGRAM: Insight School of Idaho	
Math Proficiency	13%
Math Content Mastery	81%
ELA Proficiency	40%
ELA Content Mastery	52%
9-11 Progress Towards Graduation	34%
College & Career Readiness (5Yr)	Data Not Available for 2020-2021
College & Career: Additional Graduation	33%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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IDVA & Comparison Group Demographic Comparison FY21

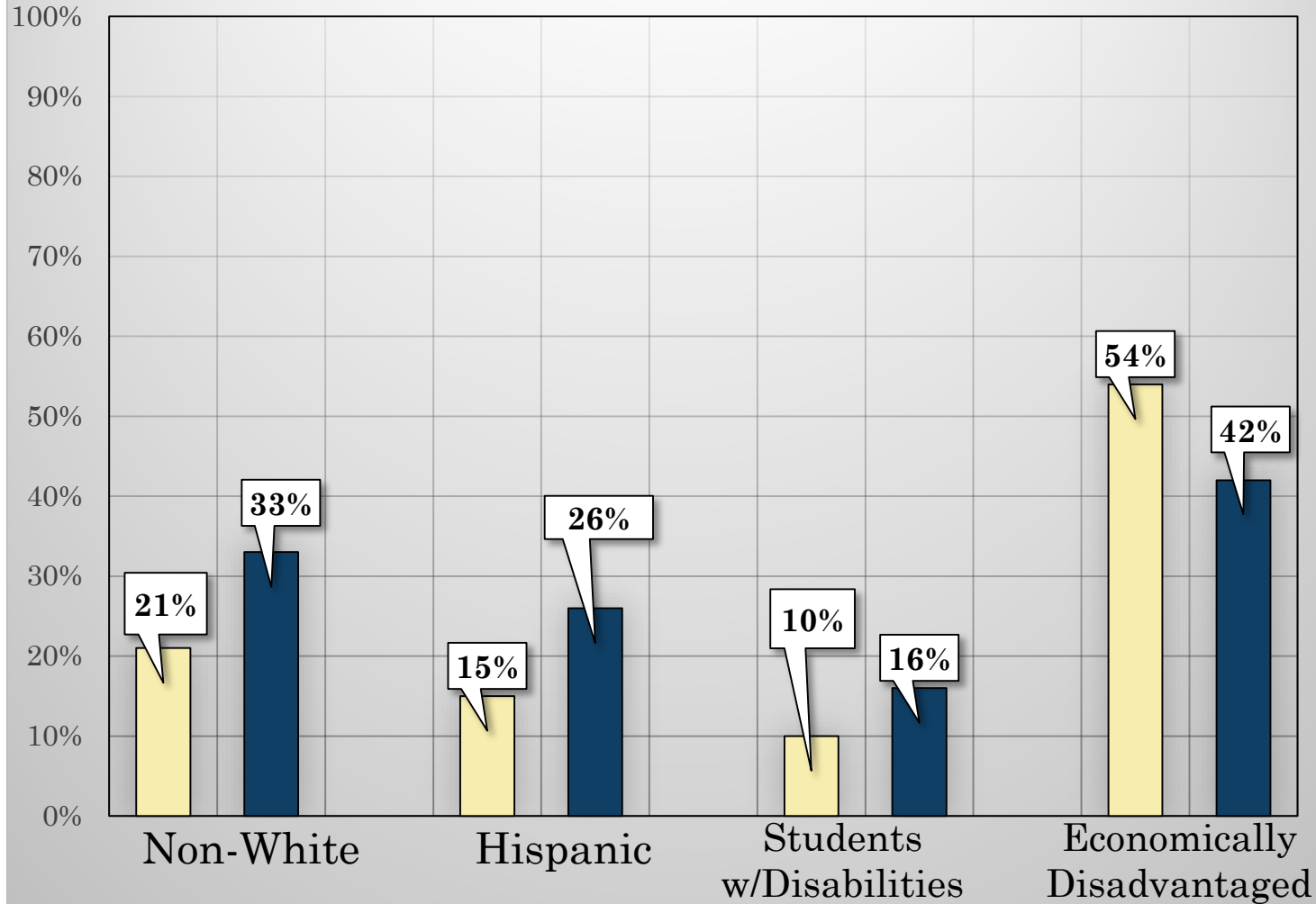


COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- Outcomes include the school's alternative program: Insight School of Idaho
- KEY:
 - IDVA=Idaho Virtual Academy
 - Comparison Group

Insight School of Idaho & Comparison Group Demographic Comparison FY21

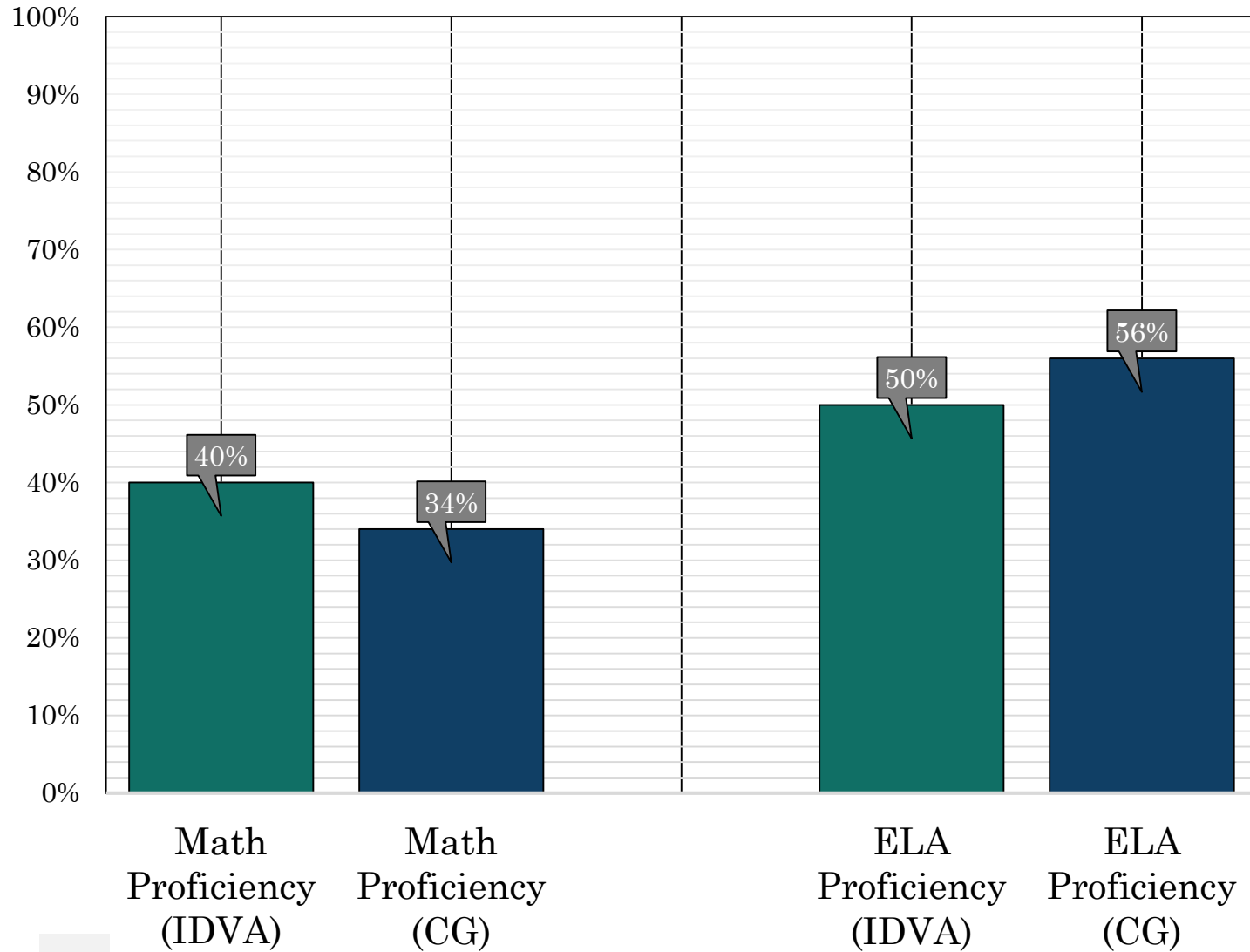


COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- Outcomes include the school's alternative program: Insight School of Idaho
- KEY:
- Insight School of Idaho
- Comparison Group

IDAHO VIRTUAL ACADEMY FY21 ACADEMIC OUTCOMES COMPARISON



COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

- Math & ELA Growth data not available for 2020-2021.

KEY

IDVA = Idaho Virtual Academy

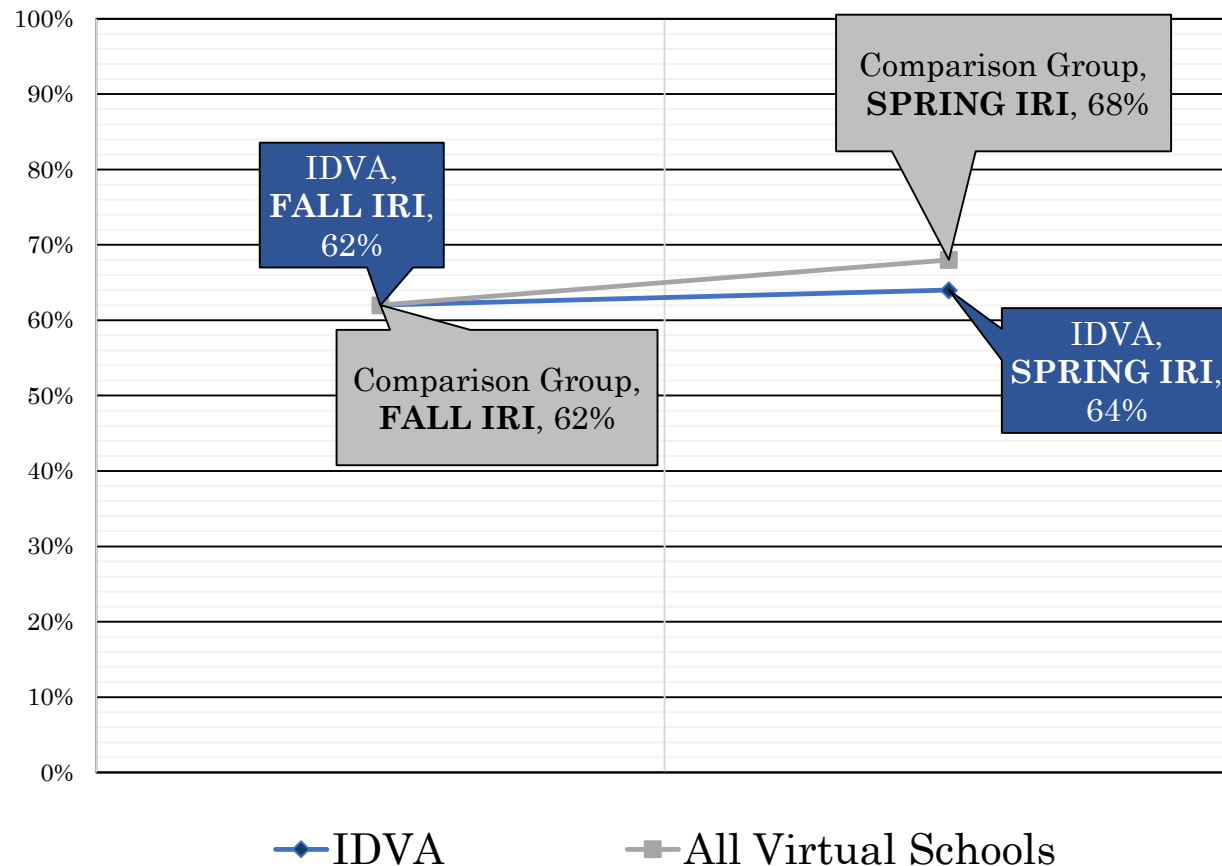
CG = Comparison Group

IDAHO VIRTUAL ACADEMY FY21 ACADEMIC OUTCOMES COMPARISON

COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

MOST RECENT YEAR: 2020-2021 LITERACY PROFICIENCY



- Students complete the statewide literacy assessment in the Fall and in the Spring.

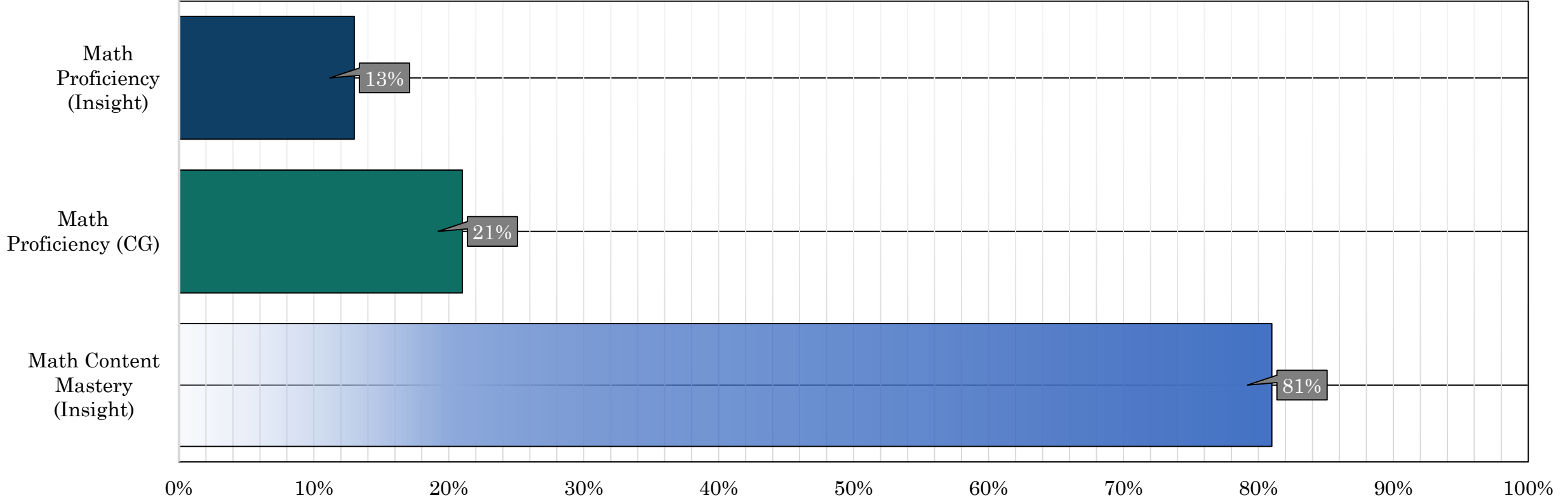
KEY:

- IDVA=Idaho Virtual Academy
- Comparison Group

INSIGHT SCHOOL OF IDAHO-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

COMPARISON GROUP (CG):
• ALL ALTERNATIVE SCHOOLS

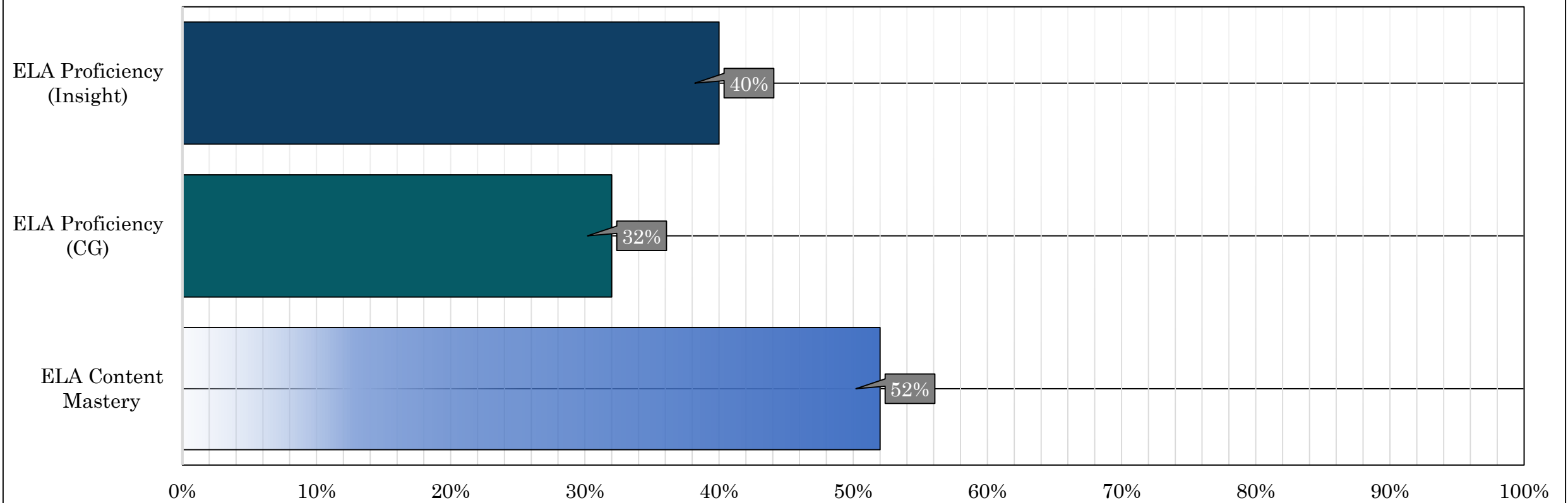
FY 21 OUTCOMES: MATH



**INSIGHT SCHOOL OF IDAHO-ALTERNATIVE PROGRAM
FY21 ACADEMIC OUTCOMES COMPARISON**

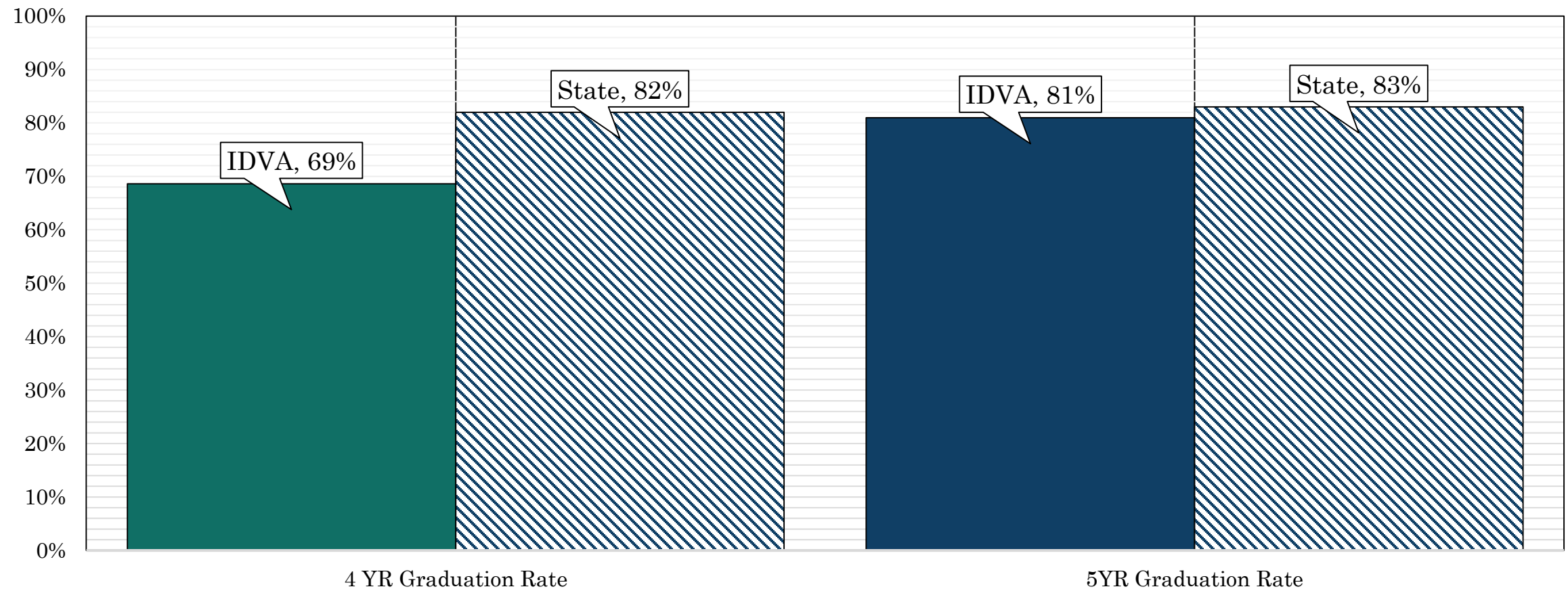
COMPARISON GROUP (CG):
• ALL ALTERNATIVE SCHOOLS

FY 21 OUTCOMES: ELA



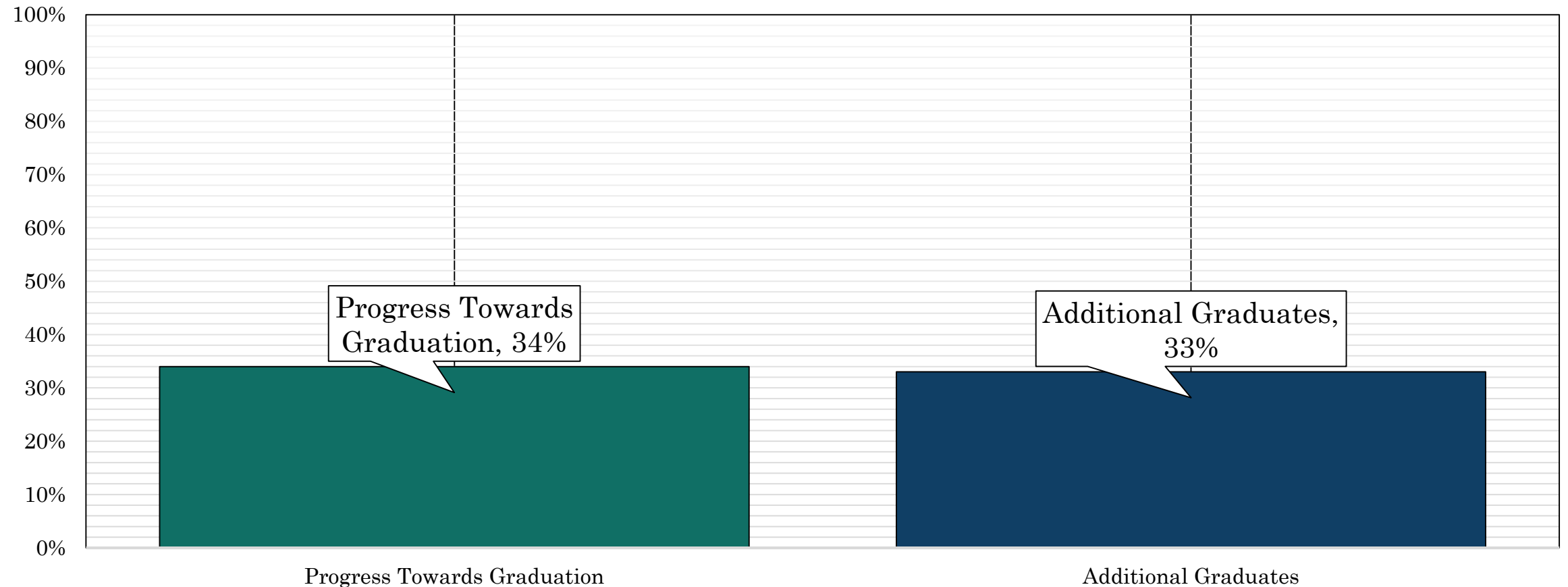
INSIGHT SCHOOL OF IDAHO-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 Outcomes: 4Yr & 5Yr Graduation Rate



INSIGHT SCHOOL OF IDAHO-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 Outcomes: Progress Towards Graduation & Additional Graduates



Idaho Virtual Academy

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2019		
Year	2018-2019	2019-2020
Academic	REMEDATION	Not rated for 2019-2020
Academic (Alternative)	GOOD STANDING	Not rated for 2019-2020
Operations	HONOR	HONOR
Finance	HONOR	HONOR

(Preview) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Inspire Connections Academy



Inspire Connections Academy | Performance FY 21 Annual Report Snapshot

- Inspire is on the historical framework.
- Outcomes presented are a “preview” of outcomes evaluated on the revised framework.
- The school was provided with both their historical framework annual report and a preview version of outcomes on the revised framework.
- *The school is compared to ALL VIRTUAL SCHOOLS.*
- *The school's alternative program is compared to ALL ALTERNATIVE SCHOOLS.*

ACADEMIC OUTCOMES: Inspire Connections Academy	
Math Proficiency	41%
Math Growth	Data Not Available for 2020-2021
ELA Proficiency	62%
ELA Growth	Data Not Available for 2020-2021
Literacy Proficiency	FALL IRI: 75% SPRING IRI: 62%

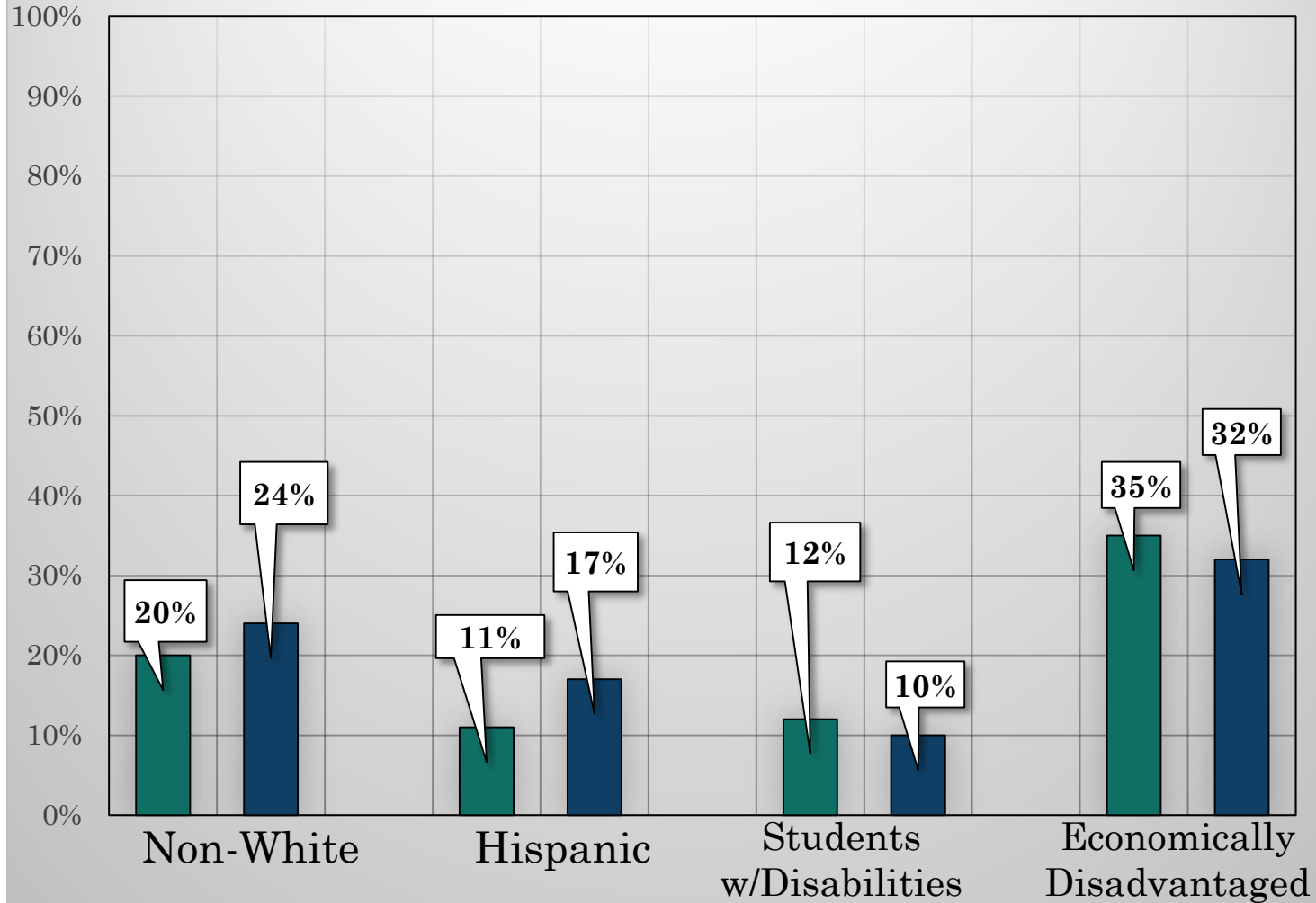
ACADEMIC ALTERNATIVE PROGRAM: Empower Connections Academy	
Math Proficiency	N_SIZE (MASKED)
Math Content Mastery	11%
ELA Proficiency	N_SIZE(MASKED)
ELA Content Mastery	14%
9-11 Progress Towards Graduation	N_SIZE(MASKED)
College & Career Readiness (5Yr)	Data Not Available for 2020-2021
College & Career: Additional Graduation	N_SIZE(MASKED)

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	DOES NOT MEET STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	MEETS STANDARD

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Inspire Connections Academy & Comparison Group Demographic Comparison FY21

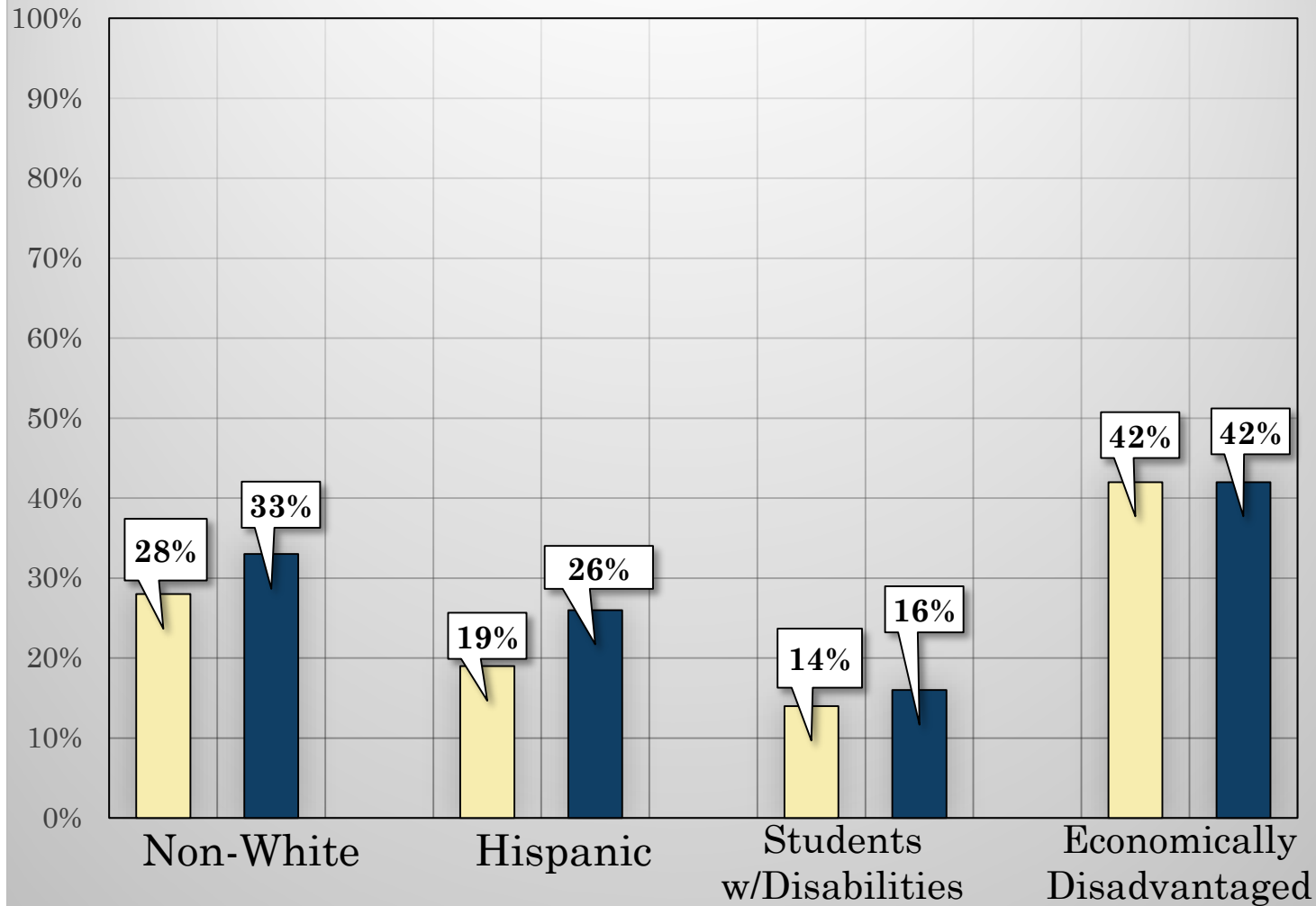


COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- Outcomes include the school's alternative program: Insight School of Idaho
- KEY:
 - Inspire Connections Academy
 - Comparison Group

Empower Connections Academy & Comparison Group Demographic Comparison FY21

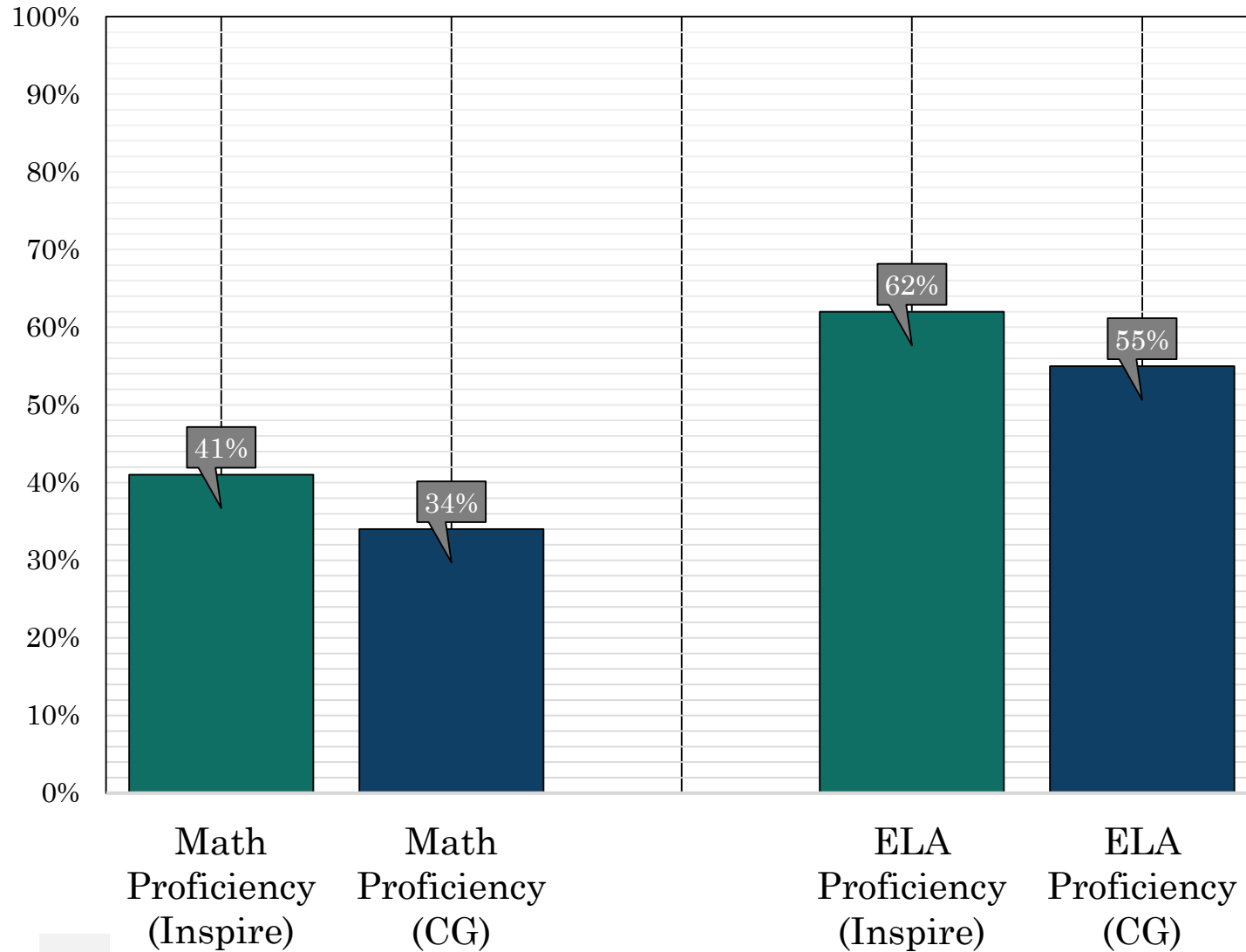


COMPARISON GROUP (CG):

- ALL ALTERNATIVE SCHOOLS

- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- Outcomes include the school's alternative program: Insight School of Idaho
- KEY:
- Empower Connections Academy
- Comparison Group

INSPIRE CONNECTIONS ACADEMY FY21 ACADEMIC OUTCOMES COMPARISON



COMPARISON GROUP (CG):

- ALL VIRTUAL SCHOOLS

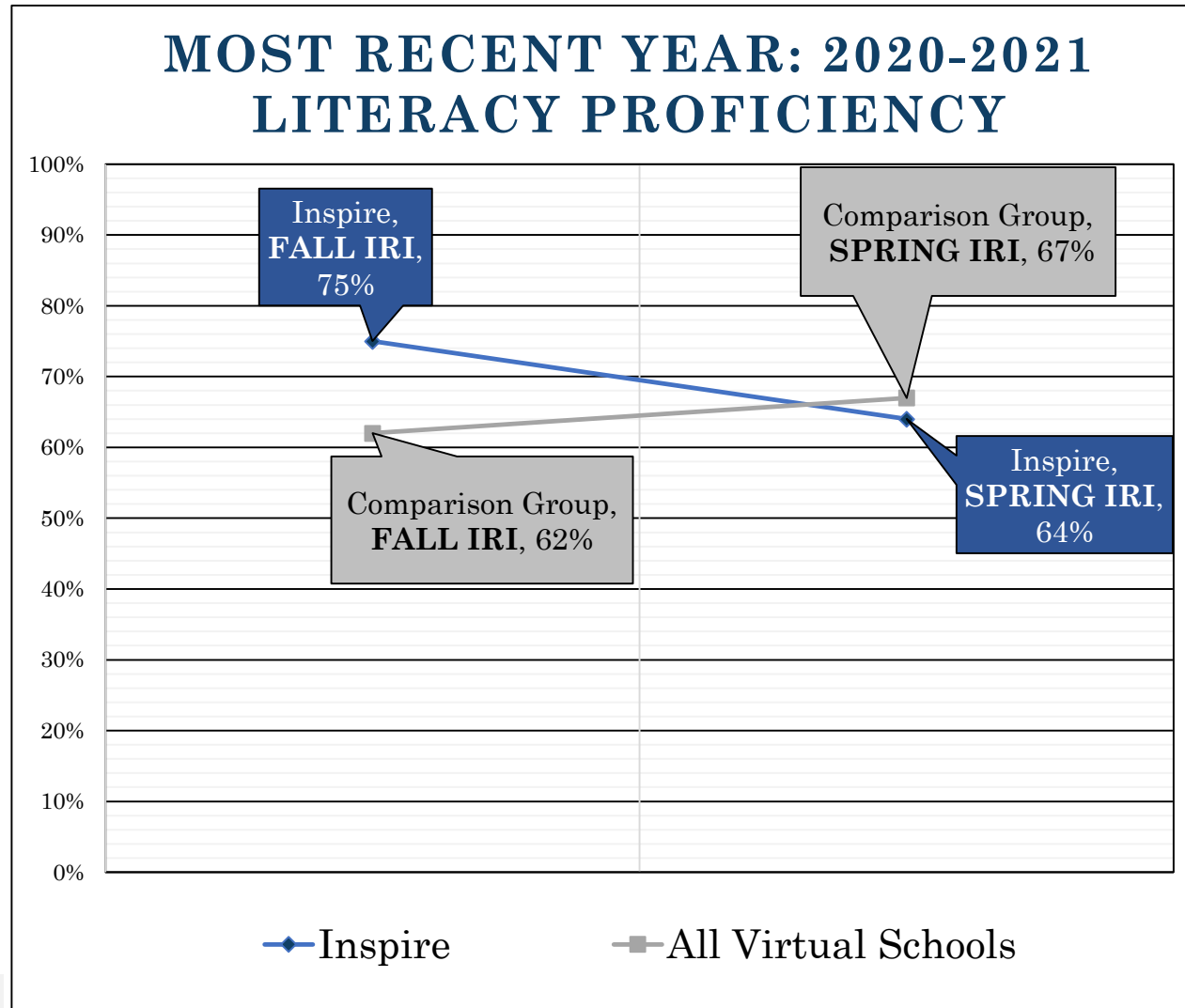
- Math & ELA Growth data not available for 2020-2021.

KEY

Inspire Connections Academy

CG = Comparison Group

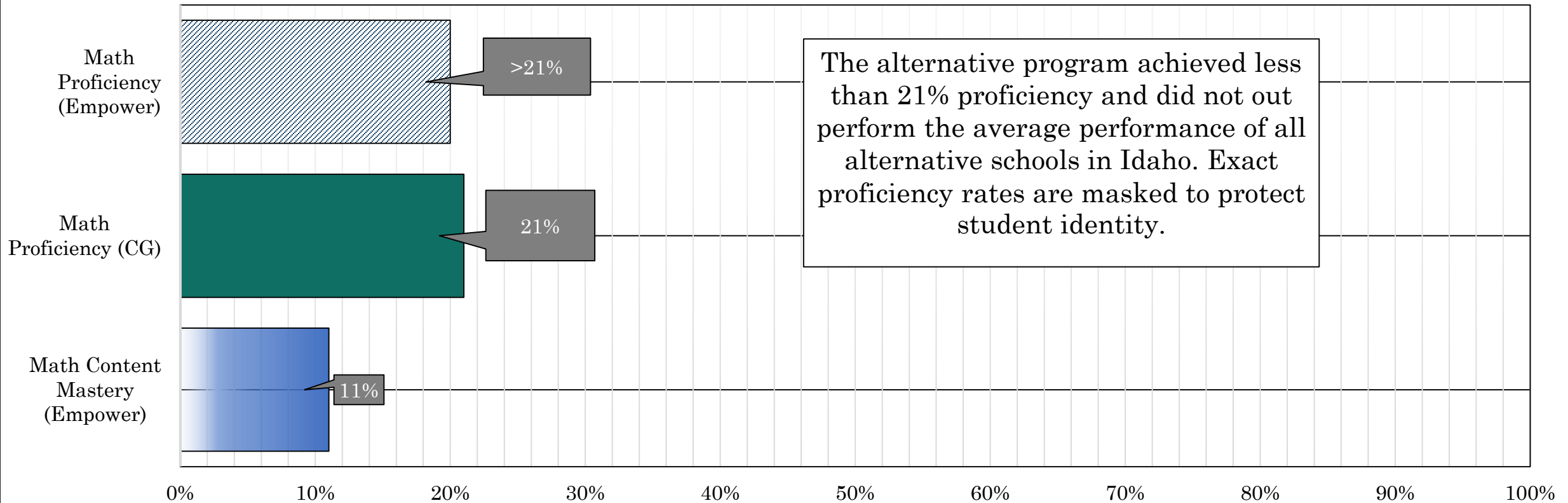
INSPIRE CONNECTIONS ACADEMY FY21 ACADEMIC OUTCOMES COMPARISON



- Students complete the statewide literacy assessment in the Fall and in the Spring.
- **KEY:**
 - Inspire Connections Academy
 - Comparison Group

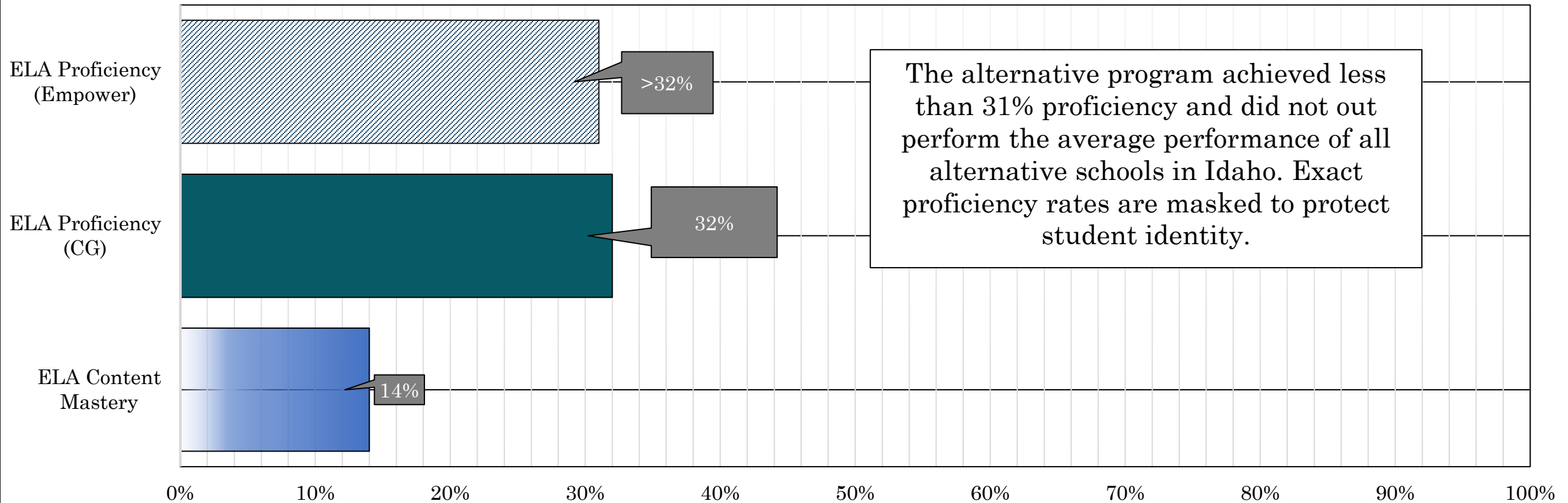
EMPOWER CONNECTIONS ACADEMY-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 OUTCOMES: MATH



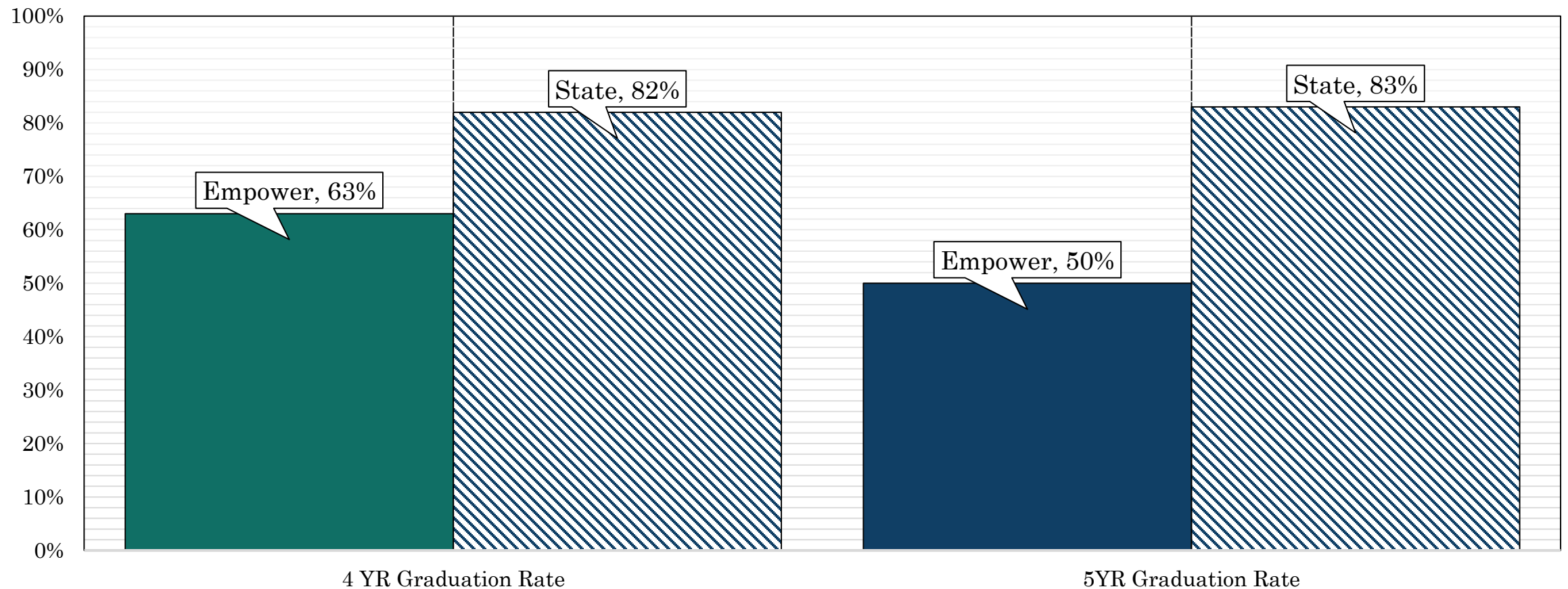
EMPOWER CONNECTIONS ACADEMY-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 OUTCOMES: ELA



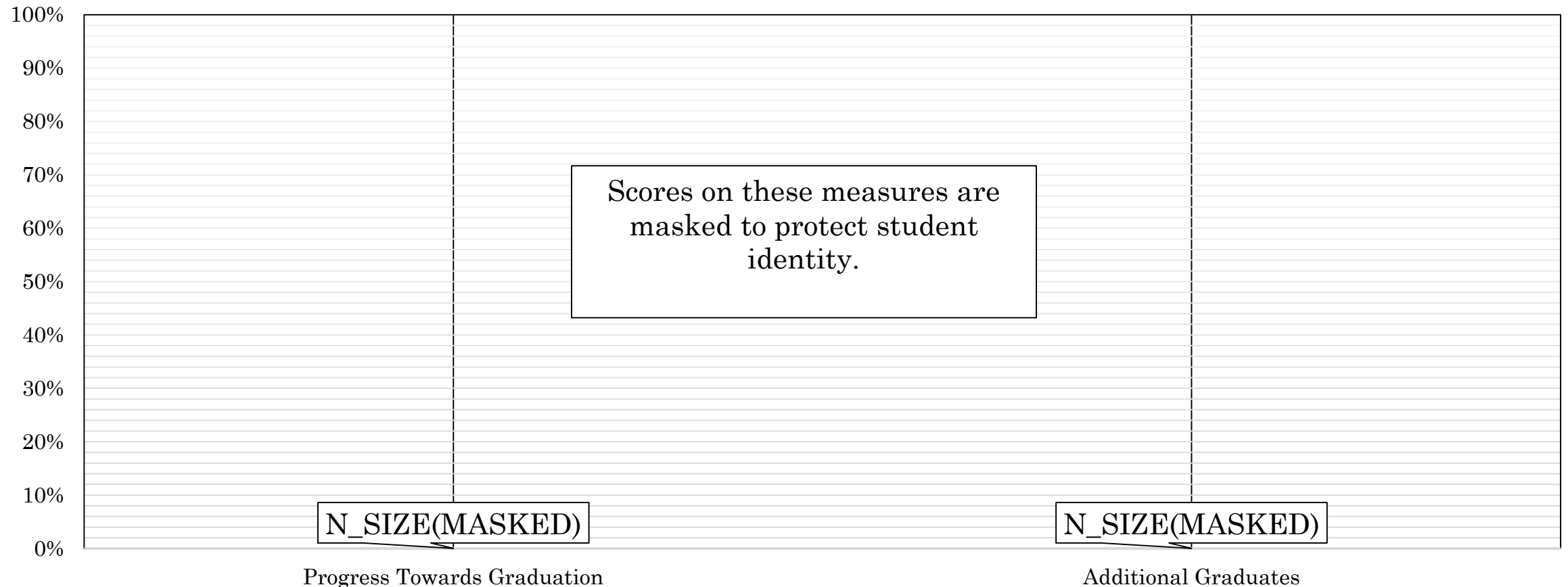
EMPOWER CONNECTIONS ACADEMY-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 Outcomes: 4Yr & 5Yr Graduation Rate



EMPOWER CONNECTIONS ACADEMY-ALTERNATIVE PROGRAM FY21 ACADEMIC OUTCOMES COMPARISON

FY 21 Outcomes: Progress Towards Graduation & Additional Graduates



Inspire Connections Academy

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2019 & 2019-2020		
Year	2018-2019	2019-2020
Academic	REMEDIATION	Not Rated for 2019-2020
Operations	HONOR	HONOR
Finance	HONOR	HONOR

(Preview) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD

North Star Charter School



NSCS Performance FY 21 Annual Report Snapshot

- NSCS is on the historical framework.
- Outcomes presented are a “preview” of outcomes evaluated on the revised framework.
- The school was provided with both their historical framework annual report and a preview version of outcomes on the revised framework.

ACADEMIC OUTCOMES:	
Math Proficiency	69%
Math Growth	Data Not Available for 2020-2021
ELA Proficiency	78%
ELA Growth	Data Not Available for 2020-2021
Literacy Proficiency	FALL IRI: 76% SPRING IRI: 85%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	Exceeds Standard
Governance Oversight	Exceeds Standard
Governance Compliance	Exceeds Standard

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	Exceeds Standard
Data Security/Transparency	Exceeds Standard
Facility & Services	Exceeds Standard
Operational Compliance	Exceeds Standard

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	2.49
Unrestricted Days Cash	80
Default	None
Enrollment Variance	97.16%

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: .35%
3 Yr. Aggregate Margin	3YR: 9.82%
Cash Flow	CF: \$110,190
Multi-Year Cash Flow	MY: \$1,035,960
Debt Service Coverage Ratio	.92
Debt Asset Ratio	.97
Financial Compliance	Not Rated for 2020-2021

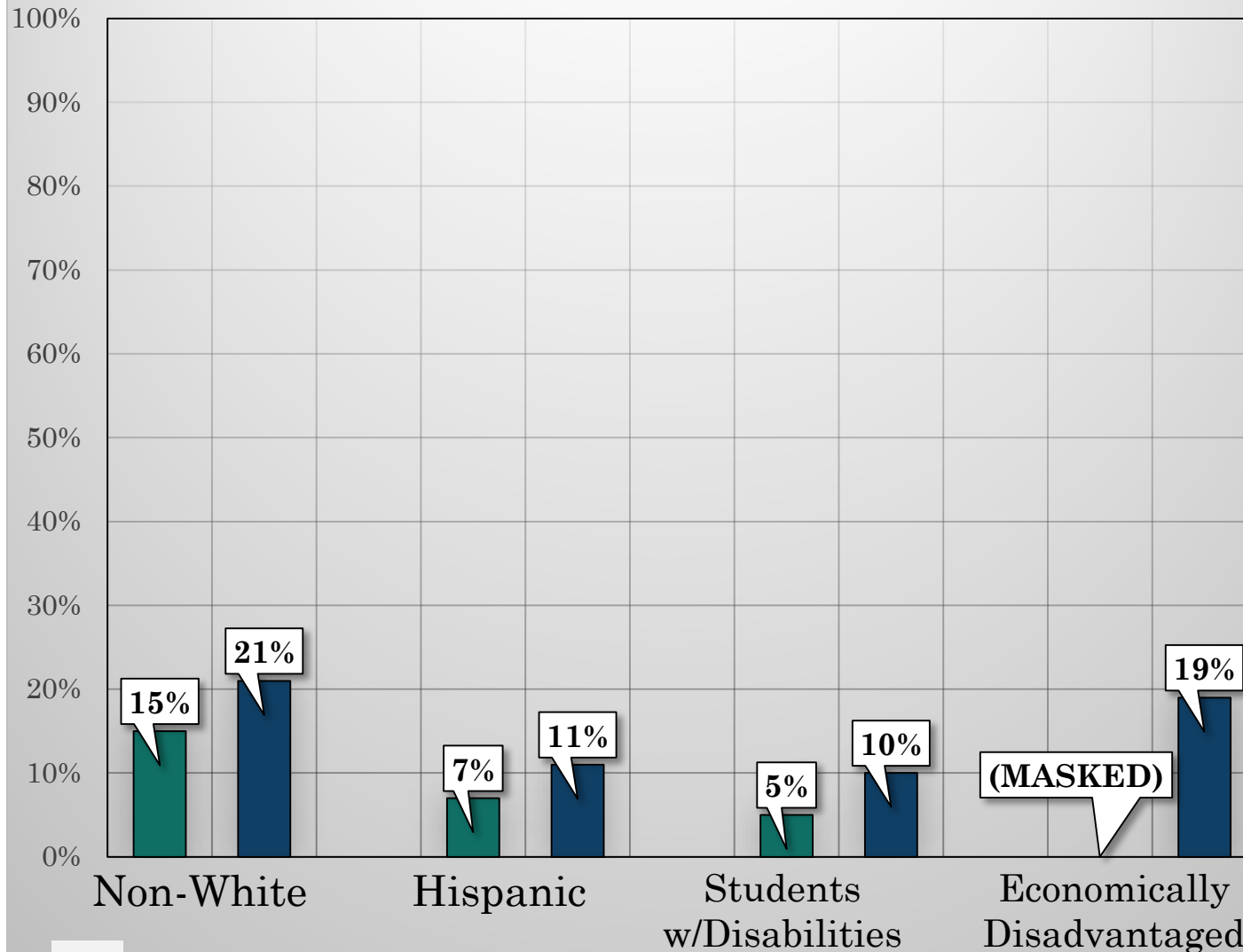
RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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North Star Charter School Comparison Group



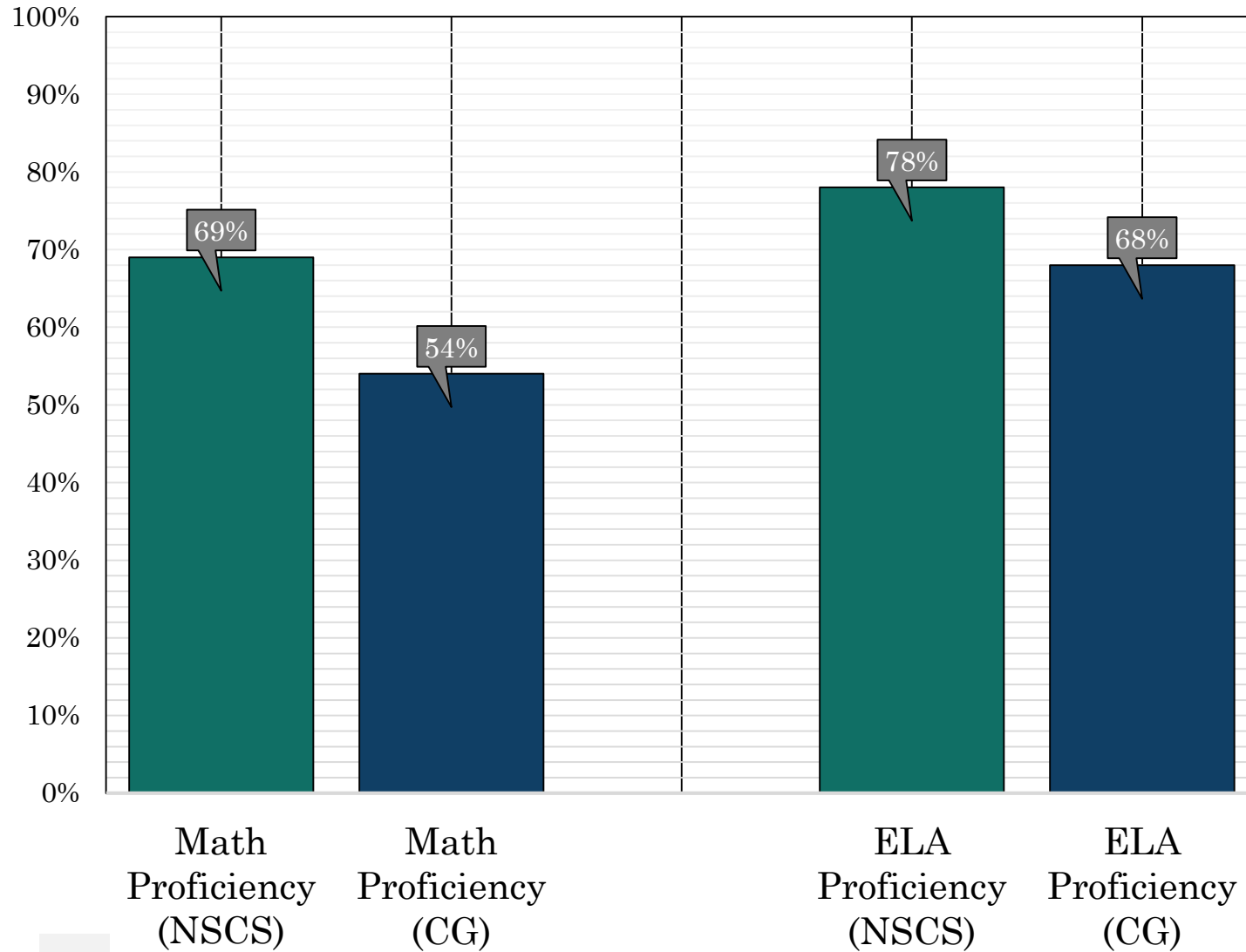
- Schools/districts included in a comparison group are based off similar school/district demographics.
- School and district demographic data is compiled from the State Department of Education reporting.

NSCS & Comparison Group Demographic Comparison FY21



- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- KEY:
 - NSCS
 - COMPARISON GROUP

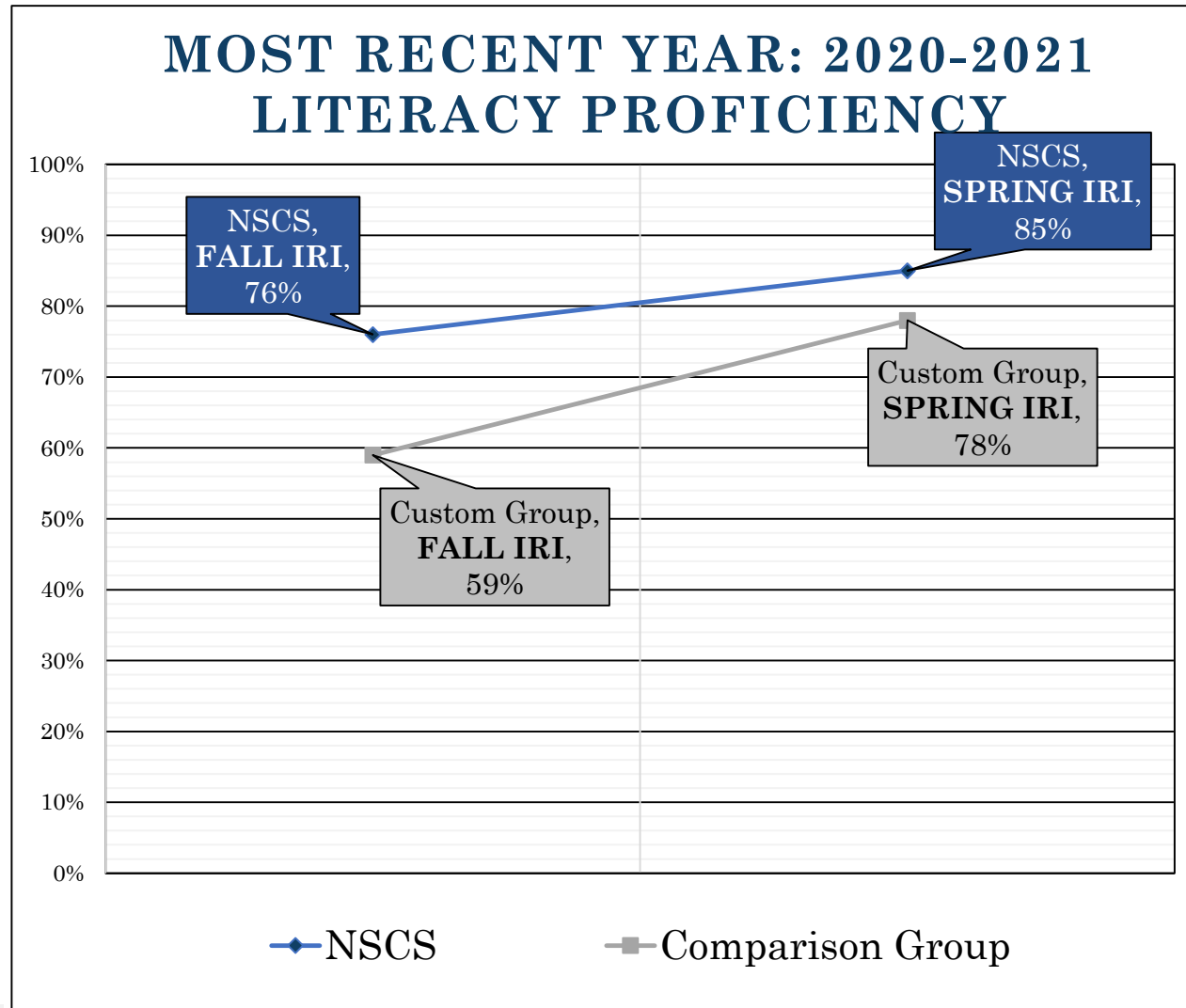
NORTH STAR CHARTER SCHOOL FY21 ACADEMIC OUTCOMES COMPARISON



COMPARISON GROUP (CG): JOINT SCHOOL DISTRICT 002

- Math & ELA Growth data not available for 2020-2021.
- **KEY:**
NSCS= North Star Charter School
CG = Comparison Group

NORTH STAR CHARTER SCHOOL FY21 ACADEMIC OUTCOMES COMPARISON



- Students complete the statewide literacy assessment in the Fall and in the Spring.

North Star Charter School

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2020

Year	2018-2019	2019-2020
Academic	HONOR	Not Rated for 2019-2020
Operations	HONOR	HONOR
Finance	HONOR	HONOR

(Preview) Revised Framework: Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

* The school completed a minor amendment mid-term to transition to the IPCSC's revised framework in 2020. Historical data is included to provide all annual outcomes of the school's current performance certificate.

Palouse Prairie Charter School



PPCS Performance FY 21 Annual Report Snapshot

- NSCS is on the historical framework.
- Outcomes presented are a “preview” of outcomes evaluated on the revised framework.
- The school was provided with both their historical framework annual report and a preview version of outcomes on the revised framework.

ACADEMIC OUTCOMES:	
Math Proficiency	52%
Math Growth	Data Not Available for 2020-2021
ELA Proficiency	62%
ELA Growth	Data Not Available for 2020-2021
Literacy Proficiency	FALL IRI: 68% SPRING IRI: 79%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	Exceeds Standard
Governance Oversight	Exceeds Standard
Governance Compliance	Exceeds Standard

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	Exceeds Standard
Data Security/Transparency	Exceeds Standard
Facility & Services	Exceeds Standard
Operational Compliance	Exceeds Standard

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	1.91
Unrestricted Days Cash	96
Default	None
Enrollment Variance	102.11%

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: 20.97%
3 Yr. Aggregate Margin	3YR: 33.55%
Cash Flow	CF: -\$16,063
Multi-Year Cash Flow	MY: \$106,099
Debt Service Coverage Ratio	3.27
Debt Asset Ratio	.54
Financial Compliance	Not Rated for 2020-2021

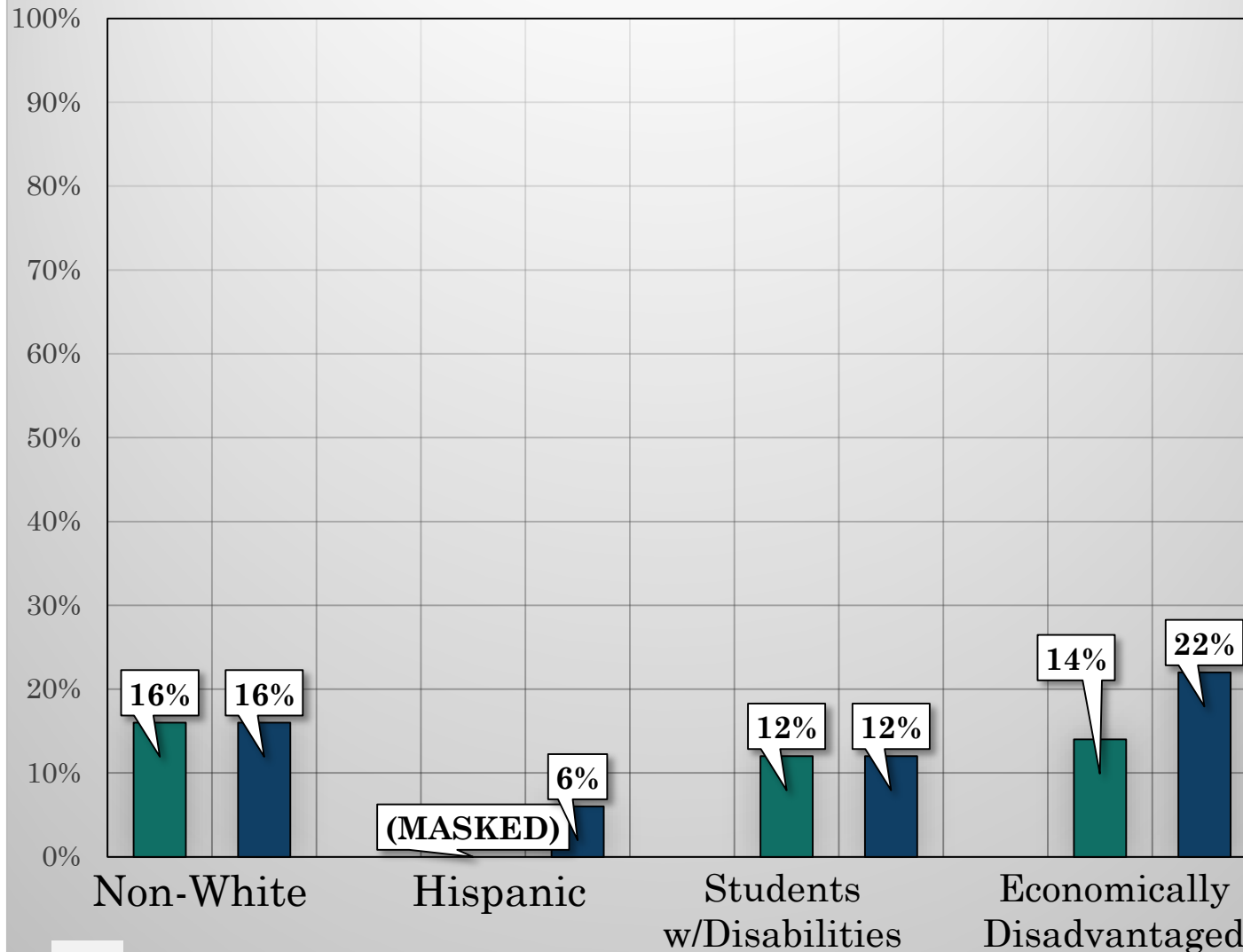
RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Palouse Prairie Charter School Comparison Group



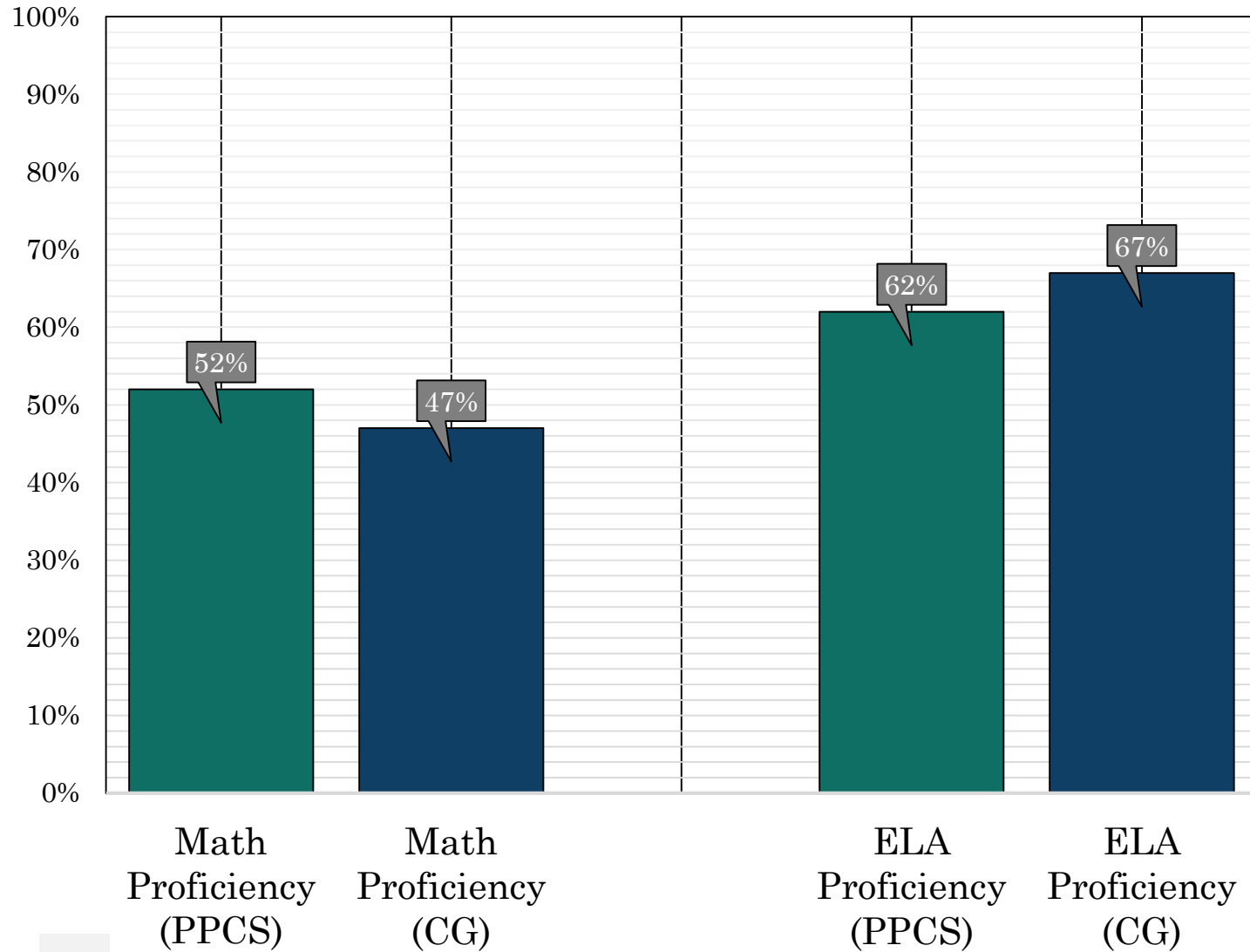
- Schools/districts included in a comparison group are based off similar school/district demographics.
- School and district demographic data is compiled from the State Department of Education reporting.

PPCS & Comparison Group Demographic Comparison FY21



- Demographic data is pulled from SDE Reporting
- The school's ability to meet standard is evaluated against their comparison group outcomes.
- KEY:
 - PPCS
 - COMPARISON GROUP

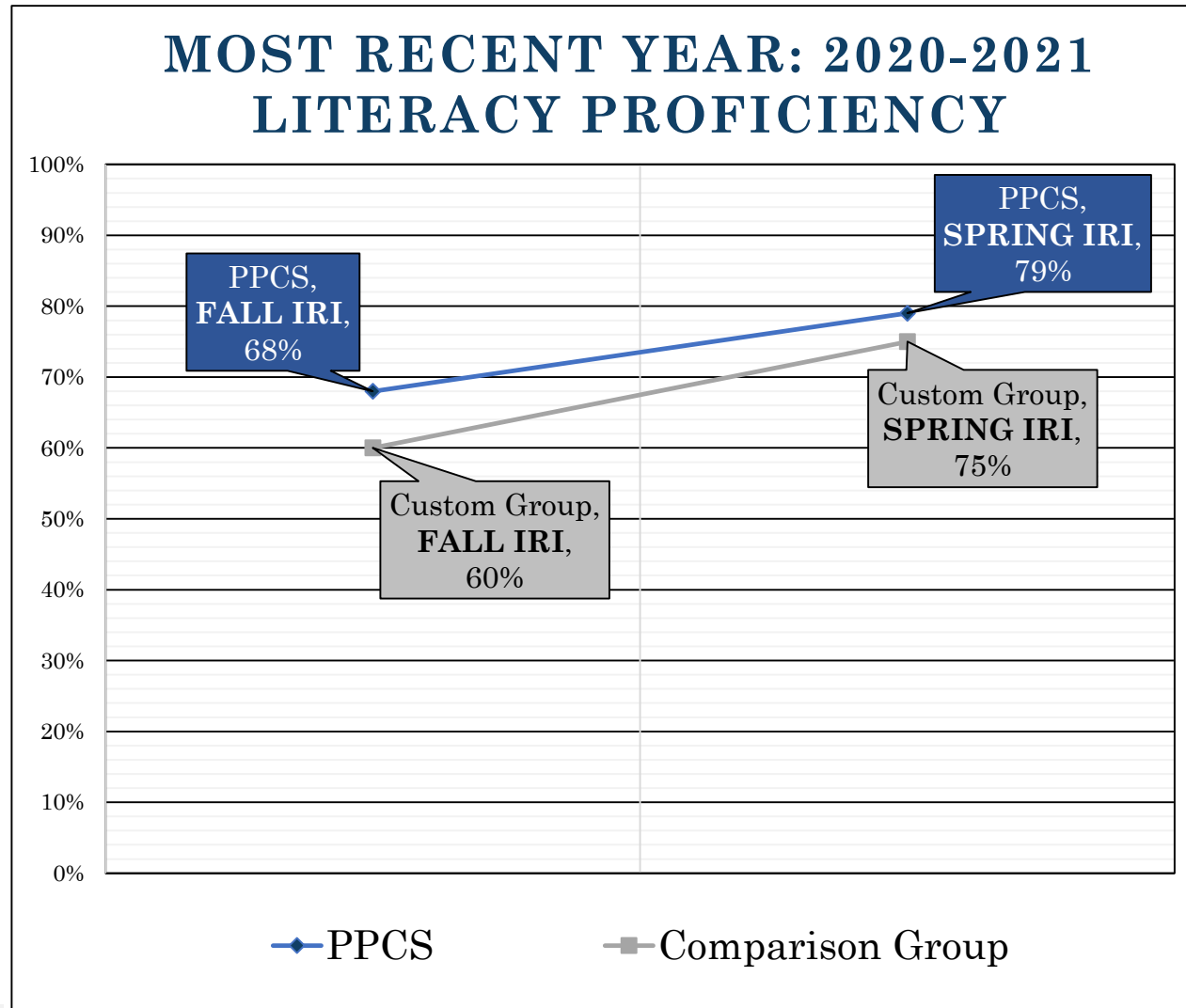
PALOUSE PRAIRIE CHARTER SCHOOL FY21 ACADEMIC OUTCOMES COMPARISON



COMPARISON GROUP (CG): MOSCOW SCHOOL DISTRICT 281

- Math & ELA Growth data not available for 2020-2021.
- **KEY:**
PPCS= Palouse Prairie Charter School
CG = Comparison Group

PALOUSE PRAIRIE CHARTER SCHOOL FY21 ACADEMIC OUTCOMES COMPARISON



- Students complete the statewide literacy assessment in the Fall and in the Spring.

Palouse Prairie Charter School

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2020

Year	2018-2019	2019-2020
Academic	GOOD STANDING	Not Rated for 2019-2020
Operations	HONOR	HONOR
Finance	GOOD STANDING	HONOR

(Preview) Revised Framework: Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

* The school completed a minor amendment mid-term to transition to the IPCSC's revised framework in 2020. Historical data is included to provide all annual outcomes of the school's current performance certificate.

Village Leadership Academy

(Formally The Village Charter School)



Village Leadership Academy | Performance FY 21 Annual Report Snapshot

- VLA is on the revised performance framework

ACADEMIC OUTCOMES:	
Math Proficiency	33%
Math Growth	Data Not Available for 2020-2021
ELA Proficiency	51%
ELA Growth	Data Not Available for 2020-2021
Literacy Proficiency	FALL IRI: 63% SPRING IRI: 67%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	1.30
Unrestricted Days Cash	71
Default	Default
Enrollment Variance	79.67%

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: -33.52%
3 Yr. Aggregate Margin	3YR: -22.77%
Cash Flow	CF: -\$546,548
Multi-Year Cash Flow	MY: \$45,470
Debt Service Coverage Ratio	.39
Debt Asset Ratio	1.33
Financial Compliance	Notification of Fiscal Concern

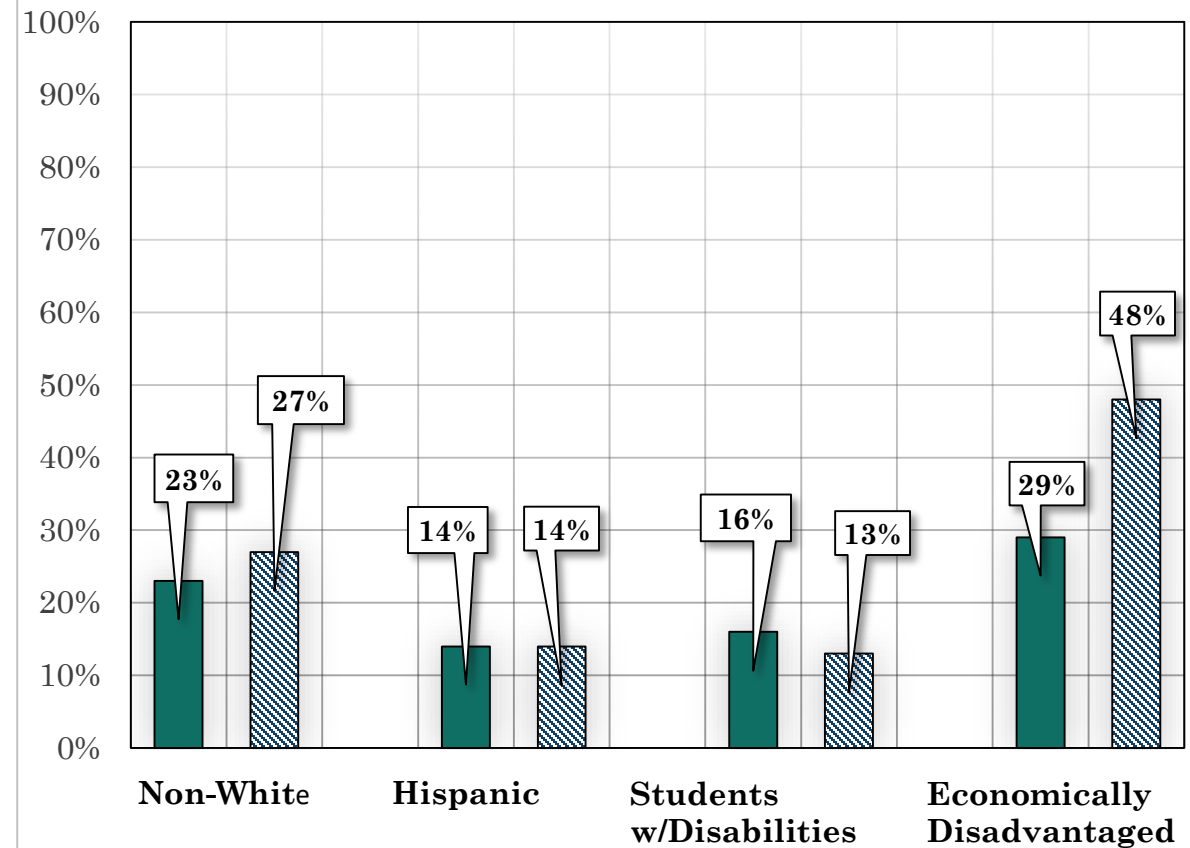
RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Village Leadership Academy Comparison Group



VLA & Comparison Group Demographic Comparison FY21

VLA= Village Leadership Academy



Village Leadership Academy

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2019

Year	2018-2019
Academic	REMEDATION
Operations	REMEDATION
Finance	REMEDATION

(Current) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2019-2020	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

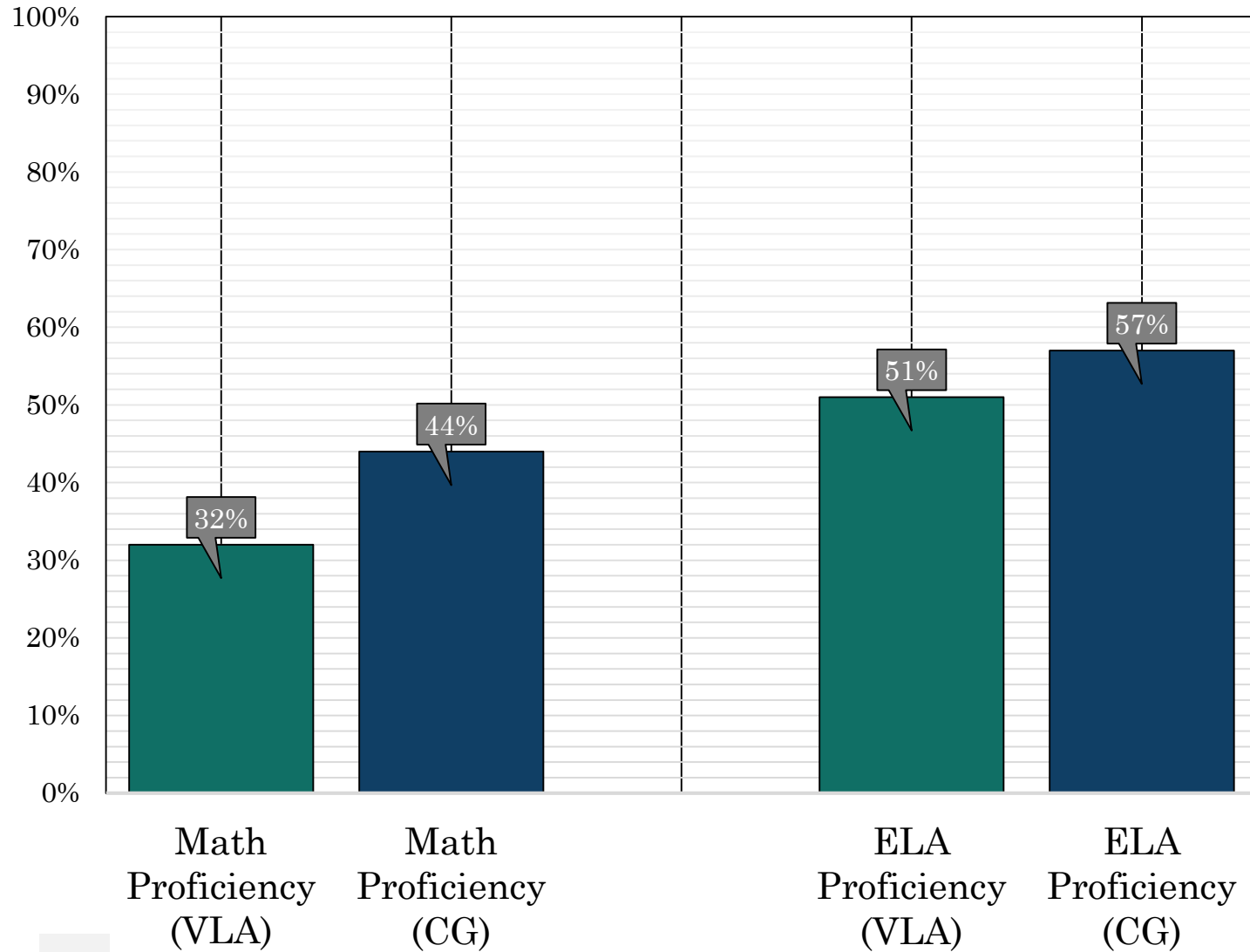
Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2019-2020	MEETS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	MEETS STANDARD
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2019-2020	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

VILLAGE LEADERSHIP ACADEMY FY21 ACADEMIC OUTCOMES COMPARISON



COMPARISON GROUP (CG): BOISE INDEPENDENT DISTRICT

- Math & ELA Growth data not available for 2020-2021.

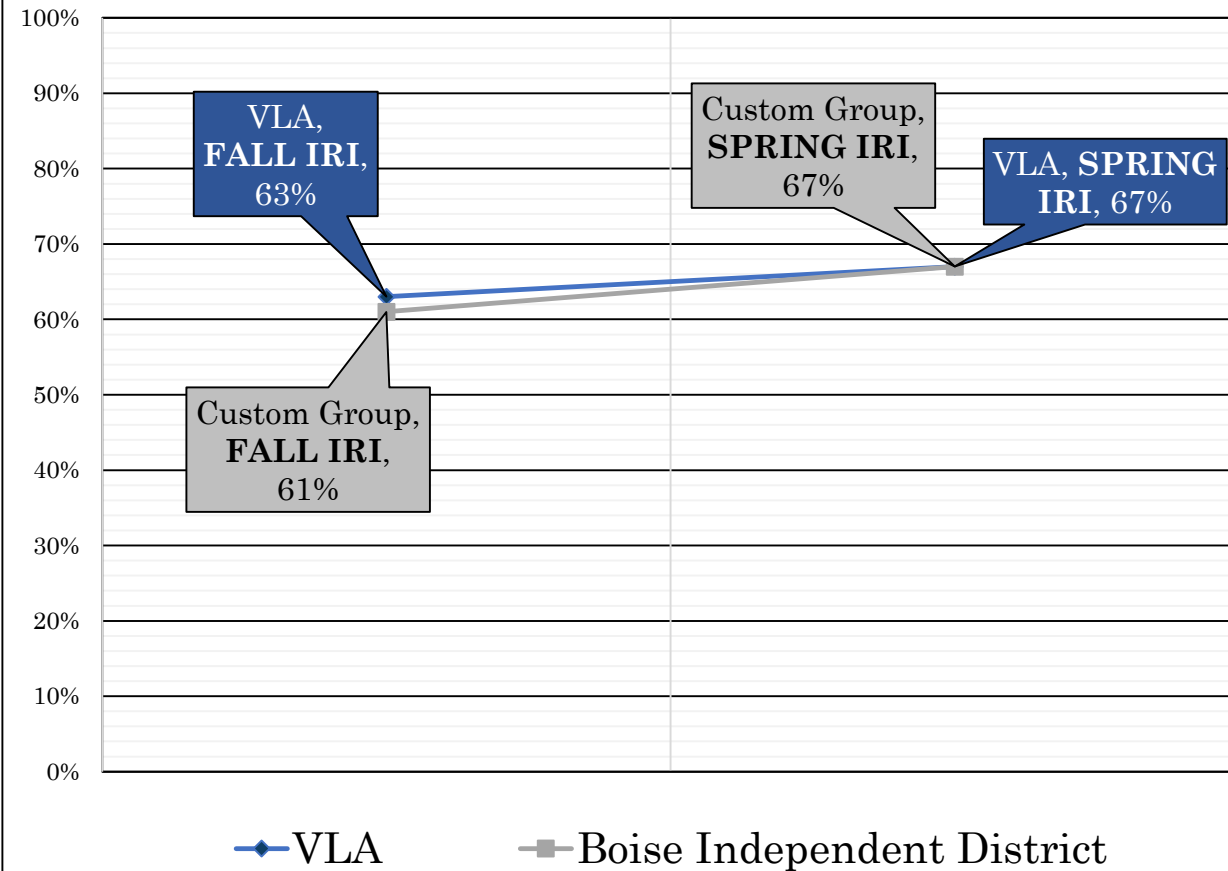
- **KEY:**

VLA = Village Leadership Academy

CG = Comparison Group

VILLAGE LEADERSHIP ACADEMY

MOST RECENT YEAR: 2020-2021 LITERACY PROFICIENCY



- Students complete the statewide literacy assessment in the Fall and in the Spring.

Village Leadership Academy

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2019

Year	2018-2019
Academic	REMEDATION
Operations	REMEDATION
Finance	REMEDATION

(Current) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2019-2020	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2019-2020	MEETS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	MEETS STANDARD
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2019-2020	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021



Annual Performance Report 2021

IDAHO VIRTUAL ACADEMY

INSIGHT SCHOOL OF IDAHO- ALTERNATIVE

Mission Statement: Building a community of engaged learners.

Chair/President	Bjorn Handeen
Treasurer	Irene Shaver
Secretary	{Name of Secretary/Clerk}
Administrator	Kelly Edginton
Business Manager	Chris Ono
School Location	1965 S Eagle Rd, Ste 190, Meridian, ID 83642
School Phone	208-322-3559

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Introduction

Charter schools in Idaho operate on 5-year terms as defined in a Performance Certificate executed between the school's board and its authorizer. In addition, Idaho law requires that every certificate includes a framework describing the expectations the school must meet in order to earn a next operational term. It also requires that charter school authorizer's complete performance reports for the schools they oversee each year. The annual performance report serves the following purposes:

1. To provide transparent information about charter school quality to the public;
2. To ensure charter school boards have access to clear expectations and;
3. To inform mid-term authorizing decisions.

This report reflects how the school's outcomes during the most recently completed school year measure up against the expectations established in the framework. At the end of each 5-year term, the authorizer reviews the school's annual reports and financial data to inform its decision to renew, conditionally renew, or non-renew, the school for a subsequent term.

Each measure included in the IPCSC's framework has a meets standard benchmark. A school that meets standard on all measures at the end of its current operational term is guaranteed an unconditional renewal. A school that does not meet standard on at least one measure at the end of its current operational term may be conditionally renewed or non-renewed. Because the outcomes on this report inform high-stakes decisions, schools are encouraged to use this information to support their strategic planning efforts each year.

COVID-19 NOTE: Please note that due to the COVID-19 pandemic, the IPCSC has suspended ratings (exceeds, meets, etc.) on academic and financial measures for the FY21 report. All outcomes are included in this report; however, outcomes are not rated.

Idaho Virtual Academy Performance Certificate: [IDVA Performance Certificate](#)

Performance Framework: [IPCSC Performance Framework](#)

Current Term: 2018-2023

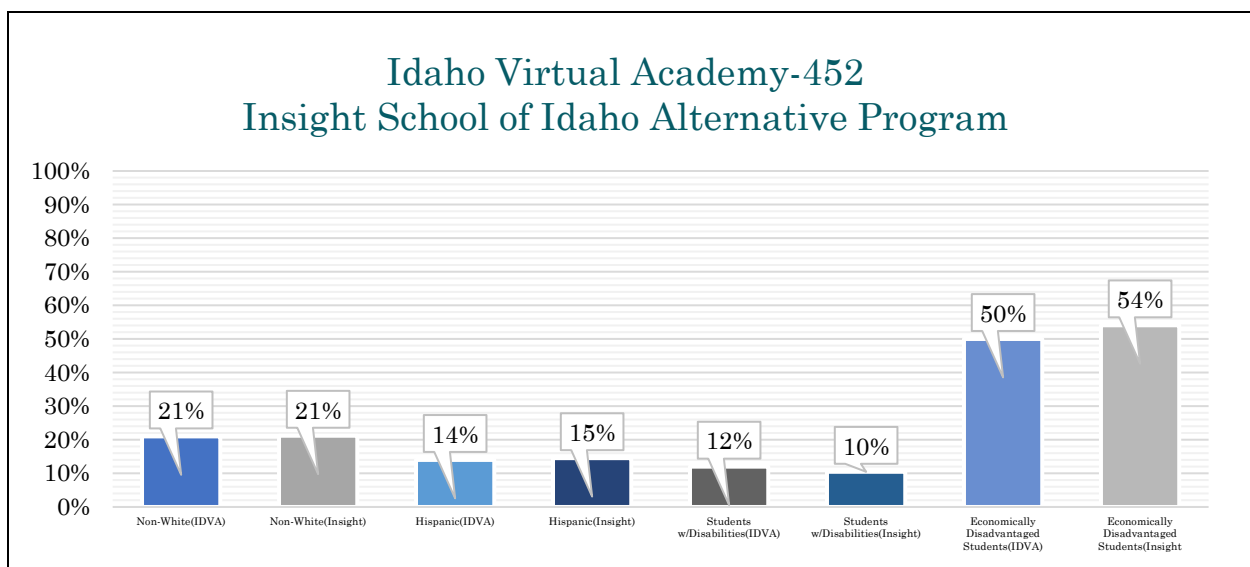
School Overview

Model:	Virtual
Enrollment Capacity:	4600
Grades Served:	K-12
Enrollment Projected FY22:	4110

Key Design Elements:

- **Innovative and Effective Educational Program:** Idaho Virtual Academy seeks to develop those qualities of mind and character that will help students become active, thoughtful, and responsible citizens. Furthermore, it aims to help students meet high expectations by offering an individualized, rigorous, self-paced, and mastery-based instructional program that incorporates significant parental involvement.
- **Rigorous Curriculum:** Idaho Virtual Academy utilizes the award winning K12 curriculum.
- **Effective Teachers:** Idaho Virtual Academy is committed to employing highly qualified, innovative and committed teachers. Professional growth is supported through meaningful professional development focused on continuous improvement.
- **Parental Involvement:** When parents become active and informed partners in their child's education, test scores rise, drop-out rates fall, and the active pursuit of learning becomes a compelling focus for each family.
- **Partnership:** Teachers, parents and students uniquely connected in a 21st Century Learning Community designed to support and enhance individual student learning.
- **21st Century Skills:** Students will gain the skills, knowledge and expertise to succeed in work and life in the 21st century.
- **Performance based accountability:** IDVA uses technology to alter the typical school day and school year. Mastering curriculum early allows students to move ahead and those who need extra time or remediation are able to work at an individualized pace.
- Student mastery of State achievement standards is measured through formative and interim assessment throughout the school year and, additionally, at the end of each school year through the state assessment system.

2021 IDAHO VIRTUAL ACADEMY DEMOGRAPHIC SUMMARY:



2020-2021 Annual Snapshot

Schools are encouraged to use this information for strategic planning and to ensure that any identified weaknesses are addressed in advance of renewal consideration.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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IDAHO VIRTUAL ACADEMY ACADEMIC OUTCOMES:	
Math Proficiency	40%
Math Growth	<i>Data Not Available for 2020-2021</i>
ELA Proficiency	50%
ELA Growth	<i>Data Not Available for 2020-2021</i>
Literacy Proficiency	FALL IRI: 62% SPRING IRI: 64%
College & Career Readiness (4Yr ACGR)	

INSIGHT SCHOOL OF IDAHO ALTERNATIVE ACADEMIC OUTCOMES:	
Math & ELA Proficiency	Math: 13% ELA: 40%
Math & ELA Content Mastery	Math: 81% ELA: 52%
9-12 Progress Towards Graduation	34%
College & Career Readiness (5Yr ACGR)	
College & Career: Additional Graduation	33%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	1.00
Unrestricted Days Cash	55
Default	None
Enrollment Variance	187.22%

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: 0.00%
3 Yr. Aggregate Margin	3YR: -.01\$
Cash Flow	CF: \$2,798,304
Multi-Year Cash Flow	MY: \$3,560,943
Debt Service Coverage Ratio	1.00
Debt Asset Ratio	1.27
Financial Compliance	Not Rated for 2020-2021

Idaho Virtual Academy Academic Outcomes

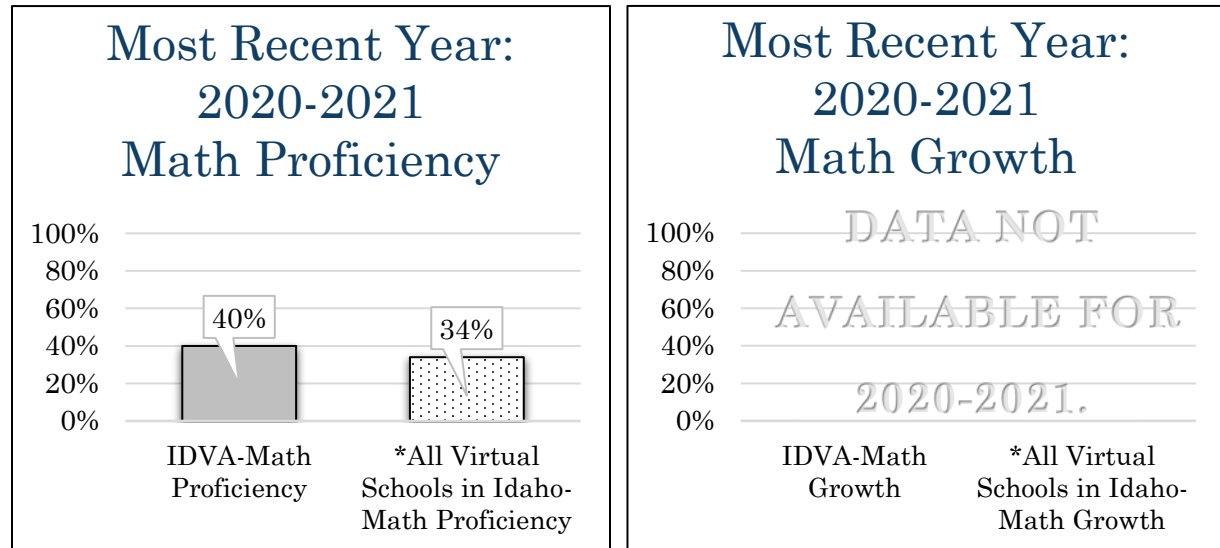
MATH PROFICIENCY & MATH GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide mathematics assessment (ISAT) meets the IPCSC standard on both the math proficiency and math growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving mathematics achievement outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
MATH GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Note: Due to the impact of the pandemic, Academic outcomes were not available for the 2019-2020 school year. Academic outcomes are available but will not be rated for the 2020-2021 school year.

Idaho Virtual Academy Academic Outcomes

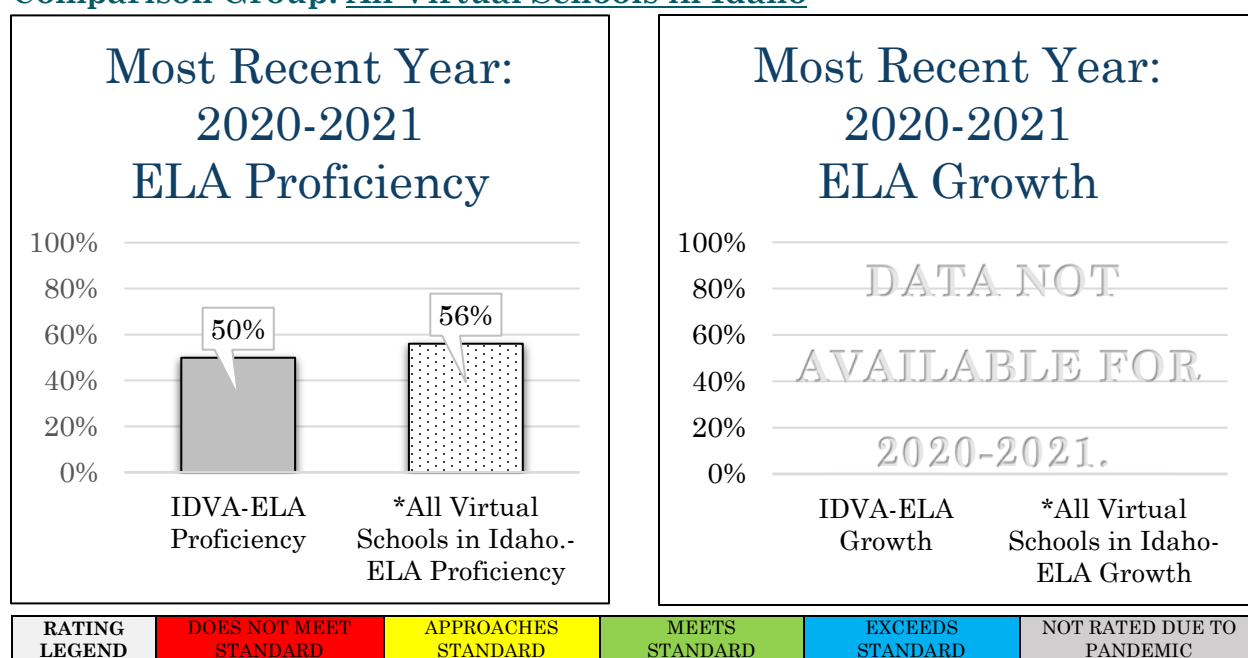
ELA PROFICIENCY & ELA GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA assessment (ISAT) meets the IPCSC standard on both the ELA proficiency and ELA growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
ELA GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Idaho Virtual Academy Academic Outcomes

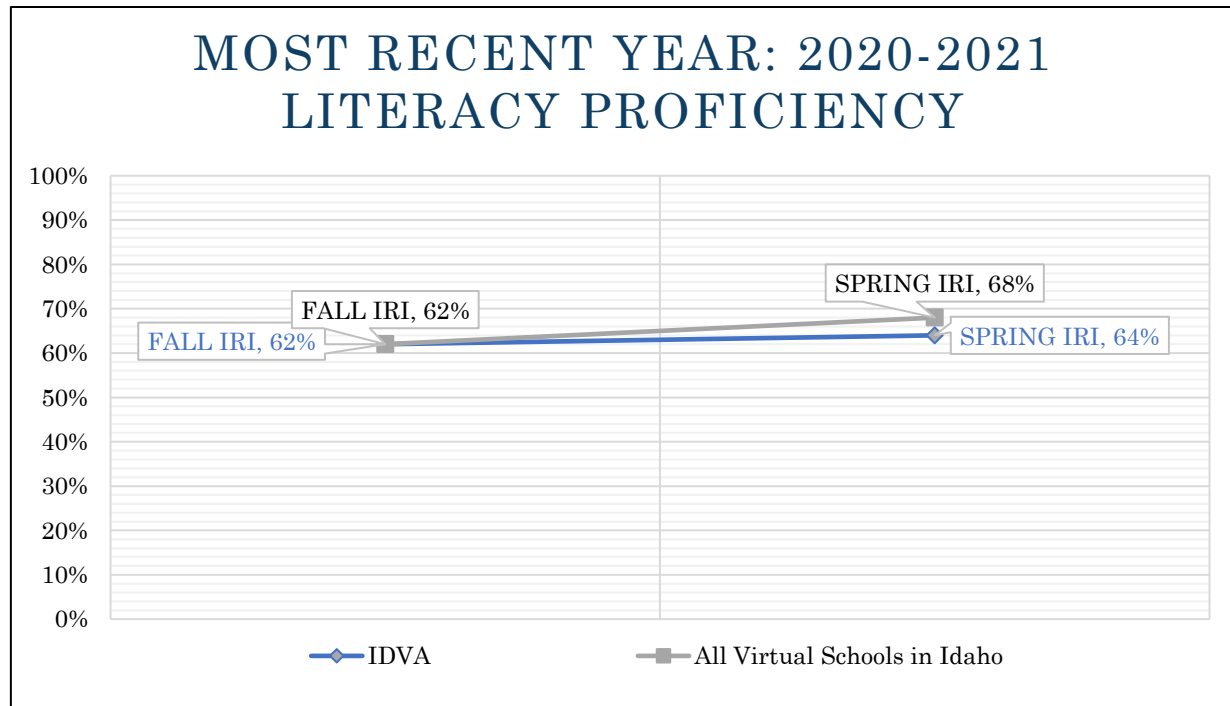
LITERACY PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the spring statewide literacy assessment (IRI) meets the IPCSC standard. Alternatively, a school that did not perform as well or better than its comparison group on the spring assessment, but that did improve its outcome by at least 10% from fall to spring, also meets standard.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
LITERACY PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

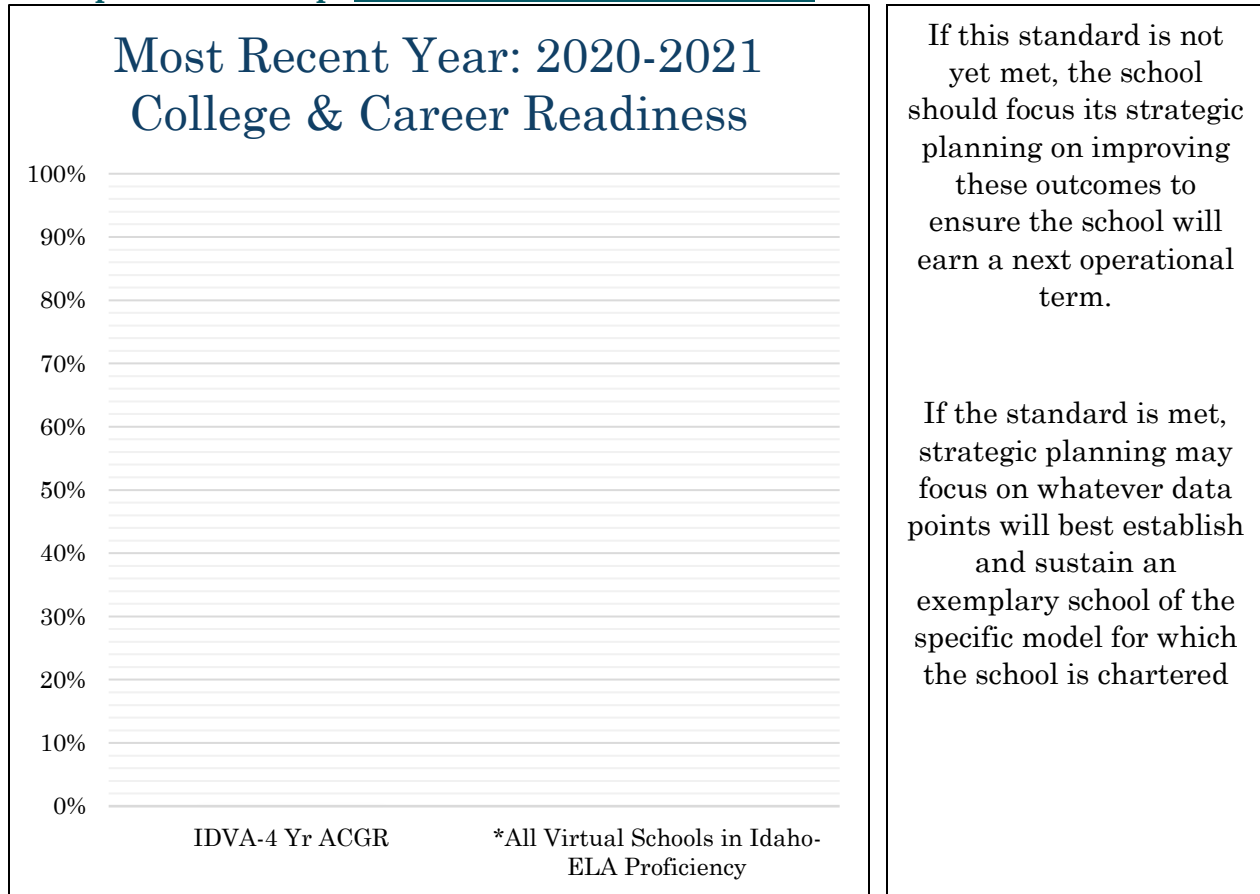
Idaho Virtual Academy Academic Outcomes

COLLEGE & CAREER READINESS (4Yr ACGR)

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school with a 4-year graduation rate equal to or greater than the average of its comparison group meets the IPCSC standard.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	COLLEGE & CAREER RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year.

Idaho Virtual Academy Longitudinal Academic Ratings | 2018-2023

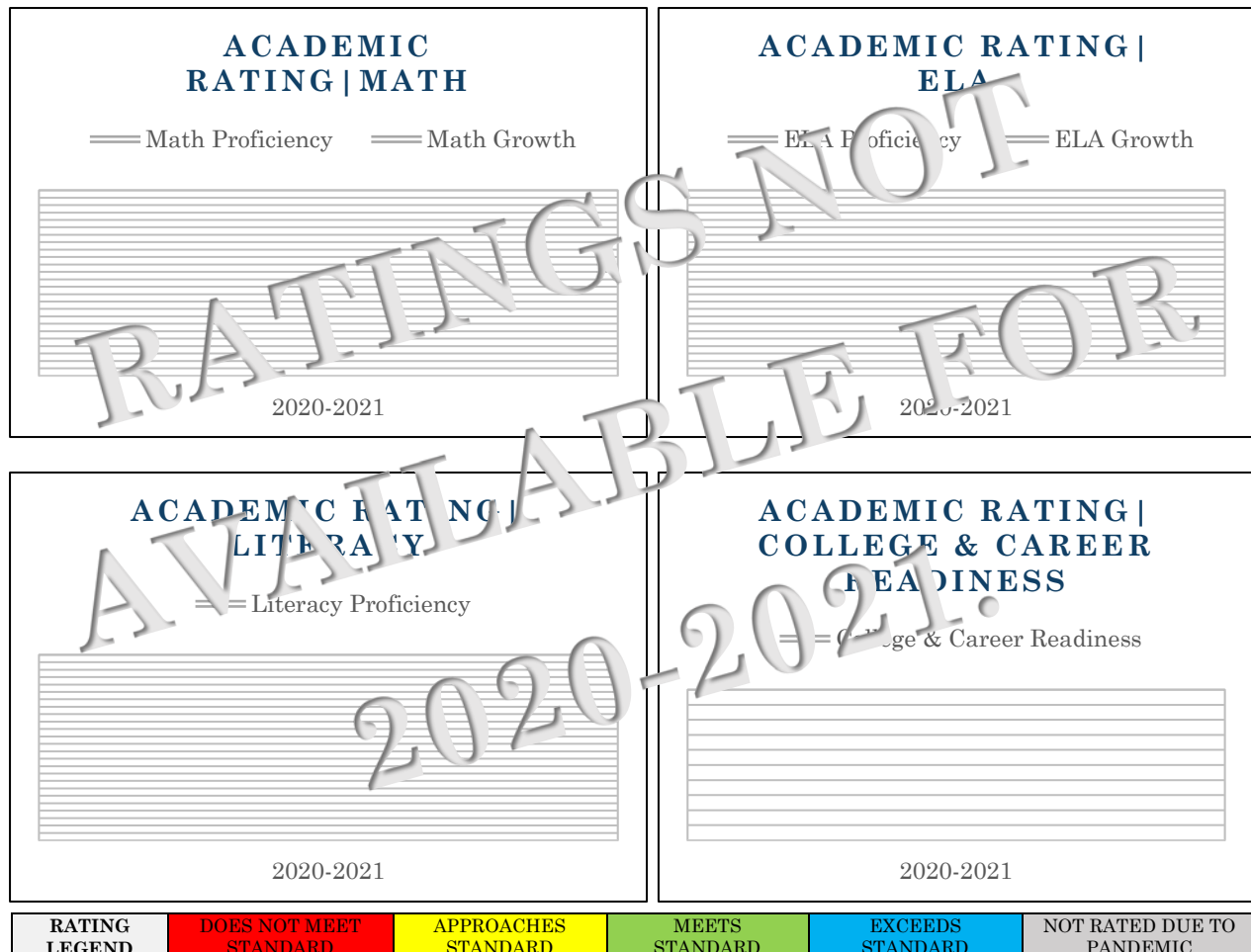
Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMIC GEN ED OUTCOME
2018-2019	REMEDIATION
2019-2020	Not rated due to pandemic

Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



Insight School of Idaho – Alternative Program Academic Outcomes

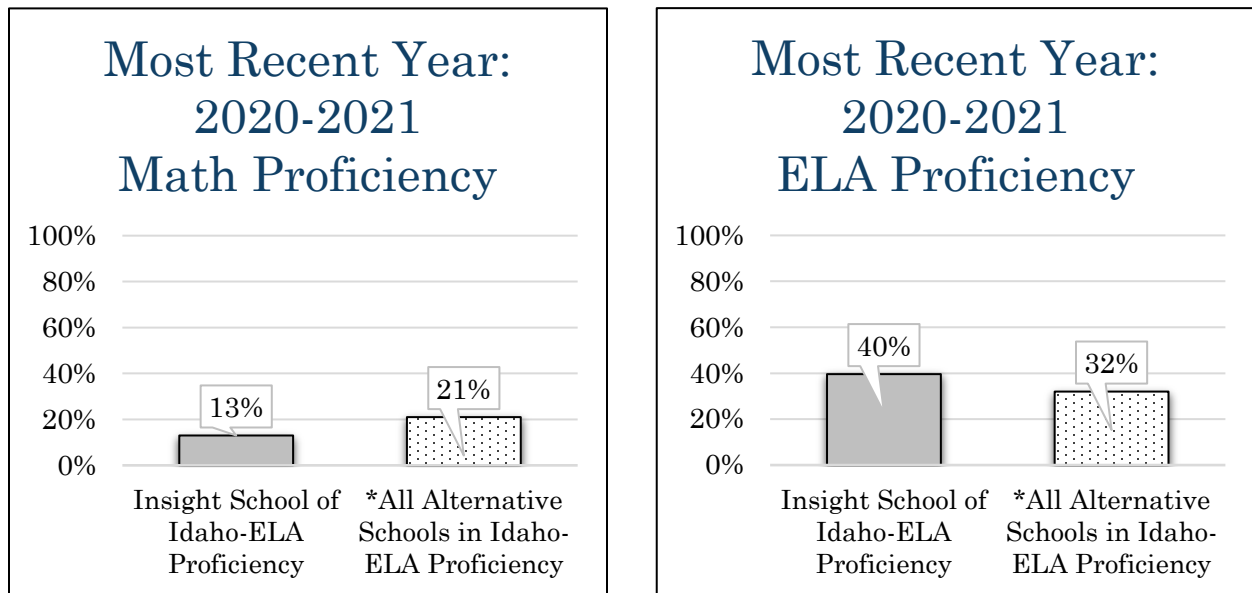
ELA & MATH PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA and Mathematics assessments (ISAT) meets the IPCSC standard on both the ELA and Math Proficiency measures.

If this standard is not yet met for one or both subjects, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Alternative Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Insight School of Idaho – Alternative Program Academic Outcomes

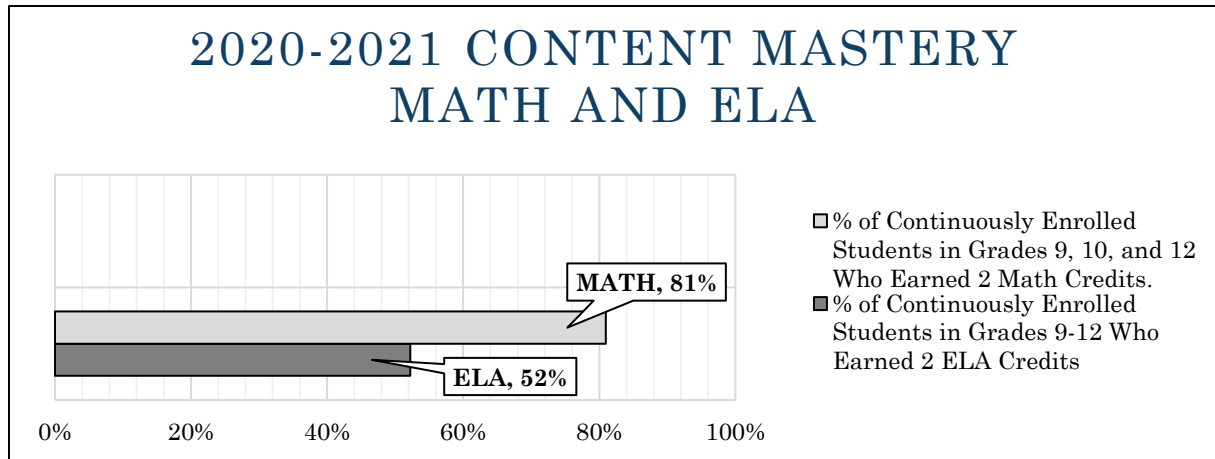
MATH AND ELA CONTENT MASTERY

Why This Matters:

Students enrolled at alternative schools face additional barriers to academic success. Often, these students are behind in grade-level proficiency in both Math and ELA. This means that the traditional academic measures may not accurately reflect whether a school that exclusively serves at-risk students is successfully serving the needs of its student population.

The content mastery measure considers the percentage of students who were continuously enrolled at the school for the whole year who earned credit for the equivalent of one school year in Math and ELA, regardless of the grade-level of the course taken. This measure acknowledges that a student enrolled in 8th grade, may not perform well on the 8th grade ISAT assessment if his or her skills are at the 6th grade level; however, if that student mastered the content (earned full credit) in the next course in his/her own academic progression, that success should be noted for the student and the school.

This measure also considered whether students in grades 9-12 are gaining a sufficient level of learning in the crucial disciplines of Math and ELA, even though the ISAT no longer applies.



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
Math Content Mastery	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA Content Mastery	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

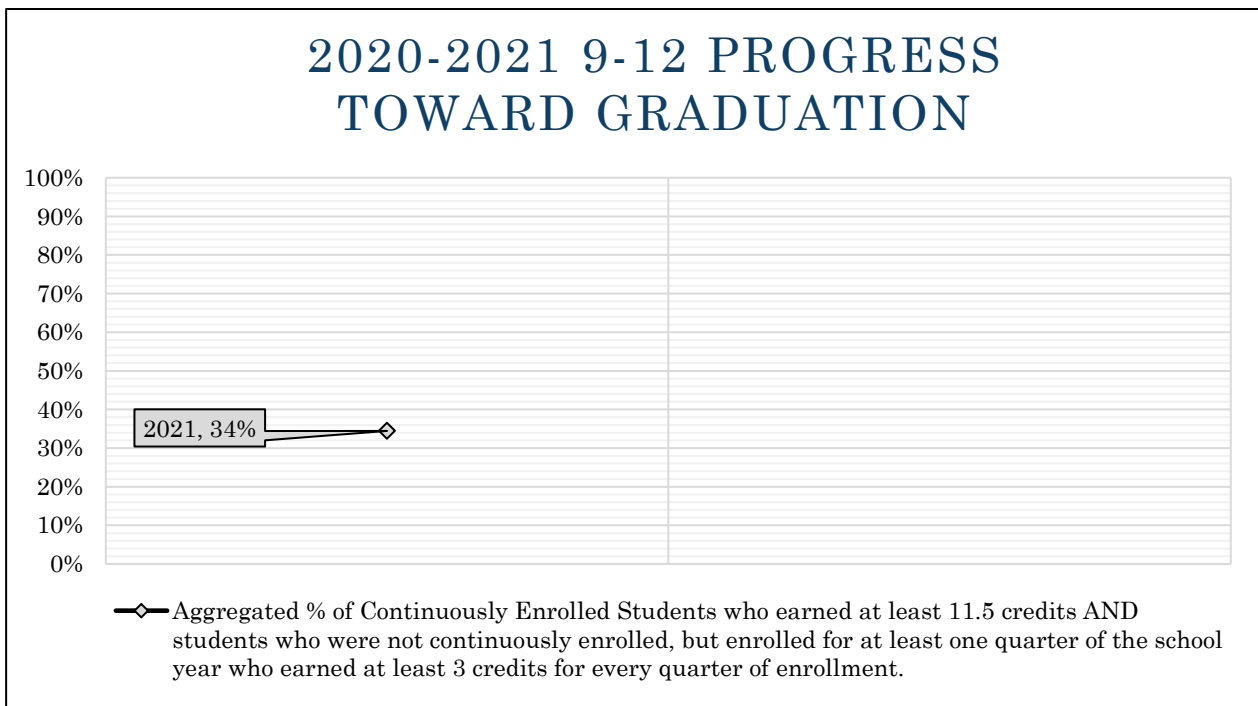
Insight School of Idaho – Alternative Program Academic Outcomes

9-12 PROGRESS TOWARD GRADUATION

Why This Matters:

Students enrolled at alternative schools face additional barriers to academic success. Often, these students change schools frequently and fall behind in credits earned. As traditional academic measures only reflect the school's success with students who were continuously enrolled for the whole school year, alternative measures are necessary to evaluate whether a school is serving all students well.

For students who are at-risk of failing to graduate, it is crucial to ensure that they earn enough credit while enrolled at a school to not fall further behind, whether they are enrolled for the whole school year or only one grading term. The 9-12 progress toward graduation measure considers whether a student successfully completed at least as many credits as expected during the time, they attended the school.



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
9-12 Progress Towards Graduation	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

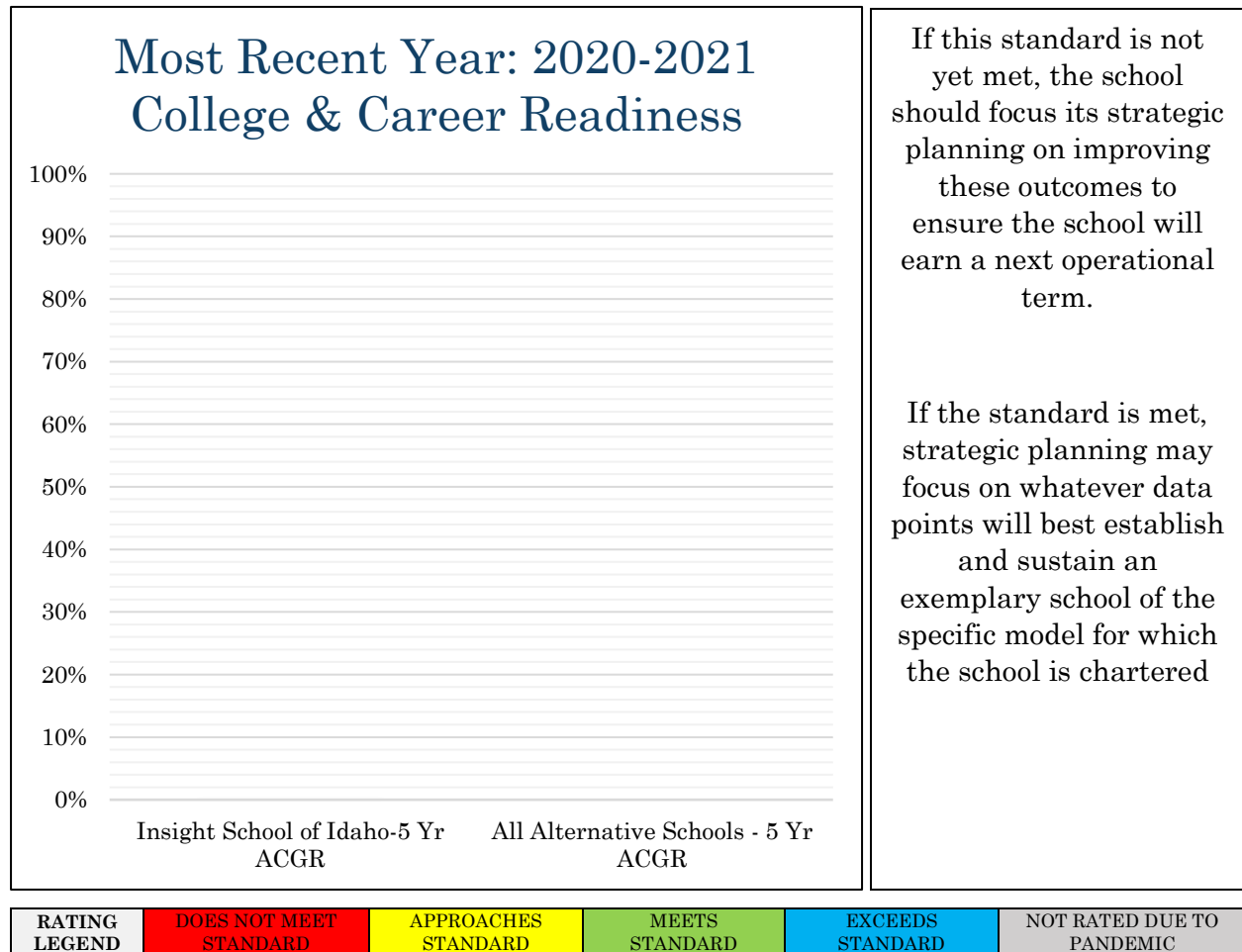
Insight School of Idaho – Alternative Program Academic Outcomes

COLLEGE & CAREER READINESS (5Yr ACGR)

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. An alternative school with a 5-year graduation rate equal to or greater than the average of its comparison group meets the IPCSC standard.

Comparison Group: All Alternative Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	COLLEGE & CAREER RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year.

Insight School of Idaho – Alternative Program Academic Outcomes

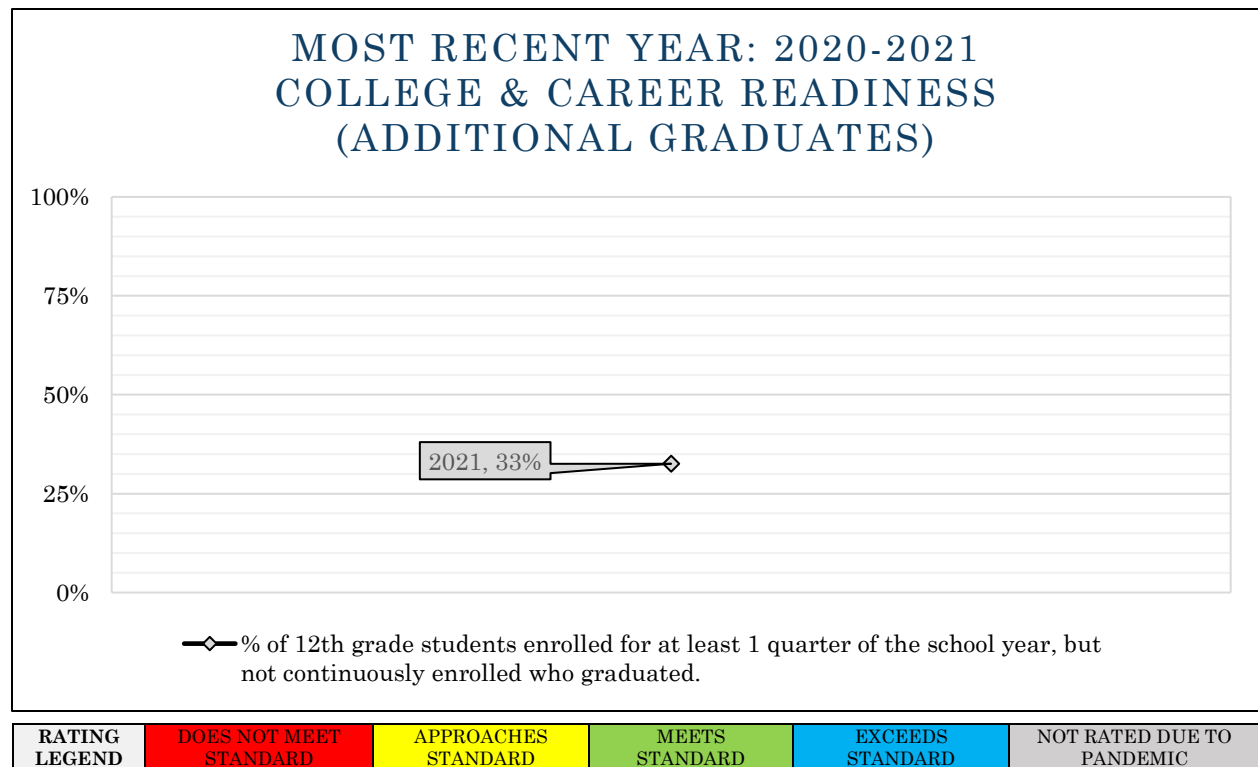
COLLEGE AND CAREER READINESS (ADDITIONAL GRADUATES)

Why This Matters:

4 and 5 Year ACGR measures capture the percentage of students who graduate 4 and 5 years after they began 9th grade. These measures speak to school success only in cases where the school retained the student for the entire 4 or 5 years. At-risk students are a more mobile population and generally enroll in several high schools throughout their high school career. This means that the traditional measures do not sufficiently help us understand whether an alternative school is serving its student population well.

The alternative college and career readiness measure allows the IPCSC to consider the percentage of students who were in enrolled as 12th grade students and graduated, regardless of when the student *should* have graduated. As this measure includes students who may be in their 6th or 7th year of high school, it helps tell more of the data story for at-risk students and the schools that serve them.

Comparison Group: All Alternative Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years. .

Longitudinal Alternative Academic Ratings | 2018-2023

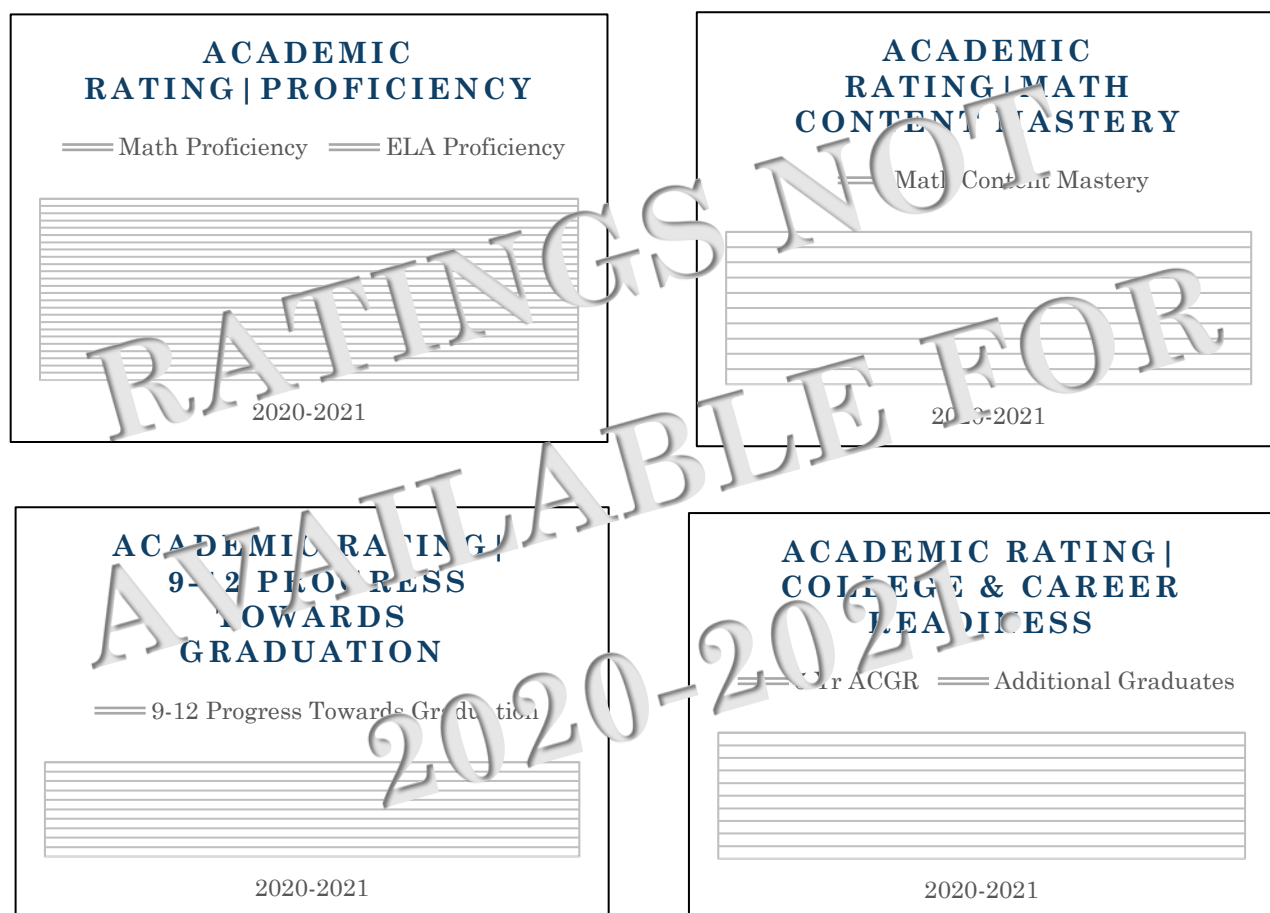
Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.

Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMIC ALT OUTCOME
2018-2019	GOOD STANDING
2019-2020	Not Rated Due to Pandemic

Insight School of Idaho Alternative Program Academic



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Operational Outcomes

BOARD STEWARDSHIP

Why This Matters:

At the highest level, the success of a charter school is driven by the ability of its governing board to govern effectively. The measures in this section help identify the strengths and challenges faced by the school's board. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year. *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

STANDARD RATING: EXCEEDS STANDARD	
Governance Structure Measure	Data/Evidence Source
The board bylaws are compliant with ID law.	Bylaws 06/1/2021. If the school has amended its bylaws since this date, please provide an updated copy to the IPCSC.
The school's articles of incorporation are current.	Articles of Incorporation initially filed on 06/20/2022. Most recently updated on 07/13/2021.
The board does operate in compliance with its bylaws.	*No instances of non-compliance documented.
Investigations were not conducted into ethical behavior or conflict of interest regarding any board director this year.	*No instances of non-compliance documented.
The board did not experience Open Meeting Law violations that needed to be cured this year.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Oversight Measure	Data/Evidence Source
The IPCSC did not evaluate the boards review of academic data in a timely and thorough manner due to pandemic for 2020-2021.	*No instances of non-compliance documented.
The board did review financial reports in a timely and thorough manner.	*No instances of non-compliance documented.
The board did maintain compliant policies.	*No instances of non-compliance documented.
The board did engage in strategic planning.	*No instances of non-compliance documented.
The board did conduct a compliant evaluation of their school leader or management organization.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Compliance Measure	Data/Evidence Source
The IPCSC did not issue courtesy letters to the school noting compliance concerns this year.	*No instances of non-compliance documented.
Another investigative body was not notified of concerns at this school this year.	*No instances of non-compliance documented.
Comments/ Context:	

Operational Outcomes

MANAGEMENT

Why This Matters:

The systems and structures that support school operations are an important part of the school's overall success. The measures in this section help identify the strengths and challenges that impact the school's day-to-day operations. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year.

STANDARD RATING: EXCEEDS STANDARD	
Student Services	Data/Evidence Source
The school's English Language Learners program is in good standing.	*No instances of non-compliance documented.
The school's Special Education program is in good standing.	*No instances of non-compliance documented.
The school's college and career readiness program is in good standing.	Reviewed on 12/28/2020 Continuous Improvement Plan 2020-2021
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Data Security and Information Transparency	Data/Evidence Source
The school's website is compliant and updated appropriately.	*No instances of non-compliance documented.
The school did not experience issues involving data security this year.	*No instances of non-compliance documented.
The school did not experience compliance issues with public records requests.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Facility and Services	Data/Evidence Source
The school's occupancy certificate is current.	*No instances of non-compliance documented.
Safety inspections and evacuation drills are compliant.	Building Inspection: 02/08/2021 Fire Marshal: 2/17/2021 No instances of non-compliance documented.
<i>The IPCSC did not evaluate school transportation for students due to measure being waived for 2020-2021.</i>	*No instances of non-compliance documented.
<i>The IPCSC did not evaluate school nutrition for students due to measure being waived for 2020-2021</i>	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Operational Compliance	Data/Evidence Source
Required reports were submitted accurately and on time.	*No instances of non-compliance documented.
The enrollment process is compliant.	*No instances of non-compliance documented.
The teachers are properly credentialed.	*No instances of non-compliance documented.
Corrective action plans were not issued by the SDE this year.	*No instances of non-compliance documented.
Comments/ Context:	

Longitudinal Operational Ratings | 2018-2023

Board Stewardship

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

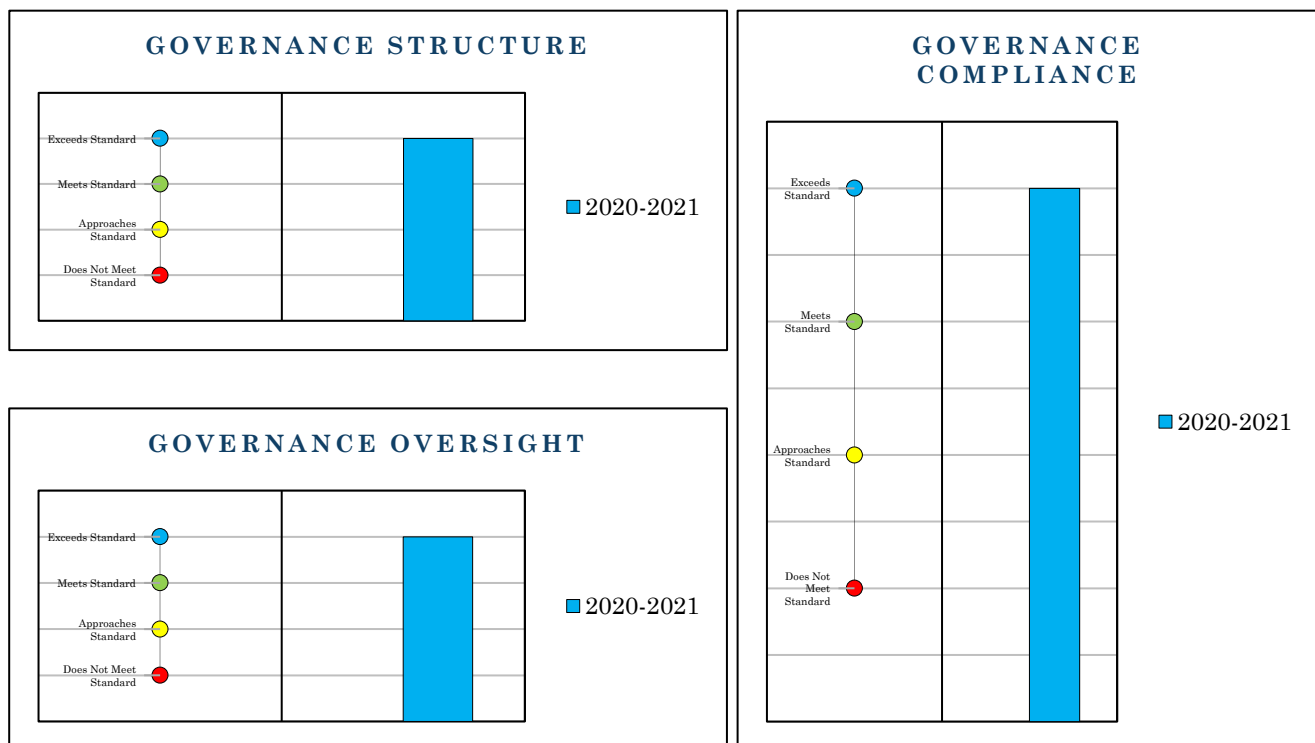
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Board Stewardship | Revised Framework



Longitudinal Operational Ratings | 2018-2023

Management

Longitudinal data provides a snapshot of a school's ratings over a 5-year period. This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approaches its next renewal decision.

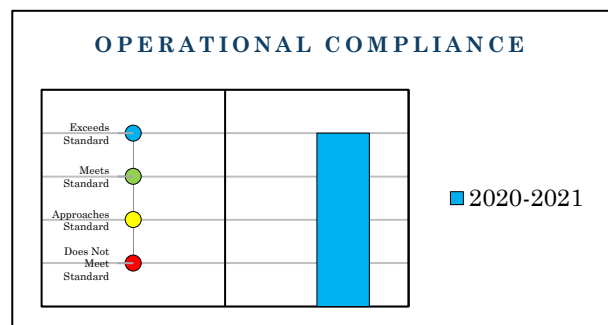
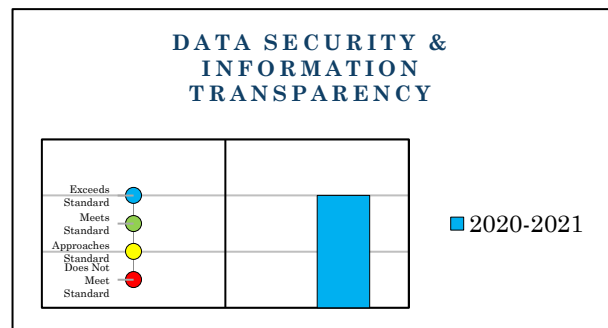
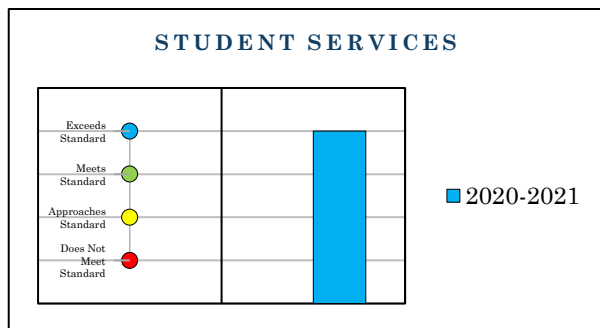
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Management | Revised Framework



*The 2020-2021 Annual Report has been finalized by the
Idaho Public Charter School Commission staff.*

If you have any questions or comments, please contact
the IPCSC.



304 N. 8th St. Ste.242

Boise, ID 83720

208-332-1561

pcsc@osbe.idaho.gov



Annual Performance Report 2021

Inspire Connections Academy

Empower Connections Academy-Alternative Program

Mission Statement: To help each student maximize his or her potential and meet the highest performance standards. Connections Academy is a high-quality, high-tech, high touch “school without walls” that brings out the best in every student.

Chair/President	Marcia Moore
Treasurer	Dana Higby
Secretary	Eric Miner
Administrator	Karen Haines
School Location	600 N Steelhead Way Boise
School Phone	208-322-4002

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Introduction

Charter schools in Idaho operate on 5-year terms as defined in a Performance Certificate executed between the school's board and its authorizer. In addition, Idaho law requires that every certificate includes a framework describing the expectations the school must meet in order to earn a next operational term. It also requires that charter school authorizer's complete performance reports for the schools they oversee each year. The annual performance report serves the following purposes:

1. To provide transparent information about charter school quality to the public;
2. To ensure charter school boards have access to clear expectations and;
3. To inform mid-term authorizing decisions.

This report reflects how the school's outcomes during the most recently completed school year measure up against the expectations established in the framework. At the end of each 5-year term, the authorizer reviews the school's annual reports and financial data to inform its decision to renew, conditionally renew, or non-renew, the school for a subsequent term.

Each measure included in the IPCSC's framework has a meets standard benchmark. A school that meets standard on all measures at the end of its current operational term is guaranteed an unconditional renewal. A school that does not meet standard on at least one measure at the end of its current operational term may be conditionally renewed or non-renewed. Because the outcomes on this report inform high-stakes decisions, schools are encouraged to use this information to support their strategic planning efforts each year.

COVID-19 NOTE: Please note that due to the COVID-19 pandemic, the IPCSC has suspended ratings (exceeds, meets, etc.) on academic and financial measures for the FY21 report. All outcomes are included in this report; however, outcomes are not rated.

Inspire Connections Academy Performance Certificate: [Inspire Performance Certificate](#)

Performance Framework: [IPCSC Performance Framework](#)

Current Term: 2018-2023

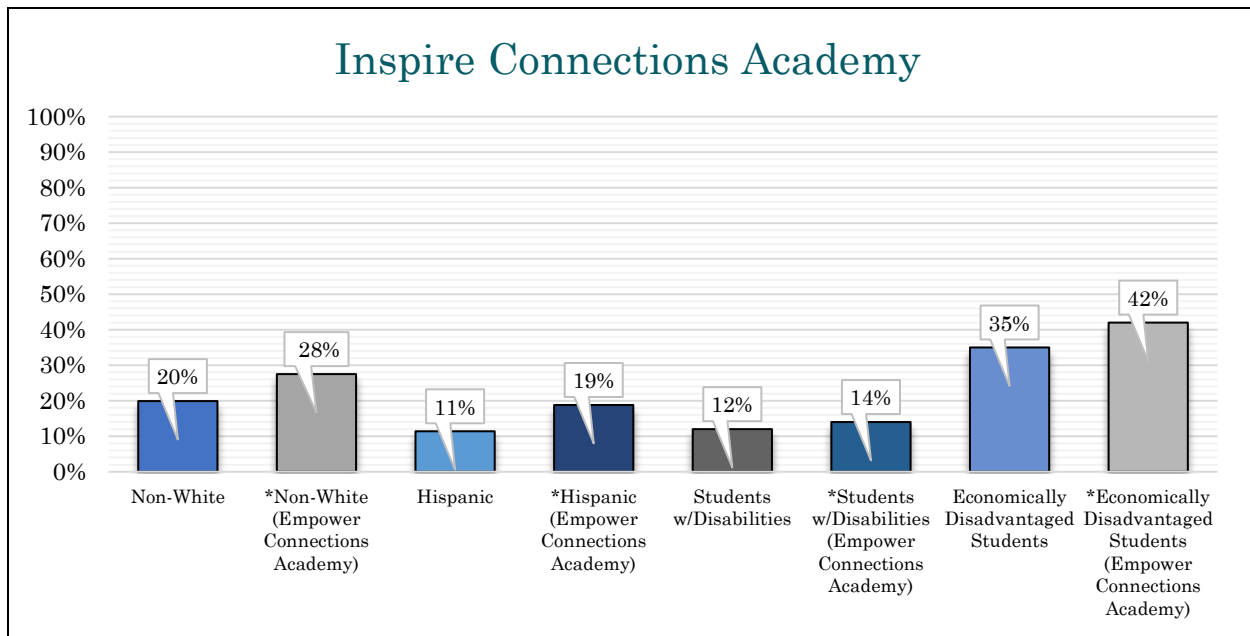
School Overview

Model:	Virtual Alternative
Enrollment Capacity:	Unlimited
Grades Served:	K-12
Enrollment Projected FY22:	1800

Key Design Elements:

- Implementation of Personalized Learning Plans (PLPs) designed collaboratively by teachers, parents and students to support each student's personal and/or academic growth
- Ensuring appropriate one-on-one student/teacher/guardian or learning coach interaction
 - o For elementary (K-5) students, the minimum interaction frequency will be bi-monthly
 - o For secondary (6-12) students, the minimum will be eight (8) times per school year
 - o Weekly live lessons will be consistently available to all students
- Fostering collaborative staff teamwork through a Professional Learning Community (PLC) model
- Providing enhanced learning through online technology

2021 INSPIRE CONNECTIONS ACADEMY DEMOGRAPHIC SUMMARY:



2020-2021 Annual Snapshot

Schools are encouraged to use this information for strategic planning and to ensure that any identified weaknesses are addressed in advance of renewal consideration.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
------------------	---------------------------	------------------------	-------------------	---------------------	------------------------------

INSPIRE ACADEMIC OUTCOMES:	
Math Proficiency	41%
Math Growth	<i>Data Not Available for 2020-2021</i>
ELA Proficiency	62%
ELA Growth	<i>Data Not Available for 2020-2021</i>
Literacy Proficiency	FALL IRI: 75% SPRING IRI: 62%
College & Career Readiness	

EMPOWER CONNECTIONS ACADEMIC OUTCOMES:	
Math & ELA Proficiency	Math: n_size ELA: n_size
Math & ELA Content Mastery	Math: 11% ELA: 14%
9-12 Progress Towards Graduation	n_size
College & Career Readiness (5Yr ACGR)	
College & Career: Additional Graduation	n_size

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

OPERATIONAL OUTCOMES: MANAGEMENT MEASURES	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	DOES NOT MEET STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	MEETS STANDARD

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	9.33
Unrestricted Days Cash	98
Default	None
Enrollment Variance	180.56%

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: .36
3 Yr. Aggregate Margin	3YR: .27
Cash Flow	CF: \$2,092,209
Multi-Year Cash Flow	MY: \$2,155,794
Debt Service Coverage Ratio	.70
Debt Asset Ratio	1.0
Financial Compliance	Not Rated for 2020-2021

Inspire Academic Outcomes

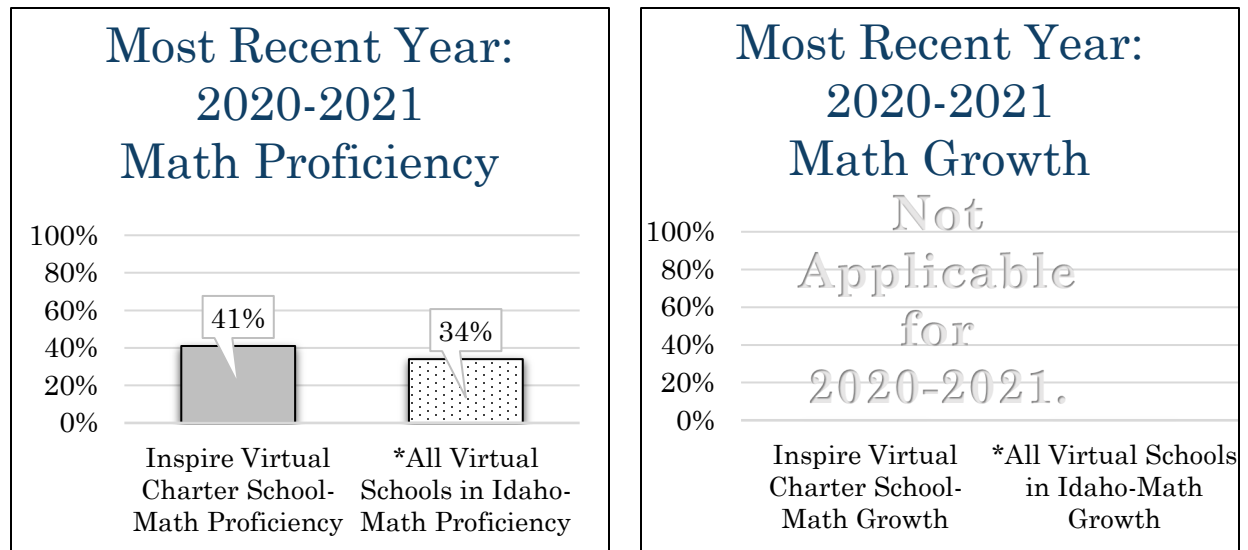
MATH PROFICIENCY & MATH GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide mathematics assessment (ISAT) meets the IPCSC standard on both the math proficiency and math growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving mathematics achievement outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
MATH GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Note: Due to the impact of the pandemic, Academic outcomes were not available for the 2019-2020 school year. Academic outcomes are available but will not be rated for the 2020-2021 school year.

Inspire Academic Outcomes

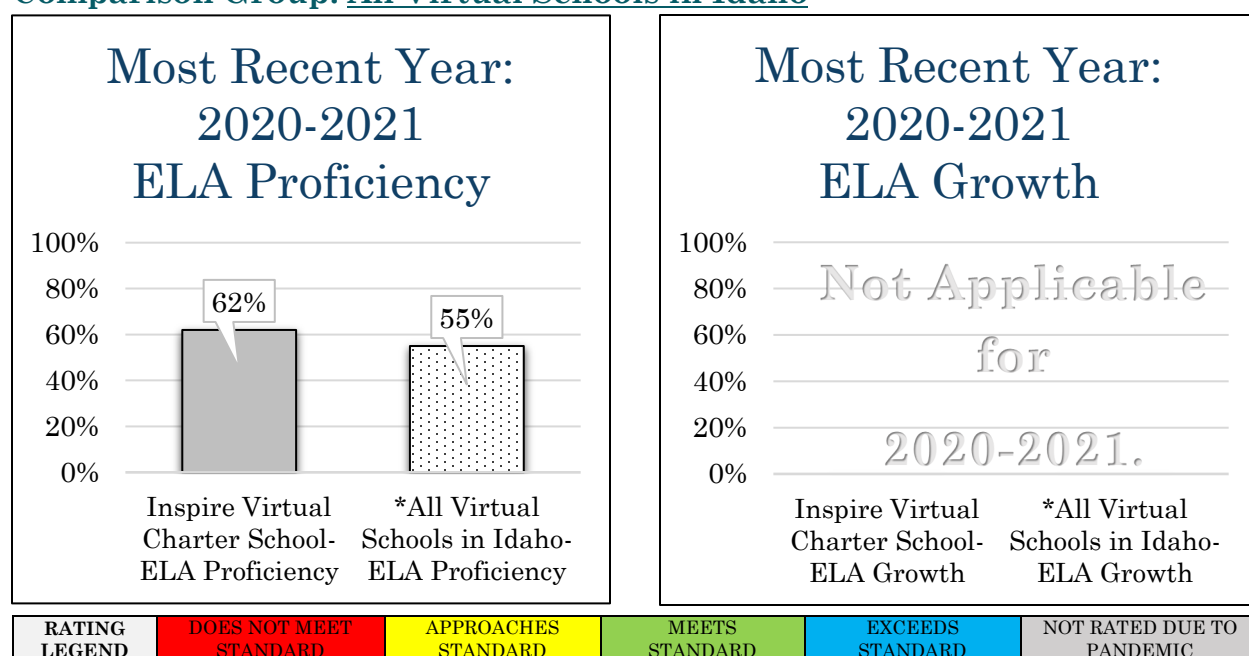
ELA PROFICIENCY & ELA GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA assessment (ISAT) meets the IPCSC standard on both the ELA proficiency and ELA growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
ELA GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Inspire Academic Outcomes

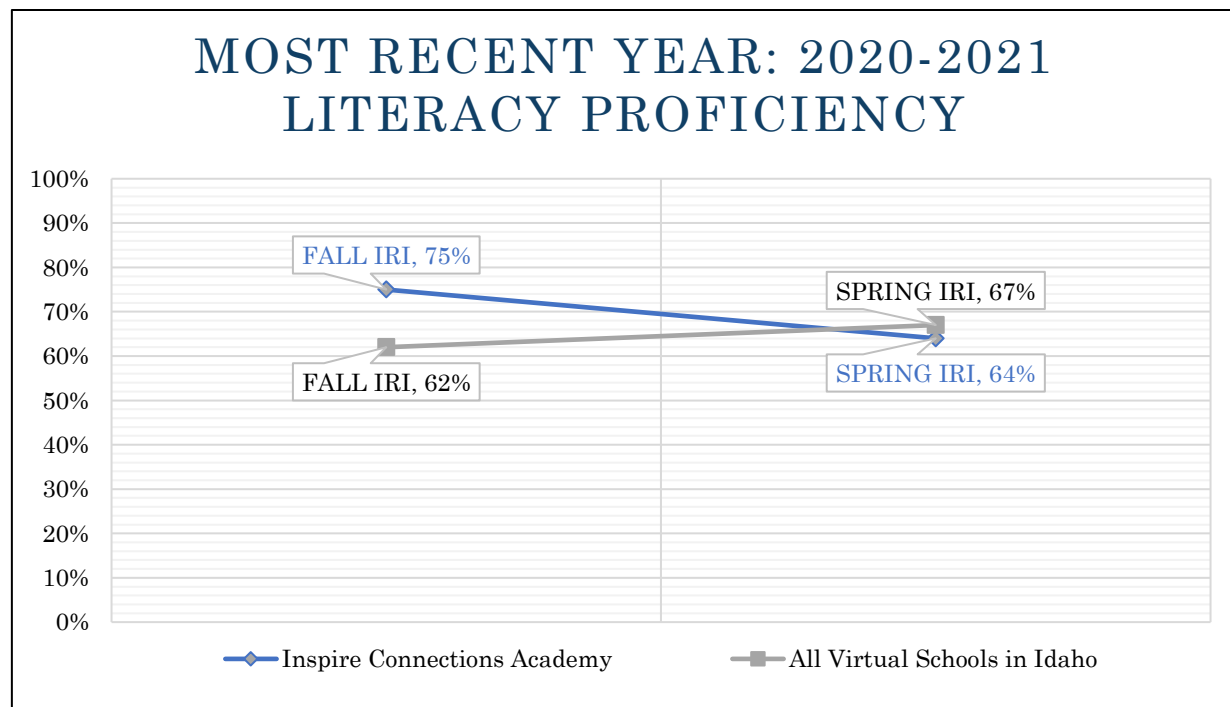
LITERACY PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the spring statewide literacy assessment (IRI) meets the IPCSC standard. Alternatively, a school that did not perform as well or better than its comparison group on the spring assessment, but that did improve its outcome by at least 10% from fall to spring, also meets standard.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
LITERACY PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

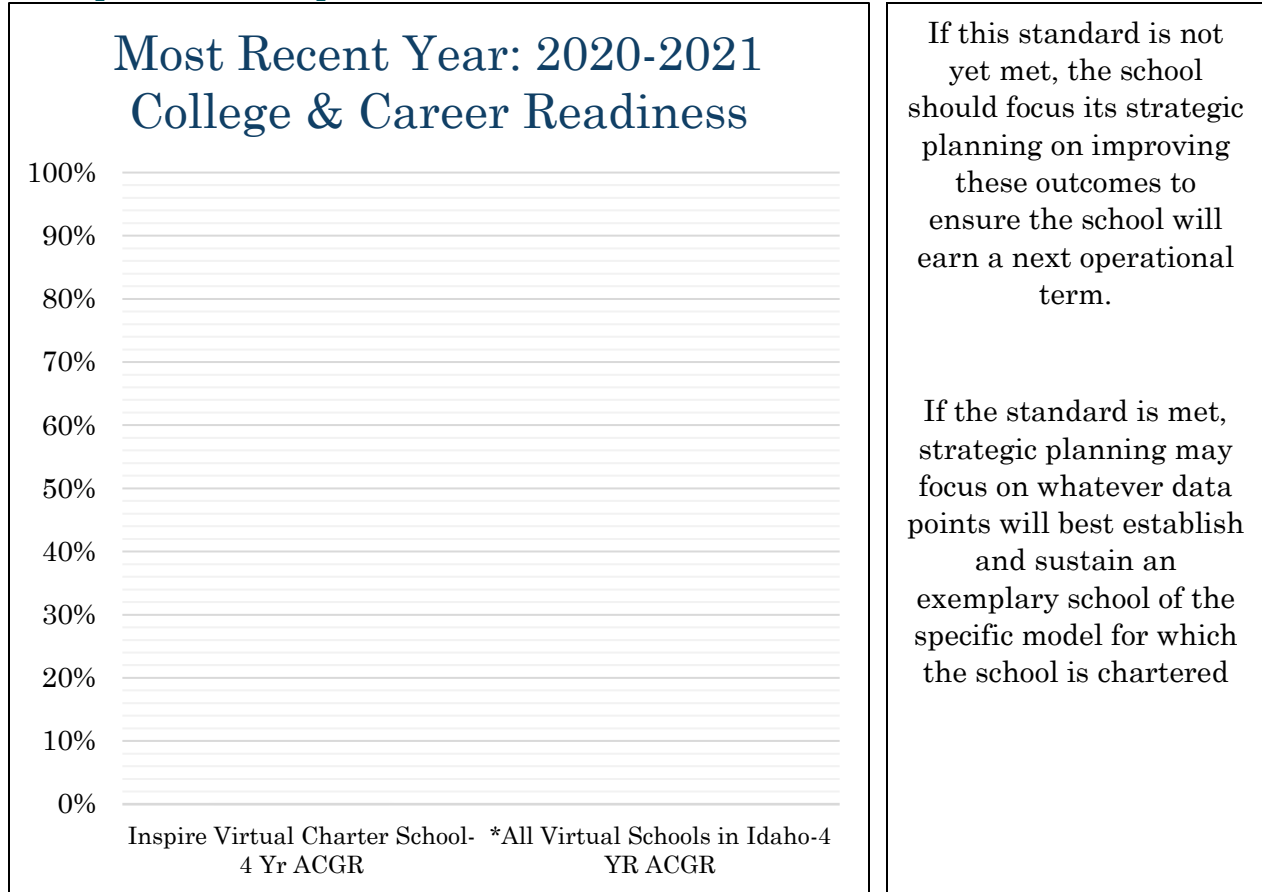
Inspire Academic Outcomes

COLLEGE & CAREER READINESS

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school with a 4-year graduation rate equal to or greater than the average of its comparison group meets the IPCSC standard.

Comparison Group: All Virtual Schools in Idaho



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	COLLEGE & CAREER RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year.

Longitudinal Academic Ratings | 2018-2023

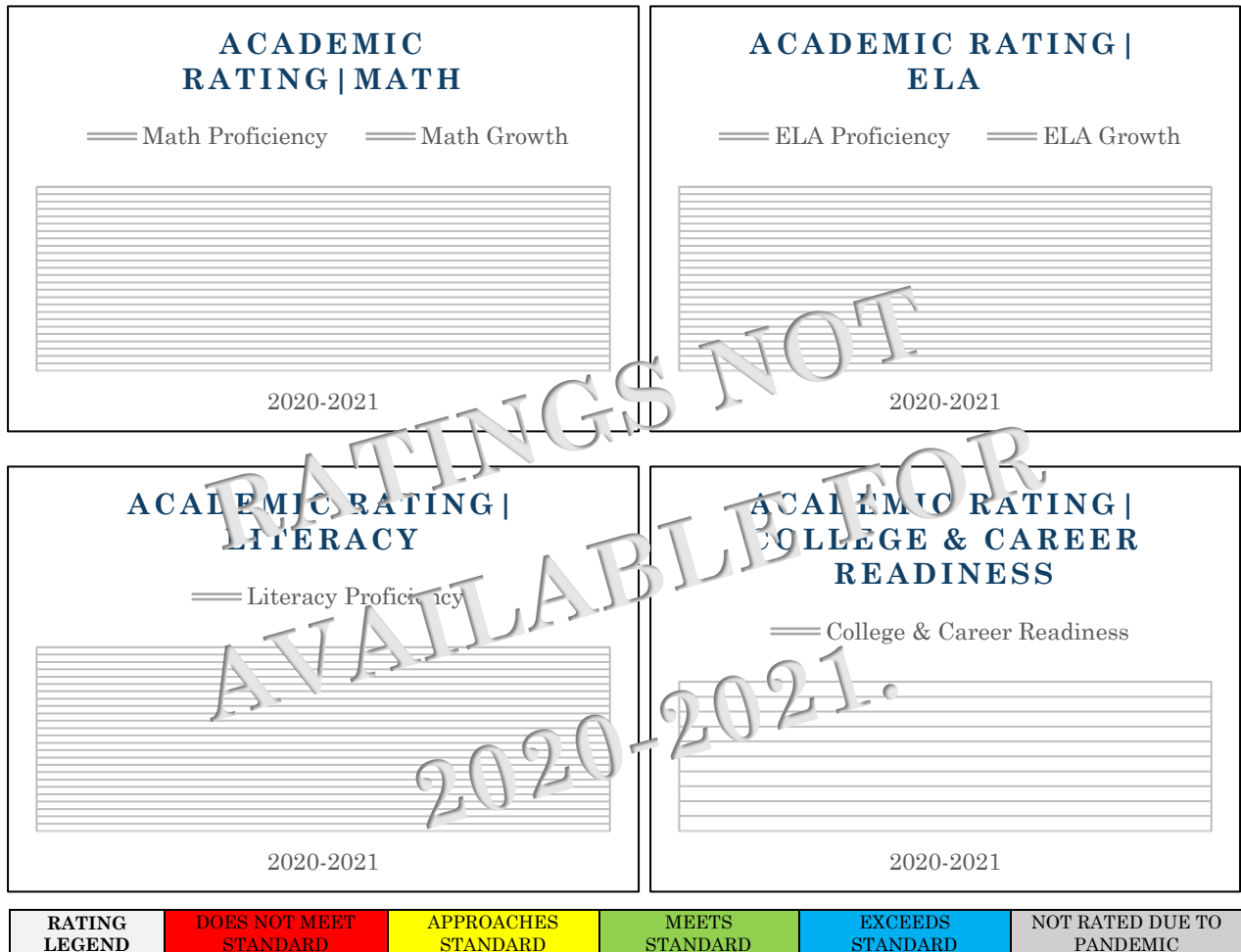
Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMIC GEN ED OUTCOME
2018-2019	REMEDATION
2019-2020	NOT RATED DUE TO PANDEMIC

Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



Empower Connections Academy Alternative Academic Outcomes

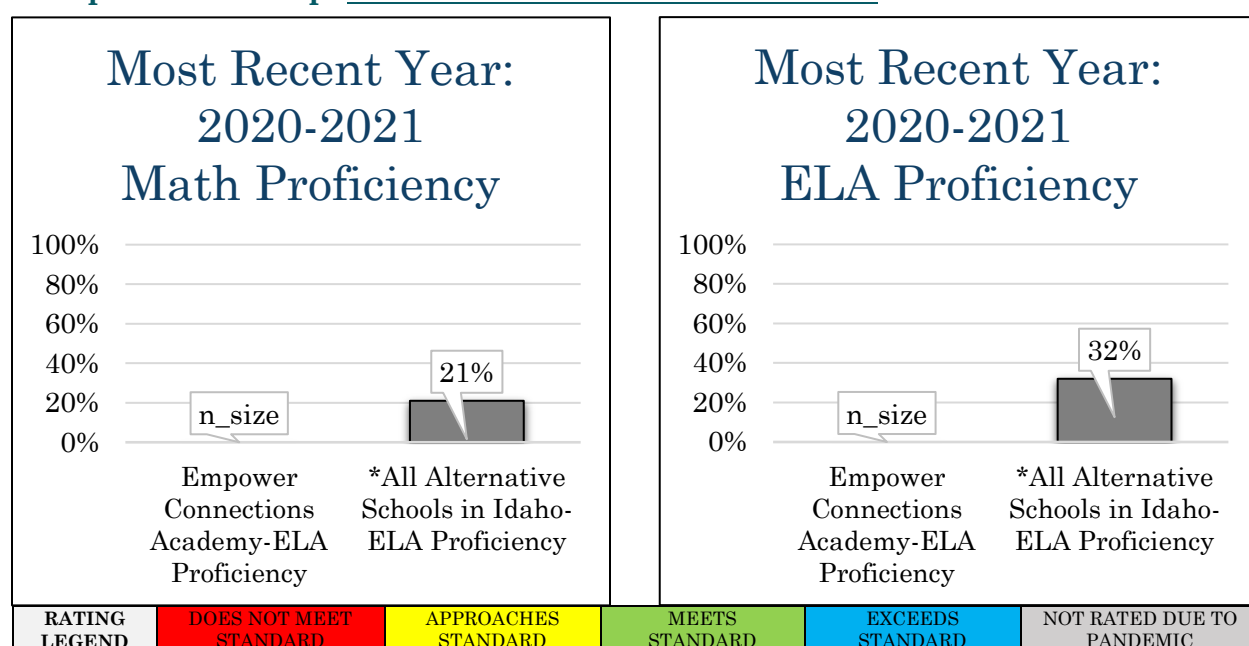
ELA & MATH PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA and Mathematics assessments (ISAT) meets the IPCSC standard on both the ELA and Math Proficiency measures.

If this standard is not yet met for one or both subjects, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: All Alternative Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Empower Connections Academy Alternative Academic Outcomes

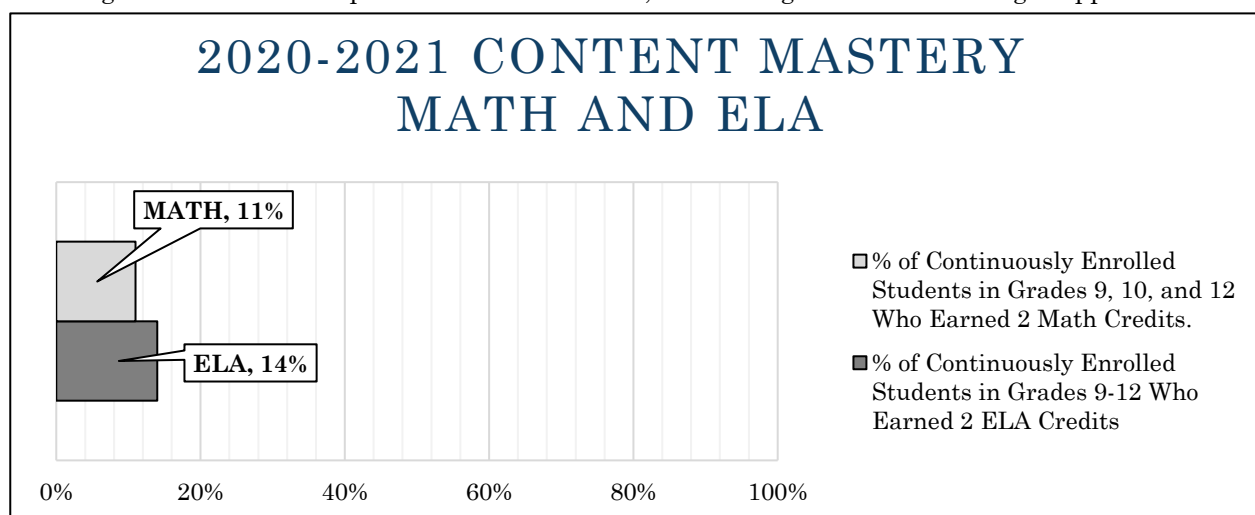
MATH AND ELA CONTENT MASTERY

Why This Matters:

Students enrolled at alternative schools face additional barriers to academic success. Often, these students are behind in grade-level proficiency in both Math and ELA. This means that the traditional academic measures may not accurately reflect whether a school that exclusively serves at-risk students is successfully serving the needs of its student population.

The content mastery measure considers the percentage of students who were continuously enrolled at the school for the whole year who earned credit for the equivalent of one school year in Math and ELA, regardless of the grade-level of the course taken. This measure acknowledges that a student enrolled in 8th grade, may not perform well on the 8th grade ISAT assessment if his or her skills are at the 6th grade level; however, if that student mastered the content (earned full credit) in the next course in his/her own academic progression, that success should be noted for the student and the school.

This measure also considered whether students in grades 9-12 are gaining a sufficient level of learning in the crucial disciplines of Math and ELA, even though the ISAT no longer applies.



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
Math Content Mastery	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA Content Mastery	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

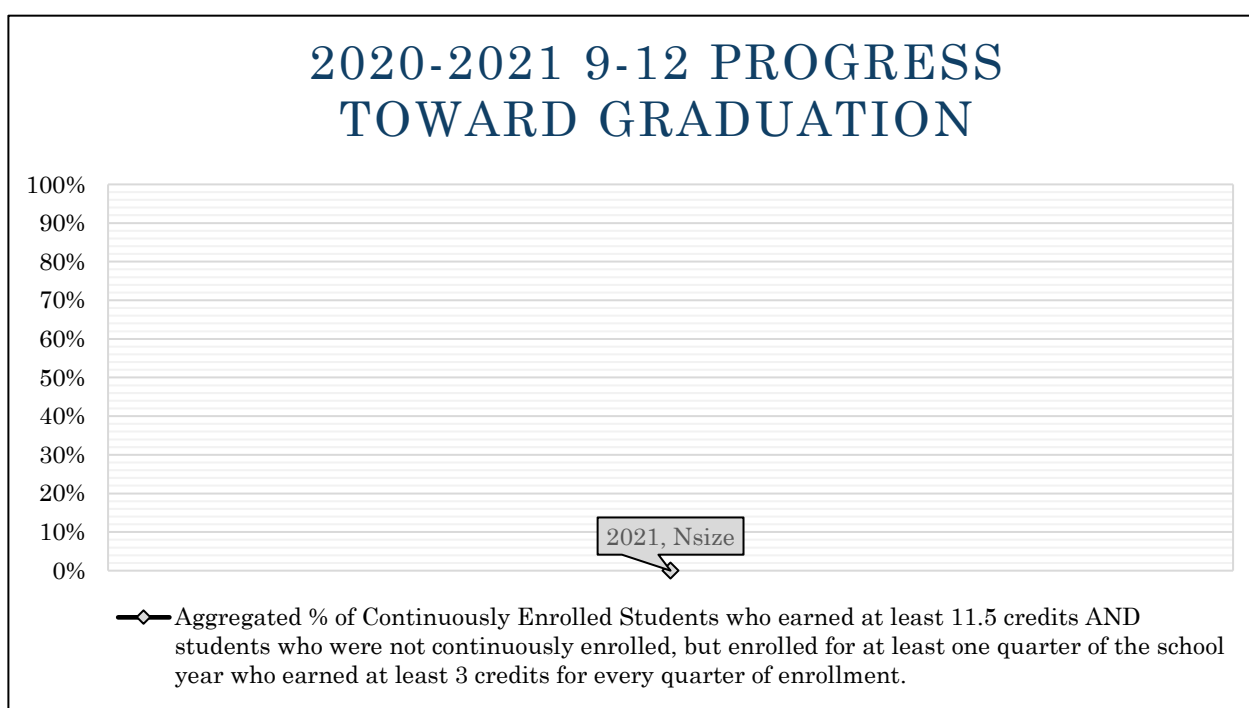
Empower Connections Academy Alternative Academic Outcomes

9-12 PROGRESS TOWARD GRADUATION

Why This Matters:

Students enrolled at alternative schools face additional barriers to academic success. Often, these students change schools frequently and fall behind in credits earned. As traditional academic measures only reflect the school's success with students who were continuously enrolled for the whole school year, alternative measures are necessary to evaluate whether a school is serving all students well.

For students who are at-risk of failing to graduate, it is crucial to ensure that they earn enough credit while enrolled at a school to not fall further behind, whether they are enrolled for the whole school year or only one grading term. The 9-12 progress toward graduation measure considers whether a student successfully completed at least as many credits as expected during the time, they attended the school.



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
9-12 Progress Towards Graduation	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years.

*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

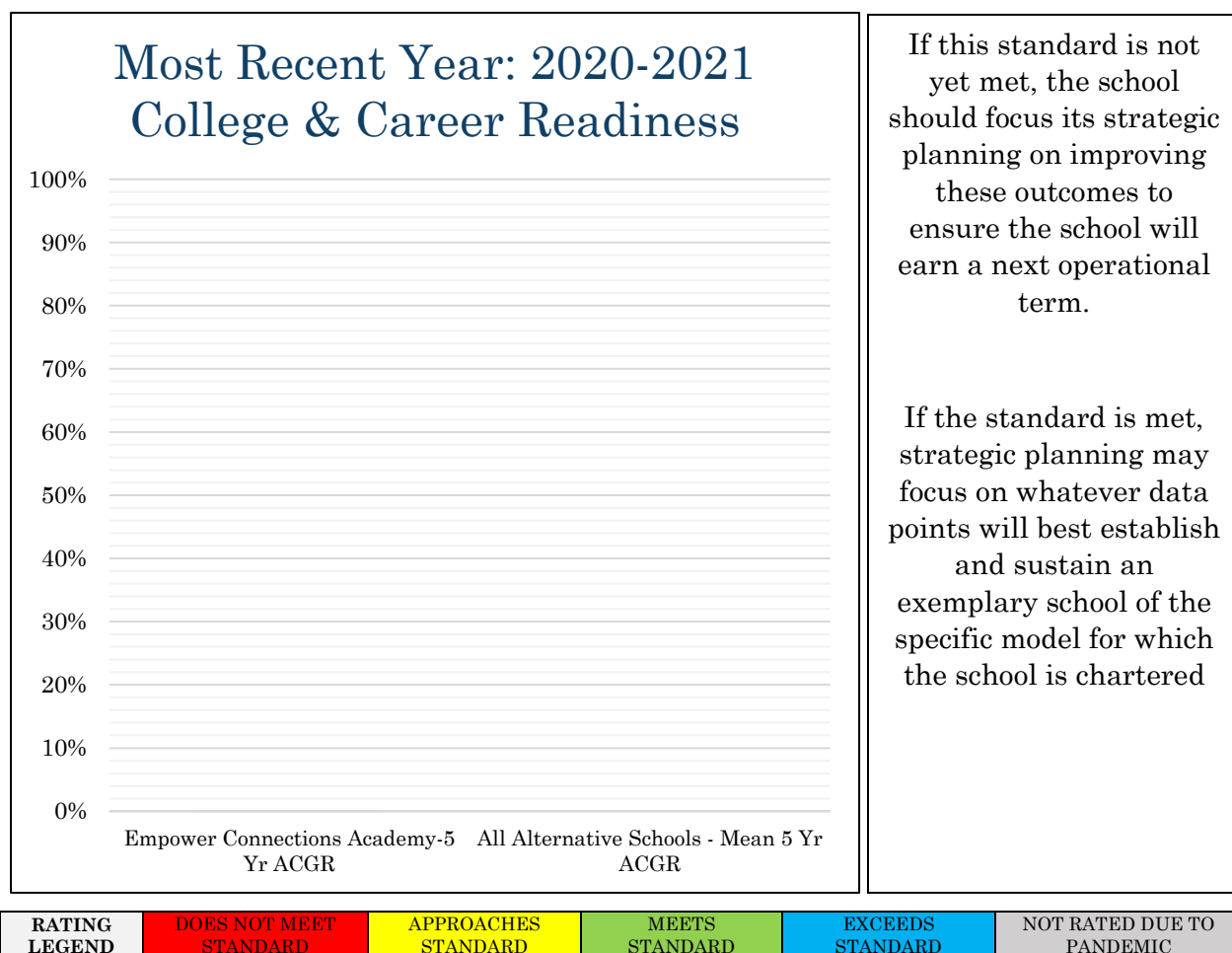
Empower Connections Academy Alternative Academic Outcomes

COLLEGE & CAREER READINESS (5Yr ACGR)

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. An alternative school with a 5-year graduation rate equal to or greater than the average of its comparison group meets the IPCSC standard.

Comparison Group: All Alternative Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	COLLEGE & CAREER RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year.

Empower Connections Academy Alternative Academic Outcomes

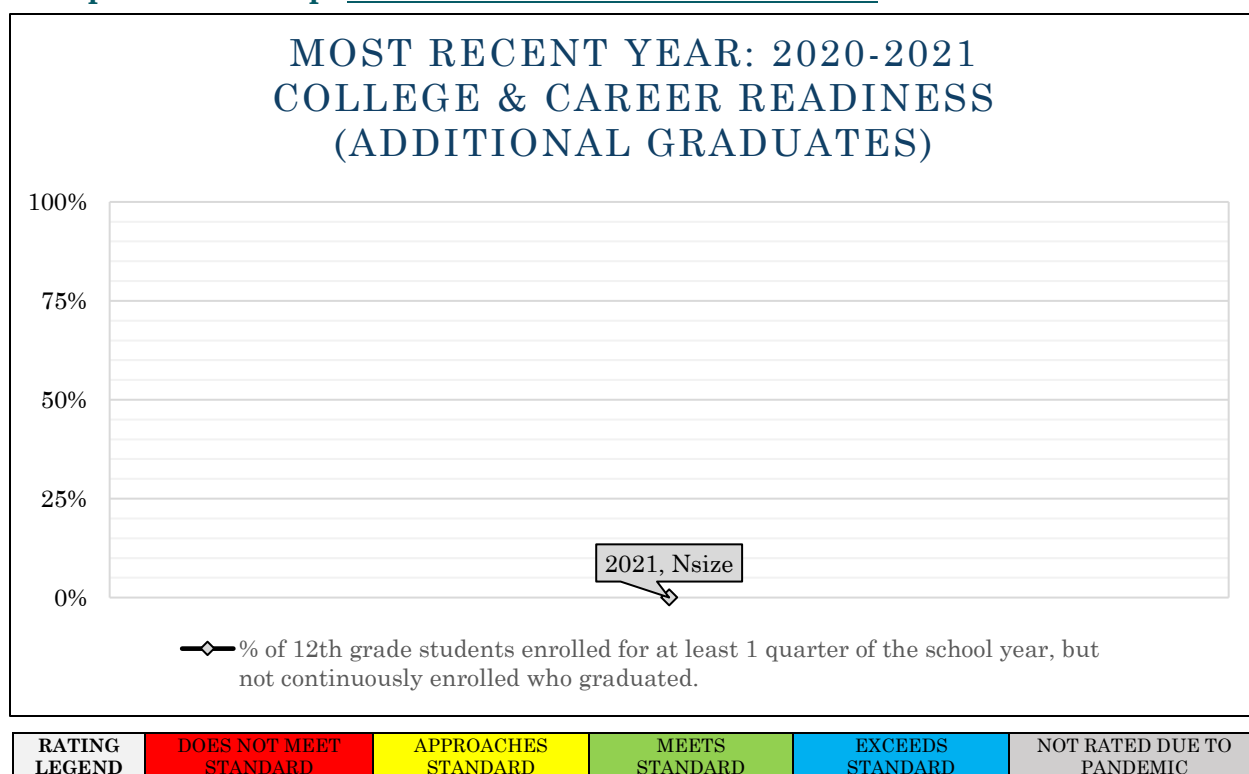
COLLEGE AND CAREER READINESS (ADDITIONAL GRADUATES)

Why This Matters:

4 and 5 Year ACGR measures capture the percentage of students who graduate 4 and 5 years after they began 9th grade. These measures speak to school success only in cases where the school retained the student for the entire 4 or 5 years. At-risk students are a more mobile population and generally enroll in several high schools throughout their high school career. This means that the traditional measures do not sufficiently help us understand whether an alternative school is serving its student population well.

The alternative college and career readiness measure allows the IPCSC to consider the percentage of students who were in enrolled as 12th grade students and graduated, regardless of when the student *should* have graduated. As this measure includes students who may be in their 6th or 7th year of high school, it helps tell more of the data story for at-risk students and the schools that serve them.

Comparison Group: All Alternative Schools in Idaho



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

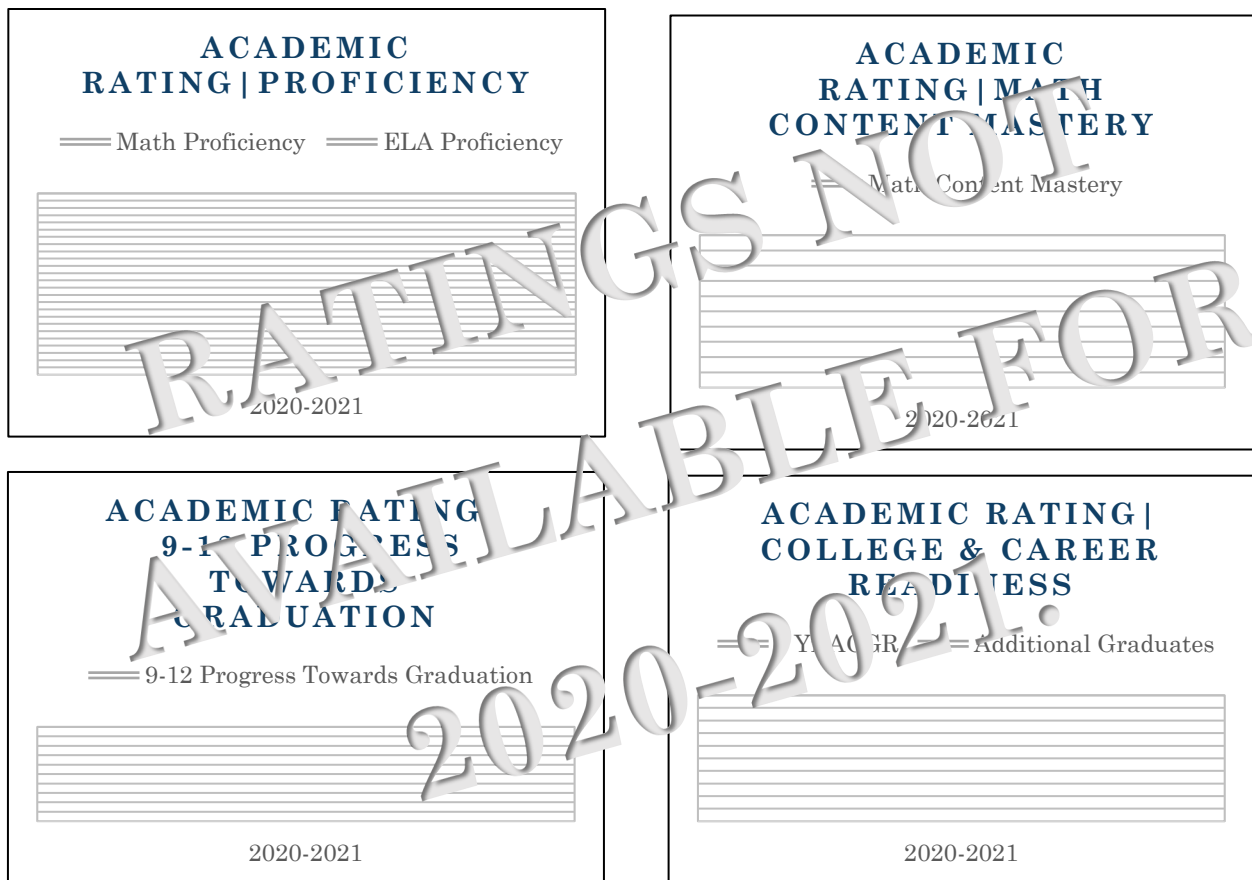
MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021.	As this is a new measure current year data is considered baseline data. Results will meet standard for the 2021-22 school year if the outcome is equal to or up to 10% greater than the current year's outcome. A minimum meets standard level will be established in future years. .

Longitudinal Alternative Academic Ratings | 2018-2023

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Alternative Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Operational Outcomes

BOARD STEWARDSHIP

Why This Matters:

At the highest level, the success of a charter school is driven by the ability of its governing board to govern effectively. The measures in this section help identify the strengths and challenges faced by the school's board. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year. *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

STANDARD RATING: EXCEEDS STANDARD	
Governance Structure Measure	Data/Evidence Source
The board bylaws are compliant with ID law.	Bylaws 2/20/2020. *Please provide an updated copy if any amendments have been made as of 7/1/21.
The school's articles of incorporation are current.	Articles of Incorporation initially filed on 12/18/2014.
The board does operate in compliance with its bylaws.	*No instances of non-compliance documented.
Investigations were not conducted into ethical behavior or conflict of interest regarding any board director this year.	*No instances of non-compliance documented.
The board did not experience Open Meeting Law violations that needed to be cured this year.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Oversight Measure	Data/Evidence Source
The IPCSC did not evaluate the boards review of academic data in a timely and thorough manner due to pandemic for 2020-2021.	*No instances of non-compliance documented.
The board did review financial reports in a timely and thorough manner.	*No instances of non-compliance documented.
The board did maintain compliant policies.	*No instances of non-compliance documented.
The board did engage in strategic planning.	*No instances of non-compliance documented.
The board did conduct a compliant evaluation of their school leader or management organization.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Compliance Measure	Data/Evidence Source
The IPCSC did not issue courtesy letters to the school noting compliance concerns this year.	*No instances of non-compliance documented.
Another investigative body was not notified of concerns at this school this year.	*No instances of non-compliance documented.
Comments/ Context:	

Operational Outcomes

MANAGEMENT

Why This Matters:

The systems and structures that support school operations are an important part of the school's overall success. The measures in this section help identify the strengths and challenges that impact the school's day-to-day operations. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year.

STANDARD RATING: EXCEEDS STANDARD	
Student Services	Data/Evidence Source
The school's English Language Learners program is in good standing.	*No instances of non-compliance documented.
The school's Special Education program is in good standing.	*No instances of non-compliance documented.
The school's college and career readiness program is in good standing.	Continuous Improvement Plan 2020-2021
Comments/ Context:	

STANDARD RATING: DOES NOT MEET STANDARD	
Data Security and Information Transparency	Data/Evidence Source
The school's website is not compliant and updated appropriately.	*No instances of non-compliance documented.
The school did not experience issues involving data security this year.	*No instances of non-compliance documented.
The school did not experience compliance issues with public records requests.	*No instances of non-compliance documented.
Comments/ Context: Comments/ Context: Monthly expenditures are not posted on website (I.C. 33-357); contracts that support expenditures are not posted (I.C.33-357); Data collection, access, and security policy not posted online (I.C. 33-133); Annual Report not posted on website (I.C. 33-5209C(2)); Continuous Improvement Plan not posted by October 31 st	

STANDARD RATING: EXCEEDS STANDARD	
Facility and Services	Data/Evidence Source
The school's occupancy certificate is current.	*No instances of non-compliance documented.
Safety inspections and evacuation drills are compliant.	*Most Recent: 3/4/2021 No instances of non-compliance documented.
<i>The IPCSC did not evaluate school transportation for students due to measure being waived for 2020-2021.</i>	*No instances of non-compliance documented.
<i>The IPCSC did not evaluate school nutrition for students due to measure being waived for 2020-2021</i>	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: MEETS STANDARD	
Operational Compliance	Data/Evidence Source
Required reports were submitted accurately and on time.	*No instances of non-compliance documented.
The enrollment process is compliant.	*No instances of non-compliance documented.
The teachers are properly credentialed.	*No instances of non-compliance documented.
Corrective action plans were issued by the SDE this year.	*No instances of non-compliance documented.
Comments/ Context: One concern noted, delay from initial request on 4/20/2021 for policy and other documents until fulfilled after several follow-ups on 6/4/2021	

Longitudinal Operational Ratings | 2018-2023

Board Stewardship

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

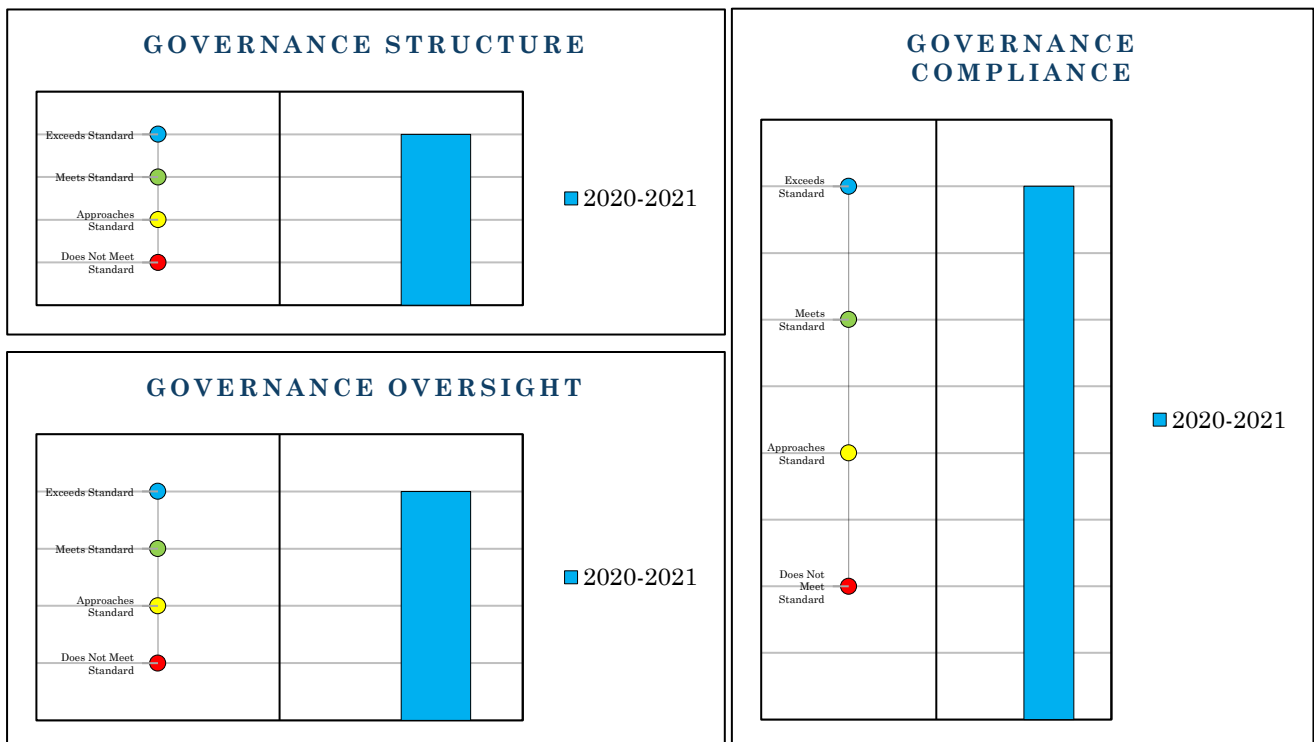
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Board Stewardship | Revised Framework



Longitudinal Operational Ratings | 2018-2023

Management

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

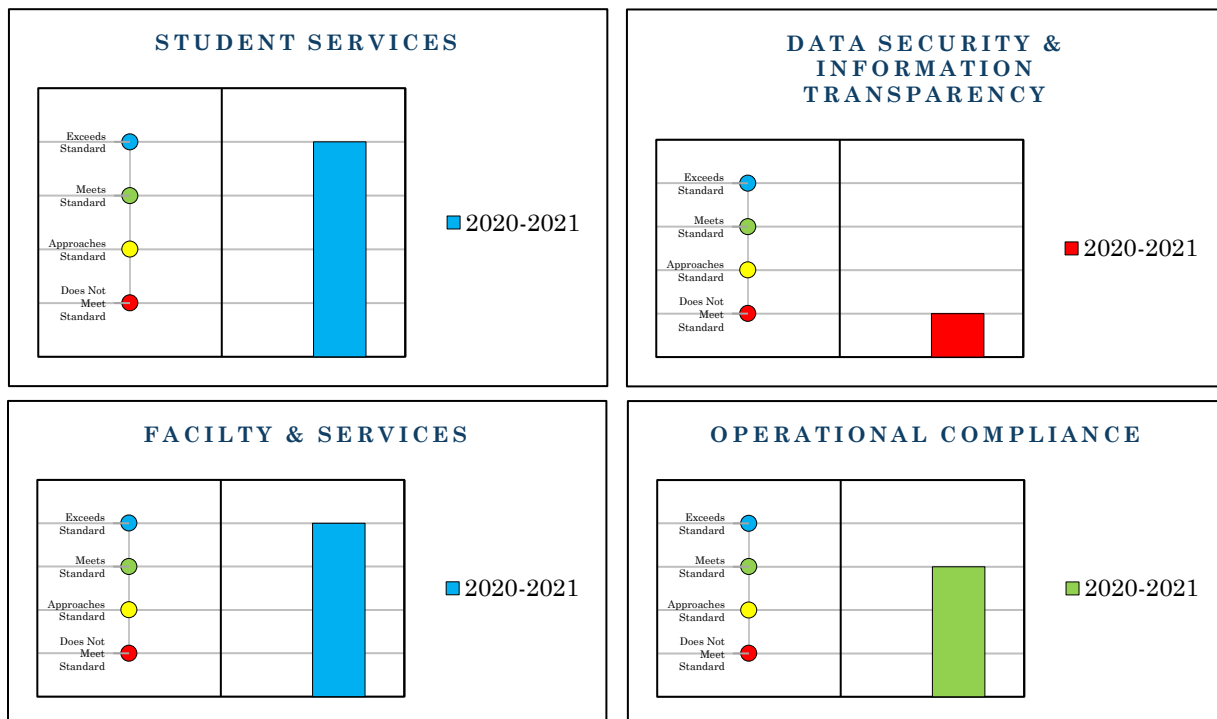
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Operational Ratings | Historical Framework

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2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Management | Revised Framework



*The 2020-2021 Annual Report has been finalized by the
Idaho Public Charter School Commission staff.*

If you have any questions or comments, please contact
the IPCSC.



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

304 N. 8th St. Ste.242

Boise, ID 83720

208-332-1561

pcsc@osbe.idaho.gov



Annual Performance Report 2021

Palouse Prairie Charter School

Mission Statement: The mission of Palouse Prairie Charter School is to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standards by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

Chair/President	Jessica Bearman
Secretary	Mike Connell
Administrator	Jeneille Branen
Business Manager	Debbie Berkana
School Location	406 Powers Ave. Moscow
School Phone	208-882-3684

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Introduction

Charter schools in Idaho operate on 5-year terms as defined in a Performance Certificate executed between the school's board and its authorizer. In addition, Idaho law requires that every certificate includes a framework describing the expectations the school must meet in order to earn a next operational term. It also requires that charter school authorizer's complete performance reports for the schools they oversee each year. The annual performance report serves the following purposes:

1. To provide transparent information about charter school quality to the public;
2. To ensure charter school boards have access to clear expectations and;
3. To inform mid-term authorizing decisions.

This report reflects how the school's outcomes during the most recently completed school year measure up against the expectations established in the framework. At the end of each 5-year term, the authorizer reviews the school's annual reports and financial data to inform its decision to renew, conditionally renew, or non-renew, the school for a subsequent term.

Each measure included in the IPCSC's framework has a meets standard benchmark. A school that meets standard on all measures at the end of its current operational term is guaranteed an unconditional renewal. A school that does not meet standard on at least one measure at the end of its current operational term may be conditionally renewed or non-renewed. Because the outcomes on this report inform high-stakes decisions, schools are encouraged to use this information to support their strategic planning efforts each year.

COVID-19 NOTE: Please note that due to the COVID-19 pandemic, the IPCSC has suspended ratings (exceeds, meets, etc.) on academic and financial measures for the FY21 report. All outcomes are included in this report; however, outcomes are not rated.

Palouse Prairie Charter School Performance Certificate: [PPCS Performance Certificate](#)

Performance Framework: [IPCSC Performance Framework](#)

Current Term: 2018-2023

School Overview

Model:	Expeditionary Learning
Enrollment Capacity:	212
Grades Served:	K-8
Enrollment Projected FY22:	196

Key Design Elements:

The design principles of Expeditionary Learning are the best short statement of our philosophy of education. They focus our attention on what is important and give us something to go back to when we need guidance.

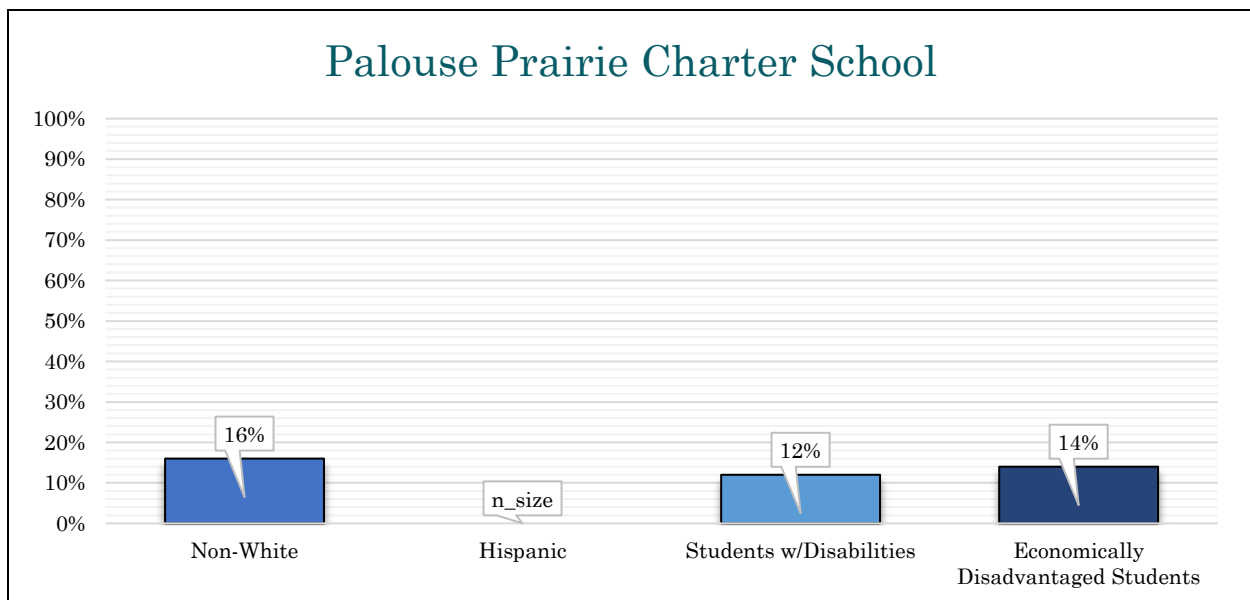
- Primacy of Self-Discovery - Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In Expeditionary Learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

- The Having of Wonderful Ideas - Teaching in Expeditionary Learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.

- The Responsibility for Learning - Learning is both a personal process of discovery and a social activity.

- Service and Compassion - We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an Expeditionary Learning school's primary function is to prepare students with the attitudes and skills to learn from and be of service.

2021 PALOUSE PRAIRIE CHARTER SCHOOL DEMOGRAPHIC SUMMARY:



2020-2021 Annual Snapshot

Schools are encouraged to use this information for strategic planning and to ensure that any identified weaknesses are addressed in advance of renewal consideration.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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ACADEMIC OUTCOMES:	
Math Proficiency	52%
Math Growth	<i>Data Not Available for 2020-2021</i>
ELA Proficiency	62%
ELA Growth	<i>Data Not Available for 2020-2021</i>
Literacy Proficiency	FALL IRI: 68% SPRING IRI: 79%

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	1.91
Unrestricted Days Cash	96 Days
Default	None
Enrollment Variance	102.11%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: 20.97%
3 Yr. Aggregate Margin	3YR: 33.55%
Cash Flow	CF: -\$16,063
Multi-Year Cash Flow	MY: \$106,099
Debt Service Coverage Ratio	3.27
Debt Asset Ratio	.54
Financial Compliance	Not rated for 2020-2021

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

Note: Due to the impact of the pandemic, Academic outcomes were not available for the 2019-2020 school year. Academic outcomes are available but will not be rated for the 2020-2021 school year.

Academic Outcomes

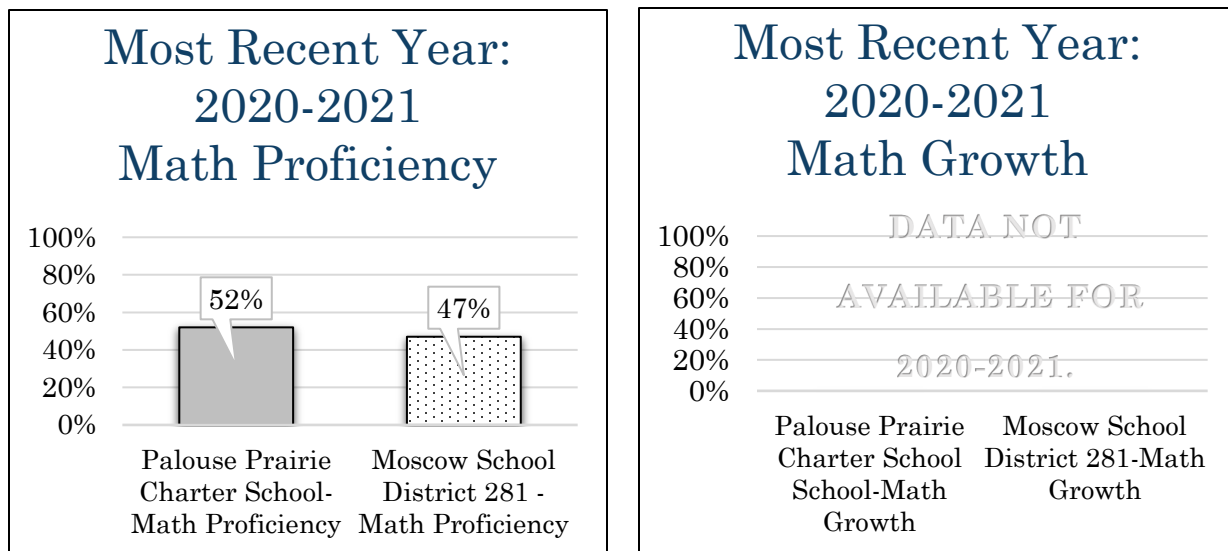
MATH PROFICIENCY & MATH GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide mathematics assessment (ISAT) meets the IPCSC standard on both the math proficiency and math growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving mathematics achievement outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Moscow School District (281)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
MATH GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

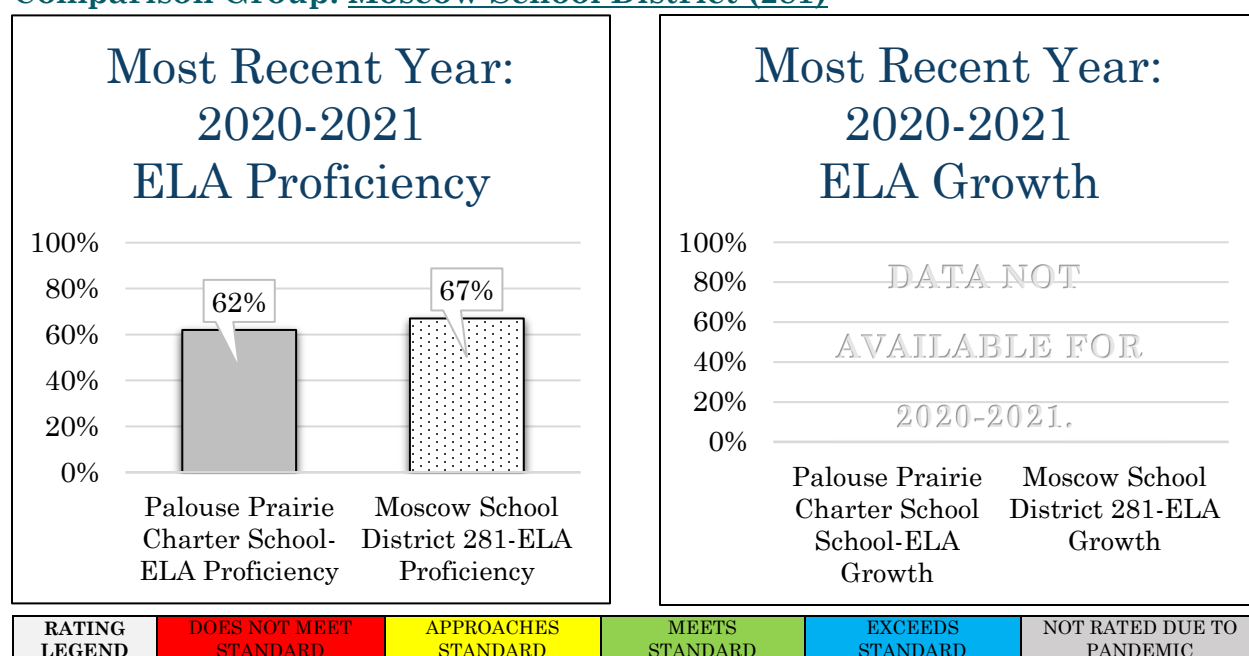
ELA PROFICIENCY & ELA GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA assessment (ISAT) meets the IPCSC standard on both the ELA proficiency and ELA growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Moscow School District (281)



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
ELA GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

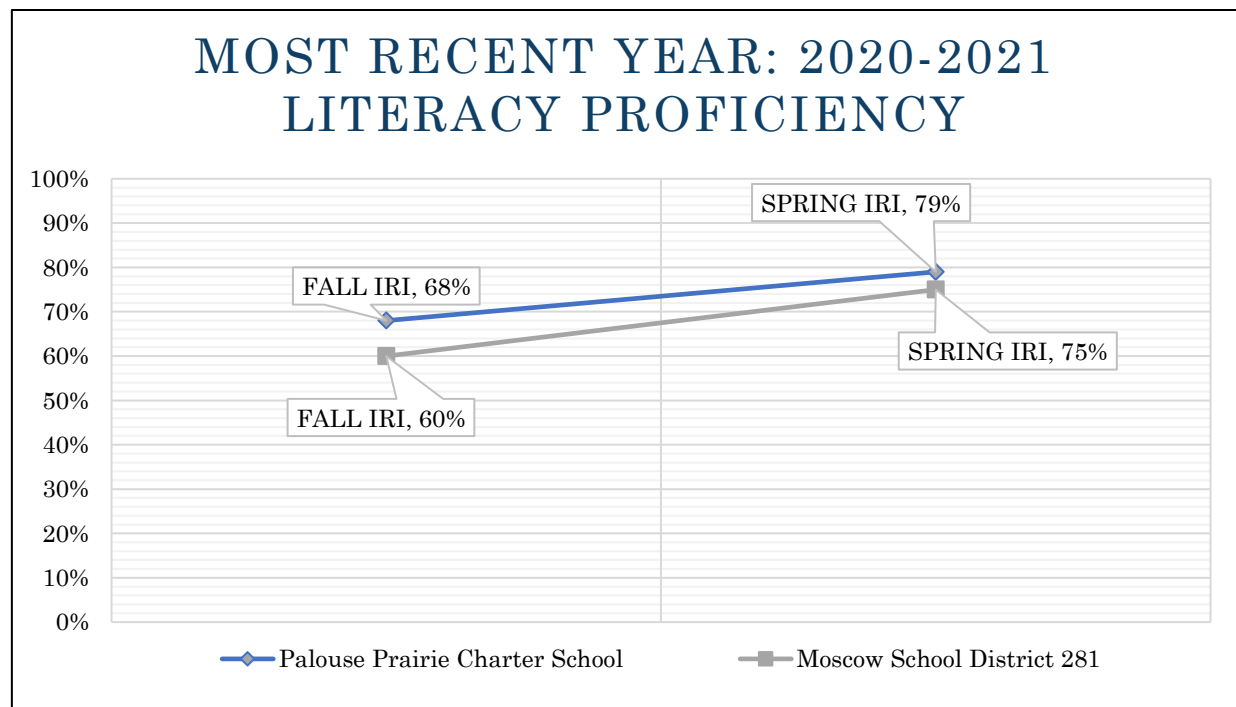
LITERACY PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the spring statewide literacy assessment (IRI) meets the IPCSC standard. Alternatively, a school that did not perform as well or better than its comparison group on the spring assessment, but that did improve its outcome by at least 10% from fall to spring, also meets standard.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Moscow School District (281)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
LITERACY PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Longitudinal Academic Ratings | 2018-2023

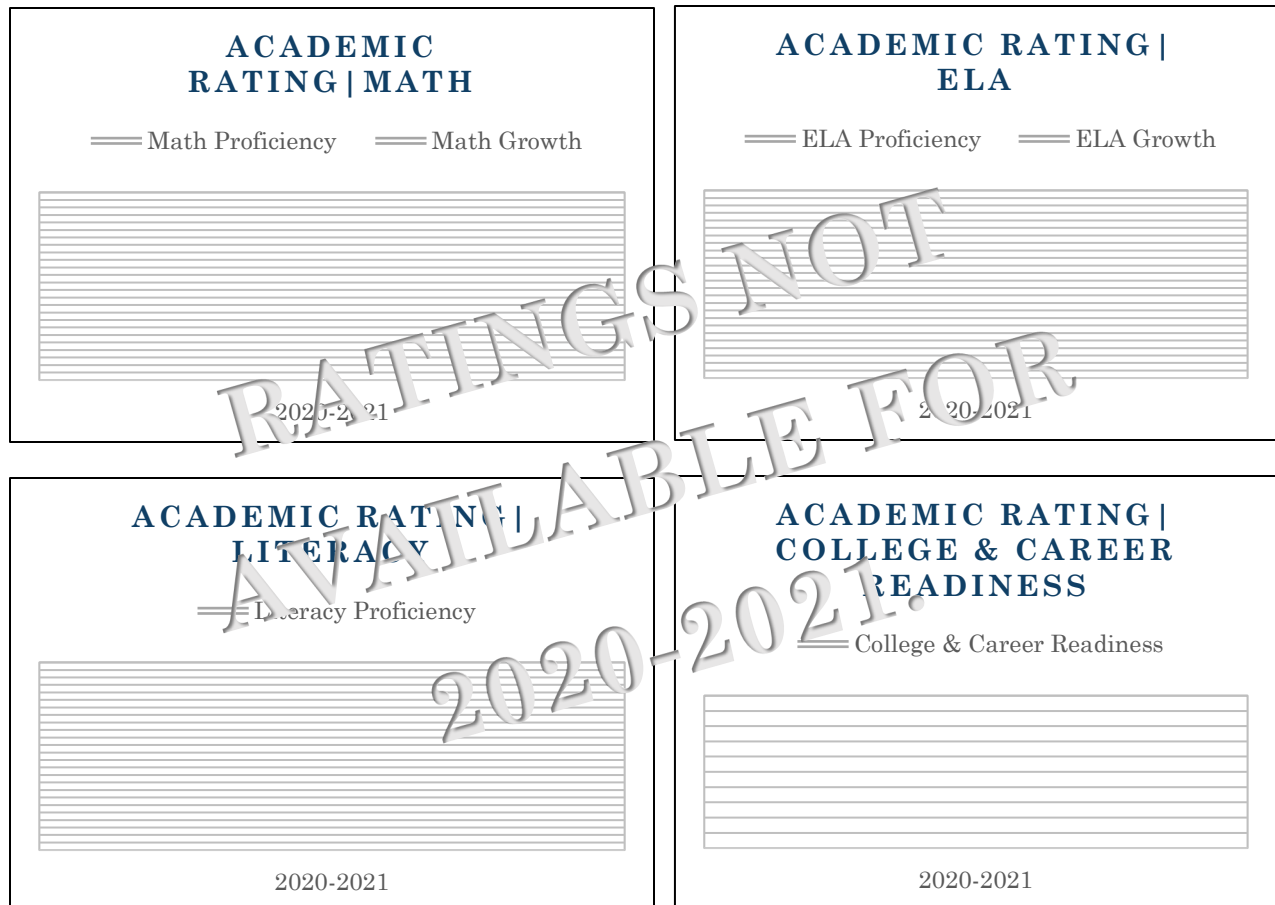
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Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMIC GEN ED OUTCOME
2018-2019	GOOD STANDING
2019-2020	NOT RATED DUE TO PANDEMIC

Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Operational Outcomes

BOARD STEWARDSHIP

Why This Matters:

At the highest level, the success of a charter school is driven by the ability of its governing board to govern effectively. The measures in this section help identify the strengths and challenges faced by the school's board. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year. *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

STANDARD RATING: EXCEEDS STANDARD	
Governance Structure Measure	Data/Evidence Source
The board bylaws are compliant with ID law.	Bylaws 6/26/2017. *Please provide an updated copy if any amendments have been made as of 7/1/21.
The school's articles of incorporation are current.	Articles of Incorporation initially filed on 6/20/2005.
The board does operate in compliance with its bylaws.	*No instances of non-compliance documented.
Investigations were not conducted into ethical behavior or conflict of interest regarding any board director this year.	*No instances of non-compliance documented.
The board did not experience Open Meeting Law violations that needed to be cured this year.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Oversight Measure	Data/Evidence Source
The IPCSC did not evaluate the boards review of academic data in a timely and thorough manner due to pandemic for 2020-2021.	*No instances of non-compliance documented.
The board did review financial reports in a timely and thorough manner.	*No instances of non-compliance documented.
The board did maintain compliant policies.	*No instances of non-compliance documented.
The board did engage in strategic planning.	*No instances of non-compliance documented.
The board did conduct a compliant evaluation of their school leader or management organization.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Compliance Measure	Data/Evidence Source
The IPCSC did not issue courtesy letters to the school noting compliance concerns this year.	*No instances of non-compliance documented.
Another investigative body was not notified of concerns at this school this year.	*No instances of non-compliance documented.
Comments/ Context:	

Operational Outcomes

MANAGEMENT

Why This Matters:

The systems and structures that support school operations are an important part of the school's overall success. The measures in this section help identify the strengths and challenges that impact the school's day-to-day operations. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year.

STANDARD RATING: EXCEEDS STANDARD	
Student Services	Data/Evidence Source
The school's English Language Learners program is in good standing.	*No instances of non-compliance documented.
The school's Special Education program is in good standing.	*No instances of non-compliance documented.
The school's college and career readiness program is in good standing.	Continuous Improvement Plan 2020-2021
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Data Security and Information Transparency	Data/Evidence Source
The school's website is compliant and updated appropriately.	*No instances of non-compliance documented.
The school did not experience issues involving data security this year.	*No instances of non-compliance documented.
The school did not experience compliance issues with public records requests.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Facility and Services	Data/Evidence Source
The school's occupancy certificate is current.	*No instances of non-compliance documented.
Safety inspections and evacuation drills are compliant.	*Most Recent: 9/23/2020 No instances of non-compliance documented.
<i>The IPCSC did not evaluate school transportation for students due to measure being waived for 2020-2021.</i>	*No instances of non-compliance documented.
<i>The IPCSC did not evaluate school nutrition for students due to measure being waived for 2020-2021</i>	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Operational Compliance	Data/Evidence Source
Required reports were submitted accurately and on time.	*No instances of non-compliance documented.
The enrollment process is compliant.	*No instances of non-compliance documented.
The teachers are properly credentialed.	*No instances of non-compliance documented.
Corrective action plans were not issued by the SDE this year.	*No instances of non-compliance documented.
Comments/ Context:	

Longitudinal Operational Ratings | 2018-2023

Board Stewardship

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

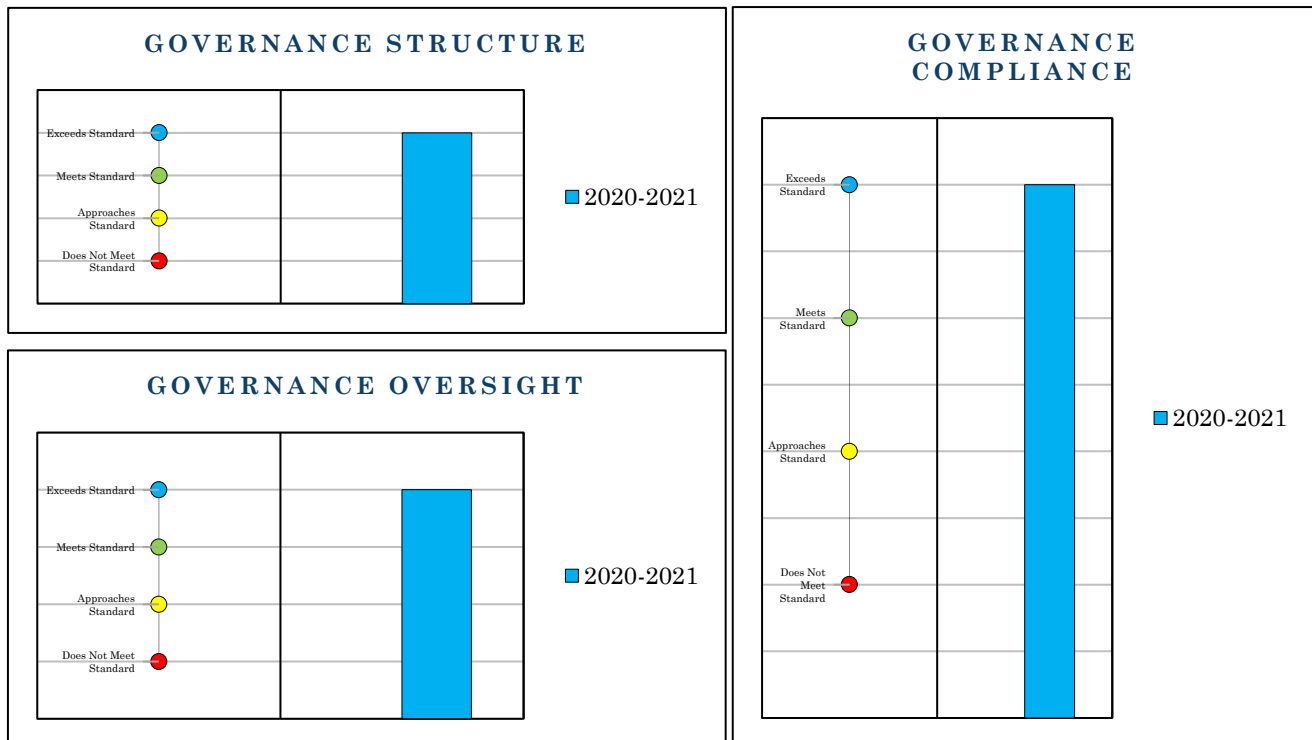
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Board Stewardship | Revised Framework



Longitudinal Operational Ratings | 2018-2023

Management

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

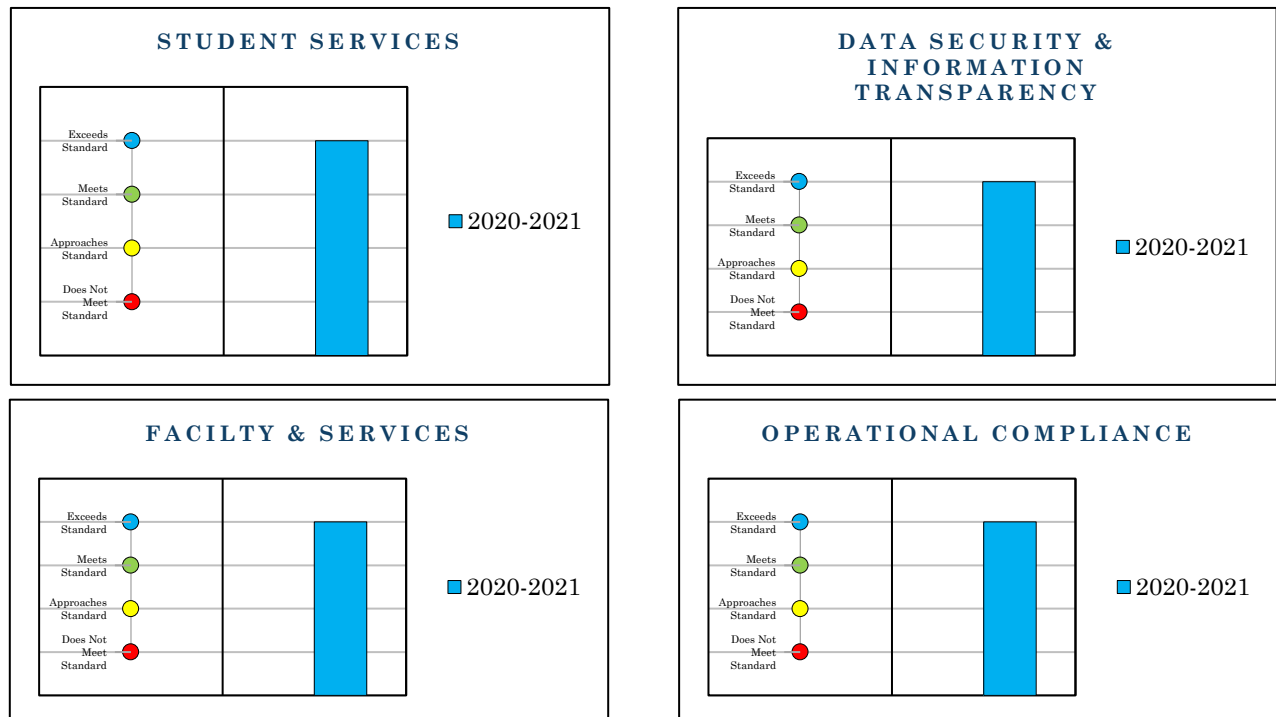
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Management | Revised Framework



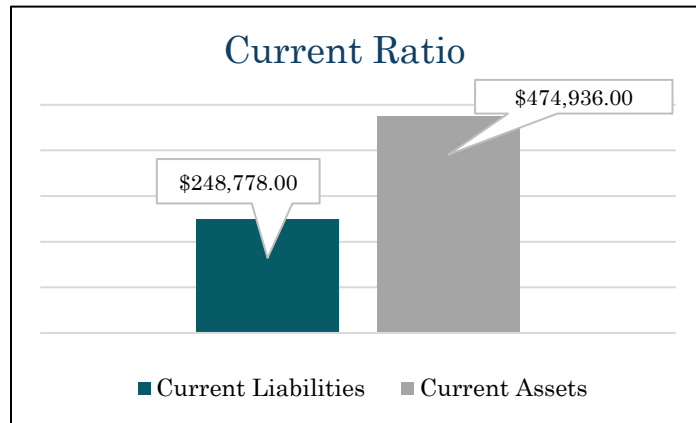
Financial Outcomes

NEAR TERM MEASURES

These measures evaluate whether a school is likely to meet its financial obligations in the next year.
 *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

Current Ratio

The school has a current ratio of more than 1.5.	Current Ratio 1.91	Ratings Not Applicable for 2020-2021
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Why This Matters:

Current Ratio is a comparison of a school's financial obligations due within one year (current liabilities) to the cash and investments held by the school (current assets).

A school with more assets than liabilities (a Current Ratio greater than 1.0) would be able to meet its financial obligations for the next year without relying on future

revenue.

A school with more liabilities than assets (a Current Ratio of less than 1.0) is dependent on revenue it has not yet received to meet existing financial obligations.

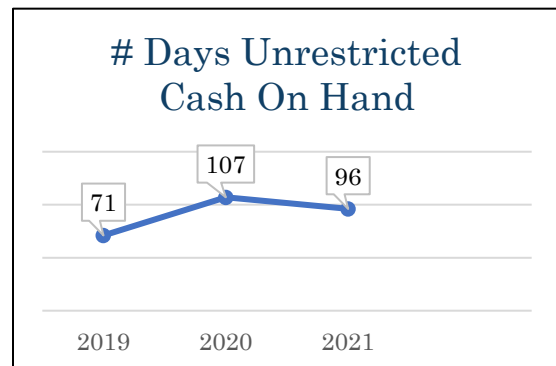
Unrestricted Days Cash

The school has more than 60 days cash on hand	96 Days	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure estimates a school's average daily cost of operations and considers the number of days a school could operate using only its available cash and investments.

A school with at least 60 days cash on hand would be able to meet its immediate financial obligations with available cash, buying the time it might take to access other current assets. Occasionally, a planned purchase may decrease this number temporarily. In those cases, 30-60 days cash on hand with an upward trend is acceptable. A school with less than 15 days cash on hand is in financial distress and is at risk of automatic closure.



Default

The school is not in default of any financial obligations and did not experience any instances of default during the fiscal year.	Ratings Not Applicable for 2020-2021
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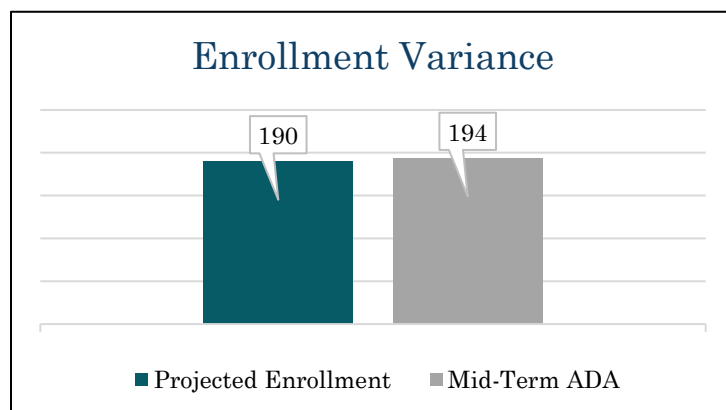
Why this Matters:

This measure identifies whether a school has defaulted on any of its financial obligations. Default can mean many things. Examples of default include: paying bills late, failing to make payroll, or inaccurately filing reports required for funding. Default can also include a failure to meet any additional requirements of long-term debt as established by the lender (such as meeting a specific enrollment target or maintaining a greater amount of cash on hand than the PCSC requires).

Any act of default can result in disruption of services, loans being called due, or funding that is inaccurate or withheld.

Enrollment Variance

The school achieved and sustained at least 95% of its projected enrollment during the most recent school year.	Enrollment Variance 102.11%	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Enrollment Variance measure considers what percentage of a school's projected enrollment was achieved. As the majority of a public school's funding is generated by student enrollment, this measure reflects a school's ability to execute its budget to plan.

A school that achieves at least 95% of its projected enrollment will likely experience few bumps and may make minor adjustments. A school that achieves less than 95% of projected enrollment is likely to face budget challenges requiring more significant budget amendments and may be in financial distress.

Financial Outcomes

SUSTAINABILITY MEASURES

These measures help determine whether a school is likely to remain financially stable into the future.

Total Margin

The school has maintained a positive total margin for at least 3 consecutive years.	CY Total Margin 20.97% 3-Year Aggregated 33.55%	Ratings Not Applicable for 2020-2021
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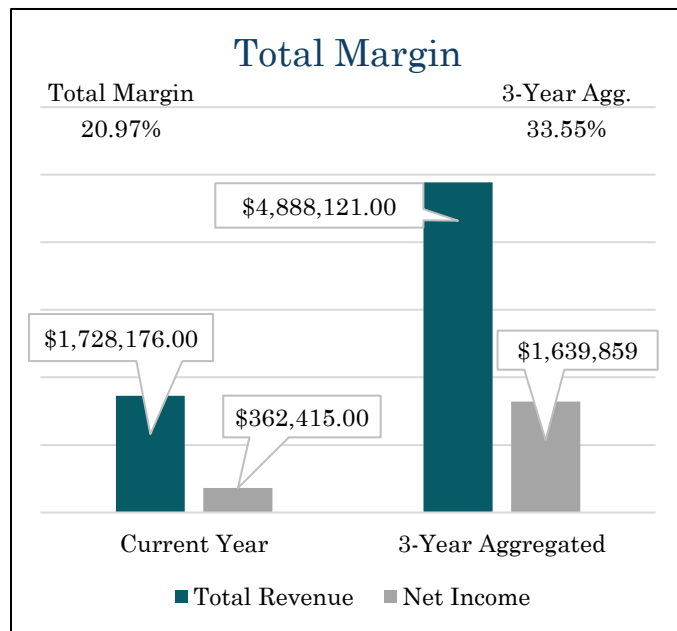
Why this Matters:

The Total Margin compares a school's total revenue to its net income. Specifically, this measure identifies what percentage of a school's total revenue in a given year was not expended during that year. A school with a positive total margin spent less than it brought in. That is, the school is living within its means and can plan for future purchases and investments.

An occasional negative total margin may indicate that a planned or necessary purchase has taken place. This is not necessarily a negative indicator.

However, if the Total Margin is chronically negative or severe decreases appear, the school may be in financial distress. Aggregating this margin over three years helps to identify these long-term trends.

Note: for the purposes of this calculation, pension liability is excluded from the school's net income.



Cash Flow

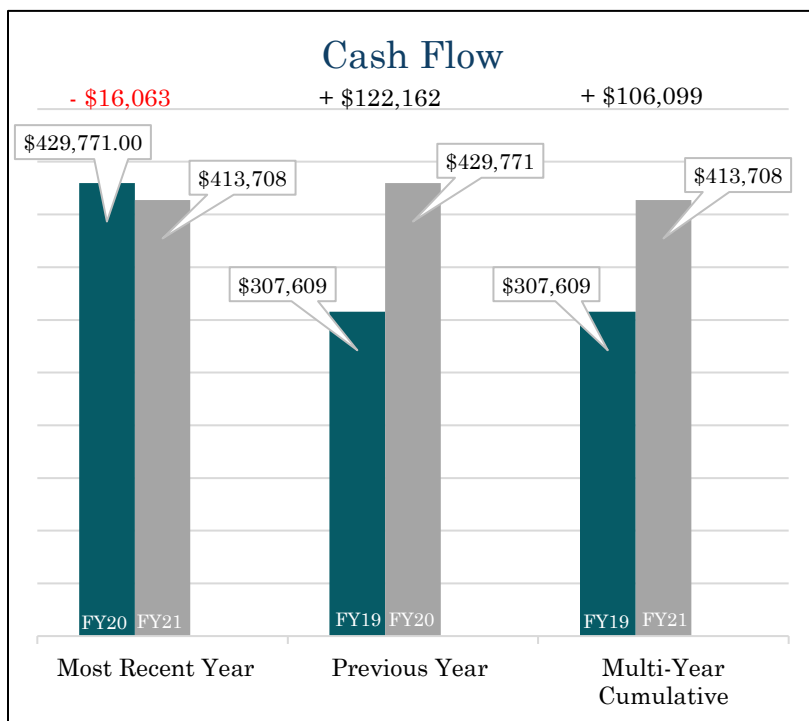
The school's multi-year cumulative cash flow is positive, but the most recent year's cash flow is negative.	Most Recent Year -\$16,063 Previous Year \$122,162 Multi-Year \$106,099	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Cash Flow measure considers the change in a school's cash balance over time. A school with a positive cash flow is increasing its reserves and is likely able to fund future projects and purchases.

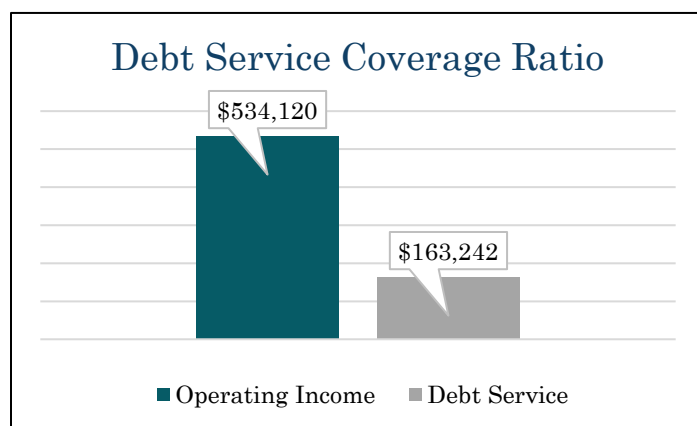
A school with a negative cash flow is using its existing reserves to fund general operations and is not likely to have the financial flexibility to fund future plans.

A multi-year cumulative cash flow helps to identify long-term trends.



Debt Service Coverage Ratio

The school's debt service coverage ratio is 1.5 or greater.	Debt Service Coverage Ratio 3.27	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure evaluates a school's ability to make payments on debt due in a given year using only that year's income. This helps determine whether a school has more debt than it can manage.

A school with more Operating Income than Debt Service (a Debt Service Coverage Ratio greater than 1) can meet the financial obligations of their debt. A

school with more Debt Service than Operating Income (a ratio of less than 1) is reliant on either reserves or revenues anticipated in future years to meet its debt obligations.

Debt to Asset Ratio

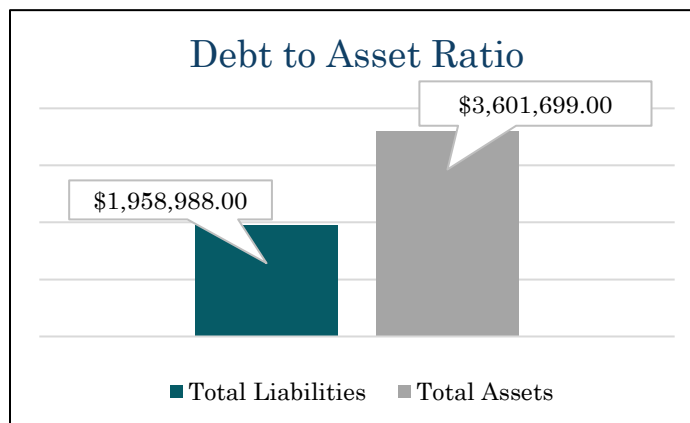
The school's Debt to Asset Ratio is less than 0.9.	Debt/Asset Ratio .54	Ratings Not Applicable for 2020-2021
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Why This Matters:

The Debt to Asset Ratio compares a school's total liabilities to its total assets. This helps determine whether a school would be able to meet both its short and long-term financial obligations.

A school whose total liabilities are 90% or less of its Total Assets is likely to be able to repay all short-term debts and still manage to set its long-term affairs in order in a worst-case scenario. A school with more liabilities than assets would not be able to meet all its financial obligations in a worst-case scenario.

Note: for the purposes of this measure, pension liability is excluded from the school's total liabilities.



Financial Compliance

STANDARD RATING: NOT RATED FOR 2020-2021	
Financial Operations	Data and/or Evidence Source
The school's finances are managed in compliance with GAAP.	Financial Audit Received 9/28/21
Expenditures and contracts are posted online appropriately.	School's Expenditure Page 7/30/2021 *No instances of non-compliance documented.
The school maintains compliant internal controls.	*No instances of non-compliance documented.
The school is not operating under a Notification of Fiscal Concern.	*No instances of non-compliance documented.
The school is not operating under a Notification of Possible or Imminent Closure.	*No instances of non-compliance documented.
Comments/Context	

Longitudinal Financial Ratings | 2018-2023

Longitudinal data provides a snapshot of a school's ratings over a 5-year period. This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

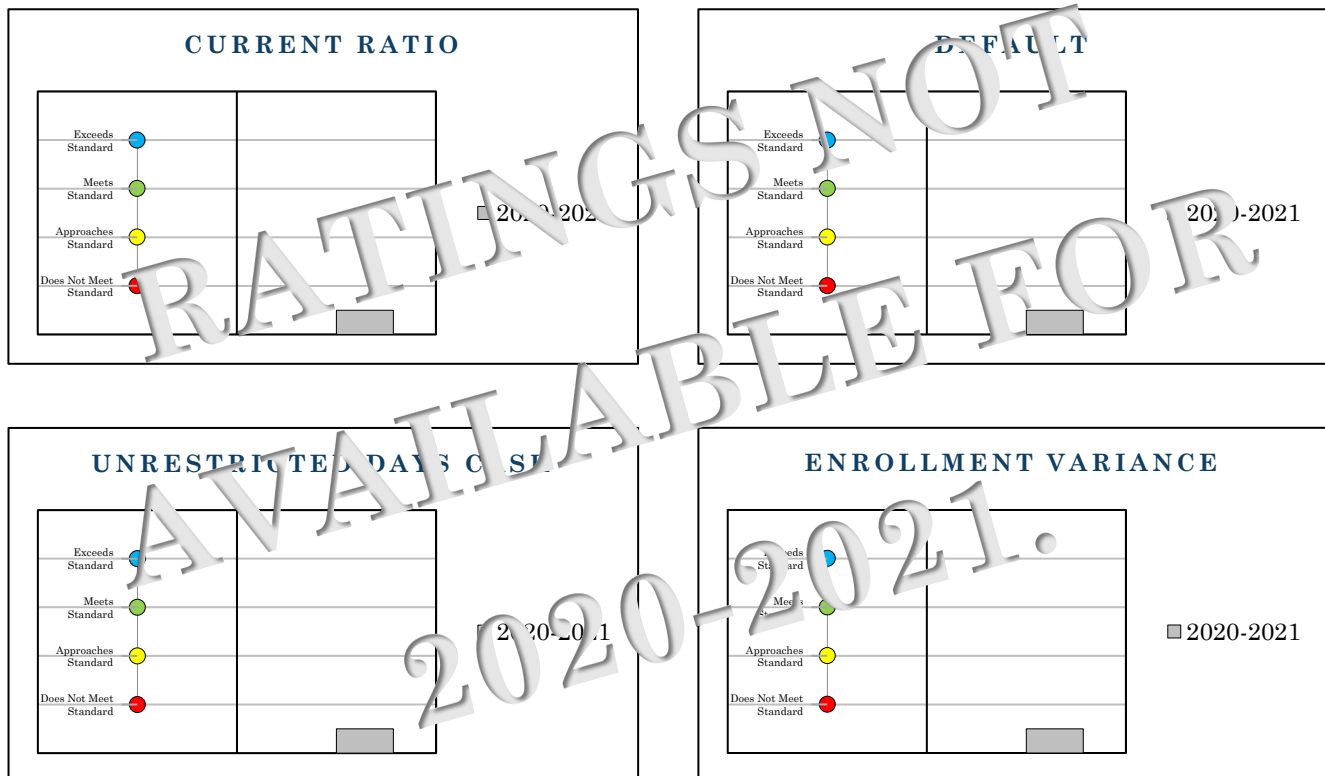
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Near Term Health Ratings | Historical Framework

School Year	Near Term Health Rating
2018-2019	GOOD STANDING
2019-2020	HONOR

Financial Near Term Health Ratings | Revised Framework



Longitudinal Financial Ratings | 2018-2023

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years).. This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

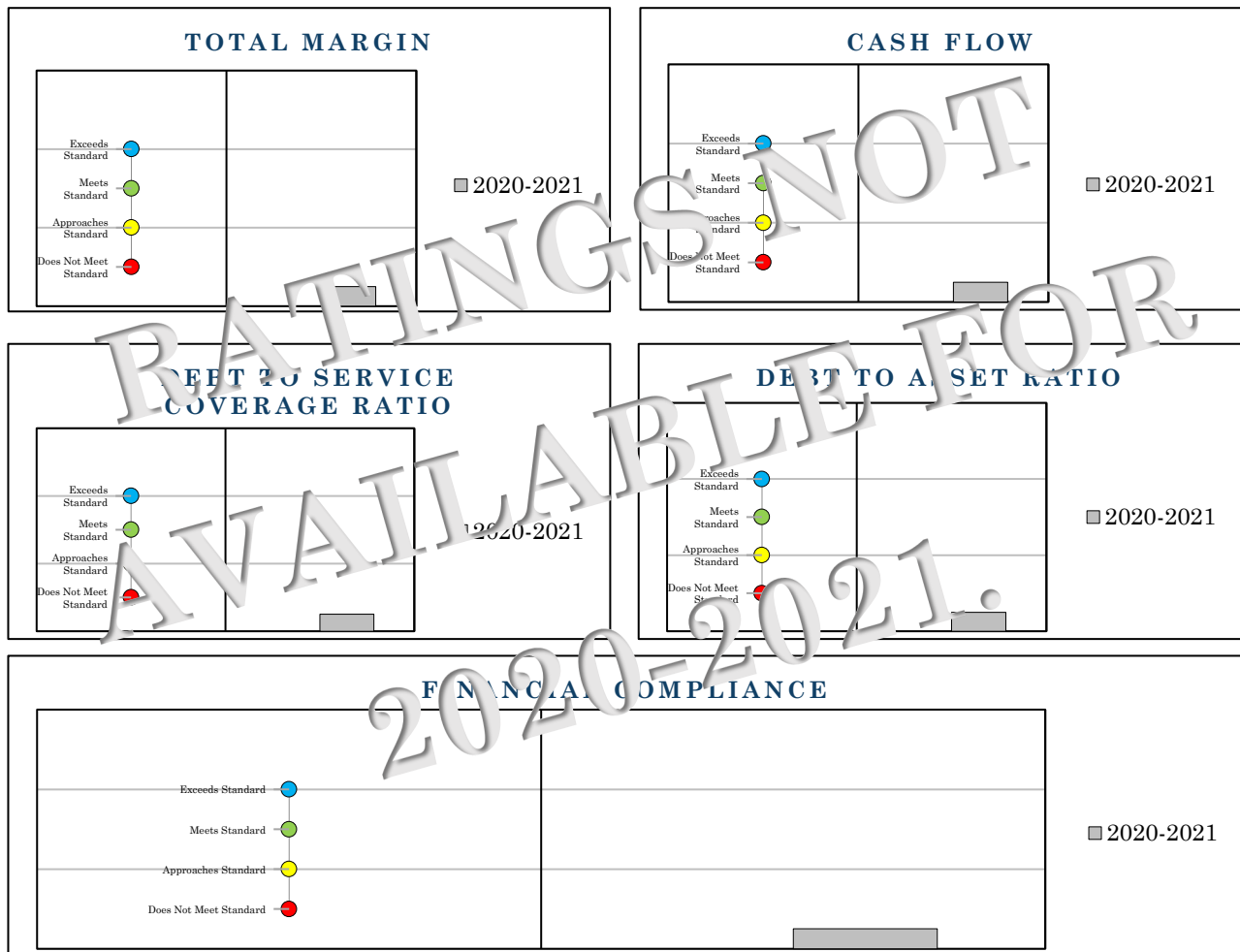
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Sustainability Ratings | Historical Framework

School Year	Sustainability Rating
2018-2019	GOOD STANDING
2019-2020	HONOR

Financial Sustainability Ratings | Revised Framework



*The 2020-2021 Annual Report has been finalized by the
Idaho Public Charter School Commission staff.*

If you have any questions or comments, please contact
the IPCSC.



304 N. 8th St. Ste.242

Boise, ID 83720

208-332-1561

pcsc@osbe.idaho.gov



Annual Performance Report 2021

North Star Charter School

Mission Statement: North Star Charter School provides students a world-class education characterized by a safe, supportive and structured learning climate that encourages high academic achievement, intellectual confidence, leadership and virtuous citizenship.

Chair/President	Jenna Balch
Treasurer	Dave Dumas
Administrator	Melissa Anderson
Business Manager	Eric Dickelman
School Location	839 N Linder Rd Eagle
School Phone	208-939-9600

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Introduction

Charter schools in Idaho operate on 5-year terms as defined in a Performance Certificate executed between the school's board and its authorizer. In addition, Idaho law requires that every certificate includes a framework describing the expectations the school must meet in order to earn a next operational term. It also requires that charter school authorizer's complete performance reports for the schools they oversee each year. The annual performance report serves the following purposes:

1. To provide transparent information about charter school quality to the public;
2. To ensure charter school boards have access to clear expectations and;
3. To inform mid-term authorizing decisions.

This report reflects how the school's outcomes during the most recently completed school year measure up against the expectations established in the framework. At the end of each 5-year term, the authorizer reviews the school's annual reports and financial data to inform its decision to renew, conditionally renew, or non-renew, the school for a subsequent term.

Each measure included in the IPCSC's framework has a meets standard benchmark. A school that meets standard on all measures at the end of its current operational term is guaranteed an unconditional renewal. A school that does not meet standard on at least one measure at the end of its current operational term may be conditionally renewed or non-renewed. Because the outcomes on this report inform high-stakes decisions, schools are encouraged to use this information to support their strategic planning efforts each year.

COVID-19 NOTE: Please note that due to the COVID-19 pandemic, the IPCSC has suspended ratings (exceeds, meets, etc.) on academic and financial measures for the FY21 report. All outcomes are included in this report; however, outcomes are not rated.

North Star Charter School Performance Certificate: [NSCS Performance Certificate](#)

Performance Certificate: [IPCSC Performance Framework](#)

Current Term: 2018-2023

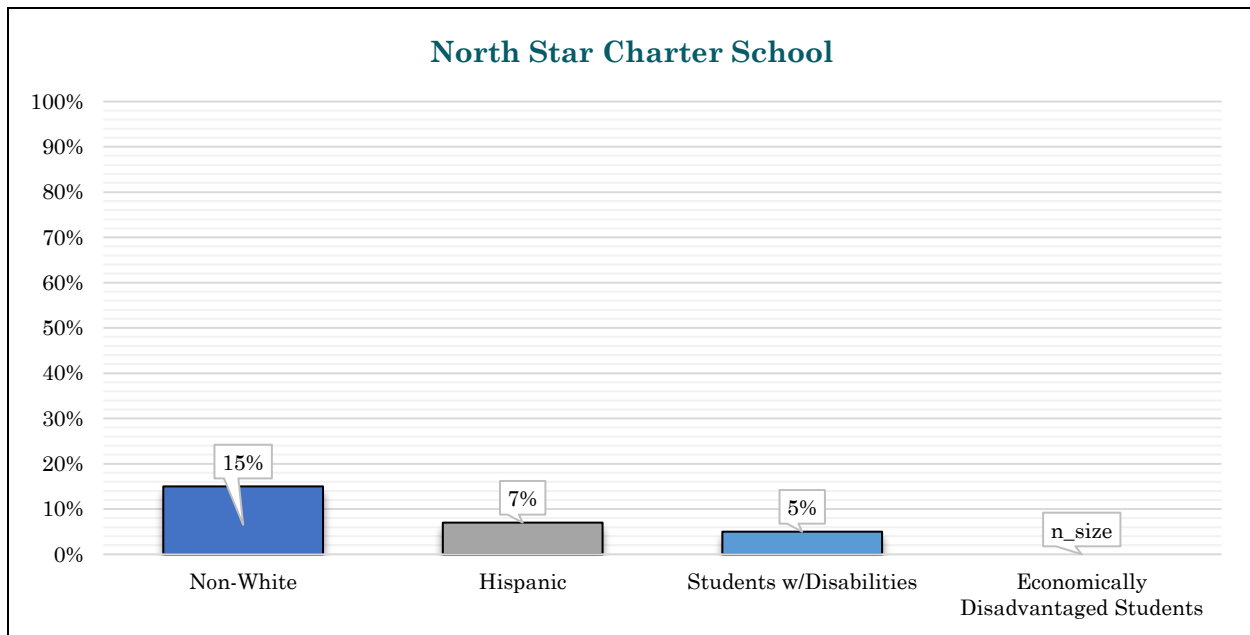
School Overview

Model:	International Baccalaureate
Enrollment Capacity:	1020
Grades Served:	K-12
Enrollment Projected FY22:	957

Key Design Elements:

- The School will provide each student a rigorous world-class educational program, encouraging academic achievement, intellectual confidence and virtuous leadership.
- Through the Character Leadership Program, the School will strive to remove fear, threat and intimidation from the classroom, creating the environment in which learning can best take place.
- A Business/Economics emphasis will be woven throughout the curriculum to teach the influences of business and economic decisions in our lives, communities and world.
- The School will implement the International Baccalaureate (IB) Diploma Program for grades 11-12, providing students with a curriculum that is intellectually challenging and utilizes rigorous assessments to prepare students for the demands of college and employment.
- In addition to core subject matter, the School will emphasize the Arts, exposing students to music and art and providing additional opportunities for increased language development, visual learning, inventiveness, and cultural awareness.

2021 NORTH STAR CHARTER SCHOOL DEMOGRAPHIC SUMMARY:



2020-2021 Annual Snapshot

Schools are encouraged to use this information for strategic planning and to ensure that any identified weaknesses are addressed in advance of renewal consideration.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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ACADEMIC OUTCOMES:	
Math Proficiency	69%
Math Growth	<i>Data Not Available for 2020-2021</i>
ELA Proficiency	78%
ELA Growth	<i>Data Not Available for 2020-2021</i>
Literacy Proficiency	FALL IRI:76% SPRING IRI:85%
College & Career Readiness	

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	2.49
Unrestricted Days Cash	80
Default	None
Enrollment Variance	97.16%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin	TM: .35%
3 Yr. Aggregate Margin	3YR: 9.82%
Cash Flow	CF: \$110,190
Multi-Year Cash Flow	MY: \$1,035,960
Debt Service Coverage Ratio	.92
Debt Asset Ratio	.97
Financial Compliance	Not Rated for 2020-2021

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

Note: Due to the impact of the pandemic, Academic outcomes were not available for the 2019-2020 school year. Academic outcomes are available but will not be rated for the 2020-2021 school year.

Academic Outcomes

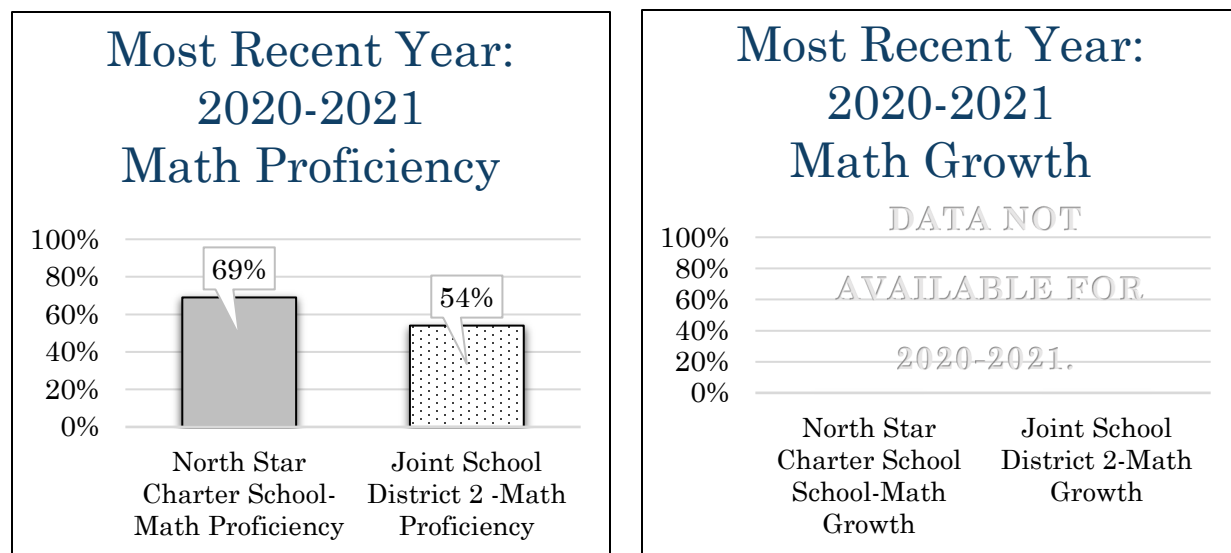
MATH PROFICIENCY & MATH GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide mathematics assessment (ISAT) meets the IPCSC standard on both the math proficiency and math growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving mathematics achievement outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Joint School District No. 2 (002)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
MATH GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

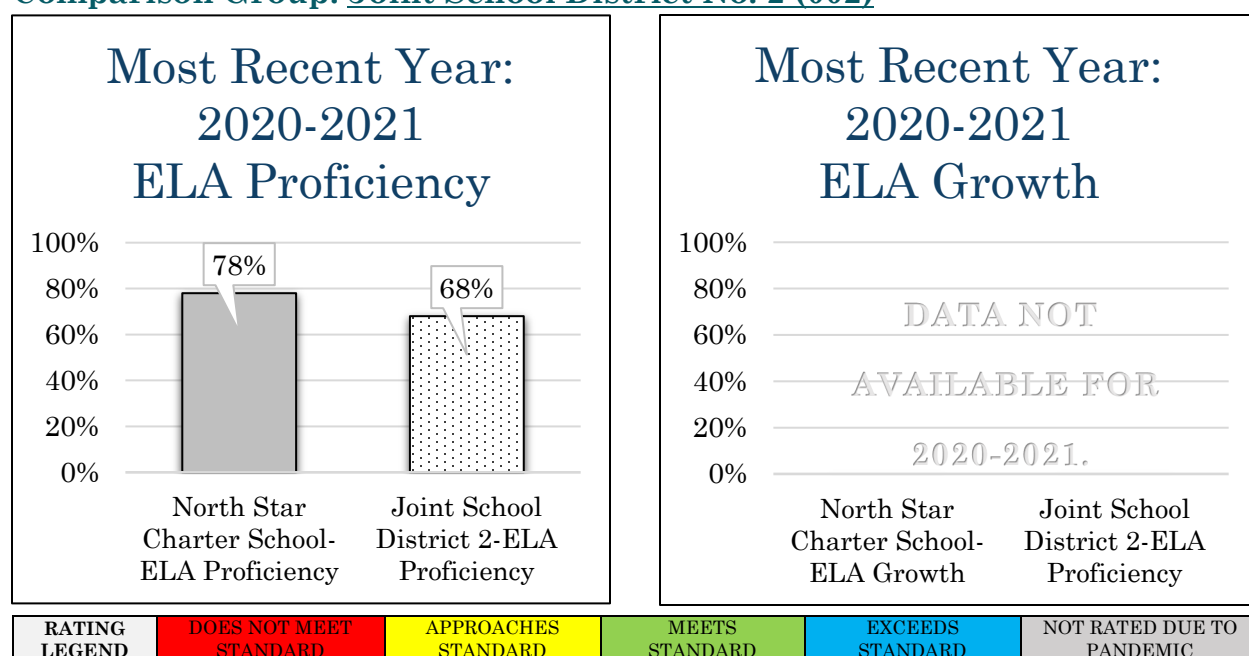
ELA PROFICIENCY & ELA GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA assessment (ISAT) meets the IPCSC standard on both the ELA proficiency and ELA growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Joint School District No. 2 (002)



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
ELA GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

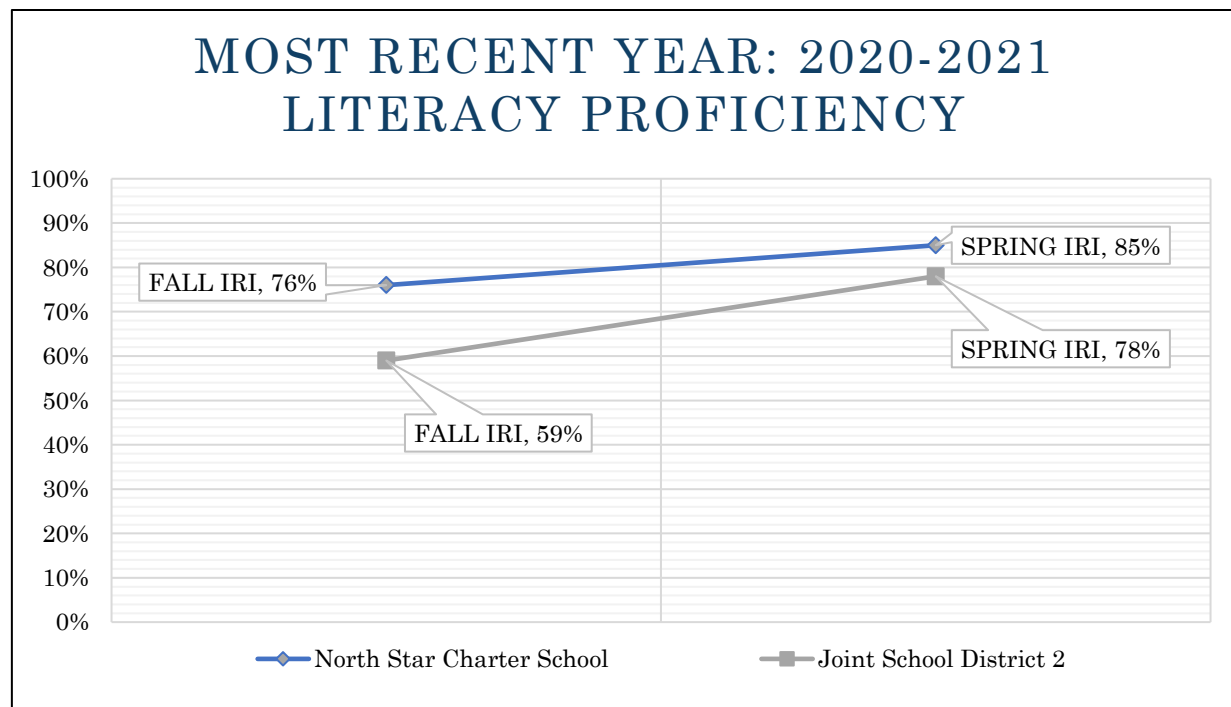
LITERACY PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the spring statewide literacy assessment (IRI) meets the IPCSC standard. Alternatively, a school that did not perform as well or better than its comparison group on the spring assessment, but that did improve its outcome by at least 10% from fall to spring, also meets standard.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Joint School District No. 2 (002)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
LITERACY PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

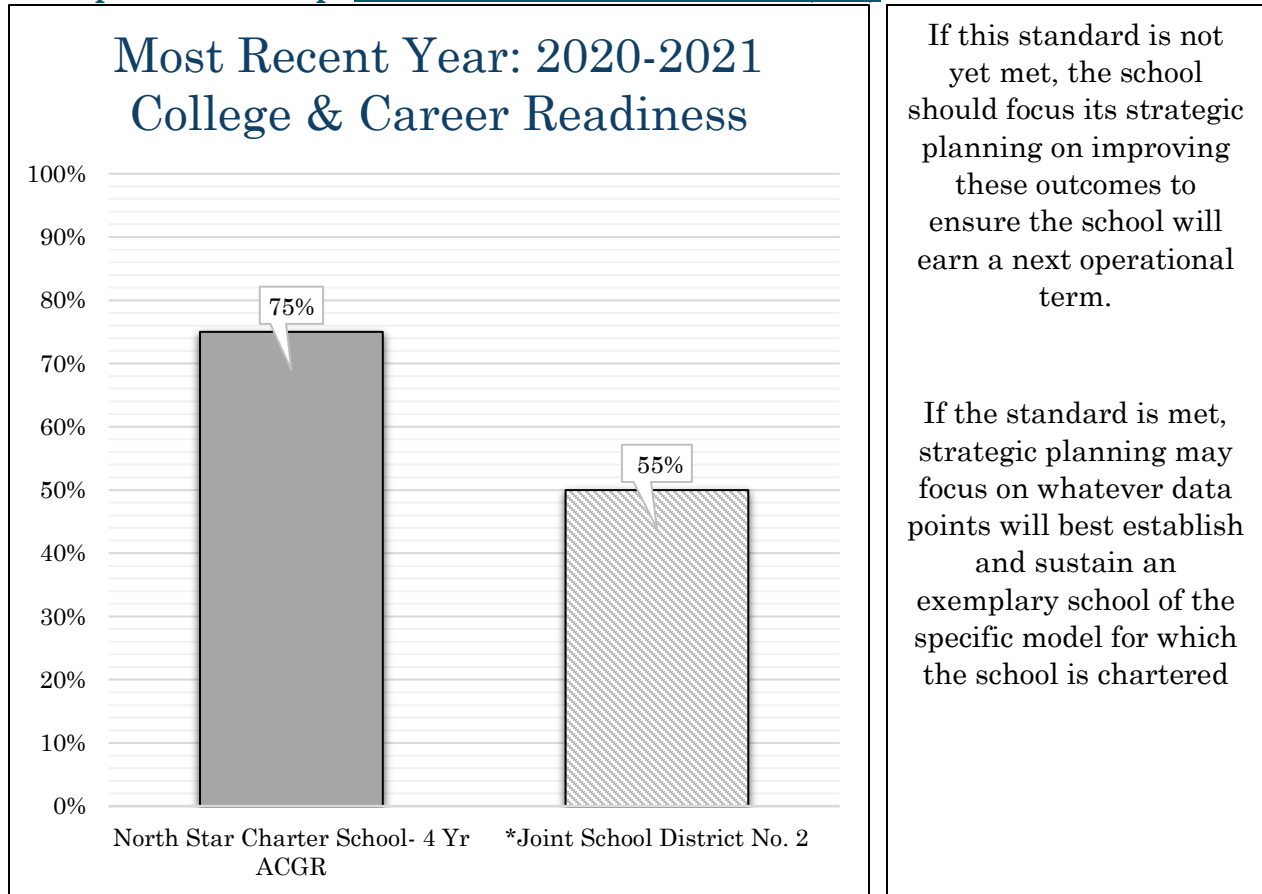
Academic Outcomes

COLLEGE & CAREER READINESS

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school with a 4-year graduation rate equal to or greater than the average of its comparison group meets the IPCSC standard.

Comparison Group: Joint School District No. 2 (002)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
------------------	---------------------------	------------------------	-------------------	---------------------	------------------------------

*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	COLLEGE & CAREER RATING	APPLICABLE RUBRIC DESCRIPTION
College & Career Readiness	Ratings Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year.

Longitudinal Academic Ratings | 2018-2023

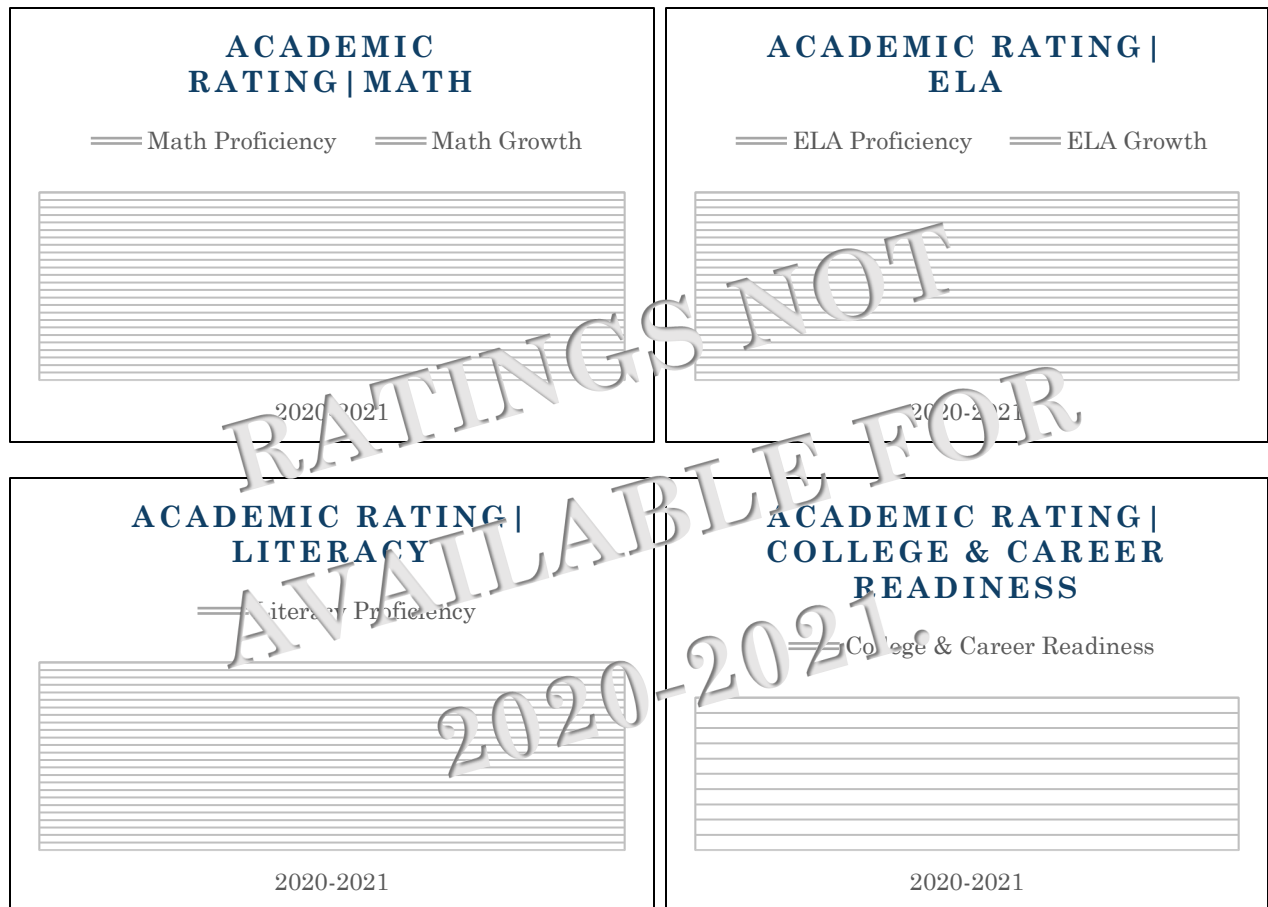
Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMICS GEN ED OUTCOMES
2018-2019	HONOR
2019-2020	NOT RATED DUE TO PANDEMIC

Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Operational Outcomes

BOARD STEWARDSHIP

Why This Matters:

At the highest level, the success of a charter school is driven by the ability of its governing board to govern effectively. The measures in this section help identify the strengths and challenges faced by the school's board. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year. *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

STANDARD RATING: EXCEEDS STANDARD	
Governance Structure Measure	Data/Evidence Source
The board bylaws are compliant with ID law.	Bylaws 4/30/2019. *Please provide an updated copy if any amendments have been made as of 7/1/21.
The school's articles of incorporation are current.	Articles of Incorporation initially filed on 5/4/2002.
The board does operate in compliance with its bylaws.	*No instances of non-compliance documented.
Investigations were not conducted into ethical behavior or conflict of interest regarding any board director this year.	*No instances of non-compliance documented.
The board did not experience Open Meeting Law violations that needed to be cured this year.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Oversight Measure	Data/Evidence Source
The IPCSC did not evaluate the boards review of academic data in a timely and thorough manner due to pandemic for 2020-2021.	*No instances of non-compliance documented.
The board did review financial reports in a timely and thorough manner.	*No instances of non-compliance documented.
The board did maintain compliant policies.	*No instances of non-compliance documented.
The board did engage in strategic planning.	*No instances of non-compliance documented.
The board did conduct a compliant evaluation of their school leader or management organization.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Compliance Measure	Data/Evidence Source
The IPCSC did not issue courtesy letters to the school noting compliance concerns this year.	*No instances of non-compliance documented.
Another investigative body was not notified of concerns at this school this year.	*No instances of non-compliance documented.
Comments/ Context:	

Operational Outcomes

MANAGEMENT

Why This Matters:

The systems and structures that support school operations are an important part of the school's overall success. The measures in this section help identify the strengths and challenges that impact the school's day-to-day operations. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year.

STANDARD RATING: EXCEEDS STANDARD	
Student Services	Data/Evidence Source
The school's English Language Learners program is in good standing.	*No instances of non-compliance documented.
The school's Special Education program is in good standing.	*No instances of non-compliance documented.
The school's college and career readiness program is in good standing.	Continuous Improvement Plan 2020-2021
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Data Security and Information Transparency	Data/Evidence Source
The school's website is compliant and updated appropriately.	*No instances of non-compliance documented.
The school did not experience issues involving data security this year.	*No instances of non-compliance documented.
The school did not experience compliance issues with public records requests.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Facility and Services	Data/Evidence Source
The school's occupancy certificate is current.	*No instances of non-compliance documented.
Safety inspections and evacuation drills are compliant.	*Most Recent: 8/4/2020 No instances of non-compliance documented.
<i>The IPCSC did not evaluate school transportation for students due to measure being waived for 2020-2021.</i>	*No instances of non-compliance documented.
<i>The IPCSC did not evaluate school nutrition for students due to measure being waived for 2020-2021</i>	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Operational Compliance	Data/Evidence Source
Required reports were submitted accurately and on time.	*No instances of non-compliance documented.
The enrollment process is compliant.	*No instances of non-compliance documented.
The teachers are properly credentialed.	*No instances of non-compliance documented.
Corrective action plans were not issued by the SDE this year.	*No instances of non-compliance documented.
Comments/ Context:	

Longitudinal Operational Ratings | 2018-2023

Board Stewardship

Longitudinal data provides a snapshot of a school's ratings over a 5-year period. This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approaches its next renewal decision.

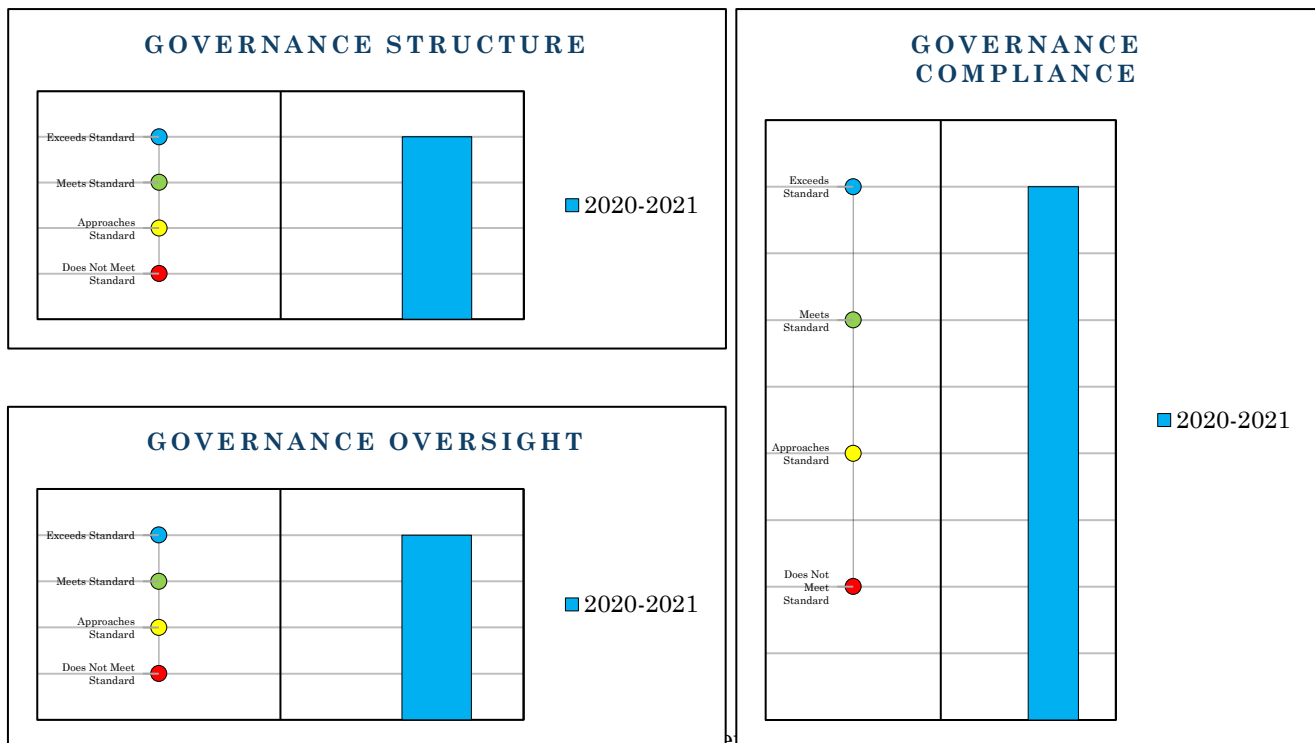
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Operational Ratings: Board Stewardship | Revised Framework



Longitudinal Operational Ratings | 2018-2023

Management

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

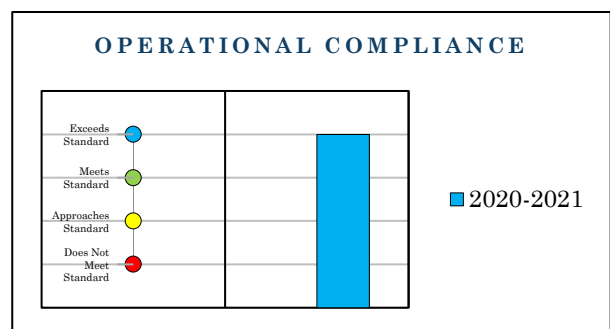
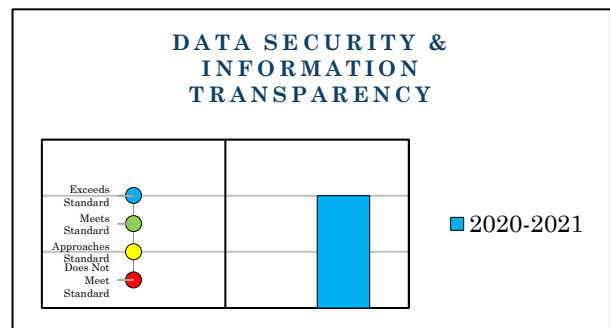
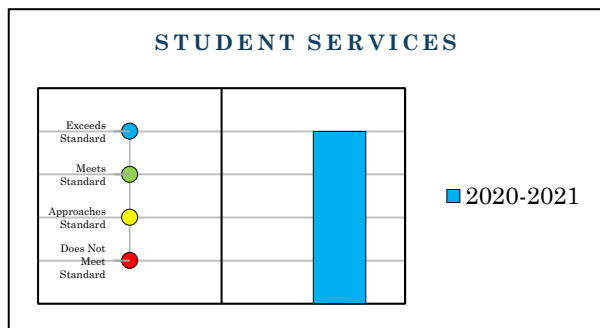
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	HONOR
2019-2020	HONOR

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Management | Revised Framework



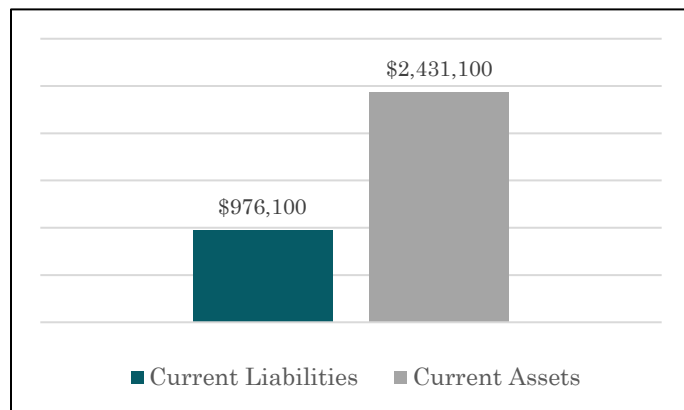
Financial Outcomes

NEAR TERM MEASURES

These measures evaluate whether a school is likely to meet its financial obligations in the next year.
 *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

Current Ratio

The school has a current ratio of more than 1.5.	Current Ratio 2.49	Ratings Not Applicable for 2020-2021
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Why This Matters:

Current Ratio is a comparison of a school's financial obligations due within one year (current liabilities) to the cash and investments held by the school (current assets).

A school with more assets than liabilities (a Current Ratio greater than 1.0) would be able to meet its financial obligations for the

next year without relying on future revenue.

A school with more liabilities than assets (a Current Ratio of less than 1.0) is dependent on revenue it has not yet received to meet existing financial obligations.

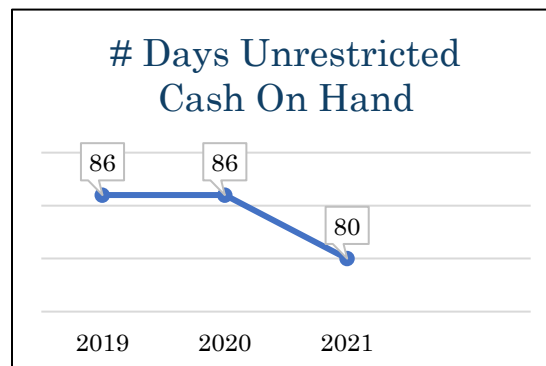
Unrestricted Days Cash

The school has more than 60 days cash on hand	80 Days	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure estimates a school's average daily cost of operations and considers the number of days a school could operate using only its available cash and investments.

A school with at least 60 days cash on hand would be able to meet its immediate financial obligations with available cash, buying the time it might take to access other current assets. Occasionally, a planned purchase may decrease this number temporarily. In those cases, 30-60 days cash on hand with an upward trend is acceptable. A school with less than 15 days cash on hand is in financial distress and is at risk of automatic closure.



Default

The school is not in default of any financial obligations and did not experience any instances of default during the fiscal year.	Ratings Not Applicable for 2020-2021
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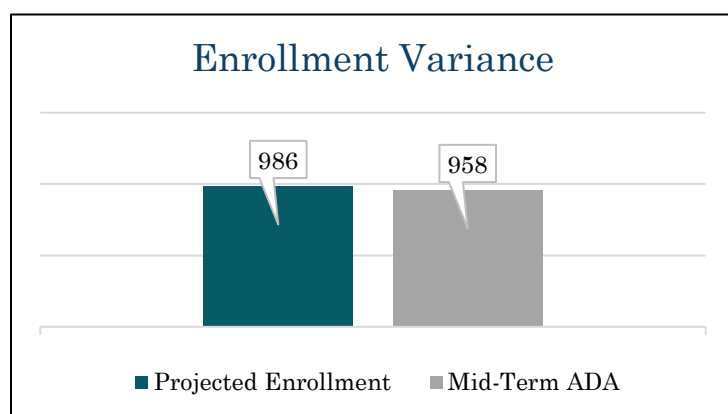
Why this Matters:

This measure identifies whether a school has defaulted on any of its financial obligations. Default can mean many things. Examples of default include: paying bills late, failing to make payroll, or inaccurately filing reports required for funding. Default can also include a failure to meet any additional requirements of long-term debt as established by the lender (such as meeting a specific enrollment target or maintaining a greater amount of cash on hand than the PCSC requires).

Any act of default can result in disruption of services, loans being called due, or funding that is inaccurate or withheld.

Enrollment Variance

The school has maintained at least 95% of its projected enrollment for at least 3 consecutive years.	Enrollment Variance 97.16%	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Enrollment Variance measure considers what percentage of a school's projected enrollment was achieved. As the majority of a public school's funding is generated by student enrollment, this measure reflects a school's ability to execute its budget to plan.

A school that achieves at least 95% of its projected enrollment will likely experience few bumps and may make minor adjustments. A school that achieves less than 95% of projected enrollment is likely to face budget challenges requiring more significant budget amendments and may be in financial distress.

Financial Outcomes

SUSTAINABILITY MEASURES

These measures help determine whether a school is likely to remain financially stable into the future.

Total Margin

The school has maintained a positive total margin for at least 3 consecutive years.	CY Total Margin .35% 3-Year Aggregated 9.82%	Ratings Not Applicable for 2020-2021
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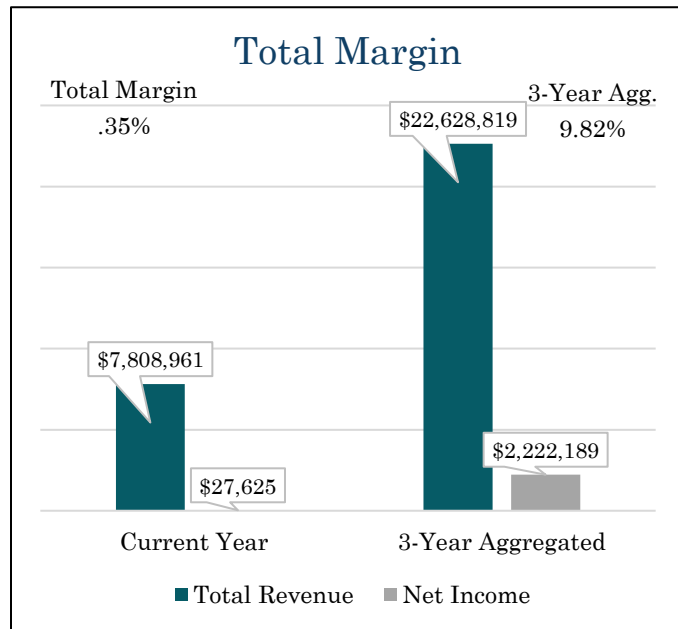
Why this Matters:

The Total Margin compares a school's total revenue to its net income. Specifically, this measure identifies what percentage of a school's total revenue in a given year was not expended during that year. A school with a positive total margin spent less than it brought in. That is, the school is living within its means and can plan for future purchases and investments.

An occasional negative total margin may indicate that a planned or necessary purchase has taken place. This is not necessarily a negative indicator.

However, if the Total Margin is chronically negative or severe decreases appear, the school may be in financial distress. Aggregating this margin over three years helps to identify these long-term trends.

Note: for the purposes of this calculation, pension liability is excluded from the school's net income.



Cash Flow

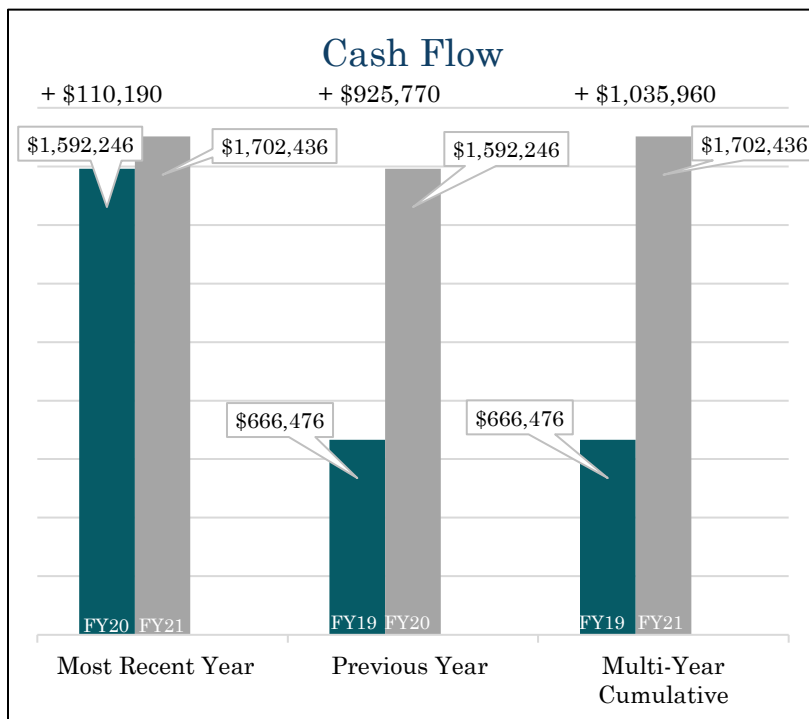
The school's multi-year cumulative cash flow is negative. (DNM)	Most Recent Year \$110,190 Previous Year \$925,770 Multi-Year \$1,035,960	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Cash Flow measure considers the change in a school's cash balance over time. A school with a positive cash flow is increasing its reserves and is likely able to fund future projects and purchases.

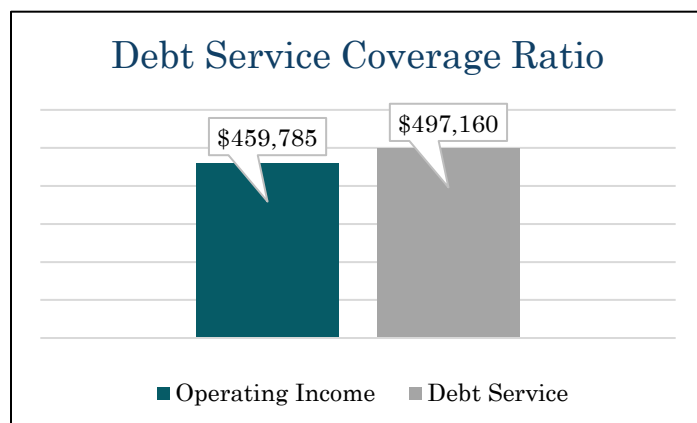
A school with a negative cash flow is using its existing reserves to fund general operations and is not likely to have the financial flexibility to fund future plans.

A multi-year cumulative cash flow helps to identify long-term trends.



Debt Service Coverage Ratio

The school's debt service coverage ratio is between .9 and 1.09.	Debt Service Coverage Ratio .93	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure evaluates a school's ability to make payments on debt due in a given year using only that year's income. This helps determine whether a school has more debt than it can manage.

A school with more Operating Income than Debt Service (a Debt Service Coverage Ratio greater than 1) can meet the financial obligations of their debt. A

school with more Debt Service than Operating Income (a ratio of less than 1) is reliant on either reserves or revenues anticipated in future years to meet its debt obligations.

Debt to Asset Ratio

The school's Debt to Asset Ratio is between 0.9. and 1.0	Debt/Asset Ratio .97	Ratings Not Applicable for 2020-2021
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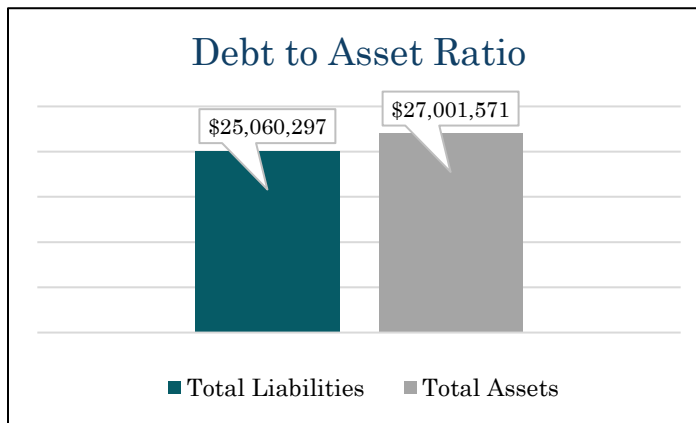
Why This Matters:

The Debt to Asset Ratio compares a school's total liabilities to its total assets. This helps determine whether a school would be able to meet both its short and long-term financial obligations.

A school whose total liabilities are 90% or less of its Total Assets is

likely to be able to repay all short-term debts and still manage to set its long-term affairs in order in a worst-case scenario. A school with more liabilities than assets would not be able to meet all its financial obligations in a worst-case scenario.

Note: for the purposes of this measure, pension liability is excluded from the school's total liabilities.



Financial Compliance

STANDARD RATING: NOT RATED FOR 2020-2021	
Financial Operations	Data and/or Evidence Source
The school's finances are managed in compliance with GAAP.	Financial Audit 10/19/2021
Expenditures and contracts are posted online appropriately.	School's Expenditure Page 7/30/2021
The school maintains compliant internal controls.	*No instances of non-compliance documented.
The school is not operating under a Notification of Fiscal Concern.	*No instances of non-compliance documented.
The school is not operating under a Notification of Possible or Imminent Closure.	*No instances of non-compliance documented.
Comments/Context	

Longitudinal Financial Ratings | 2018-2023

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

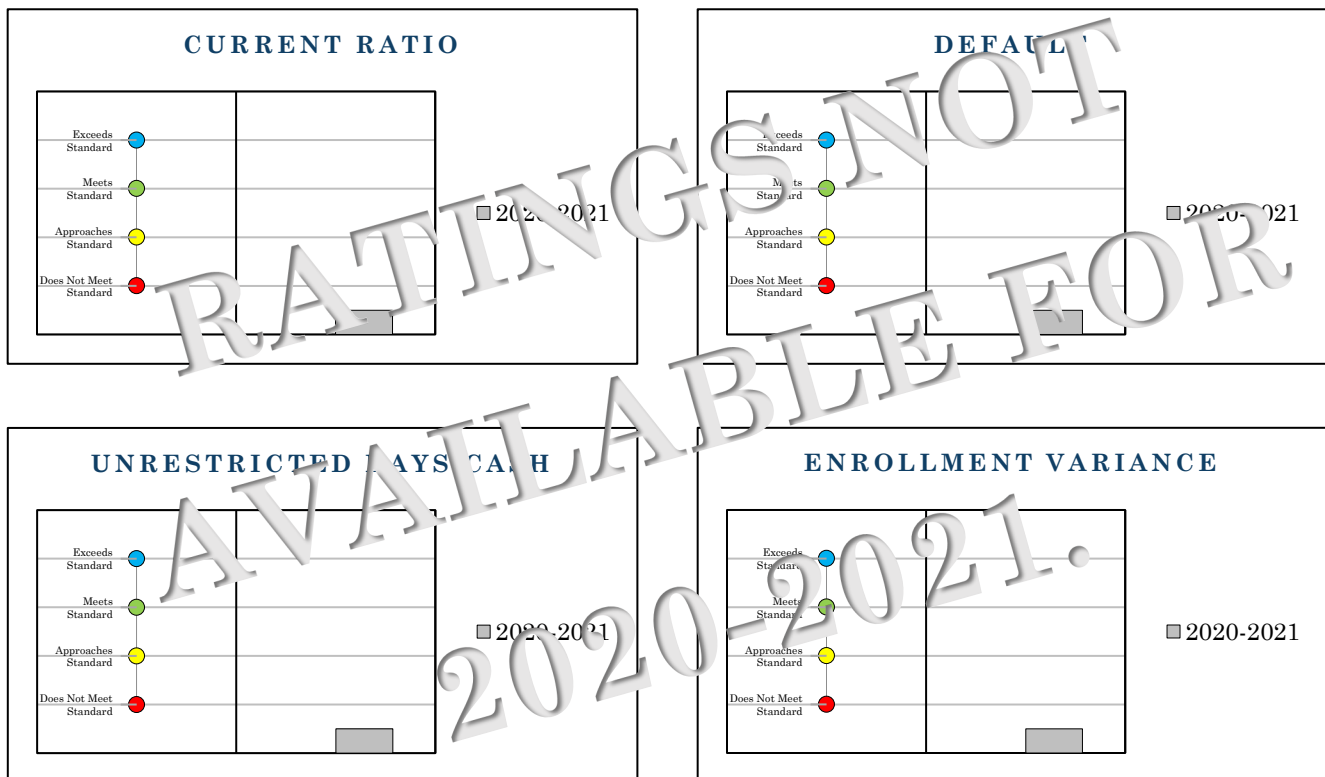
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Near Term Health Ratings | Historical Framework

School Year	Near Term Health Rating
2018-2019	HONOR
2019-2020	HONOR

Financial Near Term Health Ratings | Revised Framework



Longitudinal Financial Ratings | 2018-2023

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

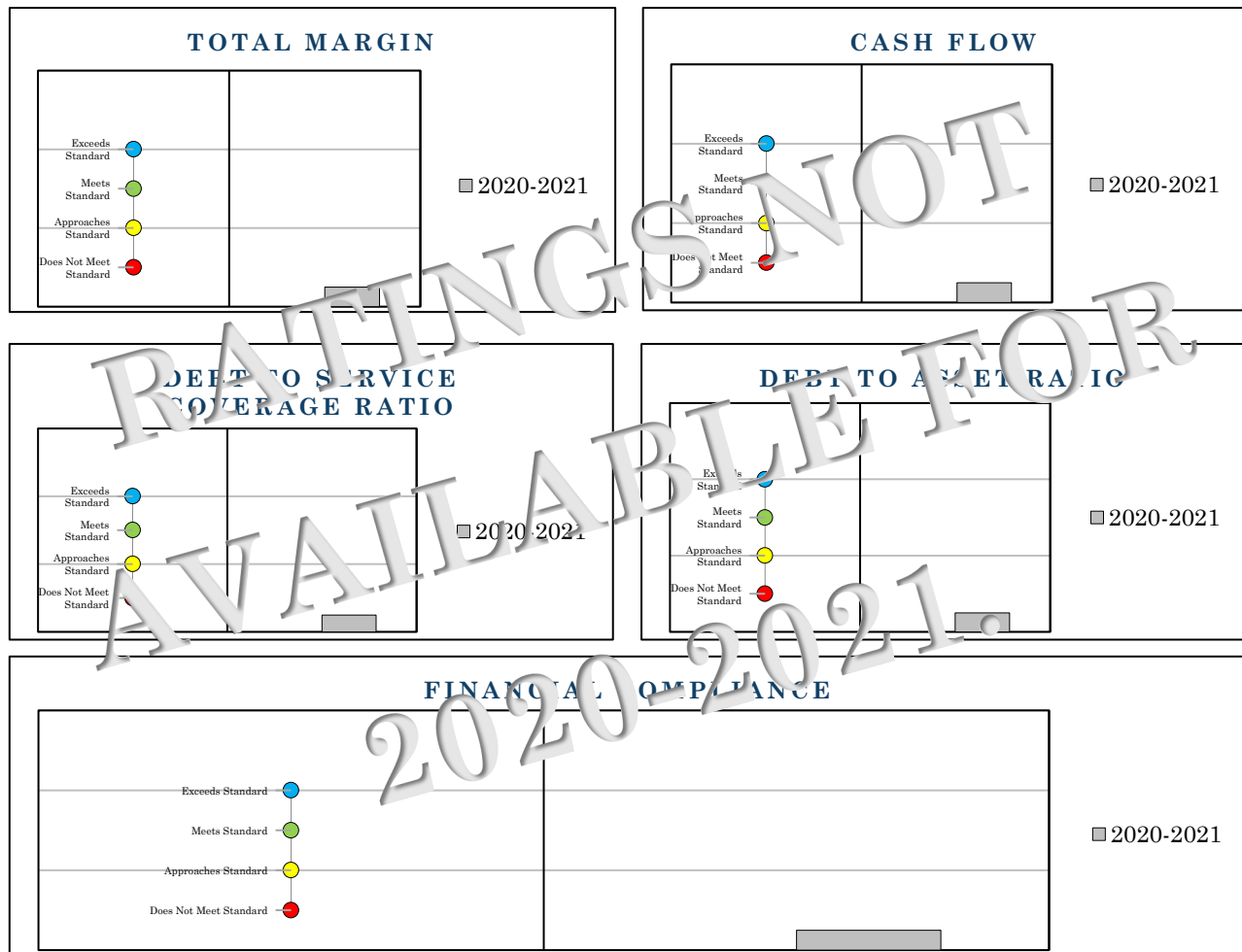
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Sustainability Ratings | Historical Framework

School Year	Sustainability Rating
2018-2019	HONOR
2019-2020	HONOR

Financial Sustainability Ratings | Revised Framework



*The 2020-2021 Annual Report has been finalized by the
Idaho Public Charter School Commission staff.*

If you have any questions or comments, please contact
the IPCSC.



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

304 N. 8th St. Ste.242

Boise, ID 83720

208-332-1561

pcsc@osbe.idaho.gov



Annual Performance Report 2021

THE VILLAGE CHARTER SCHOOL

DBA VILLAGE LEADERSHIP ACADEMY

Mission Statement: The Village Charter School provides a challenging, hands-on curriculum to cultivate students who are critical thinkers and confident leaders in a safe, supportive, and loving environment.

Chair/President	Adrian Castaneda
Treasurer	Randy Basterrechea
Secretary	Jake Hays
Administrator	Josh Noteboom
Business Manager	Candie Massey
School Location	1747 N. Fairmeadow Dr., Boise, ID 83704
School Phone	208-336-2000

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Introduction

Charter schools in Idaho operate on 5-year terms as defined in a Performance Certificate executed between the school's board and its authorizer. In addition, Idaho law requires that every certificate includes a framework describing the expectations the school must meet in order to earn a next operational term. It also requires that charter school authorizer's complete performance reports for the schools they oversee each year. The annual performance report serves the following purposes:

1. To provide transparent information about charter school quality to the public;
2. To ensure charter school boards have access to clear expectations and;
3. To inform mid-term authorizing decisions.

This report reflects how the school's outcomes during the most recently completed school year measure up against the expectations established in the framework. At the end of each 5-year term, the authorizer reviews the school's annual reports and financial data to inform its decision to renew, conditionally renew, or non-renew, the school for a subsequent term.

Each measure included in the IPCSC's framework has a meets standard benchmark. A school that meets standard on all measures at the end of its current operational term is guaranteed an unconditional renewal. A school that does not meet standard on at least one measure at the end of its current operational term may be conditionally renewed or non-renewed. Because the outcomes on this report inform high-stakes decisions, schools are encouraged to use this information to support their strategic planning efforts each year.

COVID-19 NOTE: Please note that due to the COVID-19 pandemic, the IPCSC has suspended ratings (exceeds, meets, etc.) on academic and financial measures for the FY21 report. All outcomes are included in this report; however, outcomes are not rated.

The Village Charter School Performance Certificate: [TVCS Performance Certificate](#)

Performance Framework: [IPCSC Performance Framework](#)

Current Term: 2018-2023

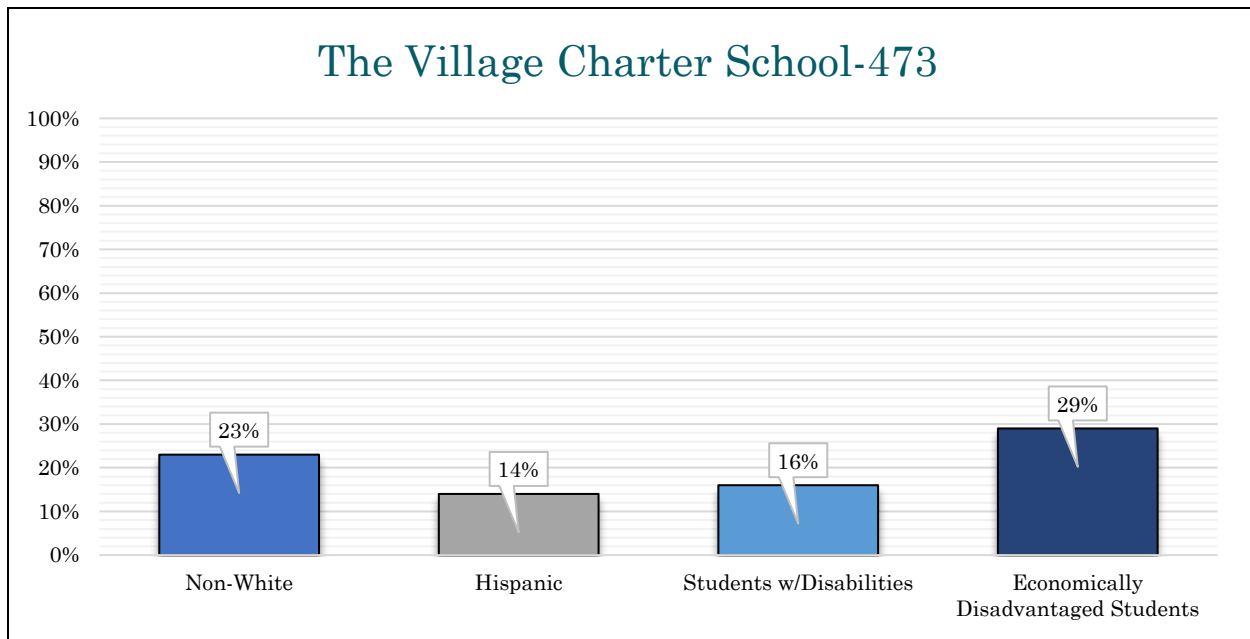
School Overview

Model:	7 Habits & Leadership; Limitless Learning Method
Enrollment Capacity:	550
Grades Served:	K-8
Enrollment Projected FY22:	298

Key Design Elements:

- Achieving and maintaining Lighthouse School status;
- Teaching differentiation using the Limitless Learning Method;
- Teaching effective leadership principles using the 7 Habits of Highly Effective People;
- Teaching character development using the ACE Approach and Core Values; and
- Using teaching methods and curriculum that are challenging and engaging, research-based, hands-on, real-world applicable, and develop critical thinking skills.

2021 THE VILLAGE CHARTER SCHOOL DEMOGRAPHIC SUMMARY:



2020-2021 Annual Snapshot

Schools are encouraged to use this information for strategic planning and to ensure that any identified weaknesses are addressed in advance of renewal consideration.

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
------------------	---------------------------	------------------------	-------------------	---------------------	------------------------------

ACADEMIC OUTCOMES:	
Math Proficiency	32%
Math Growth	<i>Data Not Available for 2020-2021</i>
ELA Proficiency	51%
ELA Growth	<i>Data Not Available for 2020-2021</i>
Literacy Proficiency	FALL IRI: 63% SPRING IRI: 67%

FINANCIAL OUTCOMES: NEAR TERM MEASURES	
Current Ratio	1.30
Unrestricted Days Cash	71
Default	None
Enrollment Variance	79.67%

OPERATIONAL OUTCOMES: BOARD STEWARDSHIP	
Governance Structure	EXCEEDS STANDARD
Governance Oversight	EXCEEDS STANDARD
Governance Compliance	EXCEEDS STANDARD

FINANCIAL OUTCOMES: SUSTAINABILITY MEASURES	
Total Margin 3 Yr. Aggregate Margin	TM: -33.52% 3YR: -22.77%
Cash Flow Multi-Year Cash Flow	CF: \$-546,548 MY: \$45,470
Debt Service Coverage Ratio	.39
Debt Asset Ratio	1.33
Financial Compliance	Notice of Fiscal Concern

OPERATIONAL OUTCOMES: MANAGEMENT	
Student Services	EXCEEDS STANDARD
Data Security/Transparency	EXCEEDS STANDARD
Facility & Services	EXCEEDS STANDARD
Operational Compliance	EXCEEDS STANDARD

Note: Due to the impact of the pandemic, Academic outcomes were not available for the 2019-2020 school year. Academic outcomes are available but will not be rated for the 2020-2021 school year.

Academic Outcomes

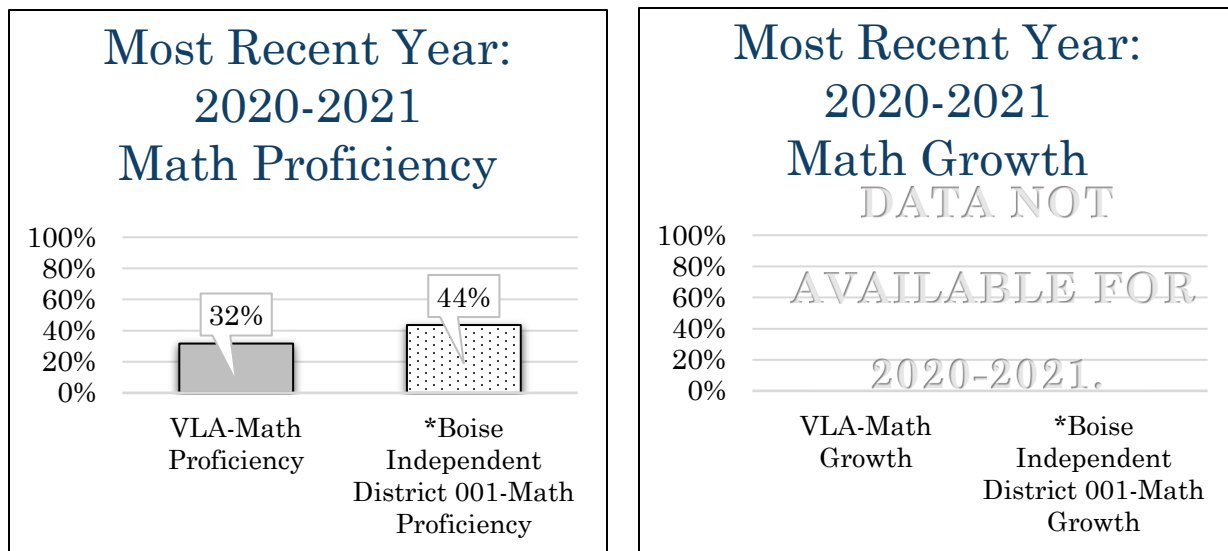
MATH PROFICIENCY & MATH GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide mathematics assessment (ISAT) meets the IPCSC standard on both the math proficiency and math growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving mathematics achievement outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Boise Independent District (001)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
MATH PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
MATH GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

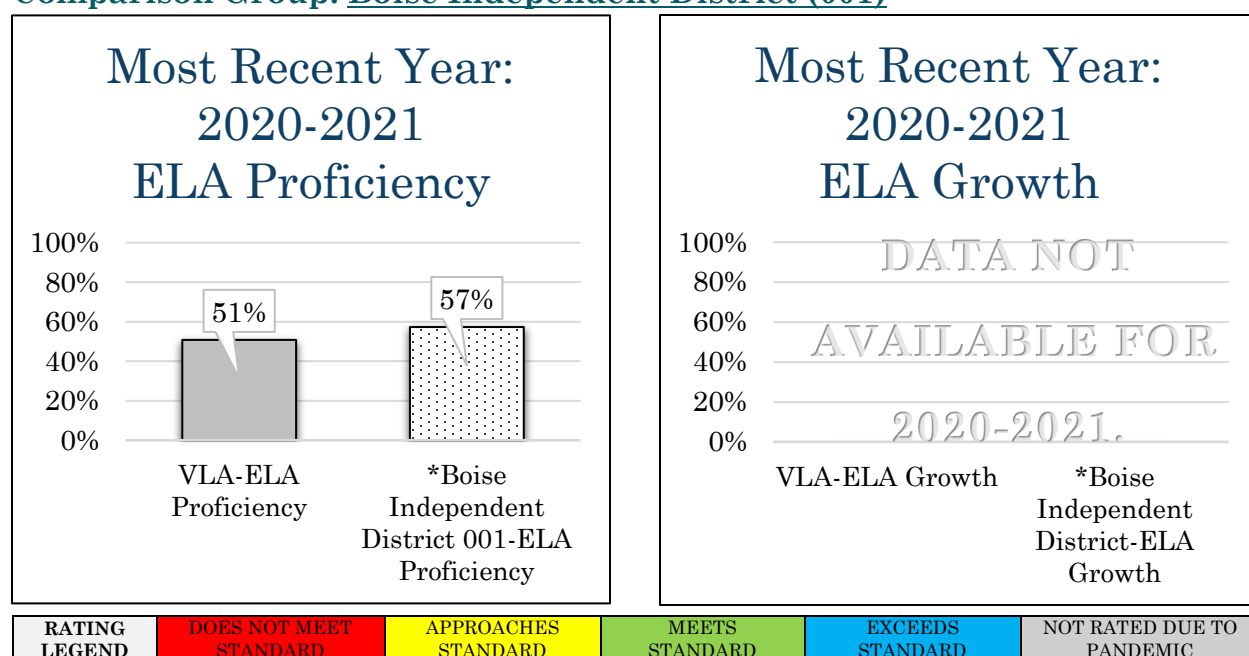
ELA PROFICIENCY & ELA GROWTH

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the statewide ELA assessment (ISAT) meets the IPCSC standard on both the ELA proficiency and ELA growth measures.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Boise Independent District (001)



*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
ELA PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

MEASURE	GROWTH RATING	APPLICABLE RUBRIC DESCRIPTION
ELA GROWTH	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Academic Outcomes

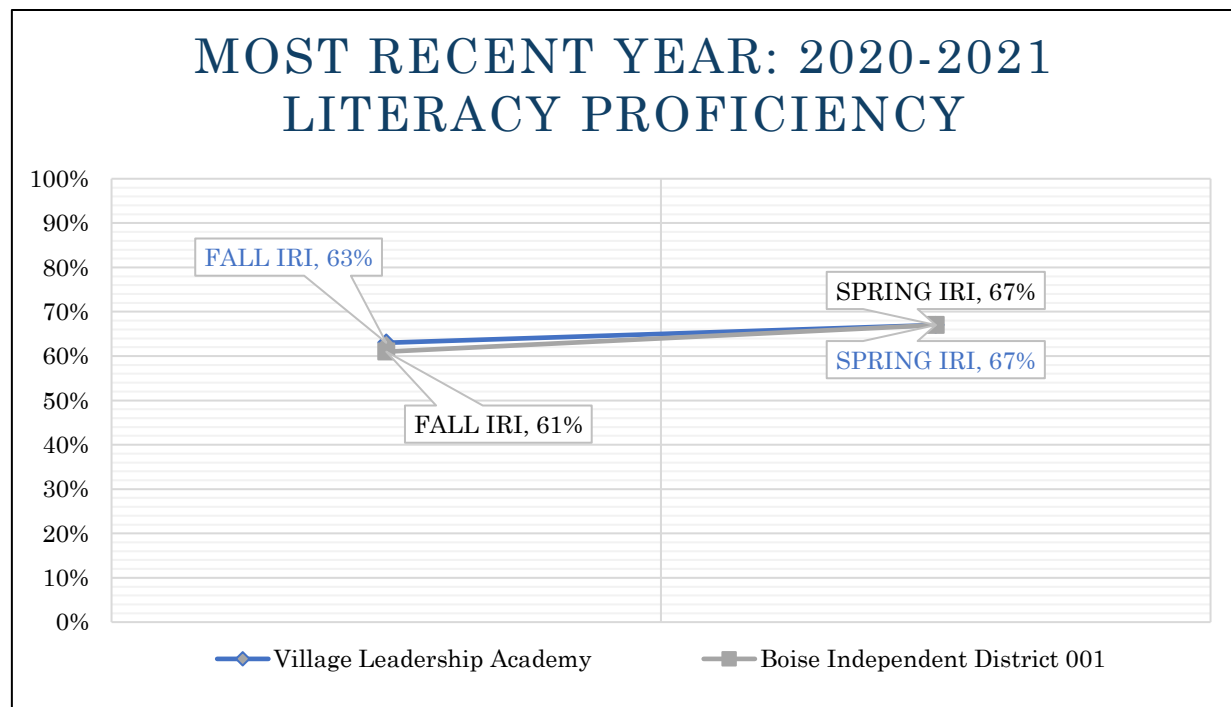
LITERACY PROFICIENCY

Why This Matters:

The IPCSC must determine whether the academic performance at the school represents a favorable return on the investment of public dollars. For context, the IPCSC considers the school's performance in relation to other educational choices available to families. A school that performs as well or better than the average of its comparison group on the spring statewide literacy assessment (IRI) meets the IPCSC standard. Alternatively, a school that did not perform as well or better than its comparison group on the spring assessment, but that did improve its outcome by at least 10% from fall to spring, also meets standard.

If this standard is not yet met, the school should focus its strategic planning on improving these outcomes to ensure the school will earn a next operational term. If the standard is met, strategic planning may focus on whatever data points will best establish and sustain an exemplary school of the specific model for which the school is chartered.

Comparison Group: Boise Independent District (001)



RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
------------------	---------------------------	------------------------	-------------------	---------------------	------------------------------

*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

MEASURE	PROFICIENCY RATING	APPLICABLE RUBRIC DESCRIPTION
LITERACY PROFICIENCY	Rating Not Applicable for 2020-2021	Not Applicable for 2020-2021 School Year

Longitudinal Academic Ratings | 2018-2023

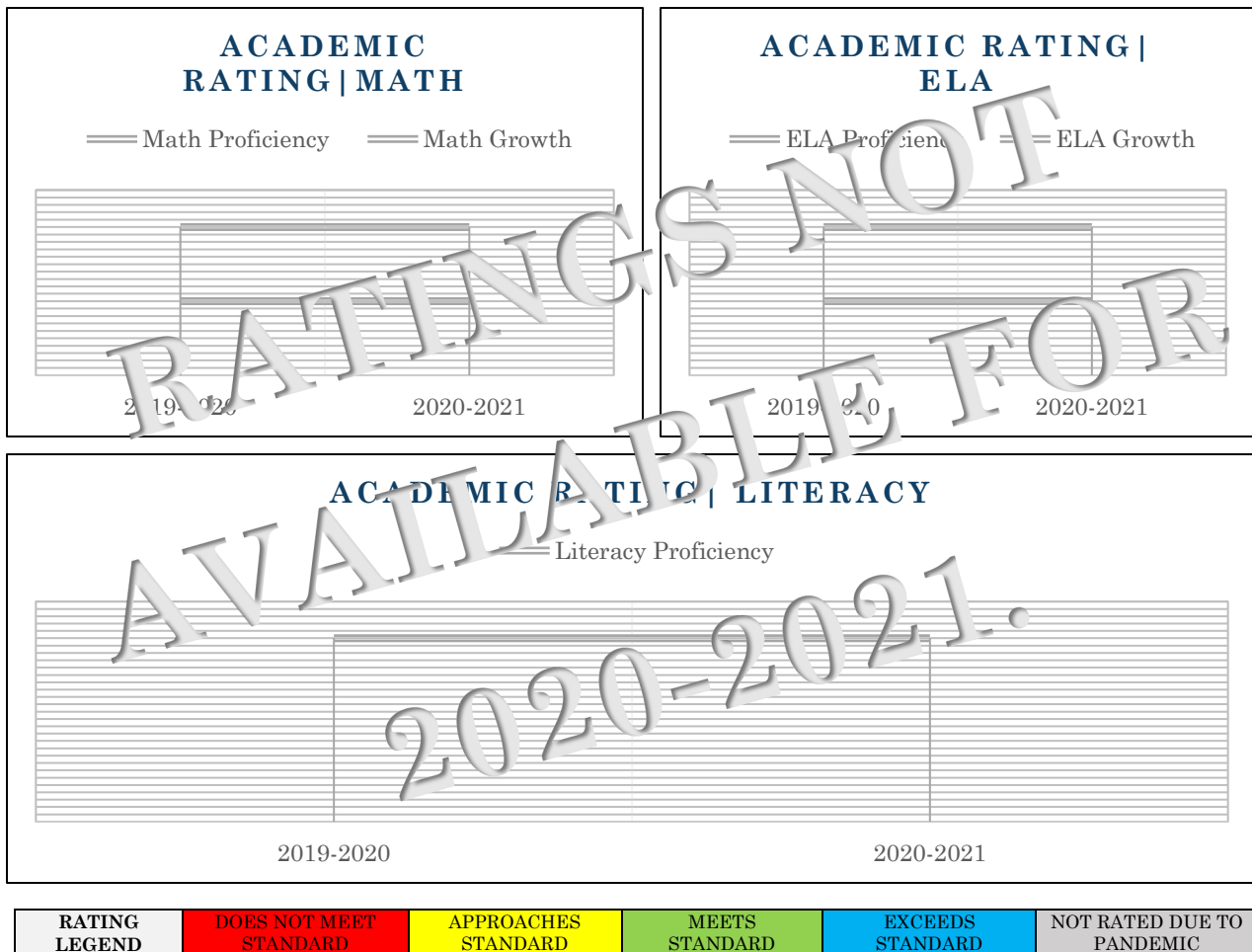
Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive strategic planning as the school approach its next renewal decision.

Academic Ratings | Historical Framework

SCHOOL YEAR	ACADEMIC GEN ED OUTCOMES
2018-2019	REMEDIATION

Academic Ratings | Revised Framework

Due to COVID-19 pandemic, no academic data was available for the 2019-2020 school year. Additionally, as ratings are used to inform charter renewal decisions, the IPCSC chose to suspend ratings for the 2020-21 school year due to the anticipated impact of the pandemic.



Operational Outcomes

BOARD STEWARDSHIP

Why This Matters:

At the highest level, the success of a charter school is driven by the ability of its governing board to govern effectively. The measures in this section help identify the strengths and challenges faced by the school's board. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year. *Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

STANDARD RATING: EXCEEDS STANDARD	
Governance Structure Measure	Data/Evidence Source
The board bylaws are compliant with ID law.	Bylaws 06/14/2021 If the school has amended its bylaws since this date, please provide an updated copy to the IPCSC.
The school's articles of incorporation are current.	Articles of Incorporation initially filed on 08/21/2009. Most recently updated on 07/16/2020
The board does operate in compliance with its bylaws.	*No instances of non-compliance documented.
Investigations were not conducted into ethical behavior or conflict of interest regarding any board director this year.	*No instances of non-compliance documented.
The board did not experience Open Meeting Law violations that needed to be cured this year.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Oversight Measure	Data/Evidence Source
The IPCSC did not evaluate the boards review of academic data in a timely and thorough manner due to pandemic for 2020-2021.	*No instances of non-compliance documented.
The board did review financial reports in a timely and thorough manner.	*No instances of non-compliance documented.
The board did maintain compliant policies.	*No instances of non-compliance documented.
The board did engage in strategic planning.	*No instances of non-compliance documented.
The board did conduct a compliant evaluation of their school leader or management organization.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Governance Compliance Measure	Data/Evidence Source
The IPCSC did issue courtesy letters to the school noting compliance concerns this year.	*No instances of non-compliance documented.
Another investigative body was not notified of concerns at this school this year.	*No instances of non-compliance documented.
Comments/ Context:	

Operational Outcomes

MANAGEMENT

Why This Matters:

The systems and structures that support school operations are an important part of the school's overall success. The measures in this section help identify the strengths and challenges that impact the school's day-to-day operations. As success on these measures was not unduly influenced by the pandemic, ratings are applied for the 2020-2021 school year.

STANDARD RATING: EXCEEDS STANDARD	
Student Services	Data/Evidence Source
The school's English Language Learners program is in good standing.	*No instances of non-compliance documented.
The school's Special Education program is in good standing.	*No instances of non-compliance documented.
The school's college and career readiness program is in good standing.	Reviewed on 04/30/2021 Continuous Improvement Plan 2020-2021
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Data Security and Information Transparency	Data/Evidence Source
The school's website is compliant and updated appropriately.	*No instances of non-compliance documented.
The school did not experience issues involving data security this year.	*No instances of non-compliance documented.
The school did not experience compliance issues with public records requests.	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Facility and Services	Data/Evidence Source
The school's occupancy certificate is current.	*No instances of non-compliance documented.
Safety inspections and evacuation drills are compliant.	Building Inspection: 08/11/2020 Fire Marshal: 08/19/2020 No instances of non-compliance documented.
<i>The IPCSC did not evaluate school transportation for students due to measure being waived for 2020-2021.</i>	*No instances of non-compliance documented.
<i>The IPCSC did not evaluate school nutrition for students due to measure being waived for 2020-2021</i>	*No instances of non-compliance documented.
Comments/ Context:	

STANDARD RATING: EXCEEDS STANDARD	
Operational Compliance	Data/Evidence Source
Required reports were submitted accurately and on time.	*See Comments.
The enrollment process is compliant.	*No instances of non-compliance documented.
The teachers are properly credentialed.	*No instances of non-compliance documented.
Corrective action plans were not issued by the SDE this year.	*No instances of non-compliance documented.
Comments/ Context:	

Longitudinal Operational Ratings | 2018-2023

Board Stewardship

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

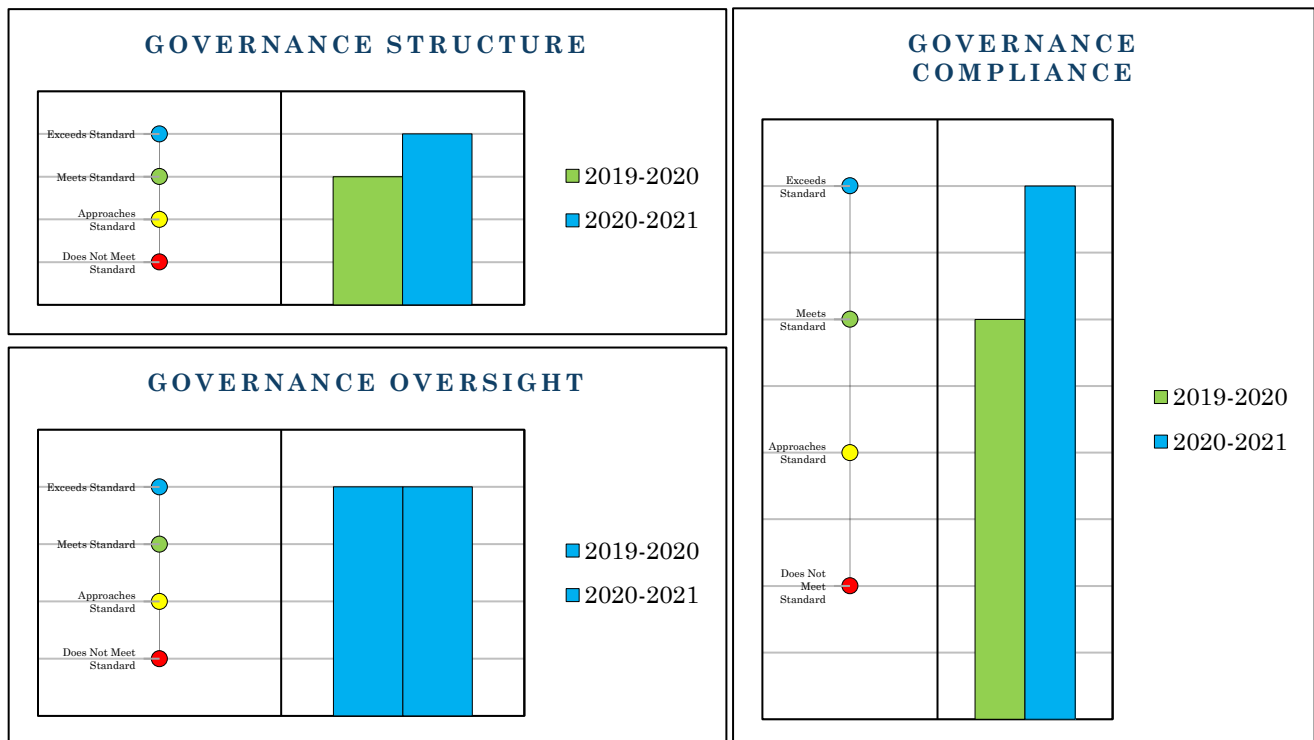
Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	REMEDIATION

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Board Stewardship | Revised Framework



Longitudinal Operational Ratings | 2018-2023

Management

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

Ratings on the historical and revised framework are not comparable in the operational section. The two sets of data have been included. The school's operational ratings on the historical framework are provided for reference.

Operational Ratings | Historical Framework

School Year	Rating
2018-2019	REMEDIATION

Note: In 2020, the IPCSC reorganized these measures for clarity. Operational outcomes are now divided into two sections (board stewardship and management) based on the primary party responsible for the school's success on each measure.

Operational Ratings: Management | Revised Framework



Financial Outcomes

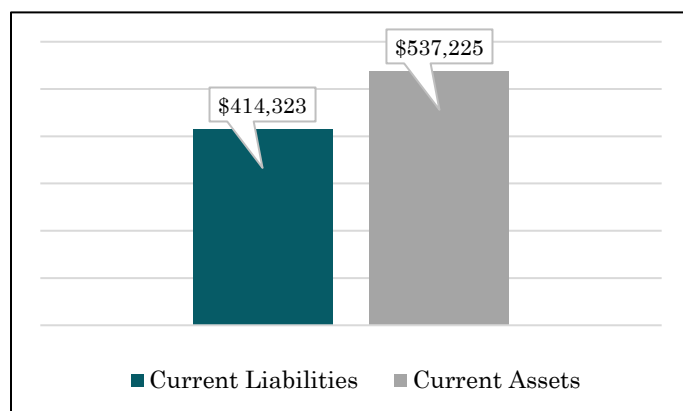
NEAR TERM MEASURES

These measures evaluate whether a school is likely to meet its financial obligations in the next year.

*Please see the [Performance Framework Rubrics](#) for details regarding how each measure is rated.

Current Ratio

The school has a current ratio of between 1.1 and 1.5.	Current Ratio 1.30	Ratings Not Applicable for 2020-2021
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Why This Matters:

Current Ratio is a comparison of a school's financial obligations due within one year (current liabilities) to the cash and investments held by the school (current assets).

A school with more assets than liabilities (a Current Ratio greater than 1.0) would be able to meet its financial obligations for the

next year without relying on future revenue.

A school with more liabilities than assets (a Current Ratio of less than 1.0) is dependent on revenue it has not yet received to meet existing financial obligations.

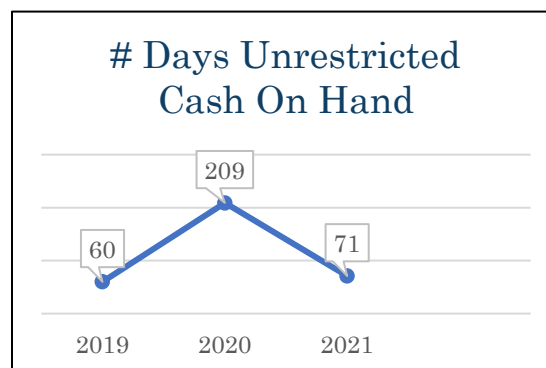
Unrestricted Days Cash

The school has more than 60 days cash on hand	71 Days	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure estimates a school's average daily cost of operations and considers the number of days a school could operate using only its available cash and investments.

A school with at least 60 days cash on hand would be able to meet its immediate financial obligations with available cash, buying the time it might take to access other current assets. Occasionally, a planned purchase may decrease this number temporarily. In those cases, 30-60 days cash on hand with an upward trend is acceptable. A school with less than 15 days cash on hand is in financial distress and is at risk of automatic closure.



Default

School is currently in default of financial obligations.	Ratings Not Applicable for 2020-2021
--	--------------------------------------

Why this Matters:

This measure identifies whether a school has defaulted on any of its financial obligations. Default can mean many things. Examples of default include: paying bills late, failing to make payroll, or inaccurately filing reports required for funding. Default can also include a failure to meet any additional requirements of long-term debt as established by the lender (such as meeting a specific enrollment target or maintaining a greater amount of cash on hand than the PCSC requires).

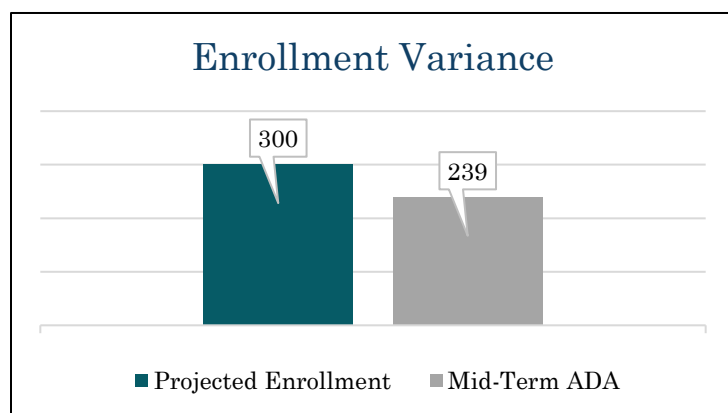
Any act of default can result in disruption of services, loans being called due, or funding that is inaccurate or withheld.

Comments/Context:

TVCS continues to work toward restructuring their current facility lease. The school secured forbearance on current lease payments for FY21. The school is currently making interest only payments.

Enrollment Variance

The school achieved and sustained less than 90% of its projected enrollment and did not provide a mid-year amended budget evidencing a break-even financial plan.	Enrollment Variance 79.67%	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Enrollment Variance measure considers what percentage of a school's projected enrollment was achieved. As the majority of a public school's funding is generated by student enrollment, this measure reflects a school's ability to execute its budget to plan.

A school that achieves at least 95% of its projected enrollment will likely experience few bumps and may make minor adjustments. A school that achieves less than 95% of projected enrollment is likely to face budget challenges requiring more significant budget amendments and may be in financial distress.

Financial Outcomes

SUSTAINABILITY MEASURES

These measures help determine whether a school is likely to remain financially stable into the future.

Total Margin

The school's most recent year total margin is less than -10%.	CY Total Margin -33.52% 3-Year Aggregated -22.77%	Ratings Not Applicable for 2020-2021
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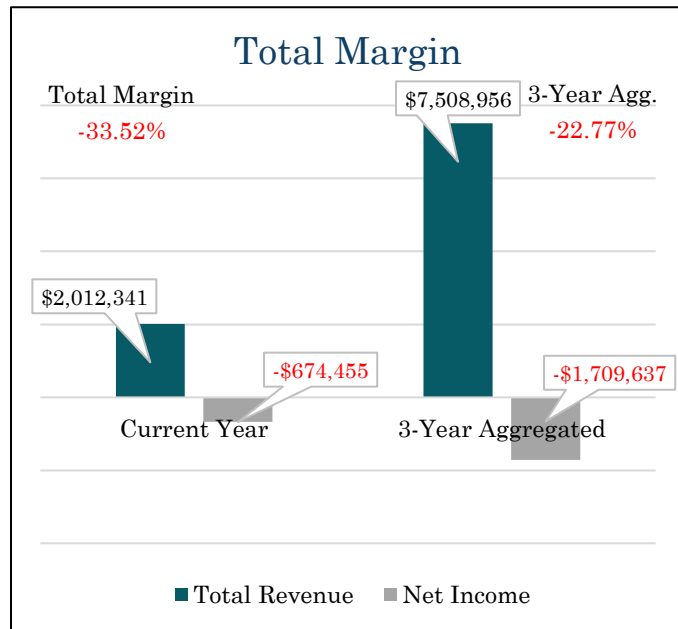
Why this Matters:

The Total Margin compares a school's total revenue to its net income. Specifically, this measure identifies what percentage of a school's total revenue in a given year was not expended during that year. A school with a positive total margin spent less than it brought in. That is, the school is living within its means and can plan for future purchases and investments.

An occasional negative total margin may indicate that a planned or necessary purchase has taken place. This is not necessarily a negative indicator.

However, if the Total Margin is chronically negative or severe decreases appear, the school may be in financial distress. Aggregating this margin over three years helps to identify these long-term trends.

Note: for the purposes of this calculation, pension liability is excluded from the school's net income.



Cash Flow

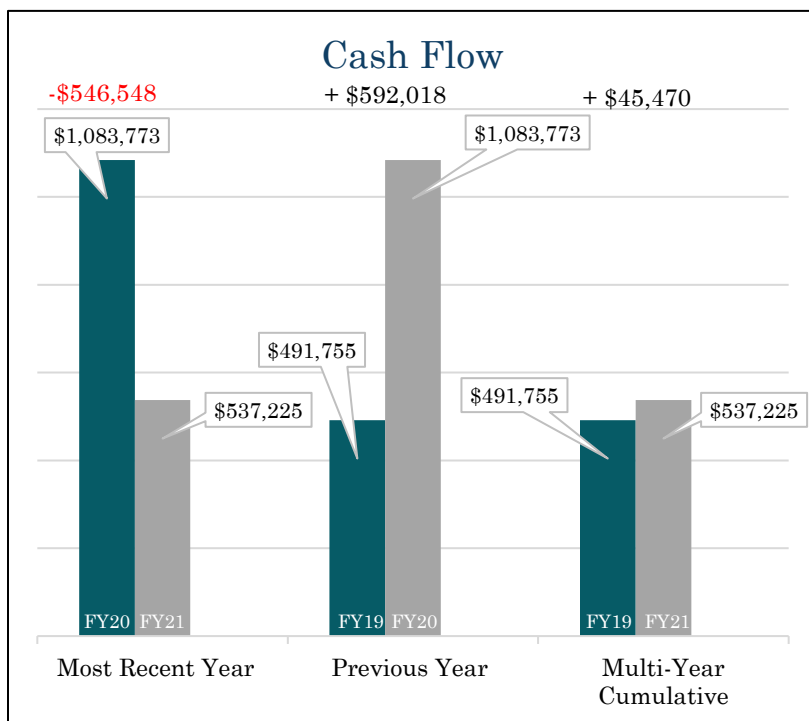
The school's multi-year cumulative cash flow is positive, but the most recent year's cash flow is negative.	Most Recent Year -\$546,548 Previous Year \$592,018 Multi-Year \$45,470	Ratings Not Applicable for 2020-2021
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Why this Matters:

The Cash Flow measure considers the change in a school's cash balance over time. A school with a positive cash flow is increasing its reserves and is likely able to fund future projects and purchases.

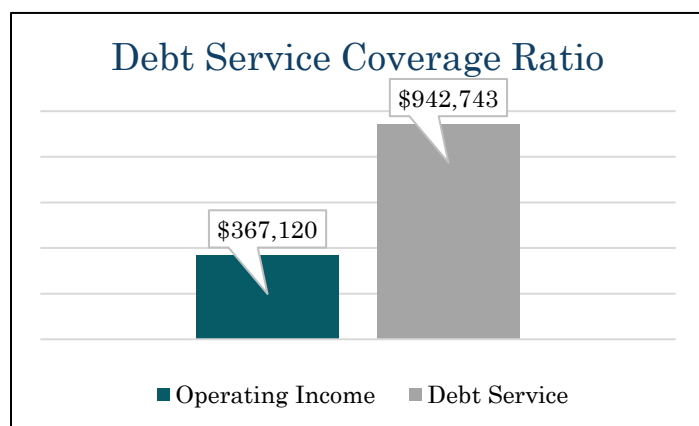
A school with a negative cash flow is using its existing reserves to fund general operations and is not likely to have the financial flexibility to fund future plans.

A multi-year cumulative cash flow helps to identify long-term trends.



Debt Service Coverage Ratio

The school's debt service coverage ratio is less than .9	Debt Service Coverage Ratio .39	Ratings Not Applicable for 2020-2021
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Why this Matters:

This measure evaluates a school's ability to make payments on debt due in a given year using only that year's income. This helps determine whether a school has more debt than it can manage.

A school with more Operating Income than Debt Service (a Debt Service Coverage Ratio greater than 1) can meet the financial obligations of their debt. A

school with more Debt Service than Operating Income (a ratio of less than 1) is reliant on either reserves or revenues anticipated in future years to meet its debt obligations.

Debt to Asset Ratio

The school's Debt to Asset Ratio is greater than 1.0.	Debt/Asset Ratio 1.33	Ratings Not Applicable for 2020-2021
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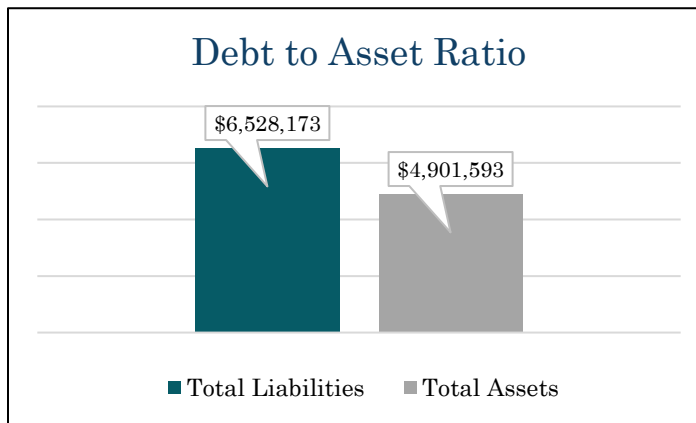
Why This Matters:

The Debt to Asset Ratio compares a school's total liabilities to its total assets. This helps determine whether a school would be able to meet both its short and long-term financial obligations.

A school whose total liabilities are 90% or less of its Total Assets is

likely to be able to repay all short-term debts and still manage to set its long-term affairs in order in a worst-case scenario. A school with more liabilities than assets would not be able to meet all its financial obligations in a worst-case scenario.

Note: for the purposes of this measure, pension liability is excluded from the school's total liabilities.



Financial Compliance

STANDARD RATING: NOT RATED FOR 2020-2021	
Financial Operations	Data and/or Evidence Source
The school's finances are managed in compliance with GAAP.	Financial Audit 10/22/2021
Expenditures and contracts are posted online appropriately.	School's Expenditure Page 7/30/2021
The school maintains compliant internal controls.	*No instances of non-compliance documented.
The school is operating under a Notification of Fiscal Concern.	NA or Notification of Fiscal Concern Issued 6/9/2020
The school is not operating under a Notification of Possible or Imminent Closure.	*No instances of non-compliance documented.
Comments/Context	

Longitudinal Financial Ratings | 2018-2024

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

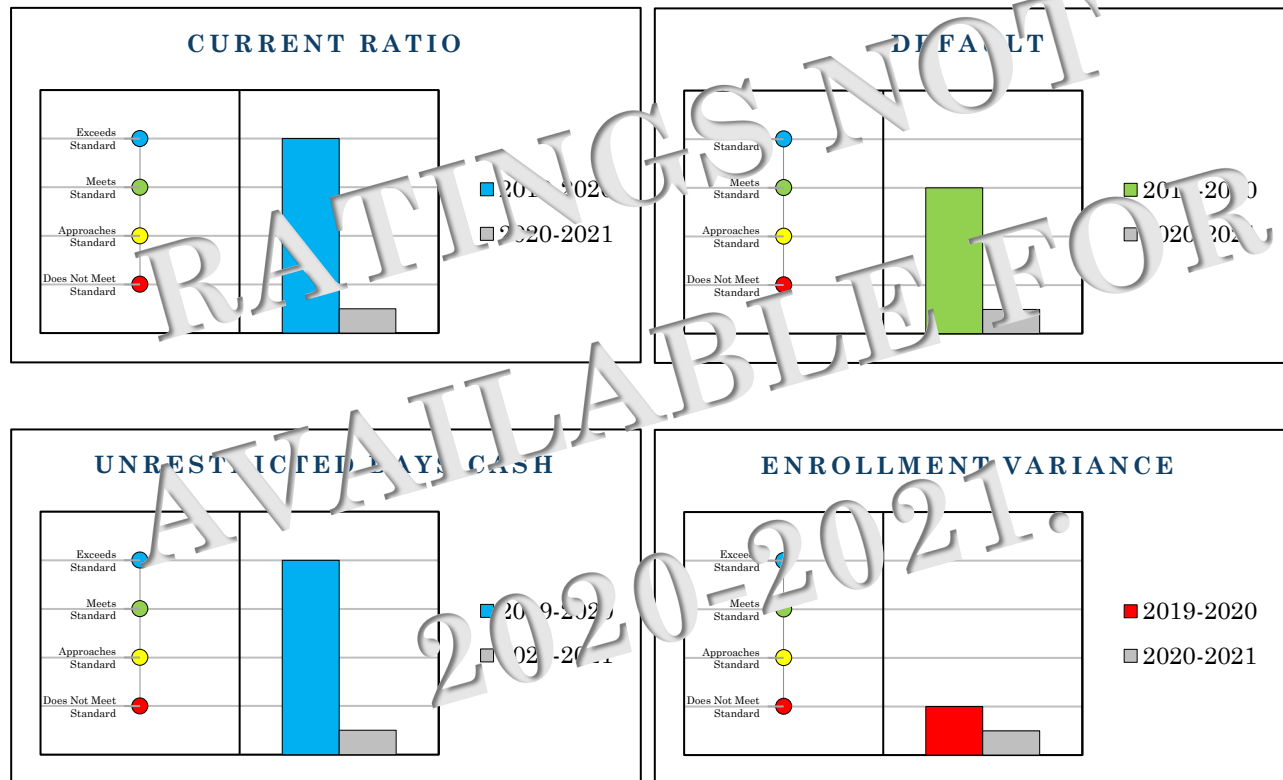
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Near Term Health Ratings | Historical Framework

School Year	Near Term Health Rating
2018-2019	REMEDATION

Financial Near Term Health Ratings | Revised Framework



Longitudinal Financial Ratings | 2018-2024

Longitudinal data provides a snapshot of a school's ratings over the school's current performance certificate (5 years). This data helps to identify performance trends and changes over time. Schools are encouraged to consider how this data might be used to drive your strategic planning as your school approach its next renewal decision.

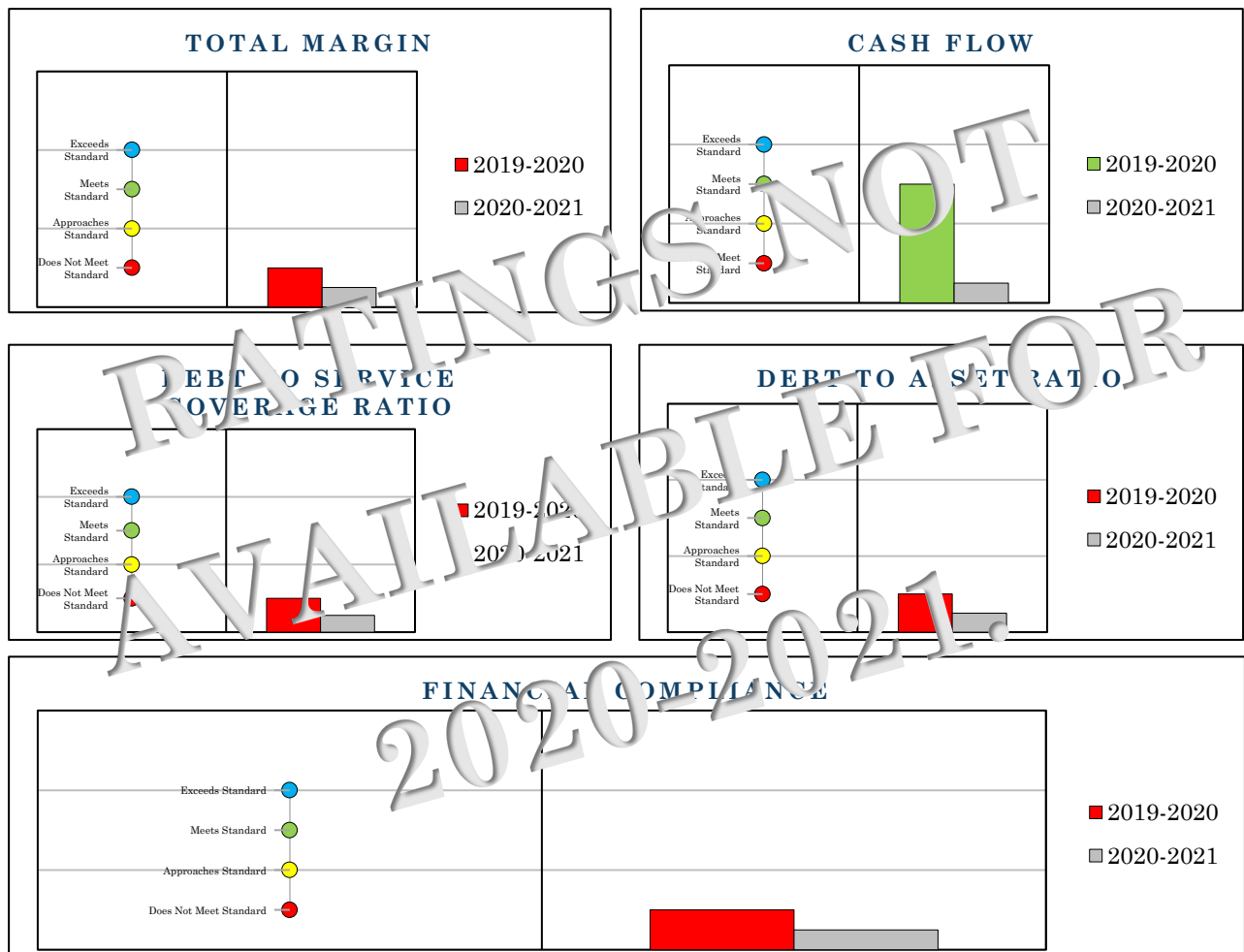
Notes: The 2020 framework revision removed the "cash ratio" measure and moved the existing enrollment variance measure to the financial section.

Due to the impact of the pandemic, financial outcomes are not rated for 2020-21. Additionally, the enrollment variance measure was calculated based on projected enrollment and actual enrollment (not ADA).

Financial Sustainability Ratings | Historical Framework

School Year	Near Term Health Rating
2018-2019	REMEDATION

Financial Sustainability Ratings | Revised Framework



Conditions Overview

Conditional Certificate Status Update

The Village Charter School's Performance Certificate was renewed in 2018 subject to the conditions listed below. The school's status with regard to each condition is also provided.

Condition 1: Condition Waived

By June 30, 2021, at least fifty-nine percent (59%) of TVCS's students in grades K-8 will make adequate academic growth to achieve math proficiency on the ISAT within 3 years or by 10th grade, whichever comes first.

This condition is based upon a rate of increase sufficient to promote the school's ability to achieve a "meets standard" rating on Academic Measure 3a (Criterion-Referenced Growth in Math) in the performance framework adopted by the PCSC in May 2017, by the end of the next performance certificate term (June 30, 2023).

The outcome shall be calculated using Academic Measure 3a (Criterion-Referenced Growth in Math). References to the ISAT shall apply to any other statewide assessment selected to replace the ISAT by SBAC in the event of state-level requirement changes.

Status: This condition was waived due to the likely impact of pandemic conditions on assessment data. Revocation will not be considered based on the school's failure to meet this condition at this time.

Condition 2: Condition Waived

While TVCS improves its criterion-referenced growth in math, TVCS shall maintain an ISAT ELA proficiency rate comparable to, or better than, the state average.

Proficiency rates will be based upon the appealed data set. References to the ISAT shall apply to any other statewide assessment selected to replace the ISAT by SBAC in the event of state-level requirement changes.

Status: This condition was waived due to the likely impact of pandemic conditions on assessment data. Revocation will not be considered based on the school's failure to meet this condition at this time.

*The 2020-2021 Annual Report has been finalized by the
Idaho Public Charter School Commission staff.*

If you have any questions or comments, please contact
the IPCSC.



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

304 N. 8th St. Ste.242

Boise, ID 83720

208-332-1561

pcsc@osbe.idaho.gov

V. SCHOOL UPDATES

A. MONTICELLO MONTESSORI CHARTER SCHOOL

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5209C

BACKGROUND

On August 25th, 2022, the IPCSC reviewed fiscal year 2021 annual performance reports for a series of schools. Commissioner's requested that this school be invited to the next regularly scheduled meeting to facilitate a conversation between the school and the IPCSC about the school's progress.

DISCUSSION

Monticello Montessori Charter School (MMCS) is located in Amon, Idaho. The school opened in 2010, K-5, and was granted an expansion to include grades 6-8 in 2018.

The school has an enrollment capacity of 345 students. Over the past five years, the school's enrollment has fluctuated between a high in 2020 of 225 students to a low in 2022 of 149 students. The school's facility limits its ability to enroll at capacity. The school has consistently scored below the meets standard benchmark on academic measures.

In 2021 the IPCSC conducted an investigation into operational practices at the school and subsequently conducted progress monitoring to ensure that practices were brought back into compliance. Since the investigation took place, there has been turn-over on the board as well as in the lead administrator and business manager positions. While there are areas of improvement, financial and academic challenges remain.

The school's operating term expires on June 30, 2023. The IPCSC will decide whether to renew, conditionally renew, or non-renew the school's charter no later than March 15, 2023.

IPCSC Program Manager, Melissa-Jo Rivera, will provide a brief introduction. The school's board chair and principal are then prepared to address the Commission.

SPEAKER

IPCSC Program Manager, Melissa-Jo Rivera
MMCS Principal – Jeanne Thompson
MMCS Board Chair – David Meyer

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No Action.

Monticello Montessori Charter School



Monticello Montessori Charter School

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
------------------	---------------------------	------------------------	-------------------	---------------------	------------------------------

Historical Framework: Annual Outcomes 2018-2020

Year	2018-2019	2019-2020
Academic	REMEDATION	Not Rated for 2019-2020
Operations	HONOR	HONOR
Finance	GOOD STANDING	HONOR

(Current) Revised Framework: Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	APPROACHES STANDARD	APPROACHES STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	EXCEEDS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

* The school completed a minor amendment mid-term to transition to the IPCSC’s revised framework in 2020. Historical data is included to provide all annual outcomes of the school's current performance certificate.

Monticello Montessori Charter School

Historical Challenges

- Academics:
 - Performance Framework
 - Special Education
- Operations:
 - Board Stewardship
 - Management
- Financial

Monticello Montessori Charter School

IPCSC Intervention

- **Courtesy Letters**
 - 11.15.2018
 - 8.18.2020
 - 3.17.2021
 - 3.31.2021
 - (Investigation Began)
 - 4.29.2021
 - 5.25.2021
 - 7.2.2021
 - (Corrective Action Plan issued by IPCSC)
- **Notification of Fiscal Concern**
 - 6.11.2021
 - 7.15.2022
- **Progress Monitoring**
 - Observations
 - Lottery
 - Board Meeting
 - Key Design Elements
- **Communications with MMCS Board & School Leadership**
 - Emails
 - Phone Call
 - Virtual Meeting
- **Communications with SDE**
- **Referral to PSC**
- **Coordination with ISBA**
- **On-Site Visit**
 - 6.16.21

Monticello Montessori Charter School

School Leadership Update

- New SPED Director
- New Board Chair
- New Administrator
- New Business Manager

V. SCHOOL UPDATES

B. PEACE VALLEY CHARTER SCHOOL

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5209C

BACKGROUND

On August 25th, 2022, the IPCSC reviewed fiscal year 2021 annual performance reports for a series of schools. Commissioner's requested that this school be invited to the next regularly scheduled meeting to facilitate a conversation between the school and the IPCSC about the school's progress.

DISCUSSION

Peace Valley Charter School (PVCS) is located in Boise, Idaho. The school opened in 2018 as a K-8 Waldorf program with a conditional certificate. The school began with grades K-6, added 7th grade in 2019, and 8th grade in 2020.

The school has an enrollment capacity of 540 students. Over the course of this first operating term, the school's enrollment has grown to 356 students. The school's facility limits its ability to pursue enrollment at capacity. The school has consistently scored below the meets standard benchmark on academic measures.

The school has experienced a high rate of board turn-over and the administrator has struggled to lead the school to acceptable academic and operational outcomes. The IPCSC has previously expressed concern regarding the school's facility lease.

The school's operating term expires on June 30, 2023. The IPCSC will decide whether to renew, conditionally renew, or non-renew the school's charter before March 15, 2023.

IPCSC Program Manager, Jared Dawson, will provide a brief timeline for context. The school's board chair and principal are then prepared to address the Commission.

SPEAKER

IPCSC Program Manager, Jared Dawson
PVCS Principal – Andrew Ross
PVCS Board Chair – William Paul

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No Action.

Peace Valley Charter School



Peace Valley Charter School

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2020

Year	2018-2019	2019-2020
Academic	CRITICAL	NOT RATED DUE TO PANDEMIC
Operations	REMEDIATION	REMEDIATION
Finance	REMEDIATION	HONOR

(Current) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2020-2021	MEETS STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Peace Valley Charter School

Historical Challenges

- Academics:
 - Performance Framework
- Operations:
 - Board Stewardship
 - Management
- Financial

Peace Valley Charter School

IPCSC Intervention

- **Courtesy Letters**
 - 11.5.2018
 - 1.30.2019
 - 5.30.2019
- **Communications with Board & School Leadership**
 - Emails
 - Phone Calls
 - Virtual Meetings
- **Communications with SDE**
 - 11.2.18
 - 3.3.21
 - 1.26.22
- **Communication with ISBA**
 - 4.29.21
- **On-Site Visit**
 - 6.16.21
- **Notification of Fiscal Concern**
 - 6.11.2020
 - 6.14.2021
 - 6.13.22 (Lifted)
- **Progress Monitoring**
 - Observations
 - Lottery
 - Board Meeting
 - Key Design Elements Site Visit

Peace Valley Charter School

- ## School Leadership Updates
- Notification of Fiscal Concern Lifted
 - Revised Governing Board

Charter Commission

An overview of progress

The Board

34

Years Higher
Education

59

Years in
Management

31.5

Years
Managing
Budgets

35

Years Waldorf
Experience

17.5

Years Board
Experience
(**11.5** at PVC)

12

Children at
PVC

7

Businesses
Owned

42

Years
Finance
Experience

23

Years Policy
Management

Board Turnover



- Improved interview process
 - New and longer “interest” form
 - Active participation
 - Longer process: (1) Interest form, (2) Public debate, (3) Interview, (4) Nomination
 - More targeted questions
 - Stricter requirements
- Improved processes
 - Easier to get items on the agenda
 - Easier to navigate drive
 - Documentation and mentoring for new members
- Board Training (ISBA)

Board - Latest Initiatives

- Google Drive cleanup
- Policy review schedule
- Board Norms and Protocols training (ISBA)
- New board application process
- Updated documentation detailing board procedures
- Increased visibility and awareness of board initiatives
- Improved annual review process of administration
- Building purchase (appraised at \$420k over buyout)
- Communication with other Waldorf charter schools

The School - Tuning Our Operations

- Pedagogical Coach position added in 2019
- Federal Program Coordinator position added in 2021
- Special Education certified staffing increased in 2022
- Enrollment and financial stability
- Faculty and staff stability
- Professional development offerings and financial support for teachers
- 5-Year Strategic Plan to be completed in the fall of 2022
- Star Reading and Math data



Enrollment - Forecast and Growth

	Year 1 FY19	Year 2 FY20	Year 3 FY21	Year 4 FY22
Capacity*	320	382	450	480
Forecasted	320	346	359	360
Average	268	297	330	362
Forecast Accuracy	84%	86%	92%	101%
Enrollment Growth	-	29 students	33 students	32 students
Growth Rate	-	9.80%	10.00%	8.80%

*Capacity targets are limited by current facility constraints

Enrollment - Charter School Comparison First 4 Years

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	Enrollment Growth (%) from YEAR 1 to YEAR 4
ANSER CHARTER SCHOOL ('99-'03)	112	111	138	138	19%
NORTHSTAR CHARTER ('03-'07)	264	263	256	268	1%
ROLLING HILLS PUBLIC CHARTER ('05-'09)	228	270	256	245	7%
COMPASS PUBLIC CHARTER ('05-'09)	234	274	343	420	44%
PROJECT IMPACT STEM ACADEMY ('18-'22)	255	210	201	230	-10%
SAGE CHARTER SCHOOL ('10-'14)	214	336	477	548	61%
SYRINGA MOUNTAIN CHARTER ('14-'18)	131	131	136	123	-6%
PEACE VALLEY CHARTER SCHOOL ('18-'22)	274	286	309	356	23%

Source: sde.idaho.gov/finance

Federal Programs

- Staffing dedicated to our federal programs
- Improved execution of our federal programs as evident by the 21-22 Federal Programs Monitoring Assessment
- Ongoing involvement of parents and community in the development of the academic intervention and other federal program initiatives
- Diversification of efforts that include a faculty math book study with an emphasis on flexible thinking and assessment
- Cyber Civics program and other computer literacy initiatives to support statewide assessment data improvements

Special Education

- Increase in student special education population from 6% to 9% in the first 4 years
- Close to 200% increase in service minutes provided by the special education team in the first 4 years
- Certified staffing FTE increased from 1.0 to 1.75 in 2022
- Full implementation of EdPlan (state-supported software) program to support accuracy and efficiency of files, which will directly support the General Sufficiency File Review
- Retained school psychologist contracted support for the last 5 years

Math - Academic Assessment Comparison (Spring 2022)

	Star Math	ISAT Math	Star Math	ISAT Math	Star Math	ISAT Math
	Level 1		Level 2		Level 3	
Grade Level	(At or Above Proficient)		(Below Proficient - "On Watch")		(Below Proficient - "Intervention")	
3	53%	16%	8%	30%	41%	54%
4	38%	29%	22%	20%	41%	51%
5	57%	25%	17%	39%	26%	36%
6	61%	15%	0%	36%	39%	50%
7	28%	28%	17%	16%	55%	56%
	Avg. Variance: 24.8		Avg. Variance: 16.6		Avg. Variance: 9	

ELA - Academic Assessment Comparison (Spring 2022)

	Star ELA	ISAT ELA	Star ELA	ISAT ELA	Star ELA	ISAT ELA
	Level 1		Level 2		Level 3	
Grade Level	(At or Above Proficient)		(Below Proficient - "On Watch")		(Below Proficient - "Intervention")	
4	63%	24%	6%	27%	31%	49%
5	73%	44%	9%	14%	19%	42%
6	61%	33%	11%	36%	28%	32%
7	50%	44%	6%	24%	35%	32%
	Avg. Variance: 25.5		Avg. Variance: 17.3		Avg. Variance: 12	

Academic Intervention Target Goals

Mathematics:

1. Response to Intervention (RTI) offers an increase in the direct services frequency to all grades
2. Math book study amongst faculty to support flexible thinking instruction
3. Additional classes that support cross-curricular learning (handwork, woodwork and strings)

ELA:

1. Response to Intervention (RTI) offers an increase in the direct services frequency to all grades
2. Pre-writing skills emphasis in preparation for the ISAT assessment
3. Additional typing instruction and computer literacy

Administration, Faculty & Staff

11

Advanced
Degrees

12

Support Staff
Positions
Added Since
Year 1

37%

Increase in
Employee
Team Since
Year 1

Over 200

Years Waldorf
Experience

20

People with
three or more
years at PVC

65%

Waldorf
Trained
(Completed or
In Progress)

40

Children at
PVC

11

People
Retained
Since Year 1

83%

Retention
Rate

5-Year Strategic Plan Goals

1. Finance and Facilities
2. Curriculum and Instruction
3. Leadership and Governance
4. Communication
5. School Culture

This strategic plan will be approved in the fall of 2022.



Into the Future with Peace Valley

Over 200 families have chosen Peace Valley Charter School as a place for their children learn, grow and thrive. The school remains on mission to bring a free K-8 public, Waldorf school to the Treasure Valley. The school, in partnership with the Charter Commission, continues to identify areas of growth to target and achieve. The school is committed to “the mess” that comes with teaching to whole child - reaching their HEAD, HEART and HANDS.

“Our highest endeavour must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. The need for imagination a sense of truth, and a feeling of responsibility - these three forces are the nerve of education.” -Rudolf Steiner



V. SCHOOL UPDATES

C. THE VILLAGE LEADERSHIP ACADEMY

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5209C

BACKGROUND

On August 25th, 2022, the IPCSC reviewed fiscal year 2021 annual performance reports for a series of schools. Commissioner's requested that this school be invited to the next regularly scheduled meeting to facilitate a conversation between the school and the IPCSC about the school's progress.

DISCUSSION

The Village Charter School, dba The Village Leadership Academy (TVLA) is located in Boise, Idaho. The school opened in 2011 as a Franklin Covey Lighthouse School serving grades K-8. The school has an enrollment capacity of 550 students. The school's enrollment peaked in 2018 at 455 students, fell sharply in 2019, and appears to have leveled out at approximately 275 students. The school has consistently scored below the meets standard benchmark on academic measures.

The IPCSC conducted an investigation in 2018. The school subsequently experienced turn-over at the board, administrator, and business manager levels and severed its relationship with a particular management company. While improvements have been made, the school has been on notice of financial concern for several years due to a facility situation.

The school's operating term expires on June 30, 2023. The IPCSC will decide whether to renew, conditionally renew, or non-renew the school's charter before March 15, 2023.

IPCSC Program Manager, Melissa-Jo Rivera, will provide a brief timeline for context. The school's board chair, principal, and a financial consultant who specializes in charter school turn around are present to address the IPCSC.

SPEAKER

IPCSC Program Manager, Melissa-Jo Rivera
TVLA Principal – Josh Noteboom
TVLA Board Chair – Adrienne Castenada
MAST Financial – Adam Holcomb

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No Action.

Village Leadership Academy

(Formally The Village Charter School)



Village Leadership Academy

Current Performance Certificate Term

RATING LEGEND	DOES NOT MEET STANDARD	APPROACHES STANDARD	MEETS STANDARD	EXCEEDS STANDARD	NOT RATED DUE TO PANDEMIC
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Historical Framework: Annual Outcomes 2018-2019

Year	2018-2019
Academic	REMEDATION
Operations	REMEDATION
Finance	REMEDATION

(Current) Revised Framework (2020): Annual Outcomes 2020-2021

Longitudinal Outcomes | Academic

YEAR	Math Proficiency	Math Growth	ELA Proficiency	ELA Growth	Literacy	College & Career Readiness
2019-2020	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Longitudinal Outcomes | Operations

YEAR	Governance Structure	Governance Oversight	Governance Compliance	Student Services	Facility & Services	Data Security Informational Transparency	Operational Compliance
2019-2020	MEETS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	MEETS STANDARD
2020-2021	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD	EXCEEDS STANDARD

Longitudinal Outcomes | Financial

YEAR	Current Ratio	Unrestricted Days Cash	Default	Enrollment Variance	Total Margin	Cash Flow	Debt to Service Coverage Ratio	Debt to Asset Ratio	Financial Compliance
2019-2020	EXCEEDS STANDARD	EXCEEDS STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	MEETS STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD	DOES NOT MEET STANDARD
2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021	Not rated for 2020-2021

Village Leadership Academy

Historical Challenges

- Academics:
 - Performance Framework
- Operations:
 - Board Stewardship
 - Management
- Financial

Village Leadership Academy

IPCSC Intervention

- **Courtesy Letters**
 - 3.29.2019
 - 4.8.2019
 - 5.23.2019
 - 6.3.2019
 - 9.5.2019
 - 9.20.2019
 - 10.31.2019
 - 12.1.2020
 - 6.11.2021
- **Communications with VLA Board & School Leadership**
 - Emails
 - Phone Call
 - Virtual Meeting
 - Virtual Training
- **Communications with SDE**
- **Communication with Bond Holder**
- **Notification of Fiscal Concern**
 - 6.19.2020
 - 6.11.2021
 - 6.29.2022
- **Progress Monitoring**
 - Observations
 - Lottery
 - Board Meeting
 - Key Design Elements

Village Leadership Academy

- School Leadership Update
- New School Leadership
 - Revised Governing Board
 - New Business Manager

VI. COMMITTEE APPOINTMENTS

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §§ 74-201 – 74-208

BACKGROUND

The IPCSC utilizes a committee structure. Committees are subject to Open Meeting Law. Appointments to committees are recommended by the chair and subject to Commission approval. Committees do not engage a quorum and do not make Commission-level decisions. Instead, committees meet to discuss specific topics in-depth and may make recommendations to the IPCSC. Committee chairs preside over committee meetings and make reports to the IPCSC.

DISCUSSION

The IPCSC currently maintains three standing committees: Renewal, Petition, and Finance. The Renewal and Petition committees meet at least once a year to review the efficacy of agency policy and procedure relevant to renewal and petition decisions. The Finance committee meets at least twice a year to review the agency's financial status and to engage in the budget planning process.

It is recommended that the IPCSC, as a new state agency, add a forth committee to assist with strategic planning. All state agencies must annually submit a five-year strategic plan and a report on the agency's progress toward the goals established in that plan to the Division of Financial Management. The IPCSC must also submit these reports to the State Board of Education. This committee would meet at least once a year.

Chairman Reed recommends the following appointments:

Finance – Scigliano (chair), Reed, and Echeverria
Petitions – Petersen (chair), Bair, and Echeverria
Renewal – Quinn (chair), Petersen, and Fisher
Strategic Planning – Bair (chair), Quinn, and Scigliano

SPEAKER

IPCSC Director, Jenn Thompson

IMPACT

If adopted, commissioners will be appointed to the committees as stated above and will serve in that capacity until further notice.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends the IPCSC adopt the committee appointments as proposed.

COMMISSION ACTION

A motion to adopt the committee appointments as presented; or

A motion to adopt committee appointments as follows [state alternate proposal].

VII. FINANCE COMMITTEE REPORT

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §§ 74-202-74-208

DFM Budget Development Manual

BACKGROUND

The IPCSC Finance Committee meets to review the agency's financial status and participate in the budget planning process.

DISCUSSION

The IPCSC's Finance Committee met on 9/22/22 to discuss the following agenda items: Fiscal Year 2023 Year to Date; Fiscal Year 2024 Budget Submission Status; and Fiscal Year 2035 Budget Plan.

The Committee Chair will provide a brief update. Jacob Smith, Finance Program Manager, will review the FY23 Year-to-Date report included in these materials.

Finance Committee meeting minutes are available on the IPCSC website:

<https://chartercommission.idaho.gov/event/finance-committee-meeting-boise-2/>

SPEAKER

Committee Chair, Commissioner Scigliano and Finance Program Manager, Jacob Smith.

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No action.



514 W. Jefferson Street, Suite 303
P.O. Box 83720 - Boise, ID 83720
208-332-1561 - pcsc@osbe.idaho.gov

1	FY23 Appropriation	Personnel	Operations	Total
2	General Fund	\$ 134,800	\$ 47,600	\$ 182,400
3	Dedicated Fund (Authorizer Fees)	\$ 394,600	\$ 101,300	\$ 495,900
4	Total Appropriation	\$ 529,400	\$ 148,900	\$ 678,300

5	FY23 Budget	\$ 501,825	\$ 154,503	\$ 656,328
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Expenditures by Category

	FY22 Actual	FY23 Budget	YTD 9/30/22	Remaining	% Spent
6 Payroll	\$ 442,654	\$ 501,825	\$ 129,015	\$ 372,809	26%
7 Communication Services	\$ 668	\$ 5,150	\$ 627	\$ 4,523	12%
8 Professional Development	\$ 3,790	\$ 10,670	\$ 1,200	\$ 9,470	11%
9 Professional Services	\$ 8,000	\$ 24,000	\$ 9,088	\$ 14,912	38%
10 Admin Services and Supplies	\$ 4,455	\$ 4,250	\$ 1,838	\$ 2,412	43%
11 Computer Services	\$ 7,290	\$ 11,690	\$ 3,523	\$ 8,167	30%
12 Computer Supplies	\$ 0	\$ 7,250	\$ 0	\$ 7,250	0%
13 Travel	\$ 14,908	\$ 25,000	\$ 1,550	\$ 23,450	6%
14 Rentals and Leases	\$ 17,089	\$ 30,393	\$ 13,530	\$ 16,863	45%
15 Capital Outlay	\$ 7,576	\$ 100	\$ 0	\$ 100	0%
16 Non-State Employee Expense	\$ 30,900	\$ 36,000	\$ 31,120	\$ 4,880	86%
17 Total Expenditures	\$ 537,330	\$ 656,328	\$ 191,490	\$ 464,738	29%

VIII. RENEWAL COMMITTEE REPORT

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §§ 74-202-74-208

I.C. 33-5209B

BACKGROUND

The IPCSC Renewal Committee meets to review the efficacy of policy and procedure related to renewal decisions.

DISCUSSION

The IPCSC's Renewal Committee met on 9/20/22 to discuss the following agenda items: Renewal Schools by Year; Renewal Timeline 2022-2023; and Renewal Procedures. The discussion included feedback received from various stakeholders and the resulting revisions and improvements. The renewal timeline and process will remain the same.

The committee chair will provide a brief report on the committee meeting. Jared Dawson, Program Manager, is available to answer any questions regarding the Renewal Guidance document included in these materials.

Committee meeting minutes are available on the IPCSC website:

<https://chartercommission.idaho.gov/event/renewal-committee-meeting-4/>

SPEAKER

Committee member, Commissioner Petersen and Program Manager, Jared Dawson.

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No action.



Guidance: Charter Renewal Process and Application Instructions

Idaho Public Charter School Commission

304 North 8th Street, Room 242

Boise, Idaho 83702

Phone: (208)332-1561

pcsc@osbe.idaho.gov

Alan Reed, Chairman

Jenn Thompson, Director

UPDATED 1/30/2021

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Introduction

Idaho Code (I.C.) §33-5209B requires that all public charter schools in the state be periodically reviewed by their authorizer for the purpose of determining whether or not the charter should continue operations. Public charter schools are considered for renewal every five years.

The IPCSC makes renewal decisions in accordance with Idaho law, basing its decision on each school's independent fiscal audits and the measures set forth in the performance framework. The IPCSC also considers the school's demographic profile and other circumstances that might affect the school's ability to adhere to the specific terms and conditions.

We thank you for your thoughtful engagement in this rigorous but important process and invite an atmosphere of honest communication and commitment to quality as we all work toward the goal of upholding Idaho's charter school movement and the students it serves.

Purpose

I.C. §33-5209B (3) requires charter authorizers to provide schools with charter renewal application guidance. This document serves as a guide to frequently asked questions related to the renewal process and provides instructions for completing the renewal application.

Renewal Timeline – All Schools

Spring Orientation	PCSC staff will schedule a meeting in the spring prior to the renewal year with the primary administrator and a representative of the board to introduce the renewal process, provide written guidance, and discuss any concerns regarding school outcomes.
Spring/Fall Observations	<p>PCSC policy requires the following observations once during each operational term:</p> <ul style="list-style-type: none"> • A board meeting observation; • A lottery observation; and • A site visit for the purpose of observing the school's Key Design Elements as implemented (only necessary if the school is not accredited or the school is accredited but is not currently in good standing). <p>Sample observation forms and descriptions are included in this document.</p>
By Nov. 15 of Renewal Year o Performance Report Including Renewal Recommendation	<ul style="list-style-type: none"> • PCSC staff will issue a performance report to all renewal-year schools by this date. The report will provide notice of any weaknesses or concerns that may jeopardize the school's position in seeking renewal if not timely rectified. • Additionally, the PCSC staff's recommendation for renewal, conditional renewal, or non-renewal will be issued with the annual report. Schools will need to acknowledge this recommendation by signing a document titled Acknowledgement of Recommendation. This document must be returned to the PCSC Within thirty (30) days of receipt. • Schools may also respond to the performance report and submit any corrections or clarifications within thirty (30) days of receipt.

The timeline for the remainder of the process is determined by the type of recommendation received.

Timeline if Recommended for Renewal without Conditions

By Nov. 15 of Renewal Year Performance Report Including Renewal Recommendation	<p>Schools in this category will be issued an Acknowledgement of Recommendation form with their performance report by November 15th. This form must be completed and returned to the PCSC within thirty (30) days of receipt.</p> <ul style="list-style-type: none"> • If the school has met all the terms of its performance certificate and met standard on all the measures of the performance framework, the school is guaranteed to be renewed. • If the school has not met all the terms of its performance certificate, but the recommendation is still a renewal without conditions, the school is still required to submit application.
By Dec. 15 of Renewal Year Renewal Application	<ul style="list-style-type: none"> • Renewal applications are due to the PCSC by close of business on December 15th. Instructions for the report are included in this document.
Thirty Days Prior to Renewal Meeting	<ul style="list-style-type: none"> • The final portfolio of meeting materials will be provided to Commissioners and to the school thirty (30) days prior to the meeting at which renewal decisions will be made. The contents of this portfolio are described in this document.
By March 15 of Renewal Year	<ul style="list-style-type: none"> • The PCSC will hold a meeting to make final renewal determinations by March 15th. • Schools recommended for renewal without conditions may choose to make a presentation to the Commission at this time but are not required to do so.

Timeline if Recommended for Conditional Renewal

<p>By Nov. 15 of Renewal Year Performance Report Including Renewal Recommendation</p> <p>Negotiation of Conditions</p>	<p>Schools will be issued an Acknowledgement of Recommendation form with their performance report by November 15th. This form must be signed and returned to the PCSC within thirty (30) days of receipt.</p> <ul style="list-style-type: none"> • If the school accepts the recommendation(s) as presented, the school shall indicate so on the Acknowledgement of Recommendation form and move on to the next step. • If the school is willing to accept a conditional renewal but does not agree with the specific conditions as presented, the school may request a meeting and enter into negotiations with PCSC staff. <ul style="list-style-type: none"> ○ If a consensus is reached within thirty (30) days of issuance of the original recommendations, the Acknowledgement of Recommendation form will be updated, and the school shall complete the form by accepting the updated conditions. ○ If the school and PCSC staff cannot come to a consensus within thirty (30) days of issuance of the original recommendations, the school may indicate so on the original Acknowledgement and Recommendation form and may request a formal administrative hearing. • If the school is not willing to accept a conditional renewal, regardless of the conditions, and chooses not to negotiate with PCSC staff, the school shall indicate so on the Acknowledgement of Recommendation form and may request a formal administrative hearing.
<p>By Dec 15 of Renewal Year Renewal Application</p>	<ul style="list-style-type: none"> • Schools receiving a conditional renewal recommendation must submit a renewal application to the PCSC no later than close of business on December 15th. Instructions for the report are included in this document. • Schools may also choose to submit a response to the annual performance report, including the submission of any corrections or clarifications within thirty (30) days of receiving the performance report.
<p>By Jan 15 of Renewal Year Notification of Hearing</p>	<ul style="list-style-type: none"> • Schools that have requested a formal administrative hearing will receive notification of the time and date of the scheduled hearing, along with any additional instructions or procedures. • Schools will be able to submit exhibits, give testimony, and present witnesses to speak on their behalf according to the hearing protocol. The deadline and format for materials will be outlined in the Notification of Hearing. • Schools that have not requested a formal administrative hearing will skip this step.
<p>Thirty Days Prior to Renewal Meeting</p>	<p>The final portfolio of meeting materials will be provided to both Commissioners and the school thirty (30) days prior to the hearing. The contents of this portfolio are described in this document.</p>

By March 15 of Renewal Year Decisions Final	<ul style="list-style-type: none"> The PCSC will make all renewal determinations by March 15th.
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Timeline if Recommended for Non-Renewal

By Nov 15 of Renewal Year Performance Report Including Renewal Recommendation	<ul style="list-style-type: none"> Schools will be issued an Acknowledgement of Recommendation form with their performance report by November 15th. All schools must complete, sign, and return the Acknowledgement of Recommendation form to the PCSC within 30 days of receipt.
By Dec 15, 2021 Renewal Application	<ul style="list-style-type: none"> If the school accepts the non-renewal recommendation, the school may submit to the PCSC by December 15th a resolution executed by its Board of Directors stating the Board's intent to relinquish its charter. In such a case, closure protocol will begin by December 20th and the school will cease operations by June 30th. No further steps in the renewal process are required. If the school does not accept the non-renewal recommendation, a formal administrative hearing will be scheduled, and a renewal application must be submitted to the PCSC no later than close of business on December 15th. Instructions for the report are included in this document. Schools may also choose to submit a response to the annual performance, including the submission of any corrections or clarifications, within thirty (30) days of receiving the performance report.
By Jan 15, 2022 Notification of Hearing	<ul style="list-style-type: none"> Schools that have requested a formal administrative hearing will receive notification of the time and date of the scheduled hearing, along with any additional instructions or procedures. All hearings shall take place before March 15th. Schools will be able to submit exhibits, give testimony, and present witnesses to speak on their behalf according to the hearing protocol. The deadline and format for materials will be outlined in the Notification of Hearing.
Thirty Days Prior to Renewal Meeting	<ul style="list-style-type: none"> The final portfolio of meeting materials will be provided to Commissioners and to the school thirty (30) days prior to the hearing. The contents of this portfolio are described in this document.
By February 15 of Renewal Year Decisions Final	<ul style="list-style-type: none"> The PCSC will make all renewal determinations by March 15th.
Appeal	<ul style="list-style-type: none"> If the PCSC's decision is to non-renew the school's charter, the school may appeal that decision directly to the State Board of Education within thirty (30) days of receiving the PCSC's non-renewal determination.

Completing the Application

Any school recommended for conditional renewal or non-renewal must submit a renewal application to the PCSC no later than December 15th. The application consists of only a few items, and the length of the response is left to the discretion of the school.

Renewal application sections:

1. Cover Sheet (Required)
 - a. The school's legal name and physical address.
 - b. The school's LEA and building numbers.
 - c. The name, phone number, and email address for your primary school leader and board chair.
 - d. The school's mission statement.
 - e. The school's current enrollment numbers by grade level.

2. Narrative (Required) – In this section, please answer the following question: What improvements are planned for the school's next performance certificate term?

Please provide documentation for any planned improvements to your school. If there are outstanding concerns noted in the performance report, this is an appropriate place to explain your action plan and timeline for resolving those concerns. It is particularly important to focus on the measurable results you expect to achieve by specified points in time.

3. Outline of Additional Evidence (Optional).

Please provide an outline of any additional evidence you are submitting for consideration. Each item should be identified as Exhibit 1, Exhibit 2, and so forth. Please include a brief description of the content and purpose of each exhibit.

4. Additional Evidence (Optional).

Please include additional evidence you want the PCSC to consider when determining your renewal application in the order in which they are identified in the outline. Additional evidence may include academic data from a valid and reliable assessment your school uses (such as MAPS), year to date financial information, records of training, or more holistic improvement plans with specific benchmarks, etc.

All data must be redacted and ready for public presentation.

Once completed, submit the application to the PCSC via the secure server ShareFile. Please contact the PCSC staff if you have any questions or need assistance with accessing ShareFile.

Renewal Portfolio

The PCSC will be provided with a Renewal Portfolio for each school thirty (30) days prior to the scheduled meeting. The following documents will be included in the portfolio:

Required Documents

- Renewal year performance report, summarizing the school's performance record to date, based upon the terms of the performance certificate and the measures defined in the performance framework.
- Summaries of PCSC staff observations and site visits and any response the school submitted to these observation summaries.
- The school's most recent fiscal audit report.
- Renewal application submitted by the school (data must be appropriately redacted/masked).
- Response to the renewal year annual performance report if such was submitted by the school.
- Current Performance Certificate.
-
- Performance reports for each year of the school's current performance certificate term, including any response to the report submitted by the school.

If Applicable

- Conditional Certificate Status Report – this will be included if renewal conditions were applicable to the current performance certificate.
- Courtesy Letters – will be included if letters were issued during the current certificate term. Resolved issues will be noted as such.

Additional materials will be included in the portfolio at the discretion of the PCSC Director. The portfolio will be made available to Commissioners and to the school thirty (30) days prior to the scheduled hearing.

What are the criteria for the PCSC's renewal decision?

Renewal decisions are based on the following:

- Terms of the school's performance certificate.
- The school's academic, operational, and financial outcomes as measures by the performance framework.
- The school's most recent fiscal audit.

Additionally, the PCSC will also take into account the school's demographic profile and other circumstances that might affect the school's ability to adhere to the terms and conditions of the performance framework, as per PCSC policy.

Understanding Observations

PCSC policy outlines when and how site visits by the authorizer will be conducted. Please note that PCSC policy revision, adopted in August of 2020, removed the large-scale renewal site visit, and replaced it with smaller, purpose-driven observations.

Most schools will experience 2-3 visits each performance certificate term. As per PCSC policy, additional visits may be made if the PCSC is investigating a concern or monitoring the school's progress on a documented issue. Of course, we are always happy to attend celebrations or visit informally at your invitation.

Board Observation Visits – Once during each performance certificate term, a PCSC staff member will observe a school board meeting. There is no reason to make any special arrangements, as we do not need to participate beyond greeting your board. You will be notified at least 30 days in advance of the observation. The staff member will provide your school leader and board chair with a brief summary of our observations after the meeting. You may submit a written response to the summary. Both the summary and your response will be included in your Renewal Portfolio. An observation summary template is included in this document.

Lottery Observation Visits – Once during each performance certificate term, A PCSC staff member will observe your school's lottery as a member of the public. There is no reason to make special arrangements. You will be notified at least 30 days in advance. The staff member will provide your school leader and board chair with a brief summary of our observations after the meeting. You may submit a written response to the summary. Both the summary and your response will be included in your Renewal Portfolio. An observation summary template is included in this document.

Key Design Elements – If your school is *not* accredited by Cognia, or if your school is accredited, but not currently in good standing, a site visit will be arranged to help the PCSC gain a better understanding of how your key design elements are being implemented. This site visit will include 2-3 members of the PCSC staff and will be scheduled for approximately 2 hours. The site visit will minimally include a tour and a discussion with school leadership and a representative of your board. If such a visit is necessary, you will be notified in the spring and the visit will be scheduled in the fall. As each school's key design elements are different, a PCSC Program Manager will work with you to plan a visit that will best help us see your key design elements in action. The staff member will provide your school leader and board chair with a brief summary of our observations after the meeting. You may submit a written response to the summary. Both the summary and your response will be included in your Renewal Portfolio. An observation summary template is included in this document.

Sample Observation Forms

PCSC Board Meeting Observation Summary

An observation of charter school board meetings is required by [Section VI of PCSC policies](#), and will take place once each performance certificate term. We recognize that not all aspects of good governance may be addressed in a single meeting and that this observation is only a snapshot.

Below you will find the summary of the PCSC's board meeting observation of your school. The purpose of this observation is to ensure compliance with [Idaho's Open Meeting Law](#) and to help inform annual evaluations regarding the board stewardship measures of the Performance Framework. Please see the PCSC's [Performance Framework](#) for details regarding the governance structure and governance oversight measures.

If you have any questions/comments/concerns regarding the summary below, please feel free to reach out to the PCSC staff. You may provide a response to this report within two weeks of receipt. Both the report and your response will be included in your school's renewal portfolio.

Observation Date:

Observer: Program Manager

School Board Director's Name	Office (if applicable)	/Absent
School Leadership	Title	/Absent

Observation Category	Status	Date
Open Meeting Law	Concern or No Concern	
Public Participation	Concern or No Concern	
Operational Efficacy	Concern or No Concern	
Academic Achievement	Concern or No Concern	
Financial Health	Concern or No Concern	

Additional Notes (As Applicable)

PCSC Lottery Observation Summary

An observation of each school's lottery process is required by [Section VI of PCSC policies](#), and will place once each performance certificate term.

Below you will find the **summary of the PCSC lottery observation of your school**. The purpose of this observation is to ensure compliance with Idaho's equitable selection process outlined in [IDAPA 08.02.04.203](#). Please see the PCSC's [Equitable Selection and Enrollment Process Guidance](#) document for more information. If you have any questions/comments/concerns regarding the summary below, please feel free to reach out to the PCSC staff. You may provide a response to this report within two weeks of receipt. Both the report and your response will be included in your school's renewal portfolio.

Observation Date:

Observation Location:

Observer: Program Manager

School Personnel P	
Neutral Third-Par	

Observation Category	Status	Date
Enrollment Deadline Notification	Concern or No Concern	
Enrollment Form	Concern or No Concern	
Lottery Process	Concern or No Concern	

Additional Notes (As Applicable)

PCSC Key Design Elements Observation Summary

An observation of key design elements is required by [Section VI of PCSC policies](#), and will place once each performance certificate term. If your school is accredited, accreditation reports will fulfill this requirement and no observation is necessary.

Below you will find a summary of the PCSC's Key Design Element observation of your school. Key design elements included in your Performance Certificate must be implemented and maintained throughout your operational term. If you have any questions/comments/concerns regarding the summary below, please feel free to reach out to the PCSC staff. You may provide a response to this report within 30 days of receipt. Both the report and your response will be included in your school's renewal portfolio.

Observation Date:

PCSC Staff Present:

School Representatives:

Key Design Elements (as listed in the school's performance certificate):

Describe the evidence observed that key design elements are implemented and maintained:

Additional Notes (As Applicable)

IX. PROPOSED POLICY REVISIONS

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5213

BACKGROUND

The IPCSC maintains policy applicable to agency employees and commissioners.

DISCUSSION

IPCSC staff is proposing revisions to IPCSC personnel and governance policy.

Since the IPCSC's last revision of personnel policy, the Division of Human Resources has published a state agency employee handbook template. The IPCSC's proposed revisions ensure full alignment to that handbook and address a few areas that would benefit from more specificity.

Additionally, it is recommended that the agency adopt governance policy for the purpose of documenting current practices and providing clarity for the public.

SPEAKER

IPCSC Director, Jenn Thompson

IMPACT

Not Applicable.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No action.

Section I: IPCSC Meeting Protocol Governance

A. Terms, Officers, and Committees

1. Pursuant to I.C. § 33-5213, the IPCSC shall consist of seven (7) governor appointed commissioners.
2. Commissioners shall be appointed for four (4) year terms and shall continue serving beyond the term end date until reappointed or replaced.
3. The IPCSC shall elect, by majority vote, a Chairperson and a Vice Chairperson every two (2) years.
4. The IPCSC may utilize committees as necessary.
 - a. Committee meetings are subject to Idaho Open Meeting Law;
 - b. No more than three (3) commissioners may be appointed to a committee;
 - c. The Chairperson of the Commission shall make recommendations for appointments, subject to IPCSC approval.
 - d. Appointments are not subject to a term end date;
 - e. Committees may make recommendations to the IPCSC regarding matters pertinent to committee work and may only make decisions if specifically permitted through IPCSC policy or IPCSC action;
 - f. The committee shall provide an update to the IPCSC of recent committee work at the next regularly scheduled meeting;
 - g. The IPCSC may vote to accept, adopt, or enact a committee recommendation.

B. Ethics and Conflicts

1. The IPCSC is subject to the Ethics in Government Act, found in Title 74, Chapter 4, Idaho Code,-.
2. Commissioners shall not accept any pecuniary benefit as consideration for the Commissioner's decision, opinion, recommendation, vote or other exercise of discretion related to IPCSC business.
3. Commissioners shall not accept gifts from public charter schools or proposed public charter schools except for gifts conferred on account of kinship or other personal, professional, or business relationships independent of the commissioner's status as a commissioner and shall not accept any trivial benefits exceeding a value of fifty dollars (\$50.00) or involving any

substantial risk of undermining the commissioner's impartiality.

4. Commissioners shall not disclose confidential information or information protected under the Federal Education Records Protection Act (FERPA) gained in the course of or by reason of the commissioner's position or activities
5. Commissioners shall not have an interest in any contract made by the IPCSC unless disclosed to the IPCSC and as allowed by Idaho Code sections 18-1361, 18-1362.

C. Meeting Protocol and Agenda Items

1. The IPCSC is subject to Title 74, Chapter 2, regarding Open Meetings Law.
2. Commissioners may attend meetings in-person or via video or telephone conferencing. Commissioners who are not able to attend a meeting must notify the Chairperson of the Commission and the IPCSC Director.
3. Regular meetings of the IPCSC shall be held on the second Thursday of even months at 9:00 A.M., Mountain Time unless otherwise noticed.
4. The IPCSC's annual meeting shall be held in April each year, or as otherwise determined by a majority vote of the IPCSC.
5. Requests for agenda items are subject to approval by the Chairperson of the Commission up to 48 hours prior to the start of the meeting;
6. Agenda amendments approved by the Chairperson of the Commission within 48 hours of the start of the meeting shall be posted as pending IPCSC approval and shall be effective only upon a majority vote in favor of the amendment at the beginning of the meeting.
7. The IPCSC shall make an effort to inform Aa public charter school ~~shall be informed no less than thirty (30) days~~ prior to any meeting at which that school is the subject of an actionable agenda item,
8. A public charter school's governing board or its designee shall be allotted up to 15 minutes to address the IPCSC during any actionable agenda item(s) specifically related to that school. Additional time may be allowed at the Chairperson of the Commission~~man's~~ discretion. The charter holder or its designee may decline to address the IPCSC.

D. Submission of Meeting Materials

1. Final revisions ~~to~~for new charter school petitions must be received by the IPCSC office no later than 5:00 p.m. Mountain Time ~~thirty (30)~~ calendar days prior to

the scheduled hearing.

2. All other materials to be considered at a regular meeting must be received by the IPCSC office no later than 5:00 p.m. Mountain Time ~~fifteen (15)~~ calendar days prior to the meeting date.
3. Materials to be considered at a special meeting of the IPCSC must be received by the IPCSC office no less than ~~twelve (12)~~ hours prior to the scheduled start time of the meeting.
4. Additional or revised materials may be accepted after the deadline at the discretion of the IPCSC Director if he/she determines that the materials can be thoroughly evaluated before the meeting. If the IPCSC Director determines that there is not sufficient time for the materials to be thoroughly evaluated by the IPCSC staff, the IPCSC Director may decline to accept the materials.
5. Additional materials and handouts, that have not been thoroughly evaluated by the IPCSC staff, may be accepted at the meeting at the discretion of the ~~IPCSC Chair~~Chairperson of the Commission.
6. All materials shall be submitted electronically via electronic mail, web-based file-sharing services, or portable data storage devices.

E. Public Comment

1. Live-In-Person Comment
 - a. Members of the public may address the IPCSC during regular or special IPCSC meetings if so noted on the meeting agenda.
 - b. Prior to the start of the meeting, members of the public who wish to provide in-person public comment must first indicate on the meeting sign-in sheet that they wish to address the IPCSC.
- ~~2. If public comment is on the agenda, members of the public must indicate the topic they wish to address on the sign-in sheet prior to the start of the meeting.~~
- ~~3. If public comment is on the agenda, members of the public will be invited to speak by the Chairman during the agenda item to which the public comment pertains.~~
- ~~4.2. Public comment unrelated to an agenda item will be allowed only if a separate public comment section is included on the agenda. In such a case, the speaker will be invited to address the IPCSC during that section.~~
- c. Public comments shall be limited to three (3) minutes.

2. Written Public Comment

- a. Written public comment may be submitted to the IPCSC staff at any time. Written public comment must be identified as such and must include the name and contact information of the author. Anonymous commentary will not be accepted.
- b. Written public comment submitted at least seven (7) days in advance of an IPCSC meeting will be included in the meeting materials.
- c. Written public comment submitted fewer than seven (7) days in advance of an IPCSC meeting will be distributed to commissioners but may not be included in the meeting materials.
- d. Written public comment received at least 24 hours prior to the start of the meeting will may be read aloud at the regularly scheduled IPCSC meeting following receipt at the discretion of the Chairperson of the Commission. and will be limited to three (3) minutes.

F. Public Relations

1. The IPCSC Director and the Chairperson of the Commission are the only authorized media contacts for the agency. If a commissioner receives a request for comment by a representative of the media, the commissioner shall direct such request to the IPCSC Director or the Chairperson of the Commission.
2. The IPCSC Director is authorized to provide technical assistance and clarifying information to any party as part of the regular duties of the position.
3. Press releases will be drafted and issued by the IPCSC Director. The IPCSC, upon majority vote, may direct the IPCSC Director to draft and issue a press release on any matter.
4. Any commissioner may visit an IPCSC authorized school or otherwise engage in conversation with representatives from an IPCSC authorized school.
5. Pursuant to Idaho Open Meeting Law, a commissioner in receipt of information related to an actionable matter, is obligated to disclose the information to the IPCSC in an open meeting.
6. Separate from disclosure, a commissioner in receipt of information related to an actionable matter may choose to recuse him or herself from voting on that matter at his or her discretion.

7. If a commissioner chooses to visit an IPCSC authorized school, the commissioner must first inform the IPCSC Director prior to the visit.
8. Commissioners shall not engage in communication of any kind with a representative of a proposed new charter school between the release of the IPCSC Director's recommendation and the scheduled hearing. Any attempts at such engagement by or on behalf of the petitioner(s) received by a commissioner are to be redirected to the IPCSC Director.

G. Public Records

1. The IPCSC is subject to the Idaho Public Records Act, found in Title 74, Chapter 1, Idaho Code.
2. Any representative of the IPCSC in receipt of a request for information should redirect the requesting party to the IPCSC Director.

Section IX – Human Resources

A. Applicable Policy

1. The Idaho Public Charter School IPCSC (IPCSC) operates as an independent state agency, under the State Board of Education. All employees of IPCSC are governed by IPCSC policy as well as State-level policies and procedures adopted by the agencies below. Failure to adhere to any applicable policy may result in disciplinary action, up to and including dismissal.
2. The policies of the agencies below take precedence in any case of conflict with IPCSC policy.
3. Applicable policies include, but are not limited to:
 - a. Idaho State Board of Education's
http://www.boardofed.idaho.gov/policies/ii_policy.asp
 - b. Division of Financial Management
<https://dfm.idaho.gov/>
 - c. ~~the~~ State Controller, Board of Examiners
<https://www.sco.idaho.gov/LivePages/policies-menu.aspx>
 - d. Division of Purchasing
<https://purchasing.idaho.gov/governing-laws-and-policies/>
 - e. Division of Human Resources
<https://dhr.idaho.gov/statutes-rules-and-policies/>
 - f. ~~the~~ Idaho Technology Authority
<https://ita.idaho.gov/resources/>
 - g. Division of Administration
<https://adm.idaho.gov/>
 - f.h. Office of Group Insurance
<https://ogi.idaho.gov/>

B. Employment Practices~~Status~~

1. The state of Idaho is an equal opportunity employer, and its policies, procedures, and personnel programs are administered without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.
2. The IPCSC makes reasonable accommodations, if possible, for known physical or mental limitations of an otherwise qualified individual with a

Adopted: 6/10/21

disability who is an applicant or an employee, unless undue hardship would result.

a. Requests for reasonable accommodations may be made through the IPCSC Director.

b. Medical information and records are treated as confidential.

3. The IPCSC conducts background checks and reference checks as part of the hiring process. All offers of employment are contingent upon clear results of a completed thorough check.

4. Title 6, Chapter 21, Idaho Code establishes that Idaho public employees are protected from retaliation for reporting, in good faith, waste, violations of law, rules or regulations, participating in or giving information in informal or formal investigations, or objecting or refusing to carry out a directive they believe violates law, rule, or regulation.

a. Retaliation should be immediately reported to the IPCSC Director.

5. The IPCSC employs both classified and non-classified employees. IPCSC employees shall be notified of their appointment type, work type, and classification status at the time of hire and any time a change takes place. Eligibility for benefits and merit pay increases may vary based on appointment type. Please contact the IPCSC's Human Resources Representative for more information.

a. Appointment type may be classified or non-classified.

b. Work type may be full-time, part-time, temporary, or contracted.

e. Classification status may be exempt, non-exempt, or other exempt.

Classified Employee—means any person appointed to or holding a position subject to the provision of the merit examination, selection, retention, promotion, and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho code.

d. —

Non-Classified Employee—any person appointed to or holding a non-classified position pursuant to section 67-5303(j), Idaho Code, and thus is not subject to the provision of Chapter 53, Title 67, Idaho Code. Non-Classified employees are at-will employees, and serve at the pleasure of the IPCSC Director.

8. Employment may be separated in the following ways:

a. an employee may tender resignation to the Director. In such a case a two-week notice is appreciated. Both written and verbal resignation are binding.

a. An employee who has not returned to work within five (5) working days after approved paid or unpaid leave or the date of release by his or her physician shall be considered as having voluntarily separated.

b. An employee may separate employment by initiating retirement through PERSI. In such a case, it is recommended that the employee begin this process with PERSI six months prior to the anticipated retirement date.

4. An eligible employee's insurance coverage and the coverage of any and all enrolled eligible dependents will terminate on the last day of the last month for which a premium payment was made.

5. An employee who is separated/terminated will:

a. receive final pay for all hours submitted, pay off for all vacation hours remaining, and pay off for any comp time hours remaining (if applicable) after all statutory obligations have been deducted. Statutory obligations include, but are not limited to, insurance, retirement, contributions, etc.

b. receive final payroll on the regularly prescribed payday for that pay period.

C. Grievance

1. Resolution of Conflicts and Concerns

a. Employees are encouraged to address any concerns they have regarding their own employment or the actions of other employees promptly, professionally, and at the source of the issue when practicable. In most cases, issues can be resolved with respectful and frank discussion.

b. Should an employee have a concern that he/she believes the IPCSC Director can help solve or the nature of the issue is severe, the employee should bring the issue to the attention of the IPCSC Director.

c. If the concern cannot be resolved at this level or if the subject is one the employee prefers to not discuss with the IPCSC Director, the employee should talk to the IPCSC Human Resources Officer.

~~e.d.~~ Alternatively, an employee may file a grievance through the Employee Complaint Hotline operated by the Division of Human Resources. <https://dhr.idaho.gov/employeecomplaintline/>

~~d.e.~~ The IPCSC Human Resources Officer will counsel the employee objectively and, if necessary, arrange for other person(s), resources, or procedures to assist with resolution.

2. Grievance Procedures

a. Should an employee wish to file a formal grievance, such may be submitted in writing to both the IPCSC Human Resources Officer and the IPCSC Director. A written grievance must include the following:

- i. name of the employee;
- ii. name of other person(s) involved (if applicable);
- iii. description of the conflict or concern;
- iv. date of incident(s) (if applicable); and
- v. description of the means by which the employee has sought resolution prior to filing a formal grievance.

b. The IPCSC Human Resources Officer and the IPCSC Director will arrange a meeting with the employee within seven (7) days of receipt of a written grievance to discuss the concerns, paths to resolution, and next steps.

c. Should additional investigation be necessary, a follow-up meeting will be held within forty-five (45) days of receipt of a written grievance to discuss resolution and/or findings.

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

4. The IPCSC will make every effort to investigate and resolve human resource matters on a fair and equitable basis. This may involve seeking the aid of other resources and/or persons as appropriate.

5. No recrimination or retaliation will occur or result from an employee's utilization of this policy.

D. ~~Sexual Harassment and Discrimination~~ Respectful Workplace

1. The IPCSC is committed to providing a safe and congenial work environment for its employees. Every employee has the right to work in a professional atmosphere. All employees are required to complete respectful workplace training upon hire and annually thereafter.-

1.2. The definition of work environment shall include, but not exclusively, anywhere that employees are performing work duties, such as the office, any work site, or travel time to and from a work site. Sexual harassment or discrimination of an employee based on race, gender, national origin, age, color, religion, or disability is forbidden. These types of behaviors will not be tolerated by the IPCSC.

2.3. The sexual or other illegal or discriminatory harassment of any employee or customer of the IPCSC is prohibited by law and by the policy of the IPCSC. Employees are expected to refrain from conduct that may reasonably be considered offensive to others.

3.4. Offensive conduct may be written or oral. Offensive conduct includes, but is not limited to, the use of profanity, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, gender, religious belief, national origin, or disability. All employees are expected to treat their co-workers with courtesy, respect and dignity.

4.5. The IPCSC will investigate and take remedial action whenever there is reason to believe that sexual or other illegal or discriminatory harassment are present. The prohibitions of harassing behavior apply to peer relationships, as well as to employment relationships of a superior or subordinate nature. Any employee who is made aware of an alleged incident of sexual or other harassment shall bring the matter to proper resolution by taking action in accordance with the procedures in this section.

5.6. Retaliating or discriminating against an employee for complaining about sexual harassment or other illegal discrimination is prohibited. Violation of this policy will result in disciplinary action up to and including dismissal.

6.7. The IPCSC recognizes that there is a difference between occasional compliments of a socially acceptable nature, and behavior that is not welcome, that is personally offensive, lowers morale, and interferes with work effectiveness. Unwelcome sexual advances, requests for sexual favors,

unwelcome sexual epithets, innuendoes, advances, references, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

7.8. No employee shall use the authority of their position or the circumstances of the work place to sexually harass others to:

- a. Enhance or adversely affect any subordinate's employment status, terms, or conditions of employment;
- b. Grant, recommend, or refuse to take any personnel action;
- c. Take, or fail to take, a personnel action as a reprisal against an employee for rejecting or reporting sexual harassment; or
- d. Unreasonably interfere with another individual's work performance or to create an intimidating, hostile, or offensive work environment.

8.9. Employees who believe that they are being subjected to illegal or prohibited sexual harassment or discrimination are encouraged to file written or verbal complaints with the IPCSC Director or Human Resources Officer. Employees, if they so desire, may also file a claim of illegal sexual harassment or discrimination with the Idaho Human Rights ~~Commission~~IPCSC (IHRC) and/or the U.S. Equal Employment Opportunity ~~Commission~~IPCSC (EEOC).

9.10. Applicants for employment may file discrimination complaints with the IPCSC Human Resources Officer, the IHRC, and/or the EEOC.

10.11. When an employee is made aware of an alleged incident of sexual harassment or discrimination, he/she shall take immediate action to bring the matter to the attention of the IPCSC Human Resources Office or the IPCSC Director.

11.12. The employee shall provide a statement of known facts to the IPCSC Human Resources Officer or the IPCSC Director. The employee shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter.

~~12.~~13. Upon receipt of a complaint, a confidential investigation will be conducted. Based upon the information received in the investigation, the IPCSC Director will take immediate and appropriate corrective action.

~~13.~~14. In all cases, the complaint, the investigation, and the solution will be kept confidential to the maximum extent possible. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential information obtained under this procedure. An employee filing such a complaint should not discuss the matter with co-workers and persons not directly responsible for the investigation.

E. Drug-Free Workplace

1. The IPCSC is subject to Idaho's Alcohol and Drug-Free Workplace Policy.
2. The consumption of alcohol on the job is prohibited. Employees may not work if their performance is impaired by the use of alcohol.
3. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited, and if occurring on State property or during an employee's hours of work, demands immediate corrective action.
4. Violations of the Idaho Alcohol and Drug-Free Workplace Policy will be cause for management intervention and may result in referral to treatment, including participation in the Employee Assistance Program.
5. The IPCSC shall direct its efforts toward rehabilitation whenever reasonable.
6. Any intervention steps taken upon a violation of the Idaho Alcohol and Drug-Free Workplace Policy must be consistent with all due process requirements and other constitutional rights of state employees.
7. Any intervention steps taken because of a violation of the Idaho Alcohol and Drug-Free Workplace Policy, including a referral for treatment, counseling or rehabilitation programs, shall include procedures to protect the confidentiality of treatment records as well as the employee's identity.
8. In the event that an alcohol or drug problem is identified in any agency or classification, it shall report that to the Division of Human Resources who may implement a recovery program that may include alcohol or drug testing for employees in safety-sensitive classifications where such a problem has been documented.
9. Where federal laws or regulations require the State to implement more stringent regulations than those contained in this policy, those federal regulations and procedures supersede and/or augment this policy.

F. Employee Evaluation

1. New employees will be evaluated after an initial six (6) months of service and shall not be eligible for merit pay increases until a probationary period has been successfully completed.
2. All employees shall~~will~~ be evaluated annually in the spring.
3. Evaluations shall~~will~~ consider the following:
 - a. the employee's performance of the primary responsibilities and duties of his/her position;
 - b. the employee's performance of any goals or conditions of employment previously established in writing; and
 - c. the employee's ability to perform assigned duties with respect to the core values of the State of Idaho, the Idaho State Board of Education, and the IPCSC.
4. The evaluation process will include:
 - a. an opportunity for employees to conduct a self-evaluation;
 - b. a meeting with the IPCSC Director to discuss past performance and future goals; and
 - c. a final written evaluation, issued by the IPCSC Director, indicating an overall performance rating.
5. Final written evaluations must be signed by the employee and the IPCSC Director. The signed evaluation will be included in the employee's personnel file and a copy will be provided to the employee.
6. Employee evaluations will be used to inform decisions regarding retention, promotion, and merit ~~paysalary~~ increases. Evaluation ratings that result in findings of inadequate performance of duties or failure to perform duties constitute adequate cause for termination as set forth in Section II.L of the State Board of Education's policies.

Section X – Operations

A. Office Hours and Attendance

1. Office hours are 8-5 Monday through Friday. The physical office must be manned and accessible to the public during these hours. Employees are expected to work eight (8) hours each day, excluding a thirty (30) minute lunch break. Breaks must be taken in-between work hours and may not be used to shorten the work day.
2. Individual arrival and departure times are flexible around meeting schedules, but must be approved by the IPCSC Director.
3. Employees working fewer than eight (8) hours in a workday must make arrangements to claim the appropriate leave.
4. Full-time IPCSC employees may work remotely one day per week on either Tuesday or Wednesday providing that the day is consistent each week and documented with the IPCSC Human Resources Officer. This privilege may be temporarily suspended at the discretion of the IPCSC Director and may be revoked if misused. Poor quality of work product or insufficient progress or availability may be cause for revocation. Attendance at a conference, meeting, or event that cannot be otherwise scheduled may be reason for temporary suspension.
 - a. Remote working arrangements must be documented through a telecommuting agreement.
 - a.b. The standards of professionalism detailed in Section C of this policy apply to any and all alternative work locations.
5. No vacation leave will be approved on IPCSC meeting days.

B. Attire Standards of Professionalism

1. Office attire expectations are as follows:
 - a. “business casual” dress must be worn in the office on Monday through Thursday. Casual dress (i.e., jeans paired with business casual tops/footwear) is permissible on Fridays. However, casual dress is suspended while the Idaho Legislature is in session.
 - b. Nametags ~~and business casual attire~~ must be worn at all off-site meetings.
 - c. When an employee is visiting a school, casual dress, business casual dress, or business attire may be worn as the event dictates. For example, causal clothing may be most appropriate when visiting a school under construction, business casual may be most appropriate when attending a

meeting in another state agency office, and business attire may be most appropriate when attending a graduation ceremony.

d. all employees are expected to dress, maintain their personal conduct, and exercise personal hygiene in a manner consistent with the nature of work performed and within reasonably accepted limits of the community and the setting within which work is performed.

2. Professional conduct expectations are as follows:

a. the work area of each employee should be properly maintained and provide a pleasant, orderly, and professional appearance. Any display of material reasonably considered being or having the potential to be offensive to others is prohibited.

b. employees are expected to maintain regular, punctual attendance.

c. employees may freely exercise their religious beliefs as long as doing so does not infringe on workplace efficiency and the requirements of the Civil Rights Act of 1964 as amended, concerning nondiscrimination on the basis of religion.

3. Contact with the Legislature

a. No employee may initiate contact with legislators or legislative staff without the Director's express permission.

b. Any employee who has been contacted by a legislator or a member of legislative staff should politely decline to engage in discussion until permission from the Director has been obtained.

4. Conflict of Interest

a. Any time a real or potential conflict exists between an employee's public duty and his/her private interest, outside activities, or employment, the employee shall disclose it to the Director, in writing, at the earliest opportunity, and prior to acting upon the conflict.

b. Failure to disclose a real or potential conflict or an appearance of impropriety may result in disciplinary action, up to and including dismissal.

c. Cohabitation and/or romantic relationships between an employee and his/her supervisor are prohibited.

d. Employees may not accept compensation from outside sources for performing the duties of their job at the IPCSC.

- e. Employees may not directly or indirectly ask, accept, or receive any gift, favor, service, loan, gift certificate or entertainment which might reasonably be interpreted as tending to influence the performance of their official duties.
 - f. Employees shall not accept gratuities or other benefits exceeding a total retail value of \$50 dollars per person or per agency within a calendar year.
 - a.g. Employees shall not accept honoraria from the public, associations, corporations, or governmental entities for appearances or services given in the course of their official duties.
 - b.h. Employees shall not accept or serve in any policy-making position or office of an organization, board or IPCSC in which an opportunity for conflict of interest might arise between the activity and IPCSC employment.
- C. Health and Safety Procedures
 - 1. The IPCSC follows the Idaho guidelines for emergency procedures.
 - a. Emergency Action Plan: <https://cms.idaho.gov/wp-content/uploads/sites/92/2018/12/Emergency-Action-Plan-Booklet-Capitol-Mall.pdf>
 - 2. Crisis Response Plan
 - a. Should a crisis situation take place at the office, it is assumed that the IPCSC Director will be otherwise occupied and the Chairperson of the IPCSC shall be the primary point of contact for accurate information and media relations. Should a crisis situation take place away from the office, the IPCSC Director shall be the primary point of contact for accurate information and media relations.
 - b. In addition to the State of Idaho's Emergency Action Plan, the IPCSC adopts a crisis response philosophy of "Run, Hide, Fight" which empowers employees to use their own personal judgement in a crisis situation.
 - i. Run – Remove yourself from the area if it is safe to do so.
 - ii. Hide – If leaving is not an option, hide and remain hidden until you receive notification of safety from *only* a Capitol Mall Security Officer or a Police Officer.
 - iii. Fight – As a last resort, protect yourself by any means necessary.
 - c. Whenever possible, all employees in the office shall, immediately following an evacuation, meet at a pre-determined location. When it is not possible to meet at the pre-determined location, all employees shall notify the Director and the Chairperson of the IPCSC of their safety status as soon as it is safe to do so.

2.3. Security and Non-Emergency

- a. Office evacuation routes are posted near office doorways.
- b. Employees are encouraged to sign up for Capitol Mall security alerts via text, email, and/or phone.
- c. The IPCSC strives to provide a safe and secure workplace. On occasion, protests take place on the grounds of or near the office. If an employee does not feel safe entering or exiting the building at any time, Security may be contacted to provide an escort. Additionally, temporary remote working arrangements may also be made at the Director's discretion.

4. Continuity of Operations

- a. As a governmental agency, the IPCSC shall strive to maintain a continuity of operations at all times. The following everyday practices will assist the agency with continuing to provide public service in an emergency:
 - i. Employees shall work from the office whenever possible, excepting when an employee's regular weekly schedule includes a remote working day.
 - ii. All employees shall engage in annual telecommuting training and shall maintain a telecommuting agreement on file.
 - iii. All employees shall note planned off-site work, such as school site visits, in his/her electronic calendar, including the intended location and times (i.e. School ABC, 10am). In an emergency, this will assist the Director in locating all employees.
 - iv. Anytime an employee is working remotely, he/she shall check in via the group instant messaging tool (such as Microsoft Teams) no later than 8:30 am each day. This practice assists with coordination and prioritization of the workload and will provide a regular point of contact if working in the office is suddenly not an option.
 - v. All agency files (finalized and working) shall be stored on the shared server. This practice will allow for files to be retrieved remotely, recovered with minimal loss if equipment is broken, and transferred between employees if necessary.
 - vi. The Director maintains the authority to close the physical office in an emergency situation (such as wide-spread illness or unsafe conditions). In such a case all employees shall work remotely as

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they are able and notice shall be made to schools and stakeholders.

- vii. Should the Director be incapacitated at any time, staff shall contact the Chairperson of the Commission who shall hold a meeting with the staff within forty-eight (48) hours to determine next steps.

5. Healthy Workplace

a. The IPCSC shall follow all guidelines established by the Idaho Division of Human Resources as it relates to maintaining a healthy workplace.

b. When no more stringent guidance from DHR is in place, IPCSC employees are encouraged to voluntarily abide by the following:

- i. masking in the office is optional at any time.
 - ii. Social distancing is encouraged whenever possible.
 - iii. when visiting a school or another state agency, IPCSC employees shall adhere to the host's preferences regarding masking and social distancing.
 - iv. If an employee has been exposed to a confirmed case of Covid-19 or other such communicable illness, employees are encouraged to monitor symptoms for 10 days. No quarantine or masking is required.
 - v. If an employee has a confirmed case of COVID-19 or other such communicable illness, employees are encouraged to take sick leave or make arrangements to work remotely for five (5) days. Employees are invited to return to working in the office on the sixth (6th) day if no symptoms are present and the employee has been fever-free for 24 hours. No evidence will be required for return to work.
- b. Employees are not obligated to disclose if they have a confirmed case of COVID-19 or other such communicable illness or if they have been directly exposed;
- c. If an employee chooses to voluntarily disclose that he or she has a confirmed case of COVID-19 or other such communicable illness, all other employees will be notified of direct exposure for contact tracing purposes. The name of the disclosing employee will not be shared.
- d. No employee may be discriminated against for masking or self-quarantine decisions.

e. Masks, gloves, and cleaning supplies shall be made available by the IPCSC for use in the workplace.

a.f. Temporary schedule changes or temporary remote working arrangements may be granted at the discretion of the Director.

D. Communications

1. The IPCSC is subject to the Idaho Public Records Law, Idaho Code sections 74-101 through 74-126.

a. Idaho Public Records Law Manual:

<https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf>

2. Items that are considered public record include, but are not limited to email, text messages, electronic documents, hard copy documents, call logs, and social media posts.

3. All communication should be conducted in a manner appropriate for public release. The IPCSC has the right, but not the duty, to review all communications and downloads passing through its communication equipment. Employees have no expectation of privacy with respect to their use of the IPCSC's systems.

3.4. Employees are provided access to IPCSC systems for business purposes only and may not use IPCSC systems in any way that may be seen as insulting, disruptive, unproductive, offensive, or harmful to morale.

5. Employees are encouraged to use security features on personal social media accounts and to use discretion when making social media connections.

4.6. Employees regularly have access to confidential information regarding schools, students, and the high-stakes decisions of the IPCSC. Employees are prohibited from making any disclosure of confidential information to any person other than employees of the IPCSC or employees of federal or state regulatory agencies who are acting in the course of their employment.

E. Procedural Alignment

1. All employees are expected to follow the IPCSC's active procedures in each operational area for which written procedures are maintained. These include, but are not limited to:

- a. Processing New Charter School Petitions
- b. Processing Charter Renewal Applications
- c. Processing Performance Certificate Amendments
- d. Pre-Opening Procedures
- e. Closure Procedures

- f. IPCSC Records Retention Schedule
- g. Purchasing
- h. Travel

- 2. Written procedures shall be maintained in a prominent location on a shared server and shall be accessible by all employees.
- 3. Written procedures shall be in effective as of the date of the agency memo stating such and shall remain in effect until superseded by revisions noted in a subsequently issued agency memo.
- 1.4. Previously active versions of procedures shall be retained in accordance with the State of Idaho's records retention requirements as maintained by the Idaho State Historical Society.

F. Public and Media Relations

- 1. The IPCSC Director is the primary point of contact for public and media relations.
- 2. Should an employee be approached by a member of the media, the employee shall politely decline to provide comment, state that he/she is not authorized to speak to the media, and offer to have the appropriate person follow-up. The employee should provide the media contact with the Director's email and office phone number and ask the media contact for his/her name, entity represented, phone number, general topic, and deadline.
- 3. Reports, documents, or news releases issued on behalf of the IPCSC must be approved by the Director before being issued.

G. Receiving Complaints from the Public

- 1. Members of the public may from time to time submit formal complaints to the IPCSC by completing the complaint form accessible on the agency's website or by submitting an email.
- 2. Formal complaints must be provided in writing, must state that they are intended to be received as complaints, and must include the name and contact information of the complainant(s).
- 3. Complaints may be received by any IPCSC employee and shall be directed to the Program Manager assigned to the school in question and shall be processed according to IPCSC procedures.

Section XI – Information Management

G.H. Applicable Policy

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

I. Data Management and Security

1. The IPCSC maintains a data sharing agreement with the State Board of Education.
2. Reports or data sets that may include personally identifiable information, as defined by the Federal Education Records Protection Act, may only be transferred via a secure server.
3. If an employee is in receipt of an email or other documentation which includes or has attachments that include personally identifiable information, the employee shall report the incident to the Director and the agency's IT provider immediately and shall follow the instructions provided at that time.
4. If an employee causes a data breach, the employee shall report the incident to the Director and the Agency's IT provider immediately and shall follow the instructions provided at that time. A breach of data may be cause for disciplinary action, up to and including dismissal.

H.J. Technology Usage

1. The IPCSC is subject to the policies of the Idaho Technology Authority (ITA). ITA policy takes precedence in the case of any conflict with IPCSC policy.
 - a. ITA Policy: <https://ita.idaho.gov/resources/>
2. Use of a personal technology account (such as Google Drive or DropBox) to conduct IPCSC business is prohibited.
3. Employees may connect personally owned devices, such as cell phones or laptops, to the guest wireless network only. Employees may choose to use such devices to conduct IPCSC business in as much as that business can be conducted with access to documents and information already published and available to the public without a public records request.

4. Should an employee choose to access IPCSC email or conduct business on a personal device, that device must meet specific security requirements and be subject to annual audits as specified in ITA Policy G540.
 - a. ITA Policy G540: <https://ita.idaho.gov/psg/g540.pdf>
5. Employee use of State-owned information technology devices must be in compliance with ITA policy P1060.
 - a. ITA Policy P1060: <https://ita.idaho.gov/psg/p1060.pdf>
6. Employee internet use on all devices connected to the State network will be monitored and must be in compliance with ITA policy P1050.
 - a. ITA Policy P1050: <https://ita.idaho.gov/psg/p1050.pdf>
7. Employee use of State-provided email must be compliant with ITA policy P1040.
 - a. ITA Policy P1040: <https://ita.idaho.gov/psg/p1040.pdf>
8. Disciplinary action may be taken for unauthorized use of a State-owned device, or for unauthorized internet or email usage.

I.K. Records Retention

1. The IPCSC shall take guidance on records management procedures from the State of Idaho Records Manual published by the Idaho State Archives division of the Idaho State Historical Society.
 - a. State of Idaho Records Manual: <https://history.idaho.gov/document/state-of-idaho-records-manual/>
2. The IPCSC shall develop and maintain an agency-specific records retention schedule that minimally adheres to the State of Idaho General Records Retention Schedule, as published by the Idaho State Historical Society.
 - a. State of Idaho General Records Retention Schedule: <https://history.idaho.gov/records-center/idaho-records-center-retention-schedules/>
3. Record Categories
 - a. The IPCSC shall maintain records in the following categories related to the operations of the agency: administrative; commission action, facility and assets, finance, human resources, and legal.

- b. The IPCSC shall maintain records in the following categories related to school oversight: charter management, compliance, academic oversight, financial oversight, and operational oversight.
- c. When a public charter school authorized by the IPCSC closes, the IPCSC shall take possession of personnel and student records as per the agency's closure protocol and shall maintain, in addition to the oversight records noted in Section 3b of this policy, records related to specific school operations in the following categories: personnel, student, and finance.

Section XII – Payroll

A. Applicable Policy

1. The IPCSC is subject to DHR statewide policies regarding compensation, vacation leave, sick leave, Family and Medical Leave Act (FMLA), special leaves (such as military service or jury duty), leave donation, telecommuting, domestic violence, respectful workplace, and paid parental leave.
<https://dhr.idaho.gov/statutes-rules-and-policies/>

B. Leave

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

C. Compensation

1. The IPCSC shall comply with the Division of Human Resource's statewide policy regarding employee compensation, pay increases, and bonuses.
 - a. DHR Statewide Policy Section 1: Employee Compensation
<https://dhr.idaho.gov/statutes-rules-and-policies/>
2. The IPCSC does not maintain an agency-specific shift differential plan and shall comply with the following shift differential regulations as established by the DHR:

- a. Shift differential eligibility is determined on a bi-weekly basis. Employees deemed eligible for shift differential in a particular week shall be paid that differential for all hours payable that week, including holiday pay, overtime, and leave taken.
- b. Executive employees are ineligible for shift differential compensation.
- c. Eligibility for Regular Work Schedules. An employee who has fifty percent (50%) or more of assigned hours in a workweek occurring between 6:00 p.m. and 7:00 a.m. is eligible to earn shift differential for the entire week. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would normally have worked.
- d. Eligibility for Irregular Work Schedules. An employee whose primary responsibility is to work in place of an absent employee and whose assigned schedule varies from nights, days, and swing shall be eligible for shift differential compensation for all hours worked.
- e. Differential Amount. Shift differential compensation shall be paid to eligible employees at a rate of five percent (5%).

Section XIII - Finance

A. Budget Management

1. Budget Setting

- a. The IPCSC will establish a budget plan for each fiscal year at least 14 months prior to the start of the fiscal year to which the budget refers.
- b. The ~~Commission~~IPCSC-approved budget plan will be submitted to the State Board of Education at least thirteen (13) months prior to the start of the fiscal year to which the budget refers.
- c. Upon approval from The State Board of Education ~~will submit~~ the IPCSC's budget plan will be submitted as a budget request to the Division of Financial Management the August prior to the start of the fiscal year to which the budget refers.
- d. The IPCSC's budget request is considered finalized upon the completion of any final changes requested by the Division of Financial Management and no later than the October 1st prior to the start of the fiscal year to which the budget refers.
- d. The IPCSC's finalized budget requests, subject to the Governor's budget recommendations, is presented to the legislature as an appropriations bill and requires approval from the legislative branch and the executive branch of state government for enactment.

2. Budget Amendments

- a. The IPCSC shall make a final approval of an enacted budget after the close of the legislative session in which the appropriations bill was considered and prior to the beginning of the fiscal year to which the budget refers. The final approval shall address any necessary amendments. This vote establishes the IPCSC's approved budget for the fiscal year.
- a.b. The IPCSC Director retains the authority to reallocate line items within the approved budget, and in accordance with the Division of Financial Management, Division of Purchasing, and Board of Examiner's policies and procedures, providing that the change does not increase the total approved expenditures. In such a case, the change will be presented to the IPCSC's Finance Committee at its next scheduled meeting.
- b.c. Should an unplanned expenditure arise that requires funds in excess of the ~~Commission~~IPCSC-approved total expenditures, and the total

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additional draw on the ~~Commission~~IPCSC's ~~re-appropriated~~ dedicated fund is less than \$10,000 over the course of the fiscal year, the IPCSC's Finance Committee may approve the expenditure. In such a case, the amended budget will be presented to the ~~Commission~~IPCSC at the next regularly scheduled meeting.

~~e.d.~~ Should an unplanned expenditure arise that requires funds in excess of the ~~Commission~~IPCSC-approved total expenditures, and the total additional draw ~~on the IPCSC's re-appropriated dedicated fund~~ is greater than \$10,000 over the course of the fiscal year, the budget amendment must be approved by the ~~Commission~~IPCSC prior to the expenditure.

~~d.e.~~ Should the IPCSC Director determine that supplemental funding must be requested from the Legislature, the ~~Commission~~IPCSC must approve the request and the State Board of Education must be notified prior to the request being made.

B. Purchasing

1. The IPCSC is subject to the applicable policies and procedures of Idaho's Division of Purchasing and Board of Examiners. Division of Purchasing and Board of Examiner's policies take precedence in the case of any conflict with IPCSC policy.

a. Division of purchasing policy: <https://purchasing.idaho.gov/governing-laws-and-policies/>

b. Board of examiner's policy: <https://www.sco.idaho.gov/LivePages/policies-menu.aspx>

2. Requesting a Purchase

~~a.~~ IPCSC employees who are authorized to make purchases for work must comply with the IPCSC purchasing procedures at all times.

~~a.b.~~ All purchases must be requested via a requisition form and authorized by signature of the IPCSC Financial Program Manager and the IPCSC Director prior to the obligation of funds.

~~b.c.~~ Any employee who makes a purchase without pre-approval does so at his/her own risk.

~~e.d.~~ The IPCSC may deny payment or reimbursement of any purchase that did not receive prior written approval.

3. Accounts Payable

- a. Payments will only be issued ~~made-only~~ based on an ~~authorized~~ approved purchase requisition, travel authorization, memorandum of understanding (MOU), ~~and-or~~ fully executed contracts.
 - b. The IPCSC Financial Program Manager will ~~issues~~ all payments unless the approved request specifically states that purchase will be made ~~by another employee~~ via P-Card or employee reimbursement.
 - c. The IPCSC Financial Program Manager will reconcile all employee P-Card statements against any invoices, and approve purchase requisitions on at least a monthly basis.
4. Accounts Receivable Receipt of Goods and Services
- a. The IPCSC Financial Program Manager maintains responsibility for the receipt of all supplies and orders of tangible goods, and will confirm that all purchased items are received prior to releasing the supplies or goods for use by IPCSC employees.
 - a.b. The IPCSC Financial Program manager maintains responsibility for the acquisition, contracting, completion, and payment of services rendered on behalf of the IPCSC.
 - b.c. Documentation of receipt of goods or services will be maintained as a record. The IPCSC Financial Program Manager will ~~notify-rectify any product or service issues with~~ the vendor or service provider ~~of any incorrect, missing, or damaged items and will manage any necessary returns.~~
5. Procurement
- a. The IPCSC is subject to the Idaho Division of Purchasing's procurement policies and procedures.
 - i. Idaho Division of Purchasing Policies:
<https://purchasing.idaho.gov/governing-laws-and-policies/>
 - b. All purchases of property and services not available on statewide contracts and over \$10,000 require a minimum of three (3) competitive solicitations from vendors with a significant Idaho economic presence and require, when possible, the anticipated acquisition to be publicly posted. These solicitations can be written, oral, electronic, telephonic, or facsimile.
 - c. Purchases over \$100,000 generally require a formal Invitation to Bid or Request for Proposal and are processed through the Division of

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Purchasing. Purchases of property that cost less than \$10,000 do not require the solicitation of bids but should follow good business practice and be in the best interest of the state.

- d. Professional, consultant, and information technology services that cost \$100,000 or less and not exceeding one (1) year may be acquired without competitive bidding in accordance with good business practice and in the best interests of the state.
- e. Statewide Contracts are for items or services that are used by the majority of state agencies. They include such items as paper, office supplies, photocopiers, furniture, and information technology (computers, telephones, and programming services). Statewide contracts are available on the Idaho purchasing web site. Most statewide contracts are mandatory use, meaning that they must be used by agencies purchasing the specific product or service.

Recurring Payments

~~Payments that recur on a regular schedule do not need a purchase requisition for each payment. At the beginning of each fiscal year, a purchase requisition will be prepared describing the payments and schedule. Should a service for which a recurring payment exists be cancelled, the IPCSC Financial Program Manager must be notified.~~

6. Contract/Memorandum of Understanding (MOU)

- a. Contracts or MOUs must be approved by the IPCSC Director prior to obtaining any required signatures. The IPCSC Financial Program Manager maintains the responsibility to carry out the financial obligations of any IPCSC vendor contract or MOU. ~~Should a contract or MOU be terminated, the IPCSC Financial Program Manager must be notified.~~

7. Meals and Refreshment Purchases

- a. Refreshments may be purchased for a meeting sponsored by the IPCSC only if the meeting is for business purposes, the meeting is mandatory, has a duration of three (3) hours or more, and there are five (5) or more attendees.
- b. The cost for refreshments cannot exceed the partial day per diem allowance for breakfast as established by the State Board of Examiners, including tips, gratuities, services fee, or any other fee added by the vendor.

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

C. Cash Receipt

- 1. The IPCSC is subject to the Fiscal Policies established by State Controller's Office (SCO).
 - a. SCO Fiscal Policies: <https://www.sco.idaho.gov/LivePages/fiscal-policies-credit-collections-and-bad-debts.aspx>
- 2. [The IPCSC Financial Program Manager maintains the responsibility over the receipts of any money directed to the IPCSC and shall enforce the cash-handling procedures as outlined in policy and procedure as outlined below: IPCSC Staff shall follow the receipt of authorizer fee administrative procedures as outlined below:](#)
 - a. Payments will be accepted by mail service only.
 - b. All documents in each parcel received will be scanned to the appropriate folder and logged by [designated](#) office support personnel.
 - c. The Financial Program Manager will verify the documents received against the log prior to processing the payment.
 - d. If payment is incorrect or receipts justifying a discount are not present, the [Financial Program](#) Manager will ~~inform~~ resolve the issue with the [vendor, contractor, agency, or charter school.school's business manager](#).
 - ~~e. All payments must be processed within 48 hours of receipt.~~

E. Travel

- ~~1. IPCSC employees who travel for work must comply with the IPCSC travel procedures at all times.~~
- ~~1.2.~~ The IPCSC is subject to the policies and procedures of Idaho's Division of Purchasing Board of Examiners. Division of Purchasing and Board of Examiner's policies take precedence in the case of any conflict with IPCSC policy.
 - a. Division of purchasing policy: <https://purchasing.idaho.gov/governing-laws-and-policies/>

- b. Board of examiner's policy: <https://www.sco.idaho.gov/LivePages/policies-menu.aspx>

2.3. Travel Eligibility

- a. IPCSC employees and commissioners may be required to travel in and out of the state of Idaho for business-related purposes such as school site visits or conferences. Employee and commissioner travel must be requested via a travel authorization form and authorized by signature of the IPCSC Financial Program Manager and the IPCSC Director prior to the obligation of funds.
- ~~b. Travel reimbursements may only be made if the travel is specifically identified in an executed contract or MOU. In such cases, a travel authorization form must be submitted no more than sixty (60) calendar days prior to costs being incurred.~~

3.4. Travelers with Disabilities

- a. Employees with disabilities are allowed payments of certain additional travel expenses to accommodate their disabilities such as, but not limited to, subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, or increased cost of specialized services for public carriers or special baggage handling.

4.5. Economic Travel

- a. All travel must be accomplished in the most economical and practical manner overall, taking into account time, expense and office responsibilities, as well as safety.

5.6. Changes and Cancellations

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

6.7. Lodging

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

- b. Ancillary lodging costs, such as room service, are not reimbursable.

7.8. Air Travel

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

8.9. Rental Car

- a. Whenever possible, rental cars will be secured with a direct bill option. Employees will determine when a rental car is more cost efficient than use of a personal vehicle. Arrangements will be made by the IPCSC Administrative Assistant.

9.10. Mileage

- a. Should travel by privately-owned vehicle be approved as part of the travel requisition, the state of Idaho mileage rate (subject to change by the State Board of Examiners) is reimbursable.
- b. Mileage for approved travel is reimbursed round-trip from either the employee’s home or the office, whichever is a shorter distance from the work site. ~~and t~~The most direct and/or efficient route shall be documented as part of the requisition.
- c. Any privately-owned vehicle used for state business must have current liability insurance.

10.11. Parking

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

11.12. Public Transportation

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

12.13. Per Diem

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

13.14. Expenses Not Allowable

- a. The following expenses are not eligible for reimbursement:
 - i. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes, stop-overs for personal reasons, or leaving early or returning late.
 - ii. Expenses for regular travel between home and office or travel for purposes unrelated to IPCSC business.

- iii. Expenses for meals if the meal is provided as part of a training session or meeting.
- iv. Expenses incurred at a hotel beyond the pre-arranged room cost, such as room service.
- v. Expenses for airline convenience, such as purchased snacks or movies.
- vi. Entertainment costs are not allowable.

DRAFT

X. OFFICER ELECTIONS

APPLICABLE STATUTE, RULE, OR POLICY

I.C. § 33-5213(6)

BACKGROUND

Regular Public Charter School Commission (PCSC) officer elections were last held on October, 8, 2020. Alan Reed was elected chairman and Sherrilynn Bair was elected vice-chairman.

DISCUSSION

In accordance with Idaho Code § 33-5213(6), the PCSC will elect a chairperson and vice-chairperson to serve for a two-year term ending in October 2024.

The Chair has the duty to preside at meetings.

The Vice Chair performs the duties of the chair in his or her absence.

Nominations will be taken for one office at a time. No second is required to make a nomination. If multiple commissioners are nominated for the same office, votes will be taken on each nomination in the order in which the nominations were made. The first nominee to receive a majority vote in favor of the appointment is elected to the office. All commissioners may vote with regard to all nominees.

SPEAKER

Not Applicable

IMPACT

An elected chair or vice chair will serve until October 2024 unless his or her term ends sooner.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

I nominate Commissioner [Name] for the office of [Chair or Vice Chair].