

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 Regular Meeting and Special Meeting.

COMMISSION ACTION

A motion to approve the meeting minutes for June 8, 2023 as presented; or

A motion to approve the meeting minutes for June 8, 2023 with the following amendments: [state specific amendments].

A motion to approve the meeting minutes for August 10, 2023 as presented; or

A motion to approve the meeting minutes for August 10, 2023 with the following amendments: [state specific amendments].

**IDAHO PUBLIC CHARTER SCHOOL COMMISSION
REGULAR MEETING AGENDA**

Date: Thursday, August 17, 2023
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/@IPCSC>

I. COMMISSION WORK (Action Item)

- A. Agenda Review / Approval
- B. Minutes Review / Approval

II. STAFF UPDATES

III. PRE-OPENING UPDATE

IV. PRE-OPENING CONDITION REVIEW (Action Items)

- A. Pinecrest Academy of Lewiston
- B. Idaho Novus Classical Academy

V. FINANCIAL REVIEW (Action Item)

- A. Fiscal Year 2024
- B. Fiscal Year 2025

VI. PUBLIC COMMENT

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

**MEETING MINUTES
IDAHO PUBLIC CHARTER SCHOOL COMMISSION
REGULAR MEETING**

June 8, 2023
Joe R. Williams Building, 700 W. State St, West Conference Room
Boise, ID 83702

This meeting was called to order by Chairman Reed on June 8, 2023 at 9:01 a.m.

Alan Reed – Present
Sherrilynn Bair – Present
Nils Peterson – Present
Dean Fisher – Present
Pete Koehler – Present
Wanda Quinn – Present via Zoom

I. COMMISSION WORK

A. Agenda Review/Approval

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

B. Minutes Review/Approval

M/S (Fisher/Peterson) Motion to approve the minutes from April 13, 2023 as presented. *The motion passed unanimously.*

II. PUBLIC COMMENT

Chairman Reed requested Commissioner Bair read aloud written comment received from Andrew Ross, Administrator at Peace Valley Charter School and Kelly Edginton, Executive Director at Idaho Virtual Academy. Both letters expressed support for the IPCSC holding a discussion regarding amending reports. Chairman Reed pointed out that the Commission has been waiting to address this topic until the new IPCSC Director is in place.

Tom LeClaire, President of Coalition of Idaho Charter School Families gave remarks regarding charter school regulations.

Representatives from Kootenai Classical Academy provided comments via Zoom regarding IPCSC's enrollment policy. Speakers were Dr. Ed Kaitz, Headmaster; Marcel LeBlanc, Board President; Conrad Woodall, Vice Principal; and Matt Lovell, Red Apple Financial.

III. OFFICE OF ADMINISTRATIVE HEARINGS INTRODUCTION

Bryan Nichols and Leslie Hayes from the Office of Administrative Hearings gave a brief presentation of services they offer to state agencies.

No action.

IV. RENEWAL CONDITION REVIEW

Deputy Attorney General Adam Warr provided the Commission with a procedural overview of addressing time-dependent conditions.

A. Chief Tahgee Elementary Academy

Dr. Cyd Crue, Acting Administrator, and Jodi Toggai, School Capacity Builder provided remarks via Zoom about the school's academic improvements. Board Chair Camile Thomsen was also available via Zoom for questions.

M/S (Quinn/Fisher) Motion to take no action on unmet conditions. *The motion passed unanimously.*

B. Monticello Montessori Charter School

Jeanne Johnson, Administrator and David Meyer, Board Chair were available for questions from the Commission.

M/S (Fisher/Peterson) Motion to take no action on unmet condition. *The motion passed unanimously.*

C. Village Leadership Academy

Josh Noteboom, Administrator and Adrian Castaneda, Board Chair were present to answer questions from the Commission.

M/S (Peterson/Quinn) Motion to take no revocation action. *The motion passed unanimously.*

V. NOTIFICATION OF FISCAL CONCERN

A. Monticello Montessori Charter School

M/S (Peterson/Fisher) Motion to maintain the notification of fiscal concern for Monticello Montessori Charter School through fiscal year 2024. *The motion passed unanimously.*

B. Village Leadership Academy

Josh Noteboom, Administrator provided comments regarding the school's current financial and facility situation; Adrian Castaneda, Board Chair and Adam Holcomb, CFO were also available for questions.

M/S (Koehler/Fisher) Motion to remove Village Leadership Academy from fiscal concern. *The motion passed 4-1.*

VI. COMMISSION DISCUSSION

IPCSC Finance Manager Jacob Smith and IPCSC Program Manager Jared Dawson provided information regarding yield rate and charter school saturation.

No action.

VII. ANNUAL REPORT TRAINING AND SCHOOL REVIEWS

IPCSC Interim Director Melissa-Jo Rivera, Program Manager Jared Dawson, and Finance Manager Jacob Smith provided Commissioners with an overview of the Annual Performance Report process.

Interim Director Rivera provided commissioners with an overview of FY22 Annual Reports for the following schools entering renewal for FY24: Sage International School of Boise, Taylor's Crossing Public Charter School, Treasure Valley Classical Academy, Vision Charter School, Xavier Charter School.

No action.

VIII. CONSIDERATION OF PERFORMANCE CERTIFICATES

A. Dry Creek Charter

Sarrie Devore, Board Chair was present to explain the school's name change and to answer questions from the Commission.

M/S (Peterson/Fisher) Motion to execute the performance certificate for Dry Creek Charter (DCC) as presented. *The motion passed unanimously.*

B. Renewal Certificates

Commissioners reviewed Performance Certificates for 17 schools that were recently renewed.

M/S (Peterson/Fisher) Motion to approve the performance certificates to begin July 1, 2023 and end June 30, 2028 as presented for the following schools:

- Falcon Ridge Public Charter School – Renew with no conditions
- Future Public School – Renew with no conditions
- Gem Prep Meridian – Renew with no conditions
- Heritage Community Charter School – Renew with no conditions
- Idaho Science & Technology Charter School – Renew with no conditions
- Idaho Virtual Academy – Renew with no conditions
- Inspire Connections Academy – Renew with conditions
- Legacy Charter School – Renew with no conditions
- Monticello Montessori Charter School – Renew with conditions
- North Idaho STEM Academy – Renew with no conditions
- North Star Charter School – Renew with no conditions
- North Valley Academy – Renew with no conditions
- Palouse Prairie Charter School – Renew with no conditions
- Project Impact STEM Academy – Renew with conditions
- Peace Valley Charter School – Renew with conditions
- Rolling Hills Public Charter School – Renew with conditions
- Village Leadership Academy – Renew with conditions

Meeting adjourned at 12:30 p.m.

**MEETING MINUTES
IDAHO PUBLIC CHARTER SCHOOL COMMISSION
SPECIAL MEETING**

August 10, 2023
IPCSC Staff Office
514 W Jefferson St, Suite 303
Boise, ID 83702

This meeting was called to order by Chairman Reed on August 10, 2023 at 10:30 a.m.

Alan Reed – Present via Zoom
Sherrilynn Bair – Present via Zoom
Nils Peterson – Present via Zoom
Dean Fisher – Present via Zoom
Wanda Quinn – Present via Zoom
Pete Koehler – Present

I. CONSENT AGENDA

M/S (Peterson/Bair) Motion to approve the amended agenda. *The motion passed unanimously.*

II. APPOINTMENT OF THE INTERIM DIRECTOR

Chairman Reed introduced Alex Adams as the proposed Interim Director.

M/S (Quinn/Koehler) Motion to confirm Alex Adams as Interim Director for the IPCSC. *The motion passed unanimously by role call vote.*

Meeting adjourned at 10:37 a.m.

II. STAFF UPDATES

APPLICABLE STATUTE, RULE, OR POLICY

NA

BACKGROUND

This agenda item provides opportunity for a brief report regarding actions taken and work in progress at the staff level.

DISCUSSION

Interim Director Adams will provide an introduction and brief update.

SPEAKER

IPCSC Interim Director, Alex Adams

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

No comments or recommendations.

COMMISSION ACTION

No action.

III. PRE-OPENING UPDATE

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5206(6)

BACKGROUND

Idaho Code allows authorizers to establish reasonable pre-opening requirements “to monitor start-up progress of newly approved public charter schools and ensure that they are prepared to open smoothly on the date agreed, and to ensure that each school meets all building, health, safety, insurance, and other legal requirements for school opening.”

DISCUSSION

The IPCSC authorized three (3) charter schools approved to open in the Fall of 2023. The schools are as follows: Gem Prep - Twin Falls, Kootenai Classical Academy, and Pinecrest Academy of Lewiston.

IPCSC staff have and are conducting a series of meetings with each pre-opening school to track the school’s progress toward opening day.

SPEAKER

IPCSC Program Manager, Jared Dawson

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has no comments or recommendations.

COMMISSION ACTION

No Action

IV. PRE-OPENING CONDITION REVIEW

A. Pinecrest Academy of Lewiston

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5206(6)

BACKGROUND

Idaho Code allows authorizers to establish reasonable pre-opening requirements “to monitor start-up progress of newly approved public charter schools and ensure that they are prepared to open smoothly on the date agreed, and to ensure that each school meets all building, health, safety, insurance, and other legal requirements for school opening.”

DISCUSSION

The IPCSC authorized Pinecrest Academy of Lewiston to open in the fall of 2023.

All pre-opening conditions have been met, and necessary documentation received by IPCSC staff.

IPCSC staff will continue to conduct meetings with the pre-opening school to track the school’s progress toward opening day.

SPEAKER

IPCSC Program Manager, Jared Dawson

IMPACT

The IPCSC must consider compliance of pre-opening conditions being met prior to an agency authorized Charter School opening.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommendation is for the Commission to approve all conditions as being met for the Charter holder.

COMMISSION ACTION

A motion to approve the conditions as being met for Pinecrest Academy of Lewiston as presented.

IV. PRE-OPENING CONDITION REVIEW

B. Idaho Novus Classical Academy

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §33-5206(6)

BACKGROUND

Idaho Code allows authorizers to establish reasonable pre-opening requirements “to monitor start-up progress of newly approved public charter schools and ensure that they are prepared to open smoothly on the date agreed, and to ensure that each school meets all building, health, safety, insurance, and other legal requirements for school opening.”

DISCUSSION

The IPCSC authorized Idaho Novus Classical Academy to open in the fall of 2024.

Pre-opening conditions required the Charter holder to provide the IPCSC with documentation confirming the senior loan is fully executed, and that the anticipated grant funds are received by the school, by June 30, 2023. Due to a delay in the water company getting water turned on at the school’s facility in a timely manner, there was a resulting delay in getting financing completed and in place by the June 30, 2023. As of July 24, 2023, all conditions have been met, as confirmed in a phone call by Portfolio Program Manager Jared Dawson.

SPEAKER

IPCSC Program Manager, Jared Dawson

IMPACT

The IPCSC must consider compliance of pre-opening conditions being met prior to an agency authorized Charter School opening.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommendation is for the Commission to consider and approve conditions as being met for the Charter holder.

IPCSC staff will continue to conduct meetings with the pre-opening school to track the school’s progress toward opening day.

COMMISSION ACTION

A motion to approve the conditions as being met for Idaho Novus Classical Academy as presented.

V. FINANCIAL REVIEW

A. Fiscal Year 2024 Working Budget

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §67-3502 – Agency Budget Request Timeline

SBE Policy Section V.B.1.a – Budget Submission, Agencies Under SBE Governance

BACKGROUND

Idaho Code establishes that agency budget requests are due to the Division of Financial Management (DFM) no later than September 1, two years prior to the fiscal year in question.

State Board of Education (SBE) policy establishes that the SBE is responsible for submission of budget requests for the institutions and agencies under its governance to the executive and legislative branches of government. Only those budget requests which have been formally approved by the SBE will be submitted.

The SBE considers institution and agency budgets at its regularly scheduled June meeting each year. The established deadline for submission is thirty-five (35) days prior to the meeting.

Due to this timeline, the IPCSC approved a working budget request for FY24, in April of 2022. Through the budget process minor adjustments may be made.

FY24 Background

- The IPCSC originally approved a working budget for FY24 in April of 2022. The commission-approved budget at that time included a request for two additional staff members (a Program Manager and a Technical Records Specialist).
- Staff submitted this request to the State Board of Education (SBE) in June of 2022. The SBE approved the request.
- Staff submitted the budget request to DFM in September of 2022.
- The Governor's recommendation for the IPCSC's FY24 budget included the two additional personnel.
- The IPCSC appropriation bill for a maintenance budget was approved by the House and Senate and confirmed by the Governor prior to the close of the 2023 legislative session. This maintenance budget reflects the same base appropriation as was granted in the previous year, with the inclusion of cost of living adjustments as determined by the DFM and the State Controller's Office (SCO). The FY24 approved appropriation also includes a fee for human resource services to accommodate the statewide changes in the Division of Human Resources.

DISCUSSION

FY24 Working Budget

The FY24 IPCSC working budget as presented in these documents, takes into consideration minor adjustments based on actual collected authorizing fees, to the expenditure line items in order to align with the approved maintenance budget. Re-appropriation funds may be used for one-time operational costs. The total IPCSC full-time positions remain at five (5).

Idaho Public Charter School Commission FY24 Working Budget			
	General	Dedicated	Total
FY24 Appropriation - HB 343	\$190,100.00	\$538,800.00	\$728,900.00
FY24 Working Budget	\$190,100.00	\$515,482.00	\$705,582.00

FY24 Working Budget	
	Budgeted
Payroll	\$534,179.55
Communication Services	\$4,650.00
Professional Development	\$13,800.00
Office Administration	\$6,800.00
Computer Services	\$12,607.00
Computer Supplies	\$7,500.00
Travel	\$38,500.00
Rentals and Leases	\$30,826.45
SWCAP	\$56,719.00
Totals	\$705,582.00

SPEAKER

IPCSC Finance Program Manager, Jacob Smith

IMPACT

The FY24 budget approved by the IPCSC in April 2023, needs to align to the maintenance budget funded by agency authorizing fees.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends that the Commission approve the newly-aligned FY24 working budget, based on the collected authorizing fees, as presented.

COMMISSION ACTION

A motion to approve the updated FY24 working budget as presented.

V. FINANCIAL REVIEW

B. Fiscal Year 2025 Budget Request

APPLICABLE STATUTE, RULE, OR POLICY

I.C. §67-3502 – Agency Budget Request Timeline

SBE Policy Section V.B.1.a – Budget Submission, Agencies Under SBE Governance

BACKGROUND

Idaho Code establishes that agency budget requests are due to the Division of Financial Management (DFM) no later than September 1st.

State Board of Education (SBE) policy establishes that the SBE is responsible for submission of budget requests for the institutions and agencies under its governance to the executive and legislative branches of government. Only those budget requests which have been formally approved by the SBE will be submitted.

The SBE considers institution and agency budgets at its regularly scheduled June meeting each year. The established deadline for submission is thirty-five (35) days prior to the meeting.

Due to this timeline, the IPCSC approved a working budget request for FY25, in April 2023. Through the budget process minor adjustments may be made.

FY25 Background

- The IPCSC originally approved a budget request for FY25 in April 2023. The commission-approved budget at that time included a request for three additional staff members (a Program Manager, a Technical Records Specialist, and a Data Coordinator).
- Staff submitted this request to the State Board of Education (SBE) in June of 2023.
- Staff are currently working on the budget request to be submitted to DFM by September 1, 2023.

DISCUSSION

FY25 Budget Request

In projecting authorizing fees for FY25, based on the statewide funding variables found in Idaho Code 33-5208(8), it has been determined that the Commission and SBE approved budget (timeline discussed in Background), to include three additional staff positions, cannot be supported without significantly increasing authorizing fees to charter schools.

Staff is working with SBE, DFM and the Policy Advisor for the Governor, prior to the September 1, 2023 deadline in order to submit a budget request that is reflective of a maintenance budget. This would include the DFM 3% cap on the General Fund,

the 5% increase to Dedicated Funds (Idaho Code 33-5208(8), and no new full-time positions.

Idaho Public Charter School Commission FY25 Budget Request			
	General	Dedicated	Total
FY25 IPCSC Approved Budget - April 2023	\$195,803.00	\$565,740.00	\$761,543.00
FY25 Revised Budget Request - to OSBE and DFM	\$195,803.00	\$557,000.00	\$752,803.00

SPEAKER

IPCSC Finance Program Manager, Jacob Smith

IMPACT

The FY25 budget request approved by the IPCSC in April 2023, needs to align to the projected agency authorizing fees.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends that the Commission approve the updated FY25 budget request to include only the maintenance budget as presented.

COMMISSION ACTION

A motion to approve the updated FY25 budget request as presented.

VI. 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 an IPCSC meeting will be included in the meeting materials.
4. Written 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.
5. Written comment may be read aloud at the regularly scheduled IPCSC meeting following receipt.