Amendment

WHEREAS, IN WITNESS THEREOF, the Authorizer and Heritage Academy, Inc., have executed this amendment to the Performance Certificate, effective 7/30/2025.

1. To change the enrollment number from 250 to 275 in Section 5E.

Board Chair, Idaho Public Charter School Commission

Board Chair, Heritage Academy, Inc.

## CHARTER SCHOOL PERFORMANCE CERTIFICATE

This Performance Certificate ("Certificate") is effective on July 1, 2024, by and between the Idaho Public Charter School Commission (the "Commission") and Heritage Academy, Inc. (the "Charter Holder") for the purpose of operating Heritage Academy (the "School"), an independent public school organized as an Idaho nonprofit corporation and established under the Accelerating Public Charter Schools Act, Idaho Code section 33-5201 *et seq.*, as amended (the "Charter Schools Act").

### RECITALS

WHEREAS, the Charter Holder has organized and manages the public charter school pursuant to the Idaho Non-profit Corporation Act, Chapter 52, Title 30; and

WHEREAS, on August, 5, 2010, the Authorizer approved the Charter Holder's petition to establish a new charter school; and

WHEREAS, on February 7, 2017, the Authorizer conditionally renewed the School's charter for a five-year term of operations to begin July 1, 2017 and end on June 30, 2022; and

WHEREAS, on February 11, 2022, the Authorizer renewed the School's charter for a subsequent five-year term of operations to begin July 1, 2022 and end on June 30, 2027 with no conditions.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual understandings contained herein, the Commission and the Charter Holder agree as follows:

### DEFINITIONS

For purposes of this Performance Certificate, each of the following words or expressions shall have the same meaning as set forth in Section 33-5202A, Idaho Code:

A. **Application** means the document submitted to the Authorizer to request the creation of a public charter school found at https://chartercommission.idaho.gov/pcsc-schools/ incorporated by reference including amendments and applications.

B. **Authorizer** means any of the following: a local board of trustees of a school district; the Commission; an Idaho public college, university, or community college; or a private, nonprofit, Idaho-based, nonsectarian college or university that is accredited by the same organization that accredits Idaho public colleges and universities.

C. **Charter** means the grant of authority approved by the Authorizer to the Charter Holder.

D. **Charter Holder** means the School's board of directors to which a charter is granted.

E. **Educational Services Provider** means a nonprofit or for-profit entity that contracts with a public charter school for a fee to provide educational services and resources, including administrative support and educational design, implementation, or management.

F. **Founder** means a person who makes a material contribution toward the establishment of a public charter school and who is designated as such by the Charter Holder.

G. **Performance certificate** or "Certificate" means a fixed-term, renewable certificate between a public charter school and the Commission that outlines the negotiated roles, powers, responsibilities, and performance expectations for each party to the certificate.

H. **Public Charter School** means a school that is authorized to deliver public education in Idaho.

I. **Public Charter School Commission or "Commission"** means the Public Charter School Commission established pursuant to Section 33-5213, Idaho Code.

J. **Public Charter School Commission Board or "Commission Board"** means the seven (7) member governing board of the Commission who are appointed by the governor, subject to the advice and consent of the senate.

## SECTION 1: TERMS OF AUTHORIZATION

A. **Continued Operation of School.** Pursuant to the Charter Schools Act, the Commission hereby approves the continued operation of the School on the terms and conditions set forth in this Certificate.

B. **Term of Agreement.** The School's operational term shall be from July 1, 2022, and end on June 30, 2027. Subsequent terms of operation may be issued by the Commission in accordance with Idaho Code and Commission policy.

C. **Conditions.** Applicable conditions are attached as Appendix B and incorporated herein by this reference. If all conditions have been completed to the satisfaction of the Commission by the stated due date, the School shall continue operations through the remainder of the current Certificate term. In the event that all conditions have not been completed to the satisfaction of the Commission by the stated due date, the Commission will consider whether to exercise its authority to revoke the School's Charter at its next regularly scheduled public meeting or special meeting, if necessary.

## SECTION 2: SCHOOL GOVERNANCE

A. **Governing Board.** The School shall be governed by a board of directors (the "Governing Board" or "Charter Holder") in a manner that is consistent with the terms of this Certificate, so long as

such provisions are in accordance with all applicable state, federal, and local laws, rules, regulations, and policies. The Charter Holder shall have final authority and responsibility for the academic, financial, and organizational performance of the School. The Charter Holder shall also have authority for and be responsible for policy and operational decisions of the School, although nothing herein shall prevent the Charter Holder from delegating decision-making authority for policy and operational decisions to officers, employees, and agents of the School, as well as third party Educational Services Providers.

B. **Articles of Incorporation and Bylaws.** The articles of incorporation and bylaws of the Charter Holder shall provide for governance of the operation of the School as a nonprofit corporation and a public charter school, and shall at all times be consistent with all applicable state, federal, and local laws, rules, regulations, and policies and this Certificate. The Charter Holder shall notify the Commission of any modification to the School's articles of incorporation or bylaws within 48 hours of approval by the Charter Holder.

C. **Charter Board Composition.** The composition of the School's Governing Board shall at all times be determined by and consistent with the School's articles of incorporation and bylaws, and all applicable laws, rules, regulations, and policies. The Charter Holder shall notify the Commission of any changes to the School's Governing Board members or their contact information within 48 hours of the change.

## SECTION 3: AUTHORIZER ROLE AND RESPONSIBILITIES

A. **Oversight Allowing Autonomy.** The Commission shall continually monitor the performance and legal compliance of the School, including collecting and analyzing data, and conducting prearranged site visits. The Commission will conduct oversight activities that enable it to fulfill its responsibilities, including conducting appropriate inquiries and investigations, in a manner that does not unduly inhibit the autonomy of the School and is consistent with the intent of the Charter Schools Act.

B. **Charter School Performance Framework.** The Charter School Performance Framework ("Performance Framework") is attached and incorporated into this Certificate as Appendix A. The Performance Framework shall be used to evaluate the School's performance, and at a minimum, will include academic proficiency and growth; college and career readiness (high school only); actual and potential at-risk and economically disadvantaged makeup of the student body population for all grade levels; and board performance and stewardship, including compliance with all applicable state, federal, and local laws, rules, regulations, and policies, and terms of the Performance Certificate. The specific terms of the Performance Framework are determined by the Commission and shall be binding on the School. If the Commission revises the Performance Framework during the term of this Performance Certificate through a vote of the Commission Board at a public meeting, the revised Performance Framework shall be deemed effective on the date set by the Commission Board and shall replace the previous Performance Framework.

C. **Commission to Monitor School Performance.** The Commission shall monitor and report on the School's progress in relation to the indicators, measures, metrics, and targets set out in the Performance Framework.

D. **Renewal.** No later than September 1, the Commission shall issue a public charter school performance report and charter renewal application guidance to any Charter Holder whose charter will expire the following year. The performance report shall summarize the School's performance to date, based on the Performance Certificate, and shall provide notice of any weaknesses or concerns that may jeopardize renewal, if not timely rectified. The Charter Holder shall have thirty (30) days to respond to the performance report and submit any corrections or clarifications for the report.

i. In making charter renewal decisions, the Commission will do the following:
    i. Ground its decision in evidence of the school's performance over the term of the performance certificate;
    ii. Ensure that data used in making renewal decisions are available to the school and public;
    iii. Take into consideration the actual and potential at-risk and economically disadvantaged makeup of the School's student body population as defined in Section 33-1001, Idaho Code, for all grade levels; and
    iv. Provide a public report summarizing the evidence basis for each decision.

The Commission shall offer renewal terms in accordance with Section 33-5209A(7), Idaho Code. In accordance with the Charter Schools Act, the Commission shall renew any Charter in which the School met all of the terms of its Certificate at the time of renewal.

## SECTION 4: EDUCATIONAL PROGRAM

A. **School Mission.** The mission of the School is as follows: Our school community brings together the resources necessary to help all students grow and succeed.

VISION

- Empowering growth.
- Cultivating Knowledge.
- Inspiring Excellence.

Heritage Academy believes each student has gifts, talents and strengths. We embrace a diverse student body and commit to creating a nurturing and supportive school culture. Our school ensures that all students acquire the academic, interpersonal, critical thinking and problem-solving skills and mindsets to succeed in school, career and life. Our goal is to enable students to become responsible, respectful and caring members of society.

B. **Grades Served.** The School may serve students in grades Kindergarten through 12.

C. **Design Elements.** The School shall implement and maintain the essential design elements as presented in the Application, incorporated by reference. Any changes to the essential design elements shall be approved by the Commission.

i. The School shall use the School Enrichment Model (SEM) to provide expanded educational opportunities for all students based on their strengths and interests in order to engage them in their learning, thereby raising expectations and achievement for all. The fundamental aspect of the SEM is Enrichment Clusters, where each student participates in at least one enrichment cluster per school year. Clusters last 6-12 weeks and typically meet once per week. Students work in small groups to produce products or services that solve real-world problems and benefit the students, their school, or the larger community. This shall be verified by artifacts from SEM Enrichment Clusters.

ii. The School shall provide a strong Social Emotional Learning (SEL) program, and a safe environment for students. This shall be verified by artifacts from the SEL program.

iii. The School shall provide a community school approach to meeting the needs of students and families. This shall be verified by observation and knowledge of programs implemented to meet student and family needs.

D. **Standardized Testing.** Students of the School shall be tested with the same standardized tests as other Idaho public school students.

E. **Accreditation.** The School shall be accredited as provided by the statute and rules of the State Board of Education.

## SECTION 5: SCHOOL OPERATIONS

A. **In General.** The School and the Charter Holder shall operate at all times in accordance with all applicable, state, federal and local laws, rules, regulations, and policies.

B. **School Performance.** The School shall meet the standards as defined in the Performance Framework.

C. **Required Reports.** The School shall prepare and submit reports as required by Commission policy, as found on the Commission's website.

D. **Notice to the Commission**. The Charter Holder will notify the Commission within 48 hours if any of the following occur:

i. If the Charter Holder becomes aware that the School is not operating in substantial compliance with the terms and conditions of this Performance Certificate;

ii. If the School's accrediting body finds that the School has failed to meet or maintain full accreditation requirements;
iii. If any complaints are filed against the School, including but not limited to lawsuits and complaints filed with the Idaho Professional Standards Commission relating to School employees; and
iv. If there are any early warning signs of distress as outlined in this Performance Certificate, including excessive reductions in enrollment of all students or at-risk students, excessive staff turnover, or excessive Governance Board turnover of the Charter Holder in any school year or between school years.

**E. Maximum Enrollment.** The maximum number of students who may be enrolled in the School, across all programs, shall be 275.

**F. Enrollment Policy.** The School shall make student recruitment, admissions, enrollment, and retention decisions in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability or need for special education services. In no event may the School limit admission based on race, ethnicity, national origin, disability, gender, income level, athletic ability, or proficiency in the English language. If there are more applications to enroll in the School than there are spaces available, the School shall select students to attend using a random selection process that shall be publicly noticed and open to the public.

**G. School Facilities.** The School shall operate at the following location(s): 500 S Lincoln Ave, Jerome, ID 83338. The School shall provide the Commission with facilities documentation in accordance with Commission policy, as found on the Commission website.

**H. Attendance Area.** The School's primary attendance area is as follows:
i. North boundary: 900 North Rd; East boundary: 500 East Rd; South boundary: Golf Course Rd; West boundary: 500 West Rd.

**I. Identified Comparison Group.** For purposes of evaluating the School against the metrics and measures established in the Performance Framework, the School's comparison group shall be identified as described below and shall be established for the length of the Certificate term. The School's comparison group shall include all schools in the following districts:

- Heritage Community Charter School, #1343
- Chief Tahgee Elementary, #1347
- Bickel Elementary School, #0820
- Central Elementary School, #0447
- Lakeside Elementary School, #0752
- Garfield Elementary School, #0303

**J. Staff.** Instructional and administrative staff of the School shall be certified as provided by

Section 33-5206(4-7), Idaho Code. The Charter Holder shall adopt a policy consistent with Section 33-507, Idaho Code, regarding the hiring of family members.

K. **Alignment with All Applicable Law.** The School shall comply with all applicable federal, state and local laws, rules, and regulations. In the event any such laws, rules, or regulations are amended, the School shall be bound by any such amendment upon the effective date of said amendment.

## SECTION 6: SCHOOL FINANCE

A. **General.** The School shall comply with all applicable financial and budget laws, rules, regulations, and financial reporting requirements, as well as the requirements contained in the School's Performance Framework.

B. **Financial Controls.** At all times, the School shall maintain appropriate governance, managerial procedures, and financial controls, which shall include, but not be limited to: (1) commonly accepted accounting practices and the capacity to implement them; (2) adequate payroll procedures; (3) procedures for the creation and review of monthly and quarterly financial reports; (4) internal control procedures for cash receipts, cash disbursements and purchases; and (5) maintenance of asset registers and financial procedures for grants, all in accordance with all applicable, state, federal, and local laws, rules, regulations, and policies.

C. **Financial Audit.** The School shall submit audited financial statements from an independent auditor in accordance with the rules of the Idaho State Department of Education.

D. **Annual Budgets.** The School shall adopt a budget for each fiscal year, prior to the beginning of the fiscal year in accordance with the rules of the Idaho State Department of Education.

## SECTION 7: TERMINATION, NON-RENEWAL AND REVOCATION

A. **Termination by the School**. Should the School choose to terminate its Charter before the expiration of the Certificate, it may do so upon written notice to the Commission. Any school terminating its Charter shall work with the Commission to ensure a smooth and orderly closure and transition for students and parents, as guided by the public charter school closure protocol established by the Commission.

B. **Nonrenewal.** The Commission may non-renew the Charter at the expiration of the Certificate if the School failed to meet one or more of the terms of its Certificate, including the Performance Framework. The Charter Holder may appeal a decision to non-renew directly to the Office of Administrative Hearings and is subject to judicial review as a contested case as set forth in Chapter 52, Title 67, Idaho Code.

C. **Revocation.** The School's Charter may be revoked by the Commission if, after fair and specific notice from the Commission, the School:

a. Commits a material and substantial violation of any of the terms, conditions, standards, or procedures required by the Charter Schools Act or the Performance Certificate;
b. Fails to meet generally accepted standards for fiscal management;
c. Substantially violates any material provision of law from which the School is not exempted; or
d. Has failed to meet one or more of the renewal conditions, included in Appendix B [IF NECESSARY], by the stated due date.

Revocation may not occur until the Charter Holder has been afforded a public hearing, unless the Commission determines that the continued operation of the School presents an imminent public safety issue, in which case the charter may be revoked immediately. Public hearings shall be conducted by the Commission or such other person or persons appointed by the Commission to conduct public hearings and receive evidence. Hearings will be conducted in accordance with Section 33-5209C(2), Idaho Code.

If the Commission revokes the Charter, it will clearly state the reasons for the revocation in a resolution before the Commission Board.

The Charter Holder may appeal a decision to revoke directly to the Office of Administrative Hearings and is subject to judicial review as a contested case as set forth in Chapter 52, Title 67, Idaho Code.

**D. Closure.** The Commission's closure protocol shall begin immediately after a decision to terminate is made by the Charter Holder, or a decision to revoke or non-renew is made by the Commission. Closure protocol shall begin regardless of whether the Charter Holder appeals the decision. In the event that closure protocol begins, the School shall cease operations no later than the following June 30. Closure protocol shall only cease if the Office of Administrative Hearings overturns the Commission's decision.

## SECTION 8: MISCELLANEOUS

**A. No Employee or Agency Relationship.** None of the provisions of this Certificate will be construed to create a relationship of agency, representation, joint venture, partnership, ownership, or employment between the Commission and the School.

**B. Additional Services.** Except as may be expressly provided in this Certificate, as set forth in any subsequent written agreement between the School and the Commission, or as may be required by law, neither the School nor the Commission shall be entitled to the use of or access to the services, supplies, or facilities of the other.

**C. No Third-Party Beneficiary.** This Certificate shall not create any rights in any third parties, nor shall any third party be entitled to enforce any rights or obligations that may be possessed by either party to this Certificate.

**D. Amendment.** This Certificate may be amended by agreement between the Charter Holder and the Commission in accordance with Commission policy, as found on the Commission website. All amendments must be in writing and signed by the Charter Holder and the Commission.

IN WITNESS WHEREOF, the Commission and the Charter Holder have executed this Performance Certificate to be effective September 3, 2024.

Alan L Reed

Alan L Reed (Nov 19, 2024 21:37 MST)

**Chairman**
**Idaho Public Charter School Commission**

Paul Stewart (Nov 21, 2024 12:47 MST)

**Chairman**
**(School name) Charter Holder (Board of Directors)**

# Heritage Academy 2025 Final Performance Certificate - As Amended - 10.10.2024

Final Audit Report 2024-11-21

| | |
|---|---|
| Created: | 2024-11-19 |
| By: | Jean Nichols (jean.nichols@osbe.idaho.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAHDnhSskBiBSCsO7NYLy7FzYoVrcF0HcD |

## "Heritage Academy 2025 Final Performance Certificate - As Amended - 10.10.2024" History

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Signer pstewart@heritageacademyid.org entered name at signing as Paul Stewart
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Agreement completed.
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Adobe Acrobat Sign

Appendix A: Performance Framework

Appendix B: Conditions

Appendix A: Performance Framework

# PERFORMANCE FRAMEWORK

*Adopted June 27, 2024*

Idaho Public Charter School Commission
514 W. Jefferson Street, #303
Boise, Idaho 83702

Phone: (208) 332-1561

pcsc@osbe.idaho.gov

Alan Reed, Chairman
Jacob Smith, Director

# ACADEMIC MEASURES

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

**Note**: When the term *comparison group* is used in this framework, the group of schools selected is unique to each charter school.

1. MATH PROFICIENCY

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

| **Math Proficiency Rubric** | |
|---|---|
| Exceeds Standard | The school's proficiency rate is greater than one standard deviation above the average of the school's identified comparison group, **OR** the school's proficiency average is in the 90$^{th}$ percentile of all Idaho schools. |
| **Meets Standard** | **The school's proficiency rate is equal to the average or falls between the average and one standard deviation above the average of the school's identified comparison group.** |
| Approaches Standard | The school's proficiency rate falls between the average and one standard deviation below the average of the school's identified comparison group. |
| Does Not Meet Standard | The school's proficiency rate is more than one standard deviation below the average of the school's identified comparison group, **OR** the school has been identified by Idaho Department of Education for comprehensive or targeted support for three consecutive years. |

## 2. ELA PROFICIENCY

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

| **ELA Proficiency Rubric** | |
|---|---|
| Exceeds Standard | The school's proficiency rate is greater than one standard deviation above the average of the school's identified comparison group, **OR** the school's proficiency average is at or above the 90$^{th}$ percentile of all Idaho schools. |
| **Meets Standard** | **The school's proficiency rate is equal to the average or falls between the average and one standard deviation above the average of the school's identified comparison group.** |
| Approaches Standard | The school's proficiency rate falls between the average and one standard deviation below the average of the school's identified comparison group. |
| Does Not Meet Standard | The school's proficiency rate is more than one standard deviation below the average of the school's identified comparison group, **OR** the school has been identified by Idaho Department of Education for comprehensive or targeted support for three consecutive years. |

## 3. MATH GROWTH

Growth Rate: The IPCSC will use the growth rates as determined by the Idaho Accountability Framework measured via the Idaho Standards Achievement Test and reported via the Idaho Report Card. Growth rate is determined by the percentage of students who made adequate growth towards proficiency.

| **Math Growth Rubric** | |
|---|---|
| Exceeds Standard | The school's growth rate is greater than one standard deviation above the average of the school's identified comparison group, **OR** the school's growth rate is in the 90$^{th}$ percentile of all Idaho public schools. |
| **Meets Standard** | **The school's growth rate is equal to the average or falls between the average and one standard deviation above the average of the school's identified comparison group, OR the growth rate increased by at least 10% over the previous year.** |
| Approaches Standard | The school's growth rate falls between the average and one standard deviation below the average of the school's identified comparison group. |
| Does Not Meet Standard | The school's growth rate is more than one standard deviation below the average of the school's identified comparison group. |

## 4. ELA GROWTH

Growth Rate: The IPCSC will use the growth rates as determined by the Idaho Accountability Framework measured via the Idaho Standards Achievement Test and reported via the Idaho Report Card. Growth rate is determined by the percentage of students who made adequate growth towards proficiency.

| **ELA Growth Rubric** | |
|---|---|
| Exceeds Standard | The school's growth rate is greater than one standard deviation above the average of the school's identified comparison group, **OR** the school's growth rate is in the 90$^{th}$ percentile of all Idaho public schools. |
| **Meets Standard** | **The school's growth rate is equal to the average or falls between the average and one standard deviation above the average of the school's identified comparison group, OR the growth rate increased by at least 10% over the previous year.** |
| Approaches Standard | The school's growth rate falls between the average and one standard deviation below the average of the school's identified comparison group. |
| Does Not Meet Standard | The school's growth rate is more than one standard deviation below the average of the school's identified comparison group. |

## 5. LITERACY

Early Literacy Proficiency Rate (K-3 only): The IPCSC will use the proficiency rates as determined by the Idaho Accountability Framework measured from the Idaho Reading Indicator and reported via the Idaho Report Card.

| **Literacy Proficiency Rubric** | |
|---|---|
| Exceeds Standard | One of the following is true:<br>• The school's proficiency rate on the spring administration of the statewide literacy assessment is greater than one standard deviation above the average of the school's identified comparison group; **OR**<br>• The school's proficiency rate on the spring administration of the statewide literacy assessment is at or above 90%; **OR**<br>• The fall to spring change in proficiency rate is 20% or greater. |
| **Meets Standard** | **The school's proficiency on the spring administration of the statewide literacy assessment is equal to the average or within one standard deviation above the average of the school's identified comparison group, OR the school's fall to spring change in proficiency rate is between 10%-19%.** |
| Approaches Standard | The school's proficiency on the spring administration of the statewide literacy assessment falls within one standard deviation below the average of the school's identified comparison group. |
| Does Not Meet Standard | The school's proficiency rate on the spring administration of the statewide literacy assessment is more than one standard deviation below the average of the school's identified comparison group. |

## 6. COLLEGE AND CAREER READINESS

Adjusted Cohort Graduation Rate (ACGR): High schools will be evaluated based on their 4-Year ACGR. Alternative high schools will be evaluated based on their 5-Year ACGR. The IPCSC annual report will present the previous year's data, as the current year's data is not available when Annual Reports are produced. The IPCSC will use the appropriate ACGR as provided by the Idaho Accountability Framework and reported via the Idaho Report Card.

| **College and Career Readiness Rubric** | |
|---|---|
| Exceeds Standard | The school's ACGR is greater than one standard deviation above the average of the school's identified comparison group, **OR** the school's ACGR is 90%. |
| **Meets Standard** | **The school's ACGR is equal to the average OR falls between the average and one standard deviation above the average of the school's identified comparison group.** |
| Approaches Standard | The school's ACGR falls between the average and one standard deviation below the average of the identified comparison group. |
| Does Not Meet Standard | The school's ACGR is more than one standard deviation below the school's identified comparison group. |

# OPERATIONAL MEASURES

## BOARD GOVERNANCE

1. Governance Structure
2. Governance Oversight

## OPERATIONAL MANAGEMENT

3. Student Services
4. Data Security and Information Transparency
5. Facility and Services

# BOARD GOVERNANCE

## 1. GOVERNANCE STRUCTURE

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

| **Governance Structure Rubric** | |
|---|---|
| **Meets Standard** | • **Board bylaws are compliant with ID law.**<br>• **Articles of incorporation are current.**<br>• **No investigations were conducted into either ethical behavior or conflict of interest regarding any board director.**<br>• **The board did not experience an Open Meeting Law violation that needed to be cured this year.**<br><br>**OR**<br>**The school was informed of or became aware of a non-compliance and action to correct the issue was taken within 30 days.** |
| Does Not Meet Standard | The school was informed of or became aware of non-compliance and action to correct the issue was <u>not</u> taken within 30 days. |

## 2. GOVERNANCE OVERSIGHT

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

| **Governance Oversight Rubric** | |
|---|---|
| **Meets Standard** | • **The board reviews academic data in a timely and thorough manner.**<br>• **The board reviews financial reports in a timely and thorough manner.**<br>• **The board maintains compliant policies.**<br>• **The board engages in strategic planning.**<br>• **The board conducts a compliant annual evaluation of their school leader and/or management organization.**<br><br>**OR**<br>**The school was informed of or became aware of a non-compliance and action to correct the issue was taken within 30 days.** |
| Does Not Meet Standard | The school was informed of or became aware of non-compliance and action to correct the issue was <u>not</u> taken within 30 days. |

# OPERATIONAL MANAGEMENT

## 3. STUDENT SERVICES

Data Sources: If applicable, any notifications or courtesy letters issued by the Idaho Department of Education or State Board of Education, which required corrective action with regard to the school's ELL, SPED, or C&C Readiness programs, as well as any documentation submitted by the school evidencing correction.

| **Student Services Rubric** | |
|---|---|
| **Meets Standard** | **All of the following are true:**<br>• **The school's English Language Learner program is in good standing; and**<br>• **The school's Special Education program is in good standing; and**<br>• **The school's college and career readiness program is in good standing; and**<br>• **The school's federal programs are in good standing.**<br>**OR**<br>**The school was informed of or became aware of a non-compliance and action to correct the issue was taken within 30 days.** |
| Does Not Meet Standard | The school was informed of or became aware of non-compliance and action to correct the issue was <u>not</u> taken within 30 days. |

## 4. DATA SECURITY & INFORMATION TRANSPARENCY

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

| **Data Security and Information Transparency Rubric** | |
|---|---|
| **Meets Standard** | • **The school's website is compliant with I.C. 33-133(7) (data collection, access, and security policy); I.C. 33-320 (continuous improvement plan); and I.C. 33-357 (expenditures updated monthly, contracts, performance reports, and annual budgets).**<br>• **The school did not experience any issues involving data security this year.**<br>• **The school did not experience any compliance issue regarding public records requests this year.**<br>**OR**<br>**The school was informed of or became aware of a non-compliance and action to correct the issue was taken within 30 days.** |
| Does Not Meet Standard | The school was informed of or became aware of non-compliance and action to correct the issue was <u>not</u> taken within 30 days. |

## 5. FACILITY & SERVICES

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

| **Facility and Building Services Rubric** | |
|---|---|
| **Meets Standard** | • **The school's occupancy certificate is current.**<br>• **The school maintains current safety inspections and drills.**<br>• **The school provides daily transportation to students in compliance with Idaho Code.**<br>• **The school provides a compliant lunch program.**<br><br>**OR**<br>**The school was informed of or became aware of a non-compliance and action to correct the issue was taken within 30 days.** |
| Does Not Meet Standard | The school was informed of or became aware of non-compliance and action to correct the issue was not taken within 30 days. |

# FINANCIAL MEASURES

## NEAR TERM HEALTH

1. Current Ratio
2. Unrestricted Days Cash
3. Default

## SUSTAINABLE HEALTH

4. Debt Service Coverage Ratio
5. Debt to Asset Ratio
6. Financial Compliance

# NEAR-TERM HEALTH

## 1. CURRENT RATIO

Calculation: Current Assets ÷ Current Liabilities

Data Source: Annual Fiscal Audit Report

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

## 2. UNRESTRICTED DAYS CASH

Calculation: Unrestricted Cash and Investments ÷ ((Total Expenses - Depreciation Expense) / 365)

Data Source: Annual Fiscal Audit Report

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

## 3. DEFAULT

Calculation: No calculation

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

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

# SUSTAINABLE HEALTH

## 4. DEBT SERVICE COVERAGE RATIO

Calculation:
If school owns its facility **OR** if the school leases its facility and the lease is capitalized:
(Net Income + Depreciation Expense + Interest Expense) ÷ (Principal + Interest + Lease Payments)

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

Data Source: Annual Fiscal Audit Report

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

## 5. DEBT TO ASSET RATIO

Calculation:
(Total Liabilities, excluding pension liabilities) ÷ (Total Assets, excluding pension assets)

Data Source: Annual Fiscal Audit Report

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

## 6. FINANCIAL COMPLIANCE

Calculation: No calculation

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

| **Financial Compliance Rubric** | |
|---|---|
| Exceeds Standard | The school has met standard for 3 or more consecutive years, including the most recently completed school year. |
| **Meets Standard** | • **Accounting Practices: finances are managed in compliance with GAAP.**<br>• **Internal Controls: the school's internal controls are compliant.**<br>• **There were no audit findings in the most recent financial audit.** |
| Approaches Standard | The school was informed of non-compliance with accounting practices, financial transparency, or internal controls, and prompt action to correct is in evidence. |
| Does Not Meet Standard | The school is operating under a notification of fiscal concern or a notification of possible or imminent closure **OR** the school was informed of non-compliance with accounting practices, or internal controls and the issues were not corrected within 30 days. |

Appendix B: Conditions of Renewal

No conditions of renewal are applicable.