

Agency Summary And Certification

FY 2024 Request

Agency: Charter School Commission

525

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director:

Jennifer Thompson

Date: 08/30/2022

			FY 2022 Total Appropriation	FY 2022 Total Expenditures	FY 2023 Original Appropriation	FY 2023 Estimated Expenditures	FY 2024 Total Request
Appropriation Unit							
Charter School Commission			1,195,800	1,195,800	678,300	678,300	885,480
Total			1,195,800	1,195,800	678,300	678,300	885,480
By Fund Source							
G	10000	General	174,100	174,100	182,400	182,400	187,801
D	32533	Dedicated	1,021,700	1,021,700	495,900	495,900	697,679
Total			1,195,800	1,195,800	678,300	678,300	885,480
By Account Category							
Personnel Cost			581,700	581,700	529,400	529,400	696,980
Operating Expense			614,100	614,100	148,900	148,900	188,500
Total			1,195,800	1,195,800	678,300	678,300	885,480
FTP Positions			5.00	5.00	5.00	5.00	7.00
Total			5.00	5.00	5.00	5.00	7.00

Division Description

Request for Fiscal Year: 2024

Agency: Charter School Commission

525

Division: Charter School Commission

CS1

Statutory Authority: I.C. 33-5213

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

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

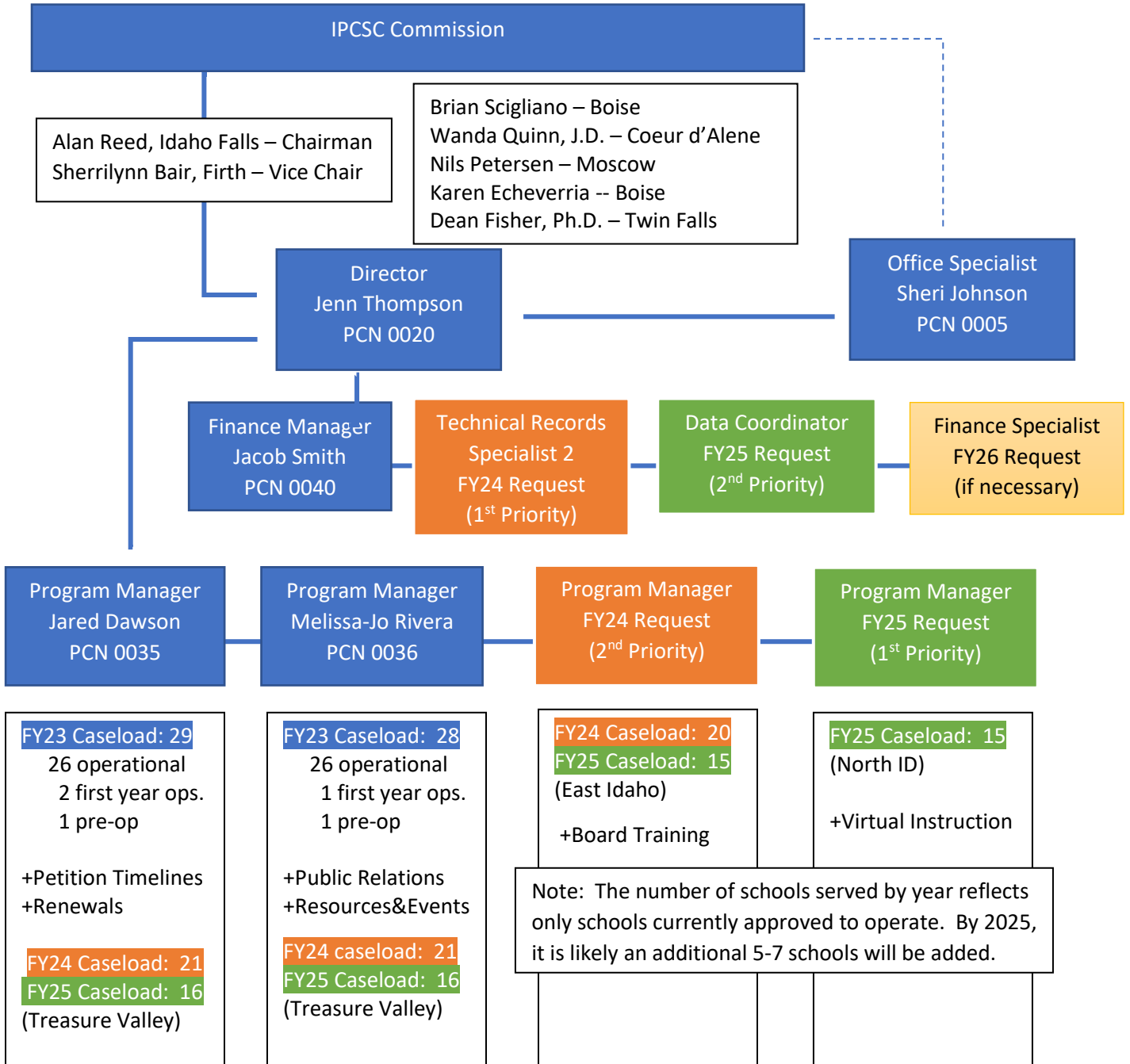
State of Idaho
Public Charter School Commission

FY23 Authorized FTP – 5

FY24 Requested FTP – 7

FY25 Achieve ideal FTP for current portfolio – 9

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26 operational
2 first year ops.
1 pre-op

+Petition Timelines
+Renewals

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(Treasure Valley)

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(Treasure Valley)

FY24 Caseload: 20
FY25 Caseload: 15
(East Idaho)

+Board Training

FY25 Caseload: 15
(North ID)

+Virtual Instruction

Note: The number of schools served by year reflects only schools currently approved to operate. By 2025, it is likely an additional 5-7 schools will be added.

Agency Revenues

Request for Fiscal Year: 2024

Agency: Charter School Commission

525

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund	10000 General Fund						
	481 General Fund Stat	0	0	174,100	182,400	187,872	
	General Fund Total	0	0	174,100	182,400	187,872	
Fund	32533 Public Instruction: Public Charter School Authorizers Fund						
	410 License, Permits & Fees	0	371,500	458,700	495,900	689,608	
	Public Instruction: Public Charter School Authorizers Fund Total	0	371,500	458,700	495,900	689,608	
	Agency Name Total	0	371,500	632,800	678,300	877,480	

Appropriation Unit Revenues

Request for Fiscal Year: 2024

Agency: Charter School Commission

525

Appropriation Unit: Charter School Commission

EDAB

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund	3253 Public Instruction: Public Charter School Authorizers						
	3 Fund						
	410 License, Permits & Fees	0	0	0	0	0	
	Public Instruction: Public Charter School Authorizers						
	Fund Total	0	0	0	0	0	
	Charter School Commission Total	0	0	0	0	0	

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Charter School Commission

525

Fund: Public Instruction: Public Charter School Authorizers Fund

32533

Sources and Uses:

The IPCSC has two fund sources: a general fund (GF) appropriation and a dedicated fund (DF) appropriation. The DF appropriation authorizes a draw from the Authorizers Fund, which is established by 33-5214, Idaho Code. The Authorizer's Fund consists of membership fees collected by the IPCSC from charter schools the agency authorizes. The formula by which each school's individual fee is determined is established in 33-5208(8), Idaho Code, and is based on each school paying a proportionate share of the total DF appropriation. Fees are collected in the current year (based on the current year's DF appropriation +15%) for the purpose of funding the next fiscal year's appropriation. Unspent and unencumbered dollars from the Authorizers Fund are reappropriated to the agency each year.

	FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01. Beginning Free Fund Balance	0	0	371,500	830,200	815,386
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	(510,714)	(784,257)
03. Beginning Cash Balance	0	0	371,500	319,486	31,129
04. Revenues (from Form B-11)	0	371,500	458,700	495,900	689,608
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	0	371,500	830,200	815,386	720,737
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	510,714	784,257	823,329
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	510,714	784,257	823,329
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	510,714	784,257	823,329
20. Ending Cash Balance	0	371,500	319,486	31,129	(102,592)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	(510,714)	(784,257)	(823,329)
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	0	371,500	830,200	815,386	720,737
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	371,500	830,200	815,386	720,737
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Charter School Commission							525
Division	Charter School Commission							CS1
Appropriation Unit	Charter School Commission							EDAB
FY 2022 Total Appropriation								
1.00	FY 2022 Total Appropriation							EDAB
	S1192							
	10000	General	1.50	126,500	47,600	0	0	174,100
	32533	Dedicated	3.50	371,900	94,800	0	0	466,700
	OT 32533	Dedicated	0.00	83,300	471,700	0	0	555,000
			5.00	581,700	614,100	0	0	1,195,800
FY 2022 Actual Expenditures								
2.00	FY 2022 Actual Expenditures							EDAB
	10000	General	1.50	126,500	47,600	0	0	174,100
	32533	Dedicated	3.50	371,900	94,800	0	0	466,700
	OT 32533	Dedicated	0.00	83,300	471,700	0	0	555,000
			5.00	581,700	614,100	0	0	1,195,800
FY 2023 Original Appropriation								
3.00	FY 2023 Original Appropriation							EDAB
	H0725							
	10000	General	1.50	134,800	47,600	0	0	182,400
	32533	Dedicated	3.50	394,600	101,300	0	0	495,900
			5.00	529,400	148,900	0	0	678,300
FY 2023 Total Appropriation								
5.00	FY 2023 Total Appropriation							EDAB
	10000	General	1.50	134,800	47,600	0	0	182,400
	32533	Dedicated	3.50	394,600	101,300	0	0	495,900
			5.00	529,400	148,900	0	0	678,300
FY 2023 Estimated Expenditures								
7.00	FY 2023 Estimated Expenditures							EDAB
	10000	General	1.50	134,800	47,600	0	0	182,400
	32533	Dedicated	3.50	394,600	101,300	0	0	495,900
			5.00	529,400	148,900	0	0	678,300
FY 2024 Base								
9.00	FY 2024 Base							EDAB
	10000	General	1.50	134,800	47,600	0	0	182,400
	32533	Dedicated	3.50	394,600	101,300	0	0	495,900
			5.00	529,400	148,900	0	0	678,300
Program Maintenance								
10.11	Change in Health Benefit Costs							EDAB

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	0.00	1,250	0	0	0	1,250
32533	Dedicated	0.00	4,750	0	0	0	4,750
		0.00	6,000	0	0	0	6,000
10.12	Change in Variable Benefit Costs						EDAB
10000	General	0.00	254	0	0	0	254
32533	Dedicated	0.00	513	0	0	0	513
		0.00	767	0	0	0	767
10.61	Salary Multiplier - Regular Employees						EDAB
10000	General	0.00	1,397	0	0	0	1,397
32533	Dedicated	0.00	2,816	0	0	0	2,816
		0.00	4,213	0	0	0	4,213
FY 2024 Total Maintenance							
11.00	FY 2024 Total Maintenance						EDAB
10000	General	1.50	137,701	47,600	0	0	185,301
32533	Dedicated	3.50	402,679	101,300	0	0	503,979
		5.00	540,380	148,900	0	0	689,280
Line Items							
12.01	Charter School Commission						EDAB
<p>The IPCSC is requesting a total of a 3% increase over the agency's FY23 general fund appropriation. Additionally, the agency is requesting an increase over the FY23 dedicated fund appropriation of approximately \$194,000. The agency is also requesting an increase of a total of 2FTP.</p> <p>Specifically, an increase of .1FTP in the general fund in order to employ a full FTP and an increase of 1.9FTP in the dedicated fund.</p>							
10000	General	0.10	2,500	0	0	0	2,500
32533	Dedicated	1.90	154,100	39,600	0	0	193,700
		2.00	156,600	39,600	0	0	196,200
FY 2024 Total							
13.00	FY 2024 Total						EDAB
10000	General	1.60	140,201	47,600	0	0	187,801
32533	Dedicated	5.40	556,779	140,900	0	0	697,679
		7.00	696,980	188,500	0	0	885,480

Agency: Charter School Commission

525

Appropriation Unit: Charter School Commission

EDAB

Decision Unit Number	12.01	Descriptive Title	Charter School Commission		General	Dedicated	Federal	Total
Personnel Cost								
	500	Employees			2,500	154,100	0	156,600
			Personnel Cost Total		2,500	154,100	0	156,600
Operating Expense								
	587	Administrative Services			0	39,600	0	39,600
			Operating Expense Total		0	39,600	0	39,600
FTP - Permanent								
	500	Employees			0	2	0	2
			FTP - Permanent Total		0	2	0	2
					2,500	193,700	0	196,200

Explain the request and provide justification for the need.

The IPCSC is requesting a 3% increase over the agency’s FY23 general fund appropriation. Additionally, the agency is requesting an increase over the FY23 dedicated fund appropriation of approximately \$194,000. The agency is also requesting an increase of 2FTP. Specifically, an increase of .1FTP in the general fund in order to full a whole FTP and an increase of 1.9FTP in the dedicated fund.

This request is made to address three significant problems.

First, the agency is understaffed for the size of its portfolio of schools. This means that we have sacrificed quality for quantity and there is a significant need to conduct more fieldwork to ensure we are performing our statutory duties effectively.

Second, the charter sector in Idaho has grown sharply over the past five years. It is likely to continue at this rate based on population growth, and the rate of growth will increase if additional federal dollars are granted to our state. It is imperative that we scale oversight to accommodate for the anticipate growth.

Third, funding requests over the past few years have not been directly related to the actual costs of monitoring, evaluation, and oversight as statute requires. There is need to re-evaluate the data that drives the request.

If a supplemental, what emergency is being addressed?

This is not a supplemental request.

Specify the authority in statute or rule that supports this request.

NA if not supplemental.

Indicate existing base of PC, OE, and/or CO by source for this request.

Existing general fund appropriation would receive a 3% increase as per the DFM cap for FY24. This increase will allow for an additional .5 FTE. (currently 1.5 FTE).

Existing dedicated fund appropriation for PE would increase \$154,082 (39%) and OE would increase \$39,626 (39%). This increase will allow for operational support for an additional 1.5 FTE (currently 3 FTE).

This request supports the mission of the agency as outlined below.

What resources are necessary to implement this request?

In order to implement this request, the agency needs funding for salaries and benefits for two positions, as well as operating expenses to account for the additional personnel.

List positions, pay grades, full/part-time status, benefits, terms of service.

Technical Records Specialist 2 – Full-Time, Class J, Code 01103, non-exempt., FY23 Policy Rate \$26.03; \$43,314 annual salary at 80% Policy; Benefits: \$16,460

Program Manager – Full-Time, Class Equivalent N, Code 09047, exempt. FY23 Policy Rate \$41.10; \$68,390 annual salary at 80% Policy; Benefits: \$25,988

Will staff be re-directed? If so, describe impact and show changes on org chart.

A Technical Records Specialist will shift contract management and paperwork away from Program Managers, freeing them to engage in more fieldwork. This shift also allows the

Finance Manager to focus on escalated issues, training, and agency management.

Adding an additional Program Manager will allow the agency to strike the right balance between protecting a charter school's right to make autonomous decisions and the authorizer's responsibility to hold the school accountable.

Detail any current one-time or ongoing OE or CO and any other future costs.

If this request is granted, facility costs will be an ongoing OE increase.
The agency is not requesting any OE or CO funds for one-time expenses.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

To determine the appropriate job descriptions necessary to staff the agency, we evaluated workload across the agency and matched it to existing DHR job descriptions. Once identified, we used DHR's Classification Data spreadsheet to crosswalk the necessary positions to class code, pay grade, and exemption status. Finally, DHR's FY23 pay schedule was used to identify the policy rate by class. 80% of policy was used in calculating the final numbers. Benefits calculations were made based on data from ADM.

Provide detail about the revenue assumptions supporting this request.

This request creates a foundational baseline for the agency to meet current needs and establishes a model in which the agency can grow depending on the continued increase of charter schools in the State. Additionally, this funding stabilizes the annual membership fees required of our charter schools and allows them to budget and operate with increased financial projections.

Who is being served by this request and what is the impact if not funded?

Funding this request would serve taxpayers by equipping the agency to appropriately monitor and protect the State of Idaho's financial investment in charter schools. It would also allow the agency to help school boards and school leaders course correct when necessary to ensure that teachers, families, and students are not faced with the trauma of school closure. If not funded, the agency will continue providing the best monitoring and oversight we are capable of but, it is likely that the agency would continue on a path of reacting to crises rather than preventing them.

Additionally, if this request is not funded, current resources limit the agency's ability to conduct board meeting observations to once every 3-5 years. As this is where charter schools determine direction on spending their state funding, increased agency oversight will hold the school boards more accountable in a more timely manner. With funding, the frequency of board meeting observation can increase significantly.

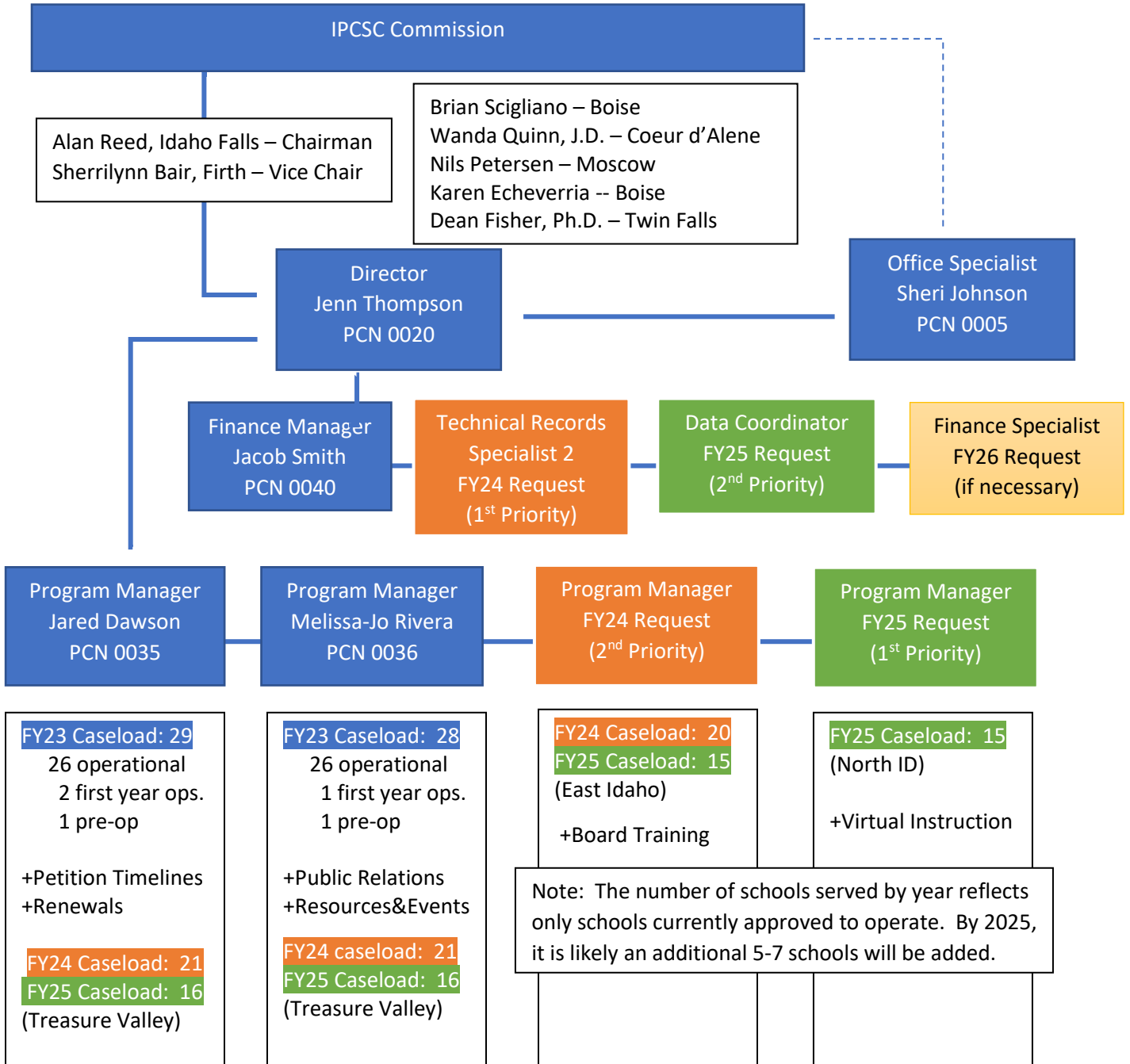
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State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brasseley, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 16, 2022

Jenn Thompson, Director
Idaho Public Charter School Commission
514 W. Jefferson, Ste. 303
Boise, ID 83720

Dear Jenn:

This letter is in response to your FY 2024 Budget request. Your initial request was received August 8, 2022, and listed the following requested item(s) for your FY 2024 budget:

1. New 1.0 FTP – Program Manager. This PM will be in addition to other PMs at the agency for additional support.
2. New 1.0 FTP – Technical Records Specialist 2. Adding a TRS2 will allow the Program Managers to shift work and focus more on fieldwork.

After review of your request, DHR concurs with the classifications for the following:

1. 1.0 Program Manager, pay grade N.
2. 1.0 Technical Records Specialist 2, pay grade I.

This letter attests that the Idaho Public Charter School's request is in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Peugh".

Michelle Peugh
DHR Strategic Business Partner
michelle.peugh@dhr.idaho.gov
208-854-3073

cc: Erik Olson, Division of Financial Management

FORM B6: WAGE & SALARY RECONCILIATION

		Rounded Appropriation	1.50	102,600	11,000	21,100	134,800
4.11	Appropriation Adjustments:						
	Reappropriation		0.00	0	0	0	0
4.31	Supplemental		0.00	0	0	0	0
5.00	FY 2023 TOTAL APPROPRIATION		1.50	102,600	11,000	21,100	134,800
	Expenditure Adjustments:						
6.31	Transfer between programs		0.00	0	0	0	0
6.41	FTP or Fund Adjustment		0.00	0	0	0	0
7.00	FY 2023 ESTIMATED EXPENDITURES		1.50	102,600	11,000	21,100	134,800
	Base Adjustments:						
8.31	Transfer Between Programs		0.00	0	0	0	0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0
8.51	Base Reduction		0.00	0	0	0	0
9.00	FY 2024 BASE		1.50	102,600	11,000	21,100	134,800
10.11	Change in Health Benefit Costs				1,300		1,300
10.12	Change in Variable Benefits Costs					300	300
	Indicator Code						
10.51	Annualization			0	0	0	0
10.61	CEC for Permanent Positions	1.00%		1,200		300	1,500
10.62	CEC for Temp/Group Positions	1.00%		0		0	0
10.63	CEC for Elected Officials & Commissioners			0		0	0
11.00	FY 2024 PROGRAM MAINTENANCE		1.50	103,800	12,300	21,700	137,900
	Line Items:						
12.01	Technical Records Specialist 2 (to fill vacancy)		0.10	2,500	0	0	2,500
12.02							0
12.03							0
13.00	FY 2024 TOTAL REQUEST		1.60	106,300	12,300	21,700	140,400

FORM B6: WAGE & SALARY RECONCILIATION

		Rounded Appropriation	3.50	280,100	56,800	57,800	394,600
4.11	Appropriation Adjustments:						
	Reappropriation		0.00	0	0	0	0
4.31	Supplemental		0.00	0	0	0	0
5.00	FY 2023 TOTAL APPROPRIATION		3.50	280,100	56,800	57,800	394,600
	Expenditure Adjustments:						
6.31	Transfer between programs		0.00	0	0	0	0
6.41	FTP or Fund Adjustment		0.00	0	0	0	0
7.00	FY 2023 ESTIMATED EXPENDITURES		3.50	280,100	56,800	57,800	394,600
	Base Adjustments:						
8.31	Transfer Between Programs		0.00	0	0	0	0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0
8.51	Base Reduction		0.00	0	0	0	0
9.00	FY 2024 BASE		3.50	280,100	56,800	57,800	394,600
10.11	Change in Health Benefit Costs				4,800		4,800
10.12	Change in Variable Benefits Costs					500	500
	Indicator Code						0
10.51	Annualization			0	0	0	0
10.61	CEC for Permanent Positions	1.00%		2,300		500	2,800
10.62	CEC for Temp/Group Positions	1.00%		0		0	0
10.63	CEC for Elected Officials & Commissioners			0		0	0
11.00	FY 2024 PROGRAM MAINTENANCE		3.50	282,400	61,600	58,800	402,700
	Line Items:						
12.01	Technical Records Specialist 2 and Program Manager		1.90	111,704	42,378		154,100
12.02							0
12.03							0
13.00	FY 2024 TOTAL REQUEST		5.40	394,104	103,978	58,800	556,800

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Charter School Commission

525

Appropriation Unit: Charter School Commission

EDAB

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.00	115,565	12,500	23,808	151,873
		Total from PCF	1.00	115,565	12,500	23,808	151,873
		FY 2023 ORIGINAL APPROPRIATION	1.50	95,787	18,750	20,263	134,800
		Unadjusted Over or (Under) Funded:	.50	(19,778)	6,250	(3,545)	(17,073)
Estimated Salary Needs							
		Permanent Positions	1.00	115,565	12,500	23,808	151,873
		Estimated Salary and Benefits	1.00	115,565	12,500	23,808	151,873
Adjusted Over or (Under) Funding							
		Original Appropriation	.50	(19,778)	6,250	(3,545)	(17,073)
		Estimated Expenditures	.50	(19,778)	6,250	(3,545)	(17,073)
		Base	.50	(19,778)	6,250	(3,545)	(17,073)

PCF Summary Report

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Agency: Charter School Commission

525

Appropriation Unit: Charter School Commission

EDAB

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2023 ORIGINAL APPROPRIATION	1.50	95,787	18,750	20,263	134,800
5.00	FY 2023 TOTAL APPROPRIATION	1.50	95,787	18,750	20,263	134,800
7.00	FY 2023 ESTIMATED EXPENDITURES	1.50	95,787	18,750	20,263	134,800
9.00	FY 2024 BASE	1.50	95,787	18,750	20,263	134,800
10.11	Change in Health Benefit Costs	0.00	0	1,250	0	1,250
10.12	Change in Variable Benefit Costs	0.00	0	0	254	254
10.61	Salary Multiplier - Regular Employees	0.00	1,156	0	241	1,397
11.00	FY 2024 PROGRAM MAINTENANCE	1.50	96,943	20,000	20,758	137,701
12.01	Charter School Commission	0.10	2,500	0	0	2,500
13.00	FY 2024 TOTAL REQUEST	1.60	99,443	20,000	20,758	140,201

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Charter School Commission 525
 Appropriation Unit: Charter School Commission EDAB
 Fund: Public Instruction: Public Charter School Authorizers Fund 32533

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	3.50	232,971	47,500	48,083	328,554
		Total from PCF	3.50	232,971	47,500	48,083	328,554
		FY 2023 ORIGINAL APPROPRIATION	3.50	289,589	43,750	61,261	394,600
		Unadjusted Over or (Under) Funded:	.00	56,618	(3,750)	13,178	66,046
Estimated Salary Needs							
		Permanent Positions	3.50	232,971	47,500	48,083	328,554
		Estimated Salary and Benefits	3.50	232,971	47,500	48,083	328,554
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	56,618	(3,750)	13,178	66,046
		Estimated Expenditures	.00	56,618	(3,750)	13,178	66,046
		Base	.00	56,618	(3,750)	13,178	66,046

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Charter School Commission 525
 Appropriation Unit: Charter School Commission EDAB
 Fund: Public Instruction: Public Charter School Authorizers Fund 32533

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2023 ORIGINAL APPROPRIATION	3.50	289,589	43,750	61,261	394,600
5.00	FY 2023 TOTAL APPROPRIATION	3.50	289,589	43,750	61,261	394,600
7.00	FY 2023 ESTIMATED EXPENDITURES	3.50	289,589	43,750	61,261	394,600
9.00	FY 2024 BASE	3.50	289,589	43,750	61,261	394,600
10.11	Change in Health Benefit Costs	0.00	0	4,750	0	4,750
10.12	Change in Variable Benefit Costs	0.00	0	0	513	513
10.61	Salary Multiplier - Regular Employees	0.00	2,330	0	486	2,816
11.00	FY 2024 PROGRAM MAINTENANCE	3.50	291,919	48,500	62,260	402,679
12.01	Charter School Commission	1.90	154,100	0	0	154,100
13.00	FY 2024 TOTAL REQUEST	5.40	446,019	48,500	62,260	556,779

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Public Charter School Commission	Division/Bureau:	IPCSC
Prepared By:	Jacob Smith	E-mail Address:	jacob.smith@osbe.idaho.gov
Telephone Number:	208-332-1580	Fax Number:	
DFM Analyst:	Erik Olson	LSO/BPA Analyst:	Nate Osborne
Date Prepared:	8/25/2022	For Fiscal Year:	2024

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	Capitol Annex				
City:	Boise	County:	Ada		
Street Address:	514 W. Jefferson Streert			Zip Code:	83702
Facility Ownership (could be private or state-owned)	Private Lease:	<input type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	Lease Expires:

FUNCTION/USE OF FACILITY

All IPCSC functions are carried out at this facility.

COMMENTS

The increase in needed office space will accommodate the increase in FTEs in FY24 and FY25, as well as provide for the necessary flexible storage/work space and address the required ADA accessibility laws.

WORK AREAS

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	6	9	9	9	9	9
Full-Time Equivalent Positions:	5	7	9	9	9	9
Temp. Employees, Contractors, Auditors, etc.:	1	0	0	0	0	0

SQUARE FEET

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	1791	3101	3101	3101	3101	3101

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr:	\$26,453.00	\$45,801.77	\$47,175.82	\$48,591.10	\$50,048.83	\$51,550.30

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Richard.Brien@adm.idaho.gov. Please e-mail or call 208-332-1929 with any questions.
- If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
- Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

AGENCY NOTES:

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CALCULATION SHEET FOR FIVE-YEAR FACILITY NEEDS PLAN - Use to calculate facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payments. If improvements will need to be made to the facility and will be paid by the agency, this cost should be included as well. Do not include telephone costs.

UTILITIES: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
Included in rent payment											
Water											
Included in rent payment											
Sewer & Trash											
Included in rent payment											
Gas											
Included in rent payment											
Other Utilities:											
Included in rent payment											
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

JANITORIAL SERVICE: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
Included in rent payment											
Other Cleaning Expense (paper products, cleaning supplies, etc.): use actual costs from current fiscal year											
Included in rent payment											
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

BUILDING MAINTENANCE: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
Included in rent payment											
Other Maintenance Expense: use actual costs from current fiscal year											
Included in rent payment											
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

PARKING CALCULATOR: use actual costs from current fiscal year

If your agency pays for parking spaces, enter the of spaces your agency is paying for.											0
Cost Per Space Per Month											0
Total:	\$ -	Est 2022	\$ -	Est 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -

OTHER EXPENSES CALCULATOR: use actual costs from current fiscal year

Real Estate Taxes paid by agency to landlord (show annual cost)											0
Insurance paid by agency to landlord (show annual cost)											0
Operating Expenses paid by agency to landlord (show annual cost)											0
Other expenses paid by agency to landlord (show annual cost)											0
Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0

TENANT IMPROVEMENTS:

Total:	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0	Est 2026	0
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AGENCY NOTES:

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AGENCY NAME:			Public Charter School Commission					
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2024	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTP, Temps and Comments
514 W. Jefferson St, Boise, 83702	2024	request	3,101	\$ 14.77	\$ 45,802	9	345	Actual FTE would be 7; however, the current office location does not allow for growth beyond FY24. This would require a new office location. We have confirmed with ADM the availability of office space within the Capitol Annex.
514 W. Jefferson St, Boise, 83702	2023	estimate	1,791	\$ 14.77	\$ 26,453	6	299	
304 N 8th St Boise 83720	2022	actual	1,095	\$ 13.02	\$ 14,257	5	219	
	Change (request vs actual)		2,006	\$ 15.73	31,545	4	126	
	Change (estimate vs actual)		696	\$ 17.52	12,196	1	80	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2023	request	0	\$ -	\$ -	0	-	
	2022	estimate	0	\$ -	\$ -	0	-	
	2021	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE ONE)	2024	request	3,101	\$ 14.77	\$ 45,802	9	345	
	2023	estimate	1,791	\$ 14.77	\$ 26,453	6	299	
	2022	actual	1,095	\$ 13.02	\$ 14,257	5	219	
	Change (request vs actual)		2,006	\$ 15.73	31,545	4	126	
	Change (estimate vs actual)		696	\$ 17.52	12,196	1	80	
TOTAL (ALL PAGES)	2023	request			\$ 45,802			
	2022	estimate			\$ 26,453			
	2021	actual			\$ 14,257			
	Change (request vs actual)				31,545			
	Change (estimate vs actual)				12,196			

Part I – Agency Profile

Agency Overview

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

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

Mission: The IPCSC’s mission is to cultivate exemplary public charter schools.

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

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

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

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

Core Functions/Idaho Code

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

In between those decision points, the IPCSC staff engages in day-to-day oversight. This work includes compliance monitoring as well as evaluation of each school’s operational, financial, and academic outcomes. The IPCSC’s philosophy is to educate and inform a school before engaging in oversight and enforcement of consequences. This means that a significant amount of staff’s time is spent in communication and facilitation of resources with the goal of supporting charter school governing boards in making informed decisions. This also means that the IPCSC is obligated to investigate concerns and to inform entities responsible for administration of a law if there is reason to believe that a provision of law has been violated. The oversight work across each school’s operational term is reported in a performance report each year. These reports inform IPCSC renewal decisions.

Revenue and Expenditures:

Revenue	FY 2019	FY2020	FY2021	FY2022
General Fund	The Public Charter School Commission was part of the Office of the State Board of Education during this time and as such has no revenue history.			\$174,100.00
Dedicated Fund				\$458,700.00
Total				\$632,800.00
Expenditure	FY 2019	FY2020	FY2021	FY2022
Personnel Costs	The Public Charter School Commission was part of the Office of the State Board of Education during this time and as such has no revenue history.			\$440,729.00
Operating Expenditures				\$86,360.29
Capital Outlay				\$15,416.09
Total				\$542,505.38

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Number of schools for which the IPCSC provides academic, operational, and financial oversight, including site visits, performance reports, and ops support.	41	44	49	52	56
Number of legal compliance investigations that required more than 30 days to resolve.	1	1	2	1	-----
Number of new petitions considered through a 12 week cycle.	5	8	5	5	-----
Number of renewal petitions considered through a portfolio evaluation process.	12	13	0*	*0	-----

*Renewals are considered on a five-year cycle. No schools came due in 2020 or 2021, this number will not be 0 in any future year.

Performance Highlights:

In the 2021 Legislative Session, S1115 was passed and signed into law, making IPCSC a standalone agency under the State Board of Education.

As a part of this process, the IPCSC identified the goals that have been set forth in the Strategic Plan and this report. Because the IPCSC has operated as a program that served as the sole provider of key services, data for these key services are included in this report. However, as the IPCSC adopted a strategic plan for the first time in June of 2021, data points for performance measures outlined below are not available.

Part II – Performance Measures

Performance Measure		FY 2019	FY2020	FY2021	FY2022	FY2023
Goal 1: The IPCSC will cultivate a portfolio of exemplary charter schools.						
Objective A: The IPCSC will make data-driven decisions.						
Measure 1: Petition Evaluation Reports and Meeting Minutes	Target 1: % unconditional approval + met all standards	T: NA	T: NA	T: NA	T: 100%	T: 100%
		----	----	----	100% (1/1)	----
	Target 2: % approved amendments + met all standards	T: NA	T: NA	T: NA	T: 100%	
		----	----	----	100% (13/13)	----
Measure ii: Annual School Performance Reports and Final Orders	Target 1: % renewal no conditions + met all standards	T: NA	T: NA	T: NA	T: 100%	T: 100%
		----	----	----	A: 100% (4/4)	----
	Target 2: % conditional renewals with conditions for each measure unmet (or non-renewed)	----	----	----	T: 100%	T: 100%
		----	----	----	A: 100% (8/8)	----
Measure III: Meeting Minutes	Target 1: # of commission training opportunities engaged annually.	T: NA	T: NA	T: NA	T: 5	5
		----	----	----	A: 5	----
Objective B: The IPCSC will provide effective oversight.						
Measure i: Performance Framework*	Target 1: Operational - % schools met all standards*	T: NA	T: NA	T: NA	T: 95%	95%
		----	----	----	A: 86%	----
	Target 2: Financial - % schools met all standards*	T: NA	T: NA	T: NA	T: 90%	90%
		----	----	----	A: 72%	----
	Target 3: Academic - % schools met all standards*	T: NA	T: NA	T: NA	T: 75%	45%
		----	----	----	A: 38%	----
Measure ii: Complaint and Concern Log	Target 1: % concerns/ complaints resolved w/in 30 days.	T: NA	T: NA	T: NA	95%	T: 95%
		----	----	----	A: 96% (47/49)	
Measure iii: Courtesy Letters	Target 1: % of unresolved issues later resolved via investigation.	T: NA	T: NA	T: NA	T: 95%	T: 95%
		----	----	----	A: 100% (2/2)	----
Goal 2: The IPCSC will advocate for student, taxpayer, and charter sector interests.						
Objective A: The IPCSC will contribute to effective charter school law.						
Measure i: Maintenance of Effort Record	Target 1: % of Director time dedicated to charter advocacy	T: NA	T: NA	T: NA	T: Baseline	10%
		----	----	----	A: 4%	----

*Re. 1.B.i: The IPCSC’s Performance Framework evaluates six (6) operational measures, seven (7) financial measures, and seven (7) academic measures that are monitored for strategic planning purposes. The % of schools that met standard all measures in each section is represented above. Measure by measure data is included in Table 1, Table 2, and Table 3.

Objective B: The IPCSC will execute an effective communication plan.						
Measure i: Newsletter and Social Media Data	Target 1: % open rate on monthly newsletter	T: NA	T: NA	T: NA	T: Baseline	70%
		-----	-----	-----	A: 60% (213/355)	-----
	Target 2: % participation in annual stakeholder survey	T: NA	T: NA	T: NA	T: Baseline	55%
		-----	-----	-----	A: 29% (40/136)	-----
Objective C: The IPCSC will provide technical assistance to schools.						
Measure i: Network Event Attendance Rosters	Target 1: # of stakeholders engaged at network events/ # of events hosted	T: NA	T: NA	T: NA	T: Baseline	100/4
		-----	-----	-----	A: 50 people / 0 events	-----
Measure ii: Annual Performance Reports	Target 1: % of schools not meeting one or more framework measure who received direct outreach w/in 30 days of annual report.	T: NA	T: NA	T: NA	T: 65%	75%
		-----	-----	-----	A: 65%	-----

Performance Measure Explanatory Note:

In the 2021 Legislative Session, S1115 was passed and signed into law, making IPCSC a standalone agency under the State Board of Education.

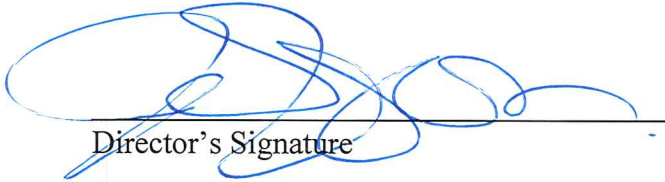
As a part of this process, IPCSC identified the goals that have been set forth in the Strategic Plan and this report. Since IPCSC has not had a full year to evaluate, this report does not provide data for the Measures identified above.

<p>For More Information Contact</p> <p>Director Jenn Thompson (208) 332-1594 Jenn.thompson@osbe.idaho.gov</p>

Director Attestation for Performance Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Public Charter School Commission


Director's Signature

7/29/22
Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov