



Increased Charter Support Mentor

Contract Position from July 1, 2025 through June 30, 2026

PURPOSE

The purpose of this contract is to provide an Increased Charter Support Mentor (ICSM) to support charter schools in Idaho pursuant to Idaho code 33-5211 (3).

For charter schools in this program, the ICSM shall connect head administrators/directors and boards of each of the selected schools with mentoring and support needed to make high-impact changes in a short amount of time. The ICSM shall orchestrate this program, connect participants with resources, and design assessments to measure the success of the program.

The contact for this RFQ is:

Rachel Burk, Parent Engagement & School Choice Coordinator

(208) 332-6956

rburk@sde.idaho.gov

TIMELINE

Quotes are due by: June 12th by 5:00 p.m. MT

SPECIFICATIONS OR SCOPE OF WORK

1. The Contractor shall facilitate the program for "Cohort 1" and "Cohort 2" schools for a total of 7 to 8 schools.
2. The Contractor shall collect data as outlined in order to develop and implement a needs-based assessment for each participating school in Cohort 2. The data collected shall include: commission conditions per school, Idaho Department of Education data per school, the Department curriculum and instruction resources, successful cohort schools (charter or traditional) with similar programs, and existing resources such as from the Capacity Building Program, etc.
3. The Contractor shall develop and implement a needs assessment per Cohort 2 school which includes the following:



- a. The need that is already known clearly identified and the method by which this need was determined. Research on what has been done to meet this need. The assessment shall look at multiple data points from multiple stakeholders.
- b. A review of the commission renewal conditions by looking at longitudinal data year to year and prioritizing student performance.
- c. A review of any existing strategic or long-range plan that addresses renewal conditions.
- d. A review of any additional data that is not captured by Idaho Public Charter School Commission requirements but is collected and analyzed to use for direction setting.
- e. Documentation of what the school still needs to know and what is missing from needed resources to help the school reach success.
- f. Commission renewal conditions that are most critical to address immediately and identification of areas where progress has stalled in meeting these conditions. Identification of the reasons while progress has stalled.
- g. A review of the initial school charter for mission, vision, purpose to determine viability.
- h. Any additional data that would be beneficial to collect and or analyze, not captured by commission requirements, i.e. Teacher walkthrough data to determine fidelity to mission, vision, curriculum, and instruction.

4. The Contractor shall develop and implement a “pre and post” assessment survey to establish current capacity for each participating Cohort 1 and Cohort 2 school and measure change to this capacity over a period of eleven months.

5. The Contractor shall develop an initial improvement plan for each Cohort 2 school referencing existing research such as Hattie, Marzano, Reeves which includes the following:

- a. Research on how similar schools have successfully addressed similar conditions through site visits or contact with schools, the Department, etc.
- b. Deliverables, timeline, metrics, budget, building capacity/PD, and roll out plan to stakeholders.
- c. Identified strategic partner(s) that will be contracted with to support the plan.
- d. Necessary approvals to launch plan with each school.
- e. Estimated costs of needed supports and materials.



f. Each action/improvement plan shall be shared with the Department point of contact upon completion for each school, no later than two weeks after initial contact between the Contractor and the school.

g. These improvement plans shall be on the Department PowerPoint templates shared with the Contractor

h. These improvement plans shall be ADA accessible when transferred to the Department .

i. These improvement plans shall be emailed to the Department point of contact.

6. The Contractor shall develop and implement a strategic/improvement plan with each Cohort 1 school which includes the following:

- a. Area(s) of academic growth that can be targeted during the academic year through coaching, consulting, and regular measurement.
- b. Identified mentors, coaches, and/or consultants to be used to support each Cohort 1 school.
- c. Identified assessments or measures that will be utilized to measure this academic growth over a period of 11 months.
- d. Estimated costs of such support.

7. The Contractor shall provide progress reports on both Cohort 1 and Cohort 2 schools once per month that demonstrate monitoring, adjustments, and formal documentation of progress. These reports shall meet the following requirements:

a. The number of reports shall be determined by the number of charter schools in the program; they shall be one per participating school in both Cohort 1 and Cohort 2.

b. These reports shall be received by the Department on the third Friday of each month by 3:00 p.m.

c. These reports shall be on the Department PowerPoint templates shared with the Contractor.

d. These reports shall be ADA accessible when transferred to the Department .

e. These reports shall be emailed to the Department point of contact.

8. The Contractor shall communicate with school leadership in both Cohort 1 and Cohort 2 schools on a bi-weekly basis in a method as determined by the Contractor.

9. The Contractor shall conduct on-site visits as deemed necessary by the Contractor. There shall be a minimum of one on-site visit per participating school in both Cohort 1 and Cohort 2.



10. The Contractor shall conduct follow-up meetings with strategic partner(s) as needed.
11. The Contractor shall be available for calls, check-ins, emails, or meetings on an “as needed” basis for purposes of program implementation with the Department point of contact.
12. The Contractor shall attend two Idaho Public Charter Commission meetings, one as observer, and one for final presentation.
13. The Contractor shall maintain a list that identifies resources of charter school differentiated supports pertaining to Idaho charter schools to be submitted no later than June 26, 2026.
 - a. This list shall be on the Department Word templates shared with the Contractor.
 - b. This list shall be ADA accessible when transferred to the Department.
 - c. This list shall be emailed to the Department point of contact.
14. The Contractor shall work with participating schools in both Cohort 1 and Cohort 2 to prepare and deliver final reports to Charter School Commission.
15. The Contractor shall provide final report for the Increased Charter Support Program that meets the following requirements:
 - a. This report shall include:
 - i. a narrative, no longer than one slide, depicting overall impressions of the program in relation to each participating school; this shall be one narrative per participating school.
 - ii. results from a survey, or other form, of a post-assessment analysis of the program in relation to each participating school.
 - iii. any pertinent information, data, feedback, evidence related to the effectiveness of the program in relation to each participating school
 - b. This report shall be received by the Department no later than the week before the June 2026 Idaho Public Charter School Commission meeting.
 - c. This report shall be on the Department PowerPoint template shared with the Contractor.
 - d. This report shall be ADA accessible when transferred to the Department .
 - e. This report shall be emailed to the Department point of contact.



16. The Contractor shall submit monthly invoices on the template agreed upon between the Contractor and Department point of contact by the 5th calendar day of each month.

MINIMUM QUALIFICATIONS

- Working knowledge of the charter school landscape
- Deep understanding of educational systemic analysis
- Knowledge of current resources and supports available to educational institutions in the state of Idaho
- Knowledge of the processes involved in building capacity in educational leadership positions
- Administrative experience in an Idaho public school
- Ability to communicate clearly, lead teams, and provide feedback

COMPENSATION

Compensation: The compensation for the above deliverables is \$55-60k and is commensurate with education and experience. The contractor will bear all costs, fees, and expenses associated with the work's execution. This is a contract position; the contractor will not be an employee of the Idaho Department of Education and is not provided employment benefits. The contractor will need to provide and show evidence of General Liability and Professional Liability Insurance.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

Resume and letter of interest that addresses minimum qualifications. Priority consideration shall be given to applications received by June 12, 2025. However, the position will remain open until filled.

Please direct questions, a resume and letter of interest to:

Rachel Burk, Parent Engagement & School Choice Coordinator

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