

CONTINUOUS IMPROVEMENT PLAN (2024-2025)

NARRATIVE - TEMPLATE PART 1

OVERVIEW OF STATUTORY REQUIREMENTS

Districts and charter schools (Local Education Agencies or LEAs) must review, update, and post their Continuous Improvement Plan (CIP) to their website no later than October 1 each year, and must submit their plan by the deadline to the State Board of Education by sending it to plans@edu.idaho.gov.

[Section 33-320, Idaho Code](#), addresses Continuous Improvement Plans. This section of statute was amended during the 2021 legislative session; no changes were made during the 2022, 2023, or 2024 sessions. The section of code states, in part:

“CONTINUOUS IMPROVEMENT PLANS AND TRAINING. (1) Each school district and public charter school in Idaho shall develop an annual plan that is part of a continuous focus on improving the student performance of the district or public charter school. A public charter school may use its performance certificate in lieu of a separate continuous improvement plan.

(2) (a) The board of trustees and the superintendent shall collaborate on the plan and engage students, parents, educators and the community as appropriate. The board of directors and the administrator of a public charter school shall collaborate on the plan and engage students, parents, educators, and the community as appropriate. All continuous improvement plans must be approved by the local governing board.

(b) The annual continuous improvement plan shall:

- i. Be data driven, specifically in student outcomes, and shall include, but not be limited to, analyses of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
- ii. Set clear and measurable targets based on student outcomes;
- iii. Include a clearly developed and articulated vision and mission;
- iv. Include key indicators for monitoring performance;
- v. Include student literacy proficiency goals and targets and how progress towards those outcomes will be measured;
- vi. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency;
- vii. Include, as applicable to the grade ranges served, college and career advising and mentoring goals and how progress towards those outcomes will be measured;
- viii. Include the individual staff performance on each of the performance criteria as defined in Section 33-1001, Idaho Code, including measurable student achievement and student success indicator targets and the percentage of students meeting those targets. Data will be aggregated at the grade range, subject, or performance indicator, as determined by the commission and allowed pursuant to section 33-133, Idaho Code;
- ix. Include, at a minimum, the student achievement and growth metrics for the state accountability framework. Student achievement and growth will be reported on each school and district’s report card as required by the state board of education and published by the state department of education; and
- x. Include a report of progress toward the previous year’s improvement goals.”

Section 33-320, Idaho Code also requires all school district boards of trustees / charter school boards of directors to continuously monitor progress toward the goals identified in the plan and to include consideration of the progress in the district superintendent’s or charter administrator’s evaluation.

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POSTING / SUBMITTING YOUR PLAN

- **State law requires all LEAs to post your Continuous Improvement Plan to your website and submit it to the Office of the State Board of Education via e-mail by October 1.** Plans should be submitted to plans@edu.idaho.gov in PDF, Word or Excel. Please also provide a hyperlink to the section of your website where the plan is posted.

GENERAL GUIDANCE FOR USING THE CIP TEMPLATES

Please Note: Charter schools with performance certificates that meet all of the CIP requirements outlined in the law, including a link to the charter school's report card (on idahoschools.org) and annual Performance Targets for all required metrics, may submit their performance certificate in lieu of part or all of the Continuous Improvement Plan. If you are interested in this option, please contact our staff in advance to discuss your performance certificate and its alignment to the Continuous Improvement Plan requirements.

2024-2025 Templates for the Continuous Improvement Plan

LEAs are not required to submit your Continuous Improvement Plan in one of our provided templates. You may provide your plan in any format you choose. If you are submitting your plan in a locally-developed format, we encourage you to use our template(s) and review checklist(s) as guides to identify the required plan elements and data that should be included in your plan.

The Continuous Improvement Plan Template is split into two (2) pieces. **To complete your plan using this format, you need both a Narrative (Part 1) and Metrics (Part 2).** The following templates are available to help you meet the requirements:

- 2024-25 Continuous Improvement Plan Narrative – Template Part 1
- 2024-25 Continuous Improvement Plan Metrics – Template Part 2

LEAs may post and submit your Continuous Improvement Plan as two separate documents (Word and Excel or PDF) or combine them into a single PDF.

Substantial Revisions vs. Plan Update (when to submit a new Narrative)

The Continuous Improvement Plan is an ongoing plan that needs to be *updated* annually. The metrics and report of progress must be updated annually, but some LEAs may qualify to forego submission of a new CIP Narrative.

If you have made changes to your mission, vision, or community involvement processes, you must submit a new Narrative. However, if you meet both of the following qualifications, you do not need to submit a new Continuous Improvement Plan (CIP) Narrative for 2024-25:

- Your LEA has *not* made changes to your mission, vision, or community involvement practices described in your previous CIP Narrative or Combined District Plan Narrative; and
- Your LEA had a fully compliant CIP Narrative or Combined District Plan Narrative in 2023-24, or you are continuing a previously granted narrative exemption.

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If you are unsure if your LEA meets the qualifications listed above, please contact Nick Wagner (nwagner@edu.idaho.gov; 208-488-7586) prior to the October 1 plans submission deadline.

If your LEA has met the qualifications and is not submitting a new narrative, when you submit your web link and/or plan documents, please indicate in the body of your e-mail that you believe you meet the qualifications and have no changes to your CIP Narrative.

Please note: The Metrics spreadsheet (Template Part 2) includes Benchmarks and the Progress Report (required by law) that *must* be updated and submitted annually.

FUNDS FOR TRAINING

Up to \$6,600 is available for each LEA, on a reimbursement basis, for LEA superintendents/administrators and boards of trustees/directors for training in continuous improvement processes and planning, strategic planning, finance, administrator evaluations, ethics and governance. A list of Approved Trainers is available on the State Board of Education website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>.

ADDITIONAL RESOURCES

Additional templates, recorded webinars, and the Review Checklists are available on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>

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NARRATIVE - TEMPLATE PART 1

LEA	# 555	Name: COSSA Academy	
Superintendent	Name: Patricia Frahm		Phone: 208-482-6074
	E-mail: frahmp@cossaschools.org		
CIP Contact	Name: Patricia Frahm		Phone: 208-482-6074
	E-mail: frahmp@cossaschools.org		

Instructions: Your Continuous Improvement Plan must include a mission statement and vision statement. Please provide them in this section.

Mission and Vision - REQUIRED

1. From the Bylaws of the Canyon-Owyhee School Service Agency (COSSA), amended 4-15-2019;

MISSION STATEMENT: The mission of the Canyon-Owyhee School Service Agency is to provide educational services for all eligible children and to develop cooperative efforts that enhance the effectiveness of the individual districts.

2. From the COSSA Personnel Handbook, revised and adopted May 20, 2024:

MISSION STATEMENT

In accordance with COSSA's Bylaws, the mission of the Canyon-Owyhee School Service Agency is to provide educational services for all eligible children and to develop cooperative efforts that enhance the effectiveness of the individual districts.

"Educational services" include: alternative education provided by the COSSA Academy Alternative Junior/Senior High School, Career and Technical Education (CTE) provided by the COSSA Regional Technology and Education Center (CRTEC), and Special Education services – the majority of which are provided at the students' home schools.

3. From the CRTEC Teacher-Student-Parent Handbook, revised and adopted May 20, 2024.

CRTEC'S MISSION STATEMENT

At CRTEC, learning occurs: for every person, every day, in every way!

CRTEC'S VISION

Students succeed at whatever they do after they leave CRTEC – work, higher education, the military. Our students become productive, contributing members of society.

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Instructions: Per statute, please describe how your school district or charter school considered input from the community in developing or revising your Continuous Improvement Plan.

Community Involvement in Plan Development - REQUIRED

Community Involvement in the development of the Combined District Plan (or CIP and Literacy Plan)

1. Industry representatives, local political leaders, and parents are on the COSSA Stakeholders Group, which reviewed and provided input to the draft 2024-2025 strategic plan in June 2024.
2. Industry and local political leaders serve on the COSSA Foundation, COSSA's 501 (c)(3) non-profit, which reviewed and provided input to the draft 2024-2025 strategic plan in July 2024.
3. COSSA Board of Trustees consists of 10 members – the Superintendent and one elected Board member from each consortium district. The COSSA Board of Trustees reviewed the 2024-2025 strategic plan approved on TBD.

Parent Notification of College and Career Advising and Mentoring Services

1. COSSA Academy holds parent-teacher conferences once per quarter. The College and Career Advisor, who is also the Academy Counselor, is in attendance at every parent-teacher conference. Posters notify parents in attendance of the opportunity to speak with the College and Career Advisor. Parents are notified of the date and time of parent-teacher conferences by School Messenger automated phone calls and by a physical sign on U.S. Highway 95.
2. COSSA hosts an annual Career Expo in April. At this event COSSA Academy students are introduced to over 40 industry representatives, military recruiters, college admission/recruiters, and others. All COSSA Academy students attend this full-day event. In the evening of the Career Expo, parents are invited to meet with some of the same college and industry recruiters as their students. Parents are notified of the date and time of the Career Expo by School Messenger automated phone calls and by a physical sign on U.S. Highway 95.

Parental Involvement in Students' Individual Reading Plans

COSSA Academy only serves 7 – 12 grades.

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Please proceed to the Continuous Improvement Plan Metrics – Template Part 2.

Performance Metrics Instructions:

Provide your report card link, Progress Report, and set Benchmarks (performance targets) using the **2024-25 Continuous Improvement Plan Metrics – Template Part 2**. The template includes two (2) tabs: Instructions and Examples and Metrics. Please review the Instructions and Examples tab before entering your data into the Metrics tab.

<https://idahoschools.org/schools/1291>