

STATE OF NEVADA

BRIAN SANDOVAL
Governor

PATRICK GAVIN
Executive Director



STATE PUBLIC CHARTER SCHOOL AUTHORITY

1749 North Stewart Street Suite 40
Carson City, Nevada 89706-2543
(775) 687 - 9174 · Fax: (775) 687 - 9113

BRIEFING MEMORANDUM

TO: SPCSA Board
FROM: Patrick Gavin
SUBJECT: Agenda Item 3—Consent Agenda—Submission Timelines
DATE: September 23, 2016

Background:

Authority members have expressed concern regarding receipt of complete school materials with less than adequate time for review.

Recommendation:

Staff recommends the following timelines for placing items on the Agenda be established by the Authority:

For the October 21, 2016 Meeting: complete materials must be submitted by 5 pm Pacific Time no less than 15 days prior to the meeting. This means a complete set of materials to be reviewed for the October meeting must be submitted by Thursday October 6, 2016. Board consideration of requests filed after that date and any board consideration of proposed items which are deemed incomplete or for which the school provides supplementary materials will be scheduled for a subsequent meeting. All materials must be submitted in the submission portal maintained by the Agency for this purpose.

For the November 18, 2016 Meeting: complete materials must be submitted by 5 pm Pacific Time no less than 25 days prior to the meeting. This means a complete set of materials to be reviewed for the November meeting must be submitted by Wednesday, October 19, 2016. Board consideration of requests filed after that date and any board consideration of proposed items which are deemed incomplete or for which the school provides supplementary materials will be scheduled for a subsequent meeting. All materials must be submitted in the submission portal maintained by the Agency for this purpose.

For the December 16, 2016 Meeting: complete materials must be submitted by 5 pm Pacific Time no less than 45 days prior to the meeting. This means a complete set of materials to be reviewed for the December meeting must be submitted by Tuesday, November 1, 2016. Board consideration of requests filed after that deadline and any board consideration of proposed items which are deemed incomplete or for which the school provides supplementary materials will be scheduled for a subsequent meeting. All materials must be submitted in the submission portal maintained by the Agency for this purpose.

For all meetings in calendar year 2017 and thereafter: complete materials must be submitted by 5 pm Pacific Time no less than 45 days prior to a regularly scheduled meeting. If the due date for materials falls on a Saturday, a Sunday, or a legal holiday, the submission shall be timely if submitted by 5 pm on the first business day following the Sunday or legal holiday. Board consideration of requests filed after that date and any board consideration of proposed items which are deemed incomplete or for which the school provides supplementary materials will be scheduled for a subsequent meeting. All materials must be submitted in the submission portal maintained by the Agency for this purpose.

The Chair or Acting Chair, at the request of the Executive Director, may waive these timelines for a specific school request at his discretion. If a member determines that he or she did not have sufficient time to review the materials, they may make a motion to table the Agenda item for a subsequent meeting. All materials must be submitted in the submission portal maintained by the Agency for this purpose.

Notwithstanding the foregoing, in the event that the Authority sets a specific date for receipt of materials, including evidence or other materials to be considered at a public hearing, that deadline shall supersede the more general timelines specified above. All materials must be submitted in the submission portal maintained by the Agency for this purpose.