

BRIAN SANDOVAL
Governor

STATE OF NEVADA

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: Jennifer Bauer, Director of Finance and Operations
SUBJECT: Agenda Item 4: SPCSA Staffing Update
DATE: August 6, 2018

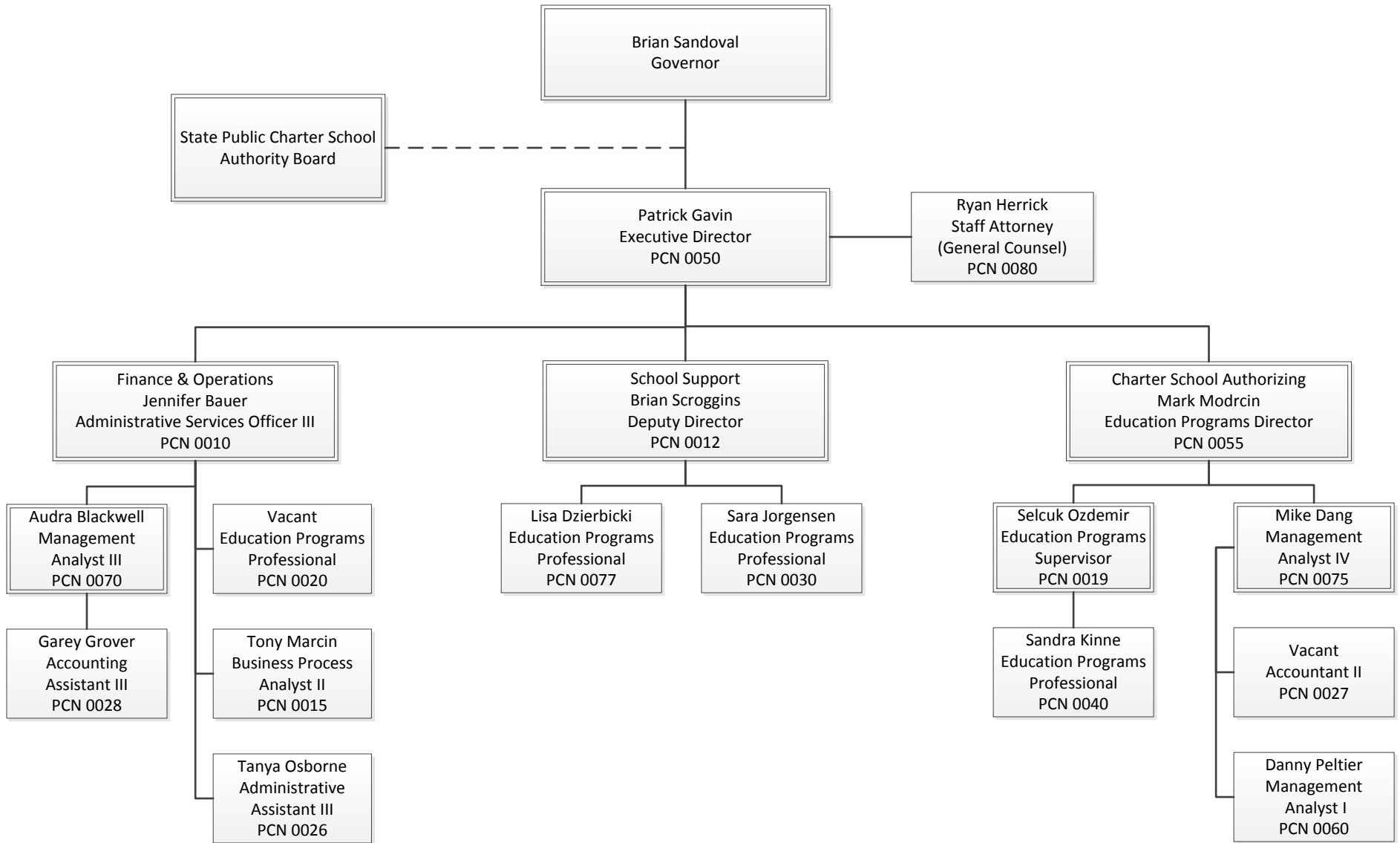
Since the last staffing update during the Authority Board meeting on March 23, 2018, the State Public Charter School Authority has been fortunate to welcome several new, highly qualified team members. As reflected in the attached organizational chart and Roles and Responsibilities document, the new team members are:

- Anthony Marcin, Business Analyst and Technology Coordinator
(Finance and Operations team)
- Sandra Kinne, Education Programs Professional
(Charter School Authorizing team)
- Michael Dang, Manager of Financial and Organizational Performance
(Charter School Authorizing team)

A current copy of the staff organizational chart and Role and Responsibilities document can always be found on the website located at:

<http://charterschools.nv.gov/uploadedFiles/CharterSchoolsnvgov/content/Families/180703-Org-Chart-Roles-Responsibility.pdf>.

Nevada State Public Charter School Authority



STATE PUBLIC CHARTER SCHOOL AUTHORITY ROLES AND RESPONSIBILITIES

<p>Authority Board</p>	<ul style="list-style-type: none">• Approves charter applications• Approves charter amendments• Approves renewal of schools• Revokes written charters/terminates charter contracts• Approves loan applications• Adopts regulations related to applications, amendments, renewals, loans, and teacher quality• Adopts strategic plan pursuant to Governor’s Strategic plan and state budget priorities
<p>Patrick Gavin, Executive Director</p>	<ul style="list-style-type: none">• Oversee agency• Support and implement Governor’s legislative and policy agenda• Act as formal Executive Secretary to the Authority Board
<p>Ryan Herrick, General Counsel</p>	<ul style="list-style-type: none">• Draft, prepare, and review legal documents, including charter contracts and amendments• Represent the Authority regarding legal matters in communications with the public, schools, attorneys, and other state and local agencies• Prosecute and defend the Authority in litigation and administrative proceedings, including charter school receiverships• Serve as liaison with the office of the Attorney General• Assist the Executive Director and staff to ensure, through enforcement and accountability measures, a quality public school choice for every Nevada child

Authorizing Team

<p>Charter School Authorizing Mark Modrcin, Director of Authorizing</p>	<ul style="list-style-type: none"> • Oversee the authorizing functions of the Authority, including the review of new charter applications, charter renewals, non-renewals and revocations • Oversee the implementation and reporting of a performance framework, including any revisions that may be necessary • Lead the implementation of effective monitoring practices of schools, including site evaluations and other methods of oversight • Recommend the issuance of sanctions due to poor academic performance, financial or organizational problems or lack of compliance to the Executive Director and Authority Board • Define issues, perform research, analyze problems and recommend courses of action to the Executive Director and Authority Board
<p>Academic Framework Selcuk Ozdemir, Manager of Academic Performance</p>	<ul style="list-style-type: none"> • Lead academic assessment and accountability efforts • Lead the implementation and reporting of a performance framework, including making any revision recommendations that may be necessary to the Director of Authorizing, Executive Director and Authority Board • Lead the analysis and interpretation of academic performance and program data, making recommendation to leadership and the Authority Board • Liaise with the Nevada Department of Education to ensure that the SPCSA has robust and timely data
<p>Academic Framework Sandra Kinne, Education Programs Professional</p>	<ul style="list-style-type: none"> • Responsible for the oversight of the academic framework • Assist in the review and renewal processes of public charter school applications, renewals, and contract amendment proposals • Conducts site visits and evaluations on a regular basis • Monitors assessment and accountability efforts • Analyzes and interprets education program data and ensuring compliance with state and federal requirements
<p>Organizational & Financial Framework Mike Dang, Manager of Organizational & Financial Performance</p>	<ul style="list-style-type: none"> • Responsible for the oversight of the financial and organizational frameworks • Assist in the review and renewal processes of public charter school applications, renewals, and contract amendment proposals • Lead the monitoring of the financial health of public charter schools through an understanding of financial statements

	<ul style="list-style-type: none"> • Monitor governing Board activity for schools to ensure that all public requirements are met
<p>Organizational Framework Danny Peltier, Management Analyst I</p>	<ul style="list-style-type: none"> • Assist with the oversight of the organizational framework and compliance monitoring • Assist with public charter school review processes for amendments, renewals and new applications • Responsible for significant interactions and communications with school leaders • Functions as the clerk of the Authority Board, leading reporting processes, communicating with stakeholders and maintaining precise records
<p>Financial Framework Vacant, Accountant II</p>	<ul style="list-style-type: none"> • Conduct analysis and interpretation of financial audits and other financial submissions by schools. • Responsible for the oversight and maintenance of the financial framework • Functions as the primary financial liaison for sponsored schools • Calculate both short and long-term metrics that evaluate the financial health of schools • Assist in developing recommendations regarding the financial performance of schools

Finance and Operations Team

<p>Finance and Operations Oversight Jennifer Bauer, Director of Finance and Operations</p>	<ul style="list-style-type: none"> • Develop and manage agency budgets • Oversee federal and state grant programs • Manage agency fiscal and operating functions • Implement and revise policies, procedures, and internal controls • Manage and oversee implementation of technology initiatives • Oversee human resource and personnel support for the agency
<p>Federal Funding Oversight Vacant, Education Programs Professional</p>	<ul style="list-style-type: none"> • Review/approve applications and spending plans from schools • Develop SPCSA federal and state categorical applications • Manage SPCSA total allocation and sub awards to schools • Review school blending and braiding of various funds
<p>Accounting and Agency Budget Oversight Audra Blackwell, Management Analyst III</p>	<ul style="list-style-type: none"> • Assist in building agency operating budget • Monitor agency revenue and expenditures • Manage accounting functions (accounts payable, accounts receivable, journal voucher, including federal grant sub-awards & disbursement) • Manage all agency contracts (except charters) • Provide personnel and payroll support for agency staff
<p>Business Analysis/Technology Oversight Tony Marcin, Business Process Analyst II</p>	<ul style="list-style-type: none"> • Act as agency administrator for Infinite Campus, Epicenter, and Bighorn • Maintain agency website • Document system or process requirements and procedures • Develop and implement improvements to business processes • Project manage implementation of technology solutions for agency staff
<p>Accounting Garey Grover, Accounting Assistant III</p>	<ul style="list-style-type: none"> • Review and process agency payments to vendors • Review and process billings from schools for pass-through of federal and state categorical funds • Reconcile agency budget status reports • Prepare agency payroll transactions
<p>Administrative Support Tanya Osborne, Administrative Assistant III</p>	<ul style="list-style-type: none"> • Provide administrative support to all agency staff • Assist with correspondence to schools • Process agency and board member travel requests/claims • Assist with Authority Board meetings

School Support Team

<p>School Support Responsibilities Brian Scroggins, Deputy Director</p>	<ul style="list-style-type: none"> Oversee personnel involved with federal and state programs. Communicate effectively with SPCSA schools, through site-visits and personal contact, to serve the interests of students by continually strengthening the Authority’s sponsored schools. Direct proactive community outreach to cultivate and maintain relationships with schools, community partners and other external stakeholders (diverse community groups, government agencies, Legislators, other authorizing agencies and charter school support organizations). Assist the Executive Director in establishing and overseeing the development of regulations, policies, procedures and work processes to support the SPCSA’s mission, vision and goals 																				
<p>Northern Nevada Sara Jorgensen, Education Programs Professional</p> <ul style="list-style-type: none"> Provide support to and oversee efficacy of federal and state programs in the following schools: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Alpine Academy</td></tr> <tr><td>American Leadership Academy - North Las Vegas</td></tr> <tr><td>American Preparatory Academy</td></tr> <tr><td>Argent Preparatory Academy (formerly Silver State)</td></tr> <tr><td>Beacon Academy of Nevada - Flamingo</td></tr> <tr><td>Discovery Charter School - Hillpoint</td></tr> <tr><td>Discovery Charter School - Mesa Vista</td></tr> <tr><td>Doral Academy of Northern Nevada</td></tr> <tr><td>Elko Institute for Academic Achievement</td></tr> <tr><td>Equipo Academy School</td></tr> </table>	Alpine Academy	American Leadership Academy - North Las Vegas	American Preparatory Academy	Argent Preparatory Academy (formerly Silver State)	Beacon Academy of Nevada - Flamingo	Discovery Charter School - Hillpoint	Discovery Charter School - Mesa Vista	Doral Academy of Northern Nevada	Elko Institute for Academic Achievement	Equipo Academy School	<p>Southern Nevada Lisa Dzierbicki, Education Programs Professional</p> <ul style="list-style-type: none"> Provide support to and oversee efficacy of federal and state programs in the following schools: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Coral Academy of Science - Centennial Hills</td></tr> <tr><td>Coral Academy of Science - Eastgate</td></tr> <tr><td>Coral Academy of Science - Nellis AFB</td></tr> <tr><td>Coral Academy of Science - Sandy Ridge</td></tr> <tr><td>Coral Academy of Science - Tamarus</td></tr> <tr><td>Coral Academy of Science - Windmill</td></tr> <tr><td>Doral Academy - Cactus</td></tr> <tr><td>Doral Academy - Fire Mesa</td></tr> <tr><td>Doral Academy - Red Rock</td></tr> <tr><td>Doral Academy - Saddle</td></tr> </table>	Coral Academy of Science - Centennial Hills	Coral Academy of Science - Eastgate	Coral Academy of Science - Nellis AFB	Coral Academy of Science - Sandy Ridge	Coral Academy of Science - Tamarus	Coral Academy of Science - Windmill	Doral Academy - Cactus	Doral Academy - Fire Mesa	Doral Academy - Red Rock	Doral Academy - Saddle
Alpine Academy																					
American Leadership Academy - North Las Vegas																					
American Preparatory Academy																					
Argent Preparatory Academy (formerly Silver State)																					
Beacon Academy of Nevada - Flamingo																					
Discovery Charter School - Hillpoint																					
Discovery Charter School - Mesa Vista																					
Doral Academy of Northern Nevada																					
Elko Institute for Academic Achievement																					
Equipo Academy School																					
Coral Academy of Science - Centennial Hills																					
Coral Academy of Science - Eastgate																					
Coral Academy of Science - Nellis AFB																					
Coral Academy of Science - Sandy Ridge																					
Coral Academy of Science - Tamarus																					
Coral Academy of Science - Windmill																					
Doral Academy - Cactus																					
Doral Academy - Fire Mesa																					
Doral Academy - Red Rock																					
Doral Academy - Saddle																					

Honors Academy of Literature		Doral Academy - West Pebble	
Imagine School at Mountain View		Founders Academy	
Leadership Academy of Nevada		Learning Bridge Charter School	
Mater Academy of Nevada - Bonanza		Legacy Traditional School - North Valley	
Mater Academy of Nevada - Mountain Vista		Legacy Traditional School - Cadence	
Nevada Connections Academy		Mater Academy of Northern Nevada	
Nevada State High School - Downtown		Pinecrest Academy - Cadence	
Nevada State High School - Henderson		Pinecrest Academy of Nevada - Horizon	
Nevada State High School - Summerlin		Pinecrest Academy of Nevada - Inspirada	
Nevada State High School – Meadowood (not yet open)		Pinecrest Academy of Nevada - St. Rose	
Nevada State High School – Sunrise (not yet open)		Somerset Academy - Aliante	
Nevada Virtual Academy - Sandhill		Somerset Academy - Lone Mountain	
Oasis Academy		Somerset Academy - Losee	
Quest Academy - Bridger		Somerset Academy - North Las Vegas	
Quest Academy - Northwest		Somerset Academy - Sky Canyon	
Quest Academy - Alexander		Somerset Academy - Sky Pointe	
Silver Sands Montessori		Somerset Academy - Stephanie	
Sports Leadership and Management Academy			