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OANV.org

**Karla Craig**

Board President

**April 13, 2020**

Amendment Request

To Whom It May Concern:

Please accept this amendment request application from Oasis Academy. The purpose of this request is to move our ninth and tenth grade classes across the street to the Western Nevada College campus. Included in this request you will find the executive summary with relative attachments/links, relative portions of the financial plan with relative attachments/links, and relative portions of the operations plan with relative attachments/links.

Respectfully,



Karla Craig

# STATE PUBLIC CHARTER SCHOOL AUTHORITY



## 2020 CHARTER SCHOOL REQUEST FOR AMENDMENT TO CHARTER CONTRACT APPLICATION

*For Additional Instructions, please see the **Amendment Application Guidance Document***

For the: **Oasis Academy**

Date Submitted: 4-15-2020.

Current Charter Contract Start Date: January 27, 2017

Charter Contract Expiration Date: June 30, 2023

Key Contact: Melissa Mackedon

Key Contact title: CEO

Key Contact email and phone: [mmackedon@oanv.org](mailto:mmackedon@oanv.org) 775-423-5437

Date of School Board approval of this application: April 8, 2020

This Request For Amendment (RFA) is submitted to request a contract amendment regarding (place an "X" to the right of the specific RFA type(s) you are applying for):

1. [Add Distance Education](#) \_\_\_\_
2. [Add Dual-Credit Program](#) \_\_\_\_
3. [Change Mission and/or Vision](#) \_\_\_\_
4. [Eliminate a Grade Level or Other Educational Services](#) \_\_\_\_
5. [EMOs: Entering, Amending, Renewing, Terminating Charter Contract with an EMO](#) \_\_\_\_
6. [Enrollment: Expand Enrollment in Existing Grade Level\(s\) and Facilities](#) \_\_\_\_
7. [Enrollment: Expand Enrollment in New Grade Levels](#) \_\_\_\_
8. [Facilities: Acquire or Construct a New or Additional Facility that will not affect approved enrollment](#) \_\_\_\_
9. [Facilities: Occupy New or Additional Facility](#) \_\_\_\_
10. [Facilities: Occupy a Temporary Facility](#) \_\_\_\_
11. [Facilities: Relocate or Consolidate Campuses](#) \_\_\_\_
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13. [Other changes](#) \_\_\_\_

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## Section I: Standard RFA Requirements

### A) EXECUTIVE SUMMARY

4 Pages or less per RFA

Provide a brief overview of your school, including:

1. Identification of the school, its location(s), enrollment(s)(most recent ADE quarter), brief history, brief description of its board members and key leadership team members

Oasis Academy is located in Churchill County. Quarter 3 enrollment in 2019-2020 school year was 637 pupils. All K-8 grades are filled to capacity with siblings lists and/or wait lists at each grade. The high school has not met its approved enrollment number of 50 at each grade. As of April 1, 2020 high school enrollment was: 43 ninth graders, 40 tenth graders, 44 eleventh graders, and 29 twelfth graders.

Oasis Academy opened in 2011 with 180 students in grades K-8. Immediately the school had five star academic results. After two years the school expanded to meet demand, doubling in size by adding a second class at each grade level. In 2015 a high school was added. With the exception of one year at the elementary level, which we try to block from our memory (2018), Oasis Academy has been a five star school at all levels- elementary, middle and high. In the most recent ratings (2019) Oasis Academy had the second highest middle school in the state and the high school was in the top ten. All 11th and 12th grade students are dually enrolled in college courses with Western Nevada College. All students graduate with some college credits, several graduate with a Certified Technical Education certificate, and a high percentage also earn an Associates Degree at the completion of their high school career.

Oasis Academy has a high functioning board and utilizes board committees very effectively. Karla Craig is a registered nurse and chair of the board. The vice chair and chair of the Governance Committee, Katie Dahl, is a founder of the school, a social worker and owns three pharmacies in Northern Nevada. Frank Woodliff III, an architect, chairs the Finance Committee. Lisa Bird, a former teacher and current Senior Manager of Operational Services for Student Success at Western Governors University, chairs the Academic Excellence Committee. Samantha Gomes is a founder of the school, a speech language therapist, and serves on the Academic Excellence and Governance Committees. Mark Feest is an attorney and CEO of Churchill County Communications, he serves on the Governance Committee. Sage Hiibel has a PhD in chemical engineering and is a professor at UNR. He serves on the Finance Committee. Lastly, Teresa Guillen is a dental hygienist and business owner, she serves on the Finance Committee.

Oasis Academy's Leadership Team consists of:

- Melissa Mackedon, CEO
- Dusty Casey, CFO
- Rochelle Tisdale, Chief Academic Officer
- Mike Kelly, Chief Technology Officer
- Andy Lenon, Head of Counseling Department
- Page Hiskett, Head of Student Services
- Natalie Lane, Academic Strategies Specialist

2. Statement and overview of the mission and vision

#### Mission Statement

The Charter School, in partnership with its parents and community, strives to instill in its students high standards for academic achievement, leadership, integrity, and responsible citizenship. The Charter School will create leaders one project at a time.

## Vision Statement

This school was created to give students and families a different education option. It was also created to give committed teachers a different professional option in which to pursue their vision of what's best for students. Our commitment to a small learning community, academic excellence, and connection to and responsibility for the world around us drives our efforts. Every decision made is centered on, "What is best for our students?" We believe that maximizing student learning within a climate of HIGH expectations and HIGH accountability will result in the greatest benefit to our students, their families, and our community.

### 3. Specific statement of the request

The Board of Oasis Academy, operating under a current contract with a start date of January 27, 2017 and a six-year expiration date of June 30, 2023 requests that the SPCSA approve this request to amend its charter school contract with the SPCSA regarding the following:

- 1. Dual-Credit Programs
- 2. EMOs: Amend charter contract with an EMO
- 3. Enrollment: Expand enrollment in existing grades and facilities
- 4. Enrollment: Expand enrollment in new grade levels
- 5. Enrollment: Eliminate a grade level or other educational services
- 6. Facilities: Acquire or construct a new or additional facility that will not affect approved enrollment
- 7. Facilities: Occupy additional sites
- 8. Facilities: Relocate grades 9-10 or consolidate campuses that will not affect approved enrollment
- 9. Facilities: Occupy a temporary facility
- 10. Other (specify): \_\_\_\_\_

(See full list above of RFA amendment types)

Attach a copy of the document(s), including minutes, confirming approval of the RFA.

### 4. A summary explanation of the reasons that the charter school is seeking to make this specific requested change.

Oasis Academy is seeking to move its 9th and 10th grade students across the street to the Pinion Building located on Western Nevada College's Fallon campus. There are a several reasons why this will be a beneficial move for our students:

- Our 11th and 12th grade students already take the majority of their classes, as dual enrollment students, at the college. Making this move will place all of our high school students together on the same campus. This will improve the climate and culture for all of our high school students and allow continuity in high school involvement for the upperclassmen.
- This move would also provide counselors and academic advisors more opportune access to upperclassmen for weekly check in appointments as well as closer communication with college professors regarding student progress.
- As a college prep high school this move will lay the foundation and set the right tone by having our high school students housed on an actual college campus. It will also allow for our 9th and 10th grade teachers to remain in contact with upperclassmen and support them in their current college courses.
- This move will provide more space at our main campus to house our K-8 slow growth model. Although the school does plan to purchase land and build a facility, the funding commission and economic effects of the COVID-19 pandemic have pushed that timeline back. This move allows us to complete the entire slow growth process up to 8th grade at our current site, if that becomes necessary.

- Being on the college campus gives our students access to WNC’s library, art room, advanced lab space, and additional parking.
- We believe that moving our high school to a new location will help meet enrollment targets at those grade levels. We have found that most parents let their children decide for themselves where they will go to college. Many of our eighth graders express that they leave Oasis Academy simply because they want to “go somewhere else,” or “I have been in this building for 9 years.”

5. Description of proposed target model and target communities

Oasis Academy College Prep intends to meet enrollment goals by providing educational services for a college prep high school within a college campus. Staff will strive to retain 8th grade students and also reach out to underserved populations to inform them of the unique opportunities offered at OACP.

6. Statement of outcomes you expect to achieve across the network of campuses

Oasis Academy expects to continue to achieve at a five star level. Being physically located on a college campus will help establish expectations among high school students and give them a sense of what is possible in the future.

Each year the Academic Excellence Committee outlines goals for the high school in the School Improvement Plan. These goals are based on student outcomes. This is a practice the board is committed to. Although our high school has always been a 5 star school, the board emphasizes constant strategic improvements.

We also believe that we can meet our enrollment goals if our high school is located away from our K-8 campus.

7. Key components of your educational model for the expanded school

Oasis Academy is a college preparatory high school. With only 200 students, at maximum enrollment, we focus on a personalized approach for every student. Students in grades 9 and 10 have small class sizes and intense college preparatory instruction in the core areas of Math, English Language Arts, Social Studies, and Science. This personalized approach has led to Oasis Academy having a 100% graduation rate for the past three years.

Oasis Academy College Prep offers a variety of elective opportunities including: social media design, computer science, robotics, Spanish, choir, music ensemble, ACT prep, yearbook, agriculture, art, drafting, We the People, and strength and conditioning. In addition, the school offers a variety of sports and extracurricular activities including: Future Farmers of America, Student Council, cross country, basketball, volleyball, golf, softball, lacrosse and archery. In 2019-2020 sophomores took one elective class each semester at WNC, Communications 101 and Educational Psychology 150. Beginning in 2020-2021 freshmen will also take two electives through WNC, Community Health Science 101 and Career & Professional Development 123.

Juniors and Seniors at Oasis Academy are dually enrolled in classes at Western Nevada College. In 2019 thirty nine students graduated (100%). Of those graduates, 20% were on IEPs and every one of them also earned a CTE certificate. Sixty-seven percent of 2019 high school graduates also earned an Associates Degree. Oasis Academy provides a variety of support services that lead to these exceptional student outcomes including: individual options approach based on student goals, cohort coaches to attend college classes with the students, tutors, and mandatory weekly meetings with our academic advisor and/or counselors.

8. The values, approach, and leadership accomplishments of your school or network leader and leadership team

The leadership team at Oasis Academy values quality education that leads to superior student outcomes and success, both academically and social emotionally. Oasis utilizes a collaborative model whose decisions are based on the question, “What is best for students?”



Our leadership team's greatest accomplishment is the student outcomes we have been able to provide to rural Nevada students. Student outcomes across the county have improved tremendously since the school opened its doors. Each member of the leadership team is committed to the community at large so ALL student outcomes are important to them. Members of the leadership team serve on a variety of other boards and community organizations which include but are not limited to:

- Melissa Mackedon- Chair of the State Public Charter School Authority, former President of CSAN and current board member, former member of the Superintendent's ESSA Advisory Committee, former member of WNC Rural Advisory Board
- Rochelle Tisdale- Western Nevada College Foundation Board member, WNC Rural Advisory Committee member, current Farm Bureau Secretary, Fallon Youth Club board member.
- Dusty Casey- President of Churchill County Youth Basketball, member of the Nevada Commission on School Funding
- Andy Lenon- Lead On board member

9. Key supporters, partners, or resources that will contribute to your expanded school's success.

The primary partnership that is relevant to this amendment request is that of Western Nevada College. Over the course of the past five years we have developed a strong working relationship with the college, which provides all of our dual enrollment courses. Our enrollment at the local campus has allowed WNC to remain viable which is critical to the community at large. This partnership is a win-win for both institutions. It is a win for Oasis for the reasons outlined above in question one. It is a win for the college because it improves their building usage outcomes and makes it easier for our 9th and 10th graders to take dual enrollment courses. It keeps the WNC campus viable for the community at large.

Oasis Academy has set aside approximately \$180,000 for tenant improvements related to our slow growth model. In our FY21 budget \$45,000 of that set aside has been allocated to make the required improvements necessary at WNC including security measures, internet infrastructure and FFE.

According to the lease between Oasis Academy and Western Nevada College our rent will be \$1 annually if we enroll our students in 2400 credit hours. In the 2019-2020 school year we enrolled students in 2,670 credit hours and we project in the 2020-2021 school year that number will be 3,036. In the event that the school has declining enrollment and the credit hours are not met, there is a sliding fee for the rent outlined in the lease. Pinion Building is 7000 square feet. In the worst case scenario, we would be required to pay .29 a square foot for the space, or \$24,000 annually. The only additional cost to Oasis Academy will be the cost of utilities which is minimal and has been accounted for in our budget.

It is important to note that there has been zero indication that the high school will have declining enrollment. In fact, the school may, for the first time, have to have a lottery at the 9th grade level for the 2020-2021 school year as there are 6 siblings on the waiting list, 13 applications were turned in during open enrollment and 48 eighth graders are eligible to move up to the high school.



## **B) MEETING THE NEED**

No Change

## **C) ACADEMIC PLAN**

No Change

## **D) FINANCIAL PLAN**

**This section must be completed for all applications.**

- (1) Describe the systems and processes by which the school will manage accounting, purchasing, payroll, and audits. Specify any administrative services expected to be contracted for the school and describe the criteria and procedures for the selection of contractors and the mechanism by which the board will monitor and hold the contractor responsible for providing such services.

Oasis Academy will continue to follow the current operating procedures as outlined in the Board approved Financial Policies. There will be no change to staff, procedures or physical locations in regards to financial management and accounting. Currently, Oasis Academy manages its finances 'in-house', with Dusty Casey as the Chief Financial Officer. Payroll will continue to be outsourced, as it has been since 2016, with G&A Partners (formerly PayPros of Nevada). All aspects of A/R, A/P, purchasing and budgeting will remain centralized at the original campus located at 920 W. Williams Ave.

- (2) **Attachment \_\_\_\_**. Present a budget narrative including a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income (e.g., grants, donations, fundraising, etc.). There is no page limit for the budget narrative. Include the following: A detailed discussion of Per-Pupil Revenue: Use the figures provided in developing your budget assumptions.
  - (a) Anticipated Funding Sources: Indicate the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated and include evidence of commitment for any funds on which the school's core operation depends in a clearly identified component of **Attachment \_\_\_\_**. Please ensure that your narrative specifically references what page this evidence can be found on in the attachment.
  - (b) Anticipated Expenditures: Detail the personnel and operating costs assumptions that support the financial plan, including references to quotes received and the source of any data provided by existing charter school operators in Nevada or other states.
  - (c) Discuss in detail the school's contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated, including both the scenarios identified in subsections e and f.
  - (d) Year 1 cash flow contingency in the event that state and local revenue projections are not met in advance of opening.
  - (e) Year 1 cash flow contingency in the event that outside philanthropic revenue projections are not met in advance of opening.
- (3) Submit a completed financial plan for the proposed school as an **Attachment \_\_\_\_** (the format of this is left to the applicant's discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school's business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).

SEE BUDGET NARRATIVE AND SUPPLEMENTAL INFORMATION [HERE](#).

- (4) Submit, as an **Attachment**\_\_\_\_, a detailed budget for the operator at the network level (the format of this is left to the applicant’s discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school’s business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).

FIND FISCAL YEAR 2021 TENTATIVE BUDGET [HERE](#).

- (5) Provide, as an **Attachment**\_\_\_\_, historical financial documents for any affiliated CMO from another state or any EMO providing services to the school, including audited financials for each school operated by the affiliate as well as any other campus by campus financial evaluations conducted by charter school authorizers. At least three years of school financial audits are required for any school operating for three years or longer. Such financials must be provided as converted PDF documents to ensure accessibility.

N/A

- (6) Complete the audit data worksheet in **Attachment**\_\_\_\_. In the info tab, please identify any schools or campuses listed under the student achievement tab for which, pursuant that relevant state’s charter law, financial data is consolidated for reporting and auditing purposes in the independent audits provided in **Attachment**\_\_\_\_.
- (7) Provide a six-year development plan that addresses the annual and cumulative fundraising need at the network and school levels including a description of the staff devoted to development. The plan should include a history of the school’s fundraising outcomes and identify funds that have already been committed toward fundraising goals. The plan should also identify the role of the members of the board, particularly as relates to give/get requirements, and should demonstrate alignment with the expectations for board members discussed elsewhere in the amendment request. If funds are raised at a partner organization level, describe the methodology to be used in allocating funds to the school and the proposed campuses. If the school has not raised any funds to support its programming to date and the budget does not include any fundraising activity, please explain that this question is not applicable to your school.

N/A

- (8) Describe the campus, school, and any management organization distinct responsibilities in the financial management and oversight of the proposed campuses, including, but not limited to, their respective roles in overseeing or implementing internal controls and in making financial management decisions including budget development. Detail the process and frequency by which key financial information is communicated to and reviewed by the various organizations and different levels of leadership and governance.

SEE SECTION 1 ABOVE.

## **E) OPERATIONS PLAN**

1. Historical performance
- (a) Performance Data: schools are only eligible to complete the amendment request and business plan if the existing schools meet the Authority’s eligibility criteria; these criteria reflect a proven academic track record of success with Nevada students and our operating expectations or similar performance in another state. Please provide a narrative demonstrating that the school meets the organizational criteria for approval.

Oasis Academy has a proven academic track record. For the purpose of this application, the high school data will be the focus. First and foremost, the NSPF rating must be considered in regards to performance. A link to those reports is [here](#). Oasis Academy’s high school has earned five stars each year, most recently earning 96.6 points out of 100, placing it in the top ten of Nevada high schools. In 2019 thirty nine students graduated (100%). Of those, 20% were on IEPs and every one of them earned a CTE certificate. Sixty-seven percent of 2019 high school graduates also earned an Associates Degree. Lastly, our counseling department works very closely with seniors, on an individual basis, helping them with college applications and scholarships. In 2019 we had 39 graduates who earned \$405,000 in scholarships, ten students were

awarded academic merit scholarships, and 50% of the class earned the Millenium Scholarship. This year (2020) our senior class has just 29 students who, as of this date, have earned \$709,000 in scholarships, seven students have earned academic merit scholarships, and 50% are on track to earn the Millenium Scholarship.

Specifically, Oasis Academy’s ACT averages have exceeded the state average. Considering that some classes have had upward of 20% special education population these scores are important.

School Year	Average ACT Score
2016	19.3
2017	22
2018	20
2019	21.1

- (b) Interventions: Please explain any past organizational/compliance performance that has not met expectations. How did the governing body diagnose the under-performance, how were appropriate intervention(s) determined by the governing body, how are they being implemented by staff, and how is the governing body monitoring implementation of the interventions on a monthly basis?

The only organizational issue Oasis Academy has had was in regards to open meeting law complaints. Oasis was part of larger state wide complaints made by a single individual in the state. The Oasis Academy Board of Directors immediately had an additional training on open meeting law and complied with all the requirements of the Attorney General's office.

- (c) What are the key areas in which the existing school or schools/campuses need to improve, as determined by the governing body, and what are the priorities to drive further success?

The board does not have an organizational improvement plan. They do have an academic improvement plan which can be found [here](#).

2. Organization governance structure & board development:

- (a) Describe how the organization’s governance structure will adapt to oversee and support the 6-year growth plan and addition of new school(s). Include any impact on: (1) the composition of the Board, the Board’s roles and responsibilities, and the Board’s development priorities and (2) the Board’s relationship to individual campuses.

As previously mentioned Oasis Academy has a high functioning board that utilizes board committees to maximize efficiency and prioritize academic and fiscal success. The board will continue to utilize these practices. Additionally the CEO provides a monthly update which includes facility updates at each board meeting. The CAO gives a monthly academic progress update at each board meeting. The Pinon Campus will be included in those monthly updates so that any unforeseen issues are addressed in a timely manner and in the best interest of students.

All board members have already been given a tour of the Pinion building and have been able to ask questions of the leadership team. Those questions have largely centered around security and maintaining access to the Pinion building.

The composition of the board will not change as a result of this move. The Pinion building is across the street from our current location and the existing board is more than capable of governing in the proposed scenario.

- (b) Describe the diverse skill sets that currently exist on the Board and note any additional type of expertise that the Board may seek to help support the growth plan.

Oasis academy has a high functioning board and utilizes board committees very effectively. Karla Craig is a registered nurse and chair of the board. The vice chair and chair of the Governance Committee, Katie Dahl, is a founder of the school, a social worker and owns three pharmacies in Northern Nevada. Frank Woodliff III, an architect, chairs the finance committee. Lisa Bird, former teacher and current Senior Manager of Operational Services for Student Success at Western Governors University, chairs the Academic Excellence Committee. Samantha Gomes is a founder of the school, a speech language therapist, and serves on the Academic Excellence and Governance Committees. Mark Feest is an attorney and CEO of Churchill County Communications, he serves on the Governance Committee. Sage Hiibel has a Ph.D in chemical engineering and is a professor at UNR. He serves on the Finance Committee. Lastly, Teresa Guillen is a dental hygienist and business owner, she serves on the Finance Committee. The board does not need to add additional expertise to be successful with this proposed move.

#### Board C

- (c) Identify any Board development requirements relative to the organization's governance needs at each stage of growth.

The board does not need additional development for this proposal to be successful. They will continue to get the annual training they already participate in through the CSAN Conference, National Charter School Conference and in-house training (for example CSMC has provided training to the entire board).

- (d) Describe how the Board identifies and addresses conflicts of interest. Attach a code of ethics that includes a formal conflict of interest policy and specifies the procedures for implementing the policy.

In a small rural community, such as the one we are located in, conflicts of interest are bound to arise. When they do, board members recuse themselves from voting. For example, the attorney who serves on our board is the spouse of one of our teachers. He is very cautious and recuses himself from several votes; for example, when Oasis Academy approved its strategic pay program which included a milestone bonus schedule he recused himself from voting. Additionally, the vice chair, who is also a founder of Oasis Academy, is related to the CEO. In this case, the school appeared before the SPCSA to get permission for this specific situation. The vice chair does not participate in or vote on the CEO evaluation, annual contract approval, or other matters that directly relate to the CEO.

The board of directors manual, which includes the conflict of interest policy can be found [here](#). A sample of an executed conflict of interest statement is also included.

### 3. Organization charts and decision-making authority:

(a) Provide the following organizational charts:

(i) Current

Oasis Academy's current organization chart can be found [here](#).

(ii) Vision for school in three years (clearly identify both campuses requested in this amendment request as well as any additional campuses that the operator anticipates applying to open within three years)

The vision for Oasis Academy in three years, is that the high school reaches its approved enrollment of 200 students. No additional staff will need to be hired as a result of this growth. The one exception to that would be additional support staff for ELL and special education students, if those percentages increase. This decision cannot be made until we have numbers.

At this time, the school is not planning to hire any additional staff to facilitate this move. Again, the Pinion building is across the street from our current location. The phone lines will be tied directly to our existing phone system for seamless communication. The following employees will move to the Pinion building permanently: Cheryl Venturacci, Academic Advisor; Lisa Swan, Assistant Athletic Director and student counselor advisor/teacher; Chance Kretschmer, Athletic Coordinator; Julie Stockard, high school English teacher; Eric Grimes, high school social studies teacher; Evan Brandt, high school math teacher; Jackie Bogdanowicz, high school science teacher; In addition, one of our two counselors, Andy Lenon or Shelley Kelly will alternate being on the Pinion campus during school hours.

The following individuals will split their time between the two campuses: Rochelle Tisdale, Chief Academic Officer; Michael Kelly, Chief Technology Officer; Dusty Casey, Athletic Director; Natalie Lane, Academic Strategies Specialist; Victoria Martinez, school nurse; all special education instructional aides who are assigned to high school students (5 total); Olivia Howell, special education teacher; Lauren Selking, ELL teacher, and Page Hiskett, head of student services. Again, because the campus is within walking distance splitting time between the two locations is very doable.

Oasis Academy teachers are observed on either a weekly or bi-monthly basis depending on their years of experience. Each of the observations is followed up with a post conference. The observations are done by the CAO and the Academic Strategies Specialist and those observations will continue to occur.

(iii) Vision for school in six years (clearly identify both campuses requested in this amendment request as well as any additional campuses that the operator anticipates applying to open within six years)

In six years we hope to have reached approved enrollments at the high school level. Depending on the economic ramifications of the COVID-19 pandemic, the Nevada funding commission, and the 2021 legislative cycle, Oasis Academy may be getting ready to break ground on a new campus. At this time it is presumed that the entire school K-12 would then move to a new location. Obviously, this is very circumstantial and will require an additional amendment request in future.

4. Describe the proposed organizational model; include the following information:

**NO CHANGE**

5. Describe the leadership team’s individual and collective qualifications for implementing the multi-site school design and business and operating plan successfully, including capacity in areas such as:

**NO CHANGE**

LEADERSHIP FOR EXPANSION

**NO CHANGE**

STAFFING

**NO CHANGE**

HUMAN CAPITAL STRATEGY

**NO CHANGE**

SCALE STRATEGY

**NOT APPLICABLE**

STUDENT RECRUITMENT AND ENROLLMENT

**NO CHANGE**

BOARD GOVERNANCE

**NO CHANGE**

INCUBATION YEAR DEVELOPMENT

**NOT APPLICABLE**

SCHOOL MANAGEMENT CONTRACTS

**NOT APPLICABLE**

SERVICES

**NO CHANGE**

## **ONGOING OPERATIONS**

1. SPCSA schools coordinate emergency management with local authorities. Explain your process to create and maintain the school’s Emergency Management Plan required by the State of Nevada. Include the types of security personnel, technology, equipment, and policies that the school will employ. Who will be primarily responsible for this plan? Does the school anticipate contracting with the local school district for school police services? How will the school communicate with and coordinate with lead law enforcement agencies and other public safety agencies?

Oasis Academy will utilize the same process we have always used, following NRS 392.616 Oasis Academy will establish an Emergency Management and Response Plan. The emergency management team consists of the following individuals, in accordance with NRS: at least one member of the board of trustees or of the governing body that established the committee; at least one administrator of a school in the school district or of the charter school; at least one licensed teacher of a school in the school district or of the charter school; at least one employee of a school in the school district or of the charter school who is not a licensed

teacher and who is not responsible for the administration of the school; at least one parent or legal guardian of a pupil who is enrolled in a school in the school district or in the charter school; at least one representative of a local law enforcement agency in the county in which the school district or charter school is located; at least one school police officer, including, without limitation, a chief of school police of the school district if the school district has school police officers; at least one licensed counselor, social worker or psychologist; and one pupil.

Upon final approval and before the start of the 2020-2021 school year Oasis Academy's plan will have to be updated. The following portions of the plan will have to be updated with a section specifically for the Pinon building location: code red (active threat) procedures, code yellow procedures, code blue (medical emergency) procedures, shelter in place procedures, and fire evacuation procedures.

2. Discuss the types of insurance coverage the school will secure as a result of the expanded scope of operation and the attendant risks, including a description of the levels of coverage. Types of insurance should include workers' compensation, liability insurance for staff and students, indemnity, directors and officers, automobile, and any others required by Nevada law or regulation. As the minimum coverage required by Nevada law and regulation is intended as a baseline requirement for schools which operate at a significantly smaller scale, schools requesting an amendment are expected to research the levels of and types of insurance coverage typically required of and obtained by multi-site charter school networks in other states, including but not limited to Arizona, California, Colorado, the District of Columbia, Massachusetts, and New York, and crosswalk those levels of coverage with those the school intends to obtain to ensure that the governing body and network leadership is fully cognizant of the complexity of risk management in a multi-site context.

NO CHANGE. The additional site will be added to our existing policies which are above the limits required by law.

### **Facility RFA Attachments required**

1. A letter of transmittal signed by the Board chair formally requesting the amendment and identifying each of the elements to be submitted in support of the request.

Located [here](#).

2. Agenda for Board Meeting Where Board Voted to Request an Amendment to Add Additional Grades, Expand Enrollment, or Occupy a New or Additional Facility.

Located [here](#).

3. Draft or Approved Minutes for Board Meeting Where Board Voted to Request an Amendment to Add Additional Grades, Expand Enrollment, or Occupy a New or Additional Facility.

Located [here](#)

4. If a facility has been identified, the physical address of the facility and supporting documentation verifying the location, including the Assessor's Parcel Number and a copy of the Assessor's Parcel Map for the proposed facility OR, if a facility has not been identified, a discussion of the desired community of location and the rationale for selecting that community AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265



WNC, Pinon Building  
160 Campus Way  
Fallon, NV 89406  
Image located [here](#).

Parcel number 001-191-20  
Parcel Map attached [here](#)

5. If a facility has been identified, a copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement OR a narrative explaining the rationale for the budgeted cost of acquisition of an owned or leased facility AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265.

Lease agreement located [here](#).

6. If a facility has been identified, a copy of the floor plan of the facility, including a notation of the size of the facility which is set forth in square feet OR, if a facility has not been identified, a discussion of the general specifications to be utilized during the facility search, including approximate square footage AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265.

Floor plan located [here](#).

7. If a facility has been identified, the name, address, and full contact information of the current owner of the facility and any proposed landlord and a disclosure of any relationship between the current owner or landlord and the school, including but not limited to any relative of a board member or employee within the third degree of consanguinity or affinity and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school OR a description of the process and resources the school will use to identify a facility AND an assurance that the school will submit such information for review and approval prior to acquisition of any facility in compliance with NAC 386.3265.

Dr. Vincent Solis, WNC President  
2201 W. College Parkway  
Carson City, NV 89703  
vincent.solis@wnc.edu

8. Full Certificate of Occupancy OR a detailed construction project plan and timeline, including a Gantt chart, identifying all facility development activities necessary to obtain a full certificate of occupancy prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will issue the Certificate of Occupancy, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265.

Due to COVID-19, the individuals that work on the Fallon campus of WNC are not available to get this documentation. The building is currently in use for college level classes. We realize we will have to provide this as soon as it is available.

9. Documentation demonstrating that the proposed facility meets all applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation OR a detailed construction project plan and timeline, including a Gantt chart, identifying all facility development activities necessary to obtain all such code approvals prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will conduct all code inspections, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265.

Due to COVID-19, the individuals that work on the Fallon campus of WNC are not available to get this documentation. The building is currently in use for college level classes. We realize we will have to provide this as soon as it is available.

10. Documentation demonstrating the governing Body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with NAC 386.3265

Due to COVID-19, the individuals that work on the Fallon campus of WNC are not available to get this documentation. The building is currently in use for college level classes. We realize we will have to provide this as soon as it is available.

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