

# STATE PUBLIC CHARTER SCHOOL AUTHORITY



## **RFA: Name Change of Charter School**

The SPCSA considers changes to the name of a charter school to be a material change of the charter contract and require approval by the State Public Charter School Authority Board.

### **Executive Summary**

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

For the: **Cactus Park Elementary - pilotED Schools of Nevada Inc**

Current Charter Contract Start Date: 07/01/2022

Charter Contract Expiration Date: 06/30/2028

Key Contact: Karli Casto

Key Contact title: Founding Principal

Key Contact email and phone: [kcasto@pilotednevada.org](mailto:kcasto@pilotednevada.org) 425-785-4943

Enrollments: 130

History: Cactus Park Elementary is a slow-grow elementary school opened in the fall of 2022 with K-4.

Board Members and Key Leadership Team Members: The Board consists of 5 local Las Vegas professionals, with Angela Cook as Chair, Adam Kahn as outgoing Finance Chair, and Cecelia Gonzalez as Secretary. Key Leadership Team members are Karli Casto as Principal, Naomi Wills as Operations Manager.

2. Statement and overview of the mission and vision

The mission and key components of Cactus Park Elementary is to empower elementary students in the ways in which they see themselves and the world around them through the use of a school model that embodies 1) social identity development, 2) a robust civic engagement system, and 3) a rigorous culturally relevant academic curriculum.

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

Cactus Park Elementary and its board are seeking to reduce total enrollment down from the approved 432 students to 300 students for the 2023-24 school year. Due to the enrollment amendment made last year, this year's enrollment will also need to change to reflect the accurate and realistic enrollment numbers.

4. Provide a plan and timeline for communicating the proposed name change to your community. How will the charter school ensure that prospective families are aware of these changes?

Since we are still in open enrollment season, prospective parents are getting weekly calls from our team to remind them to enroll. Families who have already receive a seat will not be affected by this change.

5. Provide a plan and timeline for the changes to be implemented. This should include explanations of when, and how, the school's website, handbooks, signage, etc. will be changed. Additionally, please list any stakeholders which need to be notified beyond the SPCSA and families. Stakeholders may include NDE, local law enforcement, and city and county officials.

This change will take place immediately and will be reflected in our internal enrollment systems (SchoolMint, enrollment trackers) as soon as the board has approved this change. Stakeholders who will be notified are Redhook Capital (landlord), student service independent contractors, teachers and staff, Opportunity 180 (funder), and EdTec (back office provider).

**In addition to the information above, please submit**

1. The agenda and approved/draft minutes of the meeting in which the governing board of the charter school approved the Request for Amendment.

Please see [June 28 2023 Board Meeting Minutes](#)

2. A board approved and board chair signed Good Cause Exemption letter along with the amendment application.

Please see Good Cause Exemption Letter July 24, 2023



July 24, 2023

To State Public Charter School Authority,

RE: Request for Amendment to Charter Application

The purpose of this letter is to formally request a Good Cause exemption from the State Public Charter School Authority (SPCSA) for an amendment to the school's existing charter contract. pilotED Schools of Nevada - Cactus Park Elementary requests to amend their charter contract with the SPCSA in order to:

- Reduce enrollment from 432 to 300 for 2023-2024 school year.

The pilotED Schools of Nevada Board has voted on the proposed amendment prior to submission. Due to the enrollment amendment made last year, this year's enrollment will also need to change to reflect the accurate and realistic enrollment numbers. We appreciate the support of the SPCSA staff regarding the required amendment and are asking that good faith exemption be granted and that the request for amendment be approved.

Sincerely,

A handwritten signature in black ink that reads "Karli Casto".

Karli Casto  
Founding Principal



**pilotED Schools of Nevada Inc.  
BOARD OF DIRECTORS JUNE 28, 2023 MEETING**

**Date:** June 28, 2023

**Location:** Virtual

**Call-In:**

Video call link: <https://meet.google.com/ksx-izxj-cdg>

Or dial: (US) +1 352-720-0118 PIN: 578 541 332#

**Time:** 4:00pm PST

**Attending:**

pilotED Schools of Nevada Board of Directors: Cecilia Gonzalez, Sheila Weathers

pilotED Schools of Nevada Leadership: Karli Casto, Naomi Wills

pilotED Foundation Leadership: Jacob Allen, Lani Luo

Public: Michael Pocrnich - EdTec

<p><b>I. Order and Roll Call</b></p>	<p><b>Present:</b>  Karli Casto  Naomi Wills  Sheila Weathers  Cecilia Gonzalez  Angela Cook  Jacob Allen  Michael Pocrnich - EdTec</p>
<p><b>II. Public Comment</b></p>	<p><b>Public Comment*</b></p>
<p><b>II. Mission Moment</b></p>	<p><b>Mission Moment</b>  What was one of your fondest performance or spotlight moments from your elementary school days?</p>
<p><b>III. pilotED Foundation Report</b></p>	<p><b>pilotED Foundation Report</b>  Covers items surrounding new team members, board mixer, and year ahead.</p> <p>Budget Presentation from EdTec</p> <ul style="list-style-type: none"> <li>- Assumptions: <ul style="list-style-type: none"> <li>- 300 ADE, PCFP rate: \$8,981/ADE (23% increase from last year), SPED \$24k, ELL \$88k, FRL \$50k.</li> <li>- Title grants allocated, AB495 grant \$80k</li> <li>- No revenue coming through from private foundations</li> <li>- Personnel <ul style="list-style-type: none"> <li>- 3% increase for FY24</li> <li>- Teachers FTE: 15</li> <li>- Admin FTE: 2</li> <li>- Other FTE: 1</li> <li>- PERS increased to 17.5%/33.5%</li> <li>- 2% inflation rate</li> </ul> </li> <li>- Surplus of \$124k at the end of FY24</li> </ul> </li> </ul> <p><b>Motion to vote to support the budget that was just presented</b></p> <ul style="list-style-type: none"> <li>- <b>Sheila seconds</b></li> <li>- <b>Vote all in favor</b> <ul style="list-style-type: none"> <li>- <b>Cecelia - Aye</b></li> <li>- <b>Sheila - Aye</b></li> <li>- <b>Angela - Aye</b></li> </ul> </li> <li>- <b>Vote passes unanimously</b></li> </ul>

	<p>New Foundation Team Members</p> <ul style="list-style-type: none"> <li>- Current: Brad (leadership and academics) and Molly (operations)</li> <li>- New: Cara (recruitment and staffing), X (staff culture)</li> </ul> <p>Board Mixer to happen on July 27, 2023 to bring in more board members.</p> <ul style="list-style-type: none"> <li>- 1-2 board members to attend mixer</li> <li>- Goal of recruiting 3-5 new members</li> <li>- Refreshments provided</li> </ul> <p>Years Ahead</p> <ul style="list-style-type: none"> <li>- Visits scheduled out for first half of year</li> </ul>
<p><b>IV. Principal Report</b></p>	<p><b>Principal Report</b> Covers items surrounding staffing, facility, enrollment, and summer happenings.</p> <p>Transition to next year</p> <ul style="list-style-type: none"> <li>- Moving out of lone leader/emergency/survival mode</li> <li>- Creating systems/structures for next year</li> <li>- Optimistic about this upcoming year</li> </ul> <p>Enrollment</p> <ul style="list-style-type: none"> <li>- Trending toward goal of 300, bringing on staffing and facilities challenges. <ul style="list-style-type: none"> <li>- 200+ hard registered (all paperwork turned in)</li> <li>- 300+ total applications</li> </ul> </li> </ul> <p>Hiring</p> <ul style="list-style-type: none"> <li>- Welcome Naomi!</li> <li>- Need 10-13 total teachers, have 8. Going by the strategy of hiring as enrollment moves up.</li> </ul> <p>Building</p> <ul style="list-style-type: none"> <li>- Projected completion date: 3rd week of September</li> <li>- Added playground</li> <li>- Added a firelane around the building</li> <li>- Family concerns about larger windows, so safety film has been installed</li> </ul>
<p><b>V. For Possible Action</b></p>	<p><b>Enrollment Cap Amendment</b> Board members vote on amending the enrollment cap for the 2023-2024 school year.</p> <p><b>Angela motions to amend the enrollment cap from 432 to 300 for 2023-2024 school year.</b></p> <ul style="list-style-type: none"> <li>- <b>Sheila seconds</b></li> <li>- <b>Votes in favor</b> <ul style="list-style-type: none"> <li>- <b>Sheila - Aye</b></li> <li>- <b>Cecelia - Aye</b></li> <li>- <b>Angela - Aye</b></li> </ul> </li> <li>- <b>Motion passes unanimously</b></li> </ul>
<p><b>VII. For Possible Action</b></p>	<p><b>pilotED Foundation Annual Contract Renewal</b> Contract expires June 30th; up for annual renewal</p> <p>Vote on renewing pilotED Foundation contract</p> <ul style="list-style-type: none"> <li>- Current contract, \$330,000 / ends June 30, 2023</li> <li>- Proposed contract: \$220,000 / runs until June 30, 2024</li> <li>- Ceceilia asks why the amount is lowered <ul style="list-style-type: none"> <li>- Jacob answers because the new contract covers less time</li> </ul> </li> <li>- Vote in favor <ul style="list-style-type: none"> <li>- Sheila - Aye</li> <li>- Ceceilia - Aye</li> <li>- Jacob - Aye</li> </ul> </li> <li>- Motion passes unanimously</li> </ul>
<p><b>VIII. For Possible Action</b></p>	<p><b>Adding Naomi Wills and Removing Dinisha Mingo as a Signer on Chase Business Bank Account</b> Wills is the new Ops Manager, and Mingo is leaving the board</p>

	<p>Signature cards need to be completed</p> <p><b>Vote to modify who is on the bank account: remove Dinisha Mingo off of Chase, and add Naomi Wills as a Money Mover and Signer to the account.</b></p> <ul style="list-style-type: none"> <li>- <b>Sheila seconds</b></li> <li>- <b>Vote in favor</b> <ul style="list-style-type: none"> <li>- <b>Sheila</b></li> <li>- <b>Angela</b></li> <li>- <b>Ceceilia</b></li> </ul> </li> <li>- <b>Motion passes unanimously</b></li> </ul>
<b>IX. For Possible Action</b>	<p><b>Budget Approval (see Item XIII.)</b></p> <p>Board members to approve the upcoming fiscal year's budget</p>
<b>X. For Possible Action</b>	<p><b>2023-2024 Board Meeting Calendar</b></p> <p>Board members decide the dates and times for the next year's board meetings, draft calendar, submit to SPCSA.</p> <p>Jacob will be sending out a Doodle Poll for future board calendar for 2023-2024 school year.</p> <p>Angela motions to conditionally approve doodle poll results for the board meeting calendar for the 2023-2024 school year</p> <ul style="list-style-type: none"> <li>- Sheila seconds</li> <li>- Vote in favor <ul style="list-style-type: none"> <li>- Angela</li> <li>- Cecelia</li> <li>- Sheila</li> </ul> </li> <li>- Motion passes unanimously.</li> </ul>
<b>XI. For Possible Action</b>	<p><b>2023-2024 School Calendar</b></p> <p>Board members vote on projected school calendar with included holidays, instructional days, etc</p> <p>Proposed school year calendar with a few modifications</p> <ul style="list-style-type: none"> <li>- Starting August 7, 2023</li> <li>- Day after winter break will be PD that will just be staff only to use strategically for data, groupings, training, RTI, etc.</li> </ul> <p>Angela motions to vote the proposed school calendar for 2023-2024</p> <ul style="list-style-type: none"> <li>- Sheila seconds</li> <li>- Vote in favor <ul style="list-style-type: none"> <li>- Sheila - Aye</li> <li>- Angela - Aye</li> <li>- Ceceilia - Aye</li> </ul> </li> <li>- Motion passes unanimously</li> </ul>
<b>XII. Finance Committee Report</b>	<p><b>Introducing Michael Pocrnich with EdTec</b></p> <p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>- May 2023 YTD Income Statement - 92% of the fiscal year completed as of May 31, 2023 <ul style="list-style-type: none"> <li>- Using a current forecast instead of the approved budget from the beginning of last year</li> <li>- Recoding will be necessary once the fiscal year ends at the very end of June 2023.</li> <li>- EdTec has full visibility for April and May 2023, but not much for the months prior due to EdTec onboarding March 2023.</li> </ul> </li> <li>- May 2023 YTD Balance Sheet <ul style="list-style-type: none"> <li>- At the end of the fiscal year, we are at about 38 days cash on hand.</li> <li>- Current liability is hefty - over \$592k+, but we are working through it to get it paid off this upcoming year.</li> <li>- A few grants were in amendment status so that will bring in cash</li> <li>- CSP reimbursements will be received</li> </ul> </li> </ul> <p><b>Discuss End-of-Month Report from past month(s)</b></p> <ul style="list-style-type: none"> <li>● Metrics (Goals)</li> <li>● Enrollment (97%)</li> </ul>

	<ul style="list-style-type: none"> <li>● Budget vs. Actuals (10% variance)</li> <li>● Net Income (Above -\$50,000)</li> <li>● Debt-to-Asset Ratio (0.9)</li> <li>● Cash On Hand (45 days)</li> <li>● Current Ratio (1.0)</li> <li>● Big Expenses (Discuss any over \$5,000)</li> <li>● Big Revenues (Discuss any over \$5,000)</li> </ul>
<b>XIII. Review of Any Needed Amendments/Votes</b>	<p><b>Possible Amendments that Require Board Vote</b></p> <p>Board and leadership review the following list to ensure there are no outstanding amendments needing a board vote:</p> <ul style="list-style-type: none"> <li>● Adding Distance Education</li> <li>● Adding Dual-Credit Program</li> <li>● Changing Mission and/or Vision</li> <li>● Eliminating a Grade Level or Other Educational Services</li> <li>● EMOs: Entering, Amending, Renewing, Terminating Charter Contract with an EMO/CMO</li> <li>● Enrollment: Expanding Enrollment in Existing Grade Level(s) and Facilities</li> <li>● Enrollment: Expanding Enrollment in New Grade Levels</li> <li>● Facilities: Acquiring/Constructing a New or Additional Facility that will not affect approved enrollment</li> <li>● Facilities: Occupying New or Additional Facility</li> <li>● Facilities: Occupying a Temporary Facility</li> <li>● Facilities: Relocating or Consolidating Campuses</li> <li>● RFA: Transportation</li> <li>● Changing Incorporation Status</li> </ul>
<b>XIV. Public Comment</b>	<p><b>Public Comment*</b></p> <p>Naomi shares that there are compliance items to be sent to board members. Board members need to complete them as soon as possible to be sent back to SPCSA.</p>
	<p><b>Adjournment</b></p> <p><b>Angela adjourns the meeting at June 28, 2023</b></p>

This is a stacked agenda. Agenda items may be reordered or combined for consideration.

pilotED Schools of Nevada makes reasonable accommodations for participants. For any accommodation requests, or for a copy of any meeting materials, please contact Naomi Wills (3115, Las Vegas NV 89115; [nwills@pilotednevada.org](mailto:nwills@pilotednevada.org); (725) 222-8878)

\*No action may be taken upon matters raised under public comment unless the matter itself is specifically included on the agenda. At the discretion of the chair, public comment may be restricted in overall time or maximum per speaker time in order to conduct public business in reasonable time. pilotED Schools of Nevada does not discriminate based on viewpoint.

Meeting Notices Posted:  
School Website - [pilotEDnevada.org/team](http://pilotEDnevada.org/team)  
Nevada Public Notice Website - [notice.nv.gov](http://notice.nv.gov)