



**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:** Fall Expansion and Relocation Amendment Cycle  
**DATE:** August 26, 2016

---

Staff makes the following recommendations regarding the upcoming fall charter school expansion and relocation amendment cycle:

1. Utilize the same templates with minimal changes based on staff and applicant feedback.
2. Amendment request goes live on SPCSA website on/about September 1 (may vary slightly depending on timing of bullet 4a).
3. Amendment deadline of October 15.
  - a. The Agency intends to continue to manage the submission process using the Epicenter platform to allow for more streamlined submission and review.
  - b. The submission platform may be modified to provide for schools to upload specific documents in specific locations to permit more streamlined completeness review and to facilitate greater public transparency.
  - c. Agency staff will continue to encourage schools to upload converted PDF documents instead of scanned materials to provide for transparency and accessibility.
4. Likely applicant hearings/charter award decisions in January/February 2017 depending on any related purchasing/contracting timelines for external reviewers, including approval of work programs necessary to fund external reviewers.