

EXECUTIVE SUMMARY

4 Page Limit

Provide a brief overview of your school, including:

- An overview of the mission and vision for the school
 - **Leadership Academy of Nevada’s mission is to provide highly motivated, self-directed students with a classical education so they can become principled leaders. We do this by offering our curriculum virtually to all students in Nevada.**
- A list of the current school campuses and any relocated or consolidated campuses proposed in this amendment request
 - Identify the school’s “founding campus” with the Roman numeral I, the second approved/proposed campus with the Roman numeral II, etc. For the sake of clarity, please also identify the local/marketing name of each campus (e.g. Charleston Campus, South Reno Campus, etc.) in parentheses.
 - I. **As a virtual school, we only have one administrative office located in northwest Las Vegas at 7495 W. Azure Drive, Suite #209, Las Vegas, NV 89130.**
- Proposed facility and target communities
 - We are looking at expanding our offices to include a space large enough for testing, study hall, and student activities. There is no change in target community, as we serve all Nevada students.**
- The outcomes you expect to achieve at the new location
 - We are currently renting space through Springs Preserve to hold activities and for testing. We would like to move to a place that will allow us to hold activities and testing in our own facilities. Having our own facility to host testing and activities will lead to students having more buy-in to our school as well as increase testing scores, as they will be testing in a familiar, friendly environment.**
- The key components of your educational model for the relocated school
 - NA – Since we are a virtual school our model will remain the same.**
- The values, approach, and leadership accomplishments of your school or network leader and leadership team
 - NA – our school leadership team will remain the same.**
- Key supporters, partners, or resources that will contribute to your relocated school’s success
 - NA – Our key supporters, partners, or resources will remain the same.**

MEETING THE NEED

TARGETED PLAN

1. Identify the community you wish to serve as a result of the relocation and describe your interest in serving this specific community.

NA – As a virtual school we will continue to serve all students in Nevada.

2. Explain how your relocation, and the commitment to serve this population, including the grade levels you have chosen, would meet the district and community needs and align with the mission of the SPCSA.

NA – As a virtual school we will continue to serve all students in Nevada.

STRATEGIC PLANNING

1. Specifically identify the key risks associated with this relocation or consolidation plan and describe the steps the school is taking to mitigate these risks. Respondents should demonstrate a sophisticated and nuanced understanding of the challenges of relocation and consolidation in general and as they relate specifically to their school's specific plans based on current and historic experience of charter schools and similar types of social enterprises and non-profit and for-profit organizations. The response should detail specific risks and explain how the school will minimize the impact of each of these risks, and ideally provide contingency plans for them.

As we are a virtual school and will continue to serve all students throughout Nevada, and are only moving administrative offices, we don't foresee large risks. We have a communication plan which we will implement to inform all parents and students of our change of address.

Discuss lessons learned during the school's past facilities experience and those of any replicated school or organization from another jurisdiction.

Had we had enough funding from our inception, we would have acquired a larger space to accommodate activities and testing. We have improvised by utilizing Springs Preserve, however, it would be more beneficial to have our own facility.

PARENT AND COMMUNITY INVOLVEMENT

1. Describe the role to date of any parents, neighborhood, and/or community members involved in the proposed relocation or consolidation of the campus.

As this will have minimal impact on students and families we have not included parents in this decision, outside of parents on our Governing Board.

2. Describe how you will engage parents, neighborhood, and community members from the time that the amendment is approved through the opening of the new campus or the relocation to the other existing campus. What specific strategies will be implemented to establish buy-in and to learn parent priorities and concerns during the transition process and post opening?

As a virtual school, we don't feel that moving our administrative offices will need to get buy-in or learn parent priorities and concerns.

3. Describe how you will engage parents in the life of the relocated or consolidated campus (in addition to any proposed governance roles). Explain the plan for building family-school partnerships that strengthen support for learning and encourage parental involvement during what will be a challenging time for many parents. Describe any commitments or volunteer activities the school will seek from, offer to, or require of parents.

As a virtual school, we don't feel that moving our administrative offices will need develop any new family-school partnerships and do not need commitments or volunteer activities from parents.

4. Discuss the community resources that will be available to students and parents at the relocated or consolidated campus. Describe any new strategic partnerships the relocated or consolidated campus will have with community organizations, businesses, or other educational institutions that are part of the school's core mission, vision, and program to support this transition.

As stated earlier, moving to a larger space that will accommodate testing, student activities, and study hall will provide students more time to meet in-person, which will benefit the culture of our school.

5. Describe the school's ties to and/or knowledge of the target community for the new or consolidated facility. How has the school learned from and engaged with this community to date? What initiatives and/or strategies will you implement to learn from and engage the neighborhood, community, and broader city/county?

As we are only moving administrative offices, we believe this is not applicable.

6. Identify any organizations, agencies, or consultants that are partners in planning and relocating or consolidating the campus, along with a brief description of their current and planned role and any resources they have contributed or plan to contribute to the campus development.

As we are only moving administrative offices, we believe this is not applicable.

OPERATIONS PLAN

(1) Organization Governance Structure & Board Development:

- a. Describe how the organization's governance structure will adapt to oversee and support the transition plan. 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 campus(es).

There will be minimal impact of our Board Governance.

- b. Describe the diverse skillsets that currently exist on the Board and note any additional type of expertise that the Board may seek to help support the transition plan.

We believe this is not applicable as this is not a major purchase or development of a new campus.

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

We believe this is not applicable as this is not a major purchase or development of a new campus.

- 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.

We believe this is not applicable as this is not a major purchase or development of a new campus.

(2) Organization Charts and Decision-Making Authority:

- a. Provide the following organizational charts:

- *Current*
- *Vision for school in three years (clearly identify both campuses requested in this amendment request as well as any additional campuses operated by the school)*
- *Vision for school in six years (clearly identify both campuses requested in this amendment request as well as any additional campuses operated by the school)*

We believe this is not applicable as nothing will change. We are only changing administrative offices.

STUDENT RECRUITMENT AND ENROLLMENT

Like all public schools, public charter schools must be open to any such child, regardless of that child's race, gender, citizenship, or need for accommodations or special education services. Thus, recruitment and enrollment practices should demonstrate a commitment to providing all students equal opportunity to attend the school, and help schools avoid even the appearance of creating barriers to entry for eligible students.

As a virtual school, we serve all students throughout Nevada. We believe this section is not applicable as we will continue to market to all students.

BOARD GOVERNANCE

As we will continue to serve all students throughout Nevada and we are only moving administrative offices there will not be any change to our governing board, the way they operate, bylaws, or and conflicts of interest.

SERVICES

All services will remain the same. As a virtual school we do not offer transportation, food service, and have minimal maintenance and safety and security issues.

FACILITIES

1. Describe the school's capacity and experience in facilities acquisition and development, including managing build-out and/or renovations, as applicable. Provide a description and analysis of any construction or development delays which have impacted a school or campus calendar and schedule in the past and a discussion of any organizational or operational adjustments that have been made to prevent recurrence in the future.

As we are only moving administrative offices, we do not believe we will have any major build-out or renovations. As a virtual school, we do not see any disturbances in the operations of the school.

2. Detail the school's plan for the future of the facility which it is vacating, identifying all tasks, activities, and costs related to vacating the facility, including moving expenses, lease termination, subletting, or sale of the facility. Describe contingency plans in the event that any sublease or other critical path assumption falls through.

If approved, we will not be moving offices until our current lease ends, which will be June 30, 2019. As we have minimal equipment furniture, we will most likely move ourselves. As we are currently in an office building with multiple offices rented out by various companies we do not believe that we will have any issues of moving from or to a new office building.

3. Identify the entity responsible for acquiring and maintaining school facilities and describe that entity's relationship to both the school and any management organization. If costs related to the facility will be borne by the proposed school's education management organization or a related party such as a foundation, it should identify the level of capital support the organization (or related party) is willing to provide to the school.

As this is a minimal move we believe this is not applicable.

4. If a proposed facility has been identified and requires no construction or renovation prior to the commencement of instruction, please provide:

We do not have a proposed facility.

5. If a proposed facility has not been identified or the proposed facility requires any construction or renovation prior to occupancy by the full student body, please provide:
 - a. Either a discussion of the desired community of location and the rationale for selecting that community AND an assurance that the school will submit the documentation required in 1(a) for review and approval prior to acquisition of any facility in compliance with NAC 386.3265 as Attachment 4 **OR** the physical address of the proposed facility which requires construction or renovation 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 as Attachment 4

We are looking for a facility close to our current office space as we believe this is a good location. If anything, we would like to find office near a park to hold outside student activities when possible. We would also like to move closer to the I-215 and 95 for easier accessibility. Once we find an office space that will accommodate our wishes we will submit the documentation required for review and approval prior to acquisition.

- b. Either 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 as Attachment 5 **OR**, if a facility has been identified which requires construction or renovation, a copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement as Attachment 5.

We anticipate that our budgeted cost of a leased facility will increase moderately. In addition to leasing our current office space, we are also paying for additional space for activities and testing. We will submit documentation for review and approval prior to the acquisition of any facility.

- c. Either 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 as Attachment 6 **OR**, if a facility location has been identified but requires construction or renovation, a copy of the proposed floor plan of the facility, including a notation of the size of the facility which is set forth in square feet AND an assurance that the school will submit final documentation in compliance with NAC 386.3265 as Attachment 6

We will be looking for space that is big enough to test 60 students at any given time, in addition to administrative offices. We will submit documentation for review and approval prior to acquisition of any facility.

- d. Either 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 as Attachment 7 **OR**, If a facility has been identified but requires construction or renovation, 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 as Attachment 7

We will be identifying a facility on our own.

- e. 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 as Attachment 8
As a virtual school moving administrative offices only, there will be minimal interruption of operations.

We feel this is not applicable as we are only moving administrative offices.

- f. 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 as Attachment 9

We feel this is not applicable as we are only moving administrative offices.

- g. 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 as Attachment 10

We feel this is not applicable as we are only moving administrative offices.

6. For schools which are seeking to occupy multiple facilities over several years, please list the number of facilities you project operating in each of the next six years and identify all potential target jurisdictions at the county and municipal levels, including any unincorporated areas.

This is not applicable as we will not be occupying multiple facilities. We understand that once we have a new site chosen for our administrative offices we will ensure that all building, fire, safety, health, and sanitation inspections will happen before occupancy.

7. Please include the organization's plans to finance these facilities:

This is not applicable as we do not have a project. We are only moving administrative offices.

ONGOING OPERATIONS

8. 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 at the new/consolidated facility? How will the school communicate with and coordinate with lead law enforcement agencies and other public safety agencies at the new/consolidated facility?

Our security plan will stay the same, as we are only moving administrative offices. We already have security measures in place at testing sites and activities.

9. 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 large schools and districts in this and 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 large school context.

There will be no changes to our insurance as this is a minimal change.

FINANCIAL PLAN

We believe this is not applicable as there will be minimal impact on our budget as we are only moving offices, not opening up a new campus.

Memorandum of Understanding

This memorandum of understanding is made and entered into by and between the Board of Regents of the Nevada System of Higher Education (NSHA) on behalf of the College of Southern Nevada (CSN) and

Leadership Academy of Nevada (LANV), 7495 West Azure Drive Suite 209, Las Vegas, Nevada 89130 and hereafter jointly referred to as the Parties.

WHEREAS, LANV is a Nevada Charter High School offering unique secondary educational opportunities to its students; and

WHEREAS, the Parties are willing to facilitate for selected Leadership Academy students a limited opportunity for enrollment in higher education courses at CSN; and

WHEREAS, the NSHE handbook, Title 4, Chapter 16, Section 8 provides, in relevant part:

Early admissions and enrollment policy for secondary students

1. High school juniors and seniors may be admitted and may enroll in a NSHE college or University, subject to the approval of appropriate institution officials.

Now, THEREFORE, the Parties agree as follows:

1. Term and Purpose

CSN through its Academic Affairs office will oversee the administration, instruction and educational requirements for the certificate of achievement and associate degree programs offered to LANV students pursuant to this MOU.

The term of this MOU shall be July 1, 2018 through June 30, 2020, The parties may agree through a written confirmation executed by their respective authorized representatives to extend the term for two additional years through June 30, 2022. Notwithstanding the foregoing, either party may terminate this MOU without cause upon 30 days written notice to the other party, and any LANV students will be able to complete this course they are enrolled in pursuant to this MOU at the time of the written notice.

2. Admission to CSN pursuant to this MOU

Student Selection

The selection of the LANV junior or senior grade students that will be able to enroll in CSN courses pursuant to the terms of this mou is exclusively reserved to LANV. LANV will coordinate with CSN to verify that selected students qualify for admission and enrollment pursuant to the terms of this MOU and applicable NSHE standards.

Student Admissions Forms

Each first time LANV student will be required to fill out CSN online admission form. LANV and CSN will coordinate as needed to verify that these forms have been properly completed and submitted. The completeness and accuracy of the admissions form is the responsibility of the student and/or LANV.

Student Identification Number (NSHE Number)

After the admissions form is submitted each LANV student will receive an email with their Nevada System of Higher Education student ID number and a second email with their password students not receiving these emails within 5 days after the admission form is submitted should contact the CSN Office of the registrar.

New Student Orientation

Each first time LANV student must participate in a mandatory in person, 3 hour student orientation. The orientation must be complete before scheduling an appointment with a CSN academic advisor or registering for classes. Orientation sessions will be scheduled in April, May, June, July and January.

Placement Evaluations

After the mandatory student orientation is complete, every lanb student must prepare for and complete the Math and English placement evaluations information regarding these placement evaluations can be found at www.csn.edu/testingcenter.

Academic Advisor/Success Coach

After completing the orientation and placement evaluations, each LANV student must meet with a CSN Academic Advisor or Success Coach. Some of the items to be discussed, but not limited to, are;

- A. interpretation of placement scores
- B. sequence of math and English courses
- C. resources available at CSN
- D. first semester enrollment options

(Note: add a minimum, all first semester land students will be required to enroll in and attend the CSN academic and life success class, ALS 101)

Counseling

Counseling and advisement services will be provided to LANV students enrolled at CSN on an ongoing basis in the normal and routine fashion for any CSN student. Any LANV student, who graduates or an associate's degree, may participate in the formal ceremony of CSN as applicable.

3. Enrollment in courses

Locations

CSN Will offer academic courses and other coursework as appropriate for LANV students at established CSN campuses, online, and learning sites only.

Class schedule

LANV students will be required to attend the selected classes on the dates, days, and times these classes are scheduled as per the official CSN academic calendar. No classes will be scheduled for LANV students outside of the official CSN academic calendar.

Mandatory first semester class

Each LANV student must enroll in and successfully complete CSN Academic and Life Success class, ALS 101.

Limitation on number of credit hours each semester

LANV students enrolled pursuant to the terms of this MOU will be limited to 6 credit hours per semester at CSN.

Selection of courses

While there is no restriction on the type of course that a LANV student may enroll in, each LANV student's course selection must be approved by LANV in consultation with the student, CSN's counselor and/or success coach, and must be consistent with the results of any placement test or prerequisites established by CSN. Any consultation will include discussion about the advisability for a particular student to enroll in an online class in contrast to a class taught at one of the CSN campuses or centers. Absent specific agreement between the Parties, no LANV student will enroll hereunder in a summer session course.

Course Textbooks

Each LANV student will be responsible to obtain the necessary textbooks and or supplies for their course(s) including all required personal protective equipment. LANV may make debit cards or other mechanisms available as it deems appropriate; the CSN bookstore (which is an independent contractor) will not extend credit to LANV students.

Student Transcripts

CSN will maintain academic transcripts of all CSN courses as required by CSN's various policies. CSN must comply with Family Educational Rights to Privacy Act (FERPA) and a LANV student must sign a FERPA release before CSN will release any academic records to anyone other than the student.

Compliance with CSN's Policies

LANV students enrolled in classes at CSN pursuant to this MOU are subject to all of CSN's policies (including, by the way of example only, but not limited to Academic Integrity, Student Conduct, Course Registrations, etc.)

Student Transportation

The transportation of the LANV students to and from any CSN main campus or the Learning Centers is exclusively the responsibility of the student. CSN will have no role in the transportation of LANV students either to or from any CSN facility.

4. Financial Payment**Course Registration Forms**

An online registration form must be filled out to include every credit class and section in which a LANV student is enrolled for each semester. The registration forms will be forwarded to the CSN, Dual Enrollment Program for verification to compliance with the terms of the MOU. The forms will then be forwarded to the cashier's office for billing.

Class and Section Information

LANV will inform the CSN Dual Enrollment Program in writing a list of the classes and sections all LANV student will be enrolling in each semester.

Tuition and Fees

All course and other fees will be charges At the rate established by the Board of Regents. These fees will be subject to any increases approved by the Board of Regents as of the effective dates of such increases.

CSN will invoice LANV and LANV will be responsible to pay all course fees and other fees for the LANV students who enroll at CSN pursuant to the terms of this MOOU. Each new LANV student will be assessed a one-time, non-refundable application fee of ten dollars (\$10.00). CSN will assess the "in-state" fee unless it becomes aware that a student does not qualify for in-state status.

CSN will invoice LANV by the first week of the fall and spring semester and LANV will remit payment as invoiced without modification or offset within twenty-one (21) days thereafter. No LANV student enrolled here under is eligible to apply for or receive financial aid.

Tuition Payments: Letter of Authorization

LANV will guarantee payment of all tuition and fees as approved by the Board of Regents for all LANV students in each credit class for each semester through a letter of authorization.

5. Miscellaneous Provisions

Governing Law

This MOU you will be governed by an interpreted according to the laws of the state of Nevada and the Nevada Board of Regents Handbook.

Severability and Waiver

The partial or complete invalidity of any one or more of the provisions of this MOU will not affect the validity or continuing force and effect of any other provision. The failure of a Party here to to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this MOU, or to exercise any right herein, will not be construed as a waiver or relinquishment of such term, covenant, condition or right with respect to further performance.

Entire Agreement

This MOU is intended solely for the benefit of the Parties hereto, represents the entire integrated agreement between the parties, and supersedes all prior negotiations, representations, or agreements, written or oral.

Waiver or Modification Ineffective Unless in Writing

No waiver, alteration, or modification of any provision of this MOU will be binding, unless in writing and signed by duly authorized representatives of the Parties to the MOU.

Designated CSN Representatives

CSN representatives and LANV Administrators will collaborate on all articulation efforts and agreements for all LANV students.

Written Notices

Unless notified to the contrary, all notices required by this MOU will be sent to the parties at the addresses set below:

CSN
6375 West Charleston

Las Vegas, NV 89146

Leadership Academy of Nevada
7495 West Azure Dr. #209
Las Vegas, NV 89130

Any written notice here under will become effective as of the date of hand-delivery, or mailing by certified mail, and will be deemed served if sent, postage prepaid, to the addressee at the address stated above or such other address as may hereafter be specified by notice in writing.

Signatures

DUAL-CREDIT PARTNERSHIPS

If the charter school will provide a program where a student may earn college credit for courses taken in high school, please provide answers to the following questions.

- (1) Describe the proposed duration of the relationship between the charter school and the college or university and the conditions for renewal and termination of the relationship.

We will have a Memorandum of Understanding (MOU) for a two-year agreement with the possibility of another two-year extension. The MOU will also state that either party may terminate the MOU without cause thirty (30) days written notice to the other party.

- (2) Identify roles and responsibilities of the governing body of the charter school, the employees of the charter school and the college or university.

The Leadership Academy Governing Board will have oversight of the program through periodical updates of the program at monthly board meetings. Leadership Academy will hire a Special Projects Manager to oversee the Go First Program (that is was we will be calling our program). The college or university will work with our Special Projects Manager to provide New Student Orientation, arrange meetings with a college Academic Advisor. The Special Projects Manager will work with students to select courses, ensure they purchase their textbooks, and will work with families to ensure the process will run smoothly.

- (3) Discuss the scope of the services and resources that will be provided by the college or university.

The college or university will provide new student orientation, review the placement evaluations and work with the student and Special Projects Manager to enroll in the correct courses, will provide counseling and advisement, will maintain academic transcripts, will work with Leadership Academy Business Director to provide timely and seamless process for tuition payment,

- (4) Explain the manner and amount that the college or university will be compensated for providing such services and resources, including, without limitation, any tuition and fees that pupils at the charter school will pay to the college or university.

Leadership Academy students will be the current rate of tuition and fees at each school. CSN has agreed to waive the application fees for Leadership Academy students and we will work with other schools to see if we could get the same agreement.

- (5) Describe the manner in which the college or university will ensure that the charter school can effectively monitors pupil enrollment and attendance and the acquisition of college credits.

As stated above, Leadership Academy is hiring a person to be the single contact with the colleges and universities with whom we work. We will have parents sign waivers for this person to have access to enrollment, progress, and attendance of Leadership Academy students.

(6) Identify any employees of the college or university who will serve on the governing body of the charter school.

There is no employee of a college or university that is on the governing board of Leadership Academy.

(7) Provide as an attachment a draft memorandum of understanding between the charter school and the college or university through which the credits will be earned and a term sheet confirming the commitment of both entities to the specific terms outlined in this charter application. If the school is not planning to provide a dual-credit program, please include an attestation explaining that this request is inapplicable.

I have attached a draft memorandum of understanding between Leadership Academy and CSN. Should this amendment be approved we will secure further MOUs, in addition to CSN, with these proposed colleges: Great Basin College, Western Nevada College, and Truckee Meadows CC.