

# 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: June 17, 2021

Current Charter Contract Start Date: June 13, 2017

Charter Contract Expiration Date: June 30, 2023

Key Contact: Melissa Mackedon

Key Contact title: CEO

Key Contact email and phone: 775-427-2347

Date of School Board approval of this application: June 2, 2021

### Deadlines

	Spring Cycle	Fall Cycle
Notice <sup>1</sup> of Intent to submit Request for Charter Amendment (RFA)	No Later Than: March 1	No Later Than: September 1
Request For Amendment (RFA)	Due between April 1 – 15	Due between October 1 – 15
Board Meeting for Possible Action <i>(tentative and subject to change)</i>	June board meeting	December board meeting

*RFA application processing includes an initial high-level completeness followed by an ongoing completeness check as specific, relevant sections of the application are reviewed in detail.*

*Red text indicates updates or points of emphasis.*

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<sup>1</sup> Notice or Letter of Intent

This Request For Amendment (RFA) is submitted to request a contract amendment regarding the following (identify which RFA changes you are requesting approval 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](#)
12.  [RFA: Transportation](#)
13.  [Change of Incorporation Status](#)
14.  [Other changes](#)

## **Section I: Standard RFA Requirements**

### **A) EXECUTIVE SUMMARY**

*Required for all submissions. 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 4 enrollment in the 2020-2021 school year was 689 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 June 8, 2021 high school enrollment for the upcoming school year was: 36 ninth graders, 49 tenth graders, 38 eleventh graders, and 39 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, 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 most 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 a pharmacy 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, and 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
- Amy O'Flaherty, 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 or CMO
- \_\_\_ 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 or consolidate campuses
- 9. Facilities: Occupy a temporary facility
- 10. Other (specify): Purchase current school facility (will not affect approved enrollment)

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

The current owners of the building, Old Fallon LLC, approached OA about purchasing the property we currently occupy. OA has looked at every piece of vacant land in Churchill County where a school would be feasible (and many where a school would not be feasible). Churchill County is, historically, a farming community so every vacant piece of land requires us to work with The Truckee Carson Irrigation District, the Federal Bureau of Land Management, and in some cases, NDOT and the railroad. While all of these are surmountable issues, they come with a lot of red tape and extensive timelines. Our current location is ideal. It is in the center of town at a stop light. It is next door to the college where our high school is housed. It is also next door to the athletic facilities our students use. Purchasing the property in its entirety allows us to double our usable space while decreasing our monthly financial obligation (rent) by approximately 20% by utilizing a commercial bank loan with a 20 year amortization.

It is important to note that there are [Easements with Covenants and Restrictions Affecting Land \(ECR\)](#) to this property that have to be renegotiated with adjacent property owners in the complex. These owners are: the Albertsons Corporation (owner of Safeway), Maverick, Washington Federal Bank, and Shelley Miller (owner of the coffee shop). Currently the ECR would prohibit much of what we would need to do to renovate this property into the school we need. Our attorney, Tim Koval (Hutchison & Steffan) has already started this work and we have a conceptual agreement from the Albertsons Corporation. That said, we recognize that the other entities involved may not be agreeable. Amendment of the ECR's is a required condition by the OA Board of Directors prior to closing on the property. In the event that we are unable to get the ECRs amended we will not proceed forward with the property purchase, and will continue down the path of purchasing vacant property. Due to the nature of amending the ECRs and the national corporations involved we feel it is imperative that we work toward getting SPCSA approval simultaneously.

5. Description of proposed target model and target communities

Oasis Academy's proposed target community is K-12 students in Churchill County Nevada with an emphasis on increasing enrollment of English learners and socioeconomically disadvantaged students. Oasis Academy will continue with the established model of the school.

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

Oasis Academy expects to continue to achieve at a five star leve at all levels: elementary, middle, and high school. Each year the Academic Excellence Committee outlines goals for the school in the [School Improvement Plan](#). These goals are based on student outcomes. This is a practice the board is committed to going forward.

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

The educational model of the school will not change as a result of this purchase; however, with the additional space we hope to add the following spaces down the road:

- More office space (additional counselors as our slow growth model moves forward, reading and math specialist offices, etc.)
- Small RTI/tutoring spaces for each grade level band.
- Large indoor shared space for P.E., drama, etc.
- More classrooms for the slow growth model already approved.
- Makers space to accommodate project based learning as it is intended to be done.

- 8. Describe the charter school’s plan to ensure that proper restorative justice principles are practiced. Describe plans, including record keeping, to monitor for potential disproportionate discipline practices.**

[Oasis Academy’s student handbook](#) has been updated to reflect the practice of restorative justice. That handbook was most recently approved by the board on June 2, 2021. [Student Policy 250 Discipline, Restorative Justice](#) was also approved by the board Jan. 21, 2021.

Key members of the counseling and leadership team have attended the Nevada Association For Positive Behavior Support (APBS) conference. This workshop focused on the Foundations of Restorative Practice: RP 101 and was held in December of 2019. The school has also reached out to the International Institute of Restorative Practice in regards to their June training dates. The school's plan is to continue to use informal restorative practice aligned with MTSS tier 1 school guidance support through restorative questions, community building through counseling school guidance, Tribes, and the use of circles. The school believes problem solving skills are strengthened through the restorative practice process. Students practice analyzing situations with open ended questions. This develops the cognitive development of empathy. Oasis Academy school discipline is fairly low comparatively so the focus will continue to be relationships and school community. Record keeping for school behavior is kept by administration in the Behavior Management tab in Infinite Campus. This behavior data can be reviewed quarterly. To guide our continued development in restorative practice, the leadership and counseling team will continue to pursue professional development opportunities with restorative practice specialists

- 9. Describe the charter school’s plan to ensure enrollment diversity and equity, commensurate with the neighborhood and zip codes it serves. Include plans to close any proficiency gaps among diverse student groups (ex. race/ethnicity, FRL, EL, IEP) as well as family and community engagement strategies.**

In 2019-2020 the national average of students aged 3-21 with individualized education plans was 14%. Oasis Academy’s percentage at the end of the 20-21 school year was 12%.

Oasis Academy has seen a steady increase in FRL student enrollment. At the end of the 20-21 school year we had 28% of our students qualifying as such. Dusty Casey, CFO, is a board member of the Food Bank of Northern Nevada, and through that connection we are in the process of setting up a food pantry with a commercial fridge and freezer for fresh foods here on the Oasis Academy campus. The food pantry should be operational by fall. Shelley Kelly, one of our school counselors, is overseeing the project. Our hope is that this will inform more families about the existence of OA, reinforce to the community that this is a free public school open to everyone, and ultimately increase enrollment numbers for socioeconomically disadvantaged students.

Churchill County has a much lower EL population than the state average at 6.5 percent. Oasis Academy has very little movement in grades 1-8, making it very difficult to move the needle on the number of EL students; however, in grades where we have regular openings, kindergarten, and high school, we are seeing improvements. In 20-21 both our kindergarten and high school EL percentage was 7%, slightly higher than the district average. For the past several years all of our enrollment documents have been available in Spanish, and beginning in 20-21 we had, for the first time, a full time EL teacher who was representative of the population she was teaching. This made a tremendous difference and fortunately will be the case for the upcoming school year as well. Similar to the military community, what we are starting to see is positive word of mouth in the latinx community. Within that subset of the community word is spreading that this is a “good school,” we have employees who speak Spanish, and students are thriving.

Lastly, Oasis Academy has hired a full time marketing and public relations manager who will start July 1, 2021. One of the goals of this position is to market the school to our target populations and provide regular (weekly) updates and information that would do so.

- 10. 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, 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 Association, appointed member on the Nevada Commission on School Funding, board member Food Bank of Northern Nevada
- Andy Lenon- Lead On board member
- Amy O'Flaherty - Board member Fallon Youth Club

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

The key supporters partners and resources that will contribute to this partnership include:

- Old Fallon LLC. is the current landlord and owner of 920 West Williams Ave. Old Fallon, has been a partner since this school opened in 2011. They have worked with and supported us in many ways over the last decade including fronting the costs of tenant improvement and being flexible on rent rates and schedules as the school was getting its footing. They have proven to be a reliable partner. They have stayed involved in the school and its outcomes by having a representative at nearly every public board meeting. As such they were aware of the different properties that the school had been looking at over the course of the last three years. They came to us with a proposal to purchase the entire building we are currently located in.
- Tim Koval, Esquire. Tim is a real estate attorney at Hutchison & Steffen law firm. He is working with all the parties to get the ECR amended.
- Albertsons Corporation, Parcel 2 in ECR. Since the original ECR's were written in 1996 Albertsons has purchased Safeway. School leadership has been working with Albertsons on their waiver process. They indicated via email that they have no issue with the changes we proposed and were originally prepared to grant a waiver. They then decided that they wanted to have the ECR's completely redone, which we support.
- Maverick Corporation, Parcel 4. Maverick is now the owner of parcel 4 in the ECR. Our attorney is in contact regarding the ECR changes.
- Washington Federal Bank, Parcel 3- Washington Federal Bank is now the owner of Parcel 4 in the ECR changes.
- Shelley Miller- In 2015, in spite of the ECR, the then land owner of parcel 4, parcelled off his property. A small drive thru only coffee shop was built on one small parcel of land. Today, the owner of that property is Shelley Miller.
- City of Fallon and Churchill County for amendment ECR and change of use for property. We have already been in touch with the City of Fallon and they are aware of the possible purchase.
- Nevada State Bank (NSB). As the primary financial institution for Oasis Academy, NSB has reviewed the school's financial position, as well as the proposed property purchase, and has provided Oasis Academy with a term sheet for the proposed commercial loan. That term sheet is [here](#).

## **B) MEETING THE NEED**

No Change

## **C) ACADEMIC PLAN**

No Change

## **D) FINANCIAL PLAN**

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

### **Budget Narrative**

The budgeting process for Oasis Academy will continue to operate in accordance with the Board approved [Financial Policies](#). The proposed purchase of the existing school facility will be the school's first real property purchase for school operations. Anticipated budgetary highlights include:

- Anticipated funding sources are limited to: State funding (93%), Federal funding (6%), and local sources (1%). State base funding under the new Pupil Centered Funding Plan is anticipated around \$8093 per pupil for the Churchill County attendance zone.
- Standard operating costs are assumed as usual, and primarily include personnel wages & benefits (65%), supplies (8%), purchased services (14%), facilities (10%), and contingency (3%).
- Completion of the \$6.5m purchase price will include a combination of 20% cash down payment, and 80% conventional commercial loan with Nevada State Bank. The 20 year amortization of the loan will equate to a monthly debt payment of approximately \$32,000. The current contracted rental rate is approximately \$40,300. OA leadership is anticipating a 25% increase in building maintenance costs consisting of maintenance personnel, insurance and supplies. These costs have been included in the approved [Final Budget](#). Major renovations are not planned at this time.
- Contingency and Reserve. Oasis Academy currently has approximately 250 days of operating cash on hand and an estimated ending fund balance of over 50%. Should revenues come in lower than expected due to State funding rates or through lower than anticipated enrollment numbers, Oasis Academy has sufficient cash on hand to continue operating for a number of years. Obviously this would depend upon the severity of the decreased revenue.

### **Financial Plan**

The financial plan for Oasis Academy will not significantly change in the short term due to the purchase of the existing facility. As outlined above, leadership is anticipating a small increase in building maintenance and operational costs, but these should be offset by the decrease in monthly debt obligation (as compared to rent). In the longer term (3-10 years), major renovations are anticipated to accommodate pupil growth and programmatic enhancements.

### **Budget**

Oasis Academy's approved Final Budget for 2021-22 is [attached](#).

### **Audit Data**

Attached are the audits for fiscal years: [2018](#), [2019](#) and [2020](#).

## **Developmental Plan for Fundraising**

Historically, Oasis Academy has not utilized fundraising resources for operational costs. At this time there are no plans or estimates for future fundraising efforts or resources, either by the school or other organizations, for future use.

## **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. First and foremost, the NSPF rating must be considered in regards to performance. A link to those reports is [here](#). Additionally, OA meets or exceeds all metrics on the SPCSA academic framework.

(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?

[According to the SPCSA Organizational Framework](#), Oasis Academy meets all metrics. Oasis Academy has not had any complaints in the last two years.

(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 official organizational improvement plan. They do have an academic improvement plan which can be found [here](#). That said, the board is constantly making adjustments to improve organizationally. A few examples include: hiring a PR and marketing specialist for 21-22 school year, adjusting and fine tuning job descriptions as needed, and updating programs and systems to maximize efficiencies.

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.

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.

(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 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. The board does not need to add additional expertise to be successful with this proposed move.

(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). They are prepared to hire outside experts (i.e real estate attorney, appraisers, etc.) as needed.

(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 a conflict resolution form is also included.

3. Organization charts and decision-making authority:

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. Oasis Academy will also increase

our maintenance position, which is currently done on an “on call basis.” If the property is purchased, this will become a ½ time.

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.

Depending on the economic ramifications of the COVID-19 pandemic, and the 2021 legislative cycle, Oasis Academy may be ready to start renovating this property in phases within three years time. We hope to start working with an architect and utilizing the expertise of our board member, Frank Woodliff, to determine a functional redesign of the space and establish a plan to renovate in phases while remaining operational. In the event the ECR cannot be worked out, we hope to have determined another piece of property to eventually move to within 3 years.

(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 the renovation of 920 West Williams Ave complete or near completion. In the event that the ECR cannot be worked out, we hope to be breaking ground on a new building within six years.

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

Oasis Academy will hire a ½ time maintenance positions to manage the property.

#### HUMAN CAPITAL STRATEGY

No change

#### SCALE STRATEGY

Not applicable

#### STUDENT RECRUITMENT AND ENROLLMENT

No change

#### 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, automobiles, 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.

Below is a note and table provided by our insurance agent, Vance Jolley.

We are constantly reviewing and monitoring our clients' operations to ensure their insurance program meets or exceeds the potential risks and exposures that exist at their school. Certainly, every policy has exclusions and limitations but after careful review, here is an overview of the policies, coverages and limits that we will recommend being in force upon purchasing the new building and going into the new school year. This insurance program compares very favorably to other schools with similar enrollment while still keeping insurance costs within a manageable range. We are also confident the coverages below are in full compliance with the insurance requirements of the State of Nevada. Please let us know if you need anything further.

<b><u>Coverages:</u></b>	<b><u>2021-2022</u></b>	<b><u>Notes</u></b>
<b>General Liability Aggregate</b>	\$5,000,000	Includes Umbrella/Excess Limits of \$3M
<b>General Liability Per Occurrence</b>	\$4,000,000	
<b>Products/Completed Operations Aggregate</b>	\$5,000,000	
<b>Personal and Advertising Injury</b>	\$4,000,000	
<b>Abuse or Molestation Per Occurrence</b>	\$4,000,000	
<b>Abuse or Molestation Aggregate</b>	\$5,000,000	
<b>Employee Benefits Liability Per Occurrence</b>	\$4,000,000	
<b>Employee Benefits Liability Aggregate</b>	\$5,000,000	
<b>Commercial Auto Liability</b>	\$4,000,000	
<b>Building Limit</b>	100% Replacement Cost	
<b>Student Accident - per accident</b>	\$25,000	
<b>Employee Dishonesty/Crime</b>	\$100,000	

<b>Educators Legal Liability Per Occurrence</b>	\$4,000,00 0	Educators Legal/D&O/EPLI have shared limits
<b>Educators Legal Liability Aggregate</b>	\$4,000,00 0	
<b>Directors &amp; Officers Liability Per Occurrence</b>	\$4,000,00 0	
<b>Directors &amp; Officers Liability Aggregate</b>	\$4,000,00 0	
<b>Employment Practices Liability Per Occurrence</b>	\$4,000,00 0	
<b>Employment Practices Liability Aggregate</b>	\$4,000,00 0	
<b>Workers Compensation</b>	\$1,000,00 0	
<b>Excess/Umbrella Liability</b>	\$3,000,00 0	

### **General Facility RFA requirements**

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.

Both the CEO and CFO have and/or currently own other businesses which have required facility acquisition or development. Furthermore, both are founding members of Oasis Academy, which involved acquiring and designing facilities for school use. Additionally, Frank Woodliff, board chair of the finance committee, is an architect and has vast experience in this area. He has worked for over 30 years in this field and has proved invaluable in the process to date.

We do not plan to start renovating the building inside 3 years, and when we do so, it will be done in phases so as not to interfere with school operations.

2. 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.

The Oasis Academy CEO and CFO are responsible for acquiring the facility, including working with the current owners to establish terms, attached [here](#), working with the bank for financing,

working with the attorney to get the ECR issues resolved, and meeting bank requirements including an appraisal and phase 1 environmental assessment. We have not contracted with any other organization to get this done.

3. List names and roles of any financially interested parties and describe the interest relating to the current or proposed facility. This includes any existing or potential conflicts of interest or existing, direct or indirect, potential ownership interests with the current and/or proposed facility.

There are no known conflicts of interest.

Old Fallon LLC is the current owner of the property. Edward Louie, Scott Tate, and Dan Munoz are the partners in that group. We would be purchasing the building from them for \$6.5 million dollars.

Nevada State Bank has provided us with a term sheet and preliminary approval for the purchase and that can be found [here](#).

4. Show the fiscal impact of the proposed facility plan for the first three years after implementation of your plan using the SPCSA Financial Performance Ratings model (ask staff for a copy of your most recent version). Explain plans to address pro forma rating declines—if any—to at least the below areas from implementation of the plan.

- a) Current Ratio

This measure will decrease significantly with the large decrease in cash on hand due to the approximate \$1.3m required as a down payment. However, current liabilities are NOT anticipated to go up.

- b) Unrestricted Days Cash on Hand -

DCOH is anticipated to drop from 250 days to 120 due to the large down payment needed to complete the purchase process.

- c) Cash flow -

Monthly operational cash flow is anticipated to stay flat, or possibly increase, due to the savings in monthly debt obligation (as compared to current rent) plus additional operational costs.

- d) Debt to Asset Ratio -

This measure will increase significantly as the school takes on over \$5m in long term debt for the facility loan. However, assets will increase significantly as well due to the facility acquisition.

- e) Debt Service Coverage Ratio -

This is not anticipated to change much due to operating net income remaining consistent combined with the facility debt obligation being less than the current lease obligation.

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

- a) 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.

Current Location, 920 West Williams Ave. Fallon Nevada.

Parcel number 001-191-30

Assessors Map linked [here](#).

- b) A copy of the current deed on the property (if the school owns the facility) or a copy of the proposed lease or rental agreement noting any additional square footage to be leased.
- c) A copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement.

A copy of the proposed purchase agreement is [here](#).

- d) A copy of the floor plan of the facility, including the notation of all included campus facilities with a **table or statement describing the square footage** of these facilities AND an assurance **the school will submit final versions of this documentation** in compliance with [NAC 388A.315](#). **Include in the RFA application the amount of conditioned square footage as well the total acreage of the campus including all property to be under the control or usable by the school. (Do not simply refer to architectural drawings which may include specific dimensions but not square footages of various spaces within the facility.)**

920 West Williams Ave is located on 11 acres as depicted [here](#). A master plan of the site is [here](#).

A master plan of the building is located [here](#). The building is 104,000 square feet, which includes the spaces listed [here](#) by the assessor as well as an approximately 4800 square foot hallway that divides the school from the front of the building.

- e) 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.

Edward Louie, 1855 W. Williams Ave. Fallon Nv. 89406, phone 775-423-7008 ext. 239

Scott Tate, 562 N. Maine Fallon NV 89406, phone 775-423-3101 ext. 234

Dan Munoz, 1484 Del Rio Dr. Fallon NV 89406, phone 775, phone 775-848-8524

- f) A copy of the Certificate of Occupancy.  
The COO can be found [here](#).
- g) 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.  
Not applicable, we currently operate out of the proposed facility.
- h) **Documentation showing what, if any, governmental permits, waivers, modifications or variations may be required and a schedule showing approximate dates for those approvals to be considered.**  
As previously noted, the ECR from 1996 would need to be reviewed and approved by all the relevant parties identified above. The closing of the property is contingent upon this and OA Board of Directors will not move forward without this being fully resolved.
- i) 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.  
Not applicable. We currently operate out of the proposed facility.

- j) A copy of the school's traffic flow plan including exhibits showing the planned traffic flows during the arrival and pick up times, the associated times and the designated areas for the pickup and drop off activities.

Not applicable. We currently operate out of the proposed facility.

6. 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 an **Attachment** \_\_\_ 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 an **Attachment** \_\_\_.

Not applicable

7. The organization's plans/methods to finance these facilities, including:

- a) Whether the school is seeking:

- i)  Loan (CDFI or other),

(1)  For Construction financing,

(2)  For Permanent financing,

(3)  Refinancing

- ii)  Bond Financing,

(1)  For Construction financing,

(2)  For Permanent financing,

(3)  Refinancing

(4)  Tax-exempt

(5)  Rated

(6)  Privately placed

- b) Identification and description of bond instrument terms, including planned face amount, years/term to maturity, coupon rate.

Not applicable

- c) Identification and description of bond or loan issuance costs, including legal, consultant, conduit, issuer fees, and planned/budgeted fees.

Loan costs are outlined on the rate [sheet](#) provided by NSB, and include: appraisal, doc fees, attorney fees for purchase agreement, environmental site assessment, title fees, taxes, etc. These expenses are estimated to be no higher than \$50,000.

- d) Comparison schedule/table showing for the first five years from issuance the current full lease rates and conditioned space square footage information compared to the post issuance conditioned space annual payment schedule and square footage with amortization table showing principal and interest payments and principal balance, as well as any balloon or graduated payment increases and refinancing. (A 3 year requirement described earlier in this document regards the SPCSA financial performance ratings model)

compared with this 5 year comparison of facility costs under current and proposed conditions).

See table link [here](#). Oasis Academy does not currently have plans to renovate the facility during the first 5 years. A comparison of the currently contracted lease vs the proposed commercial loan is provided.

- e) Describe the required “breakeven” enrollment number of students for the project to be feasible, as well as the breakeven percentage of the planned enrollments (Breakeven Enrollment/ Planned Enrollment), (e.g., “Breakeven Enrollment to Planned Enrollment is 380/420, or 90%”). Additionally include the actual planned total classroom student capacity of the new facilities (e.g., “planned for 450 students at 20 square feet minimum classroom space per pupil”).

N/A - Oasis Academy has always operated above ‘breakeven’ enrollment, and operational costs are NOT anticipated to go up due to the purchase of the facility.

- f) Will the financing/refinancing trigger any prepayment penalties?  Yes,  No.  
i) If “Yes”, describe the amount.

Although the rate sheet specifies a prepayment penalty, Oasis Academy has already negotiated this out of the proposed loan contract. There will be no prepayment penalties.

- g) May any interested parties be entitled to receive any success fees, loans, real estate or other equity interests or other financial interest(s) or gain from this transaction?  Yes,  No. If so, please identify the parties and describe the interest(s).
- h) Total overall project costs, with project cost breakdowns for land acquisition and improvements and developer/builder/contractor fees.

Purchase cost only of \$6.5m, with a minimal amount of fees totalling no more than \$50,000.

- i) Identify and describe recurring costs which will now be directly borne by the applicant which may currently be part of the applicant’s facility costs, such as utility and Common Area Maintenance costs and/or reserve expenses.

Oasis Academy would be responsible for all areas of building and property maintenance upon closing of the purchase. New areas of expenses include: all mechanical, electrical and fire suppression systems, plumbing, exterior building shell, and parking lot maintenance (striping, oil, patching, etc.). Oasis currently incurs all utility costs and maintenance associated with the interior tenant improvements of the school.

- j) Information (e.g., broker offering statements, web pages) on at least two comparable facilities

considered/reviewed including location, acreage, square footage, cost/lease rates or purchase price of those facilities.

N/A

k) Financing and financing assumptions. If leases will be used, show the year over year lease rates and lease escalator percentage rate(s) on unabated as well as abated rents, if applicable.

N/A

l) Total facility costs, including debt service, lease, maintenance, utilities, reserves (e.g., capital, facility, contingencies, other reserves), etc., pursuant to NRS 388A.565.

\$656,000.00

7. 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.

N/A

### **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.
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  
Agenda attached [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  
Draft minutes [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  
Current Location, 920 West Williams Ave. Fallon Nevada.  
Parcel number 001-191-30  
  
Assessors Map linked [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  
Not Applicable

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

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A master plan of the building is located [here](#). The building is 104,000 square feet, which includes the spaces listed [here](#) by the assessor as well as an approximately 4800 square foot hallway that divides the school from the front of the building.

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

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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

The COO can be found [here](#).

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.

Not applicable, we currently operate out of this facility.

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

Not applicable, we currently operate out of this facility

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