From:	Elisa Westapher
To:	Patrick Gavin; Jessica L. Hoban
Cc:	"Laurence Stanton"; William Haft
Subject:	NACSA/Preliminary Staffing Recommendations
Date:	Thursday, April 07, 2016 2:16:00 PM
Attachments:	image013.png image006.png NSPCSA_Preliminary Staffing Recommendations_040716.pdf

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Patrick and Jessica:

Attached please find our preliminary staffing recommendations.

If you have any questions, please let me know.

I will be in touch soon to discuss the on-site review in greater detail, but our preliminary plan is to conduct interviews in Reno on Tuesday, May 3rd and in Las Vegas on the morning of Wednesday, May 4th.

Elisa

Elisa Westapher
DIRECTOR OF AUTHORIZER DEVELOPMENT

nacsa
NATIONAL ASSOCIATION OF CHARTER SCHOOL AUTHORIZERS

105 W. Adams Street, Suite 1900 | Chicago, IL 60603
Direct: (312) 376-2363 | www.qualitycharters.org

ALL CHILDREN DESERVE A QUALITY EDUCATION.

From: Jessica L. Hoban [mailto:jlhoban@spcsa.nv.gov]
Sent: Monday, April 04, 2016 4:14 PM
To: Elisa Westapher <elisaw@qualitycharters.org>; Olivia Roser <oliviar@qualitycharters.org>; Erin Reddy <erinr@qualitycharters.org>
Cc: 'Laurence Stanton' <lbstanton@gmail.com>; Patrick Gavin <pgavin@spcsa.nv.gov>
Subject: RE: Consultant Contract - NV

Good Afternoon,

th

May 3-4 for the visit will work for us.
Let us know how we can be of further assistance.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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From: Elisa Westapher [mailto:elisaw@qualitycharters.org]
Sent: Monday, April 04, 2016 11:08 AM
To: Jessica L. Hoban; Olivia Roser; Erin Reddy
Cc: 'Laurence Stanton'; Patrick Gavin
Subject: RE: Consultant Contract - NV

Jessica,

Thank you! We will have our preliminary recommendations to you by Friday.

Also, would it be possible to do May 3-4 for the site visit? That would work out best for Larry and me. We can discuss how to best split between Las Vegas and Carson City.

Elisa

Elisa Westapher
DIRECTOR OF AUTHORIZER DEVELOPMENT

nacsa
NATIONAL ASSOCIATION OF CHARTER SCHOOL AUTHORIZERS

105 W. Adams Street, Suite 1900 | Chicago, IL 60603

Direct: (312) 376-2363 | www.qualitycharters.org

ALL CHILDREN DESERVE A QUALITY EDUCATION.

From: Jessica L. Hoban [mailto:jlhoban@spcsa.nv.gov]
Sent: Friday, April 01, 2016 7:02 PM
To: Elisa Westapher <elisaw@qualitycharters.org>; Olivia Roser <oliviar@qualitycharters.org>; Erin Reddy <erinr@qualitycharters.org>
Cc: William Haft <williamh@qualitycharters.org>; 'Laurence Stanton' <lbstanton@gmail.com>; Patrick Gavin <pgavin@spcsa.nv.gov>
Subject: RE: Consultant Contract - NV

Good Afternoon,

Per our conversation yesterday, this email is to provide additional information.
The first attachment is an update of our position descriptions.
The second attachment provides additional data/analysis of potential need for additional positions. This information was prepared 1 year ago, so a little out of date.
Around the same time frame, staff proposed 5 additional positions and incorporated the costs along with proposed Legislation:

- Attorney
- Grants and Projects Analyst
- Public Information Officer
- Operations and Finance Manager
- Education Programs Supervisor

The Legislation passed yet the only position specifically identified in the language was an Attorney.
Do not hesitate to contact me with any questions or if additional information is required.
Enjoy your weekend.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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From: Jessica L. Hoban
Sent: Tuesday, March 29, 2016 3:48 PM
To: 'Elisa Westapher'; Patrick Gavin
Cc: William Haft; Laurence Stanton
Subject: FW: Consultant Contract - NV

Hi,

I just now received a 'Delayed Delivery' receipt through Microsoft for the item below – so, thought I would attempt again.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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From: Jessica L. Hoban
Sent: Tuesday, March 29, 2016 11:41 AM
To: 'Elisa Westapher'; Patrick Gavin
Cc: William Haft; Laurence Stanton
Subject: RE: Consultant Contract - NV

Good Morning,

See responses below in red text.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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From: Elisa Westapher [mailto:elisaw@qualitycharters.org]
Sent: Monday, March 28, 2016 8:57 AM
To: Patrick Gavin
Cc: William Haft; Laurence Stanton; Jessica L. Hoban
Subject: FW: Consultant Contract - NV
Importance: High

Patrick,

In developing our preliminary recommendations regarding staffing levels, I wanted to make sure we had the most up-to-date documentation. See my questions below regarding certain documents collected from last year's evaluation. If you could send us any updated documents today or tomorrow, that would be greatly appreciated.

1. **Organizational Chart**. We have the proposed organizational chart for FY 15 (see attached). Do you have an updated organizational chart? Yes – see attached Have you filled all of the new positions (the three highlighted in the attached)? Three new positions were approved: Accounting Assistant, Accountant, and Deputy Director. All positions are currently filled with the exception of the Deputy Director.
2. **Staff Position Descriptions**. We have a staff position description document dated Jan. 2014 (see attached). Do you have an updated version of this document? We are working on updating this document and hope to submit to you later today.
3. **Budget**. We have the Authority's legislature approved budget for FY 16. This budget runs from July 1, 2015 – June 30, 2016, correct? This is correct – updated fund map attached.

Looking forward to speaking with you on Thursday!

Please let me know if you have any questions.

Elisa

From: William Haft
Sent: Thursday, March 24, 2016 10:39 AM
To: Jessica L. Hoban <jlhoban@spcsa.nv.gov>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>; Larry Stanton <lbstanton@gmail.com>; Erin Reddy <erinr@qualitycharters.org>
Subject: RE: Consultant Contract - NV

We will go to work on this.

From: Jessica L. Hoban [mailto:jlhoban@spcsa.nv.gov]
Sent: Wednesday, March 23, 2016 12:53 PM
To: William Haft <williamh@qualitycharters.org>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>; Larry Stanton <lbstanton@gmail.com>; Erin Reddy <erinr@qualitycharters.org>
Subject: RE: Consultant Contract - NV

Good Morning,

We were hoping to have preliminary recommendations for staffing levels by April 8th – final recommendations may differ from the preliminary, but we need to have a basic concept soon.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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please notify sender immediately by e-mail, and delete the message. The Nevada Department of Education will not accept any liability in respect of such communication that violates our e-mail policy.

From: William Haft [mailto:williamh@qualitycharters.org]
Sent: Wednesday, March 23, 2016 7:03 AM
To: Jessica L. Hoban
Cc: Patrick Gavin; Elisa Westapher; Larry Stanton; Erin Reddy
Subject: RE: Consultant Contract - NV

Jessica,
Thanks for this. I am looping in Elisa Westapher and Larry Stanton who will be leading this work. We are working on scheduling a formal kickoff call. It would be helpful if you could remind us of the budgeting timeline so that we can take this into account as we discuss the workplan timeline.
William

From: Jessica L. Hoban [mailto:jlhoban@spcsa.nv.gov]
Sent: Monday, March 21, 2016 12:32 PM
To: William Haft <williamh@qualitycharters.org>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>
Subject: Consultant Contract - NV

Hi William,

I just wanted to touch base with you to see if we can coordinate information you might need from us to assist in preliminary recommendations for staffing of the SPCSA.
Let me know if we should schedule a time to further discuss, or if you simply want information sent via email.
I look forward to our collaboration.

Thank you,

Jessica L. Hoban
Administrative Services Officer 2
State Public Charter School Authority
1749 N. Stewart St. Ste 40
Carson City, NV 89706
Office: 775-687-9149

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