From: Katie Higday
To: "Erin Reddy"
Cc: Jessica L. Hoban; "Katie Fishel"; Patrick Gavin
Subject: RE: NACSA contact
Date: Wednesday, March 09, 2016 8:35:06 AM
Attachments: image001.png
image005.png
image012.png

Good Morning Erin,

I wanted to inform you that the NACSA contract was approved at yesterday's Board of Examiners meeting.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Katie Higday
Sent: Wednesday, February 24, 2016 1:35 PM
To: 'Erin Reddy'
Cc: Jessica L. Hoban; Katie Fishel
Subject: RE: NACSA contact

Hi Erin,

Yes I will notify you.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Wednesday, February 24, 2016 1:17 PM
To: Katie Higday
Cc: Jessica L. Hoban; Katie Fishel
Subject: RE: NACSA contact

Thanks for the update, Katie! Will we be notified directly from someone on your end if the contract was approved or denied?

Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Wednesday, February 24, 2016 3:03 PM
To: Erin Reddy <erinr@qualitycharters.org>
Cc: Jessica L. Hoban <jlhoban@spcsa.nv.gov>
Subject: RE: NACSA contact

Hi Erin,

This contract has been scheduled for approval on the BOE agenda on March 8th – if approved at that

meeting; the contract will begin that day.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Tuesday, February 23, 2016 12:49 PM
To: Katie Higday
Cc: Jessica L. Hoban; Katie Fishel
Subject: RE: NACSA contact

Hi Katie,
Is this the final item you need from us to finalize the contract? Please let us know your timeline for finalizing the contract on your end so we can begin planning to start the work.
Many thanks,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Fishel
Sent: Tuesday, February 23, 2016 1:57 PM
To: Katie Higday (khigday@spcsa.nv.gov) <khigday@spcsa.nv.gov>
Cc: Erin Reddy <erinr@qualitycharters.org>; Jessica L. Hoban (jlhoban@spcsa.nv.gov) <jlhoban@spcsa.nv.gov>

Subject: RE: NACSA contact

Please see attached endorsement, thank you

Katie Fishel
CONTRACTS ADMINISTRATION MANAGER
105 W. Adams Street, Suite 1900 | Chicago, IL 60603
Direct: (312) 376-2329 | www.qualitycharters.org

From: Erin Reddy
Sent: Wednesday, February 17, 2016 8:25 AM
To: Katie Fishel
Subject: FW: NACSA contact

Hi Katie,
Can you review the thread below re completing additional insurance forms for the Nevada contract? An example form is attached. Is this something you can complete and send back to Katie Higday directly?
Let me know!
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Thursday, February 11, 2016 11:48 AM
To: Erin Reddy <erinr@qualitycharters.org>
Cc: Jessica L. Hoban <jlhoban@spcsa.nv.gov>
Subject: RE: NACSA contact

Hi Erin,

I believe that the forms will need to be obtained from your insurance company, I have attached sample forms for your reference.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov

http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Wednesday, February 10, 2016 11:36 AM
To: Katie Higday
Subject: RE: NACSA contact

Hi Katie,
Can you provide the forms for us to use? I'm sure we can adapt the information accordingly.
Thanks,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Wednesday, February 10, 2016 1:03 PM
To: Erin Reddy <erinr@qualitycharters.org>
Cc: William Haft <williamh@qualitycharters.org>; Jessica L. Hoban <jlhoban@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>; Olivia Roser <oliviar@qualitycharters.org>
Subject: RE: NACSA contact

Hi Erin,

Thank you so much for the certificate of insurance with the State Public Charter School Authority as additional insured. We are also required to have this information provided on one of the following two forms: CG 20 10 11 85 or CG 20 26 11 85. Would you be able to provide this format? Please let me know if you have any questions.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40

Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Tuesday, February 02, 2016 11:03 AM
To: Katie Higday
Cc: William Haft; Jessica L. Hoban; Elisa Westapher; Olivia Roser
Subject: RE: NACSA contact

Hi Katie,

NACSA is a not for profit c-corporation.

Also attached is our certificate of insurance with Nevada named as additional insured.

Please let us know if you need anything else.

Best,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Tuesday, February 02, 2016 10:58 AM
To: Erin Reddy <erinr@qualitycharters.org>; Jessica L. Hoban <jlhoban@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>
Cc: William Haft <williamh@qualitycharters.org>; Olivia Roser <oliviar@qualitycharters.org>
Subject: RE: NACSA contact

Hi Erin,

Are you able to tell me what NACSA's legal entity type is? For example: LLC, Non-profit corporation, etc.

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Katie Higday
Sent: Monday, February 01, 2016 2:59 PM
To: 'Erin Reddy'; Jessica L. Hoban; Elisa Westapher
Cc: Patrick Gavin; William Haft; Olivia Roser
Subject: RE: NACSA contact

Hi Erin,

Do you have any correspondence or paperwork submission with the Nevada Secretary of State regarding NACSA's application for a Nevada State Business License that you can provide to me?

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543

Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Monday, February 01, 2016 2:21 PM
To: Katie Higday; Jessica L. Hoban; Elisa Westapher
Cc: Patrick Gavin; William Haft; Olivia Roser
Subject: RE: NACSA contact

Hi Katie,

Attached is the executed contract. My colleague, Olivia, will be mailing out the hard copy this afternoon. Please let us know if you need anything else.

Regards,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Monday, February 01, 2016 12:36 PM
To: Erin Reddy <erinr@qualitycharters.org>; Jessica L. Hoban <jlhoban@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; William Haft <williamh@qualitycharters.org>
Subject: RE: NACSA contact

Hi Erin,

Are you able to give me a status update as to when the signed contract will be emailed to our office?

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Friday, January 29, 2016 11:55 AM
To: Katie Higday; Jessica L. Hoban; Elisa Westapher
Cc: Patrick Gavin; William Haft
Subject: RE: NACSA contact

Katie,
I received the contract. I will be able to get the needed signatures on Monday and will email/mail thereafter.
Thanks,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Katie Higday [mailto:khigday@spcsa.nv.gov]
Sent: Friday, January 29, 2016 1:45 PM
To: Erin Reddy <erinr@qualitycharters.org>; Jessica L. Hoban <jlhoban@spcsa.nv.gov>; Elisa Westapher <elisaw@qualitycharters.org>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; William Haft <williamh@qualitycharters.org>
Subject: RE: NACSA contact

Hi Erin,

Please see the attached contract for signature. Page 4 of the contract must be initialed, page 8 must be signed, and page 3 of Attachment BB – Insurance Schedule must be signed. Once the necessary signatures are obtained please email back to me a color scanned copy and mail to me the hard copy original.

Also since the attached file is very large can you please respond back to me in order to verify that you are in receipt of the contract?

Thank you,

Katie Higday
Management Analyst
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9165
Fx: 775.687.9113
khigday@spcsa.nv.gov
http://charterschools.nv.gov/

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From: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Friday, January 29, 2016 10:37 AM
To: Jessica L. Hoban; Elisa Westapher
Cc: Patrick Gavin; Katie Higday; William Haft
Subject: RE: NACSA contact

Jessica,
We have no objection to these two adjustments. Please feel free to finalize and send our way.
Best,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Jessica L. Hoban [mailto:jlhoban@spcsa.nv.gov]
Sent: Friday, January 29, 2016 12:03 PM
To: Erin Reddy <erinr@qualitycharters.org>; Elisa Westapher <elisaw@qualitycharters.org>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; Katie Higday <khigday@spcsa.nv.gov>; William Haft <williamh@qualitycharters.org>
Subject: RE: NACSA contact

Hi Erin,

Thanks so much for the quick turnaround. The attached document, identified with today's date, contains two minor adjustments with tracked changes: page 6 removes one instance of 'or designee'; page 7 removes the sentence referencing proposed staff and the tab where identified in the submitted proposal.
If there is any objection to these two adjustment, please let us know as soon as possible – otherwise, we will accept all changes and incorporate into the contract, which we hope to submit to you before the close of business today.
Thanks again and 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: Erin Reddy [mailto:erinr@qualitycharters.org]
Sent: Thursday, January 28, 2016 1:06 PM
To: Elisa Westapher; Jessica L. Hoban
Cc: Patrick Gavin; Katie Higday; William Haft
Subject: RE: NACSA contact

Jessica,

I have attached our revised scope of work per your requested edits below. Please review my

track changes and confirm these edits meet your requirements.

Regarding the Nevada Business License, we had to resubmit our request today, as we have not yet received approval. Our contact said it will take 2-3 days for confirmation. I'm happy to connect you with our contracts administration manager if you need further detail.

Regards,
Erin

Erin Reddy
MANAGER OF AUTHORIZER DEVELOPMENT
Direct: (312) 376-2334 | www.qualitycharters.org

From: Elisa Westapher
Sent: Thursday, January 28, 2016 9:35 AM
To: Jessica L. Hoban <jlhoban@spcsa.nv.gov>
Cc: Patrick Gavin <pgavin@spcsa.nv.gov>; Katie Higday <khigday@spcsa.nv.gov>; William Haft <williamh@qualitycharters.org>; Erin Reddy <erinr@qualitycharters.org>
Subject: RE: NACSA contact

Ok, we will have it for you today.

Elisa Westapher
DIRECTOR OF AUTHORIZER DEVELOPMENT

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: Wednesday, January 27, 2016 5:21 PM
To: Elisa Westapher
Cc: Patrick Gavin; Katie Higday; William Haft; Erin Reddy
Subject: RE: NACSA contact

Hi Elisa,

We need the updated scope of work ASAP because we need to incorporate it as an attachment to the contract itself. Once that is completed, we send the entire contract including the attachments back to you for NACSA authorized signature. After NACSA has signed, it comes back to us for signature by our Deputy Attorney General and our Director.
All three signatures are required prior to our submission to the Budget Office, which is the February 1st deadline.
Regarding the business license, it would be ideal if it (or an exemption) were available by February 1st. If the process is underway, but you are not in receipt of the license, then I can follow another procedure to give you a little more time – but I would have to know in advance.
Hope this is helpful.

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: Wednesday, January 27, 2016 7:59 AM
To: Jessica L. Hoban
Cc: Patrick Gavin; Katie Higday; William Haft; Erin Reddy
Subject: RE: NACSA contact

Jessica,

Thank you for the follow-up and the list of items which need to be completed.

By when do you need a updated scope of work? I know you mention an internal deadline of Monday, the 1st.

Elisa

Elisa Westapher
DIRECTOR OF AUTHORIZER DEVELOPMENT

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: Tuesday, January 26, 2016 6:31 PM
To: Elisa Westapher
Cc: Patrick Gavin; Katie Higday; William Haft
Subject: RE: NACSA contact

Hi Elisa,

While compiling some of the information on our end, I thought it might be a good idea to bullet point some of the topics discussed with various NACSA staff, and identify remaining items which need to be completed in the contract process:

- NACSA scope will redact bio and names of proposed staff
- NACSA scope, when referencing the 'director', it is recommended to add 'or designee' after the title when referencing involvement with SPCSA staff regarding communications/meetings
- In the section where time frames are identified for deliverables (final page of the NACSA scope), not only should the dates be adjusted to accommodate a March 8 – June 30 timeframe, but we are also requesting one more item be added: Preliminary report for 'Current State Analysis' to be provided by April 8th. The final report for the 'Current State Analysis and Transition Plan' can remain with the original proposed time line. We understand there may be changes/adjustment between the preliminary and final, but we need a basic idea at the beginning of April so that we can plan for budget adjustment requests within allowed timeframes which also work in conjunction with our biennial budget building coming up this Spring. (This has previously been discussed with and agreed upon by William)

- Nevada Business License, or exemption if applicable, approved by the Secretary of State

After the NACSA scope has been revised, please send that to us. We will incorporate into a complete contract package that we will send to you. Once NACSA authorized signature has been applied, please color scan and send as an email attachment with one hard copy original via snail mail. We will obtain the remaining approval levels from various state agencies in hopes of submitting by our deadline, which is next Monday, February 1st.

If you have the Nevada Business License, please provide that as well. If you don't have one yet, please let us know the proposed timeframe for receipt. This is generally required prior to contract execution and will not be able to be placed on the Board of Examiner's agenda for approval until it is received.

Let me know if we can assist further or answer any questions.

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: Friday, January 22, 2016 2:20 PM
To: Jessica L. Hoban
Cc: Patrick Gavin; Katie Higday
Subject: RE: NACSA contact

Great, glad to hear! Have a good weekend!

Elisa Westapher
DIRECTOR OF AUTHORIZER DEVELOPMENT

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, January 22, 2016 4:14 PM
To: Elisa Westapher
Cc: Patrick Gavin; Katie Higday
Subject: RE: NACSA contact

Thanks, Elisa.
I also spoke with Carlie regarding this issue.
Your quick follow-up is greatly appreciated.
Hopefully we can get this turned around next week.
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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