

STATE PUBLIC CHARTER SCHOOL AUTHORITY



2020 CALL FOR QUALITY CHARTER SCHOOLS  
SUMMER CYCLE REQUEST FOR PROPOSALS

Schools Opening Fall 2021 and Beyond

*Note: Previous versions of the charter application were divided into four tracks. However, this version incorporates all four tracks into one standard application along with an addendum that must be completed by certain applicants. Please see the addendum, as well as the guidance in this document, to determine if you are required to answer those additional questions. Should you have questions about the application, you can contact Mark Modrcin ([mmodrcin@spcsa.nv.gov](mailto:mmodrcin@spcsa.nv.gov)).*

## **Summer 2020 Application Tracks**

### **Overview**

This document outlines the instructions, requirements, and deadlines related to the charter application process. Please review this document in its entirety. The document is organized as follows:

- [Applicant Group Requirements](#)
- Application Completion and Submission Requirements
  - [Labelling Sections and Questions](#)
  - [Font and Formatting](#)
  - [Submission Requirements and Deadlines](#)
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## **Applicant Group Requirements**

The table below details application requirements for the various types of applicant groups:

	A start-up applicant	A start-up applicant seeking to contract with a CMO or EMO	An experienced Non-Profit CMO Applicant
Type of Applicant Group	Committee to Form	Committee to Form that plans to contract with a CMO or EMO	Non-Profit Charter Management Organization Which Directly Holds Charters in NV or Other States or Nevada Non-Profit Affiliate of Such a CMO
Portion of Application to Complete	All sections of application prior to addendum	All sections of application as well as corresponding addendum	All sections of application as well as corresponding addendum
Link to Application	Application through page 6-2	Application and addendum, excluding addendum section <i>Charter Management Organization applying for Scholarship Directly</i>	Application and entire addendum
Page Limit	140	150	150

Prospective applicants who are unsure of which portions of the application they are required to complete are encouraged to contact Mark Modrcin, Director of Authorizing, at 775-399-3397 or via email at [mmodrcin@spsca.nv.gov](mailto:mmodrcin@spsca.nv.gov).

## **Application Completion and Submission Requirements**

It is the responsibility of the applicant to ensure that the content is complete, detailed, and easily understood and followed by reviewers; external experts; and parents, families, and the general public.

### *Labelling Sections & Questions*

- Each major section (Executive Summary, Meeting the Need, Academic Plan, etc.) must begin on a separate page, as indicated in the RFP document.
- The table of contents must identify the page number of each major section of the narrative and each required attachment.
- Applicants should complete this RFP with responses following each question (e.g., the questions following the headings *Parent and Community Involvement, Driving for Results, Human Resources*, etc.). We ask that applicants leave the text of the question in the document to facilitate review and public transparency.
- The name of each major section and attachment, e.g. “Attachment 1,” etc. must be placed in the footer to facilitate easy review and navigation of the materials. Bookmarking of individual sections and attachments in Acrobat is strongly encouraged to enhance readability and facilitate a thorough review.
- If a particular question does not apply to your team or application, simply respond with an explanatory sentence identifying the reason this question is not applicable to your team or proposal AND including the term “not applicable” within the sentence.
- Complete all sheets in the Financial Plan Workbook.
- When submitting resumes and biographies of committee to form members, proposed board members and staff, label each document with the individual’s affiliation with the proposed school (planning/committee to form member, board member, principal, teacher, etc.) and combine the files into a single converted PDF document. Bookmarking of individual sections is strongly encouraged to enhance readability and facilitate a thorough review.

### *Font & Formatting*

- All narrative elements of the application must be typed with 1-inch page margins and 11-point Cambria font, single-spaced.
- All headings must be in 11, 12, or 14 point Cambria font.
- Tables may be in either 11 or 10 point Cambria font.
- All pages must be consecutively numbered in the footer, including all attachments.
- References and citations should be placed in the footer.

- Applications may not exceed 140 pages (150 pages for CMO/EMO applicants) of narrative responses and tables. Please review the summary on the previous page. Attachments are not included in the narrative page limit.
- All required attachments should be clearly labeled and uploaded in the file format specified and with the file names provided.
- Tables which are accompanied with directions permitting the school to modify the number of rows and to customize the designated content may be changed as indicated.
- All required attachments should be clearly labeled and uploaded in the file format specified and with the file names provided.

#### *Submission Requirements and Deadlines*

- To be eligible to submit a full proposal for the Summer 2020 application cycle, **applicants must first submit the Notice of Intent by March 15, 2020**. Applicants who have submitted a Notice of Intent for a previous round must submit a new Notice of Intent to allow for planning of reviewing activities and other authorizing work. Upon receipt of the Letter of Intent, the Committee to Form liaison will receive an invite to Epicenter where they will upload their application submission.
- Applications must use the templates and online submission process established by the SPCSA.
- In order to complete and submit your RFP packet, you will need to meet the following minimum technology requirements:
  - A local copy of Microsoft Office Word 2007 and Microsoft Office Excel 2007 or later
  - A local copy of Adobe Acrobat Standard or Professional or a third party PDF-creation solution that allows for converting, combining, and consecutively paginating files into an ADA accessible portable document format<sup>1</sup>
  - A local copy of Microsoft Office Project and Microsoft Office Visio or other software or a school-selected suitable web-based equivalent (e.g. Lucidchart for flowcharts) with the capacity to produce detailed Gannt charts, flowcharts, and explanatory graphics for inclusion in the Microsoft Word narrative or the requested attachments
  - Microsoft Internet Explorer Version 9 or above OR Google Chrome Version 40 or above
  - A reliable Internet connection
  - A laptop or desktop computer with at least 50 Mb of free space to store downloaded RFP documents and local copies of your RFP submission
- Applicants may upload proposals up to 9:00 pm PT on July 15, 2020. Once the proposal is submitted, applicants will be unable to access, edit, or revise proposals. The SPCSA Executive Director, may, at

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<sup>1</sup> Some third party PDF creation solutions, including Microsoft Office's built in PDF conversion settings, do not result in ADA accessible documents. Applicants without access to Acrobat Standard or Professional may wish to seek in-kind support from a business that uses this software or determine if a local library or print shop has this software loaded onto its computers.

his sole discretion, grant a brief extension of the application window in the event that the Authority observes a connectivity or server issue related to the portal. Applicants are strongly encouraged to upload application documents well before the deadline.

### *Use of the Epicenter Platform*

- Applicants may start uploading proposals beginning on July 1, 2020. Once the proposal is submitted, applicants will be unable to access, edit, or revise proposals. The SPCSA Executive Director, may, at their sole discretion, grant a brief extension of the application window in the event that the Authority observes a connectivity or server issue related to the portal. Applicants are strongly encouraged to upload application documents well before the deadline.
- The submission portal is located on the [Epicenter platform](#) maintained by the Charter School Authority. The portal will automatically shut down access to all applications at 9:00 pm PT on July 15, 2020. It can take several weeks to complete the entire Epicenter process, so please be sure to allow adequate time to upload all documents in each section of the platform well before the deadline. Late submissions, including applications that are partially uploaded, will not be accepted.
- Applicants are strongly encouraged to limit the number of scanned pages due to the requirements of the Americans with Disabilities Act and other laws that apply to both the Authority and to charter schools. Scanned pages should incorporate alt text that reflects the contents of the scanned page to ensure accessibility to students, parents, and members of the public with disabilities.
- Once the Committee to Form Liaison has accessed the Epicenter account, open up the Tasks by selecting the Tasks queue found in the upper left corner of the Epicenter home page. You can use the headers to sort the tasks in your queue. To complete a compliance requirement task listed in your My Tasks queue, please complete the following steps:
  - Select the Title in the Description column of the task that you want to complete. This will bring you into the Submission Upload page.
  - The Organization that the requirement is for will be listed at the top. Therefore, make sure you have opened the correct task. Review any Description, Resources and Instructions that have been provided.
  - Fill in any Submission Tags that are required to be entered. Required submission tags will have an \*.
  - Use either the Upload New File button or [Previously Uploaded File](#) button and attach your file(s). If the requirement is a Narrative you can type in a response to the submission requirement, upload a file or complete both.
  - Enter in any messages to the reviewers/approvers.
  - Select Submit.
  - Your submission can then be viewed in Epicenter.
- If an applicant needs to search for a previously uploaded document it can be completed using a search in the Document Center. As soon as a submission has been uploaded to Epicenter, it is

available for accessing in Document Center. After selecting Document Center, you will have three areas that provide submission searches. They include the following:

- Simple Search Box: The simple search box will allow you to search for a submission type name or filename across all entities that you have access to. If you don't know the exact name of the submission or only want to search across a specific entity, then we recommend using Advanced Search.
- Advanced Search: The Advanced Search allows you to use Search Criteria options to filter and locate the submissions. You will see a "Search Criteria" section in the left hand panel of the page. You can proceed to the next search criteria option using the Next button. You can also complete your search at any time by selecting the Search Now button. The following provides an overview of the Search Criteria options:
  - Entities: The entities are grouped by organization and then by entity type. You can select the + symbol next to your organization's name to see a listing of the Entity Types. You can then select the + symbol next to each of the Entity Types to view the listing of Entities. You have to select an Entity before you can advance or complete a search.
  - Content: The search criteria options within this area are all optional. You can bypass these filters by select the Search Now button.
  - Submission Types: The submission types are first grouped by organization, then Entity Type and then Category. You can select the + symbols next to each of the various levels to expand the section.
  - Timeframes: Based on the submission types selected, you will be presented with the specific Timeframes (i.e. school year) or a Specific Date (i.e. Expiration Date, Board Meeting Date, etc.) to select.
  - Submitted Date and Status: This page allows you to search by the Submitted Date and/or the submission Status.
  - Sort Order: You can specify a Sort Order and you can also specify how many results (submissions) you would like in each page.

#### *Required Application Attachments*

Attachments Required for All Applicants	
Attachment	Description
1	Letters of Community Support/Partnership
2	If Applicable: Draft MOU between the charter school and the college or university
3	Annual Academic Schedule
4	Board Member Template

5	Board Member Information Sheet
6	Procedures for identifying and addressing conflicts of interest
7	Leadership Job Descriptions
8	Leadership Team Resumes
9	Previous student achievement data for the individual primarily responsible for academic programming
10	Competencies Used for School Leader Selection and Evaluation
11	Teacher Evaluation Tool
12	Leadership Evaluation Tool(s)
13	Evidence of Demand from Prospective Students and Families
14	Incubation Year Planning Table
15	Operational Execution Plan
16	Facility Proof of Commitment <sup>2</sup>
17	Insurance Coverage
18	Budget Narrative
19	Financial Plan Workbook

<b>Addendum: Attachments required for start-up applicants seeking to contract with a CMO/EMO and to experienced CMO applicants.</b>	
<b>Attachment</b>	<b>Description</b>
20	Resume of Proposed Regional Director Candidate OR Job Description for Regional Director Position
21	CMO/EMO Services Agreement
22	Organization charts (including both network management and schools within the network) for:

<sup>2</sup> If the committee to form has obtained approval from the local jurisdiction for the proposed location, this should be included as part of Attachment 16.

	<ul style="list-style-type: none"> <li>• Year 1 network as a whole</li> <li>• Year 3 network as a whole</li> <li>• Year 6 network as a whole</li> </ul>
23	<p>(a) A term sheet setting forth the proposed duration of the CMO/EMO contract; roles and responsibilities of the school governing board, the school staff, and the service provider; scope of services and resources to be provided by the CMO/EMO; performance evaluation measures and mechanisms; detailed explanation of all fees and compensation to be paid to the provider; financial controls and oversight; methods of contract oversight and enforcement by the governing board and/or school staff; investment disclosure; and conditions for renewal and termination of the contract;</p> <p>(b) A draft of the proposed management contract which complies with NRS 386.562 and SB509 (2015 session);</p> <p>(c) As an exhibit to the proposed management contract, a crosswalk of the academic, financial, and organizational goals of the charter school set forth in the SPCSA Charter School Performance Framework, including the school's mission-specific goals, and a clear identification of each of the performance goals and expectations for the education management organization related to each charter school goal. This will serve as the board's primary evaluative tool for the education management organization.</p> <p>(d) Documentation of the service provider's for-profit or non-profit status and evidence that it is authorized to do business in Nevada.</p>
24	EMO/CMO three most recent audits and other historical financial documents for the CMO/EMO

#### *A Note on Evaluation*

Following successful application submission, proposals are read and scored by an external team of evaluators from Nevada and across the nation, each of whom has expertise in academics, operations, and/or finance, as well as the communities being served.

### **Guidance and Resources for Applicants**

Applicants are encouraged to familiarize themselves with **current** Nevada law and regulations relating to charter schools. As Nevada's statutes and regulations are continuing to evolve, it is advisable to monitor and evaluate all changes to ensure that any proposed elements meet current expectations. The Authority does not have the capacity or the statutory authority to provide individual guidance or legal advice. Charter school applicants are encouraged to consult the Charter School Association of Nevada and an attorney who is well versed in charter school law for guidance.

in interpreting those elements of statute and regulation for which the Authority has not incorporated its policy expectations in this document.

Nevada Revised Statutes: [NRS 388A](#) contains the vast majority of law pertaining to charter schools: <https://www.leg.state.nv.us/nrs/NRS-388A.html>.

NRS 388A incorporates multiple legal changes which were made during the 2015, 2017, and 2019 legislative session that impact charter schools. Key bills which passed include:

- [\*\*SB509\*\*](#): Balances additional operating flexibility for charter schools with broad changes in charter school authorizing and accountability:  
[https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB509\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB509_EN.pdf)
- [\*\*SB460\*\*](#): Provides for an accountability framework to evaluate the performance of a small subset of charter schools which have a mission to exclusively serve opportunity youth, students with disabilities, and other particularly vulnerable populations:  
[https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB460\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB460_EN.pdf)
- [\*\*SB208\*\*](#): Codifies existing minimum expectations regarding the notification of families when a new charter school is scheduled to open in a community and changes the expectations around recruiting and enrolling students:  
[https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB208\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB208_EN.pdf)
- [\*\*SB390\*\*](#): Permits but does not require charter schools to give admissions preference to students who attend overcrowded schools or underperforming schools within a 2 mile radius of a campus: [https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB390\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB390_EN.pdf)
- [\*\*SB200\*\*](#): Permits but does not require charter schools on military bases to give admissions preference to students of personnel residing on or employed by the military base:  
[https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB200\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB200_EN.pdf)
- [\*\*AB 462\*\*](#): Requires the State Public Charter School Authority to establish a plan to manage the growth of charter schools; requires sponsors of charter schools to provide notice to the Department of Education and certain other sponsors of certain actions relating to opening or expanding a charter school

Nevada Administrative Code: As a state with a biennial legislature, Nevada relies heavily on its regulatory framework to provide guidance on the interpretation and execution of its laws. The provisions of [NAC 388A](#) govern the administration of the state's charter school program:  
<https://www.leg.state.nv.us/NAC/NAC-388A.html>.

Applicants should anticipate that many of these regulations will be revised to reflect the most current law as Nevada continues to adopt best authorizing and oversight practices and policies from other leading charter school states.

Pursuant to SB509, the Authority may require that schools enter into amended and restated charter contracts as a condition of granting an amendment; this mechanism allows us to require schools to develop additional technical amendments and contractual changes as statutory and regulatory requirements evolve.