



# Nevada State Public Charter School Authority

2022 Charter Renewal Application  
Per [NRS 388A.285](#) and [NAC 388A.415](#)

# CHARTER SCHOOL RENEWAL APPLICATION AND GUIDELINES

Charter school authorizers are responsible for evaluating current charter schools' performance and achievement levels in the process of deciding whether to renew a school's charter. A strong renewal process is critical to protect charter school autonomy, students, and stakeholders and ensures schools are held to high standards.

In the following pages, we provide guidance around and outline the timeline for the renewal process with the hopes of making the process as seamless and smooth for schools and our Authorization team.

Please read through the renewal application and guideline carefully and reach out to **Mark Modrcin, Director of Authorizing** at **702.486.8271** or **mmodrcin@spsca.nv.gov** or **Rebecca Feiden, Executive Director** at **775.546.3021** or **Rebecca.Feiden@spsca.nv.gov** with any questions.

All of us at the Nevada State Public Charter School Authority are excited to work with each of you and support the work schools are doing on behalf of Nevada students.

## RENEWAL TIMELINE

Renewal Stage	Date (Fall)	Action
Optional Renewal Orientation	May	Schools up for renewal will be invited to join an orientation to answer general questions, address common concerns, and learn more about the renewal process.
Renewal Report from the SPCSA	No later than June 30, 2022	SPCSA staff will provide each school up for renewal a copy of a summarizing performance report for the current charter term.
Letter of Intent	- Guidance provided by July 31 - Due no later than Sept 1	Schools complete this critical first step and submit a notice of intent to apply for charter renewal.
Release of renewal application and decision criteria	- Released no later than July 31 - Due by October 15 @ 5 p.m.	Schools complete the formal renewal application process, submitting required documents and evidence to support a renewal.
Staff Review of Renewal Application	Mid-October through mid-November	Staff reviews schools' applications and supporting documents, including previously conducted site evaluations, to provide an informed, evidence-based recommendation to SPCSA Board.
Staff Recommendation to the Authority <sup>1</sup>	Delivered at an Authority Board Meeting within 60 days of renewal submission or by a mutually agreed upon date	Staff submits recommendation to SPCSA Board based on thorough review. The Authority will discuss and make a decision about schools' renewal in an open meeting.

## REQUIRED SUBMISSIONS

The completed renewal application and all required documents must be submitted as a Word document and a signed PDF into the Charter Renewal Application section in Epicenter by 5 pm PT on the due date. Note that changes contemplated within this section of the renewal application may constitute an amendment under NAC 388A.330. SPCSA staff and the Authority will work with individual schools to accommodate these amendment requests should circumstances warrant.

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<sup>1</sup> There are additional steps and provisions within [NAC 388A.415](#) should the Executive Director of the SPCSA recommend non-renewal, or if the Authority chooses to non-renew or deny a renewal application for a school.

### **1. Executive Summary [Limited to 5 pages]**

Provide a written Executive Summary that includes the following:

- Mission Statement for next charter term. *Note that a change may require separate Authority approval.*
- Key Design Elements of your school
  - What do you do plan to do and why?
- Proposed changes for the next charter term and rationale
  - Speak to programs, structure, and principles<sup>2</sup>

### **2. Renewal Application**

#### **A. Application Form**

Complete the provided template application (pg. 7 of this form) for the following:

- Academic Performance
- Operational Overview
- Financial Performance
- Organizational Performance
- Next Charter Term

#### **B. Written Narrative [Limited to 5 pages]**

Provide any written narrative that addresses the enrollment, retention, attendance, discipline, faculty/staff retention, and other relevant information to support the data provided in the Application Form. Please discuss how the school engages families and provide information regarding trainings that the school provides for staff on the topics of family engagement and diversity, equity, and inclusion. Finally, please discuss the demographics of the school as compared to the community it serves, local district, SPCSA and statewide averages. Include any plans<sup>3</sup> that the school may be considering to address any student demographic gaps so as to align to the SPCSA Strategic Plan, as well as any efforts to ensure a representative teaching staff and governing board.

#### **C. Required Supporting Documents**

Please upload with your renewal application the following documents:

- Proposed calendar for the first year of the new charter term
- Daily schedule for all grade levels

### **3. Academic Plans for the Proposed Charter Term**

#### **A. Written Narrative [Limited to 10 pages]**

Please include a written narrative describing the academic vision and plans for the next charter term. This should include detailed descriptions of key design elements, programs, structures, principles, that are remaining unchanged as well as those that may be changing. For any proposed changes, please provide a rationale. This section should also include a description of any academic improvements that the charter school has undertaken or plans

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<sup>2</sup> Proposed changes may require separate approval by the Authority as required by statute, regulation or the charter contract.

<sup>3</sup> If previously directed by the Authority through [action on March 4, 2022](#), these plans should include updates on the implementation of a school's formal recruitment and enrollment plan.

to implement as well as a description of the proposed Restorative Discipline plan for the upcoming term and plans to monitor for potential disproportionate discipline practices, plans to monitor for potential disproportionate discipline practices, and plans to address any opportunity gaps for specific student groups. This may include plans to close gaps in proficiency and/or growth between different student groups (ex. race/ethnicity, FRL, EL, IEP).

Finally, if the school currently provides distance education and plans to continue doing so under a renewed contract, please include responses to the following questions as required by NRS 388A.725(3) and NRS 388A.725(4):

- The support available to each pupil, in his or her home or community, including, without limitation, the availability and frequency of interactions between the pupil and teachers;
- The methods the charter school for distance education will use to administer any test, exam or assessment required by state or federal law;
- The methods the charter school for distance education will use to assess the academic success of pupils; and
- The criteria pupils must meet to be eligible for enrollment at the charter school for distance education.

#### **4. Organizational Viability and plans for the Proposed Charter Term**

##### **A. Written Narrative [Limited to 10 pages]**

Please include a written narrative describing the current Governing Board's capacity, skills, and qualifications for continued successful implementation of the school's design, as well as a growth plan for adding/replacing board members that support the school's success. This section should also include a description of any organizational improvements that the charter school has undertaken or plans to implement in response to past performance, including board training and development. Additionally, should the school contract with a Charter Management Organization (CMO) or Education Management Organization (EMO), this section should speak to the oversight and monitoring by the local board of the services provided by these organization(s)

##### **B. Required Supporting Documents**

Please upload with your renewal application the following documents:

- Current resumes for all Governing Board members
- Board Member Information Sheet / Roster (page 7 of this application). Note that only names, contact information and Board leadership information are required. Information provided in this section should match Epicenter.
- Board Chair/Member Assurance Statement & Signature (see page 9 of this application)
- For schools contracting with a CMO or EMO, a copy of a draft contract for the upcoming term.

#### **5. Fiscal Soundness and Plans for the Proposed Charter Term**

##### **A. Written Narrative [Limited to 10 pages]**

Please include a written narrative describing the current fiscal state of the school and plans during the upcoming charter term to ensure it remains financially viable. This section should also include a description of any financial improvements that the charter school has undertaken or plans to implement.

Please upload with your renewal application the following school board-approved documents:

- Budget for the current and upcoming fiscal year (FY24)<sup>4</sup>

#### **6. Additional Information from the Governing Board Supporting Renewal**

Please provide any information or data that the governing body of the charter school determines supports the renewal of the charter contract. This information must include:

- If applicable, external evaluations or academic data submitted within this section must be independently audited and verified by the person performing the evaluation as required by [NAC 388A.415](#).
- Agenda and draft minutes for the meeting where the governing body voted to approve the submission of the renewal application.

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<sup>4</sup> Applicants should use the budget template provided by the SPCSA. Should there be questions, or if incomplete information submitted, SPCSA staff will reach out to the applicant for additional information.

## **OVERSIGHT**

SPCSA staff will include any Site Evaluations in the recommendation and provide documentation collected during visits to the Board as part of the renewal process. Additionally, SPCSA staff may consider and include the results of any subrecipient grant monitoring.

Renewal decisions for schools operating under written charters are based on historic performance data as evidenced by both the NSPF Performance Framework as well as the SPCSA Performance Frameworks. Historical anecdotes or unsolicited data, e.g. leadership changes or past programmatic adjustments, may be included in the report but will be given less weight when considered by the Authority in making renewal decisions. Additionally, renewal decisions will be based on the overall financial and organizational health of the public charter school. Evidence from both the financial framework and financial audits will be used to assess the overall financial health of a school, and the SPCSA Organizational Framework will be used to assess the overall organizational capacity of the school. The Epicenter platform will be used to inform the assessment of the organizational health of a school, and to help determine whether or not the school is compliant under local, state and federal law.

Schools which are contemplating material amendments, e.g. changes to the mission statement, grade levels served, enrollment, facilities expansion, academic program, instructional delivery, management agreement, etc. will be permitted to submit such amendment requests in the event that the school is renewed based on past performance. Schools are permitted to draft such amendment requests during the renewal process for filing immediately following the renewal decision by the Authority. Stated another way, a school may submit formal amendments for consideration by the Authority separately from the renewal application.

It is the responsibility of the school to ensure that the content is accurate and reflects information provided by NDE and the SPCSA. Any discrepancies between the data submitted and data previously provided by NDE or the SPCSA will result in a request for resubmission of a compliant and complete application from SPCSA staff.

Schools are required to submit the agenda and draft minutes for the meeting where the governing body voted to approve the submission of the renewal application into the appropriate areas in Epicenter prior to filing the renewal application, as called for in Section 6 of this application template. Failure to submit the agenda and draft minutes into the appropriate areas in Epicenter prior to filing the renewal application will result in the return of the renewal application and a request for resubmission of a compliant and complete application from SPCSA staff.

## **ACCESSIBILITY TO INDIVIDUALS WITH DISABILITIES**

All charter school applications and renewals are required to be ADA compliant as described by Section 508 of the Rehabilitation Act of 1973 (refer to 29 U.S.C. 794d). This statute requires access to and use of Federal executive agencies and information technology (ICT) by individuals with disabilities. Compliance with Section 508 is mandatory for all entities receiving federal funds-including the SPCSA and its charters.

## 2022 WRITTEN APPLICATION FOR RENEWAL OF CHARTER

<b>School Name &amp; Contact Info</b>	Name: Address: Phone: Website:	
<b>School Leader Name &amp; Contact Info</b>	Name: Title: Contact info:	
<b>Governing Board Names &amp; Contact Info</b>  <i>Add rows/names as may be necessary</i>	Chair/President	Name: Email: Phone:
	Vice Chair/Vice President	Name: Email:
	Treasurer	Name: Email:
	Secretary	Name: Email:
	Member	Name: Email:
	Member	Name: Email:
	Member	Name: Email:
	Member	Name: Email:

### ACADEMIC PERFORMANCE<sup>5</sup>

<b>2019 NSPF Rating</b> <i>Complete campus boxes as may be applicable</i>	Campus 1 (name)	Campus 2 (name)	Campus 3 (name)		
	Campus 4 (name)	Campus 5 (name)	Campus 6 (name)		
<b>2018 NSPF Rating</b> <i>Complete campus boxes as may be applicable</i>	Campus 1 (name)	Campus 2 (name)	Campus 3 (name)		
	Campus 4 (name)	Campus 5 (name)	Campus 6 (name)		
<b>2017 NSPF Rating</b>	Elementary School Rating	Middle School Rating	High School Rating		
<b>CSI or TSI Identification</b>	Please list any years in which your school was identified as a CSI (Comprehensive Support and Improvement) or TSI (Targeted Support and Improvement) school by NDE.				
	2016-17	2017-18	2018-19	2019-20	2020-21
<b>NDE-Validated Four-Year Graduation Rate</b>					

<sup>5</sup> For schools applying for a third charter term or beyond, NAC 388A.415 provides that the State Public Charter School Authority will give the academic performance of pupils a greater weight than that assigned to it on the first renewal. SPCSA staff will include academic performance data for any previous charter term for the Authority’s consideration.



## OPERATIONAL OVERVIEW

CURRENT YEAR ENROLLMENT & DEMOGRAPHIC DETAILS							
Total Student Enrollment [as of first day of school 2022] =							
Gender		Ethnicity / Race					
Female	Male	White	Black	Hispanic/Latino	Asian	Mixed Race	Other
Special Populations				Students on Waitlist			
Students w/disabilities (number)	ELLs (number)	Homeless Students (number)	Free/Reduced Lunch Eligibility (number)	Number of Students on Waitlist	Percentage of Waitlist Students w/Preference Status		
Staff Retention				Discipline Data (2021 - 22)			
Number of Instructional Staff	Total Number of Staff	Percentage returning staff 2021-22	Percentage returning staff 2022-23	Number of out of school suspensions	Number of expulsions		
Year-to-Year Mobility [Student Retention from Oct. 1 to Oct.1] <sup>6</sup>							
2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022			

## ACADEMIC PERFORMANCE

SPCSA Authority Academic Programmatic Audit Findings				
2019-20	No Notice	Notice of Concern	Notice of Breach	
2018-19	No Notice	Notice of Concern	Notice of Breach	
2017-18	No Notice	Notice of Concern	Notice of Breach	
2016-17	No Notice	Notice of Concern	Notice of Breach	
2015-16	No Notice	Notice of Concern	Notice of Breach	

## FINANCIAL PERFORMANCE

SPCSA Authority Financial Programmatic Audit Findings				
2019-20	No Notice	Notice of Concern	Notice of Breach	
2018-19	No Notice	Notice of Concern	Notice of Breach	
2017-18	No Notice	Notice of Concern	Notice of Breach	
2016-17	No Notice	Notice of Concern	Notice of Breach	
2015-16	No Notice	Notice of Concern	Notice of Breach	

## ORGANIZATIONAL PERFORMANCE

SPCSA Authority Organizational Programmatic Audit Findings				
2019-20	No Notice	Notice of Concern	Notice of Breach	
2018-19	No Notice	Notice of Concern	Notice of Breach	
2017-18	No Notice	Notice of Concern	Notice of Breach	
2016-17	No Notice	Notice of Concern	Notice of Breach	
2015-16	No Notice	Notice of Concern	Notice of Breach	

<sup>6</sup> To calculate student retention, subtract the number of students from year 2 not returning from year 1, and divide this result by the total number of students in year 1. For example, if there were 5 students in year 1, and 1 student did not return in year 2, the retention calculation would be: (5-1)/5, or 80%.

## NEXT CHARTER TERM

Current Enrollment Cap & Grade Spans for next charter term						
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Planned Enrollment Caps						
Planned Grade Spans						

*Note: the enrollment cap and grade span information provided above should match current levels approved by the Authority, including previously approved amendments (such as expansions/new campuses) that have yet to take effect. These totals were provided in the school in the Performance Summary report submitted to the school by SPCSA staff on or before June 30.*

*Should the school propose a change in the enrollment cap or grade configuration during the upcoming charter term, please outline this change and provide a short rationale and additional information for the proposed change. Note that a change to the enrollment cap or grade configuration requires separate Authority approval.*

## BOARD MEMBER ASSURANCE STATEMENT

*I certify that the governing body of this charter school has voted that the school and its staff will adhere to the renewal process expectations outlined in the Renewal Guidelines. The information provided in this charter renewal application is true and correct. I also certify that the governing body of this charter school understands that any academic, financial, or organizational performance data collected during the period of the current charter term which is analyzed and reported following a renewal vote may be considered by the Authority in making performance and accountability decisions in the subsequent charter term.*

Signature of Head of School: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of President/Chair of Governing Body: \_\_\_\_\_

Date Governing Body voted to approve application for renewal: \_\_\_\_\_