



Discovery Charter School

8941 Hillpointe Road Las Vegas, NV 89134 702-240-0359
3975 S Sandhill Road Las Vegas, NV 89121 702-489-9350

February 15, 2023
State Public Charter School Authority
Attn: Rebecca Feiden, Mark Modricin
2080 E. Flamingo Rd.
Las Vegas, NV 89119

Please accept our enrollment reduction amendment from Discovery Charter School Sandhill. The purpose of this request is to decrease the Sandhill enrollment cap from 120 to 100 for the remainder of the 2022-2023 school year. Enrollment as of Feb 15, 2023 is 101 and on Oct 1, 2022 (count day) it was 89. In the fall of 2023 the enrollment cap will return to 120. This amendment is being submitted to comply with the current charter between DCS and the SPCSA.

We also, respectfully, ask for a “good cause exemption” for this charter renewal request and application as the timeline deadline was not met. The DCS board members met to discuss the item and requested I seek counsel with the school’s attorney to advise and seek clarification. The DCS board voted to approve the amendment on Feb 9, 2023 and we are submitting the amendment in a less than timely manner for the SPCSA staff.

Respectfully,





Tricia Wilbourne
Principal

Flynn Stern
Board President

8941 Hillpointe Road, Las Vegas, Nevada 89134 (702) 240-0359
3975 S Sandhill, Las Vegas, Nevada 89121 (702)489-9350
www.dcsnv.org

Title	Good Cause of Exemption
File name	Decrease SH Enrol...use Exemption.pdf
Document ID	373f7d3db2355e28b01841bdde4df617ecd72c79
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 <small>SENT</small>	02 / 21 / 2023 00:08:26 UTC	Sent for signature to Flynn Stern (flynn.stern@pinecrestnv.org) from twilbourne@dcslv.org IP: 107.122.173.3
 <small>VIEWED</small>	02 / 21 / 2023 05:45:27 UTC	Viewed by Flynn Stern (flynn.stern@pinecrestnv.org) IP: 68.108.178.158
 <small>SIGNED</small>	02 / 21 / 2023 05:45:58 UTC	Signed by Flynn Stern (flynn.stern@pinecrestnv.org) IP: 68.108.178.158
 <small>COMPLETED</small>	02 / 21 / 2023 05:45:58 UTC	The document has been completed.

STATE PUBLIC CHARTER SCHOOL AUTHORITY



RFA: Reduce in Enrollment in Existing Grade Levels

The SPCSA considers reductions to an approved enrollment cap to be a material change of the charter contract and require approval by the State Public Charter School Authority Board.

Executive Summary

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

Discovery Charter School has two campuses, one is located on the west side and one is located on the east side. The west side campus is named Hillpointe and the east side campus is Sandhill. The current Sandhill enrollment is 101 and the current ADE is 99. In the past three years, Discovery Charter School has overcome major obstacles to include complete turnover in administration, exiting receivership, \$310,000 in debt and paid in full over 10 months and a 20% increase in enrollment. The reinstated board has remained cohesive, supportive and has the growth of the school in mind. The school has benefitted from over a million-dollar private grant over the course of three years that has enabled qualified staffing, teacher incentives, updated technology, and a renovated middle school building. The Hillpointe campus is now bonded and owned by Discovery Charter School. Sandhill has been operating in Mt. Olive Lutheran church for the past 4 years and will relocate to 4801 S. Sandhill for Fall 2023.

Leadership

The current six member board consists of President Flynn Stern and Assistant Principal at Pinecrest Academy. Treasurer Chris Crooks, commercial real estate broker. Member Bonnie Flynn Assistant Principal at Pinecrest Academy. Member Emil Pehlivani, attorney and Hillpointe parent. Member Martha Sandoval, Sandhill parent and Jackie Salas, Sandhill parent. The seventh position is currently being vetted and will be filled in February 2023. Other key leadership team members consist of Principal Tricia Wilbourne and Assistant Principal Denise Koch and Part Time administrators Teresa Holden and John Sullivan.

2. Statement and overview of the mission and vision

Discovery Charter School’s mission is to promote a safe, nurturing environment which fosters student success through community involvement, progressive educational practices, and innovative use of technology. In addition, we believe all students should discover, all are welcome and all will grow to succeed.

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

Discovery Charter School is seeking this amendment to comply with its current charter enrollment cap of 120. As of 2-14-2023 the enrollment is 101 and is 7 students less of our 10% threshold of 108-132. We are seeking to decrease our enrollment cap to 100 for the remainder of SY 2022-2023. Discovery Charter School will resume the 120 charter enrollment cap in Fall 2023.

4. Specifically identify the key reasons associated with this reduction in your enrollment cap. To comply with stated charter enrollment cap for the remainder of SY 2022-2023.

Operations and Enrollment

- 1. Describe the steps the school is taking to respond to the enrollment challenges. Examples may be increased marketing, hiring of personnel dedicated to outreach, or other measures the school is implementing to address under enrollment.

The relocation of the Sandhill campus, canvassing the surrounding neighborhood with marketing information, and outreach to the nearby preschool are a few of the responses for SY 23-24. Currently, Discovery Charter School Sandhill has 31 seats to offer.

- 2. If the reduction in enrollment will impact staffing, please complete the staffing chart on the budget work book. If the reduction in the cap will not impact staffing, please write no impact below.

NO IMPACT

- 3. Please complete the enrollment charter with the proposed enrollment changes for the remainder of the charter term. Please feel free to add rows for grades and change columns to fit the charter term.

Grade Level	Number of Students				
	2023-24	2024-25	2025-26	2026-27	2027-28
K	20	20	20	20	20
1	20	20	20	20	20
2	20	20	20	20	20
3	20	20	20	20	20
4	20	20	20	20	20
5	20	20	20	20	20

Total	120	120	120	120	120
-------	-----	-----	-----	-----	-----

Financial

1. Please complete the [amendment budget workbook](#) and include as part of you amendment application submission.

We are submitting a budget workbook that relates to our amendment and financials.

2. Provide a budget narrative including a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income (e.g., grants, donations, fundraising, etc.). There is no page limit for the budget narrative. Include the following: A detailed discussion of Per-Pupil Revenue: Use the figures provided in developing your budget assumptions.

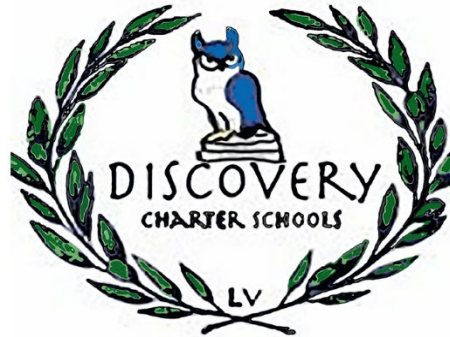
We do not anticipate changes to our budget as this amendment only applies to SY 22-23. Our projections are not changing as we are budgeting for 104 students with the anticipation of enrolling within our threshold of 108-132 based on 120 enrollment charter cap.

3. Given current the current enrollment of your school, discuss in detail the school's plans to address the loss of revenues. Please reference the submitted budget as may be appropriate.

There will not be a loss in income.

In addition to the information above, please submit

1. The agenda and approved/draft minutes of the meeting in which the governing board of the charter school approved the Request for Amendment.
2. A board approved and board chair signed Good Cause Exemption letter along with the amendment application.



Discovery Charter School ("DCS")
Financial Report
as of
December 31, 2022
in the
2023 School Year

	Hillpointe Campus			Sandhill Campus			Total Discovery Charter School		
	Year-to-Date			Year-to-Date			Year-to-Date		
Operations	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Enrollees	394	434	-9%	89	104	-14%	483	538	-10%
Building Capacity	448	448	0%	196	196	0%	644	644	0%
Availability	54	14	NM	107	92	16%	161	106	52%
% Capacity	88%	97%		45%	53%		75%	84%	
Revenue									
DSA	\$ 1,407,346	\$ 1,556,810	-10%	\$ 396,944	\$ 379,952	4%	\$ 1,804,290	\$ 1,936,762	-7%
Grants	401,165	399,751	0%	113,279	110,701	2%	514,444	510,452	1%
Special Educ.	40,828	32,667	25%	11,516	9,214	25%	52,343	41,880	25%
DAP	31,689	22,437	41%	7,928	6,536	21%	39,617	28,973	37%
Other	226,763	686,208	-67%	2,632	1,359	94%	229,395	687,566	-67%
Total Revenue	2,107,791	2,697,872	-22%	532,299	507,762	5%	2,640,090	3,205,634	-18%
Expenses									
Salaries	653,417	626,876	4%	184,906	173,921	6%	838,323	800,797	5%
Benefits	162,357	137,959	18%	45,793	37,276	23%	208,150	175,236	19%
Lease	1,600	-	0%	-	51,486	-100%	1,600	51,486	-97%
Utilities	56,454	43,389	30%	33,453	11,291	196%	89,906	54,680	64%
Repairs/Maint	20,073	15,904	26%	957	2,484	-61%	21,030	18,388	14%
Supplies	12,651	12,699	0%	2,495	2,904	-14%	15,145	15,603	-3%
Curriculum	94,633	86,486	9%	10,927	25,195	-57%	105,560	111,681	-5%
Insurance	166,188	114,762	45%	47,809	32,369	48%	213,997	147,131	45%
Computers	61,257	45,578	34%	8,085	7,486	8%	69,342	53,063	31%
Prof. Serv.	101,686	100,771	1%	36,583	23,963	53%	138,269	124,734	11%
Cleaning Serv.	19,584	15,355	28%	1,713	1,982	-14%	21,297	17,338	23%
DAP Payroll	-	-	0%	-	-	0%	-	-	0%
Dep & Amort	131,622	152,967	-14%	39,908	1,815	NM	171,529	154,782	11%
Interest	332,762	304,127	9%	1,304	-	0%	334,066	304,127	10%
Misc.	97,057	5,192	NM	3,134	1,464	114%	100,191	6,656	NM
Total Expenses	1,911,340	1,662,064	15%	417,066	373,638	12%	2,328,405	2,035,702	14%
Net Change	196,451	1,035,808	-81%	115,233	134,124	-14%	311,685	1,169,932	-73%
Adjusted EBITDA	\$ 742,998	\$ 812,527	-9%	\$ 156,445	\$ 135,940	15%	\$ 899,443	\$ 948,466	-5%
Key Metrics									
Net Margin	9%	38%	-76%	22%	26%	-18%	12%	36%	-68%
DSA/Enrollee	\$ 3,572	\$ 3,587	0%	\$ 4,460	\$ 3,653	22%	\$ 3,736	\$ 3,600	4%
Rev/Enrollee	\$ 5,350	\$ 6,216	-14%	\$ 5,981	\$ 4,882	23%	\$ 5,466	\$ 5,958	-8%
Exp/Enrollee	\$ 4,851	\$ 3,830	27%	\$ 4,686	\$ 3,593	30%	\$ 4,821	\$ 3,784	27%
Net Chg./Enr.	\$ 499	\$ 2,387	-79%	\$ 1,295	\$ 1,290	0%	\$ 645	\$ 2,175	-70%

Full Year Activity	Audited Jun-19	Audited Jun-20	Audited Jun-21	Audited Jun-22	Forecast Jun-23	Forecast Jun-24
Enrollees	360	375	449	441	492	531
Building Capacity	588	588	588	644	644	644
Availability	228	213	139	203	152	113
% Capacity	61%	64%	76%	68%	76%	82%
Enrollment % Change	NM	4.2%	19.7%	-1.8%	11.6%	7.9%
Revenue						
DSA	\$ 2,560,359	\$ 2,941,675	\$ 3,331,412	\$ 3,274,023	\$ 3,618,120	\$ 4,139,254
Grants	133,124	43,481	532,503	977,697	881,364	559,412
Special Educ.	75,954	1,892	88,008	109,977	104,687	108,961
DAP	7,186	46,497	30,201	42,066	83,461	100,153
Other	77,896	102,199	10,148	29,001	290,868	103,269
Total Revenue	2,854,520	3,135,744	3,992,271	4,432,765	4,978,499	5,011,049
% Growth	NM	9.9%	27.3%	11.0%	12.3%	0.7%
Expenses						
Salaries	1,521,586	1,529,255	1,538,104	1,887,888	2,129,798	2,108,540
Benefits	498,058	695,179	459,079	304,716	507,043	530,073
Lease	463,786	420,047	254,663	49,879	1,600	116,035
Utilities	101,899	77,987	88,001	109,358	173,578	157,300
Repairs/Maint	54,851	24,179	37,826	38,368	36,804	45,709
Supplies	51,817	30,486	21,671	32,531	37,677	38,807
Curriculum	57,133	52,114	88,516	210,147	136,577	140,063
Insurance	150,373	198,290	255,585	226,829	398,688	411,515
Computers	29,415	13,710	58,107	27,451	78,282	79,946
Prof. Serv.	285,197	93,202	133,250	410,628	240,944	264,631
Cleaning Serv.	6,232	14,965	17,116	42,076	42,441	47,221
Dep & Amort	2,267	5,535	146,409	471,960	407,536	378,770
Interest	-	-	267,350	19,672	734,684	822,369
Misc.	41	10,221	61,896	22,875	111,252	29,961
Total Expenses	3,222,654	3,165,169	3,427,573	3,854,379	5,036,904	5,170,940
% Growth	NM	-1.8%	8.3%	12.5%	30.7%	2.7%
Net Change	\$ (368,135)	\$ (29,425)	\$ 564,698	\$ 578,386	\$ (58,405)	\$ (159,891)
Adjusted EBITDA						
Net Change	\$ (368,135)	\$ (29,425)	\$ 564,698	\$ 578,386	\$ (58,405)	\$ (159,891)
Interest	-	-	267,350	19,672	734,684	822,369
Dep & Amort	2,267	5,535	146,409	471,960	407,536	378,770
Non-Operating	144,000	-	34,606	-	82,163	-
Adjusted EBITDA	\$ (221,868)	\$ (23,890)	\$ 1,013,063	\$ 1,070,018	\$ 1,165,978	\$ 1,041,248
% Growth	NM	NM	NM	5.6%	9.0%	-10.7%

Discovery Charter School ("DCS")
2023 School Year

Updated as of Dec-22

Statement of Financial Position	<i>Audited</i> Jun-19	<i>Audited</i> Jun-20	<i>Audited</i> Jun-21	<i>Audited</i> Jun-22	<i>Actual</i> Dec-22	<i>Forecast</i> Jun-23	<i>Forecast</i> Jun-24
Assets							
Cash	\$ 91,167	\$ 130,781	\$ 630,926	\$ 491,179	\$ 14,788,972	\$ 2,481,465	\$ 2,465,436
Accounts Receivables	75,138	15,408	111,753	304,403	12,440	330,654	330,654
Prepaid Expenses	-	8,098	54,887	51,571	83,982	76,531	76,531
Fixed Assets, net	14,733	25,501	6,458,971	9,345,227	10,317,873	10,101,867	9,963,096
Deposits	10,522	6,000	103,495	113,495	16,000	16,000	16,000
Deferred Outflow	962,788	1,069,595	824,131	1,790,948	1,790,948	1,790,948	1,790,948
Total Assets	\$ 1,154,348	\$ 1,255,383	\$ 8,184,163	\$ 12,096,822	\$ 27,010,214	\$ 14,797,464	\$ 14,642,665
Liabilities And Equity							
Current Liabilities	\$ 634,965	\$ 375,760	\$ 652,807	\$ 457,726	\$ 407,700	\$ 400,816	\$ 405,907
Deferred Lease	4,718	-	-	-	-	-	-
Deferred Inflows	233,184	307,712	730,410	2,001,492	2,001,492	2,001,492	2,001,492
Net Pension	2,623,690	2,943,546	2,324,990	1,847,341	1,847,341	1,847,341	1,847,341
Bond Debt, net	-	-	-	-	23,412,311	11,612,311	11,612,311
Capital Lease	-	-	6,280,240	8,796,354	35,776	0	0
Total Liabilities	3,496,557	3,627,018	9,988,447	13,102,912	27,704,620	15,861,959	15,867,051
Equity	(2,342,210)	(2,371,635)	(1,804,284)	(1,006,090)	(694,406)	(1,064,495)	(1,224,386)
Total Liabilities And Equity	\$ 1,154,348	\$ 1,255,383	\$ 8,184,163	\$ 12,096,822	\$ 27,010,214	\$ 14,797,464	\$ 14,642,665