



Nevada State Public Charter School Authority

2024 Charter Sponsorship Transfer Application

Per [NAC 388A.300](#) and [NRS 388A.231](#)

CHARTER SPONSORSHIP TRANSFER APPLICATION AND GUIDELINES

Charter school authorizers are responsible for evaluating current charter schools' performance and achievement levels before deciding whether to approve the transfer of sponsorship of a school's charter. A thorough review process is critical to ensure that a transfer of sponsorship is warranted.

In the following pages, we provide guidance and outline the timeline for the charter school transfer process, hoping to make it as seamless as possible for schools and the SPCSA.

Please read through the sponsorship transfer application and guidelines and contact Melissa Mackedon, Executive Director, at **775.546.3021** or **mmackedon@spcsa.nv.gov** with any questions.

TRANSFER OF SPONSORSHIP TIMELINE¹

Transfer Stage	Date	Action
Transfer of Sponsorship Application Becomes Available	August 23	SPCSA approves charter school transfer of sponsorship application
Approval of the Transfer of Sponsorship Application by a School's Governing Board	Prior to submitting application	Transfer of Sponsorship must be approved by a school's governing board before an application submission to the SPCSA
The school communicates intent to apply	14 days prior to submission	The school communicates to mmackedon@spsca.nv.gov that they intend to submit their application and identifies a liaison who will serve as the primary contact. The liaison will be assigned an Epicenter login.
Submission of the Transfer of Sponsorship Application	Applications will be accepted on the following dates: <ul style="list-style-type: none"> September 13, 2024 November 24, 2024 January 14, 2025 February 18, 2025 	Transfer of Sponsorship applications must be submitted to SPCSA staff via Epicenter in the appropriate format.
Staff Review of Transfer of Sponsorship Application	Within 45 days of the Transfer of Sponsorship Application	Staff reviews schools' applications and supporting documents to provide an informed, evidence-based recommendation to the SPCSA Board
Staff Recommendation to the Authority	Delivered at an Authority Board Meeting within 60 days of the transfer of sponsorship submission	Staff submits recommendations to the SPCSA Board based on thorough review. The Authority will discuss and decide on schools' transfer in an open meeting.

¹ Regulation requires that the Authority consider an application to transfer sponsors no later than 60 days after receipt of the request. Given this short timeline, SPCSA staff greatly appreciates and encourages proactive communication.

REQUIRED SUBMISSIONS

The completed transfer of sponsorship application and all required documents must be submitted as a Word document and a signed PDF Epicenter. 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.

Executive Summary (2 pages max): Provide a written summary that includes the following:

- A brief overview of the school, including when it opened, which grade levels are offered, and how many students are served.
- Identify the key members of the school's leadership team.
- Mission Statement, noting any changes from the current version.
- A summary of key design elements of the school.

Written Narrative – Academic, Organizational and Financial Performance:

- Describe the academic vision and plans under new sponsorship. This should include detailed descriptions of key design elements, programs, structures, and principles that remain unchanged and may be changing. For any proposed changes, please provide a rationale. This section should also describe the academic improvements the charter school has identified in its most recent School Performance Plan. Please identify opportunity gaps in your academic data and include any plans to address opportunity gaps for specific student groups. What strategies will the school employ to close gaps in proficiency and/or growth between different student groups (ex. race/ethnicity, FRL, EL, IEP)?
- Please discuss how the school engages families and provide information regarding training that the school provides for staff on effective family engagement and creating an inclusive environment for students and families. Additionally, please discuss the school's demographics compared to the community it serves, local district, and statewide averages. Include any plans the school may consider addressing student demographic gaps to align with the [SPCSA Strategic Plan](#) and any efforts to ensure a representative teaching staff and governing board.
- If the school currently provides distance education and plans to continue doing so under new sponsorship, please include responses to the following questions:
 - o 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;
 - o The methods the charter school for distance education will use to administer any test, exam or assessment required by state or federal law;
 - o 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.
- Describe the current Governing Board’s capacity, skills, and qualifications for successfully implementing the school’s design and a growth plan for adding/replacing board members that support the school’s success. This section should also describe any organizational improvements the charter school has undertaken or plans to implement in response to past organizational 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)
- Describe how the school meets annual enrollment targets while promoting student retention. Discuss the school's chronic absenteeism rate and, if applicable, what efforts are underway to improve it.
- Please include a written narrative describing the current fiscal state of the school and plans to ensure it remains financially viable. This section should also describe any financial improvements the charter school has undertaken or plans to implement based on past financial performance.

Additional Requested Documents:

- Proposed academic calendar for the first academic year under new sponsorship
- Daily schedule for all grade levels
- Copy of the proposed student and parent handbook for the first academic year under new sponsorship
- Current resumes for all governing board members and a copy of the school’s bylaws
- Signed board member disclosure forms (see attachment 1)
- Copy of the board minutes when the school’s governing body approved the request for sponsorship change
- If the school is a 1 or 2-star school, a copy of the minutes in which the current sponsor approved the Nevada Charter School Sponsorship Transfer Application
- For school’s contracting with a CMO or EMO, a copy of the contract between the school and CMO or EMO
- A copy of the school’s three most recent financial audits
- Proposed budget for the first fiscal year under new sponsorship on the [Financial Plan Workbook](#)². The form is at the bottom of the linked page as “Attachment 24: Financial Plan Workbook.”
- Per [NAC 388A.300](#):
 - A copy of the most recent charter application (new or renewal)
 - A copy of the school’s contract with its current sponsor

² 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.

- A copy of the notification provided to the current sponsor requesting a transfer

DATA AND EVIDENCE TO BE RETRIEVED BY SPCSA STAFF

Upon receipt of a transfer of sponsorship application, SPCSA staff will retrieve the following information from the current sponsor or from publicly accessible websites to supplement information contained in the school's application:

- Information released by the Nevada Department of Education:
 - Validation Day information
 - Ratings or index scores
 - Graduation rates, if applicable
- Reports issued by the current sponsor:
 - Academic Performance Framework ratings
 - Organizational Performance Framework ratings
 - Financial Performance Framework ratings
 - Site evaluation reports and findings

KEY CRITERIA TO BE ANALYZED BY SPCSA STAFF

SPCSA staff will base final recommendations to the SPCSA board on the following criteria in addition to the school's transfer application:

- Per [R073-23](#)
 - Evidence that the school is in sound financial condition
 - Evidence that the school is rated in the first, second, or third highest tier under the last NSPF rating **OR** the request for the change in sponsorship is approved by the current sponsor of the charter school³.
- Additional factors to be considered:
 - Evidence of compliance under current sponsorship
 - Site evaluation evidence and findings

ACCESSIBILITY TO INDIVIDUALS WITH DISABILITIES

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

³ If the school is not rated in the first, second, or third highest tier under the NSPF, they will only be considered for a 3-year charter term.

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 transfer of sponsorship process expectations outlined in this document. The information provided in this application is true and correct.

Signature of Head of School: _____

Date: _____

Signature of President/Chair of Governing Body: _____

Date Governing Body voted to approve application for sponsorship transfer: _____

Attachment 1: Charter School Board Member Information and Disclosure

Charter School Board Member Responsibilities

Serving on a public charter school board (charter school boards are referred to as “governing bodies” in Nevada’s charter school statutes and regulations) is a position of public trust and fiduciary responsibility. As a board member of a public school, you are a “public officer” and the charter school board is a “public body” as defined in Nevada law, meaning that as a public officer and public body you – and the charter school board – are responsible for and subject to all of the legal requirements related to public officers and public bodies, including Nevada’s Open Meeting Law, governance requirements, and Nevada’s Code of Ethics – particularly as the Ethic Code relates to conflicts of interest – for public officers.

- Nevada’s Ethics Code can be found here:
<https://www.leg.state.nv.us/Division/Legal/LawLibrary/NRS/NRS-281.html>;
- Nevada’s Commission on Ethic’s Manual for Public Officers and employees can be found here:
<https://ethics.nv.gov/uploadedFiles/ethicsnv.gov/content/Resources/EthicsManual2014.pdf>; and
- Additional SPCSA ethics resources can be found here:
https://charterschools.nv.gov/ForSchools/Governance_Standards/.

Additionally, as a public officer, and a member of a public body that is a signatory to a legally binding contract (the charter school contract) with the State of Nevada, you are responsible for governing the charter school, maintaining overall control of the charter school, ensuring the quality of the school program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter contract. NRS 388A.320(5); NAC 388A.525 (7) and (8); and NAC 388A.530.

Charter School Board Composition and Member Qualifications

Pursuant to NRS 388A.320(1), charter school boards must consist of *at least* five members. Note that as discussed below, there is no limitation on the number of members a charter school board may have and once the charter school board meets the following qualifications for membership other members of the community, stakeholders, parents, etc. may serve as members of the charter school board; however, a charter school board must consist of *at least five members* that meet the following criteria:

(1) at least *one member* that is a Nevada teacher⁴ or administrator that holds a license pursuant to NRS Chapter 391, or is a retired Nevada teacher or administrator that previously held a license pursuant to NRS Chapter 391 and that license was in good standing at the time that the teacher or administrator retired;

⁴ Note that a “teacher” is defined as a person that holds a license issued pursuant to NRS Chapter 391, has at least two years of teaching experience, and does not include a substitute teaching license. NRS 388A.320(7).

(2) at least one member that is a Nevada teacher or administrator that holds a license pursuant to NRS Chapter 391, or is a retired Nevada teacher or administrator that previously held a license pursuant to NRS Chapter 391 and that license was in good standing at the time that the teacher or administrator retired (just as with the previous requirement), *or*, is a school administrator with a license issued by another state or who previously held such a license and is retired, as long as his or her license was held in good standing;

(3) at least one member that is a parent or legal guardian of a student enrolled at the charter school (note that the parent or legal guardian cannot be a teacher or administrator at the charter school);

(4) at least two members with knowledge and experience relating to the following: accounting, financial services, law, or human resources.

In short, charter school boards must consist of at least two educators, a parent or legal guardian of a student at the charter school, and two members with experience related to accounting, finance, law, or human resources.

Again, once the above-referenced criteria have been met, additional members may serve on a charter school board, subject to the following limitations:

- Charter school board members must not be an employee of the charter school, including teachers and administrators. NAC 388A.525(2)(a). As a result, while charter school boards must have as one of its members a licensed teacher or administrator, the licensed teacher or administrator cannot be employed by the charter school.
- Charter school board members must also not be related by blood or marriage to an employee of the charter school, or another member of the charter school's board. NAC 388A.525(2)(b)(1) and (2). Note that a waiver from this prohibition may be requested from Nevada's Superintendent of Public Instruction and the SPCSA pursuant to NRS 281.210 and NAC 388A.525(3).
- Furthermore, while members of charter school boards may serve on other nonprofit organizations and boards, but in no event can more than two members of a charter school board represent the same nonprofit organization or business. NRS 388A.320(2) and NAC 388A.525(4).
- A charter school board may not have as one its members a person that owns, operates, or is employed by a corporation, business, or other entirety that has entered into a contract to provide services, for profit, to the charter school, or anyone related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entirety that has entered into a contract to provide services, for profit, to the charter school. NAC 388A.525(2)(c)(1) and (2).

Regarding residency, a majority of the members of a charter school board must reside in Nevada and in the county where the charter school is located. NRS 388A.320(2) and NAC 388A.325(1).

Finally, charter school boards must meet at least quarterly throughout the year – although the SPCSA *strongly encourages* charter school boards to meet monthly. NRS 388A.320(6).

Charter School Board Member Required Training

Charter school board members are required to complete training regarding the governance of charter schools before the charter school opens (for new charter schools), and at least every three years thereafter. NRS 388A.224. Additionally, new charter school board members, are required to receive training or read and understand materials that were provided to the new board member regarding the roles and responsibilities of charter school boards and board members. NRS 388A.320(3)(b). Information regarding the SPCSA’s governance standards and required governance training can be found here:

https://charterschools.nv.gov/ForSchools/Governance_Standards/.

Charter School Board Member Questionnaire and Disclosure

Charter school board members are required to disclose to the SPCSA any conflicts of interest on an annual basis. NRS 388A.320(4) To fulfill this requirement the SPCSA requests that each board member responds individually to this questionnaire and disclosure annually. New board members must also complete this questionnaire and disclosure within 10 business days of appointment. NAC 38A.525(6) Where narrative responses are required, brief responses are sufficient.

I. Background

1. Name of charter school _____
2. Board Member Full name _____
Home Address _____
Business Name and Address _____
Phone Number _____
E-mail address _____

II. Conflicts of Interest

A person serving on a charter school board must disclose to the sponsor of the charter school any conflicts of interest concerning the person or any family member of the person and a charter management organization, educational management organization or other person with which the governing body of the charter school has entered into a contract to provide any services at the charter school in the immediately preceding year. NRS 388A.320(4). A conflict of interest is defined as a “commitment in a private capacity” which includes a commitment, interest or relationship in the form of a substantial and continuing business relationship as is outlined in the Nevada Ethics in Government Manual.

1. Where are you employed, and are you or your employer affiliated with any charter schools?

Employer:

Describe any affiliation with any charter schools.

2. Are you an employee of the charter school, including a teacher or an administrator at the charter school? *Note, in this question and subsequent questions “the charter school” refers to the charter school for which you are a board member.*

- No, I am not an employee of the charter school.
 Yes, I am an employee of the charter school.

If yes, what is your position, and how long have you been employed by the charter school?

3. Are you related by blood or marriage to an employee of the charter school, or another member of the charter school's board?

No, I am not related by blood or marriage to an employee of the charter school or another member of the charter school's board.

Yes, I am related by blood or marriage to an employee of the charter school or another member of the charter school's board.

If yes, describe the relationship and the role of the individual you are related to by blood or marriage.

4. Are you employed by or affiliated with any nonprofit organizations, and if so, what is your role with the nonprofit organization, and is the nonprofit organization affiliated in any way with any charter schools?

No, I am not affiliated with any nonprofit organizations.

Yes, I am affiliated with one or more nonprofit organizations.

If yes, describe your affiliation with the nonprofit organization(s).

If yes, are you aware of any other person employed or affiliated with this nonprofit organization that is affiliated with this or any other charter school operating in Nevada?

5. Do you own, operate, or are employed by a corporation, business, or other entity that has entered into a contract to provide services, for profit, to the charter school, or anyone related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entirety that has entered into a contract to provide services, for profit, to the charter school?
- No, I do not own, operate, nor am I employed by a corporation, business, or other entity that has entered into a contract to provide services, for profit, to the charter school, nor am I related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entity that has entered into a contract to provide services, for profit, to the charter school.
- Yes, I own, operate, or am employed by a corporation, business, or other entity that has entered into a contract to provide services, for profit, to the charter school, or I am related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entity that has entered into a contract to provide services, for profit, to the charter school.

If yes, describe the relationship to the corporation, business, or other entity as well as the services performed by that corporation, business, or other entity to the charter school.

6. Are you aware of any other conflict of interest which is required to be disclosed to the SPCSA?
- No, I am not aware of any other conflict of interest.
- Yes, I am aware of a conflict of interest.

If yes, describe the conflict of interest.

III. Fingerprints and Background Check

NRS 388A.323 requires that charter school board members submit to the charter school, within 10 days of being appointed to a charter school board, a complete set of fingerprints, as well as written authorization allowing the governing body of the charter school to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for its report on the criminal history of the applicant and for submission to the Federal Bureau of Investigation for its report on the criminal history of the member. *Note that this provision does not apply to a teacher or administrator who currently holds a license issue pursuant to NRS Chapter 391.* By signing below, you are certifying that you have complied with this requirement and that you have provided the required authorization to the charter school.

Signature

Date

IV. Declaration and Certification

I, _____, have been appointed to the _____
(Board Member Name) (Charter School Name)

governing body, and I declare and certify under penalty of perjury the following:

1. I have not been convicted of a felony relating to serving on the governing body of a charter school or any offense involving moral turpitude⁵;
2. I have received training or read and understands material concerning the roles and responsibilities of members of governing bodies of charter schools and other training and material designed to assist the governing bodies of charter schools (NRS 388A.320(3)(b)), as well as completed required governance training (NRS 388A.224);
3. I have complied with the requirements contained within NRS 388A.323, in that I have or will submit to the charter school, within 10 days of being appointed to a charter school board, a complete set of fingerprints, and by signing below, I authorize the governing body of the charter school to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for its report on the criminal history of the applicant and for submission to the Federal Bureau of Investigation for its report on the criminal history of the member. *Note that this provision does not apply to a teacher or administrator who currently holds a license issue pursuant to NRS Chapter 391.*

Pursuant to NRS 53.045, I hereby declare and certify, under penalty of perjury pursuant to the laws of the State of Nevada, that the foregoing is true and correct.

Board Member Name

Charter School Name

Board Member Signature

Date

⁵ Nevada’s Department of Education has defined offenses involving moral turpitude in NAC 388C.100.