



# Nevada State Public Charter School Authority

## Request for Amendment to Charter Contract Application and Guidance

For charter schools seeking to make changes for which a Request for Amendment is required, contact SPCSA staff regarding the amendment application and other required documentation.

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## Amendment Process Overview and Timeline

ACTIVITY	RESPONSIBLE PARTY	TIME FRAME
Notice of Intent to submit Request for Amendment	Charter School	Spring Cycle: Due No Later than March 1 Fall Cycle: Due No Later than September 1
Request for Amendment (RFA)	Charter School	Spring Cycle: Due Between April 1 – 15 Fall Cycle: Due Between October 1 – 15
Tentative Board Meetings for Possible Action	SPCSA Staff and Authority Board	Spring Cycle: June Fall Cycle: December or January

\* For charter schools submitting outside of the amendment cycle, the charter school will be required to submit a Good Cause Exemption Request that is approved by the charter school's board, along with the amendment application. Amendments may be submitted anytime throughout the school year if the Authority Board grants the good cause exemption request.

# Introduction

## Eligibility

To be eligible for consideration of a contract amendment, a school must submit a complete and accurate Request for Amendment following the requirements, directions, and deadlines stated herein. For SPCSA staff to recommend the approval of a Request for Amendment, the school should be in good standing in all three domains of the Authority's academic<sup>1</sup>, financial, and organizational performance frameworks, and it must not be considered a low-performing school or otherwise ineligible according to any definition set forth in law or regulation.

For charter schools seeking to expand (i.e., adding a new campus, increasing grade levels, or raising their enrollment cap), strong applications typically include multiple years of meeting or exceeding state standards as defined by the Nevada Department of Education (NDE). Please note that charter school expansion requests must be submitted at least nine months before the proposed implementation date.

Ineligible schools may include, but are not limited to, schools that operate an elementary, middle, or high school with a 1- or 2- star Nevada School Performance Framework (NSPF) rating and/or receive a Does Not Meet Standard or Below Standard rating on the SPCSA Academic Performance Framework; schools that operate an elementary, middle, or high school program that is a priority or focus school; schools that operate high schools with graduation rates below 60%; schools with compliance issues, including participation warnings or penalties on the NSPF; and schools with financial or organizational framework deficiencies. A school that does not have at least one independent financial audit and one year of academic performance data is ineligible to apply for an expansion amendment.<sup>2</sup>

## Types of Amendment

Requests for contract amendments that must be approved by the SPCSA board generally fall into one of the following categories, as outlined in [NRS 388A](#) and [NAC 388A](#).

- Enrollment adjustment:
  - Expand enrollment in existing grade levels
  - Expand enrollment in new grade levels
  - Reduce enrollment in existing grade levels
  - Eliminate a grade level or other educational service
- Add/adjust educational program components:
  - Distance education
  - Dual credit
- Management Organizations:
  - Entering into a new contract
  - Terminating the current contract
- Facilities:
  - Acquire/construct a new facility
  - Occupy a new or additional facility

<sup>1</sup> A charter school that is rated in the lowest 5% of public schools, receives a 1- or 2-star rating, or has a graduation rate of less than 67% is eligible to apply for certain amendments identified in [NRS 388A.367](#).

<sup>2</sup> Except if the Authority approved the school as an EMO replication of a high performing charter school in another state, or the operator applied as a CMO applicant and has replicated a high performing charter school model from another state.

- o Occupy a temporary facility
- o Consolidate existing locations
- o Closure of a campus within a charter network
- Other:
  - o Change the mission statement, vision, or goals
  - o Change the name of the school
  - o Change conditions in the original or most recent contract
  - o Transportation

If a charter school's governing body seeks to amend its contract in a manner not explicitly listed above, it must submit a written request to the sponsor for a determination of whether the proposed change constitutes a material or nonmaterial amendment.

## Requirements When Submitting a Request for Amendment

### Notice of Intent

Any school interested in an amendment to its current charter contract must submit a Notice of Intent as part of the Fall or Spring Cycle. If the amendment is submitted outside of those cycles, it must include a Good Cause Exemption Request.

### Application Submission Requirements

- Amendment requests must be developed using the templates provided.
- Completeness Check: Amendment requests will be vetted for completeness, including the submission of required attachments and confirmation of eligibility for the request.

## Evaluation Process

### Evaluators

Requests for charter contract amendments are evaluated by SPCSA staff.

### Evaluation Areas

Evaluators will only recommend approval of a requested amendment if the school:

- Meets the eligibility requirements listed above.
- Meets the requirements of the completeness check.
- Provides a plan to implement the proposed changes to the school that is both comprehensive and feasible.
- Clearly demonstrates the financial feasibility of the proposed amendment.
- Presents a sufficiently detailed timeline for the implementation of the proposed changes.

# Application for Amendment

## Application Coversheet

Name of Charter School	Do & Be Arts Academy of Excellence	
Application Contact Information		
Full Name	Shambrion Treadwell	
Role at School	Executive Director	
Phone	216-780-4346	
Email	<a href="mailto:streadwell@dobeartsacademy.org">streadwell@dobeartsacademy.org</a>	
Amendment Sought ( <i>select all that apply</i> )		
Enrollment adjustment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expand enrollment in existing grade levels</li> <li><input type="checkbox"/> Expand enrollment in new grade levels</li> <li><input checked="" type="checkbox"/> Reduce enrollment in existing grade levels</li> <li><input type="checkbox"/> Eliminate a grade level or other educational service</li> </ul>	
Add/adjust educational program components	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distance education</li> <li><input type="checkbox"/> Dual credit</li> </ul>	
Management Organizations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Entering into a new contract</li> <li><input type="checkbox"/> Terminating the current contract</li> </ul>	
Facilities	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acquire/construct a new facility</li> <li><input type="checkbox"/> Occupy a new or additional facility</li> <li><input type="checkbox"/> Occupy a temporary facility</li> <li><input type="checkbox"/> Consolidate existing locations</li> <li><input type="checkbox"/> Closure of a campus within a charter network</li> </ul>	
Other	<ul style="list-style-type: none"> <li><input type="checkbox"/> Change the mission statement, vision, or goals</li> <li><input type="checkbox"/> Change the name of the school</li> <li><input type="checkbox"/> Change conditions in the original or most recent contract</li> <li><input type="checkbox"/> Transportation</li> </ul>	
Acknowledgement		

X	The board of the charter school has approved this request. Attach the agenda and minutes from the applicable board meeting.
Authorization	
School Leader Name	Shambrian Treadwell
Signature	
Board Chair Name	Renisha O'Donnell
Signature	

## Executive Summary

**This section must be completed by all applicants, regardless of the type of amendment requested. All attachments in this section are required.**

- **Amendment Sought:**
  - Enrollment adjustment → **Reduce enrollment in existing grade levels**
  - Other → **Change the mission statement, vision, or goals** (if your vision/mission lines need minor edits to reference K–8; omit if no change)
- **Acknowledgement:** The board will act at the **December 2025** meeting; agenda & minutes attached after approval.

## Executive Summary

## Eligibility

DBAE is submitting a complete and accurate Request for Amendment. Although we are a founding school still building baseline data, we are in good organizational standing and have maintained compliant operations, timely audits, and clean authorizer communications.

## Amendment Synopsis

**Statement of Need.** For 2025–26, DBAE will operate **K–8** under our phased launch plan. During 2025–26, audited enrollment trended below the original 204 projection; our fall audit certified **175** students. To right-size staffing, facilities use, and cash flow, we seek to **adjust the 2025–26 enrollment cap to 175**.

### Statement of Request.

1. Confirm DBAE's **grade span as K–8** beginning **2025–26** (no new grade beyond the approved span; this clarifies program scope).
2. **Reduce the 2025–26 enrollment cap from 204 to 175.**

**Rationale.** Aligning the cap to the audited count stabilizes class sizes, SPED and ELL service ratios, and per-pupil cash flow, while we continue targeted recruitment. Clarifying K–8 supports scheduling, staffing, and curriculum coherence (Wit & Wisdom ELA, Eureka Math, PhD Science, arts integration).

### Timeline.

- **Dec 2025:** Board approval of amendment; submit to SPCSA immediately thereafter.
- **Jan–Mar 2026:** Mid-year enrollment push
- **Spring–Summer 2026:** Grant submissions and community fundraising to support arts staffing, technology, and intervention blocks.

## School Community

- **Stakeholder Notice:** Families were informed via weekly blasts, website update, and board agenda posting; staff were briefed at PD and in leadership huddles.
- **Stakeholder Impact:** Students benefit from stable class sizes and sustained arts-integrated programming; staff get predictable loads and supports; families receive clear K–8 continuity.

## Financial Impact

- **Costs/Offsets:** Minor scheduling and materials adjustments only; no facility expansion.
- **Funding Plan:** Active fundraising and competitive grants (CSP-aligned requests, local foundations, corporate arts partners) to cover incremental needs in arts integration, student supports, and technology.
- **Budget:** No adverse impact projected; attach current board-approved budget, cash-flow, and an updated projection reflecting the 175 cap.

## Enrollment

### Current Enrollment Cap (2025–26)

- **K–8 Total Cap (approved): 204**

### Proposed Enrollment Cap (2025–26)

- **K–8 Total Cap (proposed): 175**  
(Grade-band distribution to match current audited rosters; attach table if SPCSA requests grade-level detail.)

*Note: No change to long-term chartered grade span this clarifies operation as K–8 for 2025–26.*

# Facilities

- **Current facility** meets academic and operational needs at the proposed 175 cap; no new space requested. Specialized spaces for arts remain scheduled/shared; no construction or relocation required.

## Eligibility

1. **Statement of Eligibility.** Please include the past three years of academic (by campus, if applicable), financial, and organizational ratings, which demonstrate eligibility.  
**OR**
2. **If the school does NOT meet the eligibility criteria, please provide a detailed explanation justifying the request and include any supporting evidence that demonstrates the school's readiness or compelling need for the proposed amendment.**

## Statement of Ineligibility & Justification for Amendment

**Status:** Do & Be Arts Academy of Excellence (DBAE) does **not** meet standard eligibility criteria for amendment consideration based on multi-year ratings. DBAE opened in August 2025 and, as a first-year school, has **no prior three years** of academic, financial, or organizational ratings (campus or network).

**Request:** Approve (1) clarification of our 2025–26 operating span as K–8, and (2) an enrollment cap adjustment from 204 to 175 to align with certified fall audit.

## Amendment Synopsis

1. **Statement of Need.** Clearly explain the circumstances prompting this amendment request.  
Include relevant data, facts, or events that support the need for the proposed change.

**Audited enrollment:** Fall 2025 certified count = **175** students (original planning target **204**).

**Contract clarity:** The charter references phased growth; we are operating **K–8 in 2025–26** and need the contract to explicitly reflect that span.

**Why now:** Right-sizing the cap to 175 aligns funding with reality, stabilizes the master schedule and staffing, and prevents mid-year program disruptions while we build year-one systems (Tier 1 instruction, MTSS/RTI, arts integration).

2. **Statement of Request.** List and describe each specific amendment the school is seeking and outline how the proposed changes modify the current charter contract.

**Request A — Enrollment Cap Adjustment:** Amend the enrollment cap for 2025–26 from **204** to **175** (to match audited count).

**Request B — Grade Span Clarification:** Amend the contract to explicitly state **K–8** operation for 2025–26 (consistent with our current model and master schedule).

*No other material terms change (mission, model, location, governance stay the same).*

**3. Rationale. Explain how the proposed amendment(s) directly address the identified needs or issues described in the Statement of Need. Support your explanation with evidence or anticipated benefits to students, staff, or the school community.**

**Program stability:** Aligning the cap prevents over-budgeting and protects core services (ELA/Math small groups, SPED/ELL minutes, arts blocks).

**Operational transparency:** The cap and grade span will mirror audited reality, improving budget accuracy, compliance reporting, and public communication.

**Student benefit:** Maintains teacher-student ratios, protects intervention time, and avoids reactive mid-year cuts or schedule shifts.

**Staff benefit:** Gives clear parameters for hiring, coverage, and PD planning; reduces uncertainty and overtime driven by fluctuating projections.

**Anticipated outcomes:**

-Balanced reforecast at 175; on-time vendor payments and uninterrupted services.

-Stable master schedule and staffing plan; preserved arts-integrated model.

-Clear SIS/Infinite Campus setup for K–8 reporting; fewer downstream corrections.

**4. Timeline. Provide a detailed timeline for planning and implementing the proposed changes. You may include the timeline as a written narrative or attach a separate document (e.g., project plan, milestone chart, or Gantt chart).**

**Planning & Approval**

- **Dec 12–18, 2025:** Finance reforecast and staffing review at **175**; finalize amendment language.
- **Dec 17, 2025 (Board Meeting):** Board vote to approve amendment submission and updated budget.
- **Dec 20–22, 2025:** Submit amendment to SPCSA (include budget, cash flow, master schedule, K–8 roster).
- **Jan 2026:** Respond to SPCSA information requests; post public notice and board materials as required.
- **Feb 2026 (anticipated):** SPCSA action; update charter contract exhibits accordingly.

## Implementation (upon approval)

- **Week 0–1:**

- Update charter appendices; notify families/staff of approved cap/grade span.
- Lock SIS (Infinite Campus) cap = **175**; confirm K–8 course/section coding.

- **Week 2–3:**

- Publish revised budget; align purchasing and staffing to approved cap.
- Reissue master schedule memo (no changes to student services minutes).

- **Ongoing (Monthly):**

- Report enrollment, attendance, and cash flow to Board; maintain compliance artifacts for SPCSA.

## School Community

1. **Stakeholder Notice. Identify the stakeholder groups (i.e., students, families, staff, partner organizations, etc.) impacted by the proposed amendment(s).**

- Students (K–8)
- Families/Guardians
- School Staff (teachers, paraprofessionals, SPED/ELL, arts, operations)
- Governing Board
- Partner Organizations (SPCSA, EdTec/finance, Wildflower/SPED, vendors, community arts partners)
- Prospective Families (waitlist/enrollment pipeline)

2. **Summarize the history of communications with these stakeholders regarding the proposed amendment(s).**

- Board meetings/work sessions (Sept–Dec 2025): Enrollment and budget updates presented; public comment offered; materials posted per open-meeting requirements.
- Staff communications: Weekly leadership updates, Wednesday PD briefings, and email memos outlining enrollment reality, scheduling, and service protection at a 175 cap.
- Family communications: Weekly blasts/ClassDojo posts, office one-pagers, and front-desk scripts explaining right-sizing and confirming continued K–8 services.

-Prospective families: Enrollment office emails/phone scripts updated to reflect K–8 model and capacity.

-Partners: Direct emails/meetings with SPED/ELL providers, EdTec, and arts partners to align staffing minutes, schedules, and purchase pacing to the 175 cap.

**3. Stakeholder Impact. Explain how each stakeholder group is expected to be affected by the proposed amendment(s).**

Stakeholder Impact (What changes/what stays the same)

- Students:
  - *Positive*: Stable class sizes, preserved arts-integrated blocks, SPED/ELL minutes, and small-group acceleration; fewer mid-year schedule disruptions.
  - *No change*: Access to K–8 offerings, core curricula, and interventions.
- Families:
  - *Positive*: Clear expectations on grade span (K–8) and capacity; predictable schedules/services.
  - *Minimal impact*: Waitlisted families may experience longer timelines if seats are full.
- Staff:
  - *Positive*: Budget and master schedule aligned to audited reality; clearer section loads and coverage; protected PD/coaching cycles.
  - *Operational*: Hiring paced to 175; tighter substitution and coverage planning.
- Governing Board:
  - *Positive*: Improved budget accuracy and compliance alignment; clearer public reporting of cap and grade span.
- Partner Organizations:
  - *Positive*: Stable service minutes and invoicing cadence; aligned scopes tied to 175.
- Prospective Families:
  - *Operational*: Transparent communication about current capacity and timing for offers; continued K–8 program messaging.

Financial Impact

*If the proposed amendment(s) will not impact the school's financials, please state "No anticipated financial impact" and proceed to the next section.*

**Anticipated financial impact:** *Limited and already reflected in our FY25–26 reforecast.* The amendment right-sizes the enrollment cap to 175 (aligned to audited actuals) and clarifies K–8 grade span; it does **not** add new programs or facilities. Revenue and staffing have already been paced to 175 in the current operating plan.

**Anticipated costs**

- **Administrative/filing & communications:** Board notices, SIS/website updates, family communications, document prep (minor, one-time).
- **Budget reforecasting/accounting updates:** Covered within existing back-office scope (no incremental vendor costs expected).

**No new recurring costs** (e.g., facilities, transportation, major staffing) are created by this amendment.

### Funding plan for any minor one-time costs

- **Budget reallocation** within existing admin/board lines.
- **Back-office (EdTec) scope** covers reforecast and cash-flow updates.
- **Grants/fundraising** already budgeted will continue to offset program needs (no change required).

### Impact on current & projected budgets

**-Current year (FY25–26):** Revenue assumptions already tied to **175 ADM** with conservative attendance; staffing, materials, and contracted services paced accordingly. **Cash position** remains stable given previously secured financing and grant schedule.

**-Out years (FY26–27+):** Projections continue at 175 cap unless/ until a future enrollment action is approved; expense growth matched to enrollment and program fidelity targets. Sensitivity analysis ( $\pm 5$  ADM) included in projections.

1. **Attach the school's board-approved budget for the current school year, including a cash flow statement.**
2. **Attach the school's projected budget for the school years in which the proposed amendment(s) will be implemented.**

### Enrollment

*Complete only the current enrollment table if the proposed amendment does not contemplate a change in the school's or campus' current enrollment cap.*

#### Current Enrollment Cap

- a. Please complete the following table to show the school's current enrollment cap. Add rows for applicable grades. Add columns for the applicable charter term.

Grade Level	Number of Students				
School Year	25-26				
K...	24				

1	20				
2	20				
3	20				
4	20				
5	25				
6	25				
7	25				
8	25				
Total	204				

### Proposed Enrollment Cap

b. Please complete the following table to show the planned changes to the school's enrollment cap. Add rows for applicable grades. Add columns for the applicable charter term.

*If the proposed amendment(s) will not change the school's current enrollment cap, please state "No change to enrollment cap" and leave this table blank.*

Grade Level	Number of Students				
School Year	25-26				
K...	20				
1	20				
2	20				
3	20				
4	20				
5	20				
6	20				
7	15				
8	20				
Total	175				

### Facilities

1. Describe the current school facility, including:
  - a. The number of students and staff the facility can accommodate.
  - b. Whether the proposed amendment will impact the school's facility needs (e.g., expansion, relocation, renovation). If yes, explain the nature and scope of the impact.

N/A

2. Explain how the current facility aligns, or does not align, with the school's academic, operational, and enrollment needs in terms of physical space. Include considerations such as classroom space, specialized instructional areas, outdoor areas, and accessibility.

N/A

## Additional Questions by Amendment Type

If the proposed amendment(s) do not apply to a particular section, please indicate “Not applicable” and proceed to the next section.

### Add new grade level offerings

1. Attach the curriculum and courses to be offered at the school for all additional grades included in the proposed amendment.

N/A

2. Please provide the following documents as attachments:

- a. Daily and/or weekly instructional schedule for students in the newly proposed or expanded grade levels.
- b. Daily and/or weekly schedule for teachers serving those grade levels.

N/A

3. Please complete the following table to outline the school’s planned assessment schedule for new or expanded grades. Be sure to include both formative and summative assessments. Add rows as needed.

Assessment Name	Formative/ Summative	Grades Tested	Testing Window

N/A

4. Please describe the required qualifications for teachers who will serve in each newly proposed or expanded grade band.

N/A

### Eliminate grade level(s) or other educational services

1. Provide a detailed explanation of the rationale for eliminating the specified instructional program, grade level, or educational service. Include relevant data, trends, or operational considerations (e.g., low enrollment, staffing challenges, strategic realignment) that support the decision.

N/A

Acquire/construct a new facility; occupy a new or additional facility; or, occupy a temporary facility

1. Explain how the proposed facility will meet the school’s identified needs, including instructional space, enrollment growth, specialized programs, or operational requirements.

N/A

2. Describe the school’s capacity and experience in acquiring, developing, or renovating school facilities. Include any relevant examples of managing build-outs, tenant improvements, or construction timelines.

N/A

3. Identify the entity responsible for acquiring and maintaining the school facility. Describe the nature of that entity's relationship with the school and any affiliated management organization. If the school's management organization or affiliated entity, such as a foundation, will provide capital or financial support, please identify the extent of capital support the organization is prepared to offer the school.

N/A

4. List any individuals or organizations that may have a financial interest in the current or proposed facility. Describe the nature of each relationship, including potential conflicts of interest or ownership stakes with the current and/or proposed facility.

N/A

Please provide the following documents as attachments to support your proposed facility amendment. If any required document is not available at the time of submission, please note that after the corresponding requirement below, and include an anticipated date on which the document can be provided. If a document is not applicable, please note "N/A" with a brief explanation.

5. The physical address of the proposed facility and supporting documentation verifying the location, including the Assessor's Parcel Number (APN) and a copy of the corresponding Assessor's Parcel Map.

N/A

6. Attach a copy of the current deed on the property (if the school owns the facility) or the proposed lease or rental agreement, including any additional square footage to be leased.

N/A

7. Attach a copy of the proposed purchase and sale agreement or lease or rental agreement, if not included in Item 6.

N/A

8. Attach a copy of the proposed facility's floor plan and all documentation required under [NAC 388A.315](#) (Request to occupy new or additional facility). Include a table or narrative describing the square footage of the proposed facility and an assurance that final versions of these documents will be submitted as required.

N/A

9. Include conditioned space square footage and total campus acreage.

N/A

10. Full contact information for the current property owner of the proposed facility and any proposed landlord.

N/A

11. Disclosure of any relationships between the current property owner or landlord and any school-affiliated individuals or entities, including, but not limited to, any relative of a board member or employee within the third degree of consanguinity or affinity; and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school.

N/A

12. Attach a copy of the Certificate of Occupancy.

N/A

13. Attach documentation demonstrating that the proposed facility complies with all applicable building, safety, health, sanitation, and fire prevention codes.

N/A

- 14. Attach the most recent project schedule showing milestone dates, such as Certificates of Occupancy and any other government permits, waivers, modifications, or variations which may be required, with anticipated completion dates.**

N/A

- 15. If the school is managing the tenant improvements, provide documentation that the governing body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with [NAC 388A.315](#). If the landlord or owner is under contract to deliver the facilities ready for occupancy, then indicate “N/A.”**

N/A

- 16. Attach a copy of the school’s traffic flow plan, including diagrams or exhibits illustrating the planned traffic flows during the arrival and dismissal times and the designated drop-off and pick-up areas.**

N/A

### Add distance education program components

- 1. Describe your plans for obtaining the necessary approvals from the Nevada Department of Education (NDE) for the distance education program and associated courses. If any approvals have already been granted, attach the relevant documentation.**
- 2. Describe the credit system the school will use for distance education courses, including how credit hours are awarded and tracked.**
- 3. Explain how the school will monitor and verify student participation and course completion. Include strategies for tracking attendance and ensuring meaningful engagement in a virtual setting.**
- 4. Explain how the school will ensure students complete and submit coursework and participate in all required assessments.**
- 5. Explain how the school will conduct parent-teacher conferences in a virtual or blended setting, including the format, frequency, and expectations for participation.**
- 6. Describe how the school will administer all mandated assessments, as well as any internal exams, in a secure and proctored environment.**
- 7. Describe the academic and non-academic supports available to distance education students. Include how frequently students will interact with teachers and what supports are provided for social-emotional needs.**
- 8. Describe how the school will ensure that students with disabilities, English learner students, gifted students, and homeless or migrant students receive appropriate services and accommodations in the distance learning environment.**
- 9. Describe the criteria for student eligibility to enroll in the distance education program and describe the process for reviewing and accepting applicants.**

This section does not apply to us!

### Management Organizations

*If the requested amendment(s) do not include a change to a management organization relationship, please indicate “Not applicable” and proceed to the next section.*

## Entering into a new contract

If your proposed amendment involves entering into a new agreement with a Charter Management Organization (CMO) or Educational Management Organization (EMO), please respond to the items below and provide all required attachments.

1. Complete all worksheets in the CMO/EMO Data Request template for each of the schools affiliated with the CMO/EMO. Complete the Summary and Contact Information worksheet in the CMO/EMO Data Request template for each of the schools affiliated with the CMO/EMO. Provide any explanatory or contextual information in the Info tabs of the CMO/EMO Data Request template. Submit the completed Data Request workbook as an attachment.
2. Describe the academic, organizational, and financial performance of each school affiliated with the CMO/EMO.
3. List any charter school contracts that have been terminated by either the CMO/EMO or the school's governing board. Include the reasons for termination and indicate whether the cause was for a "material breach."
4. List any revocations, non-renewals, conditional renewals, or voluntary withdrawals/non-openings of affiliated schools. Explain the circumstances and contributing factors.
5. Describe any formal authorizer interventions in the past three years due to performance deficiencies or compliance violations. Summarize how the issues were addressed or resolved.
6. Provide the CMO/EMO's five-year growth plan for developing new schools within the local community, the state, or across the country, as applicable. Include the following information regardless of school location: proposed years of opening, number and types of schools (models and grade levels served), any currently pending applications, all currently targeted markets and the criteria for selecting them, and projected enrollments.
7. Describe how the CMO/EMO supports affiliated schools in assessing readiness for expansion and provide evidence that the CMO/EMO has the organizational capacity and infrastructure to effectively support additional schools. If applicable, attach a copy of the organization's "greenlighting" tool or decision rubric.
8. Describe the specific resources the CMO/EMO will use to support new schools. Include specific timelines for deploying these resources to ensure high-quality implementation.
9. Attach organizational charts for the current network and the network with the proposed school. Charts should include all national operations and delineate the roles, reporting lines, and relationships among the governing board, staff, advisory bodies, and any external partners that will play a role in managing the schools. Indicate the CMO/EMO's role and how its personnel fit within the structure of the proposed school, including oversight by the governing board.
10. Identify key members of the CMO/EMO leadership team and describe their roles and responsibilities.
11. Explain how and why this CMO/EMO was selected to support the school.

12. Describe the relationship between the school's governing board and the CMO/EMO. Include the internal controls that will guide the relationship, and how the governing board will ensure fulfillment of performance expectations, and the board's plan to retain autonomy and oversight of school operations.
13. Describe the services the CMO/EMO will provide, including the associated costs and fees. Attach the proposed services agreement, and highlight any substantive revisions or changes from prior draft agreements, if applicable.
14. Describe how the governing board will evaluate the performance of the CMO/EMO. The evaluation plan should align with the contract's terms.
15. Disclose any existing or potential conflicts of interest between the school's governing board and the CMO/EMO, including, without limitation, past or current employment relationships, familial relationships within the third degree of consanguinity or affinity, or financial or contractual ties to any parent company, subsidiary, or related entity.
16. Provide documentation of the CMO/EMO's for-profit or non-profit status, and evidence that it is authorized to do business in Nevada.

This section does not apply to us!

### Terminating the current contract

1. Explain the board's rationale for terminating the existing contract with the CMO/EMO. Include relevant context, such as performance concerns, strategic realignment, or governance considerations. Attach the board agenda and meeting minutes where this matter was formally discussed and approved.
2. Attach a copy of the formal notice of termination issued to the CMO/EMO. This notice should reflect the terms required under the current agreement, including timelines, transition clauses, and any financial or legal provisions.
3. Attach a crosswalk identifying the current responsibilities held by the CMO/EMO and the individuals or positions within the school who will assume those responsibilities after the termination. Clearly indicate the staff member or role accountable for each area of responsibility to ensure continuity of operations.

This section does not apply to us!

### Other Amendments

1. Mission, Vision, or Goals  
If you are proposing changes to the school's mission statement, vision, or goals, please complete the following table. Delete any rows that do not apply.

	Current	Proposed	Rationale
Mission			
Vision			
Goals			

2. Contract Conditions

**If you are requesting a change to a specific condition in the original or most recent charter contract:**

- a. State the contract language of the condition to be amended.**
- b. Clearly explain the requested change to the condition.**
- c. Provide the rationale for the change and attach up to four pages of supporting evidence, if necessary.**

This section does not apply to us!

### **3. Transportation**

- a. Describe the school's current transportation plan, including services provided to students with IEPs/504 plans and any general education transportation offered.**
- b. Detail the proposed changes to transportation services. Ensure that any financial implications of these changes are reflected in the Financial Impact section of the application.**

This section does not apply to us!

### **Additional amendment-specific questions**

*Questions in this section pertain to any discussions between SPCSA staff and school representatives regarding the proposed amendment request. Questions may be added as applicable.*

## List of Attachments

*Provide a list of attachments included as part of the amendment application. List and label each required attachment.*

Attachment 1: DBAE updated Budget

Attachment 2: DBAE 12.17.25 Board Meeting Minutes

Attachment 3: DBAE 12.17.25 Board Meeting Agenda



**Do & Be**

ARTS ACADEMY OF EXCELLENCE

# Minutes

## Do & Be Arts Academy of Excellence

Regular Public Board Meeting

December 17, 2025 | 6:30pm

Virtual Meeting via Zoom | [Click to Join](#)

[Meeting ID: 898 9725 1620](#)

[Passcode: 611792](#)

[Meeting Recording](#)

### I. Welcome, Call to Order, Roll Call

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call the meeting to order and take attendance.

**Call to Order Time: 6:32pm**

Board Member	Present (Virtually) <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>
Renisha O'Donnell (Co-Chair)	<input checked="" type="checkbox"/>	
Elysa Arroyo (Co-Chair)		X
Alyssa Gould (Vice-Chair)	<input checked="" type="checkbox"/>	
Stacey Wise (Secretary)		X
Dr. Jasmine Moses (Treasurer)	<input checked="" type="checkbox"/>	
Tamara Hudson	<input checked="" type="checkbox"/>	
Jamee Bateau		X
Josephine Ventura	<input checked="" type="checkbox"/>	
Dr. Denise Ogletree McGuinn	<input checked="" type="checkbox"/>	
Dr. Linda Johnson-McClinton	<input checked="" type="checkbox"/>	
Merina Hansen	<input checked="" type="checkbox"/>	

Others in attendance: Shambrion Treadwell, Aquaya Cole, Nandini V. (Edtec)



Those in attendance **did** constitute a quorum.

## II. Check-In Question

Due to DBAE's holistic approach to learning, a social-emotional check-in is added to the agenda. Question: How will you continue contribute to DBAE's success in year 1?

## III. Public Comment 1

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

***Our Public Comment #1 is for members of the public to address the board regarding any item that is on the agenda. The board may not directly respond to or discuss any board comment and no action may be taken. Public comments regarding other topics will be heard at the end of the meeting in public comment #2.***

***Each member of the public attending this meeting will be allotted three (3) minutes to speak. Those who would like to speak must state their name, their relationship to the school, and the agenda item upon which they will speak. Please do not use specific student, teacher, or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. A public comment may also be submitted before a meeting to board@dobeartsacademy.org.***

Record of Public Comment
No comment.

## IV. Approval of Previous Minutes (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board will review the meeting minutes from the 11/19/25 Board Meeting. Board members will submit any necessary changes, and the Board Co-Chair will call for a motion for approval.		
Motion: Motion to approve the 11/19/25 Board Meeting Minutes.		
Motioned by: Dr. Denise Ogletree McGuinn Seconded by: Josephine Ventura		
Vote Tally: # Aye: 6	# Nay: 0	# Abstain: 0
<b>Outcome:</b>	<b>Motion Passes</b>	



**V. Approval of Flexible Agenda** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve a flexible agenda to accommodate presentations, guests, etc.
--

Motion: To approve the Flexible Agenda.
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Discussion: No discussion.
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Motioned by: Alyssa Gould Seconded by: Merina Hansen
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Vote Tally:	# Aye: 7	# Nay: 0	# Abstain: 0
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<b>Outcome:</b>	<b>Motion Passes</b>
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**VI. Select a Date for the DBAE Board for a Site Evaluation for the 2025-2026 School**

**Year** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve site evaluations date.
--

Motion: To approve the date for the School Site Evaluation date for March 3 at 8am.
---

Discussion: Discussion was around which dates are most people available without being in a quorum.
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Motioned by: Alyssa Gould Seconded by: Dr. Denise Ogletree McGuinn
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Vote Tally:	# Aye: 6	# Nay: 0	# Abstain: 0
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<b>Outcome:</b>	<b>Motion Passes</b>
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**Do & Be**

ARTS ACADEMY OF EXCELLENCE

**VII. Approval of the Memo to SPCSA Regarding NV PERS Processing Issues** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the SPCSA Memo regarding NV PERS.
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Motion: To approve the PERS memo.
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Discussion: No discussion.
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Motioned by: Merina Hansen Seconded by: Alyssa Gould
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Vote Tally: # Aye: 7	# Nay: 0	# Abstain: 0
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<b>Outcome:</b> <b>Motion Passes</b>
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**VIII. Approval of the Board Manual** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the Board Manual.
---

Motion: To approve the board manual.
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Discussion: No discussion.
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Motioned by: Josephine Ventura Seconded by: Dr. Denise Ogletree McGuinn
--

Vote Tally: # Aye: 7	# Nay: 0	# Abstain: 0
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<b>Outcome:</b> <b>Motion Passes</b>
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**IX. Approval of the Conflict of Interest Board Policy** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the Conflict of Interest Policy.
--



**Do & Be**

ARTS ACADEMY OF EXCELLENCE

Motion: To approve the Conflict of Interest Policy.

Discussion: No discussion.

Motioned by: Alyssa Gould  
Seconded by: Dr. Denise Ogletree McGuinn

Vote Tally:	# Aye: 7	# Nay: 0	# Abstain: 0
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**Outcome:** **Motion Passes**

**X. Approval of the Code of Ethics** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the code of Ethics.

Motion: To approve the Code of Ethics.

Discussion: No discussion.

Motioned by: Alyssa Gould  
Seconded by: Josephine Ventura

Vote Tally:	# Aye: 7	# Nay: 0	# Abstain: 0
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**Outcome:** **Motion Passes**

**XI. Approval of the Bylaws** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the Bylaws.

Motion: To approve the the Bylaws.

Discussion: No discussion.

Motioned by: Alyssa Gould  
Seconded by: Josephine Ventura



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Vote Tally:	# Aye: 6	# Nay: 0	# Abstain: 0
<b>Outcome:</b>	<b>Motion Passes</b>		

**XII. Approval of Enrollment Amendment** (For Discussion and Possible Action)

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve the enrollment amendment.
Motion: To approve the submission of the Enrollment Amendment to the SPCSA.
Discussion: No discussion.
Motioned by: Alyssa Gould Seconded by: Josephine Ventura
Vote Tally: # Aye: 6      # Nay: 0      # Abstain: 0
<b>Outcome:</b> <b>Motion Passes</b>

**XIII. Committee Updates** (For Discussion)

*Board Committee Members*

A board member of each committee will update the board on previous action items, statuses, and next steps as needed. No action may be taken

- A. Academic Committee Updates - Academic Committee
- B. Strategic Planning Committee - Strategic Planning Committee
- C. Fundraising & Finance Updates - Finance Committee, with Edtec
- D. Facilities Updates - Executive Director

*A board member of each committee updates the board on previous action items, statuses, and next steps as needed. Notes recorded:*

**Academic Committee Updates - Academic Committee by: Shambrian Treadwell, Executive Director**

*The Academic Committee did not formally meet. Member Gould asked when the academic committee was meeting and clarified to the board who was listed on each committee.*

**Strategic Planning Committee presented by: Stacey Wise and Dr. Linda McClinton, Board Member**



ARTS ACADEMY OF EXCELLENCE

*The Strategic Planning Committee did not formally meet.*

**Fundraising & Finance Updates presented by: Dr. Jasmine Moses, Board Member, Josephine Ventura, Board Member and Edtec Representative**

**The committee did not meet.**

*The Fundraising Committee did not formally meet.*

*Edtec gave presentation on the spending for November. Gave an finance forecast update and said that the budget will update based on the 175 student audit. Edtec said the school was no longer in the deficit for the end of the school year. A new grant is helping DBAE end the year off strong.*

**Facilities Updates presented by: Shambrian Treadwell, Executive Director, Renisha O'Donnell, Co-chair**

*The FACILITIES Committee did not formally meet.*

#### **XIV. Executive Director Report (For Discussion)**

*Executive Director, Shambrian Treadwell*

The Executive Director will provide updates to the board including, but not limited to: updates on facilities, academics, enrollment, hiring, community engagement, etc.

*The Executive Director provides updates and information. Notes recorded:*

**The Executive Director will provide updates to the board including, but not limited to:**

She gave a detailed presentation on NWEA MAP data for the winter session. Talked about tutoring and future interventions and small groups to help students meet their end of year MAP goals. She spoke about past events at the school like the Dec 10th resource night, ruby bridges night and other events. She spoke about facilities for the upcoming years, and still still looking for a long term facility. She spoke about more events to increase enrollment, she said DBAE is 100% fully staffed. Hiring for next year will start soon. She spoke about the end of the current CSP grant on 12/31/25. Epicenter Items are up to date. She spoke about the updated specials, and spoke about a past staff member harassing the school on social media, staff members via text and email, calling our families, calling the State Public Charter school authority, and commenting on the google reviews with false claims and lies about the school. Our lawyer is aware and working on it.

Board members asked for a list of requests that the school might need. Like bus passes, snacks, and etc.



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#### **XV. Future Agenda Items (For Discussion)**

##### *Board Members*

Any board member may submit ideas for future agenda items for the record. Agenda items may also be submitted to [board@dobeartsacademy.org](mailto:board@dobeartsacademy.org)

Board Members discuss future agenda items. Notes below:

- DBAE Fundraising
- DBAE Committees Meeting
- Employee HR training
- School Choice Fair Jan 2026
- MLK Day tabling Jan 2026
- Springs Preserve (Black History) tabling Feb 2026

#### **XVI. Announcements (For Discussion)**

##### *Board Members*

Any board member may make an announcement relevant to DBAE business. Announcement topics include, but are not limited to: fundraiser dates, event dates, recruitment efforts, and community partner events/updates. No action may be taken.

Board Members provide announcements. Notes below:

- DBAE Fundraising
- DBAE Committees Meeting
- Employee HR training
- School Choice Fair Jan 2026
- MLK Day tabling Jan 2026
- Springs Preserve (Black History) tabling Feb 2026

#### **XVII. Public Comment #2**

*Public Comment #2 is for members of the public to address the board regarding any item not listed on the agenda but within the board's jurisdiction. The board may not directly respond to or discuss any board comment and no action may be taken.*

*Each member of the public attending this meeting will be allotted three (3) minutes to speak. Those who would like to speak must state their name, their relationship to the school, and the agenda item upon which they will speak. Please do not use specific student, teacher, or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. A public comment may also be submitted prior to a meeting to [board@dobeartsacademy.org](mailto:board@dobeartsacademy.org).*



Record of Public Comment

No public comment.

**XVIII. Adjournment at: 8:16pm**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

---

DATE OF APPROVAL

---

Stacey Wise

SECRETARY OF THE BOARD OF DIRECTORS

Do and Be Arts Academy of Excellence (DBAE)

---

DATE SIGNED



ARTS ACADEMY OF EXCELLENCE

**Do & Be Arts Academy of Excellence**

Regular Public Board Meeting

December 17, 2025 | 6:30 pm

Virtual Meeting via Zoom | [Click to Join](#)

**Meeting ID: 898 9725 1620**

**Passcode: 611792**

**I. Welcome, Call to Order, Roll Call**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call the meeting to order and take attendance.

**II. Check-In Question**

Due to DBAE's holistic approach to learning, a social-emotional check-in is added to the agenda. Question: How will you continue contribute to DBAE's success in year 1?

**III. Public Comment #1**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

*Our Public Comment #1 is for members of the public to address the board regarding any item that is on the agenda. The board may not directly respond to or discuss any board comment and no action may be taken. Public comments regarding other topics will be heard at the end of the meeting in public comment #2.*

*Each member of the public attending this meeting will be allotted three (3) minutes to speak. Those who would like to speak must state their name, their relationship to the school, and the agenda item upon which they will speak. Please do not use specific student, teacher, or administrator names in your comments, as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. A public comment may also be submitted before a meeting to [board@dobeartsacademy.org](mailto:board@dobeartsacademy.org).*

**IV. Approval of Previous Minutes (For Discussion and Possible Action)**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board will review the meeting minutes from the 11/19/25 Board Meeting. Board members submit any necessary changes, and the Board Co-Chair will call for a motion for approval.

**V. Approval of Flexible Agenda (For Discussion and Possible Action)**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*

The Board Chair will call for a vote to approve a flexible agenda to accommodate presentations, guests, etc.



**VI. Select a Date for the DBAE Board for a Site Evaluation for the 2025-2026 School Year** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve date for DBAE site evaluation the submitted.

**VII. Approval of the Memo to SPCSA Regarding NV PERS Processing Issues** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the memo submitted to the SPCSA.

**VIII. Approval of the Board Manual** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the Board Manual.

**IX. Approval of the Conflict of Interest Board Policy** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the Conflict of Interest Policy.

**X. Approval of the Code of Ethics** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the Code of Ethics.

**XI. Approval of the Bylaws** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the bylaws.

**XII. Approval of Enrollment Amendment** (For Discussion and Possible Action)  
*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*  
The Board Chair will call for a vote to approve the amendment.

**XIII. Committee Updates** (For Discussion Only)  
*Board Committee Members*  
A board member of each committee will update the board on previous action items, statuses, and next steps as needed. No action may be taken  
A. Academic Committee Updates - Academic Committee  
B. Strategic Planning Committee - Strategic Planning Committee  
C. Fundraising & Finance Updates - Finance Committee and Edtec  
D. Facilities Updates - Executive Director

**XIV. Executive Director Report** (For Discussion Only)  
*Executive Director, Shambrion Treadwell*



The Executive Director will provide updates to the board including, but not limited to: updates on facilities, MAP DAta compared to national norms, SPCSA, TNTP, DBAE Site Visit, Board Eval Academics, IReady/Map Testing Updates, enrollment, hiring, community engagement, etc.

**XV. Future Agenda Items** (For Discussion Only)

*Board Members*

Any board member may submit ideas for future agenda items for the record. Agenda items may also be submitted to [board@dobeartsacademy.org](mailto:board@dobeartsacademy.org).

**XVI. Announcements** (For Discussion Only)

*Board Members*

Any board member may make an announcement relevant to DBAE business. Announcement topics include, but are not limited to: fundraiser dates, event dates, recruitment efforts, and community partner events/updates. No action may be taken.

**XVII. Public Comment #2**

*Public Comment #2 is for members of the public to address the board regarding any item not listed on the agenda but within the board's jurisdiction. The board may not directly respond to or discuss any board comment and no action may be taken.*

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**XVIII. Adjournment**

*Elysa Arroyo and Renisha O'Donnell, Board Co-Chairs*