

# Application for Amendment

## Application Coversheet

Name of Charter School	Nevada Classical Academy Elko	
Application Contact Information		
Full Name	Brandolyn Thran	
Role at School	School Leader	
Phone	775-860-4300 (school) / 775-770-0385 (cell)	
Email	bthran@ncaelko.org	
Amendment Sought ( <i>select all that apply</i> )		
Enrollment adjustment		
<input type="radio"/> Expand enrollment in existing grade levels		<input type="checkbox"/>
<input type="radio"/> Expand enrollment in new grade levels		<input type="checkbox"/>
<input type="radio"/> Reduce enrollment in existing grade levels		<input checked="" type="checkbox"/>
<input type="radio"/> Eliminate a grade level or other educational service		<input type="checkbox"/>
Add/adjust educational program components		
<input type="radio"/> Distance education		<input type="checkbox"/>
<input type="radio"/> Dual credit		<input type="checkbox"/>
Management Organizations		
<input type="radio"/> Entering into a new contract		<input type="checkbox"/>
<input type="radio"/> Terminating the current contract		<input type="checkbox"/>
Facilities		
<input type="radio"/> Acquire/construct a new facility		<input type="checkbox"/>
<input type="radio"/> Occupy a new or additional facility		<input type="checkbox"/>
<input type="radio"/> Occupy a temporary facility		<input type="checkbox"/>
<input type="radio"/> Consolidate existing locations		<input type="checkbox"/>
<input type="radio"/> Closure of a campus within a charter network		<input type="checkbox"/>
Other		
<input type="radio"/> Change the mission statement, vision, or goals		<input type="checkbox"/>
<input type="radio"/> Change the name of the school		<input type="checkbox"/>
<input type="radio"/> Change conditions in the original or most recent contract		<input type="checkbox"/>
<input type="radio"/> Transportation		<input type="checkbox"/>
Acknowledgement		
<input type="checkbox"/>	The board of the charter school has approved this request. Attach the agenda and minutes from the applicable board meeting.	
Authorization		
School Leader Name	Brandolyn Thran	
Signature		
Board Chair Name	Amy Nelson	
Signature		

## Executive Summary

*Nevada Classical Academy Elko (NCAE) opened in August 2025 and has not met its expected enrollment projections. Therefore, NCAE requests a reduction in enrollment in existing grade levels.*

## 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.

*As a brand new school, we do not have three years of academic, financial, or organizational ratings.*

*Enrollment data confirms enrollment less than the 10% approved in our application. Despite expansive community outreach and marketing, enrollment is not increasing at a pace that will allow us to meet projected enrollment numbers. Therefore, we request an amendment to our enrollment that aligns with current enrollment data and enrollment patterns.*

## 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.

*Despite expansive community outreach, a high social media presence, and community support initial enrollment did not match expectations. In August 2025 (Table 1), NCAE opened at 73% enrollment (83 students [actual enrollment]/113 students [projected enrollment]). Due to normal attrition events (families moving, schedule changes, school not fitting family expectation) the lowest enrollment was recorded in December 2025 (Table 2) at 69%, with only 78 enrollment students. Since school returning in session after Christmas break, enrollment is on an upward trend with 7 students enrolling in January and early February 2026 (Table 3). Despite this encouraging trend, data does not support the planned enrollment of 113 students.*

*Based on current enrollment data we would like to update enrollment projections to align with current enrollment data and expected growth.*

Table 1. Enrollment Report for August 25, 2025 (First Day of School). The numbers in parentheses represent the number of males/females/total students in that category.

Nevada Classical Academy Elko									
Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
01	1/1/2	0/1/1	-	-	-	6/9/15	1/0/1	-	8/11/19
02	3/0/3	-	0/1/1	-	-	9/10/19	1/0/1	-	13/11/24
03	3/2/5	-	-	-	-	3/4/7	-	-	6/6/12
KG	6/4/10	-	-	-	-	8/9/17	-	0/1/1	14/14/28
All Grades	13/7/20	0/1/1	0/1/1	-	-	26/32/58	2/0/2	0/1/1	41/42/83

Table 2. Enrollment Report for December 19, 2025 (Last Day before Winter Break)

Nevada Classical Academy Elko									
Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total	
01	1/1/2	0/1/1	-	-	-	6/8/14	1/0/1	8/10/18	
02	3/0/3	-	0/1/1	-	-	6/11/17	-	9/12/21	
03	3/2/5	-	-	-	-	6/3/9	-	9/5/14	
KG	5/4/9	-	-	-	-	7/9/16	-	12/13/25	
All Grades	12/7/19	0/1/1	0/1/1	-	-	25/31/56	1/0/1	38/40/78	

Table 3. Enrollment Report for February 5, 2026 (current)

Nevada Classical Academy Elko									
Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total	
01	1/1/2	0/1/1	-	-	-	7/9/16	1/0/1	9/11/20	
02	3/0/3	-	0/1/1	-	-	6/12/18	-	9/13/22	
03	4/2/6	-	-	-	-	7/3/10	-	11/5/16	
KG	5/4/9	-	-	-	-	8/10/18	-	13/14/27	
All Grades	13/7/20	0/1/1	0/1/1	-	-	28/34/62	1/0/1	42/43/85	

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

We are requesting a single enrollment amendment. The proposed changes (Table 4) will impact our budget as it will reduce per pupil funding projections.

Table 4. Updated Enrollment Projections Based on Current Enrollment Data and Trends

Grade Level	Number of Students					
School Year						
K						
1						
2						
3						
4						
5						
6						
7						
8						
Total	85	160	207	257	307	357

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.

*An updated enrollment projection will allow our budget and budget projections to be based on accurate student enrollment data. As we update our current budget to adapt to the real enrollment numbers, we will be able to also update budget projections. Planning with/for a smaller school growth allows us to make better choices in how we can serve our students. Another advantage of the slower school growth is that we can remain in our current facility for a longer period of time.*

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).

*We are actively adjusting our budget to match enrollment realities with the expected expansion planned for in the original contract. There is no timeline associated with that. Marketing will continue and if there is a sudden surge in enrollment activity, NCAE will communicate that with SPCSA.*

## School Community

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

*Most stakeholders are unaware of the enrollment discrepancies. No formal announcement will be made as the projected growth plan (adding a 4<sup>th</sup> Grade classroom) does not change. Based on our*

current enrollment roll-up we will strategically disperse our kindergarten and first graders into three classrooms. This is a personnel cost savings as we will not have to hire an additional first grade teacher.

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

*There is no history of communication with stakeholders regarding the proposed enrollment adjustment.*

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

*The lower enrollment has had a positive impact on students because of our small class sizes. With small increases in enrollment, class sizes are anticipated to remain smaller. Our distribution plan with K/1 classes will best serve students by placing them in the appropriate ability classroom.*

## 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.*

1. Describe the anticipated financial impact of the proposed amendment(s).
  - a. What are the anticipated costs associated with the proposed amendment(s)?

*The largest anticipated cost associated with the proposed amendment is the reduction in per pupil revenue for the next several years. This will require an updated budget projection with necessary staffing changes, as well. With the smaller growth, our personnel expenses will not increase as fast and will better align with responsible staffing with regard to class sizes.*

Table 5. Estimated Per Pupil Revenue

	Based on Actual Current Rollup						
Grade	Year 1 Actual	Year 2	Year 3	Year 4	Year 5	Year 6	
K	27	27	27	27	27	27	27
1	20	27	27	27	27	27	27
2	22	20	27	27	27	27	27
3	16	22	20	27	27	27	27
4		16	22	20	27	27	27
5			16	22	20	27	27
6				16	22	20	20
7					16	22	22
8							16
<b>Total</b>	<b>85</b>	<b>112</b>	<b>139</b>	<b>166</b>	<b>193</b>	<b>220</b>	
Per Pupil Revenue	\$ 870,230.00	\$1,146,656.00	\$1,423,082.00	\$1,699,508.00	\$1,975,934.00	\$2,252,360.00	

Per Pupil Revenue is based on current year amount of \$10,238 per pupil.

- b. What is the school's plan to fund these costs (e.g., grant funding, budget reallocation, increased revenue)?

*The plan to fund the additional cost is to continue with aggressive fundraising, personnel streamlining, grant applications, and budget reallocation. With the reduction in expenditures associated with start-up costs it is anticipated that with budget reallocation and prudent spending, we can achieve a balanced budget.*

- c. How will the proposed amendment(s) impact the school's current and projected budget projections?

*The current budget is being updated to reflect the decreased funding due to low enrollment. Budget projections are also assuming a low enrollment status. In addition, as a brand new school we did not have any financial data on which to base operational expenses on. With a 5-month average we are not able to better project expenses and plan accordingly.*

2. Attach the school's board-approved budget for the current school year, including a cash flow statement.

*See Attached Excel File: Nevada Classical Academy-Elko FY26 Budget Template*

*A Cash Flow Statement through December 31, 2025 is below.*

**Nevada Classical Academy - Elko**  
**Statement of Activities - By Months**  
For the six (6) months ending 12/31/2025



**Accrual**

	Month Ending 7/31/2025	Month Ending 8/30/2025	Month Ending 9/30/2025	Month Ending 10/31/2025	Month Ending 11/30/2025	Month Ending 12/31/2025	Total YTD 12/31/2025	(%)
<b>Operating Revenue</b>								
Donations	0	0	0	0	180,000	0	180,000	30%
PCFP - Adjusted Base Funding	68,339	68,339	68,339	68,339	68,339	68,339	410,032	67%
Revenue - Other	0	7,200	9,067	1,893	784	0	18,944	3%
<b>Total Operating Revenue</b>	<b>68,339</b>	<b>75,539</b>	<b>77,406</b>	<b>70,232</b>	<b>249,123</b>	<b>68,339</b>	<b>608,976</b>	<b>100%</b>
<b>Expenditures</b>								
<b>Salaries &amp; Benefits</b>								
Salary and Wages	12,870	36,159	51,133	54,983	54,317	57,747	267,209	44%
PR Taxes	(41)	1,273	2,529	2,754	2,536	2,832	11,883	2%
<b>Total Personnel</b>	<b>12,829</b>	<b>37,432</b>	<b>53,662</b>	<b>57,737</b>	<b>56,853</b>	<b>60,579</b>	<b>279,091</b>	<b>46%</b>
<b>Member Benefit Expense</b>								
Retirement Contributions	3,005	3,500	2,187	5,072	11,071	12,288	37,123	6%
Unemployment Compensation	140	565	0	1,388	1,380	1,482	4,955	1%
Health Benefits	416	409	3,704	509	2,712	4,857	12,606	2%
<b>Total Member Benefit Expense</b>	<b>3,561</b>	<b>4,474</b>	<b>5,891</b>	<b>6,968</b>	<b>15,162</b>	<b>18,627</b>	<b>54,684</b>	<b>9%</b>
<b>Total Salaries &amp; Benefits</b>	<b>16,390</b>	<b>41,906</b>	<b>59,553</b>	<b>64,705</b>	<b>72,014</b>	<b>79,206</b>	<b>333,775</b>	<b>55%</b>
<b>General and Administrative Expenses</b>								
Professional Fees	17,164	24,698	14,825	15,429	29,686	13,537	115,338	19%
Advertising and Promotion	2,113	0	0	20	40	453	2,625	0%
Insurance	2,377	2,377	2,377	2,375	2,375	2,375	14,255	2%
General Supplies	4,783	7,059	7,468	2,080	4,478	4,230	30,099	5%
<b>Other Expenses</b>								
Tuition Reimbursement for Licensed Administration	1,821	3,641	0	0	0	0	5,462	1%
Employee Training and Development Services	778	0	0	0	0	0	778	0%
Other	3	343	29	345	896	2,000	3,615	1%
Textbooks	5,663	3,903	0	30	475	760	10,831	2%
Uncategorized Expenses	0	0	0	0	0	97	97	0%
Web-based and similar programs	0	841	0	1,401	90	90	2,423	0%
Technology-Related Hardware	0	3,422	0	0	0	0	3,422	1%
<b>Total Other Expenses</b>	<b>8,264</b>	<b>12,150</b>	<b>29</b>	<b>1,776</b>	<b>1,480</b>	<b>2,947</b>	<b>26,626</b>	<b>4%</b>
Printing and Publications	310	232	301	0	0	206	1,049	0%
Repairs and Maintenance	0	462	0	0	0	0	462	0%
Student Activities Expenses	0	0	7,890	0	0	0	7,890	1%
Telecommunication	2	194	0	(92.68)	0	297	400	0%
Telephone	212	314	467	0	0	164	1,156	0%
Travel Expenses	3,288	4,112	0	0	0	0	7,380	1%
Utilities	256	606	69	825	880	1,334	3,950	1%
<b>Total General and Administrative Expenses</b>	<b>38,748</b>	<b>52,204</b>	<b>33,426</b>	<b>22,412</b>	<b>38,899</b>	<b>25,543</b>	<b>211,232</b>	<b>35%</b>
<b>Renting Land and Buildings</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,031</b>	<b>11,031</b>	<b>11,031</b>	<b>66,094</b>	<b>11%</b>
<b>Total Expenditures</b>	<b>66,138</b>	<b>105,110</b>	<b>103,979</b>	<b>98,148</b>	<b>121,945</b>	<b>115,780</b>	<b>611,101</b>	<b>100%</b>
<b>Change In Net Assets</b>	<b>\$ 2,200</b>	<b>\$ (29,571)</b>	<b>\$ (26,573)</b>	<b>\$ (27,917)</b>	<b>\$ 127,178</b>	<b>\$ (47,442)</b>	<b>\$ (2,125)</b>	<b>0%</b>

3. Attach the school’s projected budget for the school years, in which the proposed amendment(s) will be implemented.

*Table 6 provides a projected budget for the next six years. Local revenue (donations) will be used to offset deficiencies. NCAE has a robust savings account funded by local revenue and fundraising will continue understanding the need. In Table 6, personnel expenses and operational expenses were increased based on a 5% increase each year.*

*Table 6 shows the projected budget based on static growth and with a 10% growth. While our request is based on static growth numbers, the school will continue aggressive marketing to*

increase the potentiality that we will grow faster than the static projections. With the 10% growth, it is evident that the budget is in a much stronger position and requires significantly less local revenue contributions.

Five Year Static Projections					
Source	2026-27	2027-28	2028-29	2029-30	2030-31
Local Revenue	\$ 400,000.00	\$ 300,000.00	\$ 250,000.00	\$ 175,000.00	\$ 100,000.00
State Revenue	\$ 1,136,418.00	\$ 1,412,844.00	\$ 1,689,270.00	\$ 1,965,696.00	\$ 2,242,122.00
State SPED	\$ 28,000.00	\$ 35,000.00	\$ 42,000.00	\$ 49,000.00	\$ 56,000.00
State ELL	\$ 16,948.00	\$ 21,185.00	\$ 25,422.00	\$ 29,659.00	\$ 33,896.00
Federal (SPED, Grants)	\$ 25,000.00	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00	\$ 45,000.00
Personnel Expenses	\$ (1,051,500.00)	\$ (1,225,000.00)	\$ (1,414,500.00)	\$ (1,616,500.00)	\$ (1,787,500.00)
Operational Expenses	\$ (537,139.97)	\$ (563,996.96)	\$ (592,196.81)	\$ (621,806.65)	\$ (652,896.99)
<b>Total</b>	<b>\$ 17,726.03</b>	<b>\$ 10,032.04</b>	<b>\$ 34,995.19</b>	<b>\$ 21,048.35</b>	<b>\$ 36,621.01</b>
Five Year Projections with 10% Growth					
Source	2026-27	2027-28	2028-29	2029-30	2030-31
Local Revenue	\$ 250,000.00	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
State Revenue	\$ 1,269,512.00	\$ 1,576,652.00	\$ 1,883,792.00	\$ 2,190,932.00	\$ 2,498,072.00
State SPED	\$ 28,000.00	\$ 35,000.00	\$ 42,000.00	\$ 49,000.00	\$ 56,000.00
State ELL	\$ 16,948.00	\$ 21,185.00	\$ 25,422.00	\$ 29,659.00	\$ 33,896.00
Federal (SPED, Grants)	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00	\$ 45,000.00	\$ 50,000.00
Personnel Expenses	\$ (1,051,500.00)	\$ (1,225,000.00)	\$ (1,414,500.00)	\$ (1,616,500.00)	\$ (1,787,500.00)
Operational Expenses	\$ (537,139.97)	\$ (563,996.96)	\$ (592,196.81)	\$ (621,806.65)	\$ (652,896.99)
<b>Total</b>	<b>\$ 5,820.03</b>	<b>\$ 28,840.04</b>	<b>\$ 34,517.19</b>	<b>\$ 126,284.35</b>	<b>\$ 247,571.01</b>

## 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

- 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.

Table 4 is NCAE's current enrollment cap from the initial application, and presented again below.

*Copied Planned Enrollment from Application*

**1.4 PLANNED ENROLLMENT**

Please complete the Planned Enrollment table below. *This should correspond to the Budget Assumptions and the Student Recruitment and Enrollment section of the narrative.*

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
K	44	44	44	44	44	44
1	22	44	44	44	44	44
2	22	22	44	44	44	44
3	25	25	25	50	50	50
4		25	25	25	50	50
5			25	25	25	50
6				25	25	25
7					25	25
8						25
9						
10						
11						
12						
<b>Total</b>	<b>113</b>	<b>160</b>	<b>207</b>	<b>257</b>	<b>307</b>	<b>357</b>

**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.

*Table 7 shows the planned changes to NCAE’s enrollment cap. We are requesting our enrollment cap to change to 85 students for the remainder of the 25-26 school year and then increase to 112 for the 26-27 school year.*

*Table 7. Requested Enrollment Cap (same figures as Tables 4 and 5, repeated and combined for simplicity)*

		Based on Actual Current Rollup					
Grade	Year 1 Actual	Year 2	Year 3	Year 4	Year 5	Year 6	
K	27	27	27	27	27	27	
1	20	27	27	27	27	27	
2	22	20	27	27	27	27	
3	16	22	20	27	27	27	
4		16	22	20	27	27	
5			16	22	20	27	
6				16	22	20	
7					16	22	
8						16	
<b>Total</b>	<b>85</b>	<b>112</b>	<b>139</b>	<b>166</b>	<b>193</b>	<b>220</b>	
Per Pupil Revenue	\$ 870,230.00	\$1,146,656.00	\$1,423,082.00	\$1,699,508.00	\$1,975,934.00	\$2,252,360.00	

Per Pupil Revenue is based on current year amount of \$10,238 per pupil.

## Facilities

1. Describe the current school facility, including:
  - a. The number of students and staff the facility can accommodate.

*NCAE's current building can accommodate approximately 200 students) and administrative offices/spaces for at least 8 adults. Therefore, with the updated enrollment plan, we can remain in our current facility for a longer period of time that originally projected. This is a positive change and will minimize the need for additional funds to support a building change or expansion.*

- 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.

*The proposed amendment does not impact NCAE's facility needs. See above.*

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.

*The current facility aligns well with the proposed enrollment amendment. No changes to the facility will need to be made.*

## 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: NOT APPLICABLE

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


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

**Eliminate grade level(s) or other educational services: NOT APPLICABLE**

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.

**Acquire/construct a new facility; occupy a new or additional facility; or, occupy a temporary facility: NOT APPLICABLE**

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

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.
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.
7. Attach a copy of the proposed purchase and sale agreement or lease or rental agreement, if not included in Item 6.
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.
9. Include conditioned space square footage and total campus acreage.
10. Full contact information for the current property owner of the proposed facility and any proposed landlord.

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.
12. Attach a copy of the Certificate of Occupancy.
13. Attach documentation demonstrating that the proposed facility complies with all applicable building, safety, health, sanitation, and fire prevention codes.
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.
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.”
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.

#### Add distance education program components: NOT APPLICABLE

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.

## Management Organizations: NOT APPLICABLE

*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: NOT APPLICABLE

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.

**Terminating the current contract: NOT APPLICABLE**

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.

**Other Amendments: NOT APPLICABLE**

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.

	<b>Current</b>	<b>Proposed</b>	<b>Rationale</b>
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.

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.

**Additional amendment-specific questions: NOT APPLICABLE**

*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.*



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NEVADA CLASSICAL ACADEMY ELKO  
REGULAR GOVERNING BOARD MEETING MINUTES  
February 10, 2026

1. Call to order, roll call, and pledge

Meeting was called to order at 2:03PM by Chairperson Amy Nelson.

Board Members Present: Amy Nelson, Lisa Becker, Hank Thurston, and Dorothy Steninger  
School Leader: Brandolyn Thran  
Public: Joe de Braga

2. Public comment: None

3. Official guest discourse: None

4. Old Business

a.) Review and discuss the Enrollment Amendment Application

Thran presented the Enrollment Amendment Application for submission to the State Public Charter School Authority (SPCSA) based on a current enrollment of 85 students.

Becker asked a clarifying question regarding student placement in kindergarten and first grade classrooms. Thran described the spreadsheet created based on real-time revenue and expenses that informed budget projections.

Thran explained the timeline for this amendment and the understanding that in the future other amendments can be submitted based on enrollment changes. The timeline for the current amendment is approval minutes for the amendment will be approved at the Feb 24 meeting, and the package will be submitted to SPCSA by March 2 for the March 13 SPCSA Board Meeting.

**MOTION: Thurston moved to accept the Enrollment Amendment document for submission to SPCSA. Steninger seconded. All in favor.**


5. New Business

None

6. Public comment

None

7. Meeting Adjournment at 2:22pm

Approved by:   
Amy Nelson Chair  
7-71-2021

# [Insert Entity Letterhead Here]

Nevada Department of Education  
700 E. Fifth Street, Suite 104  
Carson City, NV 89701

Date: May 15, 2025

**Nevada Classical Academy Elko**

hereby submits the Final

budget for the fiscal year ending June 30, 2026, consisting of the following estimated revenues and expenditures:

State Education Funds*			Other Governmental Funds***			Proprietary Funds****		
Leg Authorized (PCFP)**			Board Authorized			Board Authorized		
Fund #	Revenues		Fund #	Expenditures		Fund #	Expenditures	
1	100	1,147,854	1			1		
2	206	-	2			2		
3	207	-	3			3		
4	208	-	4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		
<b>TOTAL \$</b>		<b>1,147,854.00</b>	<b>TOTAL \$</b>		<b>-</b>	<b>TOTAL \$</b>		<b>-</b>

### CERTIFICATION

I hereby certify that all actual and/or projected charter school financial information contained herein (including but not limited to: revenues, expenses, assets, liabilities, contracts, fund categories, fund balances, and financial transfers) is complete, accurate, and compliant with all applicable federal, state, sponsor, and school law, regulation, contracts, and standards; for use by the charter sponsor in performing financial performance oversight as required by NRS 388A.273.

I understand and agree that material failure to provide timely, accurate, and complete information herein and upon further sponsor inquiry may result in detrimental performance ratings results and/or intervention action per the Financial and/or Operational Performance Framework(s) required by the school's operating charter.

### AUTHORIZED SIGNATORIES *(Electronic signature accepted)*

School Leader Name Brandolyn Thran Signature Brandolyn Thran  
 Title School Leader Phone 715-860-4300 Email bthran@ncaelko.org

#### Charter Board Members: *(Final Budget ONLY)*

Name <u>Joe de Braga</u>	Signature <u>Joe de Braga</u>
Name <u>Kim Paris</u>	Signature <u>Kim Paris</u>
Name <u>Hank Thurston</u>	Signature <u>Hank Thurston</u>
Name <u>Lisa Becker</u>	Signature <u>Lisa Becker</u>
Name <u>Dorothy Steninger</u>	Signature <u>Dorothy Steninger</u>
Name <u>Fernando Vargas</u>	Signature <u>Fernando Vargas</u>
Name <u>Amy Nelson</u>	Signature <u>Amy Nelson</u>

#### SCHEDULED PUBLIC HEARING: *(Must be held between May 19, 2025 to May 31, 2025)*

Date and Time: 5/21/25 3:00 PM

Publication Date: 5/8, 5/10 + 5/13, 2025

Hearing Location: 1031 Railroad Street, Suite 107, Elko, NV