

*Jonathan Via,  
Chair*



*Melissa McCormick, M.Ed  
Chief Executive Officer*

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**MEMORANDUM**

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TO: Nevada State High School Governing Body  
FROM: Melissa McCormick, Chief Executive Officer  
SUBJECT: NSHS Meadowwood Closure Explanation and Timeline  
DATE: April 8, 2026

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To Whom It May Concern,

This letter serves to formally document the planned closure of NSHS Meadowwood and to outline the timeline and processes that will guide the orderly and compliant closure of the campus. If approved by the SPCSA, the final date of operations for NSHS Meadowwood will be June 30, 2027.

Closure Overview and Notification Process

Following the April SPCSA meeting, by May 1, NSHS will provide formal written notice of closure to all required stakeholders, including parents/guardians, employees, the Nevada Department of Education, the State Public Charter School Authority (SPCSA), the Department of Business and Industry, PERS, and all creditors. These notifications will include the reason for closure, the effective date, administrator contact information, and support plans for student transitions.

Governance and Oversight

Melissa McCormick was formally named the closing administrator at the NSHS Governing Board meeting held on April 2, 2026. In this role, she will act as trustee throughout the closure process and for one year following closure, pending SPCSA approval, and will oversee compliance, financial obligations, records management, and final reporting requirements. A transition team will also be established, consisting of school leadership, finance personnel, legal counsel, faculty representatives (if applicable), and SPCSA representatives to ensure a coordinated and compliant closure process.

Timeline of Key Activities: Through June 30, 2027

Immediate: Notification Phase (By May 1, 2026)

- Close registration for all new students
- Issue all required notices to stakeholders
- Develop communication materials, including talking points and press release
- Notify registering students and families and provide them with alternative options for dual enrollment

Transition Phase (August 2026- May 2027)

- Continue instruction through the end of the academic calendar

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- Support students transition to career/college following NSHS graduation
- Maintain communication systems and operational office for inquiries
- Compile and maintain parent and staff contact records
- Ensure staffing for social events, counselling, NSHS events, and Study Skills.

Operational Wind-Down (February- May, 2027)

- Secure financial records and ensure compliance with all reporting requirements
- Prepare payroll, benefits, and employee transition plans
- Maintain insurance coverage and secure all assets
- Coordinate facility use or relocation of records if necessary

Closure Execution (By June 30, 2027)

- Complete cessation of school operations
- Complete transcript requests for colleges/universities
- Return restricted funds and settle outstanding obligations (e.g. lease agreements)
- Submit all required documentation related to debts, assets, and compliance
- Re-inventory all NSHS items and bring them to SNV campuses via u-haul

Post-Closure Responsibilities (By June 30, 2028)

- Conduct final financial audit and asset inventory
- Submit independent audit within six months of closure
- Finalize dissolution of legal entity and closure of accounts
- Provide final closure report demonstrating compliance with all statutory and regulatory requirements
- Maintain records and respond to any outstanding matters

Administrator Responsibilities

- Managing records for students, staff, and operations
- Settling liabilities and contractual obligations
- Coordinating audits and final reporting
- Ensuring all statutory requirements under NRS 388A.306 and NAC 388A.355 are satisfied

Commitment to Stakeholders

NSHS is committed to ensuring that the closure of NSHS Meadowwood is conducted in a transparent, orderly, and student-centered manner. The organization will prioritize continuity of education, clear communication, and full compliance with all regulatory requirements throughout the closure process.

A handwritten signature in black ink, appearing to read 'Melissa McCormick', is written over a light blue horizontal line.

Melissa McCormick