



# 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.

Danny Peltier, 775-687-9178, [dpeltier@spsca.nv.gov](mailto:dpeltier@spsca.nv.gov)  
Katie Broughton, 775-399-3397, [kbroughton@spsca.nv.gov](mailto:kbroughton@spsca.nv.gov)

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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

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<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.

- Occupy a new or additional facility
- Occupy a temporary facility
- Consolidate existing locations
- Closure of a campus within a charter network
- Other:
  - Change the mission statement, vision, or goals
  - Change the name of the school
  - Change conditions in the original or most recent contract
  - 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	Imagine Schools at Mountain View	
<b>Application Contact Information</b>		
Full Name	Nichole Shaffer	
Role at School	Principal	
Phone	702-253-0251	
Email	Nichole.shaffer@imaginemountainview.org	
<b>Amendment Sought (<i>select all that apply</i>)</b>		
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"/>
<b>Acknowledgement</b>		
<input checked="" type="checkbox"/>	The board of the charter school has approved this request. Attach the agenda and minutes from the applicable board meeting.	
<b>Authorization</b>		
School Leader Name	Nichole Shaffer	
Signature	<i>Nichole Shaffer</i>	
Board Chair Name	Christen Winkler	
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.

### Eligibility

1. Statement of Eligibility:

	2022-2023	2023-2024	2024-2025
Academic	ES: Does not Meet MS: Meets Standards	ES: Does not Meet MS: Meets Standards	ES: Meets Standards MS: Meets Standards
Financial	Meets Standards	Meets Standards	Meets Standards
Organizational	Meets Standards	Meets Standards	Partially Compliant

### Amendment Synopsis

1. Statement of Need:

On the 2025 Validation Day, Imagine Schools at Mountain View reported enrollment of 674 students. This placed the school one student below the +/- 10% enrollment variance threshold established by SPCSA monitoring requirements.

Enrollment fluctuations are attributed to broader regional enrollment dynamics and family mobility trends rather than programmatic or operational deficiencies. While enrollment has stabilized, it remains below the compliance threshold tied to the current cap.

2. Statement of Request:

The school requests approval to reduce its authorized enrollment cap from 750 students to a revised cap aligned with current enrollment levels.

3. Rationale:

Reducing the enrollment cap ensures regulatory compliance, strengthens financial forecasting accuracy, and aligns authorized capacity with realistic enrollment demand. The proposed cap provides sufficient flexibility for modest enrollment growth while avoiding ongoing compliance risk.

4. Timeline:

- Board approval of amendment: January 29, 2026
- Submission to the SPCSA: April 7, 2026
- SPCSA Board consideration: April 17, 2026
- Implementation effective: 2025-2026 school year

### School Community

1. Stakeholder Notice:

There is no impact to any stakeholders associated with Imagine Schools at Mountain View. Staff was notified of the Enrollment Cap Amendment in a staff meeting when discussing current and future enrollment. The school board was notified in preparation for the January 29, 2026 board meeting.

## Financial Impact

There is no anticipated financial impact. The budgeted numbers are within the new requested enrollment cap. The board-approved budget is provided for review.

## 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	23-24	24-25	25-26		
Total	750	750	750		

### 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	26-27	27-28		
Total	725	725	725		

## Facilities

The proposed amendment does not impact the use of the facilities. All rooms will still be occupied in the way they are currently occupied by staff and students. The amendment will not change the educational integrity of the academic and character program that is provided to students.

## 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

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

Not applicable

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

Not applicable

## Add distance education program components

Not applicable

## Management Organizations

Not applicable

## Entering into a new contract

Not applicable

## Terminating the current contract

Not applicable

## Other Amendments

Not applicable

## 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

1. Most recent board approved 25-26 budget
2. Board Agenda with Enrollment Cap Amendment 01/29/2026
3. Board Meeting Minutes 01/29/2026



## **Notice of Public Special Meeting Imagine Schools at Mountain View - Jan 29 2026 Agenda**

Thursday, January 29, 2026 at 4:30 PM PST

6610 Grand Montecito Pkwy, Las Vegas, NV 89149

Below is an agenda of all items scheduled to be considered by the Governing Board of Imagine School at Mountain View unless otherwise stated, items may be taken out of order on the agenda at the discretion of the Governing Board.

In accordance with Nevada's Open Meeting Law, the Governing Board may consider agenda items taken out of order. The Governing Board may combine two or more agenda items for consideration. The Governing Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The Governing Board may continue the meeting as deemed necessary. The Governing Board, at its discretion, may take public comment during times other than the designated Public Comment agenda items. The Governing Board reserves the right to limit public comment to three minutes. Comments may be made in person or virtually, including through the chat feature of the virtual platform. Comments may not be restricted based on viewpoint.

The Governing Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Myrna Medina at (702) 253-0251.

This Meeting Notice and Agenda posted for public inspection in the following locations:

- Imagine School at Mountain View 6610 Grand Montecito Pkwy Las Vegas, NV 89149

Candice Schreiber is inviting you to a scheduled Zoom meeting.

Topic: ISMV Special Board Meeting

Time: Jan 29, 2026 04:30 PM Arizona

Join Zoom Meeting

<https://zoom.us/j/95049158977?pwd=sbz9mLMb90oYV1xMvCAmjQ71WiOdv.1>

Meeting ID: 950 4915 8977

Passcode: 026118

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One tap mobile

+17193594580,,95049158977# US

+12532050468,,95049158977# US

Join instructions

[https://zoom.us/meetings/95049158977/invitations?signature=8H9F2V5wRt3C2pTevedsQvFdmoO2R8ycyGCLRPossvY](https://zoom.us/join/https://zoom.us/meetings/95049158977/invitations?signature=8H9F2V5wRt3C2pTevedsQvFdmoO2R8ycyGCLRPossvY)

**1. Opening of Meeting**

- A. Identification of time, place and location of meeting.

**2. Call to Order**

- A. Roll Call
  - Christen Winkler, President
  - Gina Marku, Board Member
  - Shannon Pash, Board Member
  - Jennifer Shannon, Board Member
  - Nicole Gums, Board Member

**3. Public Comment**


- A. Call to the Public

Members of the public are invited to provide comment on items listed on the agenda or on other matters within the jurisdiction of the Board. Each speaker is limited to three (3) minutes. No action may be taken on any matter raised during public comment until that matter has been specifically included on a future agenda as an item for possible action.

**4. For possible action: Approval of Charter Contract Amendment and Enrollment Cap Adjustment**

- A. Pursuant to **NRS 388A.276** and applicable SPCSA compliance monitoring requirements, charter schools must operate within approved enrollment parameters. Based on 2025 Validation Day data, Imagine Charter School’s enrollment fell outside the allowable variance associated with its currently authorized enrollment cap of 750 students.

To maintain regulatory compliance and align authorized capacity with current enrollment realities, school administration recommends submitting a charter contract

amendment to the Nevada State Public Charter School Authority (SPCSA) to revise the authorized enrollment cap. [ISMV Executive Summary Charter Contract Amendment and Enrollment Cap Adjustment BU Edit.pdf](#) 

Motion to approve the submission of a charter contract amendment to the Nevada State Public Charter School Authority to reduce the authorized enrollment cap from **750 students to 725 students** , effective for the **2025–2026 school year** , and authorize school leadership to execute and submit all required documentation.

**5. For possible action: Approval of ISMV Office Space Project Budget Amendment**

- A. Pursuant to **NRS 388A.330** and the Board’s fiduciary responsibilities, the Board of Directors is responsible for approving material budget adjustments related to capital projects.

[Project Budget.pdf](#) 

Motion to approve the amended ISMV Office Space Project budget in the total amount of **\$251,302.60** , as presented, to accommodate approved scope changes and required regulatory, construction, and compliance-related costs.

**6. Public Comment**

- A. Call to the Public  
Members of the public are invited to provide comment on items listed on the agenda or on other matters within the jurisdiction of the Board. Each speaker is limited to three (3) minutes. No action may be taken on any matter raised during public comment until that matter has been specifically included on a future agenda as an item for possible action.

**7. Closing of Meeting**

- A. Adjourn Meeting  
Motion to adjourn the meeting.

**MINUTES OF AUGUST 6, 2025**  
**SPECIAL MEETING OF THE BOARDS OF DIRECTORS OF**  
**IMAGINE SCHOOLS AT MOUNTAIN VIEW**  
**6610 GRAND MONTECITO PKWY LAS VEGAS NV 89149**

**Notice of Public Meeting Imagine Schools at Mountain View (Wednesday, August 6, 2025)**  
*Generated by Candice Schreiber on Wednesday, August 6, 2025*

**Members present**

Christen Winkler  
Gina Marku  
Jennifer Shannon

**Absent:**

Shannon Pash

**Meeting called to order at 1:03 PM**

**1. Opening of Meeting**

**Procedural: A. Identification of time, place, and location of meeting.**

Christen Winkler called the joint meeting to order, and Candice Schreiber recorded the meeting, and recorded the meeting minutes.

**2. Call to Order**

**Procedural: A. Roll Call**

Christen Winkler called for roll to be taken of the governing board members and attendees.  
Absent member Shannon Pash

**3. Public Comment**

**Procedural: A. Call to the Public**

There were no public comments.

**4. Governing Board President**

**Discussion, Procedural: A. Christen Winkler Board president remarks - Discussion item only**

Board President Christen Winkler opened by thanking board members and Imagine Schools staff for their flexibility in attending the special meeting during the workday. She noted the next regular board meeting, originally scheduled for September 17, will need to be rescheduled due to

her attendance at a work conference. She will work with the regional office and ISMV team to select a new date that maintains compliance for any required September votes. She also expressed appreciation for ISMV administrators and the regional team for their continued work over the summer to close out the prior school year and prepare for the new one. She closed by affirming the board's commitment to supporting ISMV through a successful school year.

## **5. Approve Minutes**

**Action Minutes: A. Review and approve the minutes of June 11th, 2025, Special meeting of the Board of Directors.**

Motion to approve June 11th, 2025, Special board meeting minutes as presented.

Motion by Jennifer Shannon, second by Gina Marku.

Final Resolution: Motion Approved

Yea: Christen Winkler, Gina Marku, Jennifer Shannon

## **6. ISMV Principal: Mrs. Nichole Shaffer-Haley**

**Action: A. Report, review, and possible action to approve AB398 Teacher Raises Plan**

Principal Shaffer-Haley presented the AB 398 Teacher Raise Allocation Plan for board approval, thanking the board for their flexibility in holding the meeting. She explained that AB 398, passed during the 2025 legislative session, provides additional funding for salary increases for instructional and student support staff, excluding administrators.

After consulting with the regional team, the school developed a tiered raise plan:

- **\$4,180** for full-time teachers and those who teach adults or children,
- **\$1,750** for the next tier of qualifying staff,
- **\$1,250** for a final tier of staff.

Staff not included in the October count will still receive raises funded through other sources. Raises will be paid in a lump sum, with appropriate taxes and PERS contributions covered. The school will also cover the additional PERS cost from other funds—not AB 398 dollars. Lastly, a separate budget line item will be created to track AB 398 salary increases, with President Winkler supporting this approach. Shaffer-Haley then opened the floor for questions.

## **President Christen Winkler's Questions and Principal Nichole Shaffer-Haley's Responses Regarding AB 398 Teacher Raise Allocations:**

### **1. Question: Has a date been set for the lump sum payment to teachers?**

**Response:** No date has been set yet. The first step is board approval of the plan. After that, the plan will go to the Interim Finance Committee in October for approval or revision. Until then, there's no confirmed timeline for when the funds will be disbursed to staff.

### **2. Question: Is there any guidance on length of employment required to be eligible for the payout (e.g., if a teacher leaves shortly after the payment)?**

**Response:** There are no stipulations related to length of employment. The raise is considered part of their salary, so even if a staff member leaves after receiving the lump sum, they are still entitled to it.

3. **Question: Are these raises reflected in the teacher contracts that have already been issued, or will they be handled separately?**

**Response:** These raises are **in addition to** the contracted salary amounts. The grant provides separate funding specifically for raises. Although contract documents (e.g., Campus One tab) outline both current and post-raise salary amounts, the original contracts do not include the AB 398 increases. Amended contracts will likely be needed, and staff will be informed that the raises are contingent on the availability of AB 398 funding. If the funding ends, salaries will revert to the original scale approved last November.

There were no further questions.

Motion to approve the AB398 Teacher Raises Plan for ISMV.

Motion by Jennifer Shannon, second by Gina Marku.

Final Resolution: Motion Approved

Yea: Christen Winkler, Gina Marku, Jennifer Shannon

## **7. Closing of Meeting**

### **Action: A. Adjourn Meeting**

Meeting adjourned at 1:14pm

Motion to adjourn the meeting.

Motion by Jennifer Shannon, second by Gina Marku.

Final Resolution: Motion Approved

Yea: Christen Winkler, Gina Marku, Jennifer Shannon