



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 academic¹, 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.²

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

¹ 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](#).

² 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.

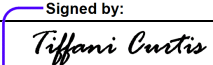
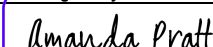
Evaluation Areas

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	Legacy Traditional School - Cadence	
Application Contact Information		
Full Name	Tiffani Curtis	
Role at School	Superintendent	
Phone	(702) 342-0880	
Email	Tiffani.curtis@legacytraditional.org	
Amendment Sought (select all that apply)		
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 checked="" 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	Tiffani Curtis	
Signature	 Signed by: Tiffani Curtis	
Board Chair Name	Amanda Pratt	
Signature	 Signed by: FC2BFEB656554BA... D2364E3D651C437...	

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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. 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.

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.
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.
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.
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).

School Community

1. Stakeholder Notice. Identify the stakeholder groups (i.e., students, families, staff, partner organizations, etc.) impacted by the proposed amendment(s).
2. Summarize the history of communications with these stakeholders regarding the proposed amendment(s).
3. Stakeholder Impact. Explain how each stakeholder group is expected to be affected by the proposed amendment(s).

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)?
 - b. What is the school’s plan to fund these costs (e.g., grant funding, budget reallocation, increased revenue)?
 - c. How will the proposed amendment(s) impact the school’s current and projected budget projections?
2. Attach the school’s board-approved budget for the current school year, including a cash flow statement.

3. 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	2025-2026	2026-2027 *New Charter Term	2027-2028	2028-2029	2029-2030
K	162	162	162	162	162
1st	161	161	161	161	161
2 nd	161	161	161	161	161
3 rd	161	161	161	161	161
4 th	161	161	161	161	161
5 th	161	161	161	161	161
6 th	161	161	161	161	161
7 th	161	161	161	161	161
8 th	161	161	161	161	161
Total	1450	1450	1450	1450	1450

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	2025-2026	2026-2027 *New Charter Term	2027-2028	2028-2029	2029-2030
K	139	162	162	162	162
1st	139	161	161	161	161
2 nd	139	161	161	161	161
3 rd	139	161	161	161	161
4 th	139	161	161	161	161
5 th	139	161	161	161	161
6 th	139	161	161	161	161
7 th	139	161	161	161	161
8 th	138	161	161	161	161
Total	1250	1450	1450	1450	1450

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.
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.

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.
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.
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

4. 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

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

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

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

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.

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.

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.

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

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.

Appendix A: Rationale for Temporary Enrollment Reduction

Legacy Cadence Campus – One School Year Adjustment

This appendix is submitted in support of Legacy Cadence’s request for a one-year temporary reduction in enrollment during the 2025—26 school year. This request reflects a strategic and measured response to current enrollment realities and is not indicative of long-term capacity or demand for the Legacy Cadence campus.

Legacy believes this enrollment adjustment will be limited to a single school year. Over the past year, the organization has invested significant time and resources into strengthening and expanding its recruiting and retention efforts specific to the Cadence campus. These efforts are already underway and are expected to result in increased enrollment that can be sustained over time.

Strategic Focus on Enrollment Growth

Legacy Cadence has implemented and continues to expand a comprehensive recruitment and engagement strategy designed to build consistent enrollment pipelines and strengthen community awareness of the campus. Key components of this strategy include, but are not limited to, the following:

- **Weekly campus tours** for prospective families to provide direct exposure to the school’s academic program, culture, and facilities.
- **Monthly enrollment events** hosted on campus leaders and staff to engage interested families, answer questions, and streamline the application and enrollment process.
- **Community-based events and outreach efforts** to increase visibility of the Legacy brand and the Cadence campus within the Henderson community.
- **Transportation from Legacy Southwest waitlist** families is offered to allow students a Legacy Traditional Schools education. Transportation is provided from the Southwest campus to Cadence and back daily through the transportation grant.
- **Focused staff retention initiatives**, recognizing that staff stability and school culture are critical factors in family recruitment and long-term enrollment growth.
- **Ongoing evaluation and refinement of recruitment practices**, including outreach methods, family communication, and partnerships within the local community.

Outlook and Long-Term Enrollment Confidence

Legacy remains confident in the Cadence campus's ability to increase enrollment following this one-year adjustment. The campus continues to operate in a growing community, and leadership believes that the systems being put in place during this period will result in stronger, more sustainable enrollment trends moving forward.

This temporary reduction is intended to ensure operational stability while recruitment strategies mature and yield results. Legacy fully anticipates returning to higher enrollment levels after the conclusion of the amended school year.



MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF LEGACY TRADITIONAL SCHOOLS–NEVADA, INC.

April 1, 2026

*** Meeting held at Legacy Traditional School – Cadence Campus and via Zoom ***

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

At 5:01 p.m., President Amanda Pratt called the meeting of the Board of Directors of Legacy Traditional Schools–Nevada, Inc. to order and welcomed those attending in person at the Cadence Campus and via Zoom.

The Board recited the Pledge of Allegiance.

II. ROLL CALL

President Amanda Pratt:	Present
Vice President Katy Larrabee:	Present
Secretary Grant Hewitt:	Present
Treasurer Stephen Steele:	Present (departed at 6:00 p.m.)
Member Jamela Christian:	Present (joined at 5:12 p.m.)
Member Andy Kao:	Present
Member Crystal Gibson:	Present
Member Simone Smith:	Present
Member Kristen Watson:	Present

President Pratt noted that a quorum was established.

III. PUBLIC COMMENTS

Ms. Mandel reported that no public comments were submitted by email in advance of the meeting. There were no public comment cards received nor any raised hands on Zoom during the first public comment period.

IV. SUPERINTENDENT’S REPORT AND UPDATES—DISCUSSION

A. Superintendent's Report, including academic progress at the Cadence, North Valley, and Southwest campuses, presented by Dr. Tiffani Curtis, Superintendent, Nathalie Burgess, Associate Superintendent of Academics, and AJ Ellis, Vertex Sr. Director of Academic Leadership

Dr. Curtis presented the district strategy, which is anchored in three strategic priorities: academic achievement, professional practice, and culture and climate. She explained that these priorities are supported by nine essential levers designed to translate strategy into daily practice, align campus work, and ensure that improvement efforts are coherent and focused on student outcomes.

Dr. Curtis reported that during the Quarter 3 "Step Back," principals analyzed both district-level and campus-specific data aligned to the strategic priorities and developed Quarter 4 action plans focused on the highest-leverage instructional priorities. She noted that this process ensures that campuses are responding directly to their most urgent needs and maintaining alignment with district expectations.

Under professional practice, Dr. Curtis reviewed intent-to-return survey data and explained that the organization used this information to inform early hiring and contracting decisions for the 2026–27 school year. She also noted that the organization has engaged with UNLV and Nevada State University to strengthen teacher recruitment pipelines and support long-term staffing stability.

Regarding culture and climate, Dr. Curtis reported that campuses have developed action plans aligned to eNPS and NPS feedback, with a focus on improving communication, staff retention, and overall campus culture. She further noted the positive impact of the Dean of Student Supports role in improving student engagement and strengthening campus systems.

Dr. Curtis also reviewed progress monitoring of core commitments, including implementation of Tier 1 instructional materials, leadership professional development, and campus-specific professional development aligned to observation data. She reported that principals have completed eight full-day professional development sessions and assistant principals five sessions to date.

She reported classroom observation totals of approximately 403 at Cadence, 660 at North Valley, and 332 at Southwest, noting that while observation counts are tracked, the focus remains on improving the quality of instructional feedback and coaching cycles. Board members asked questions regarding observation frequency, differences across campuses, and the balance between quantity and quality of observations, and discussion followed regarding instructional leadership structures and data tracking.

B. Enrollment Update, including reenrollment, month-to-month, and year-to-year comparisons, presented by Jeff Fulton, Vertex Vice President of Marketing

Mr. Fulton presented enrollment data across the Nevada campuses, including current enrollment levels and projections for the upcoming school year. He noted that enrollment remains aligned with expectations and that reenrollment and application activity continue to be monitored closely.

Mr. Fulton also discussed recruitment and marketing strategies, including targeted outreach, improved communication with prospective families, and efforts to strengthen engagement across the enrollment funnel. Board members discussed enrollment trends, capacity considerations at Cadence, and factors influencing future enrollment growth.

C. Staffing Update, including a regional overview and staffing by campus, presented by Lindsay Koehler, Vertex Vice President of Human Resources

Ms. Koehler provided a staffing update, including teacher retention trends and staffing levels across campuses. She reported a teacher retention rate of approximately 82% from July 2025 through March 2026, reflecting improvement compared to the prior year.

Ms. Koehler also reviewed turnover data and ongoing recruitment efforts, noting continued focus on staffing stability, early hiring, and alignment of staffing decisions with enrollment projections. Board members discussed recruitment pipelines, staffing consistency, and strategies to support retention across campuses.

D. Financial Update, including February month close measures and performance to date against SPCSA financial framework measures, presented by Byron Jones, Vertex Chief Financial Officer

Mr. Jones reviewed year-to-date financial performance, reporting net income of approximately \$1.2 million, which is \$1.1 million above budget primarily due to timing of grant funding received during the current fiscal year. He noted that overall revenue performance remains on plan, driven by enrollment stability across campuses.

Mr. Jones discussed expense areas requiring attention, particularly purchased professional services, including general education, psychology, and special education staffing. He explained that these cost pressures are being analyzed and that strategies used in Arizona may be applied in Nevada to improve cost efficiency and staffing models.

Mr. Jones also reported strong liquidity, including approximately \$13 million in cash and more than 100 days cash on hand. He further provided an update on bond rating activity, noting expectations to maintain an investment-grade rating and continued compliance with financial framework and debt coverage requirements.

E. Review of 2026–27 tentative budget for submission to SPCSA, presented by Byron Jones, Vertex Chief Financial Officer

Mr. Jones presented the tentative budget development process and timeline, including upcoming Finance Committee meetings and final Board approval scheduled for May. He explained that the initial budget will reflect a “business-as-usual” model, with subsequent refinement incorporating cost levers and strategic investments.

Mr. Jones further explained that the Finance Committee will review potential cost levers and investment options to ensure transparency and provide the Board with balanced scenarios for decision-making. Board members discussed the importance of aligning financial decisions with student outcomes and ensuring that budget options are both operationally and financially sustainable.

V. CONSENT AGENDA (FOR POSSIBLE ACTION)

- A. January 21, 2026 Board Meeting Minutes
- B. February 19, 2026 Finance Committee Meeting Minutes
- C. 2026–27 Board Meeting Dates

Secretary Hewitt moved to approve the Consent Agenda, as presented. Member Kao seconded the motion.

Roll Call Vote:

Yes’s: Pratt, Larrabee, Hewitt, Christian, Kao, Gibson, Smith, Watson

No’s: None

Abstentions: None

The motion passed.

VI. NEW BUSINESS—DISCUSSION AND POSSIBLE ACTION

A. Review and possible ratification of Nohemi Arias as Assistant Principal at the Cadence campus, presented by Dr. Tiffani Curtis, Superintendent

Member Kao moved to ratify Nohemi Arias as the Assistant Principal at the Cadence campus. Secretary Hewitt seconded the motion.

Roll Call Vote:

Yes’s: Pratt, Larrabee, Hewitt, Christian, Kao, Gibson, Smith, Watson

No’s: None

Abstentions: None

The motion passed.

B. Review and possible approval of an amendment submission regarding the enrollment cap at the Cadence campus for the 2025–26 school year, presented by AJ Ellis, Vertex Sr. Director of Academic Leadership

Secretary Hewitt moved to approve the enrollment cap amendment submission to SPCSA for the Cadence campus, as presented. Member Kao seconded the motion.

Roll Call Vote:

Yes's: Pratt, Larrabee, Hewitt, Christian, Kao, Gibson, Smith, Watson

No's: None

Abstentions: None

The motion passed.

C. Review and possible reappointment of Member Watson to a 1-year term, presented by Amanda Pratt, Board President

Member Kao moved to reappoint Member Watson to a one-year term. Vice President Larrabee seconded the motion.

Roll Call Vote:

Yes's: Pratt, Larrabee, Hewitt, Christian, Kao, Gibson, Smith, Watson

No's: None

Abstentions: None

The motion passed.

VII. PUBLIC COMMENTS

President Pratt opened the second public comment period.

Ms. Mandel noted that there were no public comments emailed in advance. One hand was raised on Zoom; the following member of the public was given three minutes to speak:

- Janet Herrera: asked how the board will support current students; getting rid of behavioral specialists; and students with special needs and lack of support for them

Next, Ms. Mandel offered that there were three public comment cards submitted and each of the following commenters was given three minutes to speak:

- Jason Wright, teacher at Cadence: contracts not being renewed for some returning teachers, administrator communication, and school safety
- Kent Harris: reconsideration of Coach Chavarria's employment for next year
- Mauricio Chavarria: why he should be reconsidered for employment next year

Finally, Ms. Mandel added that there was another raised hand on Zoom, so the following member of the public was given three minutes to speak:

- Rashad Herrera: appropriate meeting times for parents and administrators; staff and student support; school safety; and administrator retention

President Pratt thanked all commenters for their input.

VIII. ADJOURNMENT

There being no further business, President Pratt adjourned the meeting at 6:34 p.m.



NOTICE OF PUBLIC MEETING

Notice is hereby given that the Board of Directors of Legacy Traditional Schools-Nevada, Inc., a public charter school, will conduct a public meeting on April 1, 2026, beginning at 5:00 PM. Attached here is an agenda of all items scheduled to be considered. Unless otherwise stated, the Board President may 1) take agenda items out of order; 2) combine two or more items for consideration, or 3) remove an item from the agenda or delay discussion relating to an item. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate in the meeting. Those individuals requiring assistance are asked to contact Tammy Mandel at nvboardmeetings@legacytraditional.org at least two days prior to the meeting so that arrangements may be conveniently made. Public comment is limited to three minutes per person under the direction of the President.

This Notice and Agenda have been posted at or before 9 a.m. on the third working day before the meeting at <https://legacytraditional.org> and at <https://notice.nv.gov/>.

The meeting will be available virtually through Zoom and at the physical location stated below. As such, public comment may be submitted in one of the following ways:

- *In advance of the meeting by email to nvboardmeetings@legacytraditional.org. Public comments submitted this way will be read in the meeting up to the time limit of three (3) minutes;*
- *If present at the physical location by simply responding to the Board President's call for public comments; or*
- *If participating through Zoom by using the "raise hand" feature.*

**To attend the meeting in person:
Legacy Traditional School-Cadence
325 Inflection St., Henderson, NV 89011**

To attend the meeting via Zoom, please use the link below:

<https://zoom.us/j/91878225753>



AGENDA

MEETING OF THE BOARD OF DIRECTORS, LEGACY TRADITIONAL SCHOOLS-NEVADA, INC.

April 1, 2026, 5:00 pm

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC COMMENTS
Public comment will be taken during this agenda item, with a time limit of three (3) minutes per person per meeting, subject to the discretion of the Board President or his/her designee. Since this meeting will be held by videoconference, public comment may be made following the instructions on the Notice of Public Meeting. Under Nevada open meeting law, members of the Board may not take action on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken.
- IV. SUPERINTENDENT’S REPORT AND UPDATES—DISCUSSION
 - A. Superintendent’s Report, including academic progress at the Cadence, North Valley, and Southwest campuses, presented by Dr. Tiffani Curtis, Superintendent, Nathalie Burgess, Associate Superintendent of Academics, and AJ Ellis, Vertex Sr. Director of Academic Leadership
 - B. Enrollment Update, including reenrollment, month-to-month and year-to-year comparisons, presented by Jeff Fulton, Vertex Vice President of Marketing
 - C. Staffing Update, including a regional overview and staffing by campus, presented by Lindsay Koehler, Vertex Vice President of Human Resources
 - D. Financial Update, including February month close measures and performance to date against SPCSA financial framework measures, presented by Byron Jones, Vertex Chief Financial Officer
 - E. Review of 2026–27 tentative budget for submission to the SPCSA, presented by Byron Jones, Vertex Chief Financial Officer
- V. CONSENT AGENDA (FOR POSSIBLE ACTION)
 - A. January 21, 2026 Board Meeting Minutes
 - B. February 19, 2026 Finance Committee Meeting Minutes
 - C. 2026–27 Board Meeting Dates
- VI. NEW BUSINESS—DISCUSSION AND POSSIBLE ACTION
 - A. Review and possible ratification of Nohemi Arias as Assistant Principal at the Cadence campus, presented by Dr. Tiffani Curtis, Superintendent (For Possible Action)
 - B. Review and possible approval of an amendment submission regarding the enrollment cap at the Cadence campus for the 2025–26 school year, presented by AJ Ellis, Sr. Director of Academic Leadership (For Possible Action)



- C. Review and possible reappointment of Member Watson to a 1-year term, presented by Amanda Pratt, Board President (For Possible Action)

VII. PUBLIC COMMENTS

Public comment will be taken during this agenda item, with a time limit of three (3) minutes per person per meeting, subject to the discretion of the Board President or his/her designee. Since this meeting will be held by videoconference, public comment may be made following the instructions on the Notice of Public Meeting. Under Nevada open meeting law, members of the Board may not take action on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken.

VIII. ADJOURN