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ACTION MEMORANDUM

TO: SPCSA Authority Board
FROM: Katie Broughton, Director of Authorizing, SPCSA
Danny Peltier, Management Analyst Supervisor, SPCSA
SUBJECT: **Signature Prep Organizational Performance Framework Issuance of Notice of Concern**
DATE: October 9, 2026

Background

The Organizational Performance Framework defines the operational standards to which a charter school should be accountable to its authorizer and the public. It is designed to treat all schools as though they are the same, but only in terms of meeting minimum legal and ethical requirements. This enables schools to retain flexibility and autonomy to be different in the ways that matter most for a school's mission, vision, and educational program.

The expectations set out in the organizational framework derive from state and federal law and the operating terms proposed by the school in the charter application. Of the three frameworks, the organizational framework is most closely aligned with the charter contract to document operational expectations such as special education, reporting requirements, and the like.

One of the authorizer's core responsibilities concerning charter schools is to protect the public interest. The organizational framework is the primary lever for carrying out this responsibility. It enables the authorizer to ensure that charter schools respect the rights of students, staff, and families within the schools as well as the interests of the public in ensuring that charter schools meet the legal obligations that state and federal legislatures have determined should apply.

The framework includes four compliance categories to evaluate the school's organizational performance and compliance.

- Charter Contract: The charter contract category asks the question: Is the school compliant with the charter contract? Schools must meet one standard to be in compliance.
- Governance: The governance category asks the question: Does the board comply with basic

governance requirements? Schools must meet six standards to be in compliance.

- Federal and State Statute, Administrative Code, and Regulation
 - Education Personnel: Does the school comply with basic staffing requirements? Schools must meet five standards to be in compliance.
 - Language and Culture: Does the school comply with requirements for students who qualify as English learners? Schools must meet three standards to be in compliance.
 - Special Education: Does the school comply with applicable requirements for students with disabilities? Schools must meet six standards to be in compliance.
 - Safe and Healthy Schools: Does the school comply with health and safety requirements for all students? Schools must meet four standards to be in compliance.
 - Education Requirements: Does the school comply with applicable education requirements? Schools must meet five standards to be in compliance.
 - Charter or Education Management: Does the school comply with accountability and reporting requirements? Applicable schools must meet three standards to be in compliance.
- Operations: The operations category asks the question: Does the school submit epicenter tasks on time? Compliance in this category depends on the percentage of Epicenter tasks: 90% of on-time submissions are considered Meets Standard; 80-89% Approaches Standard; and less than 80% Does Not Meet Standard.

Overview of Organizational Performance Framework Findings

Signature Prep was rated as Does Not Meet Standard in, Governance, Language and Culture, and CMO/EMO and is being recommended for a Notice of Concern.

Governance

Signature Prep was rated as Does Not Meet the Standard in Governance due to multiple findings during the 2025-26 school year including but not limited to the following. The school failed to submit within 10 days of appointment all required governing board member documents pursuant to NRS 388A.320. The school failed to confirm completion of fingerprinting/background checks for all board members pursuant to NRS 388A.323. Additionally, the school frequently failed to submit approved meeting minutes pursuant to NRS Chapter 241 and NAC 388A.525.10 on time.

Language and Culture

Signature Prep was rated as Does Not Meet the Standard due to the finding that reported staff providing EL services did not hold the ELAD endorsement pursuant to NRS 388A.518.

EMO/CMO

Signature Prep was rated as Does Not Meet the Standard due to failure to submit the Education Management Organizational Evaluation Report on time pursuant to NRS 388A.354 and NAC 388A.580.

Analysis and Staff Recommendation

As noted previously in this memo, SPCSA staff has determined to issue Signature Prep a Notice of Concern due to evidence of weak organizational performance through ongoing oversight and repeated

material failure to submit items in a timely and/or complete manner. SPCSA staff provided Signature Prep with preliminary findings on September 9, 2026, and provided the opportunity to all schools to provide additional information to cure items by providing additional information and/or evidence. Signature Prep did not provide additional information to SPCSA staff during the cure period. As such, SPCSA staff recommend Signature Prep be issued a Notice of Concern for Organizational Performance as outlined in the SPCSA's Performance Framework.

Proposed Motion: Approve the recommendation of SPCSA staff to issue a Notice of Concern to Signature Prep under the organizational performance framework for the 2025-26 school year.