

# CHARTER AUDIT COMMITTEE MINUTES

December 19, 2025  
Department of Education

## **MEMBERS IN ATTENDANCE**

James Smack, Chairman, Chief Deputy Controller, Nevada State Controller's Office  
Michael Shafer, Audit Manager, Department of Education  
CJ Manthe, Retired State Employee  
Jessica Young, ACFR Accountant II, Nevada State Controller's Office  
Amelia Thibault, Management Analyst III, Department of Education

## **MEMBERS EXCUSED**

Mike Dang, Charter School Sponsoring Officer, City of Henderson

## **STAFF PRESENT**

Braden Hudnall, Administrative Assistant II, Department of Education  
Greg Ott, Chief Deputy Attorney General, Nevada Attorney General's Office

### **I. ROLL CALL/CALL TO ORDER**

The meeting was called to order at 1:32 pm.  
All members were present except Mr. Dang, who was excused by Chair Smack.

### **II. PUBLIC COMMENT I**

Chair Smack asked for comments from the public. There were no members of the public who wished to make comments.

### **III. APPROVAL OF MINUTES**

The committee briefly reviewed the minutes from the October 21, 2025 meeting.  
Chair Smack noted that Ms. Young's title should be changed to "ACFR Accountant II".  
With no other changes needing to be made, Ms. Thibault motioned in favor to accept the minutes as written. Ms. Young seconded the motion.  
The committee unanimously voted in favor of the motion and passed the minutes.

### **IV. REVIEW PRIORITIES AND PROCEDURES FOR RFQ SUBMISSIONS**

Chair Smack continued the discussion from last meeting on the necessary changes to the RFQ that should be made in the creation of the 2026 RFQ.  
Chair Smack noted that a draft of the 2026 RFQ had already been put together with all of the approved changes voted on in the prior meeting.  
Ms. Thibault showed the committee the drafted version of the 2026 RFQ that she had put together, incorporating all the approved changes from last meeting while also adding in some updated formatting and drafted language that she had been tasked with putting together during the previous meeting. The committee went through Ms. Thibault's RFQ draft point by point to discuss the changes she had made.  
Ms. Thibault showed the language she used for the "Sample Audit Plan" segment under Section D on page 4 of the document. The rest of the committee had no issue with the changes she had made to that section.

Ms. Thibault showed the “Specific Evaluation Criteria” section of the document and noted changes she made including adding an “Audit Process” section (totaling ten points) and adding an “Audit Plan” section (totaling ten points).

Ms. Young asked if the total points for the rubric were still the same as they had been in previous years. Ms. Thibault confirmed that the total score was still 70 points, with 50 points being the minimum necessary for passing. She showed that to get there, she compiled all of the offeror experience qualifications into one single section totaling 20 points. She also edited the “Personnel Qualifications” section down from a 15-point total to a 10-point total.

Ms. Manthe thanked Ms. Thibault for all of her work on the RFQ draft. She then said that she would feel more comfortable if there were a few more points given out for experience. The committee agreed to increasing the “Offeror Experience” section to 30 points and making the final total score be out of 80 points, with a minimum passing threshold of 60 points. Ms. Thibault adjusted the scoring to reflect the wishes of the committee.

Ms. Manthe also suggested changing the “Submission Quality” section to be on a scale ranging from zero to five points, to reflect that submissions rarely fall into one of the two extremes when it comes to quality.

Mr. Shafer suggested changing the word “sufficient” in the “Submission Quality” section to “complete” in order to better describe the qualities the committee is seeking.

Ms. Thibault then went in-depth into all the formatting changes she made to the RFQ. She removed the expedited application section, as that would not be applicable to 2026. She also combined a few sections to make the overall layout of the RFQ look nicer.

After review, a few minor changes were made, such as “Charter Holders” on page 2 being changed to “Charter Schools” and having references to expedited applications not being accepted in 2026 be in bold text.

With no added discussion from the committee, Mr. Shafer motioned to accept the amended changes to the RFQ as proposed to the committee by Ms. Thibault. Ms. Manthe seconded the motion. The committee unanimously voted in favor of the motion and accepted the amended changes.

Chair Smack suggested scheduling the RFQ release for Monday, December 22, 2025. He also suggested giving firms a month to put their applications together, and thus making Friday, January 23, 2026 the deadline for submissions.

The rest of the committee agreed with the proposed release date and submission deadline.

Mr. Shafer motioned to officially accept the 2026 RFQ as amended. Ms. Manthe seconded the motion. The committee unanimously voted in favor of the motion and accepted the RFQ as amended for release to the public.

## **V. SCHEDULE RFQ RELEASE AND RFQ APPROVAL MEETINGS**

Chair Smack noted that the RFQ release had already been discussed and approved.

In order to give the committee members plenty of time to review the full applications, Chair Smack suggested scheduling the RFQ review meeting on Wednesday, February 4, 2026 at 1:30 PM. All committee members agreed with this date.

Chair Smack also suggested scheduling a potential second meeting just in case issues arise or late submissions are sent in. He suggested scheduling this for exactly a week afterward, on Wednesday, February 11, 2026 at 1:30 PM. All committee members agreed with this date as well.

## **VI. PUBLIC COMMENT II**

Chair Smack asked for comments from the public.

There were no members of the public who wished to make comments.

The meeting was adjourned at 2:16 pm.