

# Washoe County School District

## Annual Charter School Performance Audit

Encompass Academy HS – 2024-2025

Auditing Department	Name of Auditor	Compliance with Statutes and Regulations	Compliant / Non-Compliant	Comments
Accountability	Kemp, Kyle	The charter school has met the requirements of the NDE with regards to any state reporting. The charter school maintains data accuracy and integrity of all data elements and complies with requirements to participate in the automated system of accountability information for Nevada (SAIN).	Compliant	Encompass and the Accountability office have created a great working communication tunnel. Encompass has completed all of the necessary reporting requirements up to this point and we look forward to continuing that work with them.
Student Accounting	Mandeville, Desiree	Regarding student attendance, the charter school: <ul style="list-style-type: none"> <li>• Provides a copy of the attendance policy to each student</li> <li>• Keeps a copy of the attendance policy available for public inspection</li> <li>• Includes NRS 392.122 in the attendance policy</li> <li>• Provides a copy of rules for truancy</li> <li>• Provides a copy of the letter of approval from the Superintendent of Public Instruction for legend of symbols for attendance</li> </ul>	Compliant	
Student Accounting	Mandeville, Desiree	A description of the procedure and documentation for the enrollment and withdrawal of pupils in the charter school.	Compliant	Provided clean and clear guidelines and procedures their schools use for enrollment and withdrawal of a student along with all required documentation.

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Student Accounting	Mandeville, Desiree	Provide a description of how the lottery system works and how parents are notified of the system.	Compliant	Lottery policy is made available to parents through the student handbook.
Student Accounting	Mandeville, Desiree	If the charter school enrolls pupils in kindergarten, first, or second grades, the charter school complies with NRS 392.040 regarding the ages for enrollment in those grades.	N/A	School is 9-12
Student Accounting	Mandeville, Desiree	The charter school provides written notice to the parents and guardians of pupils in grades 9-12 indicating whether or not the Northwest Association of Accredited Schools accredits the school.	Compliant	School provides written communication via mail to parents/families of the schools current and active accreditation status.
Student Accounting	Mandeville, Desiree	The charter school complies with <a href="#">NRS 388A.487</a> regarding rules for academic retention and provides a copy of these rules. The charter school complies with NAC 389.445 and NAC 389.659 regarding units required for promotion to the next higher grade.	Compliant	Asked to provide their schools policy on retention and promotion as it was not provided within the original submittal of monitor audit by the school. They provided their policy which has been updated and added to their student handbook.
Student Accounting	Mandeville, Desiree	The charter school has developed a procedure for the maintenance of records.	Compliant	The maintenance of records procedure provided is detailed and clear.
Student Accounting	Mandeville, Desiree	The teachers' class record books comply with regulation.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school provides the minimum number of days for a school year and the minimum number of minutes of instruction per day. School provides a copy of school calendar and a daily schedule.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school has a procedure for documenting credit for courses completed successfully.	Compliant	Made minor corrections to student transcripts due to a repeating of courses that were not entered correctly on to the student's transcript.

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Student Accounting	Mandeville, Desiree	The charter school complies with all graduation and diploma requirements.	Compliant	School has clear and detailed information within their student handbook of graduation requirements and credit summary in order to earn a standard or advanced diploma.
Student Accounting	Mandeville, Desiree	The charter school complies with the requirements of the master register.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school is connected to WCSD Student Information System (Infinite Campus) through the WCSD network and follows WCSD standards and procedures in relation to the WCSD Infinite Campus.	Compliant	
Assessment Division	Aird, Sandra	The charter school administers achievement and proficiency examinations	Compliant	
Counseling Services	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with requirements for reporting abuse and neglect.	Compliant	Regarding the health and safety of pupils, Encompass Academy does comply with all requirements for reporting any kind of abuse and neglect. Our mandatory reporter training was presented for all staff at the beginning of the school year.
Counseling Services	Loudon, Katherine	The charter school provides appropriate counseling and guidance services for its students, including students with disabilities and students at risk. If the charter school employs a Counselor, the Counselor holds a valid School Counselor license from the Nevada Department of Education.	Compliant	Encompass Academy provides the appropriate and necessary counseling to ensure the social, emotional, and academic wellbeing of students including all students with disabilities and students at risk.

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Curriculum	Fox, Kindra Anderson, Jenni	If the charter school is dedicated to providing educational programs and opportunities for pupils who are at risk, a determination whether the educational program and services provided to those pupils is appropriate and carried out in an effective manner.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction in the core academic subjects set forth in NRS 389.018 (1), as applicable for the grade levels of pupils.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction based upon the standards of content and performance established by the Council to Establish Academic Standards.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	At a minimum, the charter school provides and requires students to take the courses of study required of pupils by statute or regulation for promotion or graduation.	Complaint	Comments to follow
504	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with Section 504 of Title V of the Rehabilitation Act of 1973.	Yes	Encompass Academy department complies with Section 504 from Title V of the Rehabilitation Act of 1973
Facilities Management	Hoppe, Charlie	A determination whether each facility that the charter school occupies complies with applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school, its officers or its employees have complied with all financial terms and conditions of the written charter.	Compliant	

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Internal Audit	Starkey, Kirk McMahon, Matt	The school has complied with generally accepted standards of accounting and fiscal management.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not filed for a voluntary petition of bankruptcy, been adjudicated bankrupt or insolvent, or been otherwise financially impaired such that the school is deemed unable to continue to operate.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has refrained from using public money to purchase real property or buildings without the approval of the sponsor.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not operated for profit.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All money received by the charter school from the state and from the board of trustees of WCSD is deposited and maintained in a bank, credit union or other financial institution in this state.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school complied with applicable federal laws and regulations governing the provisions of any federal grants obtained for the school.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has designated a person to draw all orders for the payment of money belonging to the charter school and lists all orders using a cumulative voucher system.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the school has prescribed the procedures by which the orders for payment must be approved and signed.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All orders for payment of money to a member of the governing body of the school have been drawn only for salary, travel expenses, subsistence allowances or for services rendered by the member.	Compliant	

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Internal Audit	Starkey, Kirk McMahon, Matt	The annual report of the budget has been submitted to WCSD and the Nevada Department of Education on or before November 1 <sup>st</sup> .	Complaint	
Internal Audit	Starkey, Kirk McMahon, Matt	Except for those that may be authorized by specific statute or by the written charter of the charter school, the charter school does not charge tuition or fees.	Complaint	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has ensured that a current written inventory of the equipment, supplies and textbooks of the charter school is maintained and has provided a copy of the current written inventory to WCSD as the charter school's sponsor.	Complaint	
Internal Audit	Starkey, Kirk McMahon, Matt	An annual audit has been completed in compliance with the performance requirements of NAC 387.755 and submitted to the governing body for review at a public meeting not later than 120 days after the close of the fiscal year for which the audit is conducted.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school utilizes the chart of accounts prescribed by the Nevada Department of Education.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	Not later than June 8 of last school year, the governing body of the charter school, at a public meeting, adopted its final budget for the charter school for the current fiscal year; the budget was prepared on forms prescribed by the Department.	Compliant	
Office of School Improvement	Coombs, Ron Kuster, Nick	On or before September 15 <sup>th</sup> of the latest year, the charter school provided the sponsor with a written description of the progress of the charter school in achieving the mission and goals of the charter school set forth in its application.	Compliant	

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School Police, Emergency Management Services	Anderson, Roy	The charter school complies with NRS 392.450 by providing drills for pupils in the appropriate procedures to be followed in the event of an emergency and by posting escape routes.	Non-Compliant	<p>Encompass has only entered two evacuation (one fire and one earthquake), one code red/yellow, and one code blue drill so far in the 2024-25 school year. There should be at least five evacuation drills, at least one code red, and one code yellow drill conducted so far this school year. See NRS 392.450 for drill requirements.</p> <p><a href="https://www.leg.state.nv.us/NRS/NRS-392.html#NRS392Sec450">https://www.leg.state.nv.us/NRS/NRS-392.html#NRS392Sec450</a></p>

<p>School Police, Emergency Management Services</p>	<p>Anderson, Roy</p>	<p>The charter school complies with NRS 388.243 (1) by developing a plan to be used by the charter school in responding to a crisis, emergency or suicide. (2) The plan developed pursuant to subsection 1 must include, without limitation:</p> <p>(a) The plans, procedures and information included in the model plan developed by the Department pursuant to NRS 388.253;</p> <p>(b) A procedure for responding to a crisis or an emergency and for responding during the period after a crisis or an emergency has concluded, including, without limitation, a crisis or an emergency that results in immediate physical harm to a pupil or employee of a school in the school district or the charter school;</p> <p>(c) A procedure for enforcing discipline within a school in the school district or the charter school and for obtaining and maintaining a safe and orderly environment during a crisis or an emergency;</p> <p>(d) The names of persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that are available to provide counseling and other services to pupils and staff of the school to assist them in recovering from a crisis, emergency or suicide; and</p> <p>(e) A plan for making the persons and organizations described in paragraph (d) available to pupils and staff after a crisis, emergency or suicide.</p>	<p>Compliant</p>	
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Auditing Department	Name of Auditor	Compliance with Statutes and Regulations	Compliant / Non-Compliant	Comments
Student Discipline	Kendrick, Lindsay	Regarding student behavior, the charter school: <ul style="list-style-type: none"> <li>• Provides a copy of rules, consequences and disciplinary procedures</li> <li>• Maintains, for public inspection, a copy of rules, consequences and disciplinary procedures</li> <li>• Complies with policies and procedures for suspension and expulsion</li> <li>• Complies with policies and procedures for the suspension and expulsion of students with disabilities</li> </ul>	Compliant	
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school: <ul style="list-style-type: none"> <li>• Provides adequate health services in the following areas:               <ul style="list-style-type: none"> <li>○ Management of accidents and illness</li> <li>○ Management and reporting of communicable diseases;</li> </ul> </li> <li>• Maintains records of the immunizations required of pupils;</li> <li>• Complies with requirements for the screening of vision, hearing, and scoliosis; and</li> <li>• If designated, complies with requirements for screening of student height/weight.</li> </ul>	Compliant	The immunizations are up-to-date and the annual report for the State will be sent soon. Major accidents are reported to parents and accident report are filled out and sent to principals. The mandatory screening was done in October and has been recorded. Epi pen training was done in August.
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school complies with requirements for crisis response in public schools.	Compliant	

**Encompass Charter School  
2024-2025 School Year**

The Curriculum and Instruction department has reviewed the files provided which included:

1. Current list of textbooks, supplemental curricula, intervention programs, software, and other curriculum programs currently in use.
2. Curriculum maps, pacing guides, lesson plans and/or other applicable curriculum documents to include documentation of how instruction and assessment are tied to standards.
3. A copy of the school master schedule.

**English:**

Curriculum materials provided for grades 9-12 indicate consistent, standards-aligned (NVACS) ELA instruction is occurring. Documentation was provided that demonstrates students are exposed to a variety of diverse and relevant texts and that every genre of writing is being taught throughout each grade-level. Standards are clearly cited, learning objectives aligned, and both formative and summative assessments included.

**Commendation:** All ELA courses are guided by relevant essential questions and include actionable student objectives.

**Mathematics:**

The mathematics courses feature clear and concise course plans for each grade level, with pacing that is coherent and realistic, ensuring an effective and manageable progression of content. Additionally, the inclusion of curricular materials with guidance on activities and assessments provides strong support for both teachers and students.

For consideration, it might be beneficial to separate the accountability portion of the grade into its own grade category, for example citizenship or employability skills. This would allow the course grade to reflect solely a student's knowledge and mastery of the standards, ensuring a more accurate representation of academic achievement.

**Science:**

There is evidence of skills and objectives in the pacing guides for Biology, Physical Science and Environmental Science. The performance expectations are listed by week. Activities, labs and assessments are also included.

**Recommendation:** Include the cross-cutting concepts, the disciplinary core ideas, and the science and engineering practices learned through the content as prescribed by NVACS.

**Social Studies:**

Curriculum documents provided indicate that the school provides the required three full years of social studies instruction, including Economics. Curriculum frameworks and pacing guides indicate alignment to NVACS-SS. The pacing guides utilized are the former Washoe County School District

scope and sequence curriculum documents and include repeated exposure to current NVACS-SS in grades 10 -12. Some instructional resources are identified in the pacing guides.

**Commendation:** Courses are coherent, standards-aligned, and the suggested resources indicate a focus on rigorous historical thinking.

**Recommendations:**

- Identify learning objectives and assessments in curriculum maps.
- Consider creating an additional social studies course so that students have the ability to earn the Flex credit through social studies.