

MINUTES
of the meeting of the
BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS
April 26, 2016

The Board of Directors of Somerset Academy of Nevada held a public meeting on April 26, 2016 at 6:00 p.m. at 4491 N. Rainbow Blvd., Las Vegas, Nevada 89108.

1. Call to order and roll call.

Board Chair Cody Noble called the meeting to order at 6:14 p.m. Present were Board Members Cody Noble, Will Harty, Carrie Boehlecke (6:21), Travis Mizer, John Bentham, and Sarah McClellan.

Eric Brady was not present at this meeting.

Also present were Executive Director John Barlow, Principal Gayle Jefferson, Principal Elaine Kelley, Principal Francine Mayfield, Principal Sherry Pendleton, Principal Dan Phillips, Principal Reggie Farmer, and Bethany Farmer, as well as Academica Nevada Representative Ryan Reeves, Trevor Goodsell, Carlos Segrera, Jacob Smoot, and Kristie Fleisher.

2. Public Comments and Discussion.

Mr. Jeff Talbot, a parent of Somerset Stephanie students, addressed the Board in an effort impress upon them the need for a Somerset high school in the Henderson area of which many parents were very enthusiastically advocating. Member Noble stated that the Board had given authority to staff to look into the prospect, to which Executive Director John Barlow addressed the Board and stated that they were looking into the possibility of available property that could house a K-12.

Ms. Jill Dayne, a 5th grade teacher, and Christine Simo, a 3rd grade teacher at Losee, addressed the Board and stated that they had taken an informal poll, independent of the administration, of the teachers at Losee regarding 25 versus 26 students in the classroom. Ms. Dayne stated that 85% of the teachers who would be teaching 3rd-5th grade in the 2016/2017 school year responded, as well as specialists. Ms. Dayne provided the Board with written results of the survey, including reasons why or why not they would welcome the increase in students. Ms. Dayne noted that all responding teachers found 26 students acceptable. Ms. Simo clarified that most teachers made it clear that 26 students work well for grouping; however, they would not want increases beyond that. Member Mizer asked how the survey was presented to the teachers in specific reference to question four, for which one comment referenced funding. Ms. Dayne replied that they did not give specifics in the survey; however, some teachers were present at the last board meeting where this topic was discussed in reference to funding teacher pay increases and commented accordingly. Member McClellan asked if the teachers knew that the raises had been approved without increasing class sizes, to which Ms. Dayne replied that they had taken the survey recently in hopes that the results would not be tied to what transpired in the board meeting. Some additional discussion ensued with Ms. Dayne and Ms. Simo offering to share their survey with other campuses. Member Noble stated that it was a subject worthy of further exploration with the help of Executive Director John Barlow, who concurred. Member Mizer suggested making sure that pay increases not be part of the survey. Member Noble asked Executive Director Barlow to consult the Board regarding the questions that would be asked.

Ms. Morgan Corona, 3rd grade teacher at Losee, addressed the Board and stated that she had recently begun her internship in administration and wanted to introduce herself to the Board.

3. Review and Approval of Minutes from the February 24, 2016 Board Meeting.

Member Boehlecke Moved to Approve the Minutes from the April 26, 2016 Board Meeting with some minor changes. Member Harty Seconded the Motion, and the Board voted unanimously to Approve.

4. Student Recognition/Campus by Students from the North Las Vegas Campus.

Principal Francine Mayfield addressed the Board and stated that they had developed an incredible arts program which could rival any high school program. The students of the North Las Vegas campus presented a video they had entirely produced on their own, showcasing many of the student body's artistic achievements, including the soundtrack performed by their band.

5. Review of School Financial Performance.

Mr. Carlos Segrera addressed the Board and directed them to page 16 of the support materials where the financial summary as of February could be found, adding that Somerset had a surplus of \$994,294. Mr. Segrera stated that this amount included a reimbursable from the Sky Pointe construction in the amount of about \$34,000, which would be added to the surplus. Mr. Segrera summarized the breakdown including those items under budget: salaries, benefits, lease payments, as well as some other small items. Mr. Segrera stated that items over budget included: utilities, maintenance, consumables, and a system-wide depreciation expense which would need to be distributed among the campuses.

6. Approval of Revisions to Financial Policies and Procedures Manual.

Mr. Trevor Goodsell addressed the Board and directed them to page 60 and reviewed the various revisions to the Financial Policies and Procedures Manual, including an increase to \$500 from \$250 at which the office managers would need to deposit checks; added signers to the account (Executive Director, Vice Chair, and CFO and COO at Academica); online automatic utility payments; Board approved contracts over \$25,000 signed by the Executive Director; NSLP bank account; the elimination of petty cash for purchasing; authorization for an Executive Director credit card; and the changing of specific vendor names to generic names.

Member Noble asked if the credit card limits would need to be approved individually by the Board, to which Mr. Goodsell replied that the limit would be \$2,500 as that is the amount under which a second signature was not required, adding that it should not need a new approval as it was already an approved amount. Member Noble stated that it appeared that Board approval was indeed necessary according to the wording, to which Mr. Goodsell stated that the Board could approve the limit as a part of this agenda item. Member Noble asked if any of the changes would cause any problems with future audits, to which Mr. Goodsell stated that there should not be any problems.

Member Noble Moved to Approve the revisions to the Financial Policies and Procedures Manual as presented. Member Bentham Seconded the Motion, and the Board voted unanimously to Approve.

Member Noble Moved to set the Academica COO and Executive Director credit card limits at \$2,500. Member Boehlecke Seconded the Motion, and the Board voted unanimously to Approve.

10. Discussion and Possible Action Regarding HVAC Retrofit and Roof Replacement for the North Las Vegas Campus.

Mr. Jacob Smoot addressed the Board and explained that the North Las Vegas campus was in need of an HVAC retrofit and roof replacement, and that the recommendation was to make these repairs as well as a couple of other minor projects (security cameras inside the NLV and Sky Pointe campuses), using savings from the build-out at Sky Pointe. Mr. Smoot stated that those savings might also be used for the awning structure at the Sky Pointe campus. Mr. Smoot asked the Board to consider approving moving forward with these projects.

Mr. Ryan Reeves addressed the Board and explained that the first request would be to approve the construction of the awnings, upon which it had not been determined where the funds would come from, whether it would be Sky Pointe PTO funds, or possibly the savings from the build-out at Sky Pointe. Mr. Reeves stated that because the property belongs to the Board, regardless of where the funds come from, approval would be needed for the construction. Mr. Reeves stated that the second item needing approval would be for the HVAC and roof replacement at the North Las Vegas campus for the original campus, not that which is still under a lease.

Member Noble asked if the savings from Sky Pointe were funds that could be accessed, to which Mr. Goodsell replied that bond counsel strongly suggested against buying back any of the bonds as it is a burdensome process and more than likely the money could be used elsewhere. Member Harty asked what the amount in savings was, to which Mr. Goodsell replied that it would be somewhere near one million. Member Harty asked how much the HVAC and roof replacement would cost, to which Mr. Smoot replied that it would be around \$500,000. Member Harty asked for clarification on why they would not want to return the money if they borrowed more than was needed, to which Mr. Goodsell stated that it was suggested by bond counsel and that it was money they would not have to take from the operating funds for these projects.

Member Harty stated that he was in favor of these projects; however, they should come under the same scrutiny as any money from the operating fund.

Some discussion ensued regarding the vast differences in the bids for the awning with the conclusion being that because there were varying degrees of possibilities, it was hoped that they would receive approval from the Board to proceed with a possible solution to the issues of a shade structure needed for dismissal at the Sky Pointe campus. Principal Gayle Jefferson addressed the Board and stated that there were alternatives to the awning. Member Noble asked if the Board needed to give approval of something that the PTO would be funding, to which Mr. Reeves clarified that they would only need to approve any alteration (drilling of holes, etc.) to the campus. Member Harty asked Principal Jefferson if she would like the Board to approve use of those funds for the awning, to which Principal Jefferson stated that she felt like those funds might be better used elsewhere and that she could potentially come up with an alternate solution.

Member Harty Moved to Approve delegation regarding a shade structure, which may include holes in the ground, to Principal Jefferson at the Sky Pointe campus. Member Bentham Seconded the motion, and the Board voted unanimously to Approve.

Members Boehlecke and Bentham suggested fine tuning the bids for the awning.

Member Noble Moved to Approve going forward with bids for the HVAC and Roof Replacement at the North Las Vegas campus. Member Boehlecke Seconded the motion, and the Board voted unanimously to Approve.

7. Discussion and Possible Action to Approve the Construction of an Awning on the Sky Pointe Elementary Campus Using PTO Funds.

This item was discussed as part of agenda item #10.

8. Approval of the Term Sheet for Furniture, Fixtures, and Equipment Purchases for Campus Expansions.

Mr. Goodsell explained that this lease was for the expansions at the various campuses. Mr. Reeves clarified that it was for the furniture, fixtures, and equipment; which included any curriculum, software, and technology necessary for those expansions.

Member Harty Moved to Approve the term sheet as presented. Member Bentham Seconded the motion, and the Board voted unanimously to Approve.

9. Salary Increase for the Somerset Academy of Las Vegas Curriculum Coordinator Position Due to Open July 1, 2016 by \$25 K.

This item was Tabled.

11. Enrollment Updates.

Ms. Kristie Fleisher addressed the Board and informed them that numbers were great at every campus save some concerns at Stephanie's middle school (mostly 8th grade) and North Las Vegas campus' 8th grade; however, they would make plans to address the issues. Member Noble stated that the Board would like to hear an additional update at the next board meeting. Ms. Fleisher stated that she and Executive Director Barlow would meet with Principal Farmer to go over these enrollment numbers and formulate a plan. Mr. Reeves explained that in December when recommitments were made, only 10-15% were withdrawing; however, the reality was a higher number.

12. Approval of the E-Rate Contract; Approval of the E-Rate Vendor Matrix; and Delegation of Vendor Approval to the Executive Director With Support From Staff, Using the Approved Vendor Matrix.

Ms. Rebecca Fitzgerald addressed the Board and explained that E-Rate is a federal program that offers schools and libraries a discount on their internet and phone service in the form of a rebate, based on free and reduced lunch numbers. Ms. Fitzgerald further explained that even if zero of the students qualify for free or reduced lunch, the school will still receive 20% off internet and phone service, adding that the discount increases as the number of percentage of FRL students rises. Ms. Fitzgerald stated that it was recommended by the schools in Florida that an E-Rate consultant be hired to make sure that the regulations were being followed correctly and that the paperwork was being submitted. Ms. Fitzgerald explained that the best deal had been with E-Rate Advantage, who charges a strict 6% percent of the E-Rate savings.

Member McClellan asked if this would be per campus or system-wide, to which Ms. Fitzgerald replied that at this point it looked like it would be system-wide. Member Noble asked how much they were spending on internet, to which Ms. Fitzgerald replied that they were currently spending \$440 per month per site.

Ms. Fitzgerald stated that they would go out for bids on the hardware items that would need to be purchased, adding that they have a vendor matrix that would be used in order to take the most economical and beneficial route. Ms. Fitzgerald further stated that bids would be due immediately, at which time Executive Director Barlow, with help from staff and the vendor matrix, could select a vendor.

Member Noble asked if, being a government program, there were strings attached. Ms. Fitzgerald stated that the only requirement was that the protocol be followed. Member Noble asked if they could end participation at any time, to which Ms. Fitzgerald replied that this was a year to year commitment that would need to be reapplied for each year.

Member Boehlecke Moved to Approve the E-Rate contract; Approve the E-Rate vendor matrix, and Approve the delegation of vendor approval to the Executive Directory with support from staff using the vendor matrix. Member McClellan Seconded the motion, and the Board voted to Approve with one abstaining vote.

13. Approval of the Somerset Academy Calendar for the 2016/2017 School Year.

Executive Director Barlow presented the school calendar for the 2016/2017 school year to the Board, adding that the full 180 days were accounted for with five staff development days.

Member Boehlecke Moved to Approve the Somerset Academy Calendar for the 2016/2017 school year. Member Mizer Seconded the motion, and the Board voted unanimously to Approve.

14. Acceptance of Nevada Ready 21 (NR 21) Grant Funding for the Stephanie Campus.

Principal Reggie Farmer addressed the Board and stated that the Stephanie campus had received the Nevada Ready 21 grant which funded in the amount of about \$350,000 and included chrome books for the entire middle school, as well as a literacy specialist. Principal Farmer stated that an increase in internet bandwidth would also be necessary. Mr. Reeves explained that a fiber connection would be required, and that the cost would increase from \$440 to \$1,600 per site (it was priced at each campus although it would only be necessary at the Stephanie campus), for a total of \$50,000 over four years (the life of the chrome books). Mr. Reeves further explained that the \$50,000 over four years would be in exchange for \$350,000 immediately. Mr. Reeves pointed out that the enticement of the chrome books should also help with enrollment at the Stephanie campus. Principal Farmer also pointed out that they could potentially save money on the internet expense with the E-Rate program.

Member Bentham asked if this would save money on future computer purchases, to which Principal Farmer stated that the Stephanie campus was up next for computer upgrades which would not be needed in the middle school classrooms thanks to this grant.

Member Bentham Moved to Approve the acceptance of the Nevada Ready 21 Grant and the increase in bandwidth at the Stephanie campus. Member Boehlecke Seconded the motion, and the Board voted unanimously to Approve.

15. Approval of the Submission of the Application for the College and Career Readiness Grant.

Ms. Fitzgerald stated that the campuses requesting submission of the College and Career Readiness Grant were the Losee High School, Lone Mountain, and North Las Vegas. Member Noble asked if there were strings

attached to this grant, to which Ms. Fitzgerald replied that the only stipulation was reporting where the funds were being spent.

Member Noble Moved to Approve the submission of the College and Career Readiness Grant. Member Bentham Seconded the motion, and the Board voted unanimously to Approve.

16. Approval of the Somerset Academy Literacy Plan.

Ms. Fitzgerald stated that it was required to submit a literacy plan to the State, adding that the literacy plan in the support materials was in draft form because the State would suggest changes. Ms. Fitzgerald asked that the Board approve the plan subject to changes. Member Noble asked how the literacy plan was developed, to which Ms. Fitzgerald that there were certain guidelines that were required by SB 391, adding that they also need to have a learning strategist who would implement the literacy plan (and the Read by Three plan, if awarded). Ms. Fitzgerald stated that the goal would be to have each student reading at grade level by grade three.

Member Noble asked who served on the literacy committee, to which Ms. Fitzgerald pointed to a list of committee members in the support materials.

Member McClellan Moved to Approve the Somerset Academy Literacy Plan. Member Bentham Seconded the motion, and the Board voted unanimously to Approve.

17. Approval of the Submission of the Application for the Read by Three Grant, Pending Any Requested Changes from the Nevada Department of Education.

Ms. Fitzgerald stated that the Read by Three Grant would give the school funds to hire a literacy specialist rather than having to appoint a current staff member, as well as provide staff development days. Member Noble asked if there were strings attached, to which Ms. Fitzgerald stated that they would need to complete reporting.

Member McClellan Moved to Approve the application for the Read by Three grant, pending any requested changes from the Nevada Department of Education. Member Bentham Seconded the motion, and the Board voted unanimously to Approve.

18. Review of the Somerset Academy Immunization Policy.

Mr. Reeves stated that the Immunization Policy remains the same for those with religious exemptions; however, the policy now has some teeth in that there are time frames within which immunizations must be performed or the student's seat will be lost. Member Noble asked if the Board needed to approve a policy change, to which Mr. Reeves stated that all of the language was state statute based. Member Boehlecke suggested educating parents regarding the policy change, to which Ms. Fleisher stated that it would go out to all parents and be included in the parent handbook. Member McClellan stated that she hoped that the time frames were reasonable, to which Ms. Fleisher replied that they would make every effort to work with parents, adding that the time frame was 90 days.

Member Noble requested putting this item on a future agenda for approval.

19. Discussion Regarding Open Meeting Law.

Mr. Reeves stated that there had been some changes made to open meeting law which were presented in a recent training meeting. Mr. Reeves stated that one recommendation that was made was that notifications sent to the Board be sent by blind copy, so as not to encourage discussion. Mr. Reeves stated that one other item was that there was no motion necessary to adjourn the meeting and, instead, the Chair can simply adjourn the meeting.

Member Noble suggested that they hold a board training retreat of some sort, to which Mr. Reeves replied in the affirmative and suggested sometime in late summer.

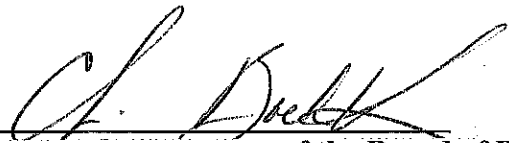
20. Public Comments and Discussion.

Member Bentham asked if there was something that could be done about outdoor lighting for the campuses. Member Noble asked to have that put on the next agenda. Member Noble asked if there could be discussion of this sort in compliance with open meeting law, to which Mr. Reeves stated that they could discuss items that should be on future agendas, as long as remarks were limited to future items without any sort of deliberation. Mr. Reeves stated that there could be an agenda item regarding member comments as long as deliberation did not take place.

21. Adjournment.

Member Noble adjourned the meeting at 8:31 p.m.

Approved on: 5.31.16


_____ of the Board of Directors
Somerset Academy of Las Vegas

