

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: February 23, 2015
Agenda Item: 3- Review and Possible Action Regarding Executive Director /
Facilitator Job Description.
Number of Enclosures: 1

**SUBJECT: Review and Possible Action Regarding Executive Director /
Facilitator Job Description.**

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Ryan Reeves

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 10-15 Minutes

Background: Approval of job description for Executive Director / Facilitator.

Submitted By: Staff

Administrative Facilitator	Executive Director
Essential Duties and Responsibilities	Essential Duties and Responsibilities The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
<ol style="list-style-type: none"> 1. Serve as testing coordinator to include, but not limited to, attendance at state testing meetings, distribution of test materials to all schools, and scheduling of tests across the schools, as appropriate. 2. Serve as individual responsible for completion of all state reports to include gathering of data from site principals. 3. Act as liaison between Somerset Board of Directors and Somerset schools to assure consistent adherence to school charter. 4. Serve as a member of the board curriculum committee. 5. Serve as a resource to school administration in the implementation of research-based teacher and administrative evaluation tools. 6. Coordinate with universities and colleges to arrange dual high school and college credit(s). 7. Develop and implement mentoring systems for office managers, registrars, bankers, etc. 	<ol style="list-style-type: none"> 1. Engage principals and other school administrators in collaborative instructional leadership focused on increasing student achievement. 2. Ensure that the Charter is being implemented in each school. 3. Collaboratively plan, organize, and facilitate implementation of unique, specialized curriculum and engaging, research-based instructional programs within the Somerset Academy of Las Vegas. 4. Assist all Somerset Academy administrators to ensure consistency in the implementation of research-based teacher and administrator evaluation tools. 5. Monitor implementation of Somerset Academy of Las Vegas Framework for Performance Based Compensation ensuring consistency across all campuses. 6. Develop and facilitate the screening and interviewing process used to identify quality candidates for selection as school administrators. 7. Conduct annual academic analysis of Somerset Academy of Las Vegas performance. On the basis of Academy and individual school performance, facilitate the development and implementation of an annual Academy Improvement Plan to support implementation of annual School Improvement Plans. 8. Provide leadership and facilitate collaboration in the development and implementation of professional staff development designed to increase the effectiveness of administrators,

<p>8. Develop and facilitate the screening and interviewing process used to identify quality candidates for selection, by a committee including their peers, as school administrators.</p> <p>9. Conduct annual academic analysis of Somerset Academy of Las Vegas performance. On the basis of Academy and individual school performance, facilitate the development and implementation of an annual Academy Improvement Plan to support implementation of annual School Improvement Plans.</p> <p>10. Facilitate collaboration in the development and implementation of professional staff development designed to increase the effectiveness of administrators, teachers, and support staff. Ensure that professional staff development offerings support annual Academy and School Improvement Plan initiatives.</p> <p>11. Maintain accurate data and records used to report and meet expected accountability requirements.</p> <p>12. Serve as a liaison to Academica and communicate regularly to ensure maximum efficiency in the delivery of services to schools.</p> <p>13. Serve as a liaison with Somerset Academy ensuring active participation and collaboration in joint National projects and initiatives.</p>	<p>teachers and support staff. Ensure that professional staff development offerings support annual Academy and School Improvement Plan initiatives.</p> <p>9. Facilitate an annual review of professional staff development offerings assessing the effectiveness of the offerings and the level of observed implementation within Academy schools.</p> <p>10. Maintain accurate data and records used to report and meet expected accountability requirements.</p> <p>11. Serve as a liaison to Academica, and communicate regularly to ensure maximum efficiency in the delivery of services to schools.</p> <p>12. Serve as a liaison with Somerset Academy ensuring active participation and collaboration in joint National projects and initiatives.</p> <p>13. Participate in school differentiated budget development to address specific needs and goals aligned with principal/school performance.</p> <p>14. Foster open communication regularly attending Somerset Academy of Las Vegas Board meetings, and other meetings, as required. Provide accurate, timely and useful information the Board needs to frame effective policies.</p> <p>15. Serve as the Somerset Academy liaison to the State Charter Authority and other identified State entities.</p> <p>16. Seek and coordinate school community partnerships, grants and fund development to acquire additional resources needed for Somerset Academy of Las Vegas. Establish links to local community and social agencies to enhance academic offerings and support student learning</p> <p>17. Coordinate the developing, monitoring and revising of Somerset Academy of Las Vegas</p>
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<p>14. Foster open communication, regularly attending Somerset Academy of Las Vegas Board meetings, and other meetings, as required. Provide accurate, timely and useful information the Board needs to frame effective policies.</p> <p>15. Serve as the Somerset Academy liaison to the State Charter Authority and other identified State entities.</p> <p>16. Seek and coordinate school community partnerships, grants and fund development to acquire additional resources needed for Somerset Academy of Las Vegas. Establish links to local community and social agencies to enhance academic offerings and support student learning.</p> <p>17. Coordinate the development, monitoring and revision of Somerset Academy of Las Vegas forms and systems ensuring efficiency and effectiveness.</p> <p>18. Perform other duties related to the position, as assigned by the Somerset Board of Directors.</p> <p>19. Facilitate development of leadership training program(s) for new administrators.</p>	<p>forms and systems ensuring efficiency and effectiveness.</p> <p>18. Perform other duties related to the position, as assigned.</p>
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The duties and responsibilities listed above will greatly assist the Somerset principals by reducing the amount of time spent on completion of state reports, coordinating a plethora of required testing, and seeking additional funding opportunities for the schools from overlapping resources, to name a few. Given the majority of the listed duties and responsibilities are currently accomplished by principals, and the remaining duties will assist principals it is fitting

that the salary range for this position not exceed that of a sitting principal. Additionally, as an administrative position not directly related to student achievement, the salary for this position should not come from school budgets.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: February 23, 2015
Agenda Item: 4 – Bond Discussion and Possible Action Regarding Somerset Sky Pointe Phase III Construction.
Number of Enclosures: 1

SUBJECT: Bond Discussion and Possible Action Regarding Somerset Sky Pointe Phase III Construction.

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Ryan Reeves

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 10-15Minutes

Background: Bond discussion and possible action regarding Somerset Sky Pointe phase III construction.

Submitted By: Staff

Board provides an avenue of appeal to the full Board it is not necessary that it be *de novo*.⁹⁰ However, in cases involving students in grades 1 through 6, inclusive, except where the grounds involve possession of a firearm, NRS 392.466(4) does require the Board to review and approve the suspension or expulsion of the student. This statute does not require another hearing before the Board.

CONCLUSION TO QUESTION TWO

The Board may review the decision of the hearing panel composed of school administrators without conducting another hearing before the Board, provided the Board has authorized the panel to make the decision and that panel affords the student due process.

FRANKIE SUE DEL PAPA
Attorney General

By: MELANIE MEEHAN-CROSSLEY
Deputy Attorney General

OPINION NO. 97-22 PUBLIC WORKS; WAGES; LABOR COMMISSIONER; LABOR: A private project that is constructed or retrofitted to specifications provided by a public agency as part of a plan for the public agency's eventual purchase of the project is a public work under NRS 338.010(5)(a)(1).

Carson City, August 12, 1997

Mr. Brian Chally, Chief Deputy District Attorney, Douglas County District, Attorney's Office, Post Office Box 218, Minden, Nevada 89423

Dear Mr. Chally:

You have asked whether a retrofit or construction of a building by a private party to the specifications of Douglas County so that the county would subsequently purchase the building after the retrofit or construction would be subject to Nevada's prevailing wage laws. The brief answer is that such a retrofit or construction arrangement would be subject to the prevailing wage laws. Our analysis follows.

QUESTION

Would a retrofit or construction of a building by a private party to the specifications of Douglas County as part of an agreement by the county to purchase the building from the private party constitute a "public work" under NRS ch. 338 such that Nevada's prevailing wage laws would be applicable to the private party's retrofit or construction work?

⁹⁰ The process which is due the pupil does not necessarily require an administrative appeal to the school board. *Trujillo v. Taos Municipal Schools*, 91 F.3d 160 (10th Cir. 1996) (acknowledging there are no cases establishing a constitutional right to appeal). The Supreme Court describes, for suspensions not exceeding 10 days, the minimum requirements of notice, explanation of the evidence and an opportunity to present the student's side of the story as "rudimentary precautions against unfair or mistaken findings of misconduct and arbitrary exclusion from school." *Goss v. Lopez*, 419 U.S. 565, 581 (1975). It is recognized that the more onerous the discipline, the greater the safeguards needed. *Id.* at 583. For this reason it may be advisable to provide for an administrative review for expulsions or lengthy suspensions. See *Draper v. Columbus Public Schools*, 760 F. Supp. 131, 134 (S.D. Ohio 1991) (student granted one informal and two formal hearings before subjected to 27 days expulsion, more than adequate to minimize possibility of mistake or unfairness).

ANALYSIS

NRS 338.010(5) defines "public work" to mean "any project for the new construction, repair or reconstruction of: (a) A project financed in whole or in part from public money for: (1) Public buildings; . . ." As part of the preparation of this opinion, this office contacted the Nevada Labor Commissioner, Mr. David Dahn, and asked how NRS 338.010(5)(a)(1) has been historically interpreted regarding matters similar to the Bentley proposal you have described. Mr. Dahn informed us that he and his office have always considered projects such as the Bentley proposal to be public works because the building is being constructed to the county's specifications as part of a purchase arrangement. Mr. Dahn explained his office has always examined the substance of such an arrangement rather than the form of the arrangement, and has taken action against public agencies that have tried to circumvent the prevailing wage laws through lease-purchase arrangements or other such arrangements where the public body controls the end product, will eventually own the end product, pays for the end product with public funds, and the end product is for a clear public purpose.

We agree with your analysis and the Labor Commissioner's that the Bentley proposal mentioned in your letter would be a "public work" under NRS 338.010(5). As you have described the Bentley proposal, Bentley would retrofit or construct on its private land a building specifically for Douglas County to the county's specifications for a county administrative building. Approximately \$9,000,000 of public money would be used to purchase the Bentley-constructed facility. The prevailing wage laws cannot be circumvented by structuring or disguising a public work by having the building constructed by a private party to the public agency's specifications and then turning the building over to the public agency only after construction is completed. Such an arrangement would allow an exception to wholly swallow the rule and would likely render the prevailing wage laws useless.

CONCLUSION

The Bentley proposal as described in your letter dated June 26, 1997, would constitute a "public work" under NRS 338.010(5)(a)(1). Therefore, if the Bentley proposal is entered into by Douglas County, the prevailing wage laws in NRS ch. 338 will be applicable to retrofit and construction work on the project and Douglas County would be treated as the awarding body of the project for the Labor Commissioner's purposes.

FRANKIE SUE DEL PAPA
Attorney General

By: LOUIS LING
Deputy Attorney General

OPINION NO. 97-23 CRIMINAL LAW; CRIMINAL PROCEDURE; DISTRICT ATTORNEYS; DISTRICT JUDGES; FELONS; JUDGMENTS; PENALTIES; PRISON OR PRISONERS; STATUTES: A district court cannot validly sentence a felon pursuant to a statute not in effect at the time of the offense. Judgments of conviction that do not conform to the statute in effect at the time of the offense are illegal and must be corrected.

Carson City, August 28, 1997

Mr. Robert Bayer, Director, Department of Prisons, Post Office Box 7011, Carson City, Nevada 89702