

NOTICE OF PUBLIC MEETING
of the
Board of Directors of
SOMERSET ACADEMY OF LAS VEGAS

Notice is hereby given that the Board of Directors of Somerset Academy of Las Vegas, a public charter school, will conduct a public meeting on August 8, 2019 beginning at 6:00 p.m. at 385 W. Centennial Parkway, North Las Vegas, NV 89084. The public is invited to attend.

Attached hereto is an agenda of all items scheduled to be considered. Unless otherwise stated, the Board Chairperson may 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate at the meeting. Any persons requiring assistance may contact Dena Thompson at (702) 431-6260 or dena.thompson@academicnv.com two business days in advance so that arrangements may be conveniently made.

If you would like copies of the meeting agenda, support materials or minutes, please email Dena Thompson at dena.thompson@academicnv.com or visit the school's website at <https://www.somersetacademyoflasvegas.com/> For copies of meeting audio, please email dena.thompson@academicnv.com

Public comment may be limited to three minutes per person at the discretion of the Chairperson.

AGENDA

August 8, 2019 Meeting of the Board of Directors of Somerset Academy of Las Vegas

(Action may be taken on those items denoted “For Possible Action”)

1. Call to order and roll call (For Possible Action)
2. Public Comment and Discussion *(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)*
3. Consent Agenda (For Possible Action) *(All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member or member of the public so requests, in which case the item(s) will be removed from the consent agenda and considered along with the regular order of business.)*
 - a) Minutes from the June 4, 2019, June 14, 2019, and June 28, 2019 Board Meetings
 - b) Approval of Recommendations from the Finance Committee:
 1. School Financial Performance (Not for Action)
 2. Approval of Installation of Carpeting at the Somerset Stephanie Campus
 3. Approval of Revisions to the Somerset Financial Policies & Procedures Manual
 4. Approval for Somerset Principals to Apply for Grants Deemed Necessary
 5. Approval of Retention Bonuses
 6. Approval of Revised Tuition Reimbursement Policy to Include TESL and GATE Endorsements
4. Discussion and Possible Approval of Dual Enrollment Program Application (For Possible Action)
5. Discussion and Possible Approval of MOU with CSN (For Possible Action)
6. Discussion and Possible Approval of High School Parking Policy (For Possible Action)
7. Discussion and Possible Approval of Installation of Cameras in Somerset Administration Offices and Camera Installation Vendor Based on the Following Bids (For Possible Action):
 - a. Intellatek
 - b. Brantley Security Systems

8. Discussion and Possible Action to Revise the Finance Committee Charter and Membership (For Possible Action)
9. Discussion and Possible Action Regarding Somerset Academy of Las Vegas' System-Wide Administrative Support Position Job Description (For Possible Action)
10. Academics Announcements and Notifications (Information)
11. Member Comment (Information/Discussion)
12. Public Comment and Discussion *(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)*
13. Adjournment (For Possible Action)

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

- (1) 385 W. Centennial Parkway, North Las Vegas, Nevada 89084
- (2) 7038 Sky Pointe Drive, Las Vegas, Nevada 89131
- (3) 50 N. Stephanie St., Henderson, Nevada 89074
- (4) 4650 Losee Road, North Las Vegas, Nevada 89081
- (5) 4491 N. Rainbow Blvd., Las Vegas, Nevada 89108
- (6) 6475 Valley Dr., North Las Vegas, Nevada 89084
- (7) 8151 N. Shaumber Road, Las Vegas, Nevada 89166
- (8) North Las Vegas City Hall, 2250 Las Vegas Blvd. North, North Las Vegas, Nevada.
- (9) Henderson City Hall, 240 South Water Street, Henderson, Nevada.
- (10) Las Vegas City Hall, 495 S. Main St., Las Vegas, Nevada.
- (11) notices.nv.gov

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019
Agenda Item: 3 – Consent Agenda
Number of Enclosures:

SUBJECT: Consent Agenda

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Move to approve the items for action on the consent agenda.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 2-3 Minutes

Background: Support materials and/or background has been provided to the Board. All items on the Consent Agenda which are for action can be approved in one motion; however, individual items by be taken off the Consent Agenda if the Board deems that discussion is necessary.

Submitted By: Staff

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 3a – Minutes from the June 4, 2019, June 14, 2019, and June 28, 2019 Board Meetings

Number of Enclosures: 3

SUBJECT: Minutes Approval

Action

Appointments

Approval

Consent Agenda

Information

Public Hearing

Regular Adoption

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: Board meetings were held on June 4, 2019, June 14, 2019, and June 28, 2019. As such, the minutes for these meetings will need to be approved.

Submitted By: Staff

MINUTES
of the meeting of the
BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS
June 4, 2019

The Board of Directors of Somerset Academy of Nevada held a public meeting on June 4, 2019, at 6:00 p.m. at 4650 Losee Road, North Las Vegas, NV 89081.

1. Call to order and Roll Call

Board Chair John Bentham called the meeting to order at 6:05 p.m. with a quorum present. In attendance were Board members Will Harty, Gary McClain, Carrie Boehlecke, John Bentham, Sarah McClellan, Cody Noble and Travis Mizer (arrived at 6:07 p.m.).

Also present were Executive Director John Barlow, Principal Sherry Pendleton, Principal Ruby Norland, Principal Elaine Kelley, Principal Lee Esplin, Principal Kate Lackey, and Interim Principal Michele Lorig. Academica representatives Ryan Reeves, Trevor Goodsell, and Crystal Thiriot were also in attendance.

2. Public Comment and Discussion

Sarah Teravest, an assistant principal at the Losee campus, and Angie Markle, a Losee parent, spoke in support of Interim Principal Michele Lorig. Mel Miyashiro, a former teacher, expressed concerns with the 2018/2019 leadership at the Losee campus.

3. Student/School Achievement Recognition

- **Lone Mountain Battle of Books**
- **Sky Pointe Boys Volleyball, Student Bryce Granger**
- **Aliante Kids Heart Challenge – Coach Harvey**
- **Stephanie NJHS Pennies for Patients Fundraiser**
- **Losee Girls Bowling, Track & Field, HS Cross County, MS Student Council, HS Student Council, MS Band, HS Band**

The above listed students and groups, as well as the Sky Pointe girls middle school lacrosse team and boys middle school soccer team, were recognized for their achievements.

4. Election of Board Member Will Harty

Move to re-elect Board Member Will Harty for another term. The board voted unanimously to approve.

5. Annual Election of Board Officers

Member McClellan nominated John Bentham as Board Chair. The Board voted unanimously to elect John Bentham as Board Chair.

Member Harty nominated Sarah McClellan as Board Vice Chair. The Board voted unanimously to elect Sarah McClellan as Board Vice Chair.

Member Harty nominated Gary McClain as Board Secretary. The Board voted unanimously to elect Gary McClain as Board Secretary.

Member Harty nominated Travis Mizer as Board Treasurer. The Board voted unanimously to elect Travis Mizer as Board Treasurer.

6. Consent Agenda

- a. Minutes from the April 29, 2019 Board Meeting**
- b. Approval of Revised Somerset Wellness Policy**
- c. Approval of Revised Meal Charge Policy**
- d. Approval of Revised Somerset Academy Procurement/Plan Child Nutrition**
- e. Acceptance of Fiscal Year 2019 Turnaround Additional Funds**
- f. Approval of Recommendations from the Finance Committee:**
 - 1. School Financial Performance**
 - 2. Approval of the Final Budget for the 2019/2020 School Year**

Member Bentham stated that 6f, approval of recommendations from the Finance Committee would be pulled from the consent agenda. Member Harty stated that only the items under 6f had been discussed by the Finance Committee. Executive Director Barlow addressed the Board and explained the revisions in the Somerset Wellness Policy, the Meal Charge Policy, and the Somerset Academy Procurement/Plan Child Nutrition. Ms. Crystal Thiriot addressed the Board and stated that additional Turnaround grant funds had been awarded to the Sky Pointe campus. Member Mizer asked if the participating principals were satisfied with the service provided by the lunch vendor, Three Square. Executive Director Barlow explained that only two vendors were approved by the NDA and a bidding process was used for the selection.

Member McClellan moved to approve items 6a through 6e on the consent agenda. Member McClain seconded the motion, and the Board voted unanimously to approve.

Mr. Trevor Goodsell addressed the Board and stated that at the recently completed legislative session the DSA State funding had increased to \$6,067 and that the local funding was anticipated to increase to \$1,100 for a total funding increase of 4.46%. Mr. Goodsell reviewed the financial news from the session as contained in the handout; adding that the proposed budget contained an increase of 4.5% for salaries and a .75% increase in PERS, for a total increase of 5.25%. Mr. Goodsell reviewed the changes in the proposed budget with the changes in the DSA funding.

Member Harty asked for clarification concerning SB 545. Mr. Goodsell stated that SB 545 would lead to future weighted funding for at risk students. Member Harty asked if the weighted funding could

lead to a drop in funding at some campuses. Mr. Goodsell stated that, although the details and implementation of SB 545 would not be finalized for a couple of years, the funding should not decrease. Member Harty asked about the days cash on hand. Mr. Goodsell stated that he anticipated that Somerset Academy should easily meet the State's standard of 60 days; adding that currently they were above 80.

Member Harty moved to approve the final budget, as presented. Member Mizer seconded the motion, and the Board voted unanimously to approve,

7. Academic Update and Executive Director Report

- **State Public Charter School Authority Audits**
- **AdvancED Engagement Review Report**
- **Principal Summative Evaluations**
- **NSLP Update**
- **Student Data – Growth Report by Jessica Barr**

Executive Director Barlow stated that Losee had 67 out of 70 seniors graduate, with one who would most likely finish and receive his diploma, which would result in a 97.1% graduation rate. He further stated that Sky Pointe had 108 out of 112 seniors graduate, with three who would make the credits sufficient to graduate during the summer, which would result in a 99.1% graduation rate.

Executive Director Barlow reviewed the State Public Charter School Authority audits, the AdvancED Engagement Review report, the principal summative evaluations, and the NSLP update as contained in the support materials. He further stated that the three NSLP campuses had help contribute 224,211 meals to food insecure individuals throughout the southern Nevada area. Executive Director Barlow stated that, through the efforts of Sandy Smith, Lauren Kohut-Rost and the staff at Losee, the Losee campus qualified to receive over \$640,000 in Title I funds for the 2019/2020 school year. He stated that Somerset was awarded over 425,000 in Title II funds for the teacher training programs.

Ms. Jessica Barr addressed the Board and stated that she had worked with the schools since October; adding that it had been a privilege to work with the Somerset administrators and teachers. She stated that every person had received in-depth training on NSPF, the framework and accountability system that determined the STAR ratings. Ms. Barr reviewed the accomplishments achieved throughout the year:

- they had learned how to use MAP as a guiding measure towards improvement and sustainable practices
- they had explored best practices to identify strengths and areas of opportunity by school, grade, and teacher that would result in increased ratings for all of the campuses
- they had ensured that every single Somerset student who was not responding to instruction was identified and intervened with
- they had ensured that every student who was thriving under Somerset instruction was highlighted and those best practices were replicated
- they had established a new sense of data culture where numbers were a tool, not something to be feared

Ms. Barr reviewed the benchmark ranges on the STAR rating scale, with 65 being the middle, meaning more students were growing than not growing. 50-64 would be considered quality instruction, meaning more students were showing gains and growth than were not. 40-50 would be considered a 311 area, where just as many students were falling flat as making gains. Below 40 would be considered a 911 area, where more students were trending backwards than forwards. She stated that each campus had grade levels that were excelling and each campus had grade levels that need extra support.

Ms. Barr stated that, at the Aliante campus, 55% of teachers delivered quality reading instruction, with 62% for math. The Lone Mountain campus had all grade levels above the 311 and 911 levels, with 80% of teachers delivered effective or highly effective instruction in reading and math. The Losee campus had built sustainability that had been lacking and were able to maintain from where they were in winter; adding that circumstances impact data. The Losee campus had 59% of teachers delivering effective or highly effective instruction in reading and 44% in math. The North Las Vegas campus has shown increases and boosts with upwards trends and should have an increase in the STAR rating. 49% of teachers delivered effective or highly effective instruction in reading with 59% in math.

Ms. Barr stated that Skye Canyon, as a first year school, had done a lot of work. Member McClellan asked how the growth was calculated, to which Ms. Barr replied that the data followed the students from their previous school. Ms. Barr stated that the Skye Canyon data in the handout was incorrect. The gains made at the Sky Pointe campus were astounding, with 72% of teachers delivering effective or highly effective instruction in reading and 76% in math. The Stephanie campus had built out websites and had amazing data days, with 8th grade ELA having the highest growth median of 74. Stephanie had 72% effective or highly effective instruction in math and 84% in reading.

Member Boehlecke asked if Ms. Barr could give an example of the growth. Ms. Barr stated that the start point was enveloped into the bar because it was a measure of growth from the beginning to the end of the year. She further stated that she could come back after STAR ratings were received to show the comparison from before to after; adding that, as an example, Sky Pointe middle school math numbers were in the twenties last year and were now at 66, 77, and 68. Ms. Barr stated that all Somerset campuses were on an upwards trend; adding that every Somerset teacher and administrator had worked to be better. Member McClellan thanked Ms. Barr for all of her hard work.

8. Interview of Somerset Losee Principal Candidates Michele Lorig and Jessica Scobell

Executive Director Barlow stated that six of the Somerset principals participated in interviewing and rating the seven candidates for the Losee principal position; adding that Jessica Scobell and Michele Lorig were the top two candidates. The Board interviewed Jessica Scobell and Michele Lorig for the position of principal at the Somerset Losee campus. Resumes for both candidates were contained in the support materials. The Board asked a series of questions to qualify the applicant for the position. The question included the following topics:

- Vision for behavior management
- Vision for growth in the immediate future and further in the future
- Process of mentoring and, if necessary, dismissing an underperforming teacher
- Difference between CCSD and Somerset expectations and responsibilities

- Bringing stability through necessary changes
- Enhancing high school programs to help build a strong elementary population
- Building a quality school with less funding than CCSD
- Building a positive culture among all stakeholders
- Value of STAR rating system for student growth and teacher/administrative evaluations

Ms. Jessica Scobell addressed the Board to introduce herself and reviewed her experience as reflected on her resume; adding that she was excited about the possibility of sharing her knowledge as a leader to help grow other leaders. She stated that she liked the idea that she could affect change from kindergarten through 12th grade and follow the growth of students over the years. Ms. Scobell reviewed the action plan that she had developed and distributed to the Board members.

During the question interview session Ms. Scobell relayed the following:

- Addressing little issues, by enacting a strict tardy policy and utilizing methods such as positive behavior intervention, could help prevent bigger issues.
- Introducing project based learning in 4th and 5th grades, then expanding to launch Project Lead the Way in middle school. Continuing with Project Lead the Way in high school would help develop a career technical education program, noting that a successful student was an engaged student.
- Adhering to the philosophy that as long as a person was willing to learn and had the desire to be kind to kids, all other aspects could be taught. A principal should spend time in every classroom to observe and provide guidance. When a teacher can no longer be a part of Somerset Losee, the conversation does not have to be adversarial.
- Experience in a CCSD turnaround school provided knowledge in making decisions which would help in the transition to a charter school. Excited for the collaboration between principals that was evident during the interview process.
- Continuity and consistency during changes would develop the trust and comfort needed for change, noting that students were aware when they were treated differently than other students.
- Expanding advanced placement opportunities and developing a strong CTE program would build a desire to remain in Somerset. Developing strong extra-curricular activities was an important part of developing the climate and culture necessary to retain students from elementary through high school.
- Received cross-training in budgets and grants while an assistant principal at Western and Arbor View high schools. Investing in teachers and teacher training develops strong teachers who would want to remain with Somerset.
- Developing relationships with all stakeholders would assist in creating a positive culture. Finding avenues to showcase student achievements, inviting other grade levels, as well as parents, to acknowledge the achievements.
- It is essential to have access to fair and consistent data when evaluating teachers and leaders. The STAR rating could be a valuable tool in the elementary levels; however, that system does not work as well at the high school level and should be supplemented with interim assessments.

Dr. Michele Lorig addressed the Board and reviewed her experience as reflected on her resume. She highlighted her accomplishments in the Somerset system including her time as an assistant principal at Somerset Losee with Principal Farmer and Executive Director Barlow, which lead her to be named as the interim principal.

During the question interview session Dr. Lorig relayed the following:

- The instructional and cultural sides of education were equally important. It would be important to provide all stakeholders with clear and coherent communication regarding the expectations.
- The work for the future had already started with the interviewing and hiring of new teachers along with streamlining the handbooks. The collaboration with the Somerset principals and specifically the North Las Vegas and Lone Mountain campuses would be key in developing a long term strategy to improve the quality of the education provided.
- Teachers should be provided with training and support; however, if the teacher failed to provide the students with a quality education they did not belong at Somerset. Having honest, transparent conversations would lead to a commitment to improve or a parting of ways.
- The job as principal at Somerset did not end at the end of a school day, noting that parents, teachers, and staff deserve a timely response to questions or concerns. In the district, roles were more compartmentalized than at Somerset.
- Being transparent about expectation helps others understand changes being implemented. Letting people know they were appreciated and respected leads to a commitment to the campus and a willingness to change and grow.
- Expansion of the CTE program, the sports program, and the music programs would bring excitement in elementary and middle school students to stay with Somerset through the high school years.
- Doing more with less was difficult but attainable, noting that Title I funds would be very beneficial to the campus. The addition of Somerset's Big Give was a great first step in helping the schools offer competitive activities.
- Providing family engagement activities would help build parental support in the upper levels of the school. The students and families would remain at the school if they were confident that the teachers and administration were invested in them.
- Although the STAR rating system was not a perfect system, data needed to be measured. The STAR system, or data, was needed to evaluate teachers and administrators; however, other factors, such as student and teacher retention, should be included.

9. Discussion and Action to Appoint a Losee Principal

Each Board member took several minutes to voice opinions about each of the candidates and then weighed in on his or her final vote.

Member Noble was impressed with both candidates; adding that a strong high school was important for the Somerset system. Ms. Scobell would bring a depth of knowledge in high school and Ms. Lorig had a great love for and willingness to serve the Losee students. His vote went to Ms. Scobell.

Member McClain stated that a strong high school was important; adding that the decision was about what was best for the school. He stated that the school needed a fresh start whether from someone new or from the person already working on a fresh start. His vote went to Ms. Scobell.

Member Boehlecke stated that Ms. Scobell would bring a depth of knowledge; however, Dr. Lorig would bring a breadth of knowledge for the whole K-12 campus. She stated that Dr. Lorig had already made positive changes at the campus. Her vote went to Dr. Lorig.

Member Bentham stated that Dr. Lorig would bring a track record with the changes that were in progress; adding that Ms. Scobell would bring enthusiasm and change. His vote went to Dr. Lorig.

Member McClellan stated that both candidates would benefit the campus and the system. Her vote went to Ms. Scobell.

Member Mizer stated that he was impressed with Ms. Scobell's action plan; adding that he had always been impressed with Dr. Lorig's strong data background. His vote went to Dr. Lorig.

Member Harty concurred that both candidates would be an asset to the system. His vote went to Ms. Scobell.

Member McClain moved to appoint Jessica Scobell as the principal for the Somerset Losee campus. Member McClellan seconded the motion, and the Board voted to approve four votes to three.

10. Acknowledgement of Carrie Boehlecke's Resignation from the Board of Directors and Discussion and Possible Action Regarding a New Board Member Search.

Member Bentham thanked Member Boehlecke for her contribution to the Somerset Board of Directors and acknowledged her resignation. Member Boehlecke stated that it had been a great experience serving on the Somerset Board and thanked the Board for the opportunity.

11. Recognition of Retirement of John Barlow and Sherry Pendleton

Member Bentham thanked Principal Pendleton for her service to Somerset Academy, noting that she had been with the system since 2011. Member Bentham stated that Principal Pendleton had helped provide a great foundation for the Somerset schools and had been instrumental in his decision to enroll his children in the Lone Mountain campus. Principal Pendleton stated that she was honored to have been a part of the Somerset system and thanked the Board for their dedication to the schools.

Member Bentham thanked Executive Director Barlow for his service to Somerset Academy, noting that he had provided valuable counsel and insight while he facilitated the growth of the Somerset system. Executive Director Barlow stated that it had been a privilege working with people who were committed to values and principals; adding that his career could not have ended any better.

12. Academica Announcements and Notifications

Ms. Thiriot thanked the Board for a fabulous year and reminded them about the upcoming National Charter School Conference.

13. Member Comment

Member Harty stated that the Board, the teachers, and the administrators needed to be accountable; adding that a decision regarding the administrative structure needed to be made. He further stated that the Board needed to review the vision of each campus with the respective campus administrators; adding that the administrative pay structure should be analyzed to ensure that Somerset was in a position to retain good administrators.

Member McClellan thanked Executive Director Barlow and his team for the effort they put into the Title I designation; adding that she appreciated all that Executive Director Barlow had done for Somerset.

Member Bentham gave a brief update on Somerset’s Big Give.

Member McClain thanked Executive Director Barlow and Member Boehlecke; adding that Member Boehlecke’s administrative knowledge had been valuable to the Board.

Member Noble stated that he had visited with some of the principals and would be visiting with the rest soon; adding that he appreciated all of their service and dedication.

14. Public Comment and Discussion

Losee parents Stephanie Salinas-Byrd, Betty Mello, as well as Leonard Castellanos, a Losee teacher, spoke to their disappointment that Interim Principal Michele Lorig was not selected as the Losee Principal. Reed Warner spoke about the difficulty of facing another change in administration. Losee Assistant Principal Sarah Teravest stated that she would continue to support the teachers and students at the Losee campus; however, she was frustrated that, although they encourage leadership training within the system, the Board selected a principal from outside of the system.

15. Adjournment

The meeting was adjourned at 10:09 p.m.

Approved on: _____

**Secretary of the Board of Directors
Somerset Academy of Las Vegas**

MINUTES
of the meeting of the
BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS
June 14, 2019

The Board of Directors of Somerset Academy of Nevada held a public meeting on June 14, 2019, at 12:00 p.m. at 4491 N. Rainbow Blvd., Las Vegas NV 89108

1. Call to order and Roll Call

Board Chair John Bentham called the meeting to order at 12:05 p.m. with a quorum present. In attendance were Board members Sarah McClellan, John Bentham, Gary McClain, Cody Noble, and Will Harty (via telephone)

Also present were Principal Lee Esplin, Principal Kate Lackey, Principal Cesar Tui, Principal Christina Threeton, Principal Lackey (via telephone), and Interim Principal Michele Lorig. Academica representatives Ryan Reeves, Michael Muehle, Butch Tomasetti, and Arthur Ziev were also in attendance.

2. Public Comment and Discussion

Principal Christina Threeton spoke to the challenges of the North Las Vegas facility and stated that, with the lease contract for half of the building ending in two years, the Board could begin contemplating the future of the location.

3. Discussion and Possible Action to Approve Improvements at Sky Pointe Campus

Principal Lee Esplin addressed the Board and reviewed the bids received for improvements at the Sky Pointe campus; adding that Denali Builders had provided the most complete bid. He further stated that they would also like to install a bleacher system at the end of the field; adding that the improvements would be done utilizing the bond funds. Discussion ensued regarding the cost of the improvements, the amount of bond funds available, and the process of using bond funds. Member Bentham stated that he would like to approve an amount not to exceed a set limit which would allow improvements at the Sky Pointe campus without needing to set additional meetings, which would help complete the projects in a timely manner. Member Noble stated that he would like to ensure that all of the needs were met with the amount approved and that, if the needs exceeded the amount, that they would come back for the needed funds rather than not make the improvements.

Member McClain asked for clarification on the rubric for the difference in bids. Principal Esplin explained that some items had been included on the higher bid that were not included on the lower two bids; adding that, if the lower bidders were to include the extra items, their bids would be more in line with the Denali Builders bid. Mr. Butch Tomasetti addressed the Board and stated that Denali Builders would be better equipped to manage all of the needed projects in a timely manner.

Member Harty asked if using the bond funds would affect Somerset's cash on hand. Mr. Ryan Reeves addressed the Board and stated that bond funds were separate from the operating budget; adding that the bond funds would need to be used by next summer or the funds would be returned and deducted from the total repayment amount. Member Bentham asked if the funds were limited to use on the Sky Pointe campus. Mr. Reeves replied that the bond was for multiple campuses and that, legally the funds could be used for any campus included in the bond.

Member McClain moved to approve up to \$120,000 for capital improvements including the projects listed and the projects described for Sky Pointe. Member McClellan seconded the motion, and the Board voted unanimously to approve.

4. Review and Approval of the First Lease Amendment for the Aliante Campus

Mr. Arthur Ziev addressed the Board and stated that the original lease had been based on the estimated budgeted cost plus a contingency. The lease amendment would establish the actual final cost and then adjust the rent and purchase price accordingly. The Aliante project original budgeted cost was just under \$15.3 million; the actual cost, which included a two classroom addition, was under \$15.2, resulting in a difference \$115,000. The lower project cost resulted in a smaller lease payment in years five and six, as well as lowering the appraised value and purchase price \$17,000. Member Noble clarified that the lease payments for the first three years would not be affected by the lease amendment.

Member Harty asked when Somerset would be able to purchase the campus. Mr. Ziev stated that the first option date for purchase on the Aliante and Skye Canyon campuses was in September of 2021. Member Harty asked Mr. Reeves to investigate the best method for Somerset to take advantage of the current low interest rates. Discussion ensued regarding the bond process.

Member Noble moved to approve the first lease amendment for the Aliante campus. Member McClain seconded the motion, and the Board voted unanimously to approve.

5. Review and Approval of the First Lease Amendment for the Skye Canyon Campus.

Mr. Ziev stated that the original project cost for Skye Canyon was just under \$12 million and the actual cost was under \$11,350,000, resulting in a \$655,000 difference. The lease payments would be \$59,115 lower in year five and \$77,893 lower in year six. The purchase price would be \$1.3 million lower than the original project cost. Member Bentham stated that the Skye Canyon campus had experienced issues with the faucets and air conditioning units from the beginning and were unable to find a resolution. Principal Lackey addressed the Board and reviewed some of the issues with the faucets and the failure of the contractor to provide an acceptable resolution. Mr. Ziev stated that he would work with Principal Lackey, the architects, and the contractor to find a resolution.

Member McClellan moved to approve the first lease amendment for the Skye Canyon campus, as presented. Member McClain seconded the motion, and the Board voted unanimously to approve.

6. Discussion and Possible Action Regarding a New Board Member Search

Member Bentham stated that, with the resignation of Carrie Boehlecke, the Board had an open seat which needed to be filled with an active or retired teacher licensed by the State of Nevada, or an active or retired school administrator licensed by any state. Member Bentham asked Academica to conduct a search for a new member and would prefer that the candidate be an administrator. Discussion ensued regarding the possibility of finding an administrator from another charter school system.

Mr. Reeves asked for direction on the membership of the search committee and the number of candidates to bring to the Board for interviews and selection. Following discussion, it was determined to that the search committee would consist of two current sitting administrators, a minimum of two former Board members, and one Academica representative; and that the committee would bring three candidates to the Board for selection.

Member Noble moved to approve the formation of the search committee as discussed. Member McClain seconded the motion, and the Board voted unanimously to approve.

7. Update on Somerset's Big Give

Member Bentham gave an update on the inaugural Somerset's Big Give which was held in May. They had 100% Board participation, as well as donations from students, families, teachers and friends with the average individual gift being \$40.93. The total amount raised was \$10,350. The following campuses received an additional \$500 for each notable achievement:

- Stephanie had the first donation at the start of the campaign
- Lone Mountain was the campus with the most individual donations
- Aliante campus had the most student and family donations
- Skye Canyon had the most teacher donations
- Aliante had the highest percentage of giving to enrollment
- Lone Mountain had the most donations during Power Hour

Member Bentham stated that Somerset's Big Give would take place in February next year. Member Bentham thanked Academica for being a presenting partner, Ivory Star Productions for their corporate support, and the Lone Mountain administration and students for helping with the kettle corn promotion.

8. Public Comment and Discussion

Member McClain stated that, in reference to Principal Threeton's campus concerns, the Board needed to look to the future needs of all of the campuses. He reiterated the request for Academica to provide clarification on the bond funds available and which campuses were eligible to use the funds. Mr. Reeves stated that he had received clarification regarding the available bond funds. With the exception of the funds from the Sky Pointe/North Las Vegas bond, all bond funds had already been used. The bond funds that had been available had been from the contingency built into the bonds. Member Bentham stated that ongoing maintenance was something the Board needed to be thinking about in the budgeting.

Member McClellan stated that the Board should look at exploring what, if any, options were available for the North Las Vegas campus. She also stated that, following the last Board meeting, she had been contacted by two people who expressed safety concerns and had asked about the possibility of hiring security for the Board meetings that might be emotionally charged.

Member Bentham stated that the Board should be holding a meeting soon to address the administrative structure.

9. Adjournment

The meeting was adjourned at 1:08 p.m.

Approved on: _____

**Secretary of the Board of Directors
Somerset Academy of Las Vegas**

MINUTES
of the meeting of the
BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS
June 28, 2019

The Board of Directors of Somerset Academy of Nevada held a public meeting on June 28, 2019, at 11:30 a.m. at 6475 Valley Dr., North Las Vegas, Nevada 89084.

1. Call to order and Roll Call

Board Chair John Bentham called the meeting to order at 11:33 a.m. with a quorum present. In attendance were Board members Will Harty, Cody Noble, John Bentham, Gary McClain, and Travis Mizer (via telephone, left the meeting at 12:37 p.m.).

Board Member Sarah McClellan was not present at this meeting.

Also present were Principals Ruby Norland, Elaine Kelley, Lee Esplin, Cesar Tiu, Christina Threton, Kate Lackey, and Interim Principal Michele Lorig. Academica representatives Ryan Reeves and Crystal Thiriot were also in attendance.

2. Public Comment and Discussion

There was no request for public comment.

3. Discussion and Possible Action Regarding Somerset Academy of Las Vegas' System-Wide Administrative Structure and Possible Designation of Administrative Positions and Assignments

Member Bentham explained that Executive Director John Barlow's retirement triggered discussion regarding Somerset's administrative structure. Mr. Ryan Reeves addressed the Board and introduced the proposed changes as outlined in the support materials. He explained that the principals presented the Board with a model that some members believed put too much responsibility on the principals, especially with new principals and some schools focusing on improvements. On the other hand, the prior structure created difficulties because the Executive Director was meant to provide support to the principals, and he was also tasked with evaluating them. The plan outlined in the support materials attempted to strike a balance between both models.

Member Harty was concerned about how the principals would be evaluated under the proposed model. Mr. Reeves explained that the principals would evaluate themselves using data created by components such as performance framework and school surveys. Academica staff and the Florida partnership would assist in the preparation of documents to facilitate this process. Member Bentham mentioned Pinecrest Academy's Board, which had a subcommittee to assist and evaluate principal self-evaluations. Member Harty concluded that although he remained skeptical overall, the idea of an objective performance review method brought him closer to a level of comfort with the proposed model.

Member Noble noted that, although the proposed model incorporated a lot of what the principals presented, he was reticent to push any additional responsibilities on the principals. His opinion was that the Board needed a point of contact with the campuses, and the principals needed an individual to go to for support. He thought that the proposed Administrative Coordinator position met those needs; however, he was concerned about the principal self-evaluation method. Though he appreciated the proposed structure as a starting point, he believed more input from the principals was necessary.

Member Bentham agreed that the plan outlined was a good start and hoped that the transition process would be organic over the first year so that the system could be fine-tuned. He added that the Administrative Coordinator should be the primary entity to address parental concerns, rather than Academics as suggested in the proposal. He suggested that the Administrative Coordinator be involved in applying for grants. Ms. Crystal Thiriot addressed the Board and stated that she would add applying for grants to the job description. Member Bentham added that this individual could serve as a five STAR specialist. Finally, he noted that he did not think the title Administrative Coordinator encapsulated the responsibilities of the position very well. Mr. Reeves understood the Board's point of view regarding Academics fielding parental concerns, given that Somerset previously relied on the Executive Director to perform this function. Mr. Reeves also clarified that under the new model, ultimate responsibility regarding school data would lie with the schools, though they could turn to the Administrative Coordinator for support.

Member McClain emphasized that trust in the system and each other was vital to success and encouraged the principals to participate in this decision. Member Mizer asserted that he did not believe the timing was right for a self-administered structure; he believed they needed an Executive Director's supervision until they were running all 4 to 5 STAR schools.

Member Harty wanted to know how principals would obtain salary increases. Mr. Reeves responded that a raise structure did not yet exist, and he suggested fashioning one after the teachers' existing raise structure in which a percentage raise was applied based on objective and subjective evaluation factors. Member Bentham was curious to know how Pinecrest Academy determined raises, to which Mr. Reeves replied that the aforementioned Principal Evaluation Committee determined evaluation methods and salary amounts and then presented those to the Board in the form of a Consent Agenda.

Member Harty saw the Administrative Coordinator as a critical component of this proposed system, and he was open to an increase in the proposed salary for that individual. Mr. Reeves maintained that the proposed salary range was designated accordingly; while the Administrative Coordinator position would be close to principal level, many of this individual's responsibilities would fall below principal level.

Member Harty wondered how they would objectively know whether the new system was working. Discussion ensued regarding whether this individual would ultimately bear responsibility for objective performance indicators at the individual campuses. It was decided that campus leaderships were to be accountable for STAR ratings and more thought needed to be given to how to measure the success of the proposed Administrative Coordinator.

Principal Elaine Kelley addressed the Board and reminded them that the STAR ratings were not issued until the end of the year, so there would need to be some other form of measurement throughout the year. Member Bentham pointed out that there were several indicators to measure educational growth throughout the year, and if trust and accountability thrived and the principals appeared happy, then the position could be considered successful. Member Noble underscored that the proposed system would promote accountability by encouraging the principals to independently identify and address issues along the way rather than wait for an end-of-year performance review. Principal Lee Esplin addressed the Board and stated that the Administrative Coordinator could not fairly be evaluated based on STAR ratings or data growth because he/she may not play any role in that. Rather, a mechanism would need to be developed to assess the support that that position would provide.

Principal Esplin and other Somerset principals asked whether their existing SPED Facilitator positions would be necessary if those responsibilities would fall under the Administrative Coordinator's purview. Mr. Reeves responded that the thought was simply to find areas the Administrative Coordinator could strengthen, and maybe SPED was not the right area. Principal Esplin suggested that the Administrative Coordinator could help with grant writing. Member Noble interjected that it would be most beneficial to get input from the principal cohort regarding what support would be most useful.

Principal Kate Lackey addressed the Board to inquire as to what "working together" would look like. Member Bentham responded that the principal cohort would meet together to decide what kind of support would be most beneficial to them. Principal Lackey noted that she would strongly prefer that someone who was supporting the principals have experience as a former principal. Discussion ensued regarding what was meant by "supporting the principals", whether that type of support was necessary, and what type of an individual could provide that level of support. It was determined that it was more important to vote on whether or not to move to this system in the first place and discuss this further afterward.

Principal Ruby Norland addressed the Board and contributed that she did not think this sounded like a full-time position, and she thought the salary range was too high. She argued that her AP's worked more than full time and their salaries were not even close to the proposed Administrative Coordinator salary. Member Noble and Mr. Reeves clarified that while the position would be full-time, the Lead Principal aspect would not require the entire workweek and so the individual would be assigned additional responsibilities.

Principal Kelley wondered how the Administrative Coordinator would be chosen. Member Harty recommended the principals pick the individual to fill this position. Principal Esplin remarked that he also believed that the salary range was much too high for an administrative position when the AP's were paid far less. Member Noble and Mr. Reeves responded that the level of support they would expect from this individual would require a certain level of expertise that would merit the pay range in question.

Mr. Reeves suggested that the principals continue this discussion in a meeting of their own. The principals could bring their decisions regarding a job description, title, and salary range to the Board, along with a candidate's name if they could find someone suitable. Member McClain agreed; stating that he thought they were getting close to making all of these decision, and pointed out that the principals had already begun to discuss this change in structure when they learned of Executive Director Barlow's retirement.

Principal Christina Threton addressed the Board and opined that qualitative data such as service, leadership, and character needed to be considered in the evaluation of principal performance. Member Harty asked Principal Threton to comment on whether she thought a principal should be evaluating him/herself on subjective measures; adding that this was his main problem with the proposed model. Principal Threton responded that the evaluations should be collaborative and supported the idea of forming an Evaluation Committee.

Member Harty moved to approve the Administrative Coordinator position pending the principals coming back with a more detailed job description and potentially an individual to fill the position. Member Bentham seconded the motion.

Member Noble expressed uneasiness over making a firm decision regarding the Administrative Coordinator position.

This motion was withdrawn and no vote was taken.

Member McClain moved to approve moving away from the Executive Director structure and putting in place a principal-led structure with a proper support position yet to be determined. Member Harty seconded the motion.

Principal Kelley was concerned about what would happen if the principals made decisions the Board chose not to support. Discussion ensued regarding how the principals were to proceed. After deciding what type of support they needed, they were to present a candidate's name to the Board, provided they could agree on someone suitable.

The Board discussed the wording of the motion and agreed that they wanted to eliminate the Executive Director position and leave it up to the principals to determine what type of a support person would be most beneficial as a replacement.

The motion was carried with one abstention by Member Noble.

Mr. Reeves concluded by saying that board governance trainings taught him that the Board members are supposed to decide what the school needs and leave it up to the administrators to decide how to meet those needs. Therefore, he reassured the group that they were handling this in a proper manner.

4. Public Comment and Discussion

There was no request for public comment.

5. Adjournment

The meeting was adjourned at 12:45 p.m.

Approved on: _____

**Secretary of the Board of Directors
Somerset Academy of Las Vegas**

DRAFT

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019
Agenda Item: 3b – Approval of Recommendations from the Finance Committee
Number of Enclosures: 1

SUBJECT: Recommendations from the Finance Committee

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Board/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: The Finance Committee held a meeting on July 31, 2019 to discuss items that impact Somerset financially. The **draft** minutes from the Finance Committee meeting are included in the support materials.

Submitted By: Staff

MINUTES
of the meeting of the
SOMERSET ACADEMY OF LAS VEGAS FINANCE COMMITTEE
July 31, 2019

Somerset Academy of Nevada Finance Committee held a public meeting on July 31, 2019, at 12:00 p.m. at 6630 Surrey St., Las Vegas, NV 89119.

1. Call to order and Roll Call

Committee Chair Travis Mizer called the meeting to order at 12:08 p.m. In attendance were Committee Members Travis Mizer and Will Harty (via telephone).

Also present were Governing Board members Gary McClain and John Bentham (via telephone); as well as Academica representatives Crystal Thiriot, Gil Cuevas, Marc Clayton, Gayle Jefferson, and Ryan Reeves.

2. Public Comments and Discussion

There was no request for public comment.

3. Review and Approval of the Minutes from the May 29, 2019 Finance Committee Meeting

Member Harty moved to approve the minutes from the May 29, 2019 Finance Committee meeting. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

4. Review and Discussion of Somerset Academy Financial Performance

Mr. Marc Clayton addressed the Board and reviewed the report included in the support materials, which provided a reconciliation of the schools' budgets to the schools' actuals. Mr. Clayton discussed how he arrived at the figures shown and noted that most of the schools had a positive variance. Mr. Clayton explained that Losee showed a negative variance of \$58,000 because they overspent on salaries and benefits by \$103,000, and SPED revenue was decreased by \$207,000, which was offset by DSA revenue of \$345,000. Member Mizer asked about the \$600,000 in Title I funds, and Mr. Clayton clarified that the Title I Funds were for the upcoming school year.

Mr. Clayton noted that, because SPED revenue was allocated to schools based on that year's SPED enrollment at the school, there were several schools with line items showing a positive or negative variance between SPED revenue and the budget and explained that this was; therefore, schools like Aliante and Skye Canyon had a higher SPED revenue than budgeted because they had a higher SPED student count.

Member Harty asked if the report showed how Somerset would end the year. Mr. Clayton responded that the report did not include the final audit adjustments. Member Harty asked how much Somerset would have in surplus at the end of the year. Mr. Clayton responded that there would be around \$2 million and explained how he got the figures in the support materials; concluding that it was more of a cash basis comparison. Discussion

ensued regarding the true surplus. Mr. Goodsell addressed the Board and clarified that all campuses except Losee would end the year with a surplus. Mr. Goodsell stated that with bond payments factored in it appeared that Lone Mountain did not have a surplus; however, he confirmed that Lone Mountain did have a surplus. Mr. Goodsell asked Mr. Clayton to prepare a report with the bond issuance cost backed out so that the Board could see how the schools were doing in simpler terms.

There was some discussion following an inquiry by Member Harty into how Somerset was doing on the Charter Authority's metrics. Mr. Clayton stated that Somerset was meeting all of the metrics. Mr. Goodsell added that they were ahead on their State requirement for cash on hand.

5. Discussion and Possible Action to Recommend Approval of Installation of Carpeting at the Somerset Stephanie Campus

Mr. Gil Cuevas addressed the Board and reviewed the bids submitted for the Somerset Stephanie carpeting replacement job. He noted that the Floorworks quote utilized the wrong square yardage and that the actual total should have been around \$61,000. Member Mizer asked if they had made a mistake on any other line item because the bid was still significantly higher than the other bids, even with the square yardage adjustment. Mr. Cuevas responded that the unit cost on the carpet itself was a little more expensive, despite it being the same product the other companies quoted.

Member Mizer commented that this expense was not accounted for in the budget, and asked why the Principal had not notified the Board that the carpet was trashed. Ms. Crystal Thiriot addressed the Board and commented that the Principal had been monitoring the situation with Mr. Cuevas over the years to determine whether it could be repaired or needed to be replaced. She added that the principal was using a combination of her summer maintenance budget and student generated funds.

Member Mizer also asked for details about Empire's offer to move the furniture for free. Mr. Cuevas explained that their shipping was cancelled, causing a delay on the project, so they offered to move the furniture for free. Member Mizer asked whether there was a warranty on the carpet, to which Mr. Cuevas responded that he believed there was a one-year warranty, but he would need to check.

Mr. Cuevas explained that the first bid was submitted by a handyman who worked for an unspecified company. Because the company's name was not written on the bid, Mr. McClain deemed the bid invalid. Mr. McClain also considered the Floorworks bid to be invalid because of the error in the square yardage.

Member Harty moved to recommend approval of Empire Today as vendor to provide and install new carpet at the Somerset Stephanie campus. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

6. Discussion and Possible Action to Recommend Approval of Installation of Cameras in Somerset Administration Office

Mr. Cuevas introduced the two bids received for security cameras stating that they both quoted pricing for 104 cameras to be distributed between the seven campuses.

Mr. JJ Christian, with Intellatek, addressed the Board and presented Intellatek's bid, explaining that they had provided many of Academica managed schools with camera systems. They offered a system with nine months

of backup that could be viewed from any device, and they planned to subcontract installation to a cable company. Member Mizer asked whether their system had audio capabilities. Mr. Christian responded that the cameras had audio capability, but the schools usually turned it off because of privacy laws. He added that the video aspect could capture 30 frames per second, which was like HD quality video. Member Mizer also wanted to confirm that the footage would automatically start writing over itself after 9 months. In addition to confirming this, Mr. Christian added that Intellatek could probably get even more storage if desired. Member Mizer asked if they would be able to save footage of a specific event permanently, to which Mr. Christian responded affirmatively. Mr. Christian explained that the school administration would dictate who would have access to the footage and backup in case of a power outage would also be in place.

Mr. Josh Wells, with Brantley Security addressed the Board and presented Brantley Security bid. Mr. Wells stated that the footage could be accessed by authorized users from any device; however, their cameras did not have an audio option. Mr. Wells stated that they could customize the access each individual would be allowed such as live footage, playing video, and deleting video. Ms. Delmy Andrades, with Brantley Security, addressed the Board and detailed a flexible 9-month or 12-month footage data storage option, which was included in the bid price.

Member Mizer wanted to know if the two companies were quoting the same camera product. Mr. Cuevas responded that the products were different; however, the quality of the products was the same. Member Mizer asked whether the Brantley bid included cabling costs, to which Mr. Wells replied in the affirmative. Mr. Wells said that the main cost with security cameras was the data storage.

Member Mizer asked whether principals would want the option for audio recording. Ms. Gayle Jefferson addressed the Board and stated that as a former Principal, she would not want to record audio; she would be concerned about FERPA violations.

Mr. Ryan Reeves addressed the Board and advised on the audio issue, stating that it would depend on where they were going to record; adding that while he would not advise recording audio in an area that might be considered private like an office, there was no expectation of privacy in a hallway. Member Mizer was concerned that they could get in trouble for not recording audio if an incident should arise. Mr. Reeves responded that there was no affirmative responsibility upon a public entity to record audio or even video.

Discussion ensued regarding the amount of data storage Somerset Academy should purchase. Mr. McClain asked whether a school could add more storage down the line. Both companies responded that adding more storage was a possibility. The Board asked both companies to submit new bids with quotes for 30, 60, and 90 days of storage before the August 8th Governing Board meeting.

This item was tabled.

7. Discussion and Possible Action to Recommend Approval of Revisions to the Somerset Financial Policies and Procedures Manual

Mr. Goodsell explained the proposed revisions to the Somerset Financial Policies and Procedures Manual, including adding a line specifying that student-generated fundraising accounts were subject to the policies in the manual and removing the language “Executive Director” since the position had been eliminated. Mr. Goodsell stated that the most significant proposed change was a revision which would allow a principal to spend up to \$25,000 on a project before Board approval was required; adding that this change would allow Principals to take care of small projects without delay.

Mr. Reeves commented that the \$25,000 still had to fall within the Board's budgeting authority; adding that each schools' student-generated funding was the only money that could be spent completely at the schools' discretion.

Member Harty moved to recommend approval of the revisions to the Somerset Financial Policies and Procedures Manual, as presented. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

8. Discussion and Possible Action to Recommend Approval for Somerset Principals to Apply for Grants Deemed Necessary

Ms. Thiriot explained that this item sought to allow Principals to apply for grants at their discretion and that the Board would still need to approve the acceptance of the funds if an award were to be issued.

Member Harty moved to recommend approval for Somerset principals to apply for grants as deemed necessary. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

9. Discussion and Possible Action to Recommend Approval of Retention Bonuses

Mr. Goodsell asked the Board to approve retention bonuses for staff as outlined in the support materials. Mr. Goodsell explained that he obtained the number of employees returning from the office managers and applied the same amounts per position as the previous year, totaling at \$540,925. The employees would receive this bonus after returning to work. Member Mizer asked whether the other charter schools awarded retention bonuses, to which Mr. Goodsell replied that they did; adding that CCSD did not. Mr. Goodsell also assured the Board that this expense was accounted for in the budget.

Member Harty moved to recommend approval of the retention bonuses, as presented. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

10. Discussion and Possible Action to Recommend Approval of Revised Tuition Reimbursement Policy to Include TESL and GATE Endorsements

Ms. Thiriot explained that grants were available that would include TESL and GATE programs, and having teachers at the school with certifications in those programs would be very valuable to the school. Ms. Thiriot explained that when a teacher accepted reimbursement money, they had to maintain their employment with the school through the following year or repay the full amount. Mr. Reeves added that the current policy only covered classes that lead to a higher degree in a field related to the employee's position, and this revision extended the policy to include classes toward these specific certification programs. Discussion ensued regarding the cost of the certification programs and the logistics of funding the tuition reimbursements. Mr. Goodsell added that the employees would need Principal approval prior to beginning the program.

Member Harty moved to recommend approval of the revised the tuition reimbursement policy to include TESL and GATE endorsements. Member Mizer seconded the motion, and the Committee voted unanimously to approve.

11. Discussion and Possible Action to Recommend Changes to the Financial Committee Membership

Ms. Thiriot explained that they needed to fill a vacancy on the Finance Committee. Member Mizer suggested bringing on an upcoming assistant principal because an assistant principal might have more time than a principal. Member Harty noted that the assistant principal or principals often had to ask the Board to spend money on a project, and he was concerned that this would provide a conflict. Mr. Reeves commented that such an individual would need to disclose any conflicts that arose and recuse him/herself from the vote.

Discussion ensued regarding whether the Board should add one or two members to the Finance Committee, and they considered the implications of bringing on an Assistant Principal or a Governing Board member. The Board decided to find out who was interested in filling the vacancy before making a decision.

12. Public Comment and Discussion

There was no request for public comment.

13. Adjournment

The meeting was adjourned at 1:02 p.m.

Approved on: _____

_____ of the Finance Committee of
Somerset Academy of Las Vegas

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019 Agenda Item: 3b1 – School Financial Performance Number of Enclosures: 1
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SUBJECT: School Financial Performance
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<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input checked="" type="checkbox"/> Consent Agenda
<input type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Board/Finance Committee
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Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: The Finance Committee reviewed the school financial performance during the July 31 st meeting.

Submitted By: Staff

Financial News, Notes, and Updates

	Reconciliation to Budget {A}	Reconciliation to P&L {B}	Budget to Actual Variance {A} - {B}
Stephanie	\$ 112,784	\$ (68,671)	\$ 181,455
North Las Vegas	\$ 433,364	\$ 75,673	\$ 357,691
Losee	\$ 459,386	\$ 517,680	\$ (58,294)
Sky Pointe	\$ 268,301	\$ (6,906)	\$ 275,207
Lone Mountain	\$ (363,974)	\$ (439,462)	\$ 75,489
Skye Canyon	\$ 634,844	\$ 42,019	\$ 592,825
Aliante	\$ 581,665	\$ (43,056)	\$ 624,721
Executive Director	\$ (513,523)	\$ (692,228)	\$ 178,705
All Campuses	\$ 1,612,849	\$ (614,950)	\$ 2,227,799

NOTES:

Reconciliation to Budget: The individual School P&L's were modified to show budgeted cash transaction not reflected on a GAAP Income Statement (Loan reduction payments). In addition, Employee transfers between Somerset Schools were not properly recorded to the appropriate School. A Employee Transfer adjustment was entered to allocate the correct salaries with no net change in total Salaries for Somerset as a whole. Total Salaries are within expectations when compared to Employee Rosters prepared by the Schools.

Reconciliation to P&L: The Individual School Budget was modified to include Board Approve cash transaction not included in the Budget. (Bonuses and Lone Mountain Bond Issuance Costs)

Stephanie:

Budget to Actual Variance	<u>181,455</u>	
Additional DSA Revenue	233,877	Increase in DSA Revenue is related to budgeting Revenue at 95%.
SPED Revenue	(22,100)	Decrease in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	11,644	Total Salaries (including SPED) is under budget which is consistent with Employee Rosters.
Instructional Supplies	(7,676)	During the year the School spent \$7,676 on Software, Office Supplies and General Supplies over the allocated consumables amount.
Training & Development	(28,967)	Majority of cost are related to NCTM Conferences (\$17K), SDE Registration (\$13K), and Marzano Conference \$5,800
Contracted Services	21,196	Cost saving have been gained on Monthly Copier fees \$12,682, IT Setup \$4,075 and Legal Fees \$5,970.
Repairs and Maintenance	(30,793)	Overall monthly expenses exceed budgeted amounts.
Other	4,274	The remaining positive variance is associated to under budget amounts in utilities, over budget in insurance and Dues & Fees.

North Las Vegas:

Budget to Actual Variance	<u>357,691</u>	
Additional DSA Revenue	335,810	Increase in DSA Revenue is related to budgeting Revenue at 95%.
SPED Revenue	27,443	Increase in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	128,067	Total Salaries (including SPED) is under budget which is consistent with Employee Rosters.
Instructional Supplies	11,177	The School remained under budget on Office and Nursing Supplies for the year.
Repairs and Maintenance	(40,659)	In April and May the School incurred additional costs associated to Fence Repairs and Water Heater replacement. In addition, overall monthly expenses exceed budgeted amounts.
Utilities	(12,889)	Variance is associated to over budget amounts in electrical utilities in the amount of \$29,241.
Insurance	(16,337)	Variance is due to higher Property/Liability Insurance.
Other	(74,921)	Remaining variance is related to copier overages, IT Fees, rent increase and Affiliation Fee.

Losee:

Budget to Actual Variance	<u>(58,294)</u>	
Additional DSA Revenue	345,786	Increase in DSA Revenue is related to budgeting Revenue at 95%
SPED Revenue	(207,884)	Decrease in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	(103,899)	Total Salaries (including SPED) is over budget which is consistent with Employee Rosters.

Training and Development	(15,817)	
Contracted Service	(90,998)	Contracted Services are over budget as a result of higher copier usage resulting in \$39,267 additional charges and SPED Contracted Service \$58,335
Utilities	(7,969)	Utilities are over budget due to an increase in Electricity usage (\$42,000) over budget which is partially offset with Garbage being under by \$23,477
Insurance	(31,140)	Variance is due to higher Property/Liability Insurance.
Other	53,627	Remaining variance is due to \$28,016 under budget on Athletics and Maintenance

Sky Point:

Budget to Actual Variance	<u>275,207</u>	
Additional DSA Revenue	894,667	Increase in DSA Revenue is related to budgeting Revenue at 95%.
SPED Revenue	(238,001)	Decrease in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	(254,233)	Total Salaries (including SPED) is over budget which is consistent with Employee Rosters.
Contracted Services	(66,434)	Contracted Services are over budget as a result of higher SPED Contracted Service \$66,434.
Repairs and Maintenance	(59,848)	Additional cost charged due to changing Cleaning Services. Overall monthly expenses exceed Repair and Maintenance budgeted amounts.
Other	(944)	Remaining variance is due to higher Property/Liability Insurance and escrow fee.

Lone Mountain:

Budget to Actual Variance	<u>75,489</u>	
Additional DSA Revenue	191,350	Increase in DSA Revenue is related to budgeting Revenue at 95%
SPED Revenue	(143,431)	Decrease in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	(75,613)	Total Salaries (including SPED) is over budget which is consistent with Employee Rosters.
Rent	137,109	The building was acquired in April as a result May and June rent was not be required.
Other	(33,926)	The remaining variance is associated to over budget amounts in Supplies, Training and Utilities.

Skye Canyon:

Budget to Actual Variance	<u>592,825</u>	
Additional DSA Revenue	183,687	Increase in DSA Revenue is related to budgeting Revenue at 95%
Additional SPED Revenue	284,550	Increase in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	94,218	Total Salaries (including SPED) is under budget which is consistent with Employee Rosters.
Instructional Supplies	(23,238)	Over budget amount is related to additional purchase of Software/Curriculum/IT Supplies outside of the ZION FF&E Lease
Repairs and Maintenance	22,863	Cost savings are attributed to under budget AC repairs and summer maintenance
Other	30,745	Remaining variance is due to under budget monthly copier fees

Aliante:

Budget to Actual Variance	<u>624,721</u>	
Additional DSA Revenue	233,943	Increase in DSA Revenue is related to budgeting Revenue at 95%.
Additional SPED Revenue	299,419	Increase in SPED fund is due to allocation of SPED funding based on Student Enrollment. Full SPED funding has been received as of 6.30.19
Total Salaries and Benefits	31,318	Total Salaries (including SPED) is under budget which is consistent with Employee Rosters.
Instructional Supplies	6,692	
Training and Development	14,703	The full amount for Affiliation Fee- Training has not be used.
Other	38,646	The remaining positive variance is associated to under budget amounts in utilities which fluctuates based on usage.

Exec Office:

Budget to Actual Variance	<u>178,705</u>	
Training and Development	111,966	As of April budget amounts to be paid out of the Executive Office for Training/Development have not been fully used.
Total Salaries and Benefits	70,096	Salaries and Benefits is under budget due to Staff transfers out of the Executive Office (Simo).
Furniture and Equipment	(12,025)	New table, desk and equipment for Conference and Executive Office rooms.
Dues and Fees	(11,462)	\$5,832 Registration for PLC Summit, Amazon Ordering account, and other Conference registrations
Food program expenses	24,575	Food Program expenses are allocated and paid by the NSLP program and are not reflected in the Executive Office.
Other	(4,445)	Remaining variance is related to overages on Copier fee, equipment rentals, marketing and allocated utilities.

YTD Comparative Income Statement
Budget VS Actual 18
Somerset Academy of Las Vegas

Accrual

Report includes an open period. Entries are not final.

Thru:	Year-To-Date			
	Actual Jun 2019	Budget Jun 2019	Variance	
INCOME				
DSA REVENUE	58,724,801.78	56,305,589.00	2,419,212.78	4.30%
SPED DISCRETIONARY UNIT	2,680,981.31	2,680,980.00	1.31	0.00%
SPED PART B FUNDING	892,854.62	892,859.00	(4.38)	0.00%
TOTAL INCOME	62,298,637.71	59,879,428.00	2,419,209.71	4.04%
EXPENSES				
SALARIES				
SALARIES TEACHERS	17,401,120.19	17,703,827.00	302,706.81	1.71%
SALARIES OF LONG TERM SUBS	1,882,595.47	82,800.00	(1,799,795.47)	-2173.67%
CONTRACTED SUBSTITUTE SERVICE	716,687.90	542,700.00	(173,987.90)	-32.06%
BONUSES TEACHERS	331,035.68	0.00	(331,035.68)	0.00%
BONUSES LONG TERM SUBS	24,793.64	0.00	(24,793.64)	0.00%
BONUSES SPED TEACHERS	28,291.52	0.00	(28,291.52)	0.00%
BONUSES SUPPORT STAFF SPED	687.43	0.00	(687.43)	0.00%
SALARIES OF SUPPORT STAFF	1,629,882.75	1,388,520.00	(241,362.75)	-17.38%
BONUSES SUPPORT STAFF	42,736.87	0.00	(42,736.87)	0.00%
SALARIES OF GENERAL ADMIN	1,620,957.19	1,227,948.00	(393,009.19)	-32.01%
BONUSES GENERAL ADMIN	43,050.42	0.00	(43,050.42)	0.00%
SALARIES OF LICENSED ADMIN	2,488,353.93	2,214,877.00	(273,476.93)	-12.35%
BONUSES LICENSED ADMIN	55,735.70	0.00	(55,735.70)	0.00%
SALARIES OF CAMPUS MONITORS	261,856.80	425,686.00	163,829.20	38.49%
BONUSES CAMPUS MONITORS	5,095.24	0.00	(5,095.24)	0.00%
TOTAL SALARIES	26,532,880.73	23,586,358.00	(2,946,522.73)	-12.49%
BENEFITS				
TOTAL BENEFITS	9,145,323.17	10,306,202.00	1,160,878.83	11.26%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	29,479.93	44,996.00	15,516.07	34.48%
TUITION REIMBURSEMENT LICENSED ADMIN	5,418.75	0.00	(5,418.75)	0.00%
TOTAL TUITION REIMBURSEMENT	34,898.68	44,996.00	10,097.32	22.44%
TOTAL SALARIES AND BENEFITS	35,713,102.58	33,937,556.00	(1,775,546.58)	-5.23%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	1,282,002.16	2,140,994.00	858,991.84	40.12%
SALARIES OF SUPPORT STAFF SPED	59,049.63	0.00	(59,049.63)	0.00%

BONUSES SPED TEACHERS	28,291.52	0.00	(28,291.52)	0.00%
BONUSES SUPPORT STAFF SPED	687.43	0.00	(687.43)	0.00%
FICA SPED TEACHERS	(365.38)	0.00	365.38	0.00%
FICA SUPPORT STAFF SPED	383.89	0.00	(383.89)	0.00%
PERS SPED TEACHERS	289,211.09	599,477.00	310,265.91	51.76%
PERS SUPPORT STAFF SPED	8,476.52	0.00	(8,476.52)	0.00%
MEDICARE SPED TEACHERS	17,647.29	31,041.00	13,393.71	43.15%
MEDICARE SUPPORT STAFF SPED	802.80	0.00	(802.80)	0.00%
UNEMPLOYMENT SPED TEACHERS	39,248.95	0.00	(39,248.95)	0.00%
SUI SPED	(302.76)	68,509.00	68,811.76	100.44%
FUTA SPED	(114.21)	12,845.00	12,959.21	100.89%
UNEMPLOYMENT SUPPORT STAFF SPED	1,751.88	0.00	(1,751.88)	0.00%
WORKERS COMP SPED TEACHERS	(229.30)	17,124.00	17,353.30	101.34%
HEALTH BENEFITS SPED TEACHERS	128,491.02	228,569.00	100,077.98	43.78%
HEALTH BENEFITS SUPPORT STAFF SPED	2,300.98	0.00	(2,300.98)	0.00%
SPED CONTRACTED SERVICES	1,260,887.77	885,000.00	(375,887.77)	-42.47%
TRAVEL SPED TEACHERS	614.37	0.00	(614.37)	0.00%
SPED SUPPLIES	15,535.77	106,320.00	90,784.23	85.39%
SPED ASSESSMENT AND TESTING MATERIALS	16,689.15	0.00	(16,689.15)	0.00%
CONSUMABLES SPED	409.11	0.00	(409.11)	0.00%
TEXTBOOKS / CURRICULUM SPED	11,800.27	0.00	(11,800.27)	0.00%
SOFTWARE SPED	2,901.10	0.00	(2,901.10)	0.00%
TOTAL SPECIAL EDUCATION	3,166,171.05	4,089,879.00	923,707.95	22.59%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	1,038.63	34,000.00	32,961.37	96.95%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	4,439.46	0.00	(4,439.46)	0.00%
TOTAL FOOD SERVICES	5,478.09	34,000.00	28,521.91	83.89%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	86,285.73	182,566.00	96,280.27	52.74%
COPIER SUPPLIES	38,476.38	34,640.00	(3,836.38)	-11.08%
ASSESSMENT AND TESTING MATERIALS	7,681.77	45,639.00	37,957.23	83.17%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PURCHASE	2,165.80	0.00	(2,165.80)	0.00%
CONSUMABLES	(21,557.13)	841,168.00	862,725.13	102.56%
CONSUMABLES - TEXTBOOKS	420,552.05	0.00	(420,552.05)	0.00%
CONSUMABLES - SOFTWARE	119,032.72	0.00	(119,032.72)	0.00%
CONSUMABLES - COMPUTERS	17,689.55	0.00	(17,689.55)	0.00%
CONSUMABLES - SUPPLIES	111,238.76	0.00	(111,238.76)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	21,479.86	0.00	(21,479.86)	0.00%
TEXTBOOKS / CURRICULUM	54,552.22	0.00	(54,552.22)	0.00%
SOFTWARE	58,868.79	0.00	(58,868.79)	0.00%
COMPUTER PURCHASES	34,271.46	0.00	(34,271.46)	0.00%
IT SUPPLIES	31,464.42	0.00	(31,464.42)	0.00%
POSTAGE	5,546.10	12,250.00	6,703.90	54.73%
OFFICE SUPPLIES	80,140.85	116,522.00	36,381.15	31.22%
NURSING SUPPLIES	21,358.45	25,553.00	4,194.55	16.42%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCHASE	21,528.10	0.00	(21,528.10)	0.00%

TOTAL INSTRUCTIONAL SUPPLIES	1,110,775.88	1,258,338.00	147,562.12	11.73%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	221,666.69	282,833.00	61,166.31	21.63%
AFFILIATION FEE - BATTLE OF THE BOOKS	29,111.82	13,500.00	(15,611.82)	-115.64%
TRAINING & DEVELOPMENT	55,798.19	0.00	(55,798.19)	0.00%
TRAVEL TEACHERS	44,785.01	0.00	(44,785.01)	0.00%
TRAVEL SPED TEACHERS	614.37	0.00	(614.37)	0.00%
TRAVEL LICENSED ADMIN	61,357.06	50,500.00	(10,857.06)	-21.50%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	413,333.14	346,833.00	(66,500.14)	-19.17%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	455,900.44	547,500.00	91,599.56	16.73%
COPIER FEES OVERAGE	1,966.76	0.00	(1,966.76)	0.00%
PAYROLL SERVICE FEES	24,881.61	0.00	(24,881.61)	0.00%
IT SERVICES MONTHLY	388,418.95	363,720.00	(24,698.95)	-6.79%
IT SET UP FEES	15,875.00	82,004.00	66,129.00	80.64%
INFINITE CAMPUS	19,009.63	18,000.00	(1,009.63)	-5.61%
AUDIT AND TAX SERVICES	87,590.00	95,000.00	7,410.00	7.80%
LEGAL FEES	22,858.41	57,000.00	34,141.59	59.90%
PROFESSIONAL FEES	51,940.23	0.00	(51,940.23)	0.00%
MANAGEMENT FEES	3,853,728.30	3,880,285.00	26,556.70	0.68%
AFFILIATION FEE - INC.	309,366.23	276,333.00	(33,033.23)	-11.95%
STATE ADMINISTRATIVE FEES	880,640.43	889,036.00	8,395.57	0.94%
TOTAL CONTRACTED SERVICES	6,112,175.99	6,208,878.00	96,702.01	1.56%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	12,261.50	8,420.00	(3,841.50)	-45.62%
ADVERTISING/MARKETING	8,982.34	0.00	(8,982.34)	0.00%
PRINTING AND BINDING EXPENSES	3,703.91	0.00	(3,703.91)	0.00%
WEB SITE EXPENDITURES	20,557.56	27,000.00	6,442.44	23.86%
DUES AND FEES	94,795.48	58,500.00	(36,295.48)	-62.04%
INTEREST EXPENSE	4,711,843.69	5,813,210.00	1,101,366.31	18.95%
BANK FEES	470.61	0.00	(470.61)	0.00%
ATHLETICS	39,061.57	71,000.00	31,938.43	44.98%
TOTAL OTHER EXPENSES	4,891,676.66	5,978,130.00	1,086,453.34	18.17%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	11,467.12	0.00	(11,467.12)	0.00%
JANITORAL MONTHLY FEES	705,802.56	748,020.00	42,217.44	5.64%
JANITORAL ADDITIONAL SERVICES	28,931.51	0.00	(28,931.51)	0.00%
REPAIRS AND MAINTENANCE	390,513.56	207,461.00	(183,052.56)	-88.23%
AC REPAIRS AND MAINTENANCE	35,608.75	137,250.00	101,641.25	74.06%
LAWN CARE	77,402.50	73,050.00	(4,352.50)	-5.96%
SUMMER MAINTENANCE	105,333.90	95,500.00	(9,833.90)	-10.30%
CUSTODIAL SUPPLIES	128,466.43	130,185.00	1,718.57	1.32%
TOTAL FACILITY MAINTENANCE	1,483,526.33	1,391,466.00	(92,060.33)	-6.62%
FACILITIES OPERATIONS				

PROPERTY INSURANCE	257,238.02	104,167.00	(153,071.02)	-146.95%
LIABILITY INSURANCE	0.00	90,655.00	90,655.00	100.00%
OTHER INSURANCES	13,981.30	625.00	(13,356.30)	-2137.01%
RENT/LEASE PAYMENTS	2,668,342.78	2,802,862.00	134,519.22	4.80%
EQUIPMENT RENTALS	2,188.35	0.00	(2,188.35)	0.00%
SITE IMPROVEMENTS	8,797.74	0.00	(8,797.74)	0.00%
TOTAL FACILITIES OPERATIONS	2,950,548.19	2,998,309.00	47,760.81	1.59%
UTILITIES AND SERVICES				
WATER	124,565.33	116,000.00	(8,565.33)	-7.38%
SEWER	149,412.90	116,000.00	(33,412.90)	-28.80%
GARBAGE/DISPOSAL/TRASH	143,993.00	232,000.00	88,007.00	37.93%
ALARM SERVICES	12,933.00	39,655.00	26,722.00	67.39%
FIRE SERVICES	28,877.05	39,655.00	10,777.95	27.18%
TELEPHONE	53,998.68	77,100.00	23,101.32	29.96%
INTERNET	84,656.70	77,100.00	(7,556.70)	-9.80%
NATURAL GAS	852.07	0.00	(852.07)	0.00%
ELECTRICITY	716,118.49	696,000.00	(20,118.49)	-2.89%
TOTAL UTILITIES AND SERVICES	1,315,407.22	1,393,510.00	78,102.78	5.60%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	1,749,960.00	1,749,960.00	0.00	0.00%
AMORTIZATION OF ISSUANCE COST	562,849.87	0.00	(562,849.87)	0.00%
FUNDRAISING EXPENSES	(3,000.00)	0.00	3,000.00	0.00%
TOTAL ADJUSTING ENTRIES	2,309,809.87	1,749,960.00	(559,849.87)	-31.99%
TOTAL EXPENSES	59,472,005.00	59,386,859.00	(85,146.00)	-0.14%
NET INCOME	2,826,632.71	492,569.00	2,334,063.71	473.86%

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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance
INCOME				
DSA REVENUE	6,547,125.35	6,313,248.00	233,877.35	3.70%
SPED DISCRETIONARY UNIT	336,104.54	355,787.00	(19,682.46)	-5.53%
SPED PART B FUNDING	116,071.09	118,489.00	(2,417.91)	-2.04%
TOTAL INCOME	6,999,300.98	6,787,524.00	211,776.98	3.12%
EXPENSES				
SALARIES				
SALARIES TEACHERS	2,237,033.29	2,077,115.00	(159,918.29)	-7.70%
SALARIES OF LONG TERM SUBS	33,478.65	20,700.00	(12,778.65)	-61.73%
CONTRACTED SUBSTITUTE SERVICE	112,971.32	52,050.00	(60,921.32)	-117.04%
BONUSES TEACHERS	36,595.22	0.00	(36,595.22)	0.00%
BONUSES LONG TERM SUBS	1,413.68	0.00	(1,413.68)	0.00%
BONUSES SPED TEACHERS	2,580.52	0.00	(2,580.52)	0.00%
SALARIES OF SUPPORT STAFF	206,734.91	194,400.00	(12,334.91)	-6.35%
BONUSES SUPPORT STAFF	5,699.46	0.00	(5,699.46)	0.00%
SALARIES OF GENERAL ADMIN	151,341.63	113,091.00	(38,250.63)	-33.82%
BONUSES GENERAL ADMIN	2,400.85	0.00	(2,400.85)	0.00%
SALARIES OF LICENSED ADMIN	249,741.65	240,000.00	(9,741.65)	-4.06%
BONUSES LICENSED ADMIN	2,707.34	0.00	(2,707.34)	0.00%
SALARIES OF CAMPUS MONITORS	28,505.11	28,420.00	(85.11)	-0.30%
BONUSES CAMPUS MONITORS	456.84	0.00	(456.84)	0.00%
TOTAL SALARIES	3,071,660.47	2,725,776.00	(345,884.47)	-12.69%
BENEFITS				
TOTAL BENEFITS	1,134,393.57	1,196,527.00	62,133.43	5.19%
TUITION REIMBURSEMENT				

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	3,313.75	5,000.00	1,686.25	33.73%
TUITION REIMBURSEMENT TEACHERS				
TUITION REIMBURSEMENT LICENSED ADMIN	3,618.75	0.00	(3,618.75)	0.00%
	<u>6,932.50</u>	<u>5,000.00</u>	<u>(1,932.50)</u>	<u>-38.65%</u>
TOTAL TUITION REIMBURSEMENT				
TOTAL SALARIES AND BENEFITS	4,212,986.54	3,927,303.00	(285,683.54)	-7.27%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	151,937.44	357,500.00	205,562.56	57.50%
BONUSES SPED TEACHERS	2,580.52	0.00	(2,580.52)	0.00%
FICA SPED TEACHERS	(125.84)	0.00	125.84	0.00%
PERS SPED TEACHERS	34,742.74	100,100.00	65,357.26	65.29%
MEDICARE SPED TEACHERS	1,684.18	5,183.00	3,498.82	67.51%
UNEMPLOYMENT SPED TEACHERS	4,774.35	0.00	(4,774.35)	0.00%
SUI SPED	(78.09)	11,440.00	11,518.09	100.68%
FUTA SPED	0.00	2,145.00	2,145.00	100.00%
WORKERS COMP SPED TEACHERS	(42.96)	2,860.00	2,902.96	101.50%
HEALTH BENEFITS SPED TEACHERS	17,758.51	38,203.00	20,444.49	53.52%
SPED CONTRACTED SERVICES	147,926.88	85,000.00	(62,926.88)	-74.03%
SPED SUPPLIES	8,935.60	11,880.00	2,944.40	24.78%
SPED ASSESSMENT AND TESTING MATERIALS	676.38	0.00	(676.38)	0.00%
	<u>370,769.71</u>	<u>614,311.00</u>	<u>243,541.29</u>	<u>39.64%</u>
TOTAL SPECIAL EDUCATION				
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	614.04	1,000.00	385.96	38.60%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	239.00	0.00	(239.00)	0.00%
	<u>853.04</u>	<u>1,000.00</u>	<u>146.96</u>	<u>14.70%</u>
TOTAL FOOD SERVICES				
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	21,739.87	20,973.00	(766.87)	-3.66%
COPIER SUPPLIES	1,142.94	3,884.00	2,741.06	70.57%
ASSESSMENT AND TESTING MATERIALS	0.00	5,243.00	5,243.00	100.00%
CONSUMABLES	0.00	88,200.00	88,200.00	100.00%

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	50,423.51	0.00	(50,423.51)	0.00%
CONSUMABLES - TEXTBOOKS				
CONSUMABLES - SOFTWARE	17,907.44	0.00	(17,907.44)	0.00%
CONSUMABLES - COMPUTERS	1,784.26	0.00	(1,784.26)	0.00%
CONSUMABLES - SUPPLIES	17,445.35	0.00	(17,445.35)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	9,730.02	0.00	(9,730.02)	0.00%
TEXTBOOKS / CURRICULUM	355.75	0.00	(355.75)	0.00%
SOFTWARE	1,669.00	0.00	(1,669.00)	0.00%
COMPUTER PURCHASES	(53.45)	0.00	53.45	0.00%
IT SUPPLIES	671.00	0.00	(671.00)	0.00%
POSTAGE	106.00	1,250.00	1,144.00	91.52%
OFFICE SUPPLIES	15,236.22	12,623.00	(2,613.22)	-20.70%
NURSING SUPPLIES	3,272.52	2,913.00	(359.52)	-12.34%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	1,331.68	0.00	(1,331.68)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	142,762.11	135,086.00	(7,676.11)	-5.68%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	47,030.68	31,728.00	(15,302.68)	-48.23%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,432.83	1,500.00	67.17	4.48%
TRAINING & DEVELOPMENT	3,263.15	0.00	(3,263.15)	0.00%
TRAVEL TEACHERS	5,895.69	0.00	(5,895.69)	0.00%
TRAVEL LICENSED ADMIN	8,072.41	3,500.00	(4,572.41)	-130.64%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	65,694.76	36,728.00	(28,966.76)	-78.87%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	47,317.66	60,000.00	12,682.34	21.14%
COPIER FEES OVERAGE	123.01	0.00	(123.01)	0.00%
PAYROLL SERVICE FEES	(480.00)	0.00	480.00	0.00%
IT SERVICES MONTHLY	43,542.18	40,782.00	(2,760.18)	-6.77%
IT SET UP FEES	425.00	4,500.00	4,075.00	90.56%
INFINITE CAMPUS	2,112.18	2,000.00	(112.18)	-5.61%
AUDIT AND TAX SERVICES	10,317.15	11,875.00	1,557.85	13.12%
LEGAL FEES	529.27	6,500.00	5,970.73	91.86%
PROFESSIONAL FEES	2,292.06	0.00	(2,292.06)	0.00%

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	437,881.66	436,950.00	(931.66)	-0.21%
MANAGEMENT FEES				
AFFILIATION FEE - INC.	32,101.66	33,228.00	1,126.34	3.39%
STATE ADMINISTRATIVE FEES	98,160.55	99,683.00	1,522.45	1.53%
	<u>674,322.38</u>	<u>695,518.00</u>	<u>21,195.62</u>	<u>3.05%</u>
TOTAL CONTRACTED SERVICES				
OTHER EXPENSES				
BACKGROUND/DRUG TEST	1,047.00	600.00	(447.00)	-74.50%
ADVERTISING/MARKETING	879.29	0.00	(879.29)	0.00%
WEB SITE EXPENDITURES	3,617.53	3,000.00	(617.53)	-20.58%
DUES AND FEES	7,797.65	3,500.00	(4,297.65)	-122.79%
INTEREST EXPENSE	619,860.48	900,000.00	280,139.52	31.13%
BANK FEES	84.96	0.00	(84.96)	0.00%
ATHLETICS	0.00	1,000.00	1,000.00	100.00%
	<u>633,286.91</u>	<u>908,100.00</u>	<u>274,813.09</u>	<u>30.26%</u>
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	594.31	0.00	(594.31)	0.00%
JANITORAL MONTHLY FEES	61,105.00	67,620.00	6,515.00	9.63%
JANITORAL ADDITIONAL SERVICES	1,021.19	0.00	(1,021.19)	0.00%
REPAIRS AND MAINTENANCE	67,704.18	25,150.00	(42,554.18)	-169.20%
AC REPAIRS AND MAINTENANCE	1,496.25	16,000.00	14,503.75	90.65%
LAWN CARE	9,947.50	10,000.00	52.50	0.53%
SUMMER MAINTENANCE	18,100.00	12,000.00	(6,100.00)	-50.83%
CUSTODIAL SUPPLIES	16,159.92	14,565.00	(1,594.92)	-10.95%
	<u>176,128.35</u>	<u>145,335.00</u>	<u>(30,793.35)</u>	<u>-21.19%</u>
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
PROPERTY INSURANCE	29,204.13	11,075.00	(18,129.13)	-163.69%
LIABILITY INSURANCE	0.00	11,075.00	11,075.00	100.00%
OTHER INSURANCES	1,817.58	0.00	(1,817.58)	0.00%
	<u>31,021.71</u>	<u>22,150.00</u>	<u>(8,871.71)</u>	<u>-40.05%</u>
TOTAL FACILITIES OPERATIONS				

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
UTILITIES AND SERVICES				
WATER	4,497.38	11,000.00	6,502.62	59.11%
SEWER	4,153.49	11,000.00	6,846.51	62.24%
GARBAGE/DISPOSAL/TRASH	17,375.91	22,000.00	4,624.09	21.02%
ALARM SERVICES	725.00	3,605.00	2,880.00	79.89%
FIRE SERVICES	3,604.69	3,605.00	0.31	0.01%
TELEPHONE	5,518.43	8,300.00	2,781.57	33.51%
INTERNET	9,669.74	8,300.00	(1,369.74)	-16.50%
ELECTRICITY	68,065.95	66,000.00	(2,065.95)	-3.13%
TOTAL UTILITIES AND SERVICES	113,610.59	133,810.00	20,199.41	15.10%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	182,440.78	185,000.00	2,559.22	1.38%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
TOTAL ADJUSTING ENTRIES	184,940.78	185,000.00	59.22	0.03%
TOTAL EXPENSES	6,606,376.88	6,804,341.00	197,964.12	2.91%
NET INCOME	392,924.10	(16,817.00)	409,741.10	2436.47%

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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance

INCOME

DSA REVENUE	7,949,418.96	7,613,608.00	335,810.96	4.41%
SPED DISCRETIONARY UNIT	352,113.59	330,630.00	21,483.59	6.50%
SPED PART B FUNDING	116,071.09	110,111.00	5,960.09	5.41%
	<hr/>	<hr/>	<hr/>	
TOTAL INCOME	8,417,603.64	8,054,349.00	363,254.64	4.51%

EXPENSES

SALARIES

SALARIES TEACHERS	2,134,074.99	2,514,869.00	380,794.01	15.14%
SALARIES OF LONG TERM SUBS	513,107.69	0.00	(513,107.69)	0.00%
CONTRACTED SUBSTITUTE SERVICE	100,933.10	84,000.00	(16,933.10)	-20.16%
BONUSES TEACHERS	38,807.86	0.00	(38,807.86)	0.00%
BONUSES LONG TERM SUBS	4,822.06	0.00	(4,822.06)	0.00%
BONUSES SPED TEACHERS	126.84	0.00	(126.84)	0.00%
SALARIES OF SUPPORT STAFF	267,774.34	229,680.00	(38,094.34)	-16.59%
BONUSES SUPPORT STAFF	5,709.96	0.00	(5,709.96)	0.00%
SALARIES OF GENERAL ADMIN	293,369.11	113,836.00	(179,533.11)	-157.71%
BONUSES GENERAL ADMIN	8,147.90	0.00	(8,147.90)	0.00%
SALARIES OF LICENSED ADMIN	162,397.09	255,595.00	93,197.91	36.46%
BONUSES LICENSED ADMIN	5,203.68	0.00	(5,203.68)	0.00%
SALARIES OF CAMPUS MONITORS	67,762.44	51,020.00	(16,742.44)	-32.82%
BONUSES CAMPUS MONITORS	913.68	0.00	(913.68)	0.00%
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TOTAL SALARIES	3,603,150.74	3,249,000.00	(354,150.74)	-10.90%

BENEFITS

TOTAL BENEFITS	<hr/>	<hr/>	<hr/>	
	1,243,384.92	1,416,382.00	172,997.08	12.21%

TUITION REIMBURSEMENT

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	3,000.00	5,000.00	2,000.00	40.00%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	3,000.00	5,000.00	2,000.00	40.00%
TOTAL SALARIES AND BENEFITS	4,849,535.66	4,670,382.00	(179,153.66)	-3.84%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	44,044.80	275,200.00	231,155.20	84.00%
BONUSES SPED TEACHERS	126.84	0.00	(126.84)	0.00%
FICA SPED TEACHERS	(29.59)	0.00	29.59	0.00%
PERS SPED TEACHERS	12,332.60	77,056.00	64,723.40	84.00%
MEDICARE SPED TEACHERS	660.46	3,990.00	3,329.54	83.45%
UNEMPLOYMENT SPED TEACHERS	1,366.43	0.00	(1,366.43)	0.00%
SUI SPED	(18.37)	8,806.00	8,824.37	100.21%
FUTA SPED	0.00	1,651.00	1,651.00	100.00%
WORKERS COMP SPED TEACHERS	(10.10)	2,201.00	2,211.10	100.46%
HEALTH BENEFITS SPED TEACHERS	4,258.68	29,387.00	25,128.32	85.51%
SPED CONTRACTED SERVICES	190,637.62	90,000.00	(100,637.62)	-111.82%
SPED SUPPLIES	1,345.80	11,040.00	9,694.20	87.81%
SPED ASSESSMENT AND TESTING MATERIALS	1,204.71	0.00	(1,204.71)	0.00%
SOFTWARE SPED	47.92	0.00	(47.92)	0.00%
TOTAL SPECIAL EDUCATION	255,967.80	499,331.00	243,363.20	48.74%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	1,000.00	1,000.00	100.00%
TOTAL FOOD SERVICES	0.00	1,000.00	1,000.00	100.00%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	17,133.12	25,293.00	8,159.88	32.26%
COPIER SUPPLIES	188.50	4,684.00	4,495.50	95.98%
ASSESSMENT AND TESTING MATERIALS	354.00	6,323.00	5,969.00	94.40%
CONSUMABLES	0.00	143,815.00	143,815.00	100.00%
CONSUMABLES - TEXTBOOKS	58,809.35	0.00	(58,809.35)	0.00%

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Thru:	Year-To-Date		Variance	
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	30,152.06	0.00	(30,152.06)	0.00%
CONSUMABLES - SOFTWARE	1,697.94	0.00	(1,697.94)	0.00%
CONSUMABLES - COMPUTERS	3,702.45	0.00	(3,702.45)	0.00%
CONSUMABLES - SUPPLIES	8,535.87	0.00	(8,535.87)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	(127.25)	0.00	127.25	0.00%
TEXTBOOKS / CURRICULUM	36,715.00	0.00	(36,715.00)	0.00%
SOFTWARE	21,630.00	0.00	(21,630.00)	0.00%
COMPUTER PURCHASES	3,381.58	0.00	(3,381.58)	0.00%
IT SUPPLIES	586.40	1,250.00	663.60	53.09%
POSTAGE	5,020.68	15,470.00	10,449.32	67.55%
OFFICE SUPPLIES	1,391.38	3,513.00	2,121.62	60.39%
NURSING SUPPLIES				
TOTAL INSTRUCTIONAL SUPPLIES	189,171.08	200,348.00	11,176.92	5.58%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	39,140.34	38,572.00	(568.34)	-1.47%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,604.38	1,500.00	(104.38)	-6.96%
TRAINING & DEVELOPMENT	4,513.83	0.00	(4,513.83)	0.00%
TRAVEL LICENSED ADMIN	143.70	3,500.00	3,356.30	95.89%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	45,402.25	43,572.00	(1,830.25)	-4.20%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	62,623.05	67,500.00	4,876.95	7.23%
COPIER FEES OVERAGE	1,726.43	0.00	(1,726.43)	0.00%
PAYROLL SERVICE FEES	3,620.00	0.00	(3,620.00)	0.00%
IT SERVICES MONTHLY	53,295.78	49,182.00	(4,113.78)	-8.36%
IT SET UP FEES	6,000.00	7,500.00	1,500.00	20.00%
INFINITE CAMPUS	2,112.18	2,000.00	(112.18)	-5.61%
AUDIT AND TAX SERVICES	12,119.55	11,875.00	(244.55)	-2.06%
LEGAL FEES	1,566.60	6,500.00	4,933.40	75.90%
PROFESSIONAL FEES	1,654.31	0.00	(1,654.31)	0.00%

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	Actual Jun 2019	Budget Jun 2019		
	538,310.38	510,235.00	(28,075.38)	-5.50%
MANAGEMENT FEES				
AFFILIATION FEE - INC.	44,529.72	20,072.00	(24,457.72)	-121.85%
STATE ADMINISTRATIVE FEES	119,194.99	120,215.00	1,020.01	0.85%
	<u>846,752.99</u>	<u>795,079.00</u>	<u>(51,673.99)</u>	<u>-6.50%</u>
TOTAL CONTRACTED SERVICES				
OTHER EXPENSES				
BACKGROUND/DRUG TEST	990.00	600.00	(390.00)	-65.00%
ADVERTISING/MARKETING	216.68	0.00	(216.68)	0.00%
WEB SITE EXPENDITURES	93.51	3,000.00	2,906.49	96.88%
DUES AND FEES	14,479.83	3,500.00	(10,979.83)	-313.71%
INTEREST EXPENSE	580,954.23	748,814.00	167,859.77	22.42%
BANK FEES	50.00	0.00	(50.00)	0.00%
ATHLETICS	0.00	1,000.00	1,000.00	100.00%
	<u>596,784.25</u>	<u>756,914.00</u>	<u>160,129.75</u>	<u>21.16%</u>
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	2,555.06	0.00	(2,555.06)	0.00%
JANITORAL MONTHLY FEES	77,808.00	67,620.00	(10,188.00)	-15.07%
JANITORAL ADDITIONAL SERVICES	1,551.49	0.00	(1,551.49)	0.00%
REPAIRS AND MAINTENANCE	70,142.10	24,940.00	(45,202.10)	-181.24%
AC REPAIRS AND MAINTENANCE	6,878.72	18,000.00	11,121.28	61.78%
LAWN CARE	10,800.00	10,000.00	(800.00)	-8.00%
SUMMER MAINTENANCE	6,397.26	9,500.00	3,102.74	32.66%
CUSTODIAL SUPPLIES	12,436.99	17,850.00	5,413.01	30.32%
	<u>188,569.62</u>	<u>147,910.00</u>	<u>(40,659.62)</u>	<u>-27.49%</u>
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
PROPERTY INSURANCE	35,899.90	10,970.00	(24,929.90)	-227.26%
LIABILITY INSURANCE	0.00	10,970.00	10,970.00	100.00%

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OTHER INSURANCES	2,376.82	0.00	(2,376.82)	0.00%
RENT/LEASE PAYMENTS	523,320.98	509,532.00	(13,788.98)	-2.71%
TOTAL FACILITIES OPERATIONS	561,597.70	531,472.00	(30,125.70)	-5.67%
UTILITIES AND SERVICES				
WATER	15,496.53	13,000.00	(2,496.53)	-19.20%
SEWER	5,820.75	13,000.00	7,179.25	55.23%
GARBAGE/DISPOSAL/TRASH	17,384.39	26,000.00	8,615.61	33.14%
ALARM SERVICES	1,965.00	3,605.00	1,640.00	45.49%
FIRE SERVICES	2,582.84	3,605.00	1,022.16	28.35%
TELEPHONE	6,874.72	8,300.00	1,425.28	17.17%
INTERNET	8,482.01	8,300.00	(182.01)	-2.19%
NATURAL GAS	852.07	0.00	(852.07)	0.00%
ELECTRICITY	107,241.21	78,000.00	(29,241.21)	-37.49%
TOTAL UTILITIES AND SERVICES	166,699.52	153,810.00	(12,889.52)	-8.38%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	113,398.58	115,000.00	1,601.42	1.39%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
TOTAL ADJUSTING ENTRIES	115,898.58	115,000.00	(898.58)	-0.78%
TOTAL EXPENSES	7,816,379.45	7,914,818.00	98,438.55	1.24%
NET INCOME	601,224.19	139,531.00	461,693.19	330.89%

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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance

INCOME

DSA REVENUE	13,024,386.33	12,678,510.00	345,876.33	2.73%
SPED DISCRETIONARY UNIT	611,124.70	763,450.00	(152,325.30)	-19.95%
SPED PART B FUNDING	205,356.58	260,916.00	(55,559.42)	-21.29%
CONTRIBUTIONS AND DONATIONS FROM PRIVATE	419.49	0.00	419.49	0.00%
TOTAL INCOME	13,841,287.10	13,702,876.00	138,411.10	1.01%

EXPENSES

SALARIES

SALARIES TEACHERS	3,837,924.77	3,737,273.00	(100,651.77)	-2.69%
SALARIES OF LONG TERM SUBS	322,679.61	41,400.00	(281,279.61)	-679.42%
CONTRACTED SUBSTITUTE SERVICE	203,774.77	95,100.00	(108,674.77)	-114.27%
BONUSES TEACHERS	53,732.02	0.00	(53,732.02)	0.00%
BONUSES LONG TERM SUBS	6,041.06	0.00	(6,041.06)	0.00%
BONUSES SPED TEACHERS	8,251.56	0.00	(8,251.56)	0.00%
BONUSES SUPPORT STAFF SPED	425.24	0.00	(425.24)	0.00%
SALARIES OF SUPPORT STAFF	293,330.65	299,160.00	5,829.35	1.95%
BONUSES SUPPORT STAFF	8,059.98	0.00	(8,059.98)	0.00%
SALARIES OF GENERAL ADMIN	280,544.26	242,100.00	(38,444.26)	-15.88%
BONUSES GENERAL ADMIN	5,417.47	0.00	(5,417.47)	0.00%
SALARIES OF LICENSED ADMIN	762,637.05	413,372.00	(349,265.05)	-84.49%
BONUSES LICENSED ADMIN	12,841.56	0.00	(12,841.56)	0.00%
SALARIES OF CAMPUS MONITORS	97,028.80	94,080.00	(2,948.80)	-3.13%
BONUSES CAMPUS MONITORS	2,354.20	0.00	(2,354.20)	0.00%
TOTAL SALARIES	5,895,043.00	4,922,485.00	(972,558.00)	-19.76%

BENEFITS

TOTAL BENEFITS	1,722,850.25	2,154,132.00	431,281.75	20.02%
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Thru:	Year-To-Date		Variance	
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TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	5,250.00	10,000.00	4,750.00	47.50%
TOTAL TUITION REIMBURSEMENT	<u>5,250.00</u>	<u>10,000.00</u>	<u>4,750.00</u>	47.50%
TOTAL SALARIES AND BENEFITS	7,623,143.25	7,086,617.00	(536,526.25)	-7.57%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	500,663.28	542,835.00	42,171.72	7.77%
SALARIES OF SUPPORT STAFF SPED	40,027.44	0.00	(40,027.44)	0.00%
BONUSES SPED TEACHERS	8,251.56	0.00	(8,251.56)	0.00%
BONUSES SUPPORT STAFF SPED	425.24	0.00	(425.24)	0.00%
FICA SPED TEACHERS	219.88	0.00	(219.88)	0.00%
FICA SUPPORT STAFF SPED	88.70	0.00	(88.70)	0.00%
PERS SPED TEACHERS	101,235.57	151,993.00	50,757.43	33.39%
PERS SUPPORT STAFF SPED	5,210.42	0.00	(5,210.42)	0.00%
MEDICARE SPED TEACHERS	5,817.26	7,871.00	2,053.74	26.09%
MEDICARE SUPPORT STAFF SPED	502.02	0.00	(502.02)	0.00%
UNEMPLOYMENT SPED TEACHERS	15,930.22	0.00	(15,930.22)	0.00%
SUI SPED	0.00	17,370.00	17,370.00	100.00%
FUTA SPED	(53.69)	3,257.00	3,310.69	101.65%
UNEMPLOYMENT SUPPORT STAFF SPED	1,173.34	0.00	(1,173.34)	0.00%
WORKERS COMP SPED TEACHERS	(29.52)	4,342.00	4,371.52	100.68%
HEALTH BENEFITS SPED TEACHERS	59,919.90	57,945.00	(1,974.90)	-3.41%
HEALTH BENEFITS SUPPORT STAFF SPED	2,278.37	0.00	(2,278.37)	0.00%
SPED CONTRACTED SERVICES	233,335.13	175,000.00	(58,335.13)	-33.33%
SPED SUPPLIES	583.28	26,160.00	25,576.72	97.77%
SPED ASSESSMENT AND TESTING MATERIALS	2,972.51	0.00	(2,972.51)	0.00%
TEXTBOOKS / CURRICULUM SPED	9,054.15	0.00	(9,054.15)	0.00%
SOFTWARE SPED	2,649.98	0.00	(2,649.98)	0.00%
TOTAL SPECIAL EDUCATION	<u>990,255.04</u>	<u>986,773.00</u>	<u>(3,482.04)</u>	-0.35%

FOOD SERVICES

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	0.00	2,000.00	2,000.00	100.00%
FOOD SERVICES FEDERAL PROGRAM EXPENSE	610.79	0.00	(610.79)	0.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE				
TOTAL FOOD SERVICES	610.79	2,000.00	1,389.21	69.46%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	9,319.30	39,000.00	29,680.70	76.10%
COPIER SUPPLIES	7,558.80	7,800.00	241.20	3.09%
ASSESSMENT AND TESTING MATERIALS	4,079.00	9,750.00	5,671.00	58.16%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	225.00	0.00	(225.00)	0.00%
CONSUMABLES	0.00	175,500.00	175,500.00	100.00%
CONSUMABLES - TEXTBOOKS	179,660.45	0.00	(179,660.45)	0.00%
CONSUMABLES - SOFTWARE	31,605.76	0.00	(31,605.76)	0.00%
CONSUMABLES - SUPPLIES	(5,131.07)	0.00	5,131.07	0.00%
TEXTBOOKS / CURRICULUM	(19,843.86)	0.00	19,843.86	0.00%
SOFTWARE	10,136.15	0.00	(10,136.15)	0.00%
COMPUTER PURCHASES	3,936.99	0.00	(3,936.99)	0.00%
IT SUPPLIES	6,218.78	0.00	(6,218.78)	0.00%
POSTAGE	1,750.07	3,000.00	1,249.93	41.66%
OFFICE SUPPLIES	24,056.65	23,400.00	(656.65)	-2.81%
NURSING SUPPLIES	4,459.52	5,850.00	1,390.48	23.77%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	5,601.70	0.00	(5,601.70)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	263,633.24	264,300.00	666.76	0.25%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	76,780.12	63,729.00	(13,051.12)	-20.48%
AFFILIATION FEE - BATTLE OF THE BOOKS	2,842.43	3,000.00	157.57	5.25%
TRAINING & DEVELOPMENT	1,557.67	0.00	(1,557.67)	0.00%
TRAVEL TEACHERS	6,447.96	0.00	(6,447.96)	0.00%
TRAVEL LICENSED ADMIN	1,917.87	7,000.00	5,082.13	72.60%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	89,546.05	73,729.00	(15,817.05)	-21.45%
CONTRACTED SERVICES				

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COPIER FEES MONTHLY	153,817.99	120,000.00	(33,817.99)	-28.18%
PAYROLL SERVICE FEES	5,450.00	0.00	(5,450.00)	0.00%
IT SERVICES MONTHLY	87,414.89	81,900.00	(5,514.89)	-6.73%
IT SET UP FEES	4,750.00	15,504.00	10,754.00	69.36%
INFINITE CAMPUS	4,224.37	4,000.00	(224.37)	-5.61%
AUDIT AND TAX SERVICES	18,433.20	23,750.00	5,316.80	22.39%
LEGAL FEES	18,166.48	13,000.00	(5,166.48)	-39.74%
PROFESSIONAL FEES	2,098.20	0.00	(2,098.20)	0.00%
MANAGEMENT FEES	876,681.46	877,500.00	818.54	0.09%
AFFILIATION FEE - INC.	68,877.75	66,729.00	(2,148.75)	-3.22%
STATE ADMINISTRATIVE FEES	195,319.47	200,187.00	4,867.53	2.43%
TOTAL CONTRACTED SERVICES	1,435,233.81	1,402,570.00	(32,663.81)	-2.33%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	3,927.00	2,400.00	(1,527.00)	-63.63%
ADVERTISING/MARKETING	3,124.88	0.00	(3,124.88)	0.00%
PRINTING AND BINDING EXPENSES	679.19	0.00	(679.19)	0.00%
WEB SITE EXPENDITURES	6,902.22	6,000.00	(902.22)	-15.04%
DUES AND FEES	20,632.09	7,000.00	(13,632.09)	-194.74%
INTEREST EXPENSE	1,816,180.48	2,100,000.00	283,819.52	13.52%
BANK FEES	111.25	0.00	(111.25)	0.00%
ATHLETICS	1,984.20	30,000.00	28,015.80	93.39%
TOTAL OTHER EXPENSES	1,853,541.31	2,145,400.00	291,858.69	13.60%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	784.74	0.00	(784.74)	0.00%
JANITORAL MONTHLY FEES	169,723.40	200,000.00	30,276.60	15.14%
JANITORAL ADDITIONAL SERVICES	1,413.39	0.00	(1,413.39)	0.00%
REPAIRS AND MAINTENANCE	84,257.78	52,246.00	(32,011.78)	-61.27%
AC REPAIRS AND MAINTENANCE	18,283.13	26,000.00	7,716.87	29.68%

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	Jun 2019	Jun 2019		
LAWN CARE	18,565.00	14,000.00	(4,565.00)	-32.61%
SUMMER MAINTENANCE	1,936.18	27,000.00	25,063.82	92.83%
CUSTODIAL SUPPLIES	41,882.89	29,250.00	(12,632.89)	-43.19%
TOTAL FACILITY MAINTENANCE	336,846.51	348,496.00	11,649.49	3.34%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	58,691.54	18,873.00	(39,818.54)	-210.98%
LIABILITY INSURANCE	0.00	18,873.00	18,873.00	100.00%
OTHER INSURANCES	3,774.95	0.00	(3,774.95)	0.00%
SITE IMPROVEMENTS	6,420.00	0.00	(6,420.00)	0.00%
TOTAL FACILITIES OPERATIONS	68,886.49	37,746.00	(31,140.49)	-82.50%
UTILITIES AND SERVICES				
WATER	27,561.12	29,000.00	1,438.88	4.96%
SEWER	42,765.19	29,000.00	(13,765.19)	-47.47%
GARBAGE/DISPOSAL/TRASH	31,208.96	58,000.00	26,791.04	46.19%
ALARM SERVICES	3,285.00	10,815.00	7,530.00	69.63%
FIRE SERVICES	9,989.57	10,815.00	825.43	7.63%
TELEPHONE	14,217.14	17,800.00	3,582.86	20.13%
INTERNET	19,339.81	17,800.00	(1,539.81)	-8.65%
ELECTRICITY	206,832.93	174,000.00	(32,832.93)	-18.87%
TOTAL UTILITIES AND SERVICES	355,199.72	347,230.00	(7,969.72)	-2.30%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	379,536.90	384,960.00	5,423.10	1.41%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
TOTAL ADJUSTING ENTRIES	382,036.90	384,960.00	2,923.10	0.76%
TOTAL EXPENSES	13,398,933.11	13,079,821.00	(319,112.11)	-2.44%

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NET INCOME	442,353.99	623,055.00	(180,701.01)	-29.00%
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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance
INCOME				
TOTAL INCOME	0.00	0.00	0.00	
EXPENSES				
SALARIES				
TOTAL SALARIES	0.00	0.00	0.00	
BENEFITS				
TOTAL BENEFITS	0.00	0.00	0.00	
TUITION REIMBURSEMENT				
TOTAL TUITION REIMBURSEMENT	0.00	0.00	0.00	
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	
SPECIAL EDUCATION				
SPED TEACHER SALARIES	(13,042.95)	0.00	13,042.95	0.00%
FICA SPED TEACHERS	(189.12)	0.00	189.12	0.00%
PERS SPED TEACHERS	(2,478.47)	0.00	2,478.47	0.00%
SUI SPED	(117.39)	0.00	117.39	0.00%
WORKERS COMP SPED TEACHERS	(64.56)	0.00	64.56	0.00%
TOTAL SPECIAL EDUCATION	(15,892.49)	0.00	15,892.49	
FOOD SERVICES				

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	0.00	0.00	0.00	
TOTAL FOOD SERVICES				
INSTRUCTIONAL SUPPLIES				
	0.00	0.00	0.00	
TOTAL INSTRUCTIONAL SUPPLIES				
TRAINING & DEVELOPMENT / TRAVEL				
	0.00	0.00	0.00	
TOTAL TRAINING & DEVELOPMENT / TRAVEL				
CONTRACTED SERVICES				
	(60.00)	0.00	60.00	0.00%
PAYROLL SERVICE FEES				
TOTAL CONTRACTED SERVICES	(60.00)	0.00	60.00	
OTHER EXPENSES				
	0.00	0.00	0.00	
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
	0.00	0.00	0.00	
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
	0.00	0.00	0.00	
TOTAL FACILITIES OPERATIONS				
UTILITIES AND SERVICES				
	0.00	0.00	0.00	
TOTAL UTILITIES AND SERVICES				

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	Year-To-Date		
Thru:	Actual	Budget	Variance
	Jun 2019	Jun 2019	

ADJUSTING ENTRIES

TOTAL ADJUSTING ENTRIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENSES	<u>(15,952.49)</u>	<u>0.00</u>	<u>15,952.49</u>
NET INCOME	<u>15,952.49</u>	<u>0.00</u>	<u>15,952.49</u>

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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance

INCOME

DSA REVENUE	13,371,620.95	12,476,954.00	894,666.95	7.17%
SPED DISCRETIONARY UNIT	635,196.20	815,794.00	(180,597.80)	-22.14%
SPED PART B FUNDING	214,285.10	271,688.00	(57,402.90)	-21.13%
TOTAL INCOME	14,221,102.25	13,564,436.00	656,666.25	4.84%

EXPENSES

SALARIES

SALARIES TEACHERS	4,140,939.35	3,931,858.00	(209,081.35)	-5.32%
SALARIES OF LONG TERM SUBS	434,610.21	0.00	(434,610.21)	0.00%
CONTRACTED SUBSTITUTE SERVICE	85,351.40	139,500.00	54,148.60	38.82%
BONUSES TEACHERS	101,732.61	0.00	(101,732.61)	0.00%
BONUSES LONG TERM SUBS	4,767.90	0.00	(4,767.90)	0.00%
BONUSES SPED TEACHERS	11,621.56	0.00	(11,621.56)	0.00%
SALARIES OF SUPPORT STAFF	221,851.44	246,960.00	25,108.56	10.17%
BONUSES SUPPORT STAFF	8,988.31	0.00	(8,988.31)	0.00%
SALARIES OF GENERAL ADMIN	475,423.18	320,628.00	(154,795.18)	-48.28%
BONUSES GENERAL ADMIN	11,032.64	0.00	(11,032.64)	0.00%
SALARIES OF LICENSED ADMIN	466,208.38	432,175.00	(34,033.38)	-7.87%
BONUSES LICENSED ADMIN	8,757.36	0.00	(8,757.36)	0.00%
SALARIES OF CAMPUS MONITORS	43,116.61	103,369.00	60,252.39	58.29%
BONUSES CAMPUS MONITORS	913.68	0.00	(913.68)	0.00%
TOTAL SALARIES	6,015,314.63	5,174,490.00	(840,824.63)	-16.25%

BENEFITS

TOTAL BENEFITS	2,278,024.54	2,253,281.00	(24,743.54)	-1.10%
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TUITION REIMBURSEMENT

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	8,796.81	9,996.00	1,199.19	12.00%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	8,796.81	9,996.00	1,199.19	12.00%
TOTAL SALARIES AND BENEFITS	8,302,135.98	7,437,767.00	(864,368.98)	-11.62%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	404,117.42	515,834.00	111,716.58	21.66%
BONUSES SPED TEACHERS	11,621.56	0.00	(11,621.56)	0.00%
FICA SPED TEACHERS	(97.50)	0.00	97.50	0.00%
PERS SPED TEACHERS	96,192.06	144,433.00	48,240.94	33.40%
MEDICARE SPED TEACHERS	5,940.89	7,479.00	1,538.11	20.57%
UNEMPLOYMENT SPED TEACHERS	12,291.40	0.00	(12,291.40)	0.00%
SUI SPED	0.00	16,506.00	16,506.00	100.00%
FUTA SPED	(60.52)	3,095.00	3,155.52	101.96%
WORKERS COMP SPED TEACHERS	(33.27)	4,126.00	4,159.27	100.81%
HEALTH BENEFITS SPED TEACHERS	31,540.99	55,054.00	23,513.01	42.71%
SPED CONTRACTED SERVICES	296,434.30	230,000.00	(66,434.30)	-28.88%
SPED SUPPLIES	1,585.77	27,240.00	25,654.23	94.18%
SPED ASSESSMENT AND TESTING MATERIALS	1,068.64	0.00	(1,068.64)	0.00%
CONSUMABLES SPED	341.18	0.00	(341.18)	0.00%
TEXTBOOKS / CURRICULUM SPED	557.76	0.00	(557.76)	0.00%
TOTAL SPECIAL EDUCATION	861,500.68	1,003,767.00	142,266.32	14.17%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	2,000.00	2,000.00	100.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	3,279.84	0.00	(3,279.84)	0.00%
TOTAL FOOD SERVICES	3,279.84	2,000.00	(1,279.84)	-63.99%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	9,082.57	41,450.00	32,367.43	78.09%
COPIER SUPPLIES	15,695.77	7,676.00	(8,019.77)	-104.48%
ASSESSMENT AND TESTING MATERIALS	1,080.12	10,362.00	9,281.88	89.58%

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	877.98	0.00	(877.98)	0.00%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU CONSUMABLES	658.34	172,710.00	172,051.66	99.62%
CONSUMABLES - TEXTBOOKS	69,338.29	0.00	(69,338.29)	0.00%
CONSUMABLES - SOFTWARE	25,204.16	0.00	(25,204.16)	0.00%
CONSUMABLES - COMPUTERS	127.99	0.00	(127.99)	0.00%
CONSUMABLES - SUPPLIES	75,234.62	0.00	(75,234.62)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	744.29	0.00	(744.29)	0.00%
TEXTBOOKS / CURRICULUM	30,854.16	0.00	(30,854.16)	0.00%
SOFTWARE	3,798.00	0.00	(3,798.00)	0.00%
COMPUTER PURCHASES	6,344.39	0.00	(6,344.39)	0.00%
IT SUPPLIES	6,139.05	0.00	(6,139.05)	0.00%
POSTAGE	1,801.46	3,000.00	1,198.54	39.95%
OFFICE SUPPLIES	8,565.44	24,947.00	16,381.56	65.67%
NURSING SUPPLIES	3,226.53	5,757.00	2,530.47	43.95%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	790.46	0.00	(790.46)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	259,563.62	265,902.00	6,338.38	2.38%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	5,908.60	62,668.00	56,759.40	90.57%
AFFILIATION FEE - BATTLE OF THE BOOKS	2,822.28	3,000.00	177.72	5.92%
TRAINING & DEVELOPMENT	20,017.92	0.00	(20,017.92)	0.00%
TRAVEL TEACHERS	14,200.49	0.00	(14,200.49)	0.00%
TRAVEL LICENSED ADMIN	21,099.50	6,000.00	(15,099.50)	-251.66%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	64,048.79	71,668.00	7,619.21	10.63%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	102,521.78	120,000.00	17,478.22	14.57%
COPIER FEES OVERAGE	95.45	0.00	(95.45)	0.00%
PAYROLL SERVICE FEES	8,645.61	0.00	(8,645.61)	0.00%
IT SERVICES MONTHLY	90,084.32	80,598.00	(9,486.32)	-11.77%
IT SET UP FEES	1,925.00	18,500.00	16,575.00	89.59%
INFINITE CAMPUS	4,224.36	4,000.00	(224.36)	-5.61%
AUDIT AND TAX SERVICES	18,932.70	23,750.00	4,817.30	20.28%
LEGAL FEES	2,384.20	13,000.00	10,615.80	81.66%

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		Budget Jun 2019			
Thru:					
PROFESSIONAL FEES	215.31	0.00	(215.31)	0.00%	
MANAGEMENT FEES	906,116.29	863,550.00	(42,566.29)	-4.93%	
AFFILIATION FEE - INC.	66,295.06	65,668.00	(627.06)	-0.95%	
STATE ADMINISTRATIVE FEES	200,528.00	197,005.00	(3,523.00)	-1.79%	
TOTAL CONTRACTED SERVICES	1,401,968.08	1,386,071.00	(15,897.08)	-1.15%	
OTHER EXPENSES					
BACKGROUND/DRUG TEST	3,852.50	1,920.00	(1,932.50)	-100.65%	
ADVERTISING/MARKETING	1,531.27	0.00	(1,531.27)	0.00%	
WEB SITE EXPENDITURES	6,180.38	6,000.00	(180.38)	-3.01%	
DUES AND FEES	18,215.69	7,000.00	(11,215.69)	-160.22%	
INTEREST EXPENSE	1,524,192.89	2,064,396.00	540,203.11	26.17%	
BANK FEES	50.00	0.00	(50.00)	0.00%	
ATHLETICS	36,404.29	36,000.00	(404.29)	-1.12%	
TOTAL OTHER EXPENSES	1,590,427.02	2,115,316.00	524,888.98	24.81%	
FACILITY MAINTENANCE					
IT REPAIRS AND MAINTENANCE	4,006.88	0.00	(4,006.88)	0.00%	
JANITORAL MONTHLY FEES	172,110.00	200,000.00	27,890.00	13.95%	
JANITORAL ADDITIONAL SERVICES	509.50	0.00	(509.50)	0.00%	
REPAIRS AND MAINTENANCE	115,867.34	50,200.00	(65,667.34)	-130.81%	
AC REPAIRS AND MAINTENANCE	8,761.00	34,000.00	25,239.00	74.23%	
LAWN CARE	14,400.00	17,000.00	2,600.00	15.29%	
SUMMER MAINTENANCE	72,503.22	22,500.00	(50,003.22)	-222.24%	
CUSTODIAL SUPPLIES	24,174.72	28,785.00	4,610.28	16.02%	
TOTAL FACILITY MAINTENANCE	412,332.66	352,485.00	(59,847.66)	-16.98%	
FACILITIES OPERATIONS					
PROPERTY INSURANCE	60,684.61	22,350.00	(38,334.61)	-171.52%	
LIABILITY INSURANCE	0.00	22,350.00	22,350.00	100.00%	

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	Actual Jun 2019	Budget Jun 2019		
	4,054.57	0.00	(4,054.57)	0.00%
OTHER INSURANCES				
SITE IMPROVEMENTS	389.90	0.00	(389.90)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL FACILITIES OPERATIONS	65,129.08	44,700.00	(20,429.08)	-45.70%
UTILITIES AND SERVICES				
WATER	24,588.38	29,000.00	4,411.62	15.21%
SEWER	35,310.36	29,000.00	(6,310.36)	-21.76%
GARBAGE/DISPOSAL/TRASH	40,026.33	58,000.00	17,973.67	30.99%
ALARM SERVICES	3,300.00	10,815.00	7,515.00	69.49%
FIRE SERVICES	6,647.95	10,815.00	4,167.05	38.53%
TELEPHONE	8,582.16	17,800.00	9,217.84	51.79%
INTERNET	18,807.76	17,800.00	(1,007.76)	-5.66%
ELECTRICITY	162,582.45	174,000.00	11,417.55	6.56%
	<hr/>	<hr/>	<hr/>	
TOTAL UTILITIES AND SERVICES	299,845.39	347,230.00	47,384.61	13.65%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	404,222.71	385,000.00	(19,222.71)	-4.99%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL ADJUSTING ENTRIES	406,722.71	385,000.00	(21,722.71)	-5.64%
	<hr/>	<hr/>	<hr/>	
TOTAL EXPENSES	13,666,953.85	13,411,906.00	(255,047.85)	-1.90%
	<hr/>	<hr/>	<hr/>	
NET INCOME	554,148.40	152,530.00	401,618.40	263.30%

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YTD Comparative Income Statement
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	Actual	Budget	
Thru:	Jun 2019	Jun 2019	Variance

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YTD Comparative Income Statement
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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance
INCOME				
TOTAL INCOME	0.00	0.00	0.00	
EXPENSES				
SALARIES				
TOTAL SALARIES	0.00	0.00	0.00	
BENEFITS				
TOTAL BENEFITS	0.00	0.00	0.00	
TUITION REIMBURSEMENT				
TOTAL TUITION REIMBURSEMENT	0.00	0.00	0.00	
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	
SPECIAL EDUCATION				
SPED TEACHER SALARIES	(9,876.81)	0.00	9,876.81	0.00%
FICA SPED TEACHERS	(143.21)	0.00	143.21	0.00%
PERS SPED TEACHERS	(2,148.24)	0.00	2,148.24	0.00%
SUI SPED	(88.91)	0.00	88.91	0.00%
WORKERS COMP SPED TEACHERS	(48.89)	0.00	48.89	0.00%
TOTAL SPECIAL EDUCATION	(12,306.06)	0.00	12,306.06	
FOOD SERVICES				

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YTD Comparative Income Statement
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	Actual Jun 2019	Budget Jun 2019		
	0.00	0.00	0.00	
TOTAL FOOD SERVICES				
INSTRUCTIONAL SUPPLIES				
	0.00	0.00	0.00	
TOTAL INSTRUCTIONAL SUPPLIES				
TRAINING & DEVELOPMENT / TRAVEL				
	0.00	0.00	0.00	
TOTAL TRAINING & DEVELOPMENT / TRAVEL				
CONTRACTED SERVICES				
	(50.00)	0.00	50.00	0.00%
PAYROLL SERVICE FEES				
TOTAL CONTRACTED SERVICES	(50.00)	0.00	50.00	
OTHER EXPENSES				
	0.00	0.00	0.00	
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
	0.00	0.00	0.00	
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
	0.00	0.00	0.00	
TOTAL FACILITIES OPERATIONS				
UTILITIES AND SERVICES				
	0.00	0.00	0.00	
TOTAL UTILITIES AND SERVICES				

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	Jun 2019	Jun 2019	

ADJUSTING ENTRIES

TOTAL ADJUSTING ENTRIES	0.00	0.00	0.00
TOTAL EXPENSES	(12,356.06)	0.00	12,356.06
NET INCOME	12,356.06	0.00	12,356.06

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YTD Comparative Income Statement
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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance
INCOME				
DSA REVENUE	6,413,573.59	6,222,223.00	191,350.59	3.08%
SPED DISCRETIONARY UNIT	274,257.79	375,319.00	(101,061.21)	-26.93%
SPED PART B FUNDING	89,285.45	131,655.00	(42,369.55)	-32.18%
TOTAL INCOME	6,777,116.83	6,729,197.00	47,919.83	0.71%
EXPENSES				
SALARIES				
SALARIES TEACHERS	1,775,547.95	1,964,712.00	189,164.05	9.63%
SALARIES OF LONG TERM SUBS	320,795.73	20,700.00	(300,095.73)	-1449.74%
CONTRACTED SUBSTITUTE SERVICE	59,923.70	48,300.00	(11,623.70)	-24.07%
BONUSES TEACHERS	48,797.53	0.00	(48,797.53)	0.00%
BONUSES LONG TERM SUBS	3,861.04	0.00	(3,861.04)	0.00%
BONUSES SPED TEACHERS	2,453.68	0.00	(2,453.68)	0.00%
SALARIES OF SUPPORT STAFF	250,303.97	176,400.00	(73,903.97)	-41.90%
BONUSES SUPPORT STAFF	4,293.16	0.00	(4,293.16)	0.00%
SALARIES OF GENERAL ADMIN	193,408.23	148,793.00	(44,615.23)	-29.98%
BONUSES GENERAL ADMIN	11,914.20	0.00	(11,914.20)	0.00%
SALARIES OF LICENSED ADMIN	343,852.93	242,402.00	(101,450.93)	-41.85%
BONUSES LICENSED ADMIN	11,757.36	0.00	(11,757.36)	0.00%
SALARIES OF CAMPUS MONITORS	25,443.84	56,637.00	31,193.16	55.08%
BONUSES CAMPUS MONITORS	456.84	0.00	(456.84)	0.00%
TOTAL SALARIES	3,052,810.16	2,657,944.00	(394,866.16)	-14.86%
BENEFITS				
TOTAL BENEFITS	1,071,756.10	1,167,845.00	96,088.90	8.23%
TUITION REIMBURSEMENT				

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	4,169.37	5,000.00	830.63	16.61%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	4,169.37	5,000.00	830.63	16.61%
TOTAL SALARIES AND BENEFITS	4,128,735.63	3,830,789.00	(297,946.63)	-7.78%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	84,395.65	150,925.00	66,529.35	44.08%
SALARIES OF SUPPORT STAFF SPED	2,084.43	0.00	(2,084.43)	0.00%
BONUSES SPED TEACHERS	2,453.68	0.00	(2,453.68)	0.00%
PERS SPED TEACHERS	17,591.30	42,259.00	24,667.70	58.37%
PERS SUPPORT STAFF SPED	810.12	0.00	(810.12)	0.00%
MEDICARE SPED TEACHERS	1,375.48	2,188.00	812.52	37.14%
MEDICARE SUPPORT STAFF SPED	46.24	0.00	(46.24)	0.00%
UNEMPLOYMENT SPED TEACHERS	1,396.18	0.00	(1,396.18)	0.00%
SUI SPED	0.00	4,829.00	4,829.00	100.00%
FUTA SPED	0.00	905.00	905.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	62.54	0.00	(62.54)	0.00%
WORKERS COMP SPED TEACHERS	0.00	1,207.00	1,207.00	100.00%
HEALTH BENEFITS SPED TEACHERS	3,073.57	16,104.00	13,030.43	80.91%
SPED CONTRACTED SERVICES	74,787.10	100,000.00	25,212.90	25.21%
TRAVEL SPED TEACHERS	614.37	0.00	(614.37)	0.00%
SPED SUPPLIES	499.73	13,200.00	12,700.27	96.21%
SPED ASSESSMENT AND TESTING MATERIALS	688.15	0.00	(688.15)	0.00%
TEXTBOOKS / CURRICULUM SPED	2,188.36	0.00	(2,188.36)	0.00%
SOFTWARE SPED	203.20	0.00	(203.20)	0.00%
TOTAL SPECIAL EDUCATION	192,270.10	331,617.00	139,346.90	42.02%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	1,000.00	1,000.00	100.00%
TOTAL FOOD SERVICES	0.00	1,000.00	1,000.00	100.00%
INSTRUCTIONAL SUPPLIES				

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	3,262.12	20,671.00	17,408.88	84.22%
GENERAL CLASSROOM SUPPLIES				
COPIER SUPPLIES	5,371.82	3,828.00	(1,543.82)	-40.33%
ASSESSMENT AND TESTING MATERIALS	0.00	5,167.00	5,167.00	100.00%
CONSUMABLES	0.00	86,400.00	86,400.00	100.00%
CONSUMABLES - TEXTBOOKS	55,247.14	0.00	(55,247.14)	0.00%
CONSUMABLES - SOFTWARE	11,558.40	0.00	(11,558.40)	0.00%
CONSUMABLES - SUPPLIES	8,136.98	0.00	(8,136.98)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	804.54	0.00	(804.54)	0.00%
TEXTBOOKS / CURRICULUM	38,329.90	0.00	(38,329.90)	0.00%
SOFTWARE	2,642.64	0.00	(2,642.64)	0.00%
COMPUTER PURCHASES	6,770.51	0.00	(6,770.51)	0.00%
IT SUPPLIES	4,446.07	0.00	(4,446.07)	0.00%
POSTAGE	227.80	1,250.00	1,022.20	81.78%
OFFICE SUPPLIES	2,512.30	12,441.00	9,928.70	79.81%
NURSING SUPPLIES	1,579.97	2,871.00	1,291.03	44.97%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	69.69	0.00	(69.69)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	140,959.88	132,628.00	(8,331.88)	-6.28%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	35,743.73	31,236.00	(4,507.73)	-14.43%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,712.68	1,500.00	(212.68)	-14.18%
TRAINING & DEVELOPMENT	1,148.14	0.00	(1,148.14)	0.00%
TRAVEL SPED TEACHERS	614.37	0.00	(614.37)	0.00%
TRAVEL LICENSED ADMIN	0.00	3,500.00	3,500.00	100.00%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	39,218.92	36,236.00	(2,982.92)	-8.23%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	51,371.28	60,000.00	8,628.72	14.38%
PAYROLL SERVICE FEES	3,406.00	0.00	(3,406.00)	0.00%
IT SERVICES MONTHLY	43,103.19	40,194.00	(2,909.19)	-7.24%
IT SET UP FEES	50.00	6,000.00	5,950.00	99.17%
INFINITE CAMPUS	2,112.18	2,000.00	(112.18)	-5.61%
AUDIT AND TAX SERVICES	10,232.16	11,875.00	1,642.84	13.83%
LEGAL FEES	137.20	6,500.00	6,362.80	97.89%

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	24,987.57	0.00	(24,987.57)	0.00%
PROFESSIONAL FEES				
MANAGEMENT FEES	435,944.36	430,650.00	(5,294.36)	-1.23%
AFFILIATION FEE - INC.	38,638.49	32,736.00	(5,902.49)	-18.03%
STATE ADMINISTRATIVE FEES	96,157.26	98,246.00	2,088.74	2.13%
TOTAL CONTRACTED SERVICES	706,139.69	688,201.00	(17,938.69)	-2.61%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	464.00	600.00	136.00	22.67%
ADVERTISING/MARKETING	605.26	0.00	(605.26)	0.00%
PRINTING AND BINDING EXPENSES	2,173.49	0.00	(2,173.49)	0.00%
WEB SITE EXPENDITURES	87.52	3,000.00	2,912.48	97.08%
DUES AND FEES	17,619.42	3,500.00	(14,119.42)	-403.41%
INTEREST EXPENSE	58,238.69	0.00	(58,238.69)	0.00%
BANK FEES	50.00	0.00	(50.00)	0.00%
ATHLETICS	100.00	1,000.00	900.00	90.00%
TOTAL OTHER EXPENSES	79,338.38	8,100.00	(71,238.38)	-879.49%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	146.03	0.00	(146.03)	0.00%
JANITORAL MONTHLY FEES	78,347.55	70,000.00	(8,347.55)	-11.93%
JANITORAL ADDITIONAL SERVICES	960.00	0.00	(960.00)	0.00%
REPAIRS AND MAINTENANCE	25,148.72	26,500.00	1,351.28	5.10%
AC REPAIRS AND MAINTENANCE	189.65	14,000.00	13,810.35	98.65%
LAWN CARE	9,740.00	8,050.00	(1,690.00)	-20.99%
SUMMER MAINTENANCE	5,175.13	10,000.00	4,824.87	48.25%
CUSTODIAL SUPPLIES	14,493.59	14,355.00	(138.59)	-0.97%
TOTAL FACILITY MAINTENANCE	134,200.67	142,905.00	8,704.33	6.09%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	29,039.21	23,024.00	(6,015.21)	-26.13%
LIABILITY INSURANCE	0.00	9,512.00	9,512.00	100.00%

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
	1,957.38	0.00	(1,957.38)	0.00%
OTHER INSURANCES				
RENT/LEASE PAYMENTS	822,891.02	960,000.00	137,108.98	14.28%
SITE IMPROVEMENTS	1,987.84	0.00	(1,987.84)	0.00%
	<u>855,875.45</u>	<u>992,536.00</u>	<u>136,660.55</u>	<u>13.77%</u>
TOTAL FACILITIES OPERATIONS				
UTILITIES AND SERVICES				
WATER	26,405.67	12,000.00	(14,405.67)	-120.05%
SEWER	24,384.00	12,000.00	(12,384.00)	-103.20%
GARBAGE/DISPOSAL/TRASH	12,013.63	24,000.00	11,986.37	49.94%
ALARM SERVICES	1,360.00	3,605.00	2,245.00	62.27%
FIRE SERVICES	2,492.00	3,605.00	1,113.00	30.87%
TELEPHONE	9,983.04	8,300.00	(1,683.04)	-20.28%
INTERNET	10,749.28	8,300.00	(2,449.28)	-29.51%
ELECTRICITY	60,570.54	72,000.00	11,429.46	15.87%
	<u>147,958.16</u>	<u>143,810.00</u>	<u>(4,148.16)</u>	<u>-2.88%</u>
TOTAL UTILITIES AND SERVICES				
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	221,781.93	225,000.00	3,218.07	1.43%
AMORTIZATION OF ISSUANCE COST	552,849.87	0.00	(552,849.87)	0.00%
	<u>774,631.80</u>	<u>225,000.00</u>	<u>(549,631.80)</u>	<u>-244.28%</u>
TOTAL ADJUSTING ENTRIES				
	<u>7,199,328.68</u>	<u>6,532,822.00</u>	<u>(666,506.68)</u>	<u>-10.20%</u>
TOTAL EXPENSES				
NET INCOME	(422,211.85)	196,375.00	(618,586.85)	-315.00%

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	Actual	Budget	
Thru:	Jun 2019	Jun 2019	Variance

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	Actual	Year-To-Date		
Thru:	Jun 2019	Budget	Jun 2019	Variance
INCOME				
CONTRIBUTIONS AND DONATIONS FROM PRIVATE	(419.49)	0.00	(419.49)	0.00%
TOTAL INCOME	(419.49)	0.00	(419.49)	
EXPENSES				
SALARIES				
SALARIES OF SUPPORT STAFF	(4,095.13)	0.00	4,095.13	0.00%
TOTAL SALARIES	(4,095.13)	0.00	4,095.13	
BENEFITS				
TOTAL BENEFITS	(728.09)	0.00	728.09	
TUITION REIMBURSEMENT				
TOTAL TUITION REIMBURSEMENT	0.00	0.00	0.00	
TOTAL SALARIES AND BENEFITS	(4,823.22)	0.00	4,823.22	
SPECIAL EDUCATION				
TOTAL SPECIAL EDUCATION	0.00	0.00	0.00	
FOOD SERVICES				
TOTAL FOOD SERVICES	0.00	0.00	0.00	

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	Actual	Year-To-Date	
Thru:	Jun 2019	Budget	Variance
	Jun 2019	Jun 2019	

INSTRUCTIONAL SUPPLIES

TOTAL INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00
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TRAINING & DEVELOPMENT / TRAVEL

TOTAL TRAINING & DEVELOPMENT / TRAVEL	0.00	0.00	0.00
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CONTRACTED SERVICES

TOTAL CONTRACTED SERVICES	0.00	0.00	0.00
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OTHER EXPENSES

TOTAL OTHER EXPENSES	0.00	0.00	0.00
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FACILITY MAINTENANCE

TOTAL FACILITY MAINTENANCE	0.00	0.00	0.00
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FACILITIES OPERATIONS

TOTAL FACILITIES OPERATIONS	0.00	0.00	0.00
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UTILITIES AND SERVICES

TOTAL UTILITIES AND SERVICES	0.00	0.00	0.00
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ADJUSTING ENTRIES

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	Year-To-Date		
	Actual	Budget	
Thru:	Jun 2019	Jun 2019	Variance
TOTAL ADJUSTING ENTRIES	0.00	0.00	0.00
TOTAL EXPENSES	(4,823.22)	0.00	4,823.22
NET INCOME	4,403.73	0.00	4,403.73

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Thru:	Year-To-Date		Variance	
	Actual Jun 2019	Budget Jun 2019		
INCOME				
DSA REVENUE	5,742,726.24	5,559,039.00	183,687.24	3.30%
SPED DISCRETIONARY UNIT	233,122.19	20,000.00	213,122.19	1065.61%
SPED PART B FUNDING	71,428.38	0.00	71,428.38	0.00%
TOTAL INCOME	6,047,276.81	5,579,039.00	468,237.81	8.39%

EXPENSES

SALARIES

SALARIES TEACHERS	1,779,361.52	1,722,000.00	(57,361.52)	-3.33%
SALARIES OF LONG TERM SUBS	151,455.41	0.00	(151,455.41)	0.00%
CONTRACTED SUBSTITUTE SERVICE	114,523.50	62,250.00	(52,273.50)	-83.97%
BONUSES TEACHERS	18,777.32	0.00	(18,777.32)	0.00%
BONUSES LONG TERM SUBS	2,280.54	0.00	(2,280.54)	0.00%
SALARIES OF SUPPORT STAFF	185,098.44	120,960.00	(64,138.44)	-53.02%
BONUSES SUPPORT STAFF	5,367.08	0.00	(5,367.08)	0.00%
SALARIES OF GENERAL ADMIN	76,843.17	120,520.00	43,676.83	36.24%
BONUSES GENERAL ADMIN	1,683.68	0.00	(1,683.68)	0.00%
SALARIES OF LICENSED ADMIN	164,066.15	245,913.00	81,846.85	33.28%
BONUSES LICENSED ADMIN	6,430.52	0.00	(6,430.52)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	46,080.00	46,080.00	100.00%
TOTAL SALARIES	2,505,887.33	2,317,723.00	(188,164.33)	-8.12%

BENEFITS

TOTAL BENEFITS	813,719.51	1,009,354.00	195,634.49	19.38%
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TUITION REIMBURSEMENT

TUITION REIMBURSEMENT TEACHERS	4,050.00	5,000.00	950.00	19.00%
TUITION REIMBURSEMENT LICENSED ADMIN	1,800.00	0.00	(1,800.00)	0.00%

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	5,850.00	5,000.00	(850.00)	-17.00%
TOTAL TUITION REIMBURSEMENT				
	3,325,456.84	3,332,077.00	6,620.16	0.20%
TOTAL SALARIES AND BENEFITS				
SPECIAL EDUCATION				
SPED TEACHER SALARIES	25,426.54	149,350.00	123,923.46	82.98%
PERS SPED TEACHERS	6,839.16	41,818.00	34,978.84	83.65%
MEDICARE SPED TEACHERS	338.60	2,165.00	1,826.40	84.36%
UNEMPLOYMENT SPED TEACHERS	762.58	0.00	(762.58)	0.00%
SUI SPED	0.00	4,779.00	4,779.00	100.00%
FUTA SPED	0.00	896.00	896.00	100.00%
WORKERS COMP SPED TEACHERS	0.00	1,194.00	1,194.00	100.00%
HEALTH BENEFITS SPED TEACHERS	982.21	15,939.00	14,956.79	93.84%
SPED CONTRACTED SERVICES	145,389.14	110,000.00	(35,389.14)	-32.17%
SPED SUPPLIES	581.31	8,400.00	7,818.69	93.08%
SPED ASSESSMENT AND TESTING MATERIALS	4,483.21	0.00	(4,483.21)	0.00%
CONSUMABLES SPED	67.93	0.00	(67.93)	0.00%
TOTAL SPECIAL EDUCATION	184,870.68	334,541.00	149,670.32	44.74%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	1,000.00	1,000.00	100.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	309.83	0.00	(309.83)	0.00%
TOTAL FOOD SERVICES	309.83	1,000.00	690.17	69.02%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	8,536.60	17,100.00	8,563.40	50.08%
COPIER SUPPLIES	7,528.84	3,420.00	(4,108.84)	-120.14%
ASSESSMENT AND TESTING MATERIALS	2,168.65	4,275.00	2,106.35	49.27%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	1,062.82	0.00	(1,062.82)	0.00%
CONSUMABLES	(2,638.80)	0.00	2,638.80	0.00%
CONSUMABLES - TEXTBOOKS	2,743.75	0.00	(2,743.75)	0.00%
CONSUMABLES - SOFTWARE	99.95	0.00	(99.95)	0.00%

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	Actual Jun 2019	Budget Jun 2019		
	13,695.31	0.00	(13,695.31)	0.00%
CONSUMABLES - COMPUTERS				
CONSUMABLES - SUPPLIES	2,523.10	0.00	(2,523.10)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	1,665.14	0.00	(1,665.14)	0.00%
TEXTBOOKS / CURRICULUM	4,470.91	0.00	(4,470.91)	0.00%
SOFTWARE	1,548.00	0.00	(1,548.00)	0.00%
COMPUTER PURCHASES	1,957.02	0.00	(1,957.02)	0.00%
IT SUPPLIES	4,995.83	0.00	(4,995.83)	0.00%
POSTAGE	980.09	1,500.00	519.91	34.66%
OFFICE SUPPLIES	5,926.28	10,260.00	4,333.72	42.24%
NURSING SUPPLIES	2,957.88	2,138.00	(819.88)	-38.35%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	1,709.23	0.00	(1,709.23)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	61,930.60	38,693.00	(23,237.60)	-60.06%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	304.64	27,758.00	27,453.36	98.90%
AFFILIATION FEE - BATTLE OF THE BOOKS	839.68	1,500.00	660.32	44.02%
TRAINING & DEVELOPMENT	12,130.95	0.00	(12,130.95)	0.00%
TRAVEL TEACHERS	15,556.66	0.00	(15,556.66)	0.00%
TRAVEL LICENSED ADMIN	3,345.30	2,500.00	(845.30)	-33.81%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	32,177.23	31,758.00	(419.23)	-1.32%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	18,702.07	60,000.00	41,297.93	68.83%
PAYROLL SERVICE FEES	1,800.00	0.00	(1,800.00)	0.00%
IT SERVICES MONTHLY	38,593.92	35,910.00	(2,683.92)	-7.47%
IT SET UP FEES	300.00	15,000.00	14,700.00	98.00%
INFINITE CAMPUS	2,112.18	2,000.00	(112.18)	-5.61%
AUDIT AND TAX SERVICES	8,811.10	11,875.00	3,063.90	25.80%
LEGAL FEES	0.00	6,500.00	6,500.00	100.00%
PROFESSIONAL FEES	215.30	0.00	(215.30)	0.00%

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	331,086.28	384,750.00	53,663.72	13.95%
MANAGEMENT FEES				
AFFILIATION FEE - INC.	28,693.65	29,258.00	564.35	1.93%
STATE ADMINISTRATIVE FEES	86,140.90	87,774.00	1,633.10	1.86%
	<hr/>	<hr/>	<hr/>	
TOTAL CONTRACTED SERVICES	516,455.40	633,067.00	116,611.60	18.42%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	1,045.00	1,200.00	155.00	12.92%
ADVERTISING/MARKETING	291.12	0.00	(291.12)	0.00%
PRINTING AND BINDING EXPENSES	581.53	0.00	(581.53)	0.00%
WEB SITE EXPENDITURES	3,616.10	3,000.00	(616.10)	-20.54%
DUES AND FEES	4,298.13	30,500.00	26,201.87	85.91%
INTEREST EXPENSE	56,500.28	0.00	(56,500.28)	0.00%
BANK FEES	50.00	0.00	(50.00)	0.00%
ATHLETICS	573.08	1,000.00	426.92	42.69%
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TOTAL OTHER EXPENSES	66,955.24	35,700.00	(31,255.24)	-87.55%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	3,380.10	0.00	(3,380.10)	0.00%
JANITORAL MONTHLY FEES	65,337.39	70,180.00	4,842.61	6.90%
JANITORAL ADDITIONAL SERVICES	69.95	0.00	(69.95)	0.00%
REPAIRS AND MAINTENANCE	10,854.78	13,500.00	2,645.22	19.59%
AC REPAIRS AND MAINTENANCE	0.00	17,250.00	17,250.00	100.00%
LAWN CARE	7,875.00	7,000.00	(875.00)	-12.50%
SUMMER MAINTENANCE	766.17	7,500.00	6,733.83	89.78%
CUSTODIAL SUPPLIES	17,108.91	12,825.00	(4,283.91)	-33.40%
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TOTAL FACILITY MAINTENANCE	105,392.30	128,255.00	22,862.70	17.83%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	21,966.37	10,125.00	(11,841.37)	-116.95%
LIABILITY INSURANCE	0.00	10,125.00	10,125.00	100.00%

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		Year-To-Date		
	Actual	Budget		
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RENT/LEASE PAYMENTS	602,750.73	583,330.00	(19,420.73)	-3.33%
TOTAL FACILITIES OPERATIONS	624,717.10	603,580.00	(21,137.10)	-3.50%
UTILITIES AND SERVICES				
WATER	15,145.84	11,000.00	(4,145.84)	-37.69%
SEWER	23,265.63	11,000.00	(12,265.63)	-111.51%
GARBAGE/DISPOSAL/TRASH	14,875.24	22,000.00	7,124.76	32.39%
ALARM SERVICES	470.00	3,605.00	3,135.00	86.96%
FIRE SERVICES	2,775.00	3,605.00	830.00	23.02%
TELEPHONE	3,968.87	8,300.00	4,331.13	52.18%
INTERNET	8,558.60	8,300.00	(258.60)	-3.12%
ELECTRICITY	66,310.81	66,000.00	(310.81)	-0.47%
TOTAL UTILITIES AND SERVICES	135,369.99	133,810.00	(1,559.99)	-1.17%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	226,797.16	230,000.00	3,202.84	1.39%
TOTAL ADJUSTING ENTRIES	226,797.16	230,000.00	3,202.84	1.39%
TOTAL EXPENSES	5,280,432.37	5,502,481.00	222,048.63	4.04%
NET INCOME	766,844.44	76,558.00	690,286.44	901.65%

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Thru:	Jun 2019	Budget	Jun 2019	Variance

INCOME

DSA REVENUE	5,675,950.36	5,442,007.00	233,943.36	4.30%
SPED DISCRETIONARY UNIT	239,062.30	20,000.00	219,062.30	1095.31%
SPED PART B FUNDING	80,356.93	0.00	80,356.93	0.00%
TOTAL INCOME	5,995,369.59	5,462,007.00	533,362.59	9.76%

EXPENSES

SALARIES

SALARIES TEACHERS	1,440,482.92	1,696,000.00	255,517.08	15.07%
SALARIES OF LONG TERM SUBS	106,198.17	0.00	(106,198.17)	0.00%
CONTRACTED SUBSTITUTE SERVICE	39,210.11	61,500.00	22,289.89	36.24%
BONUSES TEACHERS	31,593.12	0.00	(31,593.12)	0.00%
BONUSES LONG TERM SUBS	1,607.36	0.00	(1,607.36)	0.00%
BONUSES SPED TEACHERS	3,257.36	0.00	(3,257.36)	0.00%
BONUSES SUPPORT STAFF SPED	262.19	0.00	(262.19)	0.00%
SALARIES OF SUPPORT STAFF	208,884.13	120,960.00	(87,924.13)	-72.69%
BONUSES SUPPORT STAFF	4,618.92	0.00	(4,618.92)	0.00%
SALARIES OF GENERAL ADMIN	64,165.96	117,480.00	53,314.04	45.38%
BONUSES GENERAL ADMIN	1,226.84	0.00	(1,226.84)	0.00%
SALARIES OF LICENSED ADMIN	198,512.74	180,038.00	(18,474.74)	-10.26%
BONUSES LICENSED ADMIN	7,784.20	0.00	(7,784.20)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	46,080.00	46,080.00	100.00%
TOTAL SALARIES	2,107,804.02	2,222,058.00	114,253.98	5.14%

BENEFITS

TOTAL BENEFITS	771,065.72	966,879.00	195,813.28	20.25%
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TUITION REIMBURSEMENT

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	900.00	5,000.00	4,100.00	82.00%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	900.00	5,000.00	4,100.00	82.00%
TOTAL SALARIES AND BENEFITS	2,879,769.74	3,193,937.00	314,167.26	9.84%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	94,336.79	149,350.00	55,013.21	36.84%
SALARIES OF SUPPORT STAFF SPED	16,937.76	0.00	(16,937.76)	0.00%
BONUSES SPED TEACHERS	3,257.36	0.00	(3,257.36)	0.00%
BONUSES SUPPORT STAFF SPED	262.19	0.00	(262.19)	0.00%
FICA SUPPORT STAFF SPED	295.19	0.00	(295.19)	0.00%
PERS SPED TEACHERS	24,904.37	41,818.00	16,913.63	40.45%
PERS SUPPORT STAFF SPED	2,455.98	0.00	(2,455.98)	0.00%
MEDICARE SPED TEACHERS	1,830.42	2,165.00	334.58	15.45%
MEDICARE SUPPORT STAFF SPED	254.54	0.00	(254.54)	0.00%
UNEMPLOYMENT SPED TEACHERS	2,727.79	0.00	(2,727.79)	0.00%
SUI SPED	0.00	4,779.00	4,779.00	100.00%
FUTA SPED	0.00	896.00	896.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	516.00	0.00	(516.00)	0.00%
WORKERS COMP SPED TEACHERS	0.00	1,194.00	1,194.00	100.00%
HEALTH BENEFITS SPED TEACHERS	10,957.16	15,937.00	4,979.84	31.25%
HEALTH BENEFITS SUPPORT STAFF SPED	22.61	0.00	(22.61)	0.00%
SPED CONTRACTED SERVICES	172,377.60	95,000.00	(77,377.60)	-81.45%
SPED SUPPLIES	1,919.38	8,400.00	6,480.62	77.15%
SPED ASSESSMENT AND TESTING MATERIALS	5,595.55	0.00	(5,595.55)	0.00%
TOTAL SPECIAL EDUCATION	338,650.69	319,539.00	(19,111.69)	-5.98%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	1,000.00	1,000.00	100.00%
TOTAL FOOD SERVICES	0.00	1,000.00	1,000.00	100.00%
INSTRUCTIONAL SUPPLIES				

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	16,282.79	18,079.00	1,796.21	9.94%
GENERAL CLASSROOM SUPPLIES				
COPIER SUPPLIES	989.71	3,348.00	2,358.29	70.44%
ASSESSMENT AND TESTING MATERIALS	0.00	4,519.00	4,519.00	100.00%
CONSUMABLES	(23,055.91)	0.00	23,055.91	0.00%
CONSUMABLES - TEXTBOOKS	4,329.56	0.00	(4,329.56)	0.00%
CONSUMABLES - SOFTWARE	2,504.95	0.00	(2,504.95)	0.00%
CONSUMABLES - COMPUTERS	384.05	0.00	(384.05)	0.00%
CONSUMABLES - SUPPLIES	9,327.33	0.00	(9,327.33)	0.00%
TEXTBOOKS / CURRICULUM	216.29	0.00	(216.29)	0.00%
SOFTWARE	2,360.00	0.00	(2,360.00)	0.00%
COMPUTER PURCHASES	(7,524.00)	0.00	7,524.00	0.00%
IT SUPPLIES	5,612.11	0.00	(5,612.11)	0.00%
POSTAGE	25.00	1,000.00	975.00	97.50%
OFFICE SUPPLIES	16,809.16	10,881.00	(5,928.16)	-54.48%
NURSING SUPPLIES	4,470.65	2,511.00	(1,959.65)	-78.04%
TOTAL INSTRUCTIONAL SUPPLIES	32,731.69	40,338.00	7,606.31	18.86%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	14,791.12	27,142.00	12,350.88	45.50%
AFFILIATION FEE - BATTLE OF THE BOOKS	441.00	1,500.00	1,059.00	70.60%
TRAINING & DEVELOPMENT	35.66	0.00	(35.66)	0.00%
TRAVEL TEACHERS	671.09	0.00	(671.09)	0.00%
TRAVEL LICENSED ADMIN	0.00	2,000.00	2,000.00	100.00%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	15,938.87	30,642.00	14,703.13	47.98%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	16,810.93	60,000.00	43,189.07	71.98%
IT SERVICES MONTHLY	32,384.67	35,154.00	2,769.33	7.88%
IT SET UP FEES	2,375.00	15,000.00	12,625.00	84.17%
INFINITE CAMPUS	2,112.18	2,000.00	(112.18)	-5.61%
AUDIT AND TAX SERVICES	8,744.14	0.00	(8,744.14)	0.00%
LEGAL FEES	74.66	5,000.00	4,925.34	98.51%
PROFESSIONAL FEES	215.32	0.00	(215.32)	0.00%

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Thru:	Jun 2019	Budget	Variance	
	Jun 2019	Jun 2019		
MANAGEMENT FEES	327,707.87	376,650.00	48,942.13	12.99%
AFFILIATION FEE - INC.	28,359.26	28,642.00	282.74	0.99%
STATE ADMINISTRATIVE FEES	85,139.26	85,926.00	786.74	0.92%
TOTAL CONTRACTED SERVICES	503,923.29	608,372.00	104,448.71	17.17%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	936.00	1,100.00	164.00	14.91%
ADVERTISING/MARKETING	1,675.04	0.00	(1,675.04)	0.00%
PRINTING AND BINDING EXPENSES	269.70	0.00	(269.70)	0.00%
WEB SITE EXPENDITURES	60.30	3,000.00	2,939.70	97.99%
DUES AND FEES	(709.79)	2,500.00	3,209.79	128.39%
INTEREST EXPENSE	55,916.64	0.00	(55,916.64)	0.00%
BANK FEES	50.00	0.00	(50.00)	0.00%
ATHLETICS	0.00	1,000.00	1,000.00	100.00%
TOTAL OTHER EXPENSES	58,197.89	7,600.00	(50,597.89)	-665.76%
FACILITY MAINTENANCE				
JANITORAL MONTHLY FEES	81,371.22	72,600.00	(8,771.22)	-12.08%
JANITORAL ADDITIONAL SERVICES	23,405.99	0.00	(23,405.99)	0.00%
REPAIRS AND MAINTENANCE	16,538.66	14,300.00	(2,238.66)	-15.65%
AC REPAIRS AND MAINTENANCE	0.00	12,000.00	12,000.00	100.00%
LAWN CARE	6,075.00	7,000.00	925.00	13.21%
SUMMER MAINTENANCE	455.94	7,000.00	6,544.06	93.49%
CUSTODIAL SUPPLIES	2,209.41	12,555.00	10,345.59	82.40%
TOTAL FACILITY MAINTENANCE	130,056.22	125,455.00	(4,601.22)	-3.67%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	21,752.26	7,750.00	(14,002.26)	-180.67%
LIABILITY INSURANCE	0.00	7,750.00	7,750.00	100.00%
RENT/LEASE PAYMENTS	719,380.05	750,000.00	30,619.95	4.08%
TOTAL FACILITIES OPERATIONS	741,132.31	765,500.00	24,367.69	3.18%

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Thru:	Jun 2019	Budget	Jun 2019	Variance
UTILITIES AND SERVICES				
WATER	10,870.41	11,000.00	129.59	1.18%
SEWER	13,713.48	11,000.00	(2,713.48)	-24.67%
GARBAGE/DISPOSAL/TRASH	11,108.54	22,000.00	10,891.46	49.51%
ALARM SERVICES	1,828.00	3,605.00	1,777.00	49.29%
FIRE SERVICES	785.00	3,605.00	2,820.00	78.22%
TELEPHONE	3,753.89	8,300.00	4,546.11	54.77%
INTERNET	9,049.50	8,300.00	(749.50)	-9.03%
ELECTRICITY	44,514.60	66,000.00	21,485.40	32.55%
TOTAL UTILITIES AND SERVICES	95,623.42	133,810.00	38,186.58	28.54%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	221,781.94	225,000.00	3,218.06	1.43%
TOTAL ADJUSTING ENTRIES	221,781.94	225,000.00	3,218.06	1.43%
TOTAL EXPENSES	5,017,806.06	5,451,193.00	433,386.94	7.95%
NET INCOME	977,563.53	10,814.00	966,749.53	8939.80%

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019
Agenda Item: 3b2 – Approval of Installation of Carpeting at the Somerset
Stephanie Campus
Number of Enclosures: 3

SUBJECT: Carpeting at Somerset Stephanie Campus

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Board/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: The Finance Committee recommends approval of Empire Today as vendor to provide and install new carpet at the Somerset Stephanie campus. This project will be paid using the summer maintenance budget and SGF funds.

Submitted By: Staff

CUSTOMER INFORMATION	PROJECT LOCATION
QUOTE DATE: 7/11/2019 <i>* Quote valid for a period of 30 days from the above date</i> NAME: Erica Carranza TITLE: _____ ORGANIZATION / ENTITY OR AGENCY NAME: Somerset Academy ADDRESS: 50 N Stephanie St. TIN/EIN #: _____ CITY / STATE: Henderson, NV 89074 PHONE: 702-998-0500 FAX: _____ EMAIL: erica.carranza@somersetnv.org TAX EXEMPT? Y/N: Y	<input checked="" type="checkbox"/> CHECK BOX IF SAME AS CUSTOMER NAME: SAME ADDRESS: _____ CITY/STATE: _____ ZIP: _____ PHONE: _____
EMPIRE TODAY CONTACT INFORMATION	
NAME: Kevin Behring MARKET: Las Vegas PHONE: 702-612-5788 FAX: _____ EMAIL: kevinbehring@outlook.com QUOTE # _____	

ITEM #	QTY	UOM	PRODUCT OR LABOR DESCRIPTION	UNIT PRICE	PRICE
1	1934	SY	Glue Down CPT Broadloom Touchpoint	\$13.53	\$26,167.02
2	2530	LF	Roppe 6" VCB	\$2.91	\$7,362.30
3	1	LF	Roppe#177 PER LF NEEDED	\$3.35	\$3.35
4	1635	SY	Take up Broadloom	\$3.36	\$5,493.60
5			CUSTOMER MOVING ALL FURNITURE		\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00
21					\$0.00
22					\$0.00
23					\$0.00

Special Project Instructions:

Customer Approval:		Date:		SUB TOTAL	\$39,026.27
This quote is for completing the project as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has been initiated.				Freight	NA
				Tax	Excluded
				TOTAL	\$39,026.27

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 3b3 – Approval of Revisions to the Somerset Financial Policies and Procedures Manual

Number of Enclosures: 1

SUBJECT: Revision to the Somerset Financial Policies and Procedures Manual

Action

Appointments

Approval

Consent Agenda

Information

Public Hearing

Regular Adoption

Presenter (s): Board/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: The Finance Committee recommends approval of the revision to the Somerset Financial Policies and Procedures Manual. The revision would add a line specifying that SGF funds were subject to the policies in the manual, would eliminate references to an executive director, and would increase the amount a principal could spend on a project (within current budget appropriations) from \$10,000 to \$25,000. The proposed changes are highlighted in red in the support materials.

Submitted By: Staff



SOMERSET ACADEMY
OF LAS VEGAS

FINANCIAL POLICIES
&
PROCEDURES MANUAL

FOREWORD AND GENERAL OUTLINE

The Board has adopted sound financial policies and accounting procedures in accordance with Nevada Law. These policies, identified in this *Financial Policies and Procedures Manual*, ensure effective internal controls over revenues, expenses and fixed assets and are evaluated on a regular basis to ensure compliance with all statutory and regulatory authorities.

The school principal/administrator will be responsible for all aspects of school operations within the scope of operating policy and budgetary approval by the Governing Board. The school's on-site administration/faculty and staff will report directly to the principal, who then reports to the Governing Board. The EMO, contracted by the board, will provide bookkeeping, and financial forecasting services to the Governing Board for its oversight and approval.

The Board, at minimum, will be responsible for:

1. reviewing and approving a preliminary annual budget prior to the beginning of the fiscal year;
2. reviewing quarterly financial statements, which include a balance sheet and statement of revenue, expenditures and changes in fund balance, at each public board meeting;
3. annually adopting and maintaining operating budget for the school
4. retaining the services of a certified public accountant/auditor to conduct the annual independent financial audit;
5. reviewing and approving the audit report, including audit findings and recommendations; and
6. reporting to all applicable legal agencies including the charter school's sponsor
7. overseeing the school's principal and all financial matters delegated to the principal.

School invoices relating to daily operations will be managed by the Board-approved EMO. The principal will manage the daily operations and site-based finances, including expenditures and receivables and seek prior approval from the Board for expenditures over a pre-approved amount (as per Board policy). The Principal and EMO will report on a monthly basis to the Governing Board on all payroll reports, financial statements, and any other information requested by the Board.

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1. Charter School Budget

The charter school budget will serve as the financial plan of operation for the charter school and will include estimates and purpose of expenditures for a given period and the proposed means of financing the estimated expenditures. The charter school will provide the budget and budget documents in accordance with the rules and regulations as specified by the Nevada Department of Education on an annual basis.

The charter school budget will be prepared in full compliance with NRS 386.550 and NAC 386.370.

The administrator will be responsible for the preparation of the budget document.

2. General Operating Contingencies

General operating contingencies may be established at an amount deemed sufficient by the governing body to responsibly enable the charter school to meet unforeseen financial needs due to emergencies and changing charter school needs. The amount will be established by the governing body during the budget development process.

General operating contingencies may be recommended by the administrator for governing body approval. The need, purpose and amount of the transfer shall be duly recorded.

3. Fund Balance

The governing body recognizes its responsibility to establish an unreserved fund balance¹ in an amount sufficient to:

1. Protect the charter school from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a charter school credit rating that would qualify the charter school for lower interest costs.

Consequently, the governing body directs the administrator to manage the currently adopted budget in such a way to strive for an ending fund balance of at least 8.3 percent of total adopted revenues.

In determining an appropriate unreserved fund balance, the governing body will consider a variety of factors with potential impact on the charter school's budget including the predictability and volatility of its expenditures; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds; liquidity; and designations. Such factors will be reviewed annually.

4. Budget Preparation

Campus Administrators have the responsibility to coordinate with Academica Nevada to complete budget preparation for Board review and should develop such procedures necessary to ensure that the proposed budget reflects all areas of charter school operation.

The administrator and the governing body will establish budget priorities for the charter school and will make appropriate recommendations related to those priorities.

5. Budget Transfer Authority

The adopted budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be made using the guidelines in NAC Chapter 354.

All “Budget Transfer Request” forms, when completed and approved by building administrators and/or department directors, will be forwarded to the business manager for review. A determination will be made if funds are available for transfer (i.e., outstanding encumbrances or low fund balance). If necessary, a resolution will be prepared for Board consideration. The “Budget Transfer Request” form will accompany the resolution and upon affirmative action by the governing body, be signed by the administrator. The approved request will then be acted upon by the [business manager] who will make the transfer.

6. Procedures for Collecting and Depositing non-DSA Funds

All non-DSA revenues received by the school will be received by the School Front-Desk Manager/Receptionist. The Front-Desk Manager/Receptionist is required to issue a paper receipt to the payor in a receipt book provided by the School Office Manager. The receipt book must be a pre-numbered, multi-part receipt form.

At the end of each day, the Front-Desk Manager/Receptionist is required to turn over all payments and receipts to the Office Manager. The Office Manager and one other available school employee, but not the Front-Desk Manager/Receptionist or the Administrator who will be depositing the funds, will tally the total of the receipts and monies collected and verify the amounts match. The Office Manager will then endorse all checks For Deposit Only to the School’s account and prepare a deposit slip.

A copy of all cash receipts and checks which support each deposit must be made and kept with a copy of the deposit slip.

A School Administrator is responsible for transporting all non-DSA funds to the Banking Institution selected by the Board of Directors. Deposits must be made either once a week or whenever more than \$500.00 in cash has been received, whichever comes first.

7. Staff Training

Training in financial policies and procedures for Administrators, office managers and staff needs to be provided at least annually. Documentation of training should be retained and a copy of the documentation should be submitted to the governing board.

8. School Fundraising Accounts

Each Campus of Somerset Academy of Las Vegas shall maintain a separate checking account with the depository institution selected by the Board of Directors for the deposit and maintenance of revenues obtained through fundraising, after school care and other activities not funded with federal and state revenues. These revenues may include t-shirt sales, PTO transfers or donations, or other similar fundraising activities. These accounts are subject to the signature and purchasing requirements outlined in sections 9 and 19. (This does not include any federal or state grants which, if obtained, should be deposited into the School's main operating account).

9. Authorized Signatures

Authority to sign checks written on any of the School or Campus accounts shall be as follows:

- Under \$2,500 – One Signature required
 - Principal (if not purchase order authorized by the Principal)
 - ~~Executive Director~~
 - Board Treasurer
 - Board Chair
 - Board Vice-Chair
 - Academica Nevada COO
 - Academica Nevada CEO
 - Academica Nevada CFO
- \$2,500 up to \$25,000 – Two Signatures
 - Principal
 - ~~Executive Director~~
 - Board Treasurer
 - Board Chair
 - Board Vice-Chair
 - Academica Nevada COO
 - Academica Nevada CFO
 - OR
 - Academica Nevada CEO
- Over \$25,000 – Two Signatures
 - Board Chair or Board Vice-Chair AND
 - Board Treasurer, ~~Executive Director~~, Academica Nevada COO, Academica CFO or Academica Nevada CEO

10. Utilities

The School may set up automatic payments with utility companies (electric, phone/internet, water/sewer, ect...). The school will create a PO for each invoice that will require a signature from the Principal. Any billing discrepancies will be investigated by Academica Nevada. Signature limits shall not apply to utility bills.

11. Board Approved Contracts

The board will authorize the ~~Principal Executive Director~~ to approve online payments via wire transfers or ACH on contracts that have been presented and approved by Board of Directors. If a check needs to be cut instead of a line payment the ~~Principal Executive Director~~ may also be the second authorizing signature on checks above \$25,000 for board approved contracts.

12. Funding Proposals and Applications

The charter school shall pursue federal, state or private grants or other such funds that will assist the charter school in meeting adopted governing body and charter school goals.

Proposals for external funds will be submitted to the governing body for evaluation and approval. In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the governing body, the administrator is authorized to use his/her judgment in approving it for submission. The administrator will review the proposal with the governing body at its next regular meeting. The governing body reserves the right to reject funds associated with any grant which has been approved.

The governing body shall, before an acceptance of such funds, consider the charter school's obligations, expectations or encumbrances when the grant ceases.

13. Charter School Foundation

The governing body authorizes the establishment and incorporation of a foundation for the purposes of accepting, holding and administering funds and gifts to the charter school for special and general purposes. The purposes of funds administered by the foundation may include scholarship, student aid, capital improvement projects, improvement and extension of programs and other activities of benefit to the charter school and its students. Both the governing body and the foundation governing body of directors will receive annual evaluations for all funded projects.

The foundation will be incorporated under Nevada Revised Statutes and registered as a tax exempt corporation under Section 501 of the Internal Revenue Service Code.

The foundation will be governed by a governing body of directors whose selection, membership and functions will be set forth in the foundation's by-laws. There may be no more than two (2) representatives of the foundation on the charter school's governing body.

14. Investment of Funds

The governing body may authorize the investment or reinvestment of funds which are not immediately needed for operation of the charter school. Such investments will comply with state law and Nevada Administrative Code.

15. Fiscal Accounting and Reporting

The charter school's accounting and reporting system will be in accordance with generally accepted accounting principles and will conform to state laws and regulations. Accounting procedures shall show a detailed and meaningful analysis of both receipts and expenditures. This analysis should be adequate for study and evaluation by the governing body and school management, and will serve as a basis to make financial and related educational decisions, to formulate future plans, to safeguard public funds and to ensure adequate financial accountability.

Payment on all charter school accounts, including the general fund and special accounts, shall operate according to established accounting procedures.

All cash received is to be properly receipted. Money received shall be placed in deposit.

The Administrator shall be the lawful custodial officer of all charter school funds and shall demand receipt for, and safely keep according to law, all bonds, mortgages, notes, moneys, effects, books and papers belonging to the charter school. Funds may be commingled in the depository so long as they are budgeted and accounted for separately.

16. Financial Reports and Statements

The governing body, through the Board Treasurer, will receive and accept financial reports that include monthly bank statement reconciliations, estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the charter school's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the governing body or administrator.

Appropriate staff will be available at any governing body meeting, upon the governing body's request, to respond to questions and to present current financial information. The administrator will notify the governing body at any time of substantial deviations in the anticipated revenues and/or expenditures.

17. Property Inventory and Capitalization

The charter school will maintain a complete property inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$200. This inventory will be updated as necessary. The governing body may authorize the employment of an appraisal company to assist with the inventory procedure.

The charter school will maintain an inventory of all capital assets in accordance with governmental accounting standards. The charter school's inventory will be updated [annually] to include property newly purchased and disposed.

Capital assets includes all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000. (See NAC 386.342)

18. Audits

An audit of all charter school accounts will be made at least annually by an accountant selected by the governing body.

A copy of the audit report will be presented to the governing body. The administrator will submit a copy of the audit report to the sponsor.

19. Charter School Purchasing

The function of charter school purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The purchasing agent will be appointed by the governing body. He/She will be responsible for developing and administering the charter school's purchasing program.

No obligation may be incurred by any officer or employee of the governing body unless that expenditure has been authorized in the budget or by governing body action and/or governing body policy. In all cases calling for the expenditure of charter school money, except payrolls, a requisition and purchase order system must be used.

~~Unless authorized by the administrator, n~~No purchase ~~[with the exception of a petty cash purchase]~~ will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The administrator or designee is authorized to enter into and approve payment on contracts obligating charter school funds not to exceed (~~\$10,000~~ \$25,000) for products, materials, supplies, capital outlay and services that are within current budget appropriations. The governing body shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by charter school employees, such as custodial, food service and transportation services.

The administrator will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the administrator will direct payment of the just claims against the charter school. The administrator is responsible for the accuracy of all bills and vouchers.

No governing body member, officer, employee or agent of this charter school shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the governing body member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the charter school by any governing body member, officer or employee of the charter school is prohibited.

Bids or proposals shall be called for on all purchase, lease or sale of personal property, public improvements or services other than agreements for personal service, in accordance with applicable competitive procurement provisions of Nevada Revised Statutes and adopted public contracting rules.

(See NRS Chapter 332, NRS 386.573)

20. Food Service Accounts (National School Lunch Program)

If the charter school elects to participate in the National School Lunch Program (NSLP) for all or any campus, the school will create a separate bank account process the NSLP transactions. All procedures received for the NSLP will be deposited into the NSLP checking account and expenses related to the NSLP will first be paid out of this checking account until the funds are exhausted, then the remaining balances will be paid out of the general operating funds. No proceeds or profits from the NSLP shall be used for any other purposes than that approved by the NSLP.

21. Expenditure of Charter School Funds for Meals, Refreshments and Gifts

The charter school recognizes there may be occasions when it is appropriate for governing body members, administrators and others to expend charter school funds in the course of conducting charter school business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various charter school and building level meetings, gatherings to celebrate charter school successes or recognize individual achievements, contributions or outstanding service to the charter school and other charter school and school-sponsored activities.

Such expenditures may be made with prior governing body approval only, subject to the provisions of this administrative regulation.

The use of charter school funds, as used in this regulation, means the use of money in any of the general accounts of the charter school. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a "social fund" or "sunshine fund" to which each staff member

may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals may be provided by the charter school to recognize the contributions of staff, through retirement dinners or other recognition events; Meals may be provided by the charter school as a part of governing body or administrative work sessions, at charter school or building-level committee meetings or other charter school approved activities. Meals provided at staff meetings and trainings must be supported by adequate documentation, which shall include a list of attendees and an agenda with a time frame for each topic discussed.

Meals not directly business related may be provided to staff or others at the individual's expense only.

Governing body members, administrators and other charter school administrative staff may use charter school funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar charter school or school-sponsored activities, not to exceed [\$] per participant and subject to the following additional requirements:

- The purchase of alcoholic beverages with charter school funds is strictly prohibited;
- The use of charter school funds for parties is prohibited.

There are numerous occasions that may arise whereby governing body members, administrators or other charter school staff may feel the need to recognize employees, i.e., Bosses' Day, Secretaries' Day, classified employees' week, birthday, etc. A governing body member, administrator or other charter school employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

The charter school may provide a small token of appreciation for a governing body member's or employee's retirement and years of service and other related activities utilizing charter school funds, as approved in advance. For example, the governing body generally proclaims special recognition for classified employees' week and teacher appreciation week;

Administrators may use charter school funds to provide an appropriate token of appreciation on behalf of the governing body. The value of this item may not exceed [\$] per person;

No other expenditure of charter school funds for gifts is permitted without prior authorization from the Body or administrator.

22. Petty Cash Accounts

The school is not permitted to have petty cash accounts. The school may however withdraw cash for the purpose of making change at school events. These transactions should be limited to change only transactions and should not be used for purchases.

23. Credit Cards

The governing body authorizes the Business Manager and the Executive Director to hold a bank credit card in the name of the charter school and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a governing body approved maximum limit.

Credit cards issued to employees may only be used to purchase items authorized by the adopted charter school budget when purchase orders are not feasible.

Purchase slips and receipts must be turned in to the business office within [15] days of the transaction. The business office shall pay in full the credit card balances no later than the due date so that finance charges will not be incurred.

Charter school-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on charter school-issued credit cards. If a personal item is inadvertently purchased on a charter school-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement.

Accordingly, the charter school will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;

2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;

3. Leaving a gratuity that exceeds [15%] is prohibited;

4. Airline tickets may be purchased with a charter school-issued credit card only with prior administrator or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized charter school business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including termination of employment.

24. Payment Procedures

All claims for payment from charter school funds will be processed by Academica Nevada in conformance with charter school procedures. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers approved by the governing body.

The Administrator will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

25. Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's agreement with the governing body. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

26. Expense Reimbursements

The governing body recognizes that certain expenses are incurred by charter school employees in carrying out authorized duties. The governing body approves the reimbursement of necessary and reasonable expenditures as outlined in the accompanying administrative regulation and consistent with Internal Revenue Service requirements and Nevada Administrative Codes.

All approval and reimbursement procedures must be followed prior to reimbursement. Reimbursement for out-of-state travel by private vehicle will be made on the basis of air fare or mileage rate, whichever is lower.

Expense reimbursement for staff traveling on approved charter school business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an "ordinary" expense means one that is common and accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct charter school business. Reimbursement procedures established by the charter school will also apply to governing body members traveling on charter school business, as applicable.

Expense reimbursements for staff or board travel shall not exceed the maximum General Services Administration (GSA) approved rates.

Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the charter school.

Expenses in excess of the charter school's established limit are ordinarily the responsibility of the employee and may be reimbursed only with administrator approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel must be conducted in the most expeditious and cost-effective manner, as determined by the charter school.

27. Insurance Coverage

All charter school employees operating private vehicles on approved charter school business are required to complete and maintain on file with the charter school, verification of vehicle liability insurance that meets or exceeds Nevada statutory minimum limits. This verification is required [annually] [prior to any charter school approval to conduct charter school business in a private vehicle]. Employees are required to update their verification of vehicle liability information maintained on file with the charter school upon any change in the employee's vehicle insurance coverage.

It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct charter school business.

The responsibility of the charter school for damages resulting from vehicle accidents is not the same as set forth in the charter school's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved charter school business.

28. Travel Advances & Reimbursement

A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds [\$50]. The travel advance may be requested by completing the form provided by the charter school. Travel advances may not exceed the maximum General Services Administration approved rate.

The cost of commercial travel tickets will not be included in a cash advance request.

In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a charter school-provided credit card.

Only one cash advance may be outstanding to any employee at any time.

29. Disposal of Charter School Property

Except as stipulated in NAC 386.342, the governing body may, at any time, declare charter school property as surplus and authorize its disposal when such property is no longer useful to the charter school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the charter school, the governing body may dispose of them in another manner.

30. Information Technology Procedures

The Board has contracted with an outside contractor to maintain Campus computer networks, including the maintenance of firewalls and offsite data backup. School staff is required to work closely with the contracted firm to ensure the security of School networks and data.

31. Internal Control Testing

The Board will contract with an independent accounting and audit firm to perform internal control testing and review annually. School Administration, Office Managers, and Academic Nevada staff are required to work closely with the contracted independent audit firm to develop and implement all necessary internal controls to ensure accurate and honest accounting at all campus locations.

32. Grant Expenditures and Requirements

The school under the direction of the board directors will comply with all requirements under the grant as approved by the board of directors. This includes the proper expenditure of funds as budgeted in the grant including, but not limited to, salaries and benefits, time and effort, travel, equipment and supplies, contracts, and training stipends.

When expending state or federal funds under the grant, or when requesting reimbursement under the grant, the school must have the following documentation:

- For any purchase
 - Billing spreadsheet
 - Three or more quotes when required by the grant
 - Invoice
 - Proof of Payment – receipt must clearly identify what was purchased
 - Evidence that materials have been received or services have been provided
 - Evidence that any purchased materials have been added to the inventory
- Time and Effort
 - Billing spreadsheet
 - Staff Time Sheets - signed by supervisor and employee
 - Student sign in sheets - signed by students (if tutoring)
 - Payroll Register with highlighted salaries and benefits clearly identified
 - Time and Effort Documentation – when required
- Professional Development
 - Billing spreadsheet
 - Paid Invoices
 - Sign in sheets
 - Agendas
 - Training materials
 - A detailed description of how it will impact student achievement (Narrative)

- Travel
 - School travel reimbursement form for each traveler, if required
 - GSA Rates printed out
 - Receipts
 - Proof of payment
- Payroll
 - Billing spreadsheet
 - Payroll Register with highlighted salaries and benefits clearly identified
 - Proof of payment
 - Time and Effort Documentation/ Personal Activity Report (PAR), if required

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019
Agenda Item: 3b4 – Approval for Somerset Principals to Apply for Grants
Deemed Necessary
Number of Enclosures: 0

**SUBJECT: Approval for Somerset Principals to Apply for Grants
Deemed Necessary**

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Board/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: The Finance Committee recommends approval for Somerset principals to apply for grants deemed necessary. The terms of the grants, including dollar amount and any guidelines the school/Board must adhere to will be brought before the Board for approval/acceptance.

Submitted By: Staff

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019 Agenda Item: 3b5 – Approval of Retention Bonuses Number of Enclosures: 1

SUBJECT: Approval of Retention Bonuses

<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input checked="" type="checkbox"/> Consent Agenda
<input type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Board/Finance Committee
--

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
--

Background: The Finance Committee recommends approval of the retention bonuses as contained in the support materials.

Submitted By: Staff

**System
Campus**

Somerset

	Principal	AP	Licensed Admin	Teachers	General Admin	Support Staff	Total
Stephanie	1	2	3	30	2	16	54
Aliante	1	1	4	35	2	11	54
Lone Mountain	1	2	3	38	3	11	58
Losee	0	5	3	66	9	21	104
NLV	1	2	1	39	3	16	62
Skye Canyon	1	2	3	32	2	11	51
Sky Point	1	5	0	111	23	25	165
Exec Office	0	0	0	0	2	0	2
	6	19	17	351	46	111	550
	\$ 2,750	\$ 2,200	\$ 1,650	\$ 1,100	\$ 825	\$ 275	
	\$ 16,500	\$ 41,800	\$ 28,050	\$ 386,100	\$ 37,950	\$ 30,525	\$ 540,925

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 3b6 – Approval of Revised Tuition Reimbursement Policy to Include TESL and GATE Endorsements

Number of Enclosures: 1

SUBJECT: Approval of Revision to Tuition Reimbursement Policy

Action

Appointments

Approval

Consent Agenda

Information

Public Hearing

Regular Adoption

Presenter (s): Board/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes

Background: The Finance Committee recommends approval of the revised Tuition Reimbursement Policy to include TESL and GATE endorsements.

Submitted By: Staff

2.3 Educational Assistance

The School recognizes that the skills and knowledge of its employees are critical to its success. The Educational Assistance Program (the “Program”) encourages personal development through formal education to help employees maintain and improve job-related skills and enhance their ability to progress in their careers at the School.

Subject Field and Critical Staff Shortage Area Reimbursements

All full-time certified teachers are eligible to apply for tuition reimbursement under the Program for the following courses:

1. Graduate level courses required to obtain a Master’s Degree, Specialist Degree, or Doctorate Degree in the Teacher’s Subject Field; and
2. Undergraduate or graduate level courses required to obtain state certification in a subject area designated as a “critical staff shortage area” by the School’s Board of Directors.

Teachers seeking subject field or critical staff shortage reimbursements will be granted tuition reimbursement under the Program if, within ninety (90) days of completion of the course for which tuition reimbursement is sought, the Teacher submits the following to the principal of the Teacher’s School campus:

1. A completed Tuition Reimbursement Request Form;
2. Official transcripts showing the teacher has obtained a “B” Grade or higher in each course for which tuition reimbursement is sought; and
3. Receipts showing amounts paid for tuition for each course for which tuition reimbursement is sought.

For purposes of the Program, the term “Teacher’s Subject Field” means the area of study in which the teacher is certified by the State of Nevada to teach in public schools.

Educational Leadership Reimbursements

Full-time certified teachers meeting the following criteria are eligible to apply for tuition reimbursement of graduate level courses required to obtain state certification in educational leadership:

1. No less than three (3) years teaching experience;
2. No less than one (1) full year teaching at the School; and
3. Most recent evaluation exceeds performance standards.

Teachers seeking educational leadership tuition reimbursements must submit a Tuition Reimbursement Request Form to the Principal of the Teacher’s School campus and receive written preliminary approval prior to beginning any course for which reimbursement is sought. Preliminary approval for educational leadership tuition reimbursements will be granted at the sole discretion of the Principal of the Teacher’s School campus. If preliminary approval is granted, the Teacher will receive tuition reimbursement if, within ninety (90) days of completion of the course for which tuition reimbursement is sought, the Teacher submits the following to the Principal of the Teacher’s School campus:

1. Official transcripts showing the Teacher has obtained a “B” Grade or higher in each course for which tuition reimbursement is sought; and
2. Receipts showing amounts paid for tuition for the course for which tuition reimbursement is sought.

Endorsements

All full-time certified teachers are eligible to apply for GATE and TESL endorsements. Before seeking these endorsements, they must receive written preliminary approval prior to beginning any course for which reimbursement is sought.

Teachers seeking endorsement reimbursements will be granted tuition reimbursement under the Program if, within ninety (90) days of completion of the course for which tuition reimbursement is sought, the Teacher submits the following to the principal of the Teacher’s School campus:

1. A completed Tuition Reimbursement Request Form;
2. Official transcripts showing the teacher has obtained a “B” Grade or higher in each course for which tuition reimbursement is sought; and
3. Receipts showing amounts paid for tuition for each course for which tuition reimbursement is sought.

Limitations to Tuition Reimbursements

The following limitations shall apply to all reimbursements requested under the Program:

1. Tuition reimbursement may be awarded for no more than twelve (12) semester hours per contract year and no more than thirty-six (36) total semester hours toward any single degree. For purposes of the Program, the term “contract year” shall mean the period beginning on the commencement date of fall term in any academic year and extending through the day prior to the date of commencement of the fall term in the succeeding academic year.

2. Only courses taken from an accredited institution of higher learning shall be eligible for tuition reimbursement.
3. The amount of tuition reimbursement shall be limited to \$150.00 per semester hour.

Reimbursements shall be made for tuition only and shall not include reimbursement for any other expenses, including, without limitation, expenses incurred for parking, books, travel, living expenses, etc.

4. Teachers receiving reimbursement agree that they shall continue to be employed by the School for no less than one year following the receipt of any reimbursement. If any Teacher receiving reimbursement under the Program is not employed for at least one year following reimbursement, amounts received by such Teacher as tuition reimbursement during the 12-month period ending on the date the Teacher leaves his/her employ with the School must be repaid.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 4 – Discussion and Possible Approval of Dual Enrollment Program Application

Number of Enclosures: 1

SUBJECT: Dual Enrollment Program Application

- Action
- Appointments
- Approval
- Consent Agenda
- Information
- Public Hearing
- Regular Adoption

Presenter (s): Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Move to approve the Dual Enrollment Program application, as presented.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

Background: Discussion and possible approval of application to amend Somerset's charter to include a dual enrollment program with the college of Southern Nevada (CSN).

Submitted By: Staff

STATE PUBLIC CHARTER SCHOOL AUTHORITY



2019 CHARTER SCHOOL REQUEST FOR AMENDMENT TO CHARTER CONTRACT APPLICATION

For the: **Somerset Academy of Las Vegas**

Date Submitted: July 19th, 2019

Current Charter Contract Start Date: July 1, 2016

Charter Contract Expiration Date: June 30, 2022

Key Contact: John Bentham

Key Contact title: Board Chairperson, Somerset Academy of Las Vegas, Board of Directors

Key Contact email and phone: john.bentham@somersetnv.org; 702-752-7000

Date of School Board approval of this application: August 8th, 2019

This Request For Amendment (RFA) is submitted to request a contract amendment regarding (place an "X" to the right of the specific RFA type(s) you are applying for):

1. [Add Distance Education](#) ___
2. [Add Dual-Credit Program](#) X
3. [Change Mission and/or Vision](#) ___
4. [Eliminate a Grade Level or Other Educational Services](#) ___
5. [EMOs: Entering, Amending, Renewing, Terminating Charter Contract with an EMO](#) ___
6. [Enrollment: Expand Enrollment in Existing Grade Level\(s\) and Facilities](#) ___
7. [Enrollment: Expand Enrollment in New Grade Levels](#) ___
8. [Facilities: Acquire or Construct a New or Additional Facility that will not affect approved enrollment](#) ___
9. [Facilities: Occupy New or Additional Facility](#) ___
10. [Facilities: Occupy a Temporary Facility](#) ___
11. [Facilities: Relocate or Consolidate Campuses](#) ___
12. [RFA: Transportation](#) ___
13. [Other changes](#) ___

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Section I: Introduction

The mission of the State Public Charter School Authority (SPCSA) is to improve and influence public education in Nevada “by sponsoring public charter schools that prepare all students for college and career success and by modeling best practices in charter school sponsorship.” This mission includes assisting chartered public schools in making orderly enrollment, facility, financing and other changes to enable them to provide high-quality educational choices to students and their parents in Nevada.

As SPCSA public schools grow and progress they may wish to consider changes, additions or other improvements to their structure, facilities, legal relationships, school size or location(s). NRS 388A, NAC 388A and individual chartered public school contracts list various potential changes a school may consider making. These changes require that the school request and receive approval of the SPCSA Board to a Request For Amendment (RFA) before proceeding, except in the case of an emergency. The school must submit the RFA to the SPCSA describing the intended change and providing documentation to support approval of the requested change, to be confirmed by an amendment to the school’s charter contract signed by a representative of the board or the designee of the board.

These considered changes can be made through amendments to charter school contracts with the SPCSA, pursuant to NRS 388A.223 *et seq*, NAC 388A.305 *et seq*, and their respective Charter Contract. This Request For Amendment (RFA) application is provided by the SPCSA in fulfillment of its responsibility to develop a policy and procedure “for amending a written charter or charter contract and the criteria for determining whether a request for such an amendment will be approved....” NRS 388A.223. This RFA describes the “manner in which such procedures and criteria will differ if the sponsor determines that the amendment is material or strategically important.” NRS 388A.223.

This universal RFA application replaces all prior specific project RFA applications the SPCSA provided. It includes two sections. The first is a standard section which all RFA applicants must complete. It calls for general information about the school. The second section contains specific requests for supporting documentation to support the applicant’s request for specific contract amendments. Applicants need only submit one complete application for one or more amendments being recommended. That application should include supporting documentation for the general application section and specific supporting documentation for each specific amendment being requested.

Section II: Eligibility Requirements

To be eligible for consideration of approval of a contract amendment a school must submit a complete and accurate RFA, in accordance with the requirements and directions stated herein prior to the deadlines stated herein.

To be eligible to submit an amendment, the school must be in good standing in all three domains of the Authority’s academic, financial, and organizational performance frameworks and it must not be considered a low-performing school or otherwise ineligible according to any definition set forth in law or regulation. “All schools begin outside of the intervention ladder and are considered to be in Good Standing.” Charter School Performance Framework¹. Schools with questions about their eligibility should contact SPCSA staff.

Ineligible schools may include, but are not limited to, those schools which operate an elementary, middle, or high school rated below the three star level; schools which operate an elementary, middle, or high school program that is a priority or focus school; schools which operate high schools with graduation rates below 60 percent; schools with

¹ <http://charterschools.nv.gov/uploadedFiles/CharterSchoolsnvgov/content/Grocers/Performance%20Framework.pdf>

compliance issues, including participation warnings or penalties on the Nevada School Performance Framework; and schools with financial framework deficiencies.

A school which does not have at least one independent financial audit and one year of academic performance data in the Nevada system of accountability is ineligible to apply for an expansion amendment unless the school was approved by the Authority as an EMO replication of a high performing charter school in another state or the operator applied as a CMO applicant and has replicated a high performing charter school model from another state. In such cases, the school will be required to submit updated academic, financial, and organizational performance data in all three domains from the replicated EMO school or CMO school network. In the event that the Authority mandates a system-wide assessment to supplement the statewide test and provide for additional data in the event of a testing irregularity or a change in state testing provider, schools should expect that data from that assessment will outweigh data provided from a school's internal assessment system.

All applications and the actions being requested for approval must be in compliance with NRS 388A, NAC 388A and all other relevant federal laws and regulations and SPCSA policy.

Schools with questions about eligibility should contact SPCSA staff for further clarification.

Section III: Amendment Types

NRS 388A, NAC 388A and individual chartered public school contracts list potential changes a school may consider making. The school must request and receive approval from the SPCSA Board of the Request For Amendment before the school may proceed with the intended change.

The following is a list of the RFA applications which are now being replaced by this universal RFA application. The approval for any material change considered for a school, including affecting facilities or operations, for which an express amendment was or was not earlier provided may now be handled through this single RFA application. Actions requiring an amendment to a charter school contract include those in the following list. Schools should contact the SPCSA if they are considering any change or addition to what was approved in their charter contract. For all RFAs, the General Section of this application must be completed according to the instructions herein. Specific RFA requirements for the below RFAs have specific requirements which must also be completed.

1. [Add Distance Education](#)
2. [Add Dual-Credit Program](#)
3. [Change Mission and/or Vision](#)
4. [Eliminate a grade level or other educational services](#)
5. [EMOs: Entering, amending, renewing, terminating Charter Contract with an EMO](#)
6. [Enrollment: Expand Enrollment in Existing Grade Level\(s\) and Facilities](#)
7. [Enrollment: Expand Enrollment in New Grade Levels](#)
8. [Facilities: Acquire or Construct a new or additional Facility that will not affect approved enrollment](#)
9. [Facilities: Occupy new or additional facility](#)
10. [Facilities: Occupy a Temporary Facility](#)
11. [Facilities: Relocate or Consolidate Campuses](#)
12. [RFA: Transportation](#)
13. [Other changes requiring or not requiring approved RFAs:](#)
 - a. As described in NAC 388A.335 regarding a request for **an amendment not otherwise described**
 - i. If the governing body of a charter school wishes to amend its written charter or charter contract, as applicable, in **a way that is not described** in NAC 388A.310 to 388A.335.
 - ii. **Material amendments** to the written charter or charter contract, as applicable. If the sponsor determines that the proposed amendment is material, the governing body must obtain approval from the sponsor before the amendment becomes effective.
 - iii. **Nonmaterial amendment** to the written charter or charter contract, as applicable. If the sponsor determines that the proposed amendment is not material, the governing body is not required to obtain approval from the sponsor before the amendment becomes effective.

- b. Other **non-amendment changes**. Pursuant to NAC 388A.340 the governing body of a charter school (1) shall notify the sponsor of the charter school not later than 10 days after the charter school makes any change to the mailing address, telephone number, facsimile number, articles of incorporation or bylaws of the charter school.

Applicants seeking more than one amendment may now use this RFA template and provide supporting documentation as requested in the general and applicable specific sections below.

The General Requirements Sections of this application describe general supporting documentation required for RFAs.

The Special Sections describe specific supporting documentation required for specific RFAs requested to enable specific changes being pursued by the school board.

For applicants seeking to make changes for which amendments are not listed above, contact SPCSA staff regarding what, if any, documentation may be required.

Section IV: Processing Schedule

RFA applications are processed according to the following schedule. Boards/Schools must submit their completed amendment request into the Charter Amendment section of Epicenter by 5:00 pm PT within the deadline schedule provided below for the relevant Spring or Fall application cycle.

If a below date falls on a federal or state officially recognized holiday, the submittal will be due no later than 5 p.m. Pacific Time on the first working day following said holiday.

Section V: Deadlines

	Spring Cycle	Fall Cycle
Notice² of Intent to submit Request for Charter Amendment (RFA)	Due between March 1 - 15	Due between September 1 - 15
Request For Amendment (RFA)	Due between April 1 – 15	Due between October 1 – 15
Board Meeting for Possible Action	June board meeting	December board meeting

Charter school expansion (i.e., additional campuses and/or grade levels) requests **must be submitted** at least 9 months prior to the proposed implementation. For example, a school wishing to expand in the 2020-2021 school year must submit an amendment to Authority staff no later than the fall cycle of 2019.

Section VI: Application Process

1. The school board determines that an applicable change is or may be required. The board may direct a representative of the school to contact the SPCSA to explain the potential change and request guidance or may direct a representative to prepare and submit a Notice of Intent and RFA including supporting documentation according to the deadlines set forth above.
 - a. Pursuant to NAC 388A.305(1) the “governing body of a charter school shall hold a public meeting that complies with the provisions of chapter 241 of NRS before the governing body submits to the sponsor of the charter school a written request for an amendment to its written charter or charter contract, as applicable, pursuant to NRS 388A.276. The governing body of a charter school may not request such an amendment unless a majority of members of the governing body vote to approve making the request.”

² Notice or Letter of Intent

2. Applicant submits a timely submitted notice.
3. SPCSA transmits a confirmation of receipt of the NOI and may contact the applicant with any questions or comments.
4. Applicant submits a timely submitted and Request for Amendment (RFA) including all applicable requested supporting documentation.
5. SPCSA transmits a confirmation of receipt of the RFA and may contact the applicant with any questions or comments.
6. SPCSA staff, and potentially external reviewers, begin the completeness check process. SPCSA Staff may contact the applicant for more information, for more clarity, or to let the applicant know their application is insufficiently complete and cannot be processed at this time without substantial improvements to completeness, clarification or other aspects.
7. Staff transmits to applicant confirmation of completeness or determination that the RFA application is substantially incomplete so that it will not be processed at this time.
8. Upon confirmation of completeness, SPCSA staff, and potentially external reviewers, begin the review process of the RFA. SPCSA Staff may contact the applicant for further clarification and with requests for additional information or to explain issues with the RFA.
9. Staff will discuss with applicant SPCSA staff’s likely recommendation based on staff’s review and analysis of the RFA submitted. Applicant may determine if it wishes to proceed.
10. Staff will schedule a Board meeting date during which to present applicant’s RFA along with staff’s recommendation.
11. If the Agency Board approves the RFA, then staff will
 - a. work with the applicant to make the amendment changes to the contract and to secure an updated, mutually executed contract, to enable the school to proceed to implement the terms of the amendment.
 - b. implement the process to monitor the fulfillment of any conditions of the amendment, pursuant to the amended contract.
12. In the alternative, pursuant to NAC 388A.305(2) and except “as otherwise provided in NAC 388A.310 to 388A.335, inclusive, if the governing body of a charter school requests an amendment to its written charter or charter contract, as applicable, pursuant to NRS 388A.276, the sponsor of the charter school may authorize its staff to approve the amendment as the sponsor deems appropriate.” In such a case, staff will
 - a. work with applicant to make the amendment changes to the contract and secure an updated, mutually executed contract,
 - b. implement the process to monitor the fulfillment of any conditions of the amendment.

Applicants may contact the following SPCSA staff with any questions regarding this RFA Application.

1. Mike Dang, 702.486.8879, mdang@spsca.nv.gov
2. Danny Peltier, 775-687-9178, dpeltier@spsca.nv.gov
3. Mark Modrcin, 702-486-8271, mmodrcin@spsca.nv.gov

Section VII: Application Instructions

Specifications

1. It is the responsibility of the applicant to ensure that the content is complete, detailed, and easily understood and followed by reviewers; external experts; and parents, families, and the general public.
2. Application responses made in this file should add no more than 50 pages to this approximately 40 page “core” application for a total of up to 90 pages—in addition to all required appendices/attachments.
3. RFA submittals must all be in an electronic format. The RFA “core” application must be in a searchable pdf format. (Do not print it to hard copy and scan it.) Site, architectural and similar plans which can only forward may be in the pdf format submitted to the applicant by their consultant or professional.
4. Leave the text of the questions in the document and add your responses following each question. This will facilitate reviews, document access (hyperlinked table of contents) and enable better public transparency.
5. Begin each major section (Executive Summary, Meeting the Need, Academic Plan, etc.) on a separate page.

6. All pages in the core application must remain consecutively numbered, as they are, in the footer and include the total number of pages, such as “Page 25 of 80.”
7. A RFA may not require all attachments described in this document. Place an “N/A” where appropriate—next to the respective “Attachment __.” Do not leave them blank.
8. The name of each attachment, e.g. “Attachment 1,” etc. must be placed in the header of the first page and header/footer of remaining pages to facilitate review and navigation. Bookmarking individual sections and attachments in Acrobat is strongly encouraged to enhance readability and facilitate a thorough review.
9. Attachments may have independent page numbering.
10. The table of contents must identify the page number of each major section of the narrative and each required attachment—or simply respond within the MS Word version of this Application with its Table of Contents.
11. You do not need to try to fix the Microsoft Word formatting in this application if the formatting doesn’t automatically generate the correct or best font or outline number/letter when you enter text. As long as you include your response in the proper section we will ignore a misplaced outline number/letter.
12. References and citations should be placed in the footer.
13. If a particular question does not apply to your team or application, simply respond with a statement explaining why the question is not applicable AND including the term “not applicable” or “N/A” within the sentence.
14. All questions, including those identified as “Not Applicable” and tables not utilized must be left in the document. Tables which are accompanied with directions permitting the school to modify the number of rows and to customize the designated content may be changed as indicated.
15. Any budget or numerically oriented sheets must be submitted in a working Microsoft Office Excel file in addition to a pdf attachment.
16. When submitting resumes and biographies of proposed new board members and staff, label each document with the individual’s affiliation with the proposed school (board member, principal, teacher, etc.) and combine the files into a single converted PDF document.
17. Review all elements of your request for completeness before submitting. Incomplete requests will not be accepted, and schools are not able to amend, revise, or supplement their request after it has been submitted unless the SPCSA, at its sole discretion, requests additional information or the SPCSA board votes to reject the request and the applicant chooses to resubmit a revised request at a later date.
18. Schools are strongly encouraged to maintain final Microsoft Word versions of all written materials. In the event that a school elects to resubmit a request with additional content and documentation, the school will be expected to use the Track Changes function to identify any additions or deletions to the application. Specific format requirements for such resubmissions will be furnished to applicants upon request.
19. Applicants are reminded that all requests for facilities or enrollment expansion amendments are public records and are posted on the SPCSA web site. Once a request is approved, it is expected that the complete charter application and the approved amendments will be posted on the school’s web site or will otherwise be made available via electronic means upon request from any member of the public. To ensure the broadest range of accessibility for public documents, the SPCSA strongly encourages applicants to consult the Accessibility Guidance offered by our peer authorizer, the Massachusetts Department of Elementary and Secondary Education: <http://www.doe.mass.edu/nmg/MakingAccessibleDocuments.pdf> and <http://www.doe.mass.edu/nmg/accessibility.html>.

Applicants MUST submit amendment requests electronically in Epicenter, the statewide document management center for school submissions to the State Public Charter School Authority. All documents, other than budget documents and data submissions better suited to Excel, must be submitted as PDF documents. All PDF documents, other than those individual pages containing signatures or facilities documentation, must be submitted as converted (not scanned) documents.

Section VIII: Attachments for Applications

- 1) A letter (1-3 pages) approved and submitted by the governing body of the charter school clearly summarizing and explaining the RFA and the contract changes being requested, submitted with documentation (meeting minutes) showing the request was approved and submitted by the governing board of the charter school following a public meeting held pursuant to chapter 241 of NRS.
- 2) Letters of Community Support/Partnership
 - a) May be scanned to PDF.
- 3) School and network leadership team job descriptions
- 4) Resumes for proposed school leader
 - a) For RFAs where a new school leader would be installed
- 5) Student achievement data with NSPF rankings
 - a) For the greater of the prior three, two, or one year(s), if available.
- 6) Competencies used for school leader selection
 - a) For RFAs where a new school leader would be installed
- 7) Regional Director resume or job description
 - a) Where applicable
- 8) CMO/Local Network organizational charts
 - a) Where CMOs/EMOs are or will be involved
- 9) New Board Member Information Sheets
 - a) For any current board members new since the opening or the last prior RFA
- 10) Incubation Year Planning Table
 - a) For expansions into new facilities
- 11) EMO agreement documentation
 - a) If school will contract with a non-profit or for-profit EMO for additional services or
 - b) This expansion will result in additional payments to an existing EMO
 - c) OR an assurance that the school is not contracting with an EMO
- 12) Operational execution plan
- 13) Budget narrative
 - a) Include a description of planned/projected changes to enrollments with resulting budget impacts to revenues and expenses.
- 14) Financial Plan
 - a) Submit working Excel model showing budgeted new/marginal/additional revenue and expense changes contemplated from proposed changes as well as impacts on surplus/deficits and statement of position
 - b) Include copy of most recent annual budget submitted
- 15) Local Network Budget
 - a) Where applicable
- 16) For schools which replicate an EMO or CMO model from another state which do not yet have Nevada performance data:
 - a) School performance data sheet and data from network's internal assessments demonstrating that the Nevada school is performing at a level similar to schools in other geographies.
 - b) Historical financial documents for the entity including
 - i) audited financial records for the entity and,
 - ii) if any of the schools operated by the management organization are technically separate entities,
 - (1) audited financials for each such school as well as any other campus by campus financial evaluations conducted by charter school authorizers.
 - c) At least three years of school financial audits are required for any school operating for three years or longer. This may be provided in the format of your choosing.
- 17) School Data Worksheet

Section IX: Elements of Successful RFAs

Successful amendment requests demonstrate the following characteristics:

Domain	Criteria
Organizational and Governance Accountability	Strong Governing Team that Significantly Exceeds Statutory Minimum Criteria with Proven Track Record of Transparently and Accountably Governing a Multi-Million Dollar Public Entity
Leadership	School and Network Leaders with Exemplary Track Record of Academic and Operating Results with Similar Model/Population Strong Operating Team with Proven Track Record of Transparently and Accountably Operating a Multi-Million Dollar Public Entity
Academic Accountability	Proven School Model With Proven Track Record of Producing 4/5 Star Results with Target Population
Fiscal Accountability	Strong School and Network Financial Model With Proven Track Record of Increasing Annual Fund Balances ³ Track Record of Clean Audits
Business Relationships	Transparent and Appropriate Client/Vendor Relationship with Any Identified Service Providers

³ Such fund balance increases are intended to track free cash on hand, and should be exclusive of any capital refresh, expansion, or bond-mandated reserves budgeted for and maintained by the school.

Section X: General Requirements Section

A) EXECUTIVE SUMMARY

4 Pages or less per RFA

Provide a brief overview of your school, including:

1. Identification of the school, its location(s), enrollment(s)(most recent ADE quarter), brief history, brief description of its board members and key leadership team members.

Somerset Academy of Las Vegas opened its first campus in the fall of 2011 with its North Las Vegas campus. The school is modeled after the nationally recognized Somerset Academy of Florida, originally founded in 1997. Today, the Somerset Academy Charter School Instructional Model has been successfully replicated in several states across the country, serving all grades K-12.

Somerset Academy of Las Vegas today now includes a total of seven campuses across the Las Vegas Valley, serving approximately 9,700 students, and supported by 466 teachers. SOM serves its community by being a quality college preparation school that cultivates effective leaders, good character, and a desire to render service.

All of its seven campuses are governed by Somerset Academy of Las Vegas' seven member Board of Directors. This Governing Body comprises seven community members from the Las Vegas Metropolitan area who bring a variety of professional experience and expertise in governing and leading the school toward success. These members include: John Bentham (Board Chairperson), Sarah McClellan (Board Vice Chairperson), Carrie Boehlecke (Board Secretary), Travis Mizer (Treasurer), Will Harty, Cody Noble, and Gary McClain.

2. Statement and overview of the mission and vision

Mission:

We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to providing equitable, high-quality education for all students. We promote a culture that maximizes student achievement and fosters the development of accountable 21st Century learners in a safe and enriching environment.

Vision:

A college prep school cultivating effective leaders, good character, and a desire to render service.

3. Specific statement of the request

The Board of Somerset Academy of Las Vegas, operating under a current contract with a start date of July 1, 2016 and a six-year expiration date of June 30, 2022 requests that the SPCSA approve this request to amend its charter school contract with the SPCSA regarding the following (check all that apply):

- 1. Dual-Credit Programs
- 2. EMOs: Amend charter contract with an EMO
- 3. Enrollment: Expand enrollment in existing grades and facilities
- 4. Enrollment: Expand enrollment in new grade levels
- 5. Enrollment: Eliminate a grade level or other educational services
- 6. Facilities: Acquire or construct a new or additional facility that will not affect approved enrollment
- 7. Facilities: Occupy additional sites
- 8. Facilities: Relocate or consolidate campuses
- 9. Facilities: Occupy a temporary facility

__ 10. Other (specify): _____

(See full list above of RFA amendment types)

Attach a copy of the document(s), including minutes, confirming approval of the RFA.

4. A summary explanation of the reasons that the charter school is seeking to the charter school is seeking to make this specific requested change.

Per Nevada Revised Statute 389.160, Somerset Academy of Las Vegas is seeking approval from the Nevada State Public Charter School Authority to implement a dual credit program for all eligible high school students enrolled in the Somerset Academy of Las Vegas network. Somerset Academy of Las Vegas (SOM) has established a Memorandum of Understanding (MOU) with the College of Southern Nevada (CSN) to offer these dual enrollment courses for its student body and believes that this program will further support the school's vision of being a quality "college prep school".

5. Description of proposed target model and target communities

No change.

6. Statement of outcomes you expect to achieve across the network of campuses

No change.

7. Key components of your educational model for the expanded school

Not applicable.

8. The values, approach, and leadership accomplishments of your school or network leader and leadership team

No change.

9. Key supporters, partners, or resources that will contribute to your expanded school's success.

Not applicable.

NOTE

1. **For all remaining General Requirements Sections:** Complete and submit all RFAs by answering remaining General Requirements Section questions.
2. **Indicate “No change” for any below requested response that has not changed from your charter school contract.**
3. **Indicate “N/A” for any below requested response in this General Requirements Section that is not applicable to your request. Applicants do not need to respond “N/A” to any Specific Requirements RFA section for which they are not applying.**

B) MEETING THE NEED

TARGETED PLAN

- (1) Identify the community you wish to serve as a result of the expansion or RFA and describe your interest in serving this specific community.

Not applicable.

- (2) Explain how your expansion model or RFA, and the commitment to serve this population, including the grade levels you have chosen, would meet the district and community needs and align with the mission of the SPCSA.

Not applicable.

GROWTH RATE AND RATIONALE

- (1) Describe the school’s six-year growth plan for developing new schools in Nevada and other states. Please describe the proposed scope of growth over the next 6 years, including both the schools that the campuses the school has already been approved to open, those it is currently applying to open and any additional campuses that it anticipates applying to open in the next six years (number of campuses, locations, proposed six-year enrollment projections, and grade configuration/type of schools).

Not applicable.

- a. Provide a rationale for the proposed six-year growth plan; for example, how the school determined the appropriate pace and scope of the proposed growth and why the school is well-positioned to implement the growth plan. If locating in a new community within your present county of location or a new county within Nevada, please explain the rationale for the geographic expansion. If planning to operate new campuses in other states, please explain the rationale for that expansion.

Not applicable.

- (2) Specifically identify the key risks associated with this growth plan and describe the steps the school is taking to mitigate these risks. Respondents should demonstrate a sophisticated and nuanced understanding of the challenges of replication in general and as they relate specifically to their school growth plans based on current and historic experience of charter school management organizations and similar types of multi-site social enterprises and non-profit and for-profit organizations. The response should detail specific risks and explain how the school will minimize the impact of each of these risks, and ideally provide contingency plans for them. Examples may include:

- a. Inability to secure facilities/facilities financing;
- b. Difficulty raising philanthropic funding;
- c. Insufficient talent pipeline/difficulty recruiting faculty;
- d. Insufficient leadership pipeline/difficulty recruiting school leaders;
- e. Misalignment between the founding school and leader and new campuses and leaders, and;
- f. Ambiguous student performance outcomes and the need to curtail expansion if performance drops.

Not applicable.

- (3) Discuss lessons learned during the school's past replication efforts and those of any replicated school or organization from another jurisdiction. For example: specifically identify each challenge encountered and how the school addressed them, as well as how the school would minimize such challenges for the proposed campuses.

Not applicable.

PARENT AND COMMUNITY INVOLVEMENT

- (1) Describe the role to date of any parents, neighborhood, and/or community members involved in the proposed expansion of the school.

Not applicable.

- (2) Describe how you will engage parents, neighborhood, and community members from the time that the application is approved through the opening of the new campus(es) or grade levels. What specific strategies will be implemented to establish buy-in and to learn parent priorities and concerns during the transition process and post opening?

Not applicable.

- (3) Describe how you will engage parents in the life of the expanded school (in addition to any proposed governance roles). Explain the plan for building family-school partnerships that strengthen support for learning and encourage parental involvement. Describe any commitments or volunteer activities the school will seek from, offer to, or require of parents.

Not applicable.

- (4) Discuss the community resources that will be available to students and parents at the expanded school. Describe any new strategic partnerships the expanded school will have with community organizations, businesses, or other educational institutions that are part of the school's core mission, vision, and program other than dual-credit partners discussed in subsequent sections. Specify the nature, purposes, terms, and scope of services of any such partnerships, including any fee-based or in-kind commitments from community organizations or individuals that will enrich student-learning opportunities. Include, as an **Attachment** __, existing evidence of support from new community partners such as letters of intent/commitment, memoranda of understanding, and/or contracts.

Not applicable.

- (5) Describe the school's ties to and/or knowledge of the target community. How has the school learned from and engaged with this community to date? What initiatives and/or strategies will you implement to learn from and engage the neighborhood, community, and broader city/county?

Not applicable.

- (6) Identify any organizations, agencies, or consultants that are partners in planning and expanding the school, along with a brief description of their current and planned role and any resources they have contributed or plan to contribute to the school's development. If the school is new to this county, describe how your previous work has prepared you to establish relationships and supports in this new community.

Not applicable.

C) ACADEMIC PLAN

MISSION & VISION

The mission of your school should describe the purpose of your school, including the students and community to be served and the values to which you will adhere while achieving that purpose. The vision of your school should describe what success looks like for students, for the school as a whole, and for any other entities that are critical to your mission. The mission and vision statement should align with the purposes of the Nevada charter school law and the mission of the State Public Charter School Authority and serves as the foundation for the entire proposal.

Explain whether the proposed mission and vision for the school/network is different from the existing school's mission and vision and how they differ. Describe the reasoning behind any modifications.

Explain whether the mission and vision outlined will replace the current mission and vision of the charter holder, or if the school proposes to complement a broader organizational mission and vision with campus or grade-level specific variants. How will the entity as a whole ensure consistency and coherence of its mission and vision?

No change.

CURRICULUM & INSTRUCTIONAL DESIGN

The framework proposed for instructional design must both reflect the needs of the anticipated population and ensure all students will meet or exceed the expectations of the Nevada Academic Content Standards.

(1) Historical Performance

- (a) **Performance Data:** schools are only eligible to complete the amendment request and business plan if the existing schools meet the Authority's eligibility criteria; these criteria reflect a proven academic track record of success with Nevada students and our operating expectations or similar performance in another state.
- (i) A school is welcome to provide any additional historical academic performance metrics that fall outside of the operator's contractual performance plan (e.g. average student growth on an adaptive test such as ACT Aspire, NWEA MAP, SCANTRON, Renaissance Learning's STAR, etc.). If provided, describe student performance on these metrics.
- (ii) ***Please only provide data in vendor-produced score reports and note that the Authority may require additional time and resources to review and vet such data.***

<i>2017-18 SBAC Achievement & Statewide Accountability Results</i>						
<i>Somerset Campus</i>	<i>Level</i>	<i>Campus Accountability Rating</i>	<i>Grades Served</i>	<i>Math % Proficiency</i>	<i>Reading % Proficiency</i>	<i>Science % Proficiency</i>
<i>Lone Mountain</i>	<i>Elementary</i>	<i>5 star</i>	<i>6th-8th</i>	<i>59.2</i>	<i>59.9</i>	<i>38</i>
	<i>Middle</i>	<i>3 star</i>	<i>K-5th</i>	<i>40.9</i>	<i>59.4</i>	<i>66.4</i>
<i>Losee</i>	<i>Elementary</i>	<i>3 star</i>	<i>6th-8th</i>	<i>46.2</i>	<i>49.7</i>	<i>35</i>
	<i>Middle</i>	<i>NR</i>	<i>9th-12th</i>	<i>24.4</i>	<i>46.8</i>	<i>39.7</i>
	<i>HS</i>	<i>2 Star</i>	<i>K-5th</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>NLV</i>	<i>Elementary</i>	<i>3 star</i>	<i>6th-8th</i>	<i>35.8</i>	<i>42.6</i>	<i>26.1</i>
	<i>Middle</i>	<i>4 star</i>	<i>K-5th</i>	<i>30.4</i>	<i>43.6</i>	<i>40.8</i>
<i>Sky Pointe</i>	<i>Elementary</i>	<i>3 star</i>	<i>6th-8th</i>	<i>68.7</i>	<i>65.2</i>	<i>43.1</i>
	<i>Middle</i>	<i>3 star</i>	<i>9th-12th</i>	<i>36.3</i>	<i>58.7</i>	<i>53.7</i>
	<i>HS</i>	<i>4 star</i>	<i>K-5th</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Stephanie</i>	<i>Elementary</i>	<i>5 star</i>	<i>6th-8th</i>	<i>61.9</i>	<i>64.6</i>	<i>41.8</i>
	<i>Middle</i>	<i>4 star</i>	<i>K-5th</i>	<i>51.9</i>	<i>63.8</i>	<i>66.7</i>

- (b) **Interventions:** Please explain any past performance that has not met the organization's expectations. How was the underperformance diagnosed, how were appropriate intervention(s) determined, and how are they being implemented? What are the key areas in which existing schools/campuses need to improve, and what are the priorities to drive further success?

Not applicable.

(2) Academic Vision and Theory of Change

- (a) **Model Non-Negotiables:** What are the key non-negotiables (i.e. the key school design components, policies, practices, etc. that underlie school culture and academic outcomes) of your school model? Please include details about the critical elements that are constant across the organization's schools and those that may vary. Discuss any campus-level autonomies in implementing the educational plan.

No change.

(3) Performance Management

- a) **Measuring Progress:** Describe the school's approach to performance management across the network and with individual campuses, including the systems used to measure and evaluate both academic and non-academic performance of each site and of the network as a whole.
- What performance management systems, processes, and benchmarks will the school use to formally assess this progress?
 - Explain how the school addresses underperformance and describe the corrective action plan procedures.
- b) **Closure:** Describe the conditions that would cause the school to petition the Authority close a consistently low performing campus. Be specific about threshold metrics the school would use to inform its decision.
- c) **College Readiness (HS Only):** Describe the mechanisms that the school employs to accurately, reliably, and consistently track college acceptance, enrollment, and persistence rates. If historical data is available on college acceptance, enrollment, and/or persistence rates, please include it. Cite the percent of total alumni for which the school has data on each metric. If data is not available, please include plans to create mechanisms to accurately, reliably, and consistently track student acceptance, enrollment, and persistence rates.
- d) **Readiness to Replicate:** What academic, financial, and operational metrics does the school and its Board use to determine readiness for replication?
- e) **Compliance:** Describe the proposed academic program and how it complies with the requirements of NRS 388A.366(1)(f) and NRS 389.018. Please complete the scope and sequence/standards alignment template (Excel document at http://CharterSchools.nv.gov/uploadedFiles/CharterSchoolsnvgov/content/Grocers/Alignment_Template.xlsx) for each class scheduled to be provided by the school for each grade level to be served following this proposed expansion. For example, a school that currently serves students in K, 1, and 2 which seeks to add grades 3 and 4 would provide the scope and sequence/standards alignment for each class/subject area in the grades currently served along with the scope and sequence/alignment for each of the proposed new grades.
- f) **Instructional Strategies:** Describe the instructional strategies that you will implement to support the education plan and why they are well suited for the anticipated student population—including a detailed discussion of these strategies for both the expanded grades and for all existing grades. For each grade level to be served by the charter school following the expansion, identify and describe in detail the data, methods, and systems teachers will use to provide differentiated instruction to students. Please note that SPCSA schools typically start with students performing across a broad spectrum from years below grade level to advanced learners. Include the professional development teachers will receive to ensure high levels of implementation.
- g) **Remediating Academic Underperformance:** Describe the school's approach to help remediate students' academic underperformance both for both the expanded grades and for all existing grades. Detail the identification strategy, interventions, and remediation to be implemented. Cite the research/rationale for the chosen methods. How will you measure the success of your academic remediation efforts (in year 1 of the expansion, year 3, year 5, and beyond)? How will you communicate the need for remediation to parents? How will staffing be structured to ensure that gifted students are adequately supported?

- h) **Identifying Needs:** Describe how you will identify the needs of all students in both the expanded grades and for all existing grades. Identify the research-based programs, strategies and supports you will utilize to provide a broad continuum of services, ensure students' access to the general education curriculum in the least restrictive environment, and fulfill NV's required Response to Intervention model.
- i) **Intellectually Gifted Students:** Explain how the school will identify and differentiate to meet the needs of intellectually gifted students in both the expanded grades and for all existing grades in a way that extends their learning and offers them unique, tailored opportunities. Please note that Nevada law classifies intellectually gifted students as eligible for specific support services. How will staffing be structured to ensure that gifted students are adequately supported?
- j) **Enrichment Opportunities:** Describe the enrichment opportunities that will be available to students performing at or above grade level in both the expanded grades and for all existing grades as part of the school's comprehensive strategy to ensure that all pupils are making accelerated academic progress.
- k) **Matriculation:** Explain how students will matriculate through the school (i.e., promotion/retention policies) and how stakeholders will be informed of these standards.

No change.

SCHOOL STRUCTURE: CALENDAR AND SCHEDULE

- a) Discuss the annual academic schedule for the school, including the calendar for the proposed new grades. Explain how the calendar reflects the needs of the student population and the educational model.

No change.

- b) Describe the structure of the school day and week for both the proposed new grades and for existing grades. Include the number of instructional minutes/hours in a day for core subjects such as language arts, mathematics, science, and social studies. Note the length of the school day, including start and dismissal times. Explain why the school's daily and weekly schedule will be optimal for the school model and for student learning. Provide the minimum number of hours/minutes per day and week that the school will devote to academic instruction in each grade.

No change.

- c) Describe your goal for student attendance and explain how you will ensure high rates of student attendance. Who will be responsible for collecting and monitoring attendance data? What supports will be in place to reduce truancy and chronic absenteeism?

No change.

DISTANCE EDUCATION

(Distance Education Expansion Amendments)

A charter school that wishes to provide distance education (online, virtual, cyber, etc.) courses and/or programs (NRS 388.820-388.874 and NAC 388.800-388.860) must submit a distance education application to the Nevada Department of Education prior to or in conjunction with its amendment request to the SPCSA.

For applicants who do not propose to offer a program of distance education or who already have approval to operate such a program, please provide a brief statement explaining that the questions in this section are not applicable.

- (1) Describe the system of course credits that the school will use.
- (2) Describe how the school will monitor and verify the participation in and completion of courses by pupils.
- (3) Describe how the school will ensure students participate in assessments and submit coursework.
- (4) Describe how the school will conduct parent-teacher conferences.
- (5) Describe how the school will administer all tests, examinations or assessments required by state or federal law or integral to the performance goals of the charter school in a proctored setting.

Not applicable.

PRE-KINDERGARTEN PROGRAMS

(All Operators Currently Operating or Proposing to Operate Pre-K)

A charter school that wishes to provide pre-kindergarten services to students who will later enroll in its K-12 programs must apply separately to the Nevada Department of Education to offer education below the kindergarten level following charter approval. Approval to offer pre-kindergarten cannot be guaranteed. Consequently, revenues and expenditures related to pre-kindergarten should not be included in the initial charter application budget. Please note that state-funded pre-kindergarten programs are not directed through the state Distributive Schools Account for K-12 education. In addition to a limited amount of state pre-kindergarten funding available through the Department of Education, the SPCSA is also a sub-recipient of a federal grant to expand early childhood services in certain high-need communities through programs approved by NDE. Applicants are encouraged to review resources available at http://www.doe.nv.gov/Early_Learning_Development/. For applicants who do not propose to offer pre-kindergarten, please provide a brief statement explaining that the questions in this section are not applicable.

- (1) Identify whether the school plans to offer pre-kindergarten in the first year of operation at the new campus or in any subsequent year of the charter term.
- (2) Identify whether the school will offer fee-based pre-kindergarten services. If the school does plan to offer fee-based pre-kindergarten, explain how the school will ensure that parents will be informed both initially and on an ongoing basis that both state and federal law preclude a K-12 charter school from giving admissions preference to students to whom it has previously charged tuition.
- (3) Describe the school's plans for ensuring that the pre-kindergarten program aligns with the mission, vision, and program of the school's other grades and meets all other state requirements.
- (4) Explain how the school's proposed pre-kindergarten program may meet the federal pre-kindergarten expansion grant criteria.

Not applicable.

HIGH SCHOOL GRADUATION REQUIREMENTS AND POSTSECONDARY READINESS

(New High School Amendments Only)

High schools approved by the SPCSA will be expected to meet or exceed Nevada graduation requirements. For operators who do not propose to operate a high school program during the initial charter term or who already have approval to operate a high school, please provide a brief statement explaining that the questions in this section are not applicable.

- (1) Explain how the school will meet state requirements. Describe how students will earn credit hours, how grade-point averages will be calculated, what information will be on transcripts, and what elective courses will be offered. If graduation requirements for the school will exceed those required by the State of Nevada, explain the additional requirements.
- (2) Explain how the graduation requirements will ensure student readiness for college or other postsecondary opportunities (e.g., trade school, military service, or entering the workforce).
- (3) Explain what systems and structures the school will implement for students at risk for dropping out and/or not meeting the proposed graduation requirements, including plans to address students who are overage for grade, those needing to access credit recovery options, and those performing significantly below grade level.

No change.

SPECIAL POPULATIONS

Pursuant to State and federal law, SPCSA schools are required to serve the needs of all students in special populations. Beginning in the 2017-18 school year, the State of Nevada will switch to a weighted formula for special education. For the first time, this will provide for equitable special education funding across all Nevada public schools. Over time, this will necessitate current SPCSA-sponsored charter schools moving from a defined continuum of service to a broader continuum of services. All operators submitting amendment requests to the SPCSA after the conclusion of the 2015 Legislative Session should plan on offering students a broad continuum of services.

The SPCSA operates under the following principles with regards to special populations of students:

SPCSA schools serve all eligible students. SPCSA schools do not deny the enrollment of any student based on needs or disability.

1. SPCSA schools are to ensure streamlined access for all students requiring special programs.
2. SPCSA schools develop programs to support the needs of their students.
3. SPCSA schools do not counsel or kick any students out.
4. SPCSA schools utilize best practices to expose students to the most inclusive environments appropriate.

5. If needed, an SPCSA school is responsible for developing more restrictive placements to meet the needs of the highest needs students, including but not limited to clustered placements in consortium with other charter schools.
6. SPCSA schools are responsible for providing high functioning, trained special education teams, which focus on student advocacy and high expectations. IEP teams (including school's leadership) make placement decisions at IEP meetings. Decisions are made based on evidence/data to support what is best for the student.

No change.

Special Education

- (1) Track Record: Please explain the extent to which the board and leadership team (instructional leader, etc.) has experience working to achieve high academic outcomes of students with disabilities, including students with mild, moderate, and severe disabilities.
- (2) Identification: Describe in detail the school's Child Find process. How will the school identify students in need of additional supports or services?
 - a) (*Elementary Schools Only*) How will the school accurately identify students prior to and following enrollment (e.g., those who require pre-school special education and related services) and in the early grades (PreK, K, 1, or 2) for appropriate services?
 - b) (*Middle and High Schools*) How will the school identify and serve students who require special education services and develop transition plans?
- (3) (*All Schools*) How will the school handle over-identification of students as having a disability that qualifies them for special education services? What will be the process to transition a student out of special education who has been incorrectly identified as having a disability in the past?
 - a) Continuum of Services: How will the school provide a broad continuum of instructional options and behavioral supports and interventions for students with a range of disabilities? Specifically describe how students with severe intellectual, learning, and/or emotional disabilities will be served. Provide a chart which graphically illustrates the continuum of services which identifies, by disability and level of severity, the means by which students with disabilities will be able to receive an appropriate public education in the least restrictive environment (note—this graphic may be created using a commercial program like Microsoft Visio or a free or low-cost internet-based solution such as Lucidchart). Identify the resources, personnel (including administrative responsibilities), and direct and related services the school is likely to provide both within general education classrooms and in other settings (e.g., collaborative team teaching (CTT), Special Education Teacher Support Services (SETSS), speech therapy, physical therapy, occupational therapy, counseling, etc.) as well as the services or settings that will be provided through a consortium or other collaborative initiative with other charter schools or through a third party contract.
- (4) Enrollment: Describe the school's strategy and plan to recruit, enroll, and retain students with disabilities. How will the school proactively address parent and community perceptions around the availability and appropriateness of the charter school to the needs of students with disabilities?
- (5) General Education Collaboration/Access: How will special education and related service personnel collaborate with general education teachers (e.g., team teaching, team planning, etc.) to ensure that all students are able to access a rigorous general academic curriculum?

No change.

Staffing: How will you ensure qualified staffing to meet the needs of students with disabilities across a broad continuum? Note: Federal and Nevada law requires licensure for the special education teachers, related service personnel, and psychologists at all charter schools, including those which are permitted to waive other licensure requirements due to their academic track record.

- (1) Staff Development: How does the school plan to train general education teachers to modify the curriculum and instruction to address the unique needs of students with disabilities across a broad continuum?
- (2) Discipline: Explain how the school will protect the rights of students with disabilities in disciplinary actions and proceedings and exhaust all options in order to promote the continuation of educational services in the home school.
- (3) Monitoring: What are your plans for monitoring and evaluating both the progress and success of students who qualify for special education and related services across a broad continuum, and the extent to which your

special education program complies with relevant federal and state laws? How will curriculum and instructional decisions be tracked and monitored by IEP teams and school personnel?

- (4) Parental Involvement: What appropriate programs, activities, and procedures will be implemented for the participation of parents of students with a broad range of disabilities?
- (5) For Distance Education Schools: Describe how the school will provide appropriate services in the distance education learning environment to students with disabilities across a broad continuum. *If you are not proposing to operate a distance education or virtual school, please explain that this is not applicable.*

D) FINANCIAL PLAN

This section must be completed for all applications.

- (1) Describe the systems and processes by which the school will manage accounting, purchasing, payroll, and audits. Specify any administrative services expected to be contracted for the school and describe the criteria and procedures for the selection of contractors and the mechanism by which the board will monitor and hold the contractor responsible for providing such services.

No change.

- (2) **Attachment ____**. Present a budget narrative including a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income (e.g., grants, donations, fundraising, etc.). There is no page limit for the budget narrative. Include the following: A detailed discussion of Per-Pupil Revenue: Use the figures provided in developing your budget assumptions.
 - (a) Anticipated Funding Sources: Indicate the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated and include evidence of commitment for any funds on which the school's core operation depends in a clearly identified component of **Attachment ____**. Please ensure that your narrative specifically references what page this evidence can be found on in the attachment.
 - (b) Anticipated Expenditures: Detail the personnel and operating costs assumptions that support the financial plan, including references to quotes received and the source of any data provided by existing charter school operators in Nevada or other states.
 - (c) Discuss in detail the school's contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated, including both the scenarios identified in subsections e and f.
 - (d) Year 1 cash flow contingency in the event that state and local revenue projections are not met in advance of opening.
 - (e) Year 1 cash flow contingency in the event that outside philanthropic revenue projections are not met in advance of opening.

No change.

- (3) Submit a completed financial plan for the proposed school as an **Attachment ____** (the format of this is left to the applicant's discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school's business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).

No change.

- (4) Submit, as an **Attachment ____**, a detailed budget for the operator at the network level (the format of this is left to the applicant's discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school's business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).

No change.

- (5) Provide, as an **Attachment ____**, historical financial documents for any affiliated CMO from another state or any EMO providing services to the school, including audited financials for each school operated by the affiliate as

well as any other campus by campus financial evaluations conducted by charter school authorizers. At least three years of school financial audits are required for any school operating for three years or longer. Such financials must be provided as converted PDF documents to ensure accessibility.

No change.

- (6) Complete the audit data worksheet in **Attachment** _____. In the info tab, please identify any schools or campuses listed under the student achievement tab for which, pursuant that relevant state’s charter law, financial data is consolidated for reporting and auditing purposes in the independent audits provided in **Attachment** _____.

No change.

- (7) Provide a six-year development plan that addresses the annual and cumulative fundraising need at the network and school levels including a description of the staff devoted to development. The plan should include a history of the school’s fundraising outcomes and identify funds that have already been committed toward fundraising goals. The plan should also identify the role of the members of the board, particularly as relates to give/get requirements, and should demonstrate alignment with the expectations for board members discussed elsewhere in the amendment request. If funds are raised at a partner organization level, describe the methodology to be used in allocating funds to the school and the proposed campuses. If the school has not raised any funds to support its programming to date and the budget does not include any fundraising activity, please explain that this question is not applicable to your school.

No change.

- (8) Describe the campus, school, and any management organization distinct responsibilities in the financial management and oversight of the proposed campuses, including, but not limited to, their respective roles in overseeing or implementing internal controls and in making financial management decisions including budget development. Detail the process and frequency by which key financial information is communicated to and reviewed by the various organizations and different levels of leadership and governance.

No change.

E) OPERATIONS PLAN

- ◆ **Indicate “No Change” to the sections or subsections below, where applicable. Otherwise, all applications require completion of this section.**

1. Historical performance
 - (a) Performance Data: schools are only eligible to complete the amendment request and business plan if the existing schools meet the Authority’s eligibility criteria; these criteria reflect a proven academic track record of success with Nevada students and our operating expectations or similar performance in another state. Please provide a narrative demonstrating that the school meets the organizational criteria for approval.
 - (b) Interventions: Please explain any past organizational/compliance performance that has not met expectations. How did the governing body diagnose the under-performance, how were appropriate intervention(s) determined by the governing body, how are they being implemented by staff, and how is the governing body monitoring implementation of the interventions on a monthly basis?
 - (c) What are the key areas in which the existing school or schools/campuses need to improve, as determined by the governing body, and what are the priorities to drive further success?

No change.

2. Organization governance structure & board development:

- (a) Describe how the organization’s governance structure will adapt to oversee and support the 6-year growth plan and addition of new school(s). Include any impact on: (1) the composition of the Board, the Board’s roles and responsibilities, and the Board’s development priorities and (2) the Board’s relationship to individual campuses
- (b) Describe the diverse skillsets that currently exist on the Board and note any additional type of expertise that the Board may seek to help support the growth plan.
- (c) Identify any Board development requirements relative to the organization’s governance needs at each stage of growth.
- (d) Describe how the Board identifies and addresses conflicts of interest. Attach a code of ethics that includes a formal conflict of interest policy and specifies the procedures for implementing the policy.

No change.

3. Organization charts and decision-making authority:

- (a) Provide the following organizational charts:
 - (i) Current
 - (ii) Vision for school in three years (clearly identify both campuses requested in this amendment request as well as any additional campuses that the operator anticipates applying to open within three years)
 - (iii) Vision for school in six years (clearly identify both campuses requested in this amendment request as well as any additional campuses that the operator anticipates applying to open within six years)

The organization charts should represent all national and state operations and clearly delineate the roles and responsibilities of – and lines of authority and reporting among – the governing board, staff, any related bodies (e.g., advisory bodies or parent/teacher councils), and any external organizations that will play a role in managing the schools. If the school intends to contract with an education management organization or other management provider, clearly show the provider's role in the organizational structure of the school, explaining how the relationship between the governing board and school administration will be managed. Please *include* all shared/central office positions and positions provided by *the Management Organization (CMO or EMO) in the organizational chart, if applicable.*

No change.

4. Describe the proposed organizational model; include the following information:

- a) Job descriptions for each leadership or shared/central office role identified in the organizational chart (provide as an **Attachment** ___)
- b) Resumes of all current leadership (provide as an **Attachment** ___).
- c) Previous student achievement data for the proposed instructional leaders at each proposed campus (if available) (provide as part of **Attachment** ___)

No change.

5. Describe the leadership team’s individual and collective qualifications for implementing the multi-site school design and business and operating plan successfully, including capacity in areas such as:

- (a) School leadership;
- (b) School business operations and finance;
- (c) Governance management and support to the Board;
- (d) Curriculum, instruction, and assessment;
- (e) At-risk students and students with special needs;
- (f) Performance management; and
- (g) Parent and community engagement.

No change.

6. Explain who is responsible for school leader coaching and training and what those processes will look like in action. Please include any existing competencies used for school leader selection and evaluation, if available (provide as an **Attachment** ___).

No change.

7. Explain your school leader’s role in the successful recruitment, hiring, development and retention of a highly effective staff.

No change.

8. Explain your campus instructional leader’s role in providing instructional guidance and school culture guidance. How will the leadership team work in support of the campus instructional leader’s guidance?

No change

9. What systems are in place in your leadership team structure to ensure redundancies in knowledge and skill?

No change.

2. LEADERSHIP FOR EXPANSION

- a) Describe the operator’s current or planned process for recruiting and training potential network leaders. Explain how you have developed or plan to establish a pipeline of potential leaders for the network as a whole. If known, identify candidates already in the pipeline for future positions.
- b) Identify the proposed regional director candidate, if applicable, and explain why this individual is qualified to lead the expansion of the organization (provide a resume as an **Attachment** ____). Summarize the proposed leader’s academic and organizational leadership record. Provide specific evidence that demonstrates capacity to design, launch, and manage a high-performing charter school network.
- c) If a regional director candidate has not yet been identified, provide the job description (as an **Attachment** ____) or qualifications and discuss the timeline, criteria, and recruiting and selection process for hiring the regional director. Note: It is strongly encouraged that schools proposing to open new campuses in the 2018-19 school year, identify the regional leader (*Regional Director, Executive Director, etc.*) in the proposal. The SPCSA reserves the right to require schools which do not have network leadership and support position candidates identified to defer opening new campuses until the 2018-19 school year and to add additional criteria to the pre-opening requirements for such campuses.

Not applicable.

3. STAFFING

- a) **Complete and submit a working copy of the RFA Staffing & Enrollment Worksheets Excel file.** indicating projected staffing needs for the proposed campuses over the next six years. Schools should also complete the second table outlining projected staffing needs for the entire network over the next six years. Include full-time staff and contract support that serve the network 50% or more. Change or add functions and titles and add or delete rows as needed to reflect organizational plans.

No change.

Sample Excerpt—Complete using Excel file

Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Management Organization Positions						
[Specify]						
[Specify]						
[Specify]						
[Specify]						
[Specify]						
[Specify]						
[Specify]						

4. HUMAN CAPITAL STRATEGY

Describe your strategy, plans, and timeline for recruiting and hiring teachers for a multi-site charter school. Explain

key selection criteria and any special considerations relevant to your school design. *Note: schools with strong track records of academic success, as determined by the Department of Education, are eligible to waive teacher licensure requirements for all teachers except for special education and ELL professionals as long as they meet all other federal and state requirements. Maintaining such a waiver is contingent on the school continuing to achieve at the 3 Star level or higher (or equivalent) on the statewide system of accountability. Please refer to Section 46 of SB509 (2015 session) for additional information.*

- a) **Recruitment:** Identify whether recruitment will be managed at the campus or network level. Identify key partnerships and/or sources the operator will rely upon of teachers and leaders. Identify the process the operator will rely upon to identify and develop high-quality leaders and high-quality teachers.
- b) **Leadership Pipeline: Discuss the specific measures and timelines the organization will employ to identify and develop organizational and school leaders. For example, explain:**
 - 1) How the school plans to identify leadership internally and externally;
 - 2) Who will be responsible for hiring leaders;
 - 3) Formal and informal systems that will prepare leaders for their responsibilities;
 - 4) The school's philosophy regarding internal promotions;
 - 5) The timing for identifying leaders in relation to the launch of a new campus; and,
 - 6) Internal or external leadership training programs.
- c) **Professional Development:** Identify the school's plan to meet professional development needs. Include whether professional development will be managed at the school or network level and how new campuses will be added to existing professional development. Also identify the method the school will use to determine the effectiveness of professional development.
- d) **Performance Evaluations and Retention:** Identify the school's approach to staff performance evaluations. Identify how frequently the organization plans to: evaluate teachers, campus administrators, and network leaders and staff, who will evaluate whom, and how the organization plans to retain high-performing teachers and administrators?
- e) **Compensation:** Explain the board's compensation strategy and salary ranges for network and school level staff. Discuss how the compensation structure enables the organization to attract and retain high quality staff and describe any incentive structures such as bonuses or merit pay. Compare the proposed salary ranges to those in other organizations, charter schools and local districts, as applicable.

No change.

5. SCALE STRATEGY

- a) Describe the steps that you will take to scale your model to new sites, including the people involved and the resources contributed both by the founding campus and the new campuses.
- b) If the school is affiliated with a CMO or EMO that operates schools in other states, compare your efforts to scale operations to Nevada to past scale efforts in other states.
- c) Describe your plan for embedding the fundamental features of the model that you described in the transformational change section in each new campus that you plan to open.
- d) Explain any shared or centralized support services the management organization will provide to campuses in Nevada.
- e) Describe the structure, specific services to be provided, the cost of those services, how costs will be allocated among campuses, and specific service goals of the network. Please also include how the school will measure successful delivery of these services. In the case of a charter management organization proposing to contract with an education management organization, service goals should be outlined in the term sheet and draft contract provided later in **Attachment** _____. Note that Nevada law allows charter schools to contract for the management or operation of the school with either a for-profit or non-profit education management organization.
- f) Using the table below, summarize the division school- and organization-level decision-making responsibilities as they relate to key functions, including curriculum, professional development, culture, staffing, etc. This division of responsibilities will be evaluated both in the context of Nevada law and regulation and best organizational and authorizing practices nationally.

No change.

Function	Mgmt Org Decision-Making	Network Leader Decision-Making	Board Decision-Making	Campus Leader Decision-Making
Performance Goals				
Curriculum				
Professional Development				
Data Mgmt & Interim Assessments				
Promotion Criteria				
Culture				
Budgeting, Finance, and Accounting				
Student Recruitment				
School Staff Recruitment & Hiring				
HR Services (payroll, benefits, etc.)				
Development/ Fundraising				
Community Relations				
IT				
Facilities Mgmt				
Vendor Management / Procurement				
Student Support Services				
Other operational services, if applicable				

6. STUDENT RECRUITMENT AND ENROLLMENT

Like all public schools, public charter schools must be open to any such child, regardless of that child's race, gender, citizenship, or need for accommodations or special education services. Thus, recruitment and enrollment practices should demonstrate a commitment to providing all students equal opportunity to attend the school, and help schools avoid even the appearance of creating barriers to entry for eligible students.

- a. Explain the plan for student recruitment and marketing for the new campuses that will provide equal access to interested students and families, including how the school will comply with the requirements of SB208 (2015

session). Specifically, describe the plan for outreach to: families in poverty; academically low-achieving students; students with disabilities; and other youth at risk of academic failure. For schools which are giving one or more statutorily permissible admissions preferences pursuant to NRS 386.580 or SB390 (2015 session), please indicate if you plan to focus your student recruitment efforts in specific communities or selected attendance areas.

- b. Provide a detailed discussion of the school’s track record in recruiting and retaining students that reflect the ethnic, socio-economic, linguistic, and special needs diversity of the current charter school and each campus to at least the level reflected by the attendance zones where the charter school will operate facilities before approving the proposal. Please provide the school’s past enrollment and retention performance for all years since the inception of the school broken out by race, ethnicity, language other than English, disability and 504 status, and eligibility for free and reduced priced lunch both as a school and in comparison, to the school’s current zoned schools.
- c. Detail how the school’s programmatic, recruitment, and enrollment strategies are designed to recruit, enroll, and retain a student population that is representative of the zoned schools which prospective students would otherwise attend in the community. Schools which do not currently represent their communities based on the data identified above and are not serving an at-risk population are expected to add several of the following programmatic, recruitment, and enrollment strategies to merit approval: (1) participation in state-funded pre-K programs (including federal pre-K) for low-income students; (2) substituting online and social media marketing which advantages affluent and well-connected populations with a community-based, grassroots campaign which targets high need populations in the community, including aggressive door-to-door outreach and publishing marketing materials in each language which is spoken by more than 5 percent of families within each attendance zone; (3) an explicit commitment to serving a broad continuum of students with disabilities and the expansion of programs, including cluster programs or consortia, to meet the needs of a broad spectrum of student needs; (4) a weighted lottery⁴ which provides additional opportunities for specific target populations to be admitted to the school in a manner consistent with state and federal law; and (5) other enrollment policies and strategies which have had a demonstrated track record of success in dramatically increasing the diversity of student populations in a high achieving charter school to at least the poverty, disability, and ELL profile of the zoned school.
- d. What is the enrollment calendar for both the first year of operation and subsequent years of operation? Please specify the dates on which the school will begin accepting applications and how long the enrollment window will last prior to conducting a lottery.
- e. What enrollment targets will you set and who will be responsible for monitoring progress towards these targets? What is your target re-enrollment rate for each year? How did you come to this determination? What are the minimum, planned, and maximum projected enrollment at each grade level? Outline specific targets in the table below.
- f. What systems will you put in place to ensure that staff members are knowledgeable about all legal enrollment requirements pertaining to special populations and the servicing of particular populations of students and can answer parent inquiries in a manner consistent with the letter and spirit of state and federal law?
- g. Describe the student recruitment plan once your school has opened. In what ways will it be different than your pre-opening year, in terms of the strategies, activities, events, persons responsible and milestones? How will the school backfill vacancies in existing grades?
- h. Complete the following tables for the proposed school to open in 2019-20. Schools applying for multiple campuses must complete enrollment summary tables for each school campus opening in fall 2019 and fall 2020.
 - 1) **Minimum Enrollment** (Must Correspond to Break Even Budget Scenario Assumptions discussed in budget narrative) *Complete using Excel file “RFA Staffing and Enrollment Worksheets.”*

Sample Excerpt

Grade Level	Number of Students					
	2019-20	2020-21	2021-22	2021-23	2023-24	2024-25
Pre-K						
K						
1						
2...						
10						

⁴ See <http://www.publiccharters.org/wp-content/uploads/2015/09/CCSP-Weighted-Lottery-Policy-factsheet-updated-GS-8-27-2015-2.pdf> for one possible approach in this evolving area of charter school policy.

11						
12						
Total						

2) **Planned Enrollment** (Must Correspond to Budget Worksheet Assumptions) *Complete using Excel file “RFA Staffing and Enrollment Worksheets.”*

Sample Excerpt

Grade Level	Number of Students					
	2019-20	2020-21	2021-22	2021-23	2023-24	2024-25
Pre-K						
K...						
12						
Total						

3) **Maximum Enrollment** (Note: Enrolling more than 10 percent of the planned enrollment described in subsection b will necessitate a charter amendment) *Complete using Excel file “RFA Staffing and Enrollment Worksheets.”*

Sample Excerpt

Grade Level	Number of Students					
	2019-20	2020-21	2021-22	2021-23	2023-24	2024-25
Pre-K						
K						
12						
Total						

- a. Describe the rationale for the number of students and grade levels served in year one and the basis for the growth plan illustrated above. Note: particular weight will be given to rationales which prioritize academic achievement over financial returns.
- b. Schools proposing to open new elementary facilities with more than 400 students or more than 3 grade levels should identify and discuss the specific elements of the school model and organizational track record detailed throughout the request that demonstrate that the proposed expansion model is designed to compensate for the known organizational and academic challenges which accompany serving larger student bodies and multiple grade levels in a start-up environment.
- c. Schools proposing to add a new middle or high school facility with more than 200 newly enrolled students in sixth grade or above or more than 2 grades above fifth grade should identify and discuss the specific elements of the school model and organizational track record detailed throughout the request that demonstrate that the proposed expansion model is designed to compensate for the known organizational and academic challenges which accompany serving larger student bodies and multiple grade levels in a start-up environment.

No change.

7. BOARD GOVERNANCE

Complete this section only to the extent it is different from what is shown in the application for the school. Otherwise, indicate “No change from original application or most recent amendment. See attached.”

- a. Explain the governance philosophy that will guide the board, including the nature and extent of involvement of key stakeholder groups.
- b. Describe the governance structure of the expanded school when the board is fully composed, including the primary roles of the governing board and how it will interact with the principal/head of school and any advisory bodies. Explain how this governance structure and composition will help ensure that a) the school will be an educational and operational success; b) the board will evaluate the success of the school and school leader; and c) there will be active and effective representation of key stakeholders, including parents.
- c. Please submit board member information for current and proposed new board members in the provided Board Member Template (provide as part of **Attachment** ____). Please note that at least 75% of new

board members for SY 2018-2019 must be identified at the time of the submission of the expansion request.

- d. Provide, as part of **Attachment** ____, a completed and signed Board Member Information Sheet for each proposed new Board member as well as the board member’s resume and a thoughtful biographical summary outlining the particular qualifications of each board member as relates to both service on a public charter school board and to the specific needs of this particular charter school.
- e. Describe the board’s ethical standards and procedures for identifying and addressing conflicts of interest. Will the board be making any changes to its Bylaws, Code of Ethics, and Conflict of Interest policy in light of the expansion or new statutory or regulatory requirements, including SB509?
- f. Identify any existing, proposed, or contemplated relationships that could pose actual or perceived conflicts if the expansion request is approved, including but not limited to any connections with landlords, developers, vendors, or others which will receive compensation or other consideration directly or indirectly from the school; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts, including the new requirements of a Code of Ethics in SB509 and the nepotism regulations applicable to charter schools.
- g. Describe the board’s history since inception, including a discussion of turnover. How does the board proactively manage governance and succession? How does the board propose to significantly exceed the statutory minimum criteria for board qualifications in light of the complexity and risk associated with governing a large, multi-site charter school network? What elements, characteristics, and behaviors of specific, analogous high performing multi-site charter school networks, non-profit social enterprises, and for-profit organizations with similar levels of revenues or complexity has the governing body elected to emulate in its governance and in the operation of the school? Describe concrete and specific plans for increasing the capacity of the governing board. How will the board continue expand and develop over time?
- h. Describe the kinds of orientation or training new board members will receive and what kinds of ongoing development existing board members will receive. The plan for training and development should include a timetable, specific topics to be addressed, and requirements for participation.
- i. Describe the working relationship between the board and staff (academic, operations, and financial) and the working relationship between the board, staff, and any education management organization. Outline the regular reports that will be provided to the board, their frequency, and who will provide them. This may include financial, operational, and/or or academic reports.
- j. Describe any advisory bodies or councils to be formed, including the roles and duties of those bodies. Describe the planned composition; the strategy for achieving that composition; the role of parents, students, and teachers (if applicable); and the reporting structure as it relates to the school’s governing body and leadership.
- k. Explain the process that the school will follow should a parent or student have an objection to a governing board policy or decision, administrative procedure, or practice at the school.
- l. What goals will be established for the board and how will board members be held accountable? Outline the key expectations for board members in the table below. What actions would trigger removal from the board and under what process?

No change.

Goal	Purpose	Outcome Measure

8. INCUBATION YEAR DEVELOPMENT

- a. Provide a detailed start-up plan as well as specific organizational goals for the planning year (SY 2017-2018) to ensure that the school is ready for a successful launch in fall 2018. Using the template provided, outline key activities, responsible parties, and milestones and submit as an **Attachment** ____.
- b. Please describe the plans for leadership training and development of the selected school leader during the incubation year prior to school opening and how these plans support your year 0 goals. If partnering with an organization, please briefly describe the main components of the training program.
- c. Explain who will work on a full-time or nearly full-time basis immediately following assignment of a location to lead development of the school(s) and the plan to compensate these individuals.

No change.

9. SCHOOL MANAGEMENT CONTRACTS

Indicate “Not Applicable” if the school does not intend to amend an existing management contract or enter into a new management contract with a for-profit or non-profit education management organization (EMO).

- a. How and why was the EMO selected?
- b. Explain whether the management organization will provide services to the charter school as a whole or will it be assigned to provide specific services at an individual campus or campuses or a particular program (e.g. a portfolio management governance model).
- c. Describe the relationship between the school governing board and the service provider, specifying how the governing board will monitor and evaluate the performance of the service provider, the internal controls that will guide the relationship, and how the governing board will ensure fulfillment of performance expectations.
- d. Disclose fully and provide an explanation of any existing or potential conflicts of interest between the school governing board and proposed service provider or any affiliated business entities, including, without limitation, any past or current employment, business or familial relationship between any officer, employee, or agent of the proposed service provider and any prospective employee of the charter school, a member of the committee to form a charter school or the board of directors of the charter management organization, as applicable.
- e. Please provide the following in **Attachment** ____ :
 - 1. A term sheet setting forth the proposed duration of the contract; roles and responsibilities of the governing board, the school staff, and the service provider; scope of services and resources to be provided by the EMO; performance evaluation measures and mechanisms; detailed explanation of all fees and compensation to be paid to the provider; financial controls and oversight; methods of contract oversight and enforcement by the governing board and/or school staff; investment disclosure; and conditions for renewal and termination of the contract;
 - 2. A draft of the proposed management contract which complies with NRS 386.562 and SB509 (2015 session) and all other applicable laws and regulations;
 - 3. As an exhibit to the proposed management contract, a crosswalk of the academic, financial, and organizational goals of the charter school set forth in the SPCSA Charter School Performance Framework, including the school’s mission-specific goals, and a clear identification of each of the performance goals and expectations for the education management organization related to each charter school goal. This will serve as the board’s primary evaluative tool for the education management organization.
 - 4. Documentation of the service provider’s for-profit or non-profit status and evidence that it is authorized to do business in Nevada.
 - 5. Provide a brief overview of the EMO/CMO's history.
 - 6. List any and all charter revocations or surrenders, bankruptcies, school closures, non-renewals, or shortened or conditional renewals for any of the schools managed by the organization and provide

explanations. For all such schools, please provide contact information, including name, business mailing address, business telephone number—including extension or direct line, and business email address, for the current leader of the school’s authorizing office and a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable authorizer personnel contacted. Include a summary of all performance issues related to each revocation, surrender, bankruptcy, closure, non-renewal, or shorted or conditional renewal. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.

7. Explain any performance deficits or compliance violations that have led to formal authorizer intervention with any school managed by the organization. Provide details as to how such deficiencies were resolved. For all such schools, please provide contact information, including name, business mailing address, business telephone number—including extension or direct line, and business email address, for the current leader of the school’s authorizing office and all other authorizer personnel contacted. Include a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable authorizer staff regarding all performance issues related to each non-renewal, shortened or conditional renewal, or renegotiation or reduction in services. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.
8. List any and all management contract non-renewals, shortened or conditional renewals, or renegotiations or reductions in services provided for any of the schools managed by the organization and provide explanations. For all such schools which are still in operation, please provide contact information, including name, legal home or business mailing address, home or business telephone number, and personal or business email address, for the current board chair office and all other board members and school personnel contacted. Include a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable staff or board members regarding all performance issues related to each non-renewal, shortened or conditional renewal, or renegotiation or reduction in services. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.

No change.

10. SERVICES

1. Provide **Attachment** describing how the school leadership team will support operational execution.
2. Provide narrative or evidence illustrating the staffing model, performance metrics, and the school’s plan for supporting all operational needs of the school, including but not limited to those listed below.
3. In this space and in the finances section, demonstrate how you will fund the provision of the services below which you are requesting approval to implement.
 - i. Transportation: Describe your plans for providing student transportation. If the school will not provide transportation, please identify how the school will ensure that this does serve as a barrier to enrollment or ongoing attendance.
 - ii. Food Service: Outline your plans for providing food service at the school, including whether and how you will be your own school food authority or will contract with another provider. If the school will not provide food service, please identify how the school will ensure that this does serve as a barrier to enrollment or ongoing attendance.
 - iii. Facilities maintenance (including janitorial and landscape maintenance)
 - iv. Safety and security (include any plans for onsite security personnel)
 - v. Other services
4. Technology: Outline the technology infrastructure and support mechanisms across your school, staff, and teachers. Your outline should include but not be limited to reliable and secure wide area networking, local area networking (e.g., wireless and cables), hardware (e.g., personal computing devices, servers, telephony, storage, routers, switches), technology policies and procedures, device management, and end user support, including the management of user rights and privileges.
5. Student Information Management: Timely communication of accurate student information is critical for payments to schools, compliance, and performance monitoring. Please describe how you will manage student information using the statewide Infinite Campus system, and how you will build capacity around the

use of the software in order to independently maintain the system. Detail the staff members who will enter data along with the project manager who will commit to trainings and regularly monitor student information for accuracy.

6. Data Security: SPCSA charter schools record, generate and consume data that falls under strict requirements for security, privacy, and retention (including FERPA and recent legislation related to the protection of personally identifiable information (PII)). Describe the systems and procedures you will implement in order to ensure you are compliant with these obligations.
7. Provide, as an Attachment___, a detailed operational execution plan which discusses the planning and provision of these and other essential operational services in greater detail.

No change.

11. ONGOING OPERATIONS

1. SPCSA schools coordinate emergency management with local authorities. Explain your process to create and maintain the school's Emergency Management Plan required by the State of Nevada. Include the types of security personnel, technology, equipment, and policies that the school will employ. Who will be primarily responsible for this plan? Does the school anticipate contracting with the local school district for school police services? How will the school communicate with and coordinate with lead law enforcement agencies and other public safety agencies?

No change.

2. Discuss the types of insurance coverage the school will secure as a result of the expanded scope of operation and the attendant risks, including a description of the levels of coverage. Types of insurance should include workers' compensation, liability insurance for staff and students, indemnity, directors and officers, automobile, and any others required by Nevada law or regulation. As the minimum coverage required by Nevada law and regulation is intended as a baseline requirement for schools which operate at a significantly smaller scale, schools requesting an amendment are expected to research the levels of and types of insurance coverage typically required of and obtained by multi-site charter school networks in other states, including but not limited to Arizona, California, Colorado, the District of Columbia, Massachusetts, and New York, and crosswalk those levels of coverage with those the school intends to obtain to ensure that the governing body and network leadership is fully cognizant of the complexity of risk management in a multi-site context.

No change.

SPECIFIC RFA SECTIONS

RFA: Academic Amendments

1. RFA: Add Distance Education

- a. Executive Summary
 - i. An overview of the mission and vision for the expanded school or network, noting any revisions to the approved mission and vision for the school relating to the addition of a distance education program.
 - ii. A list of the current school campuses
 - iii. Proposed model and target communities by zip code
 - iv. The outcomes you expect to achieve across the network of campuses with the addition of the distance education program.
 - v. The key components of your educational model and how the distance education program aligns with the educational model.
 - vi. Key supporters, partners, or resources that will contribute to the distance education program
- b. Targeted Plan
 - i. Identify the community you wish to serve as a result of the distance education program and describe your interest in serving this specific community.
 - ii. Explain how your distance education model, and the commitment to serve the population, including the grade levels you have chosen, would meet the district and community needs and align with the mission of the SPCSA.
- c. Distance Education Requirements

- i. Describe the system of course credits that the school will use.
 - ii. Describe how the school will monitor and verify the participation in and completion of courses by pupils.
 - iii. Describe how the school will ensure students participate in assessments and submit coursework.
 - iv. Describe how the school will conduct parent-teacher conferences.
 - v. Describe how the school will administer all tests, examinations or assessments required by state or federal law or integral to the performance goals of the charter school in a proctored setting.
- d. Special Education
 - i. For Distance Education Schools: Describe how the school will provide appropriate services in the distance education learning environment to students with disabilities across a broad continuum.
 - ii. What systems will you put in place to ensure that staff members are knowledgeable about all legal distance education requirements pertaining to special populations and the servicing of particular populations of students and can answer parent inquiries in a manner consistent with the letter and spirit of state and federal law?
- e. Scale Strategy
 - i. Describe the steps that you will take to scale your model to new sections, including the people involved and the resources contributed both by the founding campus and the new distance education program.
 - ii. If the school is affiliated with a CMO or EMO that operates distance education in other states, compare your efforts to scale distance education operations to Nevada to past scale distance education efforts in other states.
- f. Student Recruitment and Enrollment
 - i. Explain the plan for student recruitment and marketing for the new distance education program that will provide equal access to interested students and families, including how the school will comply with the requirements of SB208 (2015 session). Specifically, describe the plan for outreach to: families in poverty; academically low-achieving students; students with disabilities; and other youth at risk of academic failure.
 - ii. What is the enrollment calendar for both the first year of operation and subsequent years of operation? Please specify the dates on which the school will begin accepting distance education applications and how long the window will last prior to conducting a lottery.
 - iii. What distance education enrollment targets will you set and who will be responsible for monitoring progress towards these targets? What is your target re-enrollment rate for each year? How did you come to this determination?
- g. Services
 - i. Provide a description of how the school leadership team will support the distance education operational execution. Please provide narrative or evidence that illustrates the staffing model, performance metrics, and the school's plan for supporting all operational needs of the school, including but not limited to those listed below. In this space and in the finances section, demonstrate how you will fund the provision of these services.
 - ii. Technology: Outline the technology infrastructure and support mechanisms across your school, staff, and teachers—including new investments necessary to support this distance education expansion. Your outline should include but not be limited to reliable and secure wide area networking, local area networking (e.g., wireless and cables), hardware (e.g., personal computing devices, servers, telephony, storage, routers, switches), technology policies and procedures, device management, and end user support, including the management of user rights and privileges.
- h. Financial

Describe the costs associated with the inclusion of the Distance Education program including technology infrastructure and support mechanisms across your school, staff, and teachers—including new investments necessary to support this distance education expansion. Your outline should include but not be limited to reliable and secure wide area networking, local area networking (e.g., wireless and cables), hardware (e.g., personal computing devices, servers, telephony, storage, routers, switches), technology policies and procedures, device management, and end user support, including the management of user rights and privileges.

2. RFA: Add Dual-Credit Program

Charter schools which would like to provide a program where a student may earn college credit for courses taken in high school must request this amendment by responding to the general sections of this RFA and the following specific program questions.

- a. Describe the proposed duration of the relationship between the charter school and the college or university and the conditions for renewal and termination of the relationship.

The duration of the relationship between Somerset Academy of Las Vegas (SA) and the College of Southern Nevada (CSN) will begin on July 1, 2019 with an expiration ending on May 31, 2024. CSN and SA may agree through a written confirmation executed by their respective authorized representatives to extend the relationship for five (5) additional years through May 31, 2029. Either CSN or SA may terminate the relationship without cause upon thirty (30) days written notice to the other party, and any SA student will be able to complete the course(s) he/she is enrolled in pursuant to the established agreement at the time of the written notice.

- b. Identify roles and responsibilities of the governing body of the charter school, the employees of the charter school and the college or university.

The role of SA's governing body is to ensure its schools adhere to the agreements entered into between them and CSN. For the purposes of this amendment, SA employees will provide instruction aligned to CSN's Jumpstart Program for the first year of the agreement. For each year following, CSN staff will provide the instruction to SA students. CSN staff will also provide an orientation to SA students as well as assign students an academic advisor or success coach. SA students can receive counseling services to the same extent as regular CSN students.

- c. Discuss the scope of the services and resources that will be provided by the college or university.

CSN will provide to SA students access to counseling services to the same extent as regular CSN students. Additionally, each SA student will be assigned an academic advisor/success coach.

- d. Explain the manner and amount that the college or university will be compensated for providing such services and resources, including, without limitation, any tuition and fees that pupils at the charter school will pay to the college or university.

SA is responsible to pay for all fees applicable to SA students enrolled at CSN. CSN will charge via CSN invoice within thirty (30) days of the start of the courses and SA will remit payment of fees within thirty (30) days of receipt of CSN's invoice, for each student enrolled in CSN courses. SA may pursue grants and other funding opportunities to help support its students in the Jumpstart or dual enrollment programs. CSN acknowledges that SA students will pay all tuition and fees, not covered by grants.

- e. Describe the manner in which the college or university will ensure that the charter school can effectively monitor pupil enrollment and attendance and the acquisition of college credits.

CSN requires all dually enrolled students to attend an orientation prior to the start of their classes where policies and practices are reviewed with participants. Both CSN and SA will be responsible to initiate and maintain respective student attendance and grades for the courses in which they are enrolled. CSN will comply with the Family Educational Rights and Privacy Act (FERPA). SA students must sign a FERPA document before CSN will release any academic records to SA schools. Upon successful completion of any course in which a SA student is enrolled, CSN will award corresponding credits listed in the CSN course catalog at CSN and credit for a course at SA. A Somerset Academy staff member charged with maintaining student records will ensure the appropriate credit(s) are entered onto student transcripts. Communication between CSN and SA will be ongoing throughout the various sports seasons in order to monitor student attendance and academic achievement in accordance with Nevada Interscholastic Activities Association's eligibility requirements.

- f. Identify any employees of the college or university who will serve on the governing body of the charter school.

No employee of CSN currently serves on the SA governing body.

Provide as an **Attachment** ____, a draft memorandum of understanding between the charter school and the college or university through which the credits will be earned and a term sheet confirming the commitment of both entities to the specific terms outlined in this charter application. If the school is not planning to provide a dual-credit program, please upload an attestation explaining that this request is inapplicable.

3. RFA: Change Mission and/or Vision

For an RFA to accomplish this objective:

- a. Complete and submit your RFA with the General application sections above completed.
- b. The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.
- c. Indicate “N/A” for any below requested response that is not applicable to your request.

4. RFA: Eliminate a grade level or other educational services

For an RFA to accomplish this objective, pursuant to NAC 388A.325:

- a) Complete and submit your RFA with the General Requirements sections above completed.
- b) The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.

5. RFA: EMOs/CMOs: Entering, amending, renewing, terminating charter contract with EMO/CMO

a) School Management Contracts

1. RFAs for “entering into, amending, renewing or terminating a contract with an educational management organization” are processed pursuant to NAC 388A.575
2. Contracts with EMOs are regulated in part pursuant to NAC 388A.580.
3. Limitations on the provision of teachers and other personnel by EMOs is regulated pursuant to NAC 388A.585.
4. Please provide the EMO’s Tax Identification Number (EIN), Organizational Location Address, and Organizational Mailing Address.
5. How and why was the EMO selected?
6. If this amendment would result in the approval of an EMO other than that approved in the initial charter application, please explain in detail the rationale for the change.
7. Explain whether the management organization will provide services to the charter school as a whole or will it be assigned to provide specific services at an individual campus or campuses or a particular program (e.g. a portfolio management governance model).
8. Describe the relationship between the school governing board and the service provider, specifying how the governing board will monitor and evaluate the performance of the service provider, the internal controls (including any compensatory controls) that will guide the relationship, and how the governing board will ensure fulfillment of performance expectations.
9. Disclose fully and provide an explanation of any existing or potential conflicts of interest between the school governing board and proposed service provider or any affiliated business entities, including, without limitation, any past or current employment, business or familial relationship between any officer, employee, or agent of the proposed service provider and any other current or prospective vendor or contractor (including the landlord), prospective employee of the charter school, a member of the committee to form a charter school or the board of directors of the charter management organization, as applicable.
10. Provide a brief overview of the organization's history.
11. List any and all charter revocations or surrenders, bankruptcies, school closures, non-renewals, or shortened or conditional renewals for any of the schools managed by the organization and provide explanations. For all such schools, please provide contact information, including name, business mailing address, business telephone number—including extension or direct line, and business email address, for the current leader of the school’s authorizing office and a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable authorizer personnel contacted. Include a summary of all performance issues related to each revocation, surrender, bankruptcy, closure, non-renewal, or shorted or conditional renewal. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.
12. Explain any performance deficits or compliance violations that have led to formal authorizer intervention with any school managed by the organization. Provide details as to how such deficiencies were resolved.

For all such schools, please provide contact information, including name, business mailing address, business telephone number—including extension or direct line, and business email address, for the current leader of the school’s authorizing office and all other authorizer personnel contacted. Include a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable authorizer staff regarding all performance issues related to each non-renewal, shortened or conditional renewal, or renegotiation or reduction in services. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.

13. List any and all management contract non-renewals, shortened or conditional renewals, or renegotiations or reductions in services provided for any of the schools managed by the organization and provide explanations. For all such schools which are still in operation, please provide contact information, including name, legal home or business mailing address, home or business telephone number, and personal or business email address, for the current board chair office and all other board members and school personnel contacted. Include a summary of the correspondence or discussions between members of the governing body and this individual and other knowledgeable staff or board members regarding all performance issues related to each non-renewal, shortened or conditional renewal, or renegotiation or reduction in services. Discuss the lessons learned by the governing body based on this ongoing due diligence and how this research has informed provisions that the governing body has required in the proposed management agreement.

b) Financial Plan

1. Describe the systems and processes by which the school will manage accounting, purchasing, payroll, and audits. Specify any administrative services expected to be contracted for the school and describe the criteria and procedures for the selection of contractors and the mechanism by which the board will monitor and hold the contractor responsible for providing such services.
2. Present a budget narrative including a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income (e.g., grants, donations, fundraising, etc.).
3. Provide a six-year development plan that addresses the annual and cumulative fundraising need at the network and school levels including a description of the staff devoted to development. The plan should include a history of the school’s fundraising outcomes and identify funds that have already been committed toward fundraising goals. The plan should also identify the role of the members of the board, particularly as relates to give/get requirements, and should demonstrate alignment with the expectations for board members discussed elsewhere in the amendment request. If funds are raised at a partner organization level, describe the methodology to be used in allocating funds to the school and the proposed campuses. If the school has not raised any funds to support its programming to date and the budget does not include any fundraising activity, please explain that this question is not applicable to your school.
4. Describe the campus’, school’s, and any management organization’s distinct responsibilities in the financial management and oversight of the proposed campuses, including, but not limited to, their respective roles in overseeing or implementing internal controls and in making financial management decisions including budget development. Detail the process and frequency by which key financial information is communicated to and reviewed by the various organizations and different levels of leadership and governance.
5. Submit a completed financial plan for the proposed school as an **Attachment**___ (the format of this is left to the applicant’s discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school’s business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).
6. Submit, as an **Attachment**___, a detailed budget for the operator at the network level (the format of this is left to the applicant’s discretion but must be clear and sufficiently detailed to permit Authority staff, external reviewers, and the general public to review of all elements of the school’s business plan and gauge alignment and consistency with the academic program, operating plan, and budget narrative).
7. Provide, as an **Attachment**___, historical financial documents for any affiliated CMO from another state or any EMO providing services to the school, including audited financials for each school operated by the affiliate as well as any other campus by campus financial evaluations conducted by charter school

authorizers. At least three years of school financial audits are required for any school operating for three years or longer. Such financials must be provided as converted PDF documents to ensure accessibility.

8. Complete the audit data worksheet in **Attachment** _____. In the info tab, please identify any schools or campuses listed under the student achievement tab for which, pursuant that relevant state’s charter law, financial data is consolidated for reporting and auditing purposes in the independent audits provided in **Attachment** _____.

Attachments Necessary for EMO Amendment

- 1) A letter of transmittal signed by the Board chair formally requesting the amendment and identifying each of the elements to be submitted in support of the request.
- 2) Agenda for Board Meeting Where Board Voted to Request an Amendment to Contract with an Educational Management Organization, Renew a Contract with an Educational Management Organization, Terminate a Contract or Discontinue Negotiations with an Educational Management Organization, and/or Amend a Contract with an Educational Management Organization.
- 3) Draft or Approved Minutes for Board Meeting Where Board Voted to Request an Amendment to Contract Educational Management Organization, Renew a Contract with an Educational Management Organization, Terminate a Contract or Discontinue Negotiations with an Educational Management Organization, and/or Amend a Contract with an Educational Management Organization.
- 4) Final Term Sheet
- 5) Final, negotiated and executed contract between charter school and educational management organization which complies with NRS 388A, NAC 388A and all other applicable laws and regulations.
- 6) A term sheet signed by the Chief Executive Officer of the Service Provider setting forth the proposed duration of the contract; roles and responsibilities of the governing board, the school staff, and the service provider; scope of services and resources to be provided by the EMO; performance evaluation measures and mechanisms; detailed explanation of all fees and compensation to be paid to the provider; financial controls and oversight; methods of contract oversight and enforcement by the governing board and/or school staff; investment disclosure; and conditions for renewal and termination of the contract;
- 7) Crosswalk of academic, organizational, and financial framework deliverables under the charter contract which will be delegated to or supported in whole or in part by the Educational Management Organization.
- 8) Documentation of Service Provider’s non-profit or for-profit status
- 9) Documentation of Service Provider’s authorization to do business in Nevada (e.g. current business license)
- 10) Letter from Board chair requesting Good Cause Exemption.
- 11) Agenda for Board Meeting Where Board Voted to Request Good Cause Exemption.
- 12) Draft or Approved Minutes for Board Meeting Where Board Voted to Request Good Cause Exemption.
- 13) Budget Narrative
- 14) School Budget
- 15) Network Budget
- 16) Historical Audits
- 17) Audit Data Worksheet
 - (a) Academic Performance Worksheet
 - (b) Good Cause Exemption Letter
 - (c) A final crosswalk of the academic, financial, and organizational goals of the charter school set forth in the SPCSA Charter School Performance Framework, including the school’s mission-specific goals, and a clear identification of each of the performance goals and expectations for the education management organization related to each charter school goal. This will serve as the board’s primary evaluative tool for the education management organization.

6. RFA: Enrollment: Expand Enrollment In Existing Grade Level(s) And Facilities

The purpose of this Expansion Amendment Request is to assess the potential of existing charter school boards to produce high-quality student outcomes and function as highly effective, accountable, and transparent providers of public education as they add new students and demonstrate the capability and maturity to achieve at consistently high levels in all domains while continuing to scale their impact in their communities and in other communities across the state.

What is your current enrollment for the prior years in your current contract?

Year						
Enrollment						

What is your projected enrollment for the years for which you are requesting an expansion?

Year						
Enrollment						

7. RFA: Enrollment: Expand Enrollment in New Grade Level(s)

For an RFA to accomplish this objective:

- a) Complete and submit your RFA with the General application sections above completed.
- b) The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.

The purpose of this Expansion Amendment Request is to assess the potential of existing charter school boards to produce high-quality student outcomes and function as highly effective, accountable, and transparent providers of public education as they add new students and demonstrate the capability and maturity to achieve at consistently high levels in all domains while continuing to scale their impact in their communities and in other communities across the state.

The expansion request is evaluated based on the strength of the plan in each of those domains, while applicants are evaluated based on their capacity to execute the program they’ve proposed both based on the coherence, thoroughness, and thoughtfulness of each element of the application and on the data gathered during both the (discretionary) capacity interview process and background research and due diligence on both proposed members of the expanded governing board and proposed staff members. Successful requests will share many of the same characteristics.

This amendment request form pre-supposes that the school plans to utilize the existing facility.

If the current facility requires no construction or renovation to accommodate the addition of these new grades, then provide a brief narrative at each attachment attesting to that fact. Each attestation must be signed by the chair of the governing body and the school leader, must be notarized, and must be remediated to be accessible pursuant to Section 508 of the Rehabilitation Act.

If the existing campus or campus(es) requires any construction or renovation after the date of submission of this request and prior to the commencement of instruction, then answer the applicable specific facility related section questions.

Facility RFAs

8. RFA: Acquire or construct a facility that will not affect approved enrollment (NAC 388A.320)

- a. Complete the general sections above and the general and specific facility sections below
- b. If there is no change to any part of the below specific section or specific sub-sections from your current contract...state “No change to section” in a row inserted below the heading of the applicable section.
- c. The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.
- d. Provide a narrative explaining the proposed use of any savings generated through lower facilities occupancy costs.

9. RFA: Occupy New or Additional Sites (NAC 388A.315)

- a. Complete the general sections above and the general and specific facility sections below
- b. If there is no change to any part of the below specific section or specific sub-sections from your current contract...state “No change to section” in a row inserted below the heading of the applicable section.
- c. The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.

10. RFA: Occupy a Temporary Facility

- a. Complete the general sections above and the general and specific facility sections below
- b. If there is no change to any part of the below specific section or specific sub-sections from your current contract...state “No change to section” in a row inserted below the heading of the applicable section.
- c. The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.

11. RFA: Relocate or Consolidate Campuses

- a. Complete the general sections above and the general and specific facility sections below
- b. If there is no change to any part of the below specific section or specific sub-sections from your current contract...state “No change to section” in a row inserted below the heading of the applicable section.
- c. The notice of intent and the RFA must include an explanation of the reasons that the charter school is seeking to make this specific requested change.

General Facility RFA requirements

1. Describe the school's capacity and experience in facilities acquisition and development, including managing build-out and/or renovations, as applicable. Provide a description and analysis of any construction or development delays which have impacted a school or campus calendar and schedule in the past and a discussion of any organizational or operational adjustments that have been made to prevent recurrence in the future.
2. Identify the entity responsible for acquiring and maintaining school facilities and describe that entity's relationship to both the school and any management organization. If costs related to the facility will be borne by the proposed school's education management organization or a related party such as a foundation, it should identify the level of capital support the organization (or related party) is willing to provide to the school.
3. If a proposed facility **has been** identified and **requires no construction or renovation** prior to the commencement of instruction, please provide:
 - a) The physical address of the facility and supporting documentation verifying the location, including the Assessor's Parcel Number and a copy of the Assessor's Parcel Map for the proposed facility.
 - b) A copy of the current deed on the property (if the school owns the facility) or a copy of the proposed lease or rental agreement noting any additional square footage to be leased.
 - c) A copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement.
 - d) A copy of the floor plan of the facility, including a notation of the size of the facility which is set forth in square feet AND an assurance the school will submit final documentation in compliance with NAC 386.3265.
 - e) The name, address, and full contact information of the current owner of the facility and any proposed landlord and a disclosure of any relationship between the current owner or landlord and the school, including but not limited to any relative of a board member or employee within the third degree of consanguinity or affinity and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school as an **Attachment** ____.
 - f) A copy of the Certificate of Occupancy at **Attachment** ____.
 - g) Documentation demonstrating that the proposed facility meets all applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation as an **Attachment** ____.
 - h) Documentation demonstrating the governing Body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with NAC 386.3265 as an **Attachment** ____.
4. If a proposed facility has **not** been identified or the proposed facility **requires any construction or renovation** prior to the commencement of instruction, please provide:
 - a) Either a discussion of the desired community of location and the rationale for selecting that community AND an assurance that the school will submit the documentation required in 1(a) for review and approval prior to acquisition of any facility in compliance with NAC 386.3265 as an **Attachment** ____ OR the physical address of the proposed facility which requires construction or renovation and supporting documentation verifying the location, including the Assessor's Parcel Number and a copy of the Assessor's Parcel Map for the proposed facility as an **Attachment** ____.
 - b) Either a narrative explaining the rationale for the budgeted cost of acquisition of an owned or leased facility AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265 as an **Attachment** ____ OR, if a facility has been identified which requires construction or renovation, a copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement as an **Attachment** ____.
 - c) Either a discussion of the general specifications to be utilized during the facility search, including approximate square footage AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265 as an **Attachment** ____ OR, if a facility location has been identified but requires construction or renovation, a copy of the proposed floor plan of the facility, including a notation of the size of the facility which is set forth in square feet AND an assurance that the school will submit final documentation in compliance with NAC 386.3265 as an **Attachment** ____.
 - d) Either a description of the process and resources the school will use to identify a facility AND an assurance that the school will submit such information for review and approval prior to acquisition of any facility in compliance with NAC 386.3265 as an **Attachment** ____ OR, If a facility has been identified but requires construction or renovation, the name, address, and full contact information of the current owner of the facility and any proposed landlord and a disclosure of any relationship between the current owner or landlord and the school, including but not limited to any relative of a board member or employee within the third degree of consanguinity or affinity and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school as an **Attachment** ____.
 - e) A detailed construction project plan and timeline, including a Gantt chart, identifying all facility development

- activities necessary to obtain a full certificate of occupancy prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will issue the Certificate of Occupancy, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265 as an **Attachment** ___.
- f) A detailed construction project plan and timeline, including a Gantt chart, identifying all facility development activities necessary to obtain all such code approvals prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will conduct all code inspections, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265 as an **Attachment** ___.
 - g) Documentation demonstrating the governing Body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with NAC 386.3265 as an **Attachment** ___.
5. For schools which are seeking to occupy multiple facilities over several years, please list the number of facilities you project operating in each of the next six years and identify all potential target jurisdictions at the county and municipal levels, including any unincorporated areas.
- a) Describe the strategy and process for identifying and securing multiple facilities, including any brokers or consultants you are employing to navigate the real estate market, plans for renovations, timelines, bond or third-party financing, etc.
 - b) Charter school facilities must comply with health and safety requirements and all other mandates prescribed in statute and regulation. In addition, charter schools must be prepared to follow applicable county and municipal review procedures which vary significantly between jurisdictions. Schools are expected demonstrate that they have thoroughly researched the different local requirements and adjust their permitting, construction, and inspection timelines accordingly. Discuss the research and planning that has occurred to date for each of the targeted jurisdictions, including both municipalities and unincorporated areas. Provide documentation of the current inspection and approval processes and timelines for the state, municipal, or county agencies within your proposed jurisdictions which will issue each Certificate of Occupancy, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265 as part of an **Attachment** ___. Provide documentation of building, fire, safety, health and sanitation code compliance inspection and approval processes and timelines for the state, municipal, or county agencies which will conduct all such code inspections within your proposed jurisdictions, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265 as part of **Attachment** ___.
6. Please include the organization’s plans to finance these facilities, including:
- a) Indicate whether the school intends to finance these facilities through the Department of Business and Industry (B&I) or another bond conduit. If the school is not using the B&I conduit, please identify the proposed issuer of the bonds. Please provide a rationale for the selection of this issuer, and a comparative analysis with any other issuers considered by the school.
 - b) Total project cost for each facility
 - c) Financing and financing assumptions
 - d) Total facility costs that the financial model can handle – debt service + lease + maintenance + utilities + etc. for each facility and for the network as a whole.

Facility RFA Attachments required

1. A letter of transmittal signed by the Board chair formally requesting the amendment and identifying each of the elements to be submitted in support of the request.
2. Agenda for Board Meeting Where Board Voted to Request an Amendment to Add Additional Grades, Expand Enrollment, or Occupy a New or Additional Facility
3. Draft or Approved Minutes for Board Meeting Where Board Voted to Request an Amendment to Add Additional Grades, Expand Enrollment, or Occupy a New or Additional Facility
4. If a facility has been identified, the physical address of the facility and supporting documentation verifying the location, including the Assessor’s Parcel Number and a copy of the Assessor’s Parcel Map for the proposed facility OR, if a facility has not been identified, a discussion of the desired community of location and the

rationale for selecting that community AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265

5. If a facility has been identified, a copy of the proposed purchase and sale agreement or a copy of the proposed lease or rental agreement OR a narrative explaining the rationale for the budgeted cost of acquisition of an owned or leased facility AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265
6. If a facility has been identified, a copy of the floor plan of the facility, including a notation of the size of the facility which is set forth in square feet OR, if a facility has not been identified, a discussion of the general specifications to be utilized during the facility search, including approximate square footage AND an assurance that the school will submit such documentation for review and approval prior to acquisition of any facility in compliance with NAC 386.3265
7. If a facility has been identified, the name, address, and full contact information of the current owner of the facility and any proposed landlord and a disclosure of any relationship between the current owner or landlord and the school, including but not limited to any relative of a board member or employee within the third degree of consanguinity or affinity and any connection with an educational management organization, foundation, or other entity which does business with or is otherwise affiliated with the school OR a description of the process and resources the school will use to identify a facility AND an assurance that the school will submit such information for review and approval prior to acquisition of any facility in compliance with NAC 386.3265
8. Full Certificate of Occupancy OR a detailed construction project plan and timeline, including a Gantt chart, identifying all facility development activities necessary to obtain a full certificate of occupancy prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will issue the Certificate of Occupancy, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265
9. Documentation demonstrating that the proposed facility meets all applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation OR a detailed construction project plan and timeline, including a Gantt chart, identifying all facility development activities necessary to obtain all such code approvals prior to the first day of school AND documentation of the inspection and approval processes and timelines for the state, municipal, or county agencies which will conduct all code inspections, including a discussion of whether such agencies issue temporary or conditional approvals and a copy of the standard form documentation that the sponsor can consult in such circumstances to confirm compliance with NAC 386.3265.
10. Documentation demonstrating the governing Body has communicated with the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the federal Occupational Safety and Health Act (OSHA) in compliance with NAC 386.3265

12. RFA: Transportation

1. See (NAC 388A.330(4))
2. Describe the school's plan for transportation. Be sure to include:
 - o The number of students to receive transportation, including their grades
 - o The hours transportation is to be provided
 - o The physical location(s) proposed as pick-up and drop-off locations
 - o The entity/vendor providing transportation
3. Provide a statement of assurance confirming that Somerset has met all vehicle regulations for the state.
4. Describe how the school and/or transportation vendor will comply with NRS 386.815 regarding operating a school bus for extended periods of time (as necessary).
5. Describe how the school and/or transportation vendor will comply with NRS 386.820, specifically:
 - o The proposed schedule for practicing student evacuation
 - o A description of the bus safety program
6. Confirm that the driver(s) of the school bus will meet the minimum qualifications as described in NRS 386.825. Furthermore, please describe how the school will maintain all required employer documentation per NDE regulatory guidance for school bus operations.
7. Confirm that the school meets the safety standards and requirements as outlined in NRS 386.830 – NRS 386.840 as well as any additional local and federal requirements.

13.RFA: Other Changes

1. **For certain other RFA requests**
 - a. See NAC 388A.330
 - b. The governing body must submit a written request to the sponsor of the charter school for a determination of whether a proposed amendment is material or nonmaterial if the charter school wishes to amend its written charter or charter contract in a way that is not described in NAC 388A.310 to 388A.335, inclusive.
2. **For all other RFA requests not otherwise described**
 - a. See NAC 388A.335
 - b. Complete all applicable sections above, general and specific
 - c. **For material amendments** to the written charter or charter contract, as applicable. If the sponsor determines that the proposed amendment is material, the governing body must obtain approval from the sponsor before the amendment becomes effective.
 - d. The notice of intent and the RFA must include an explanation of the reasons along with any requested supporting documentation that the charter school is seeking to make this specific requested change.
3. **Nonmaterial amendments**
 - a. NAC 388A.335(2)
 - b. For all other RFA requests not otherwise described in NAC 388A.335
 - c. If the sponsor determines that the proposed amendment is not material, the governing body is not required to obtain approval from the sponsor before the amendment becomes effective.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 5 – Discussion and Possible Approval of MOU with CSN

Number of Enclosures: 1

SUBJECT: Approval of MOU with CSN

- Action
- Appointments
- Approval
- Consent Agenda
- Information
- Public Hearing
- Regular Adoption

Presenter (s): Crystal Thiriot/Lee Esplin

Recommendation:

Proposed wording for motion/action:

Move to approve the MOU with CSN, as presented.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

Background:

Submitted By: Staff

DUAL ENROLLMENT PROGRAM

**This Memorandum of Understanding (MOU) is made and entered into by and between
THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION,**

A political subdivision of the State of Nevada, on behalf of

THE COLLEGE OF SOUTHERN NEVADA

And

SOMERSET ACADEMY OF LAS VEGAS

Somerset Academy of Las Vegas (SA) and College of Southern Nevada (CSN) referred to individually as a
“party” or collectively as the “parties.”

WHEREAS, SA is a Nevada charter high school offering unique secondary educational opportunities to its students; and

WHEREAS, the Parties are willing to facilitate for selected SA students a limited opportunity for enrollment in higher education courses at CSN; and

WHEREAS, the Nevada System of Higher Education (NSHE) Handbook, Title 4, Chapter 16, Section 8 provides for, in relevant part:

Early Admissions and Enrollment Policy for Secondary Students

1. High school juniors and seniors may be admitted and may enroll in a NSHE college or university, subject to the approval of appropriate institutional officials.

NOW, THEREFORE, the Parties agree as follows:

I. Term and Purpose

CSN through its Academic Affairs department will oversee the administration, instruction and educational requirements for the Certificate of Achievement and Associate Degree programs offered to SA students pursuant to this MOU. Any SA student, who graduates with a Certificate of Achievement or an Associate degree, may participate in the formal ceremonies of CSN, as applicable.

The term of the MOU shall be July 1, 2019, through May 31, 2024. By May 1, 2024, the Parties may agree through a written confirmation executed by their respective authorized representatives to extend the Term for five (5) additional years through May 31, 2029. Notwithstanding the foregoing, either party may terminate this MOU without cause upon thirty (30) days written notice to the other party, and any SA student will be able to complete the course(s) they are enrolled in pursuant to this MOU at the time of the written notice.

II. Admission and Enrollment at CSN Pursuant to this MOU Student Selection & Admissions

The selection of the SA junior or senior grade students that will be able to enroll in CSN dual enrollment study courses, including the Jumpstart Program, pursuant to the terms of this MOU is exclusively reserved to SA. Both parties will coordinate to verify that selected students qualify for admission and enrollment pursuant to the terms of this MOU and applicable NSHE standards. Each first-time SA junior

DUAL ENROLLMENT PROGRAM

or senior grade level student must complete the CSN on-line admission form. The completeness and accuracy of the admissions form is the responsibility of the student.

New Student Orientation

Each first-time SA student must participate in a mandatory in-person, three (3) hour Student Orientation. The orientation must be complete before scheduling an appointment with a CSN academic advisor or registering for classes.

Placement Evaluations

Every SA student must prepare for and complete the Math and English placement assessments. Information regarding these placement assessments can be found at www.csn.edu/testingcenter

Academic Advisor/Success Coach/Counseling

After completing the orientation and placement evaluations, each SA student must meet with a CSN academic advisor or success coach. SA students can receive counseling services to the same extent as regular CSN students.

Locations

CSN only offer academic courses and other coursework at established CSN campuses, CSN learning sites or at an SA campus through the Jumpstart Program.

Class Schedule

SA students will be required to attend the selected classes on the dates, days, and times that these classes are scheduled as per the official CSN academic calendar. No classes will be scheduled for SA students outside of the official CSN academic calendar. Jumpstart courses will be based on the SA academic calendar.

Limitation on Number of Credit Hours Each Semester

SA students enrolled pursuant to the terms of this MOU will be limited to a maximum of fifteen (15) credit hours each fall and spring semester at CSN. SA students may take up to nine credits during the summer term at CSN.

Selection of Courses

While there is no restriction on the type of course that a SA student may enroll in, each SA student's course selection must be approved by SA in consultation with the student, CSN's academic advisor/success coach and must be consistent with the results of any placement tests or prerequisites established by CSN. Any consultation will include discussion about the advisability for a particular student to enroll in an "on-line class" in contrast to a class taught at one of CSN's campuses or centers.

Course Textbooks

Required texts will be selected by CSN in accordance with the CSN approved adopted textbook list. SA or the SA student (at the discretion of SA) will be responsible for the purchase of required course textbooks and materials.

DUAL ENROLLMENT PROGRAM

Credits to be Awarded

Upon successfully completing a course in the dual enrollment program, the SA student will receive the corresponding credit amount listed in the CSN course catalog at CSN and credit for a course at SA.

Applicability and Transferability of College Credit

CSN courses are part of the NSHE common course numbering system and transfer among all NSHE institutions. All credits earned at CSN by a SA student must be applied toward a credentialed degree or certificate at CSN.

Academic Plans

Pursuant to NRS 388.205, SA will establish an academic plan for each SA student enrolled in the dual enrollment program.

Student Identification Number

SA will assign a unique identification number to each student in the dual enrollment program. CSN will retain the unique identification number provided by SA.

Student Records

Both parties will each be responsible to initiate and maintain their respective student records for the courses that they award credit. CSN will comply with the Family Educational Rights and Privacy Act (the Buckley amendment) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99). A SA student must sign a FERPA document before CSN will release any academic records to the SA executive director or anyone other than the student.

Compliance with CSN's Policies

SA students enrolled in classes at CSN pursuant to this MOU are subject to all of CSN's policies.

Student Transportation

CSN will have no role in the transportation of SA students either to or from any CSN facility.

Continued Eligibility for Interscholastic Activities at SA

SA students in the dual enrollment program will be eligible to compete in SA sports teams and interscholastic activities provided that they maintain the required GPA and attendance standards set by SA.

III. Fees

SA is responsible to pay for all fees applicable to SA students enrolled at CSN. CSN will charge via CSN invoice within thirty (30) days of the start of the courses and SA will remit payment of fees within thirty (30) days receipt of CSN's invoice, for each student enrolled in CSN courses pursuant to section II above. SA may pursue grants and other funding opportunities to help support their students in the dual enrollment program. CSN acknowledges that SA students will pay all tuition and fees, not covered by grants, to SA.

DUAL ENROLLMENT PROGRAM

The Board of Regents of NSHE govern all CSN fees and may change during the time this MOU is in effect. Any changes in fees noticed by CSN, shall be remitted on a prospective basis by SA for newly enrolled students.

SA must verify all fees with CSN Director of Student Accounts and Cashiering Services by December 31st of a current school year to go into effect for the following school year. Notwithstanding any other provision herein, CSN will not allow any further SA student enrollment pursuant to this MOU if there is an outstanding CSN invoice that has not been paid. Refunds will be handled based upon the Board of Regents approved policy found in Chapter 7 of the Nevada System of Higher Education Procedures and Guidelines Manual. The following is a link to the manual:

[https://nshe.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH07FEE
TUITION.pdf](https://nshe.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH07FEE%20TUITION.pdf)

IV. Miscellaneous Provisions

Governing Law.

This MOU will be governed by and interpreted according to the laws of the State of Nevada and the Nevada Board of Regents handbook.

Severability and Waiver.

The partial or complete invalidity of any one or more of the provisions of this MOU will not affect the validity or continuing force and effect of any other provision. The failure of a Party hereto to insist in any one or more instances upon the performance of any of the terms, covenants or conditions of this MOU or to exercise any right herein, will not be construed as a waiver or relinquishment of such term, covenant, condition or right with respect to further performance.

Entire Agreement.

This MOU is intended solely for the benefit of the Parties hereto, represents the entire, integrated agreement between the Parties, and supersedes all prior negotiations, representations, or agreements, written or oral.

Waiver or Modification Ineffective Unless in Writing.

No waiver, alteration, or modification of any provision of this MOU will be binding unless in writing and signed by duly authorized representatives of the Parties to the MOU.

Designated CSN Representatives.

CSN representatives and SA Administrators will collaborate on all articulation efforts and agreements for all SA students.

Written Notices.

Unless notified to the contrary, all notices required by this MOU will be sent to the Parties at the addresses set below;

For College of Southern Nevada:

For Somerset Academy of Las Vegas:

James McCoy
Associate Vice President Academic Affairs

John Bentham
Board Chair

DUAL ENROLLMENT PROGRAM

6375 W. Charleston Blvd. WC E310
Las Vegas, NV 89146
(702) 651-7357

6630 Surrey St.
Las Vegas, NV 89119
(702) 431-6260

IN WITNESS THEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives and by so doing represent and warrant that they have full authority to enter same, as the day and date first above written.

Board of Regents of the Nevada System of Higher Education on behalf of the College of Southern Nevada

Recommended by:

_____ Dated: _____
James R. McCoy, Associate Vice President, Academic Affairs Approved by:

_____ Dated: _____
Clarissa Cota, Interim Vice President, Academic Affairs Approved as to

Legal Form and Sufficiency:

_____ Dated: _____ Richard
Hinckley, General Counsel

Somerset Academy of Las Vegas

Approved by:

_____ Dated _____
John Bentham, Board Chair

Approved as to Legal Form and Sufficiency:

_____ Dated: _____ General Counsel

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019
Agenda Item: 6 – Discussion and Possible Approval of High School Parking Policy
Number of Enclosures: 2

SUBJECT: High School Parking Policy

Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Lee Esplin/Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Move to approve the high school parking policy, as presented.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

Background: The Board is being asked to approve the high school parking policy.

Submitted By: Staff

Somerset Academy Sky Pointe High School

7058 Sky Pointe Drive, Las Vegas, NV 89131

T: 702-478-8888

PARKING APPLICATION INSTRUCTIONS 2019-2020

Park in designated spaces in the Student Parking Lot.

STEP 1

Both the parent/guardian and the student should carefully read the **Student Parking Permit Application and Agreement** and the **Student Parking Policy and Procedures**. The parent/guardian and the student must sign both documents.

STEP 2

On a single sheet of paper, make a photocopy of your driver's license (not restricted), proof of auto insurance, and your vehicle registration slip for the vehicle that you will park in your assigned space. Any changes must be reported promptly to the front office. You may NOT drive a friend's car to school, it must be the registered car.

STEP 3

You must have an unweighted G.P.A. of a 2.0 at the time you submit your application (**Documentation must be provided**).

STEP 4

Submit all forms to the Front Desk Office along with the required copies and payment. Campus parking is \$35 per semester or \$50 for the school year. For lost parking permit hang tags, there will be a \$25 fee for a replacement tag. Students who wish to buy and paint a parking space may do so at a price of \$175 for the school year.

Student Parking Permit Application and Agreement

Just like driving is a privilege, so is parking on campus. Driving is an adult privilege and your actions behind the wheel show you are mature and responsible enough to have the privilege of parking on school property. Irresponsible actions and endangering the lives and safety of others will not be tolerated.

Permits are non-transferable and must be displayed on your rear view mirror. If permits are duplicated, you will lose the privilege of parking at school. **Parking will be in a designated section of the east parking lot. Parking in the staff lot is not permitted.**

Student Name: _____ Age: _____ Student I.D.#: _____

Street Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Parent/Guardian's Work Phone: _____

Cell Phone: _____ Parent/ Guardian's Cell Phone: _____

When issued a parking permit, you will be expected to comply with the following guidelines, rules, and policies:

VEHICLES PARKED ON CAMPUS ARE SUBJECT TO SEARCH BY ADMINISTRATION, SECURITY OR LAW ENFORCEMENT OFFICIALS.

1. The driver of the vehicle is responsible for the safety and actions of all passengers in his/her vehicle. Drivers and passengers must wear a seat belt when coming on or leaving the campus and while driving to and from a school sponsored activity.
2. You must be a daily driver to receive a parking permit.
3. The speed limit on school grounds is 10 miles per hour must be observed.
4. Music volume must be kept at an appropriate level so that other drivers are not disturbed or distracted.
5. Two behavioral referrals within thirty days will result in a suspension of parking privileges for at least five school days.
6. You must maintain a 3.0 GPA each nine week grading period.
7. You must not have excessive tardiness or absences.
8. You must not be in the parking lot except when coming to or leaving campus. Do not use your car as a locker. You may not eat lunch in your car. Loitering in the parking lot is not permitted.
9. You may not go to your car during school hours, if you do you will be subjected to a vehicle search.
- 10. Drugs, alcohol, tobacco, or weapons found in any vehicle will result in the immediate suspension of parking privileges for the remainder of the school year along with possible expulsion and/or legal action.**

Consequences may include but are not limited to:

- 1. Suspension of Parking Privileges**
- 2. Revocation of Parking Privileges**
- 3. Towing of Vehicle**

I have read the policies above and understand them as stated. I concur with the guidelines, rules, and policies as well as the consequences stated on this document. I further understand that should I park illegally, allow someone else to use my permit and /or parking spot, not follow the above guidelines, or not meet the requirement to maintain my permit, I will lose my permit and my car may be towed at my expense.

Student Signature

Parent/Guardian Signature

* Any application found to be fraudulent (*improper license, forged signature*) may result in denial of parking privileges for the year.

Somerset Academy Sky Pointe High School Student Parking Policy and Procedures

Driving is an adult privilege extended by the State of Nevada to individuals that are presumed to be mature and responsible beginning at age 16. One moment of inattention, carelessness, or horseplay can cause injury or death. Automobile crashes kill hundreds of young drivers and their passengers every year and most of these crashes are due to inexperience.

Since most of our students are classified as inexperienced, we feel it is necessary to have strict enforceable rules that apply to all drivers applying for the privilege of parking on campus. The safety of our students is a priority and immature irresponsible actions will not be tolerated. The campus parking lots are the property of Somerset Academy Sky Pointe High School. All users are subject to the authority of the Somerset Academy Sky Pointe High School and the individual school's principal or designee. The Las Vegas Metropolitan Police Department has law enforcement jurisdiction over the parking facilities.

Your daughter or son has applied for a parking permit and has been given a parking permit agreement that must be signed and returned. We feel that it is important that you are aware of the rules and consequences should they be violated. Please read and discuss the guidelines with your child before he or she signs the agreement. Please sign this sheet and return it with the Student Parking Permit Application and Agreement.

- **The parking fee is NON-REFUNDABLE.**
- **All vehicles parked on school grounds will be required to properly display parking permits. Vehicles parked on school grounds without a valid parking permit are subject to being towed at the owner's expense.**
- **Permits are non-transferable and may not be used by anyone other than the registered student.**
- **Vehicles parked on the campus are subject to search by any school employee or the Las Vegas Metropolitan Police Department at any time.**

Parent/Guardian Signature

Date

Student Signature

Date

Somerset Academy Sky Pointe

Painted Parking Spots Application

Cost: \$175 (includes parking permit)-does not include supplies: paint, brushes, etc.

Rules:

1. Parking Painting Palooza will be done on **Saturday, September 21 from 7:00 am to 2:00 pm**. You must begin by 11:00a.m. **NO EXCEPTIONS!** In case of inclement weather or other complications, a make-up date is scheduled for **September 28th from 7:00 am to 2:00 pm**. (If a student that would like to repurchase their current painted spot, please notify Ms. Rosie by May 15th.)
2. The student parking lots will be closed to through traffic during the painting time.
3. All designs must be approved prior to painting. A copy of your design must be included with the signed application. Clearly draw the design and include the colors you will be using. Your parking spot design must include at least your first name or initials.
4. The application is available via the office, online, or Ms. Rosie in Room 101. Students will be able to submit their signed application and design for approval only (no payment) to the attendance office starting August 5. **All paperwork and payment is due on Thursday, August 23rd.**
 - **All spots will be sold on a first come first serve basis.**
 - **Once their application has been approved, Senior parking spots will be sold on August 9. Payments must be made online**
 - **School ID's are required for**
 - **Once their application has been approved, all other grade levels may purchase parking spots on August 13**
 - **Spots will also be sold on August 3rd after Somerset Sky Pointe Beautification Day from 1:00-2:00 pm**
 - **Only one parking spot may be purchased per individual.**
 - **Spaces must be returned to their original appearance at the end of the year if the student is not purchasing it again for the next year. This would be painting it black. The school will paint spaces back for students at a cost of \$100.**
5. Students will be notified by administration if their design is not acceptable. **You must follow this design exactly on painting day – NO changes allowed.**
6. Students must provide their own water-based, latex paint and supplies. Water based exterior latex paint is recommended and can be found at home improvement, hardware, and paint stores.
 - a) **NO Spray Paint**
 - b) **NO Reflective Paint**
 - c) **NO Fluorescent Paint**
 - d) **NO Oil Based Paint**
 - e) **NO Glitter**
 - f) **NO Clear coat**
7. *Students are required to clean up their area (including, paint and brushes) when they are finished.* If your chosen spot has a design, you will be responsible for painting over the design.
8. **DO NOT COVER THE WHITE LINES, FRONT CURB/BUMPER BLOCK, OR NUMBER OF THE PARKING SPACE.** Students must leave 4 inches between the white line and the design. It is advisable to tape this border off when painting.
9. Designs must be school appropriate. The following items are prohibited:
 - No offensive language, pictures, flags or symbols.**
 - No negative, offensive, or rude language.**
 - No “gang-style” tagging.**
 - No double meanings.**
 - No nicknames, no girlfriend/boyfriend names, etc. (ONLY your own name)**

Note: Prohibited items will be painted over at the discretion of the Principal, Assistant Principal, or designee. Disciplinary action may be taken and you will forfeit your right to an assigned parking space.

Students will not be allowed to alter their spots after the assigned painting day.

10. Please remember to bring sunscreen and water to drink.

Suggested Materials, Tips, and Hints

Check in upon arrival with approved design form.

Water based primer paint/base coat for concrete if desired

Chalk to sketch design

Paint brushes and/or paint rollers

Paint roller extension

Paint pans or plastic containers for water, paint and brushes

Blue painter tape (4 inches wide)

Plastic drop cloth to put under paint cans

Broom and/or dust blower to sweep spot

Old cloths or paper towels

A bag for your trash

Sunshade, Sunscreen, umbrellas, sunglasses, hats

Water, snacks

Lawn chairs, stool, towel to sit on

People to help

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 7 – Discussion and Possible Approval of Installation of Cameras in Somerset Administration Offices and Camera Installation Vendor Based on the Following Bids:

- a. Intellatek
- b. Brantley Security Systems

Number of Enclosures: 2

SUBJECT: Installation of Cameras in Administration Offices

- Action
 Appointments
 Approval
 Consent Agenda
 Information
 Public Hearing
 Regular Adoption

Presenter (s): Gil Cuevas/Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Move to approve the installation of cameras in the administration offices with _____ as the vendor.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

Background: The Finance Committee reviewed the bids and asked the vendors to make adjustments to include options for the storage capacities. The adjusted bids will be discussed in order to make a selection of the vendor.

Submitted By: Staff

Academica Nevada Grading Rubric

Scale: 1-10 and 1-5 with 1 being the least and 10 or 5 being greatest.

	Weight	40%	20%	25%	5%	5%	5%	100%
Company		Price (Lowest is Highest)	Conformance to Specs	Qualifications (Based on company ability to perform services)	Past Performance (Worked with us in the past, any complaints)	Quality and Utility of Services	Supplies & Materials	Weighted Total
Intellatek		9	9	10	10	10	10	9.40
Brantley		10	9	10	10	10	10	9.80
								0.00

Recommended

Brantley

Based on price Brantley would be recommended.

Intellatek 30 day -\$49,120. 60 day-\$53,320. 90 day- \$57,520.

Brantley 30 day-\$46,203. 60 day \$47,375. 90 day \$48,585.



Intellatek

Educational Technology Support



Somerset Camera System

PROPOSAL

About Our PROJECT

You rely on a surveillance management system to provide you quality and reliability. This next generation system records 1080p HD video, day and night, indoors and outdoors. The mobile app for iOS or Android has easy camera management and live streaming.



WHY US

As a partner to over 30 schools and educational institutions, we truly understand the surveillance needs of any learning environment. Our expertise allows us to design and implement the most effective, comprehensive solution possible.



Our philosophy on surveillance systems

The approach to securing school campuses has changed drastically in the last decade. To combat the risks facing their facilities, school administrators have to balance integrating a modern surveillance solution with an aging infrastructure and tight operating budgets. Intellatek has a proven track record of providing charter schools with cost-effective, innovative solutions to their security challenges.

Whether you're looking to secure a K-12 school, an entire district, or the universities throughout your state, our surveillance experts will design a scalable video security solution that helps your security teams do more with less while working on your budget.



Proposed camera numbers

Somerset Sky Pointe:	14 Cameras
Somerset North Las Vegas:	15 Cameras
Somerset Losee:	22 Cameras
Somerset Lone Mountain:	16 Cameras
Somerset Stephanie:	13 Cameras
Somerset Skye Canyon:	10 Cameras
Somerset Aliante:	14 Cameras
Total:	104 Cameras

Proposed Storage Space: 9 months storage



Fee Summary

Description	30 Days	60 Days	90 Days
104 Total Cameras	\$36,400	\$36,400	\$36,400
Network Infrastructure	\$800	\$3,400	\$7,600
Network Cabling Drops	\$13,520	\$13,520	\$13,520
TOTAL	\$49,120	\$53,320	\$57,520

- All maintenance will be handled by Intellatek with NO service charge versus the typical costly office visit from other vendors. Typical office visits cost approximately \$300.
- On the 60 and 90 day options, recordings older than 30 days are available to staff without involvement from Intellatek versus potentially needing to pay office fees to restore archived footage older than 30 days.
- Intellatek runs 30 FPS true HD quality versus typical 15-20 FPS that are currently running at our schools.



Fee Summary

Description	Price
104 Total Cameras	\$36,400.00
Network Infrastructure (switches, nvr, etc.)	\$62,320.00
Network Cabling Drops	\$13,520.00
TOTAL	\$112,240.00

- All maintenance will be handled by Intellatek at no additional charge to school as long as school continues using Intellatek standard IT contract.
- Planned 9 months of video storage.





August 1, 2019

Somerset Academy

Project: Somerset Administration Office Camera Additions

Scope of Work:

Brantley Security will install the following number of additional cameras per location.

Somerset Sky Pointe	14 Cameras
Somerset North Las Vegas	15 Cameras
Somerset Losee	22 Cameras
Somerset Lone Mountain	16 Cameras
Somerset Stephanie	13 Cameras
Somerset Skye Canyon	10 Cameras
Somerset Aliante	14 Cameras

Total: 104 Cameras

All Cat5 Wire, Misc. Material, Screws, Straps and Anchors
Installation, Networking and Training

Total Investment Parts & Installation:

30 Days Video Storage	\$46,203.00
60 Days Video Storage	\$47,375.00
90 Days Video Storage	\$48,585.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217

Somerset Academy

Project: 9-Month & 12-Month Video Storage

NAS Backup Video:

- 1 Synology 4 Bay NAS
- 3 10TB Hard Drive
 - Total: 30TB HDD
 - Approx. 9 months of video playback on admin area cameras
 - Hard drive space calculated for 16 cameras

Installation and Networking

Total Investment: \$2,185.00

NAS Backup Video:

- 1 Synology 4 Bay NAS
- 4 10TB Hard Drive
 - Total: 40TB HDD
 - Approx. 12 months of video playback on admin area cameras
 - Hard drive space calculated for 16 cameras

Installation and Networking

Total Investment: \$2,566.00

**Price per unit, 1 NAS unit per school (Elementary/ Middle/ High School).



Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy – Sky Pointe
7058 Sky Pointe Dr.
Las Vegas, NV 89131

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layouts provided
- 14 - 4MP 2.8mm 1080p High Definition Turret Cameras

Elementary School

- 1 8 Channel NVR
 - Ability to add up to 1 more camera on this recorder
- 1 4TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
- 1 8 Port POE Switch to power the admin area cameras

Middle School

- 1 8 Port POE Switch to power the admin area cameras
- 1 4 Port POE Switch to power the hallway cameras one per floor

High School

- 1 8 Channel NVR
 - Ability to add up to 5 more cameras on this recorder
- 1 4TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
- 1 8 Port POE Switch to power the admin area cameras

All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$6,606.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy – North Las Vegas
385 W Centennial Parkway
North Las Vegas, NV 89084

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- 15 - 4MP 2.8mm 1080p High Definition Turret Cameras

Camera System Components:

- 1 16 Channel NVR
 - Ability to add up to 4 more cameras on this recorder
 - 1 8TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
 - 1 16 Port POE Switch to power the cameras
- All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$6,818.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy - Aliante Campus
6475 Valley Drive
North Las Vegas, NV 89084

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- 14 - 4MP 2.8mm 1080p High Definition Turret Cameras

Camera System Components:

- 1 16 Channel NVR
 - Ability to add up to 6 more cameras on this recorder
 - 1 8TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
 - 1 16 Port POE Switch to power the cameras
- All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$6,646.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy – Lone Mountain
4491 N Rainbow Blvd
Las Vegas, NV 89108

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- 16 - 4MP 2.8mm 1080p High Definition Turret Cameras

Camera System Components:

- 1 16 Channel NVR
 - Ability to add up to 4 more cameras on this recorder
 - 1 8TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
 - 1 16 Port POE Switch to power the cameras
- All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$7,026.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy – Sky Canyon Campus
8151 N. Shaumber Road
Las Vegas, NV 89166

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- New Cameras will be added to the existing recorder

Camera System Components:

1 16 Port POE Switch to power the cameras
10 4MP 1080p HD Turret Cameras
All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$4,397.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217



July 26, 2019

Somerset Academy – Losee
4650 Losee Rd
N Las Vegas, NV 89181

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- 22 - 4MP 2.8mm 1080p High Definition Turret Cameras

Camera System Components:

Elementary School

1 8 Port POE Switch to power the cameras

Middle/High School

1 16 Channel NVR

- Ability to add up to 2 more cameras on this recorder

1 8TB Hard Drive

- Approx. 30 days of video playback on admin area cameras

1 8 Port POE Switch to power the admin area cameras

2 4 Port POE Switch to power the hallway cameras one per floor

All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps

Installation, Networking and Training

Total Investment Parts & Installation: \$9,900.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades

Delmy@BrantleyLV.com

Cell: 702-872-8217



July 26, 2019

Somerset Academy - Stephanie Campus
50 N Stephanie St.
Henderson, NV 89074

Project: Admin. Office Additions

Scope of Work:

- Add cameras in offices based on layout provided
- 13 - 4MP 2.8mm 1080p High Definition Turret Cameras

Camera System Components:

- 1 16 Channel NVR
 - Ability to add up to 6 more cameras on this recorder
 - 1 8TB Hard Drive
 - Approx. 30 days of video playback on admin area cameras
 - 1 16 Port POE Switch to power the cameras
- All Cat5 Wire, Connectors, Misc. Screws, Anchors and Straps
Installation, Networking and Training

Total Investment Parts & Installation: \$6,010.00

Thank you for choosing Brantley Security Systems,

Delmy Andrades
Delmy@BrantleyLV.com
Cell: 702-872-8217

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 8 – Discussion and Possible Action to Revise the Finance Committee Charter and Membership

Number of Enclosures: 1

SUBJECT: Finance Committee Charter and Membership

- Action
- Appointments
- Approval
- Consent Agenda
- Information
- Public Hearing
- Regular Adoption

Presenter (s): Crystal Thiriot/Finance Committee

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

Background: With the change in the administrative structure the membership of the Finance Committee will need to be changed to include a representative from the schools, as well as any other changes deemed necessary.

Submitted By: Staff



Somerset Academy of Las Vegas

Financial Committee Charter

I. Purpose

The finance committee is commissioned by and responsible to the Somerset Academy of Las Vegas Board of Directors. The Board may adopt a Financial Committee, which shall consist of at least two Board Directors. The Finance Committee (Committee) was created with the purpose to create the upcoming fiscal year budget; presenting budget recommendations to the board; recommend budget revisions, as necessary; and recommending to the Board appropriate policies for the management of the school's assets.

II. Type of Committee

The Financial Committee is a Standing committee that meets regularly.

III. Membership

Membership of the Committee will consist of the Board Treasurer who shall serve as chair and the Board Chair who shall serve as an ex-officio member. Other members may be appointed by the Board Chair with the advice and consent of the Board. No more than three additional committee members may be appointed and need not be members of the Board of Directors.

IV. Chairperson

The Board Treasurer shall serve as the chairperson of the Committee. In case the chair cannot be present, the Board Chair will act as the Vice Chair of the Committee. The role of the chair will be to:

1. Preside over the meetings,
2. Govern Committee operations,
3. Assign tasks, as necessary, to other Committee members, and
4. Represent the Committee at Board meetings.

V. Duties

It shall be the Committee's responsibility to:

1. Perform a detailed review of the annual budget prepared by hired service provider;
2. Review and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast;
3. Identifying actions needed to resolve complex financial issues;
4. Report to the Board at regular meetings in a manner determined by the Board.

VI. Delegation of Authority

The Committee shall have the authority to place items on the Governing Board agenda, subject to the authority of the Governing Board Chair, with recommendations for possible Board Action. These items may be placed on the Governing Board's consent agenda. The Committee may not enter into legal or binding agreements on behalf of the Board.



Somerset Academy of Las Vegas Financial Committee Charter

VII. **Procedures**

The committee shall meet **prior to each general Board Meeting** as needed as determined by the Board President. Committee meetings shall be held in compliance any applicable state law or Governing Board directives.

VIII. **Formalities**

The Somerset Academy of Las Vegas Board of Directors have approved and authorized the Financial Committee charter.

John Bentham, Board Chair
Board of Directors, Somerset Academy of Las Vegas

Date: _____

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 9 – Discussion and Possible Action Regarding Somerset Academy of Las Vegas’ System-Wide Administrative Support Position Job Description

Number of Enclosures: 1

SUBJECT: System-Wide Administrative Support Position

- Action
- Appointments
- Approval
- Consent Agenda
- Information
- Public Hearing
- Regular Adoption

Presenter (s): Somerset Principals

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

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

Background: During the June 28, 2019 Board meeting the Board approved moving away from the Executive Director structure and tasked the Somerset principals with presenting a proposal for a system-wide support position.

Submitted By: Staff

Title: **Administrative Coordinator**

Salary: \$65,000 - \$75,000 depending on experience

Full time

Duties:

- SPED support (Lone Mtn campus / other campuses as needed) - all year support
- Testing coordinator (every campus as available) – January to May support
- State reporting assistance (every campus) – May to June support
- CTE/Dual Credit Program Development ??? – contingent upon grant - all year support to the high schools
- Foundation Liaison – annual coordination of Gala, Big Give, other fundraising needs
- Public relations for the system
- Grants/ resources
- Assist Academics with performance based compensation
- Point of Contact for communication with/for:
 - Board of Directors
 - Somerset Inc.
 - State Public Charter School Authority
 - Board agenda
 - School calendar
 - School-wide system initiatives/matters
- Attend Principal meetings (no voting power)
- Creation of “Somerset Style” system-wide communication of upcoming events, reports and deadlines

Executive Office Manager (Sandy Smith)

- Assist and support all system Office Managers, serve as Lead Office Manager
- Create system wide purchase orders and ensure that they are utilizing correct funding sources
- System wide state reports, ensuring deadlines are met
- Coordinate Expulsion hearings
- Facilitate grant management, including purchases, reimbursement requests, and reporting
- Serve as the system wide PERS Liaison
- Receive, document, and track all required background reporting for the system (employee and volunteer)
- Assist NSLP coordinator, determine eligibility, compliance, complaints, review of campuses
- Wellness Policy

NSLP, RBG3, System PD, BOB (Lauren Kohut-Rost)

- National School Lunch Program Monitoring and Compliance
- Read by Grade 3 (SB 391) Division Oversight
- Coordinate 2 Somerset system-wide PD days
- **Coordinate system-wide Battle of the Books**

Academica Nevada

- **Assist with Parent Complaints**
- **AdvancEd Accreditation Liaison**
- **Coordinate and Facilitate all Board Appeals**
- **Coordinate trainings for Office Managers and Registrars**

All Campus Principals

- Complete Mid-Year and End of the Year Self-Evaluation Submitted to Board
- Principals will schedule/calendar principal meetings

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: August 8, 2019

Agenda Item: 10 – Academics Announcements and Notifications

Number of Enclosures: 2

SUBJECT: Announcements and Notifications

Action

Appointments

Approval

Consent Agenda

Information

Public Hearing

Regular Adoption

Presenter (s): Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 3-5 Minutes

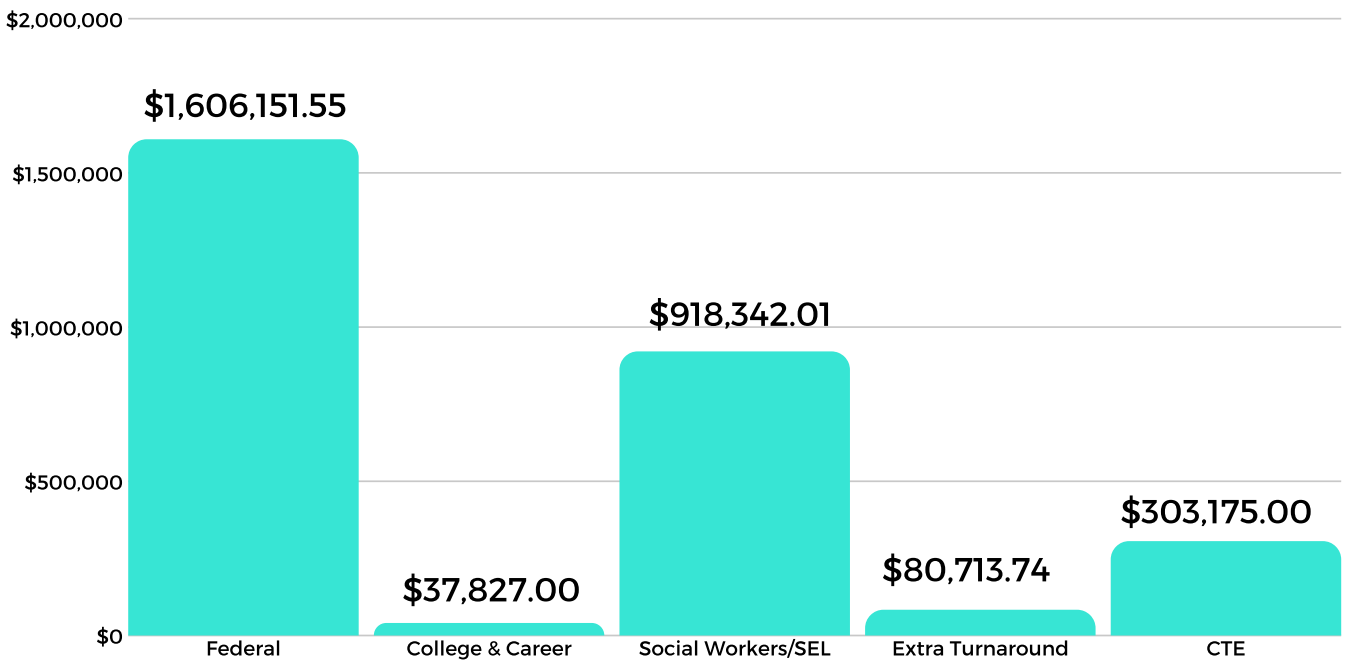
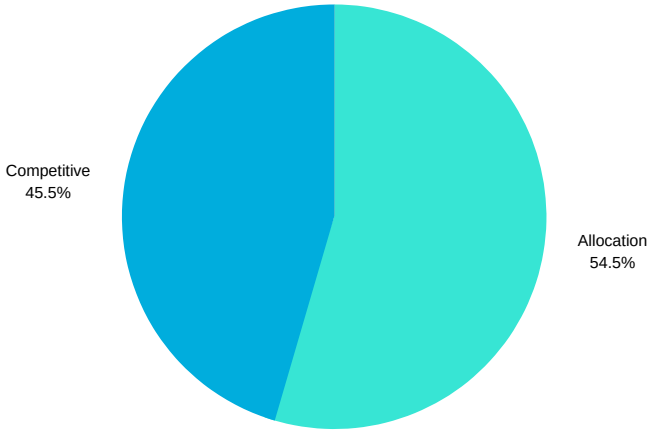
Background: Crystal Thiriot will review the 2017-2019 grants report.

Submitted By: Staff

Competitive & Allocation

GRANTS

\$2.9 M
total grant revenue



15 Grant-Funded
Positions



Grant Name	RFA Issuer	Applicant	Date Subn	Total Amount Requeste	Awarded?	Total Amount Awarded	Jobs Funded
Somerset LV 2017							
Career and College Readiness Grant	Office of Student and School Supports, Nevada Department of Education	Somerset Academy, Losee	9/21/17	\$ 21,280.00	Yes	\$ 7,420.00	
					Total 2017 Funding	\$ 7,420.00	
Somerset LV 2018							
Title IV-A: Student Support & Academic Achievement Grant (Social Worker Grant)	Office of Student and School Support, Nevada Department of Education	Somerset Academy, Las Vegas	1/24/18	\$ 219,463.99	Yes	\$ 152,622.01	3
NV Consolidated Grant (1003 (a), Title IV-A, College and Career Readiness and Turnaround)	Office of Student and School Support, Nevada Department of Education	Somerset Academy, Las Vegas	5/9/18	\$ 453,706.76	Yes	\$ 140,120.00	
SPCSA/State Grants Sub-Award (Title I, Title II, Title III, SpEd, SB390)	SPCSA	Somerset Academy, Las Vegas	9/13/18	\$ 172,847.80	Yes	\$ 172,847.80	
SPCSA/Title IIA Carryover State Grants Sub-Award	SPCSA	Somerset Academy, Las Vegas	10/15/18	\$ 23,493.41	Yes	\$ 23,493.41	
SWs Social Workers in Schools Grant	Office for a Safe and Respectful Learning Environment, Nevada Department of Education	Somerset Academy, Las Vegas	5/11/18	\$ 437,990.00	Yes	\$ 312,800.00	4
					Total 2018 Funding	\$ 801,883.22	
Somerset LV 2019							
Career and Technical Education (CTE) State Competitive Grant FY19 Turnaround Extra Available Funding	Office of Career Readiness, Adult Learning & Education Options, Nevada Department of Education	Somerset Academy of Las Vegas	5/10/19	\$ 303,175.00	YES	\$ 303,175.00	3
NV Consolidated Grant (1003 (a), Title IV-A, College and Career Readiness and Turnaround)	NEVADA DEPARTMENT OF EDUCATION	Somerset Academy of Las Vegas Sky Pointe	5/17/19	\$ 407,312.00	YES	\$ 80,713.74	
	Office of Student and School Support, Nevada Department of Education Advanced Placement (AP)	Somerset Academy, Las Vegas	1/15/19	\$ 70,297.00	YES	\$ 30,407.00	
SWs Social Workers in Schools Grant	Office for a Safe and Respectful Learning Environment, Nevada Department of Education	Somerset Academy, Las Vegas	5/10/19	\$ 312,800.00	YES	\$ 312,800.00	4
SPCSA Federal/State Grant Sub-Award Title IIA- Teacher/Principal Training & Recruiting	SPCSA	Somerset Somerset Academy of Las Vegas	5/17/19	\$ 253,094.85	YES	\$ 253,094.85	
SPCSA/State Grants Sub-Award (Title I, Title II, Title III, SpEd, SB390) Carryover	SPCSA	Somerset Academy, Las Vegas	2/15/19	\$ 18,108.75	YES	\$ 18,108.75	
SPCSA Federal/State Grant Sub-Award SB178	SPCSA	Somerset Academy of Las Vegas	7/11/19	\$ 498,000.00	YES	\$ 498,000.00	
SPCSA Federal/State Grant Sub-Award Title IA- Improving the Academic Achievement of the Disadvantaged	SPCSA	Somerset Academy of Las Vegas Losee	5/17/19	\$ 640,606.74	YES	\$ 640,606.74	8
					Total 2019 YTD Funding	\$ 2,136,906.08	
						Total grant funded positions	15
Total 2017-2019						\$ 2,946,209.30	
Grant Supported Initiatives 2017-19							
SEL- Competitive							
Title IV-A: Student Support & Academic Achievement Grant (Social Worker Grant)	Office of Student and School Support, Nevada Department of Education	Somerset Academy, Las Vegas	1/24/18	\$ 219,463.99	Yes	\$ 152,622.01	
NV Consolidated Grant (1003 (a), Title IV-A, College and Career Readiness and Turnaround)	Office of Student and School Support, Nevada Department of Education	Somerset Academy, Las Vegas	5/9/18	\$ 453,706.76	Yes	\$ 140,120.00	
SWs Social Workers in Schools Grant	Office for a Safe and Respectful Learning Environment, Nevada Department of Education	Somerset Academy, Las Vegas	5/11/18	\$ 437,990.00	YES	\$ 312,800.00	
SWs Social Workers in Schools Grant	Office for a Safe and Respectful Learning Environment, Nevada Department of Education	Somerset Academy, Las Vegas	5/10/19	\$ 312,800.00	YES	\$ 312,800.00	
					Total SEL	\$ 918,342.01	
Advanced Placement- Competitive							
Career and College Readiness Grant	Office of Student and School Supports, Nevada Department of Education	Somerset Academy, Losee	9/21/17	\$ 21,280.00	YES	\$ 7,420.00	
NV Consolidated Grant (1003 (a), Title IV-A, College and Career Readiness and Turnaround)	Office of Student and School Support, Nevada Department of Education Advanced Placement (AP)	Somerset Academy, Las Vegas	1/15/19	\$ 70,297.00	YES	\$ 30,407.00	
					Total AP	\$ 37,827.00	
Federal Allocation- Non Competitive							
SPCSA/State Grants Sub-Award (Title I, Title II, Title III, SpEd, SB390)	SPCSA	Somerset Academy, Las Vegas	9/13/18	\$ 172,847.80	Yes	\$ 172,847.80	
SPCSA/Title IIA Carryover State Grants Sub-Award	SPCSA	Somerset Academy, Las Vegas	10/15/18	\$ 23,493.41	YES	\$ 23,493.41	
SPCSA Federal/State Grant Sub-Award Title IIA- Teacher/Principal Training & Recruiting	SPCSA	Somerset Somerset Academy of Las Vegas	5/17/19	\$ 253,094.85	YES	\$ 253,094.85	
SPCSA/State Grants Sub-Award (Title I, Title II, Title III, SpEd, SB390) Carryover	SPCSA	Somerset Academy, Las Vegas	2/15/19	\$ 18,108.75	YES	\$ 18,108.75	
SPCSA Federal/State Grant Sub-Award SB178	SPCSA	Somerset Academy of Las Vegas	7/11/19	\$ 498,000.00	YES	\$ 498,000.00	
SPCSA Federal/State Grant Sub-Award Title IA- Improving the Academic Achievement of the Disadvantaged	SPCSA	Somerset Academy of Las Vegas Losee	5/17/19	\$ 640,606.74	YES	\$ 640,606.74	
					Total Federal	\$ 1,606,151.55	
Turnaround							
FY19 Turnaround Extra Available Funding	NEVADA DEPARTMENT OF EDUCATION	Somerset Academy of Las Vegas Sky Pointe	5/17/19	\$ 407,312.00	YES	\$ 80,713.74	
					Total Extra Turnaround	\$ 80,713.74	