



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

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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 JUNE 8, 2021 BEGINNING AT 4:00 P.M. VIA ZOOM WEBINAR. THE PUBLIC IS INVITED TO ATTEND. ANYONE WHO WISHES TO MAKE PUBLIC COMMENT IN PERSON, MAY ATTEND AT 6630 SURREY ST., LAS VEGAS, NV 89119.

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://US02WEB.ZOOM.US/J/87601136226?PWD=WTZDSXL5SLJ5CHVUVM5KEJDDMLUXDZ09](https://us02web.zoom.us/j/87601136226?pwd=WTZDSXL5SLJ5CHVUVM5KEJDDMLUXDZ09) PASSCODE: 494003 OR VIA PHONE +12532158782 OR +13462487799

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@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM) TWO BUSINESS DAYS IN ADVANCE SO THAT ARRANGEMENTS MAY BE MADE.

THE MEETING AGENDA, SUPPORT MATERIALS, AND MINUTES ARE AVAILABLE AT 6630 SURREY ST, LAS VEGAS, NV 89119, VIA EMAIL AT [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM), OR BY VISITING THE SCHOOL'S WEBSITE AT [HTTPS://SOMERSETACADEMYOFLASVEGAS.COM/](https://SOMERSETACADEMYOFLASVEGAS.COM/) FOR COPIES OF THE MEETING AUDIO, PLEASE EMAIL [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM).

PUBLIC COMMENT MAY BE LIMITED TO THREE MINUTES PER PERSON AT THE DISCRETION OF THE CHAIRPERSON. PLEASE EMAIL [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM) TO SUBMIT OR SIGN UP FOR PUBLIC COMMENT.



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.

**Board of Directors**

**JOHN BENTHAM – Board Chair**

**SARAH MCCLELLAN – Board Vice Chair**

**LENORA BREDSGUARD – Board Secretary**

**TRAVIS MIZER – Board Treasurer**

**CODY NOBLE – Board Member**

**WILL HARTY – Board Member**

**RENEE FAIRLESS – Board Member**

**MEETING OF THE BOARD OF DIRECTORS  
JUNE 8, 2021**

**AGENDA**

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**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT**

(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. ACTION & DISCUSSION ITEMS**

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

- a. **REVIEW AND APPROVAL OF FINAL BUDGET FOR THE 2021/2022 SCHOOL YEAR (FOR POSSIBLE ACTION)**
- b. **REVIEW AND APPROVAL OF RENEWING THE VENDED MEAL AGREEMENT WITH BETTER 4 YOU MEALS (FOR POSSIBLE ACTION)**
- c. **REVIEW AND APPROVAL OF ADDITION OF FEDERAL PROGRAMS SECTION TO THE FINANCIAL POLICIES AND PROCEDURES (FOR POSSIBLE ACTION)**
- d. **10<sup>TH</sup> ANNIVERSARY CELEBRATION) (FOR POSSIBLE ACTION)**

### **4. ANNOUNCEMENTS AND NOTIFICATIONS**

### **5. MEMBER COMMENT**

### **6. PUBLIC COMMENT**

(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.)

### **7. ADJOURN MEETING**

**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) **SOMERSET ALIANTE CAMPUS – 6475 VALLEY DR., NORTH LAS VEGAS, NV 89084**
- 2) **SOMERSET LONE MOUNTAIN CAMPUS – 4491 N. RAINBOW BLVD., LAS VEGAS, NV 89108**
- 3) **SOMERSET LOSEE CAMPUS – 4650 LOSEE ROAD, NORTH LAS VEGAS, NV 89081**
- 4) **SOMERSET NORTH LAS VEGAS CAMPUS – 385 W. CENTENNIAL PKWY, NORTH LAS VEGAS, NV 89084**
- 5) **SOMERSET SKY POINTE CAMPUS – 7038 SKY POINTE DR., LAS VEGAS, NV 89131**
- 6) **SOMERSET SKYE CANYON CAMPUS – 8151 N. SHAUMBER ROAD, LAS VEGAS, NV 89166**
- 7) **SOMERSET STEPHANIE CAMPUS – 50 N. STEPHANIE ST., HENDERSON, NV 89074**
- 8) **HENDERSON CITY HALL, 240 SOUTH WATER STREET, HENDERSON, NV**
- 9) **LAS VEGAS CITY HALL, 495 S. MAIN ST., LAS VEGAS, NV**
- 10) **NORTH LAS VEGAS CITY HALL, 2250 LAS VEGAS BLVD. NORTH, NORTH LAS VEGAS, NV**
- 11) **NOTICES.NV.GOV**

# SOMERSET ACADEMY OF LAS VEGAS

## Support Summary

**MEETING DATE: JUNE 8, 2021**

**AGENDA ITEM: 3a – REVIEW AND APPROVAL OF BUDGET FOR THE 2021/2022 SCHOOL YEAR**

**NUMBER OF ENCLOSURES: 1**

### **SUBJECT: FINAL BUDGET**

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

**PRESENTER (S): TREVOR GOODSSELL/MATT PADRON/GARY McCLAIN**

**Recommendation:**

**Proposed wording for motion/action:**

**Move to approve the final budget for the 2021/2022 school year, as presented.**

**Fiscal Impact: N/A**

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

**BACKGROUND: Review and approval of the final budget for the 2021/2022 school year. This budget will need to be approved by the Board prior to submission to the State.**

**Submitted By: Staff**

21-22 Tentative	NLV	Sky Pointe	Losee	Stephanie	Lone Mtn	Skye Canyon	Aliante	System Wide	Somerset
State Base	6,135	6,135	6,135	6,135	6,135	6,135	6,135	\$ -	6,135
Local/Outside	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	1,250
<b>Total Per-Pupil</b>	<b>7,385</b>	<b>7,385</b>	<b>7,385</b>	<b>7,385</b>	<b>7,385</b>	<b>7,385</b>	<b>7,385</b>	-	<b>7,385</b>
Total Students (FTEs)	1,225	2,186	2,315	996	996	996	1,152	-	9,866
Kinder	130	130	156	104	104	104	130	-	858
1st Grade	130	130	156	104	104	104	130	-	858
2nd Grade	130	130	156	104	104	104	130	-	858
3rd Grade	130	130	156	104	104	104	130	-	858
4th Grade	130	130	156	104	104	104	130	-	858
5th Grade	130	130	156	104	104	104	130	-	858
6th Grade	150	125	180	124	124	124	124	-	951
7th Grade	150	155	180	124	124	124	124	-	981
8th Grade	145	186	150	124	124	124	124	-	977
9th Grade	-	270	300	-	-	-	-	-	570
10th Grade	-	270	235	-	-	-	-	-	505
11th Grade	-	220	189	-	-	-	-	-	409
12th Grade	-	180	145	-	-	-	-	-	325
Total Students (FTEs)	1,225	2,186	2,315	996	996	996	1,152	-	9,866
<b>PRIOR YEAR NUMBERS</b>									
SPED Count	136	263	225	131	112	105	142	-	1,114
ELL Count	94	46	190	30	49	20	39	-	468
GATE Count	-	-	-	-	-	-	-	-	-
FRL %	44%	19%	39%	33%	24%	13%	22%	-	28.58%
FRL (At-Risk) Count	462	390	759	305	219	125	232	-	2,492
<b>TEACHING STAFF</b>									
Classroom Teachers	45.00	76.00	82.00	36.00	36.00	36.00	42.00	-	353.00
SPED Teachers	6.50	13.00	11.00	6.00	5.00	5.00	7.00	-	53.50
Art Teacher	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
Music	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
PE Teacher	1.00	2.00	2.00	1.00	2.00	1.00	1.00	-	10.00
Dance	-	-	-	-	-	-	-	-	-
Technology (STEM)	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
Theatre	-	-	-	-	-	-	-	-	-
Spanish / Language	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
Additional Elective Teachers	2.00	3.00	2.00	1.50	1.00	2.00	2.00	-	13.50
<b>Total Teaching Staff</b>	<b>58.50</b>	<b>102.00</b>	<b>105.00</b>	<b>48.50</b>	<b>48.00</b>	<b>48.00</b>	<b>56.00</b>	-	<b>466.00</b>
<b>ADMIN &amp; SUPPORT</b>									
Principal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	7.00
Assistant Principal	2.00	4.00	4.00	2.00	2.00	2.00	2.00	-	18.00
ELL Coordinator(s) / RB3	1.00	-	2.00	1.00	1.00	-	-	-	5.00
Counselor/ Student Support Advocate / Dean	2.00	3.00	4.00	2.00	2.00	1.00	2.00	-	16.00
Curriculum Coach	1.00	2.00	2.00	2.00	1.00	1.00	1.00	0.50	10.50
Office Manager	1.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	10.00
Registrar	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
Clinic Aide/ FASA	1.00	2.00	2.00	1.00	1.00	1.00	1.00	-	9.00
Receptionist	1.00	2.00	2.00	1.00	1.00	1.00	1.00	0.50	9.50
Teacher Assistants (SPED Included)	13.00	17.00	18.00	10.00	12.00	11.00	12.00	-	93.00
Campus Monitor/Custodian	2.00	6.00	6.00	1.00	2.00	1.00	2.00	-	20.00
Cafeterial Manager	1.00	1.00	2.00	1.00	1.00	1.00	1.00	-	8.00
SPED Facilitator	1.00	1.00	1.00	1.00	1.00	0.50	0.50	-	6.00
Speech Pathologist	0.50	1.00	1.00	1.00	1.00	-	-	-	4.50
School Psychologist	-	-	1.00	-	-	0.50	-	-	1.50
OT	-	-	-	-	-	-	-	-	-
School Nurse	-	-	1.00	-	1.00	-	-	-	2.00
Gate Teacher	-	-	-	-	-	-	-	-	-
<b>Total Admin &amp; Support</b>	<b>28.50</b>	<b>44.00</b>	<b>51.00</b>	<b>26.00</b>	<b>29.00</b>	<b>23.00</b>	<b>25.50</b>	<b>2.00</b>	<b>229.00</b>
<b>Total # Teachers</b>	<b>58.50</b>	<b>102.00</b>	<b>105.00</b>	<b>48.50</b>	<b>48.00</b>	<b>48.00</b>	<b>56.00</b>	-	<b>466.00</b>
<b>Total # Admin &amp; Support</b>	<b>28.50</b>	<b>44.00</b>	<b>51.00</b>	<b>26.00</b>	<b>29.00</b>	<b>23.00</b>	<b>25.50</b>	<b>2.00</b>	<b>229.00</b>
<b>Total Staff</b>	<b>87.00</b>	<b>146.00</b>	<b>156.00</b>	<b>74.50</b>	<b>77.00</b>	<b>71.00</b>	<b>81.50</b>	<b>2.00</b>	<b>695.00</b>
<b>Total Salaries &amp; Benefits as % of Expenses</b>	<b>59%</b>	<b>63%</b>	<b>60%</b>	<b>66%</b>	<b>66%</b>	<b>61%</b>	<b>59%</b>	<b>70%</b>	<b>62%</b>
<b>Instruction Salaries as % of Total Salaries</b>	<b>78%</b>	<b>78%</b>	<b>75%</b>	<b>75%</b>	<b>74%</b>	<b>78%</b>	<b>81%</b>	<b>0%</b>	<b>77%</b>
<b>Admin &amp; Support Salaries as % of Total Salaries</b>	<b>22%</b>	<b>22%</b>	<b>25%</b>	<b>25%</b>	<b>26%</b>	<b>22%</b>	<b>19%</b>	<b>100%</b>	<b>23%</b>
<b>Rent as % of Revenues</b>	<b>14%</b>	<b>12%</b>	<b>13%</b>	<b>10%</b>	<b>11%</b>	<b>13%</b>	<b>15%</b>	-	<b>13%</b>

REVENUE (@ 95%)		NLV	Sky Pointe	Losee	Stephanie	Lone Mtn	Skye Canyon	Aliante	System Wide	Somerset
3110	Budget Revenue	8,594,294	15,336,430	16,241,461	6,987,687	6,987,687	6,987,687	8,082,144	-	69,217,390
4500	National School Lunch Program (NSLP)	488,961	231,339	836,396	185,449	135,430	72,199	141,867	-	2,091,641
4500	SPED Funding (Part B)	129,200	249,850	213,750	124,450	106,400	99,750	134,900	-	1,058,300
3115	SPED Discretionary Unit	421,600	815,300	697,500	406,100	347,200	325,500	440,200	-	3,453,400
	ELL Weight	-	-	-	-	-	-	-	-	-
3200	Gifted and Talented Education (GATE)	-	-	-	-	-	-	-	-	-
	At-Risk Weight	-	-	-	-	-	-	-	-	-
	OTHER: Lead Principal	-	-	-	-	-	-	-	-	-
1510	OTHER: Interest Income	-	-	-	-	-	-	-	-	-
	OTHER: Academica Donation -	-	-	-	-	-	-	-	-	-
	OTHER: Academica Donation - Payroll Fees	22,980	37,140	39,540	19,980	20,580	19,140	21,660	580	181,600
	<b>Total Revenues</b>	<b>9,657,035</b>	<b>16,670,059</b>	<b>18,028,647</b>	<b>7,723,666</b>	<b>7,597,297</b>	<b>7,504,276</b>	<b>8,820,771</b>	<b>580</b>	<b>76,002,331</b>

EXPENSES		NLV	Sky Pointe	Losee	Stephanie	Lone Mtn	Skye Canyon	Aliante	System Wide	Somerset
<b>Personnel Costs - Unrestricted Salaries</b>										
104	Principal	98,325	142,394	125,000	100,000	100,000	101,400	100,750	-	767,869
104	Assistant Principal(s)	163,800	317,512	309,400	150,800	142,052	154,350	141,000	-	1,378,913
105	Curriculum Coach	54,000	113,058	105,820	82,780	54,000	57,886	52,624	31,574	551,743
105	ELL Coordinator(s) / RB3	60,000	-	124,800	47,000	50,000	-	-	-	281,800
105/106	Counselor / Student Support Advocate / Dean	127,622	186,000	248,000	109,840	104,983	52,000	102,000	-	930,444
101/103	Teachers Salaries	2,366,000	4,231,950	4,225,300	1,976,250	1,911,350	1,898,450	2,163,350	-	18,772,650
101	Prior Grant/Categorical Positions	-	-	-	-	-	-	-	-	-
101	SPED Teachers	295,750	618,150	494,450	279,000	222,250	220,750	309,050	-	2,439,400
107	Office Manager/ Registrar / Banker	85,504	199,333	161,200	85,504	85,506	84,240	84,240	62,000	847,526
107	Secretary & FASA	41,040	136,810	86,640	41,040	41,040	42,560	41,040	9,880	440,050
102	Teacher Assistants (including SPED)	252,720	330,480	349,920	194,400	233,280	213,840	233,280	-	1,807,920
107	Campus Monitors	54,720	164,160	155,520	30,515	60,880	25,920	51,840	-	543,555
107	Cafeteria Manager	-	-	-	-	-	-	-	-	-
	<b>Total Unrestricted Salaries</b>	<b>3,599,481</b>	<b>6,439,847</b>	<b>6,386,050</b>	<b>3,097,128</b>	<b>3,005,340</b>	<b>2,851,396</b>	<b>3,279,174</b>	<b>103,454</b>	<b>28,761,871</b>
<b>Personnel Costs - Restricted Salaries</b>										
	Lead Principal Staff	-	-	-	-	-	-	-	-	-
	SPED Facilitator	62,400	72,400	62,400	72,800	55,000	36,426	36,863	-	398,289
	Speech Pathologist	33,488	47,330	52,000	67,600	50,000	-	-	-	250,418
	School Psychologist	-	-	68,952	-	-	42,336	-	-	111,288
	OT	-	-	-	-	-	-	-	-	-
	School Nurse	-	-	55,000	-	37,871	-	-	-	92,871
	GATE	-	-	-	-	-	-	-	-	-
	NSLP Manager	-	-	-	-	-	-	-	-	-
	Cafeteria Manager - NSLP	19,440	19,440	38,880	19,440	19,440	19,440	19,440	-	155,520
	On Campus Sub	-	45,000	67,500	22,500	22,500	22,500	-	-	180,000
	<b>Total Restricted Salaries</b>	<b>115,328</b>	<b>184,169</b>	<b>344,732</b>	<b>182,340</b>	<b>184,811</b>	<b>120,702</b>	<b>56,303</b>	<b>-</b>	<b>1,188,385</b>
	<b>Total Salaries and Wages</b>	<b>3,714,809</b>	<b>6,624,017</b>	<b>6,730,782</b>	<b>3,279,468</b>	<b>3,190,150</b>	<b>2,972,098</b>	<b>3,335,477</b>	<b>103,454</b>	<b>29,950,256</b>
230	PERS - 29.75%	1,105,156	1,970,645	2,002,408	975,642	949,070	871,604	992,304	30,778	8,897,606
	Insurances/Employment Taxes/Other Benefits	668,666	1,192,323	1,211,541	590,304	574,227	527,357	600,386	18,622	5,383,426
150	Incentives / Bonuses	91,421	153,726	165,170	80,916	80,964	74,490	85,472	2,324	734,482
	Stipend	-	-	-	-	-	-	-	-	-
250	Tuition Reimbursements	8,000	13,000	13,000	8,000	8,000	8,000	8,000	-	66,000
	Subst. Teachers (10 days/Teacher)	96,525	123,300	105,750	57,525	56,700	56,700	92,400	-	588,900
	<b>Total Benefits and Related</b>	<b>1,969,767</b>	<b>3,452,994</b>	<b>3,497,868</b>	<b>1,712,387</b>	<b>1,668,961</b>	<b>1,538,151</b>	<b>1,778,562</b>	<b>51,723</b>	<b>15,670,413</b>
	<b>Total Payroll / Benefits and Related</b>	<b>5,684,576</b>	<b>10,077,011</b>	<b>10,228,650</b>	<b>4,991,855</b>	<b>4,859,111</b>	<b>4,510,250</b>	<b>5,114,039</b>	<b>155,177</b>	<b>45,620,669</b>
<b>Supplies</b>		<b>NLV</b>	<b>Sky Pointe</b>	<b>Losee</b>	<b>Stephanie</b>	<b>Lone Mtn</b>	<b>Skye Canyon</b>	<b>Aliante</b>	<b>System Wide</b>	<b>Somerset</b>
	Consumables	159,250	284,180	300,950	129,480	129,480	129,480	149,760	40,000	1,322,580
561	Duel Enrollment - Student Fees/Textbooks	-	-	-	-	-	-	-	-	-
	Zion's FFE Lease - payments	156,500	300,000	300,000	100,000	131,000	310,000	325,000	-	1,622,500
	Cash instead of Zion Lease - Curriculum/Tech/Furniture	-	-	-	-	-	-	-	-	-
610	Office Supplies	15,925	28,418	30,095	12,948	12,948	12,948	14,976	6,500	134,758
610	Classroom Supplies	33,075	59,022	62,505	26,892	26,892	26,892	31,104	-	266,382
610	Copier Supplies	4,900	8,744	9,260	3,984	3,984	3,984	4,608	-	39,464
610	Nursing Supplies	3,675	6,558	6,945	2,988	2,988	2,988	3,456	-	29,598
610	SPED Supplies	16,320	31,560	27,000	15,720	13,440	12,600	17,040	-	133,680
	Athletics/Extra	1,000	55,000	55,000	1,000	1,000	1,000	1,000	-	115,000
	<b>Total Supplies</b>	<b>390,645</b>	<b>773,482</b>	<b>791,755</b>	<b>293,012</b>	<b>321,732</b>	<b>499,892</b>	<b>546,944</b>	<b>46,500</b>	<b>3,663,962</b>



# SOMERSET ACADEMY OF LAS VEGAS

## Support Summary

**MEETING DATE: JUNE 8, 2021**

**AGENDA ITEM: 3b – REVIEW AND APPROVAL OF RENEWAL THE VENDED MEAL AGREEMENT WITH BETTER 4 YOU MEALS**

**NUMBER OF ENCLOSURES: 2**

**SUBJECT: RENEWAL OF VENDED MEAL AGREEMENT WITH BETTER 4 YOU MEALS**

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

**PRESENTER (S): KENDRA THORNTON/JENN LINDEMON**

**Recommendation:**

**Proposed wording for motion/action:**

**Move to approve renewing the vended meal agreement with Better 4 You Meals, as presented.**

**Fiscal Impact: N/A**

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

**BACKGROUND: The agreement with Better 4 You Meals as the NSLP vendor included an option to extend each year for up to four years. By extending the existing agreement one additional year, Doral Academy will be locked in at the price agreed upon in the original agreement.**

**Submitted By: Staff**

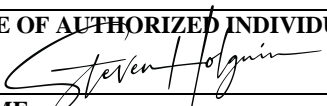


SOMERSET ACADEMY OF LAS VEGAS  
4650 LOSEE ROAD  
NORTH LAS VEGAS, NV 89081 **Meal Vendor Agreement Amendment**

<b>1. AGREEMENT NUMBER:</b> 1-2020	<b>2. AMENDMENT NUMBER:</b> AMENDMENT 1	<b>3. START DATE:</b> JULY 1, 2021
<b>4. MEAL VENDOR NAME &amp; ADDRESS:</b> BETTER 4 YOU MEALS 5743 SMITHWAY STREET COMMERCE, CA 90040		
<b>5. AUTHORITY FOR AMENDMENT:</b> Per <b>Contract Option (2) (items a-c) on page 8</b> (210.16(d)), the option states the contract must be one year with the option to have four additional one-year extensions. The entire duration of the agreement shall not exceed five (5) years.		
<b>6. PURPOSE OF AMENDMENT:</b> To extend the contract up to an additional 12 months <b>and</b> retain the fixed price per meal <b>and</b> fully utilize the entirety of the SFA's awarded entitlement for the 2020-2021 and 2021-2022 SY.		

**7. THE ABOVE REFERENCED AGREEMENT IS HEREBY MODIFIED AS FOLLOWS:**

- A. In accordance with the provisions of the contract, the contract must be one year with the option to have four additional one-year extensions, for the total duration of this Contract, including the exercise of any options under this provision, shall not exceed five (5) years. Somerset Academy of Las Vegas is exercising its option at this time to extend the terms of the contract up to an additional 12 months. The contract now ends on June 30, 2022.
- B. The Fixed Fee Pricing Summary per Attachment 2.1, of the original contract is retained for the 2021/22 school year.
- C. Per Section 1.13 USDA & DOD Donated Foods of the original contract, the Vendor agrees to accept and use to the maximum extent possible, any US Department of Agriculture (USDA) or Department of Defense (DoD) donated food items for the 2020-2021 and 2021-2022 SY.

<b>8. EXCEPT AS PROVIDED FOR HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT/AGREEMENT NOT HERETOFORE CHANGED AND/OR MODIFIED REMAIN UNCHANGED AND IN FULL EFFECT.</b>	
IN WITNESS THEREOF THE PARTIES HERETO SIGN THEIR NAMES IN AGREEMENT.	
<b>BETTER 4 YOU MEALS</b>	<b>SOMERSET ACADEMY OF LAS VEGAS</b>
<b>SIGNATURE OF AUTHORIZED INDIVIDUAL:</b> 	<b>SIGNATURE:</b>
<b>TYPED NAME:</b> Steven Holguin	<b>TYPED NAME:</b>
<b>TITLE:</b> Vice President of Sales	<b>TITLE:</b>
<b>DATE:</b> 5/12/2021	<b>DATE:</b>

**State Agency Approval Use**  
**DO NOT OFFER AWARD UNTIL STATE AGENCY APPROVAL**

**Date Received:** \_\_\_\_\_  
**Action Required:**  Yes  No  
**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**State Agency Reviewer Signature**

\_\_\_\_\_  
**Date Approved**

## Attachment 2.1 Fee Proposal

### Somerset Academy of Las Vegas

Meal	Price
Lunch	\$2.99
Breakfast	\$1.89
Snack	\$.90
FFVP Meal	Meal price not specified because B4YM works with the SFA to create a variety and offering that is attractive to the school. Offerings range in price but typically have a 10% mark up from the whole sale rate. Servings range from as low as \$.35 per serving up around \$1 per serving. Menu and cycle are created in collaboration with the SFA/school.
<i>Less estimated USDA Foods Credit*</i>	<i>*Up to \$0.30 per lunch Dependent on school activation</i>

#### Pricing Disclosures for Additional or Upgrade Options

1. Salad Bar as Vegetable Side (price per meal): \$ No Additional Price
2. Soy Milk for non-medical need is \$.40 per

#### Service Type & Meal Inclusions

All meals are available as family style or pre-pack, based on school request. All meals are served complete and fully reimbursable by USDA & NSLP standards. Included with every meal:

- Full serving of vegetable
- Full serving of fruit
- Plates, trays, sporks, napkins
- Milk – 1%, Fat Free, & Chocolate options
- Meal appropriate condiments
- Transportation costs

#### \* USDA Foods Credit (Commodities)

All B4YM supported schools that properly file the necessary paperwork for their USDA Foods Entitlements, and order usable food items, generally receive a **monthly credit based on their usage of those food items**, taken directly off their invoice. Total credit issued is dependent on actual usage, menu selection, and entitlements awarded.

# SOMERSET ACADEMY OF LAS VEGAS

## Support Summary

**MEETING DATE: JUNE 8, 2021**

**AGENDA ITEM: 3c – REVIEW AND APPROVAL OF ADDITION OF FEDERAL PROGRAMS SECTION TO THE FINANCIAL POLICIES AND PROCEDURES**

**NUMBER OF ENCLOSURES: 1**

**SUBJECT: FEDERAL PROGRAMS SECTION FOR THE FINANCIAL POLICIES**

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

**PRESENTER (S): TREVOR GOODSSELL/GARY MCCLAIN**

**Recommendation:**

**Proposed wording for motion/action:**

**Move to approve the addition of the Federal Programs section to the Financial Policies and Procedures manual.**

**Fiscal Impact: N/A**

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

**BACKGROUND: To meet requirements for the SPCSA and the CSP grant, the Federal Programs section needs to be included in the Financial Policies and Procedures manual.**

**Submitted By: Staff**

## Federal Programs

### Allowable Uses of Grant Funds

When determining how to spend grant funds, the Administrator and the Business Manager will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on proposed goods or services. All costs supported by federal education funds must meet the standards outlined in the Education Department General Administrative Regulations, which are provided in the bulleted list below. All costs must:

1. Be necessary and reasonable for the performance of the federal award.
2. Be allocable to the federal award.
3. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the charter school.
4. Conform to any limitations or exclusions set forth as cost principles in 2 C.F.R. §200
  - 2. or in the terms and conditions of the federal award.
5. Be treated consistently.
6. Be adequately documented.
7. Be determined in accordance with General Accepted Accounting Principles (GAAP),
  - 3. unless provided otherwise in 2 C.F.R. §200.
8. Not be included as a match or cost-share, unless the specific federal program
  - 4. authorizes federal costs to be treated as such.

### Procurement Under a Federal Award

In addition to its other policies and procedures regarding procurement, The Public Charter School will adhere to the following requirements when making procurements under a federal award. The Public Charter School will:

1. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product or service must conform.
2. Provide documentation of the method to be used to conduct technical evaluations of the received proposals and for selecting recipients, which will include the factors to be considered in the evaluation, who performs the evaluation, the number of evaluations performed, the timeframe for conducting the evaluations and selecting a vendor. and whether another position reviews the evaluation.
3. Maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
4. Avoid acquiring unnecessary or duplicative items.
5. Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase

alternatives and any other appropriate analysis to determine the most economical approach.

6. Maintain a list of prequalified persons, firms, or products which are used in acquiring goods and services and include enough qualified sources to ensure maximum open and free competition.
7. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
8. Maintain records sufficient to detail the history of procurement. These records will include:
  - a. Rationale for the method of procurement;
  - b. Selection of contract type;
  - c. Contractor selection or rejection; and
  - d. The basis for the contract price.
9. The use of a time and materials use contract is prohibited unless the Public Charter School determines that no other contract is suitable. Time and materials use contract means a contract whose cost to the charter school is the sum of:
  - a. The actual cost of materials; and
  - b. The direct labor hours charged at an hourly rate that reflects wages, general and administrative expenses, and profit.
10. Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
11. The charter school will adhere to any additional procurement rules as applicable to specific federal programs

An inventory of all capital purchases, equipment, curricula, and library/reference books in the school will be compiled annually by the Administration. The physical inventory will be compared to the general ledger totals; any significant difference will be reviewed and corrected by the Business Manager.

#### Property Classifications

- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Public Charter School for financial statement purposes, or \$5,000. 2 C.F.R. §200.33.
- *Supplies* means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the Public Charter School for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
- *Computing devices* means machines used to acquire, store, analyze, process, and publish data and other information electronically, including

- accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
- *Capital assets means* tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
    - Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease purchase, exchange, or through capital leases; and
    - Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

### Inventory Procedure

1. Approval for purchases is notated through email notification, or when needed by a vendor, on Purchase Order forms after verifying the funds are available through the CFSGA and the GRA; only items approved in the CFSGA will be considered for purchase. Specific funding sources must be identified prior to approval.
2. Once an order or a signed Purchase Order is submitted to a vendor, the original order or PO and a copy of the invoice and packing slips are submitted to the Business Manager upon delivery. Records are stored in the office of the Business Manager, and electronically.
3. Upon receipt of new items, the principal, or the designated receiving staff, will inspect the inventory to ensure it's in good condition and that it matches the item specified on the purchase order and invoice. The invoice is delivered to the Business Manager who enters the information into accounting records (property management system).

### Inventory Records

The inventory file is stored in the Public Charter School's data files. As new items are purchased, they are added to the inventory. The written inventory includes the following information: Item Name, Item Description, Item Location, acquisition date and cost of the item.

### Physical Inventory

Once a year, in May, the written inventory is printed and all items are catalogued by the principal or their delegate. Maintenance of Equipment In accordance with 2 C.F.R.313(d)(4), Public Charter School maintains adequate maintenance procedures to ensure that property is kept in good condition.

### Lost or Stolen Items

- Public Charter School maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.
- Computing devices stored in areas that can be locked and/or stored in a locked classroom. Computing devices must be checked out by a certified teacher or

paraprofessional and to be used within the school building only and are not allowed to be taken off-site.

- If the equipment is lost or suspected to be stolen, the business manager is notified. If the device is suspected to be stolen, the administrator is also notified in order to launch an investigation into the stolen device. The administrator would conduct interviews and file a police report if necessary. The lost/stolen property will remain listed in the inventory until the close of the school year.

### **Disposal of Equipment**

The Business Manager will identify the fair market value of the item(s) to be sold. The Business Manager and Administrator will set a price range in which the item(s) can be sold. The Business Manager will handle the sale of the unneeded equipment. The number of offers received must be greater than 3 (if lower than the asking price). If a full price offer is received, one offer is sufficient.

### **School Property**

#### *Real Property*

Prior to acquiring real property, such property will be appraised by an appraiser certified in the State. The appraised value will be used to establish the fair market value of the property. If the Board is purchasing a site for educational purposes, such building site will be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the Public Charter School to acquire a site outside the city limits, but within the boundaries of the Public Charter School.

#### *Personal Property*

The Public Charter School may purchase personal property as deemed necessary for the effective operation of the Public Charter School by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the purchase of personal property (except for curricular materials) is reasonably expected to cost \$50,000 or more, the Public Charter School will obtain a minimum of three quotes. Purchases over \$100,000 require a formal competitive bid process outlined in statute.

#### *Construction of School Property*

The Public Charter School may enter into contracts for construction of school property as deemed necessary for the effective operation of the Public Charter School by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the construction of school property is reasonably expected to cost fifty thousand dollars (\$50,000) or more, the Public Charter School will obtain a minimum of three quotes.

#### *Tax-Exemption*

All Public Charter School property used exclusively for educational purposes is tax-exempt.

## Travel Costs Under Federal Award

### *General*

Travel costs include expenses for transportation, lodging and food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to the entire trip and not selected days of the trip.

### *Types of Travel*

#### *In-Area*

Public Charter School employees and Administrators will be reimbursed for actual and necessary expenses incurred within the charter school area while attending to charter school business. Actual mileage driven for preapproved in-area travel will be reimbursed. It is the responsibility of the Board to review travel by the Administrator within the Public Charter School area.

#### *Out-of-Area*

Travel outside of the Public Charter School area must be pre-approved. Administrators will obtain Board approval prior to incurring out-of-area travel expenses, while employees will obtain prior approval from the Administrator. Public Charter School employees and Administrators will be reimbursed for actual food expenses, not to exceed IRS established per diem rates, for out-of-area travel requiring an overnight stay. Public Charter School employees and Administrators will also be reimbursed for actual and necessary non-food expenditures.

#### *Lodging and Subsistence*

Costs incurred by employees, Administrators and Board members for travel, including costs of lodging, other subsistence, and incidental expenses, will be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Public Charter School in its regular operations. If these costs are charged directly to the federal award, the charter school will maintain documentation justifying the following:

1. The participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with this policy and any related procedures; and
3. The costs are temporary, lasting only during the travel period.

Travel costs for dependents are not allowable, except for travel of a duration of six-months or more with prior approval of the federal awarding agency

### *Commercial Air Travel*



Airfare costs which exceed the basic, least expensive unrestricted accommodations class offered by commercial airlines are not allowable except when such least expensive accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

### *Documentation of Expenses*

Expenses not in compliance with this policy will not be reimbursed nor paid for by the Public Charter School. Prior to reimbursement of actual and necessary expenses, the charter school employee or Administrator must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item and the appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees will submit their receipts, travel expense and voucher forms, and documentation of prior approval, where necessary, to the Administrator. The Administrator will submit such documentation to the Board. Failure to provide a detailed receipt will make the expense non-reimbursable. In exceptional circumstances, the Board may allow a claim without a proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the charter school record of claim. The Board directs the Administrator to promulgate procedures specifying which expenses will be reimbursable for travel of different distances and durations.

### *Time and Effort Documentation*

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work must be documented as delineated in the Code of Federal Regulations.

### *Conflict of Interest*

No employee will make any purchase or incur any obligations for or on behalf of the Public Charter School from any non-governmental private business, contractor or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any non-governmental or private business or venture in which any employee of the Public Charter School has a direct or indirect financial or ownership interest will be made on a competitive bid basis in strict accordance with the following procedures:

1. The interested employee, business, contractor, or vendor will seek, in writing from the Administrator, a clarification of this policy stating the transaction at issue. The interested employee, business, contractor, or vendor will fully disclose, in writing, the employee's exact relationship to the business, contractor, or vendor;

2. Upon written clarification from the Administrator, which will include written specifications to be followed in advertising for bids, the affected business, contractor, or vendor may submit a bid in compliance with the specifications outlined by the Public Charter School
3. The interested employee will not be involved in any part of the bidding process including, but not limited to, preparing specifications or advertising, or analyzing or accepting bids.
4. It will be the duty of each employee, to the best of his/her knowledge and belief, to disclose in writing to the Administrator his/her financial or ownership interest in any business or other purchase arrangement with the Public Charter School; and
5. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the Public Charter School.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or placing any purchase order with a business, contractor or vendor on behalf of the Public Charter School, nor accept anything of monetary value from a business, contractor or vendor except for unsolicited gifts of fifty dollars (\$50) or less in value.

In addition to the conflicts of interest outlined above, no employee or Administrator of the Public Charter School may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee or Administrator;
2. Any the employee's or Administrator's Relatives;
3. The employee's or Administrator's Partner; or
4. 4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a Public Charter School contractor or vendor for individual use;
2. The removal of any food, supplies, equipment, or school property without proper authorization; and
3. Individual sales by Public Charter School employees of any school property, including used items.

Any Public Charter School employee or Administrator who violates this policy may be subjected to disciplinary action including, but not limited to, a fine, suspension or termination. Violations of law will be referred to local, State, or federal authority having proper jurisdiction.

# SOMERSET ACADEMY OF LAS VEGAS

## Support Summary

<b>MEETING DATE: JUNE 8, 2021</b> <b>AGENDA ITEM: 3d – 10<sup>TH</sup> ANNIVERSARY CELEBRATION</b> <b>NUMBER OF ENCLOSURES: %</b>
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<b>SUBJECT: 10<sup>TH</sup> ANNIVERSARY CELEBRATION</b>
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<input checked="" type="checkbox"/> <b>Action</b>
<input type="checkbox"/> <b>Appointments</b>
<input type="checkbox"/> <b>Approval</b>
<input type="checkbox"/> <b>Consent Agenda</b>
<input type="checkbox"/> <b>Information</b>
<input type="checkbox"/> <b>Public Hearing</b>
<input type="checkbox"/> <b>Regular Adoption</b>

<b>PRESENTER (S): JOHN BENTHAM</b>
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<b>Recommendation:</b>
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<b>Proposed wording for motion/action:</b>
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<b>Fiscal Impact: N/A</b>
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<b>Estimated Length of time for consideration (in minutes): 3-5 Minutes</b>
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<b>BACKGROUND: Discussion Regarding the 10<sup>th</sup> anniversary celebration.</b>
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<b>Submitted By: Staff</b>
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