

**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 April 29, 2019 beginning at 6:00 p.m. at 8151 N. Shaumber Road, Las Vegas, NV 89166. 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](mailto: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 visit the school's website at [somersetacademyoflasvegas.com](http://somersetacademyoflasvegas.com). For copies of meeting audio, please email [dena.thompson@academicnv.com](mailto:dena.thompson@academicnv.com)

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

# AGENDA

## April 29, 2019 Meeting of the Board of Directors of Somerset Academy of Las Vegas

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(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 March 18, 2019 Board Meeting
  - b. Approval of Recommendations from the Finance Committee:
    1. School Financial Performance (Not for Action)
    2. Approval of Janitorial Services for the Sky Pointe Campus
    3. Approval of the MOU with CSN for Dual Enrollment
4. Academic Update and Executive Director Report (For Discussion)
5. Discussion and Possible Action Regarding a Principal Search for the Somerset Academy Losee Campus (For Possible Action)
6. Discussion and Possible Action Regarding Somerset Academy of Las Vegas’ System-Wide Administrative Structure and Designation of Administrative Positions and Assignments (For Possible Action)
7. Discussion and Possible Action Regarding Principal Adherence to Board Approved Expense Budgets (For Possible Action)
8. Academica Announcements and Notifications (Information)
9. Member Comment (Information/Discussion)
10. 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.)*

## 11. 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](http://notices.nv.gov)

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 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 not for action can be approved in one motion; however, individual items may 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: April 29, 2019 Agenda Item: 3a – Minutes from the March 28, 2019 Board Meeting Number of Enclosures: 1
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<b>SUBJECT: Minutes Approval</b>
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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
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Recommendation:
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Proposed wording for motion/action:
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Fiscal Impact: N/A
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Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: A board meeting was held on March 18, 2019. As such, the minute will need to be approved for this meeting.
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Submitted By: Staff
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**MINUTES**  
**of the meeting of the**  
**BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS**  
**March 18, 2019**

The Board of Directors of Somerset Academy of Nevada held a public meeting on March 18, 2019, at 6:00 p.m. at 6475 Valley Dr., North Las Vegas, NV 89084.

**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 John Bentham, Sarah McClellan, Travis Mizer, Gary McClain, Will Harty, Carrie Boehlecke, and Cody Noble (via telephone, left at 6:20 p.m. and rejoined at 6:39 p.m.).

Also present were Executive Director John Barlow, Principal Lee Esplin, Principal Elaine Kelley, Principal Sherry Pendleton, Principal Kate Lackey, Principal Ruby Norland, Principal Christina Threeton, and Interim Principal Michele Lorig. Jacob Carlton, with Gilmore & Bell, P.C. and Academica representatives Crystal Thiriot, Ryan Reeves, Matt Padron, and Allison Salmon were also present.

**2. Public Comment and Discussion**

There was no request for public comment.

**3. Consent Agenda**

- a. Minutes from the February 19, 2019 Board Meeting, the February 23, 2019 Strategic Planning Meeting, and the March 4, 2019 Telephonic Board Meeting**
- b. Approval of Recommendation from the Finance Committee:**
  - 1. School Financial Performance (Not for Action)**
  - 2. Approval of Initial Budget for the 2019/2020 School Year**
  - 3. Approval of Turf and Playground Resurfacing at the Stephanie Campus**
  - 4. Approval of Lone Mountain Sale and Purchase Agreement**
  - 5. Approval of Installation of Cameras**

Member Harty stated that agenda item 3b5 had been tabled in the Finance Committee Meeting.

**Member McClain moved to approve items 3a; 3b2; 3b3; and 3b4 as presented. Member McClellan seconded the motion, and the Board voted unanimously to approve.**

**4. Academic Update and Executive Director Report**

Executive Director John Barlow addressed the Board and stated that the campuses were addressing the findings of the recently presented trends, based on student data, and were implementing plans based on the findings. Executive Director Barlow updated the Board on principal councils relating to student

discipline; adding that 27 students had been recommended for expulsion, with 7 students withdrawing prior to an expulsion hearing, resulting in 19 expulsions. Member McClain inquired as to why there was an increase, to which Executive Director Barlow replied that most could be attributed to students enrolling in Somerset Academy in later grades and not being acclimated to the Somerset climate.

Executive Director Barlow stated that Somerset had held a system-wide staff development for over 450 professionals, educators, counselors, social workers, special education facilitators, and general and special education K-12 administrators; adding that there were approximately thirty-two distinct sessions with over forty presenters to deliver information in the sessions. Member McClellan thanked Executive Director Barlow for ensuring that assistance was provided to all groups.

#### **5. Discussion and Possible Action Regarding a Revision to the School Calendar for the 2018/2019 School Year**

Executive Director Barlow stated that, after meeting with the principals, they had opted to adjust the calendar to use the scheduled site-based professional development day of May 3, 2019, as the make-up day for the snow day and designate Tuesday, May 28, 2019 as the professional development day.

**Member Mizer moved to approve the 2018/2019 school year calendar revision, as presented. Member Boehlecke seconded the motion, and the Board voted unanimously to approve.**

#### **6. Discussion and Possible Approval to Submit an Application for an Amendment to the Somerset Academy Charter to Offer CTE Courses**

Ms. Crystal Thiriot addressed the Board and stated that the high school campuses wanted to add CTE courses to provide students with the opportunity earn college credit. The proposed amendment would allow Somerset to offer the CTE courses; adding that the high school principals had three or four courses to offer at their respective campuses. Member Bentham asked what courses would be offered, to which the principals replied with the courses that would be offered, including photography, graphic design, marketing, business, and video production. Member McClellan asked if there would be a cost to the students, to which Principal Esplin replied that the cost would be similar to any elective course and that Somerset would apply for grants to cover some of the cost. Ms. Thiriot explained the CTE courses were three-year courses with each year building on the previous class and would end with two tests; adding that if the students passed the tests they would receive certification and college credit. Discussion ensued regarding equipment needed, licensure of teachers, and what would be covered by the proposed amendment.

**Member Boehlecke moved to approve the amendment to offer CTE courses. Member McClellan seconded the motion, and the Board voted unanimously to approve.**

#### **7. Review and Approval of Authorization for High School Principals to Enter into a Memorandum of Understanding with CSN for CTE Courses**

Ms. Thiriot stated that, in order to offer the CTE courses as soon as possible, the high school principals would like approval to enter into a memorandum of understanding. Member Bentham asked if CSN would be charging for the CTE courses, to which Principal Esplin replied that CSN viewed the

agreement as a pathway to their campus for the students enrolled in their programs; adding that Pinecrest Academy already had an MOU with CSN for CTE courses.

**Member Harty moved to approve authorization for principals to enter into a memorandum of understanding with CSN for CTE courses. Member Boehlecke seconded the motion, and the Board voted unanimously to approve.**

#### **8. Review and Approval of the Furniture, Fixtures, and Equipment Lease for the 2019/2020 School Year**

Ms. Allison Salmon addressed the Board and presented the term sheet for furniture, fixture, and equipment (FFE) financing; adding that it was similar to previous years with funds to cover additional students and curriculum needs. Member Bentham asked if the principals had been involved in the discussion of needs per campus. Ms. Salmon replied that the principals affected by additional students or curriculum needs had been involved in the discussion; adding that for some campuses, where there were not any additional students or expiring curriculum, the FFE needs were included in their budgets.

Member Mizer asked how many proposals had been received, to which Ms. Salmon replied that, in the past, they had not received any proposals that matched the terms being offered; adding that, although the window for orders was approaching a close, she could request additional bids. Member Mizer asked why additional bids hadn't already been requested. Mr. Ryan Reeves addressed the Board and explained that he had not found any other financial institution that offered similar rates; adding that he had been contacted by other charter schools who would like access to the proposed rates and terms. Member Harty stated that the rates were low considering the risk factor and asked if the amounts being requested were included in the approved initial budget, to which Ms. Salmon replied in the affirmative.

**Member Harty moved to approve the furniture, fixture, and equipment lease for the 2019/2020 school year, as presented. Member Mizer seconded the motion, and the Board voted unanimously to approve.**

#### **9. Review and Approval of Somerset Academy of Las Vegas Continuing Disclosures Policies and Procedures**

Mr. Matt Padron addressed the Board and reviewed the continuing disclosures policies and procedures; adding that this was part of the bond process. Discussion ensued regarding the disclosures and oversight by Academica. Member Harty stated that, when money was borrowed, the lender requires disclosures on a regular basis and this approval would allow Academica to disclose the information to the lenders. Mr. Jacob Carlton addressed the Board and stated that he was with Gilmore & Bell who would be representing Somerset as bond counsel on the bond issue; adding that the current bond issue was similar to previous bond issues.

**Member Boehlecke moved to approve the continuing disclosures, policies, and procedures, as presented. Member Harty seconded the motion, and the Board voted unanimously to approve.**



**10. Academics Announcements and Notifications**

Ms. Thiriot stated that the end of year party would be held on May 25<sup>th</sup>. Ms. Thiriot further stated that the next meeting will be held at the first part of June with a proposed date of June 4<sup>th</sup>.

**11. Member Comment**

Member McClain stated that, with the discussion about math curriculum purchase, he would like there to be discussion among the campuses.

Executive Director Barlow congratulated the Losee band and choir programs for receiving superior ratings at a recent competition. Principal Esplin stated that a Sky Pointe student, Hannah Price, had been selected as a presidential ambassador for Southern Utah University for next year. Principal Pendleton stated that Jackson Bentham was chosen as one of two Nevada State honorees for the Prudential Community Spirit award, which was based on service, and would be going to Washington for four days.

**12. Public Comment and Discussion**

There was no request for public comment.

**13. Adjournment**

**The meeting was adjourned at 6:54 p.m.**

**Approved on:** \_\_\_\_\_

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

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019 Agenda Item: 3b – Approval of Recommendations from the Finance Committee Number of Enclosures: 1
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<b>SUBJECT: Recommendations from the Finance Committee</b>
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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:
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Proposed wording for motion/action:
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Fiscal Impact: N/A
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Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: The Finance Committee held a meeting on April 22, 2019 to discuss items that impact Somerset financially. The <b>draft</b> minute from the Finance Committee meeting are included in the support materials.
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Submitted By: Staff
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**MINUTES**  
**of the meeting of the**  
**SOMERSET ACADEMY OF LAS VEGAS FINANCE COMMITTEE**  
**April 22, 2019**

Somerset Academy of Nevada Finance Committee held a public meeting on April 22, 2019, at 12:00 p.m. at 4650 Losee Road, North Las Vegas, NV 89081.

**1. Call to order and Roll Call**

Committee Chair Travis Mizer called the meeting to order at 12:26 p.m. In attendance were Committee Members Travis Mizer, John Barlow and Will Harty.

Also present were Principal Lee Esplin and Academica representatives Marc Clayton, Gayle Jefferson, and Crystal Thiriot.

**2. Public Comments and Discussion**

There was no request for public comment.

**3. Review and Approval of the Minutes from the March 14, 2019 Finance Committee Meeting**

**Member Barlow moved to approve the minutes from the March 14, 2019 Finance Committee meeting. Member Harty seconded the motion, and the Committee voted unanimously to approve.**

**4. Review and Discussion of Somerset Academy Financial Performance**

Mr. Marc Clayton addressed the Committee and reviewed the financial summary stating that he had added the debt payments to the P&L statement. Discussion ensued regarding the surplus with and without the debt payment item and how it would be assessed in the financial framework. Member Mizer asked if there were any concerns with any of the campus budgets, to which Mr. Clayton replied that a few campuses were over budget on salary. Discussion ensued regarding individual campus variances on the P&L statement. Member Mizer requested an agenda item for the upcoming Board meeting regarding accountability on campus salary budgets.

**5. Review and Possible Action to Recommend Approval of Janitorial Services for the Sky Pointe Campus**

Ms. Gayle Jefferson addressed the Committee stating that Principal Esplin had requested that the janitorial services for the Sky Pointe campus be bid and reviewed the rubric contained in the support materials. Principal Esplin addressed the Committee to explain the needs of the Sky Pointe campus and reviewed his meetings with the companies that had submitted bids. Principal Esplin stated that, after meeting with BGM, his opinion of the

company had improved; however, he would still prefer to work with Vanguard. Discussion ensued regarding the bids and the rubric.

**Member Barlow moved to recommend approval of Vanguard as the janitorial service provider for the Sky Pointe campus. Member Harty seconded the motion, and the Committee voted unanimously to approve.**

**6. Review and Possible Action to Recommend Approval of the MOU with CSN for Dual Enrollment**

Ms. Crystal Thiriot addressed the Committee and stated that MOU for dual enrollment was similar to the CTE agreement. Member Mizer asked if the MOU was a financial item, to which Ms. Thiriot replied that it could potentially have a cost. Principal Esplin stated that he would probably delay the start of dual enrollment for a year to allow for grant applications to be submitted which would help offset some of the cost to the students; adding that, by approving the MOU, the Committee and Board would allow the principals to pursue possible grants.

**Member Harty moved to recommend approval of the MOU with CSN for dual enrollment. Member Barlow seconded the motion, and the Committee voted unanimously to approve.**

**7. Member Comment**

There was no request for member comment.

**8. Public Comment**

There was no request for public comment.

**9. Adjournment**

**The meeting was adjourned at 1:23 p.m.**

**Approved on: \_\_\_\_\_**

\_\_\_\_\_  
**\_\_\_\_\_ of the Finance Committee of  
Somerset Academy of Las Vegas**

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019 Agenda Item: 3b1 – School Financial Performance Number of Enclosures: 1
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<b>SUBJECT: Recommendations from the Finance Committee</b>
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<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input checked="" type="checkbox"/> Consent Agenda
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Board/Finance Committee
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Recommendation:
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Proposed wording for motion/action:
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Fiscal Impact: N/A
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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 April 22 <sup>nd</sup> meeting.
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Submitted By: Staff
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**Somerset Academy**  
**Financial Summary as of 2-28-2019**

Prepared by: Marc Clayton  
 Marc.Clayton@academicnv.com  
 702-431-6260

**Financial News, Notes, and Updates**

	Actual P/L as of 2/28/19	Budgeted P/L through 2/28/19	Variance
Stephanie	\$ (67,903)	\$ (11,357)	\$ (56,546)
North Las Vegas	\$ 38,000	\$ 92,875	\$ (54,875)
Losee	\$ 243,934	\$ 415,247	\$ (171,313)
Sky Pointe	\$ 476,996	\$ 101,558	\$ 375,438
Lone Mountain	\$ (86,172)	\$ 130,795	\$ (216,967)
Skye Canyon	\$ 671,836	\$ 50,902	\$ 620,934
Aliante	\$ 866,124	\$ 7,074	\$ 859,050
Executive Director	\$ (405,888)	\$ (459,685)	\$ 53,797
<b>All Campuses</b>	<b>\$ 1,736,927</b>	<b>\$ 327,409</b>	<b>\$ 1,409,518</b>
<b>Debt Payments</b>	<b>\$ (839,270)</b>	<b>\$ -</b>	<b>\$ (839,270)</b>
<b>Net income</b>	<b>\$ 897,657</b>	<b>\$ 327,409</b>	<b>\$ 570,248</b>

<b>Somerset Academy Surplus Breakdown</b>	
+ Number = Surplus/ Under Budget    - Number = Over Budget	
Category	Amount
Additional DSA Revenue	\$ 1,711,529
SPED State	\$ 223,396
SPED Part B	\$ (162,141)
<b>Under Budget</b>	
SPED	\$ 631,017
Professional Fees/Payroll Service Fees	\$ 106,827
Interest Expense	\$ 839,270
Utilities and Services	\$ 82,272
<b>Over Budget</b>	
Salaries and Benefits	\$ (1,611,122)
Instructional Supplies	\$ (341,839)
Training and Development	\$ (36,114)
Facilities Maintenance	\$ (16,865)
Other	\$ (16,712)
<b>Total</b>	<b>\$ 1,409,518</b>

**YTD Comparative Income Statement**  
**Budget VS Actual 19**  
**Somerset Academy of Las Vegas**

Accrual

Report includes an open period. Entries are not final.

	Year-To-Date			
	Actual	Budget	Variance	
Thru:	Feb 2019	Feb 2019		
<b>INCOME</b>				
DSA REVENUE	39,248,598.45	37,537,069.00	1,711,529.45	4.56%
SPED DISCRETIONARY UNIT	2,010,735.98	1,787,340.00	223,395.98	12.50%
SPED PART B FUNDING	433,105.84	595,247.00	(162,141.16)	-27.24%
<b>TOTAL INCOME</b>	<b>41,692,440.27</b>	<b>39,919,656.00</b>	<b>1,772,784.27</b>	<b>4.44%</b>
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES TEACHERS	11,476,398.29	11,802,563.00	326,164.71	2.76%
SALARIES OF LONG TERM SUBS	1,312,236.28	55,200.00	(1,257,036.28)	-2277.24%
CONTRACTED SUBSTITUTE SERVICE	397,188.80	361,804.00	(35,384.80)	-9.78%
BONUSES TEACHERS	311,285.74	0.00	(311,285.74)	0.00%
BONUSES LONG TERM SUBS	24,103.64	0.00	(24,103.64)	0.00%
BONUSES SPED TEACHERS	25,891.52	0.00	(25,891.52)	0.00%
BONUSES SUPPORT STAFF SPED	687.43	0.00	(687.43)	0.00%
SALARIES OF SUPPORT STAFF	1,160,291.10	925,680.00	(234,611.10)	-25.34%
BONUSES SUPPORT STAFF	39,891.32	0.00	(39,891.32)	0.00%
SALARIES OF GENERAL ADMIN	1,088,674.85	818,640.00	(270,034.85)	-32.99%
BONUSES GENERAL ADMIN	42,135.46	0.00	(42,135.46)	0.00%
SALARIES OF LICENSED ADMIN	1,679,747.61	1,476,597.00	(203,150.61)	-13.76%
BONUSES LICENSED ADMIN	51,485.70	0.00	(51,485.70)	0.00%
SALARIES OF CAMPUS MONITORS	177,210.02	283,798.00	106,587.98	37.56%
BONUSES CAMPUS MONITORS	4,695.24	0.00	(4,695.24)	0.00%
<b>TOTAL SALARIES</b>	<b>17,791,923.00</b>	<b>15,724,282.00</b>	<b>(2,067,641.00)</b>	<b>-13.15%</b>
<b>BENEFITS</b>				
<b>TOTAL BENEFITS</b>	<b>6,422,936.23</b>	<b>6,871,202.00</b>	<b>448,265.77</b>	<b>6.52%</b>
<b>TUITION REIMBURSEMENT</b>				
TUITION REIMBURSEMENT TEACHERS	16,340.56	30,012.00	13,671.44	45.55%
TUITION REIMBURSEMENT LICENSED ADMIN	5,418.75	0.00	(5,418.75)	0.00%
<b>TOTAL TUITION REIMBURSEMENT</b>	<b>21,759.31</b>	<b>30,012.00</b>	<b>8,252.69</b>	<b>27.50%</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>24,236,618.54</b>	<b>22,625,496.00</b>	<b>(1,611,122.54)</b>	<b>-7.12%</b>
<b>SPECIAL EDUCATION</b>				
SPED TEACHER SALARIES	879,220.23	1,427,342.00	548,121.77	38.40%
SALARIES OF SUPPORT STAFF SPED	41,239.48	0.00	(41,239.48)	0.00%
BONUSES SPED TEACHERS	25,891.52	0.00	(25,891.52)	0.00%
BONUSES SUPPORT STAFF SPED	687.43	0.00	(687.43)	0.00%

FICA SPED TEACHERS	306.38	0.00	(306.38)	0.00%
FICA SUPPORT STAFF SPED	332.52	0.00	(332.52)	0.00%
PERS SPED TEACHERS	195,123.22	399,665.00	204,541.78	51.18%
PERS SUPPORT STAFF SPED	5,470.08	0.00	(5,470.08)	0.00%
MEDICARE SPED TEACHERS	11,775.97	20,709.00	8,933.03	43.14%
MEDICARE SUPPORT STAFF SPED	611.32	0.00	(611.32)	0.00%
UNEMPLOYMENT SPED TEACHERS	26,078.53	0.00	(26,078.53)	0.00%
SUI SPED	0.00	45,685.00	45,685.00	100.00%
FUTA SPED	0.00	8,581.00	8,581.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	1,227.44	0.00	(1,227.44)	0.00%
WORKERS COMP SPED TEACHERS	0.00	11,432.00	11,432.00	100.00%
HEALTH BENEFITS SPED TEACHERS	82,531.08	152,393.00	69,861.92	45.84%
HEALTH BENEFITS SUPPORT STAFF SPED	1,701.65	0.00	(1,701.65)	0.00%
SPED CONTRACTED SERVICES	780,129.34	590,012.00	(190,117.34)	-32.22%
SPED SUPPLIES	12,708.72	70,880.00	58,171.28	82.07%
SPED ASSESSMENT AND TESTING MATERIALS	15,839.35	0.00	(15,839.35)	0.00%
CONSUMABLES SPED	154.36	0.00	(154.36)	0.00%
TEXTBOOKS / CURRICULUM SPED	11,800.27	0.00	(11,800.27)	0.00%
SOFTWARE SPED	2,853.18	0.00	(2,853.18)	0.00%
<b>TOTAL SPECIAL EDUCATION</b>	<b>2,095,682.07</b>	<b>2,726,699.00</b>	<b>631,016.93</b>	<b>23.14%</b>
<b>FOOD SERVICES</b>				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	1,564.07	22,680.00	21,115.93	93.10%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	3,146.04	0.00	(3,146.04)	0.00%
<b>TOTAL FOOD SERVICES</b>	<b>4,710.11</b>	<b>22,680.00</b>	<b>17,969.89</b>	<b>79.23%</b>
<b>INSTRUCTIONAL SUPPLIES</b>				
GENERAL CLASSROOM SUPPLIES	56,928.41	121,722.00	64,793.59	53.23%
COPIER SUPPLIES	29,652.43	23,100.00	(6,552.43)	-28.37%
ASSESSMENT AND TESTING MATERIALS	6,450.61	30,443.00	23,992.39	78.81%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PURCHASE	1,825.84	0.00	(1,825.84)	0.00%
CONSUMABLES	(22,685.39)	560,784.00	583,469.39	104.05%
CONSUMABLES - TEXTBOOKS	414,473.83	0.00	(414,473.83)	0.00%
CONSUMABLES - SOFTWARE	118,391.32	0.00	(118,391.32)	0.00%
CONSUMABLES - COMPUTERS	17,689.55	0.00	(17,689.55)	0.00%
CONSUMABLES - SUPPLIES	277,948.40	0.00	(277,948.40)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	22,135.74	0.00	(22,135.74)	0.00%
TEXTBOOKS / CURRICULUM	54,410.04	0.00	(54,410.04)	0.00%
SOFTWARE	50,301.79	0.00	(50,301.79)	0.00%
COMPUTER PURCHASES	33,790.81	0.00	(33,790.81)	0.00%
IT SUPPLIES	27,058.98	0.00	(27,058.98)	0.00%
POSTAGE	4,408.98	8,170.00	3,761.02	46.03%
OFFICE SUPPLIES	52,450.52	77,698.00	25,247.48	32.49%
NURSING SUPPLIES	16,234.50	17,049.00	814.50	4.78%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCHASE	19,338.83	0.00	(19,338.83)	0.00%
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>1,180,805.19</b>	<b>838,966.00</b>	<b>(341,839.19)</b>	<b>-40.75%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	153,298.36	188,565.00	35,266.64	18.70%



AFFILIATION FEE - BATTLE OF THE BOOKS	10,709.08	9,000.00	(1,709.08)	-18.99%
TRAINING & DEVELOPMENT	46,922.57	0.00	(46,922.57)	0.00%
TRAVEL TEACHERS	16,036.64	0.00	(16,036.64)	0.00%
TRAVEL LICENSED ADMIN	40,392.03	33,680.00	(6,712.03)	-19.93%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>267,358.68</b>	<b>231,245.00</b>	<b>(36,113.68)</b>	<b>-15.62%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	341,643.63	365,000.00	23,356.37	6.40%
COPIER FEES OVERAGE	1,966.76	0.00	(1,966.76)	0.00%
PAYROLL SERVICE FEES	19,700.00	0.00	(19,700.00)	0.00%
IT SERVICES MONTHLY	236,619.88	242,492.00	5,872.12	2.42%
IT SET UP FEES	13,700.00	54,672.00	40,972.00	74.94%
INFINITE CAMPUS	0.00	12,016.00	12,016.00	100.00%
AUDIT AND TAX SERVICES	36,838.00	63,344.00	26,506.00	41.84%
LEGAL FEES	5,283.75	38,016.00	32,732.25	86.10%
PROFESSIONAL FEES	44,344.15	0.00	(44,344.15)	0.00%
MANAGEMENT FEES	2,558,949.63	2,586,869.00	27,919.37	1.08%
AFFILIATION FEE - INC.	184,975.88	184,233.00	(742.88)	-0.40%
STATE ADMINISTRATIVE FEES	588,497.38	592,704.00	4,206.62	0.71%
<b>TOTAL CONTRACTED SERVICES</b>	<b>4,032,519.06</b>	<b>4,139,346.00</b>	<b>106,826.94</b>	<b>2.58%</b>
<b>OTHER EXPENSES</b>				
BACKGROUND/DRUG TEST	8,596.00	5,616.00	(2,980.00)	-53.06%
ADVERTISING/MARKETING	5,504.15	0.00	(5,504.15)	0.00%
PRINTING AND BINDING EXPENSES	1,507.44	0.00	(1,507.44)	0.00%
WEB SITE EXPENDITURES	14,656.38	18,000.00	3,343.62	18.58%
DUES AND FEES	69,818.26	39,016.00	(30,802.26)	-78.95%
INTEREST EXPENSE	3,036,203.93	3,875,474.00	839,270.07	21.66%
BANK FEES	107.21	0.00	(107.21)	0.00%
ATHLETICS	20,544.55	47,340.00	26,795.45	56.60%
<b>TOTAL OTHER EXPENSES</b>	<b>3,156,937.92</b>	<b>3,985,446.00</b>	<b>828,508.08</b>	<b>20.79%</b>
<b>FACILITY MAINTENANCE</b>				
IT REPAIRS AND MAINTENANCE	5,990.15	0.00	(5,990.15)	0.00%
JANITORAL MONTHLY FEES	419,434.36	498,688.00	79,253.64	15.89%
JANITORAL ADDITIONAL SERVICES	24,064.92	0.00	(24,064.92)	0.00%
REPAIRS AND MAINTENANCE	233,405.95	138,321.00	(95,084.95)	-68.74%
AC REPAIRS AND MAINTENANCE	11,378.53	91,510.00	80,131.47	87.57%
LAWN CARE	46,402.50	48,714.00	2,311.50	4.75%
SUMMER MAINTENANCE	100,722.72	63,672.00	(37,050.72)	-58.19%
CUSTODIAL SUPPLIES	89,160.64	86,805.00	(2,355.64)	-2.71%
<b>TOTAL FACILITY MAINTENANCE</b>	<b>930,559.77</b>	<b>927,710.00</b>	<b>(2,849.77)</b>	<b>-0.31%</b>
<b>FACILITIES OPERATIONS</b>				
PROPERTY INSURANCE	200,047.61	69,463.00	(130,584.61)	-187.99%
LIABILITY INSURANCE	0.00	60,455.00	60,455.00	100.00%
OTHER INSURANCES	13,981.30	417.00	(13,564.30)	-3252.83%
RENT/LEASE PAYMENTS	1,789,620.22	1,868,578.00	78,957.78	4.23%
EQUIPMENT RENTALS	2,188.35	0.00	(2,188.35)	0.00%

SITE IMPROVEMENTS	7,090.50	0.00	(7,090.50)	0.00%
TOTAL FACILITIES OPERATIONS	2,012,927.98	1,998,913.00	(14,014.98)	-0.70%
UTILITIES AND SERVICES				
WATER	79,626.24	77,348.00	(2,278.24)	-2.95%
SEWER	85,792.31	77,348.00	(8,444.31)	-10.92%
GARBAGE/DISPOSAL/TRASH	88,179.68	154,676.00	66,496.32	42.99%
ALARM SERVICES	8,018.00	26,447.00	18,429.00	69.68%
FIRE SERVICES	18,569.29	26,447.00	7,877.71	29.79%
TELEPHONE	26,250.86	51,416.00	25,165.14	48.94%
INTERNET	62,504.48	51,416.00	(11,088.48)	-21.57%
NATURAL GAS	313.24	0.00	(313.24)	0.00%
ELECTRICITY	477,572.03	464,000.00	(13,572.03)	-2.93%
TOTAL UTILITIES AND SERVICES	846,826.13	929,098.00	82,271.87	8.86%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	1,183,568.00	1,166,648.00	(16,920.00)	-1.45%
AMORTIZATION OF ISSUANCE COST	10,000.00	0.00	(10,000.00)	0.00%
FUNDRAISING EXPENSES	(3,000.00)	0.00	3,000.00	0.00%
TOTAL ADJUSTING ENTRIES	1,190,568.00	1,166,648.00	(23,920.00)	-2.05%
TOTAL EXPENSES	39,955,513.45	39,592,247.00	(363,266.45)	-0.92%
NET INCOME	1,736,926.82	327,409.00	1,409,517.82	430.51%

**YTD Comparative Income Statement**  
**Budget VS Actual 19**  
**Somerset Academy of Las Vegas (Consumables)**

Accrual

Report includes an open period. Entries are not final.

Thru:	Year-To-Date			
	Actual	Budget		
	Feb 2019	Jun 2018	Variance	
Supplies				
GENERAL CLASSROOM SUPPLIES	58,568.45	182,566.00	123,997.55	67.92%
OFFICE SUPPLIES	52,636.54	116,522.00	63,885.46	54.83%
NURSING SUPPLIES	16,234.50	25,553.00	9,318.50	36.47%
COPIER SUPPLIES	29,652.43	34,640.00	4,987.57	14.40%
ASSESSMENT AND TESTING MATERIALS	6,450.61	45,639.00	39,188.39	85.87%
CUSTODIAL SUPPLIES	89,169.92	130,185.00	41,015.08	31.51%
<b>Total Supplies</b>	<b>252,712.45</b>	<b>535,105.00</b>	<b>282,392.55</b>	<b>52.77%</b>
Curriculum / Technology / Furniture / Equipment				
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PURCHASE	1,825.84	0.00	(1,825.84)	0.00%
TEXTBOOKS / CURRICULUM	54,410.04	0.00	(54,410.04)	0.00%
SOFTWARE	50,301.79	0.00	(50,301.79)	0.00%
COMPUTER PURCHASES	33,790.81	0.00	(33,790.81)	0.00%
IT SUPPLIES	27,818.98	0.00	(27,818.98)	0.00%
<b>Total Curriculum / Technology / Furniture / Equipment</b>	<b>168,147.46</b>	<b>0.00</b>	<b>(168,147.46)</b>	
Consumables				
CONSUMABLES	(22,685.39)	841,168.00	863,853.39	102.70%
CONSUMABLES - TEXTBOOKS	414,473.83	0.00	(414,473.83)	0.00%
CONSUMABLES - SOFTWARE	118,391.32	0.00	(118,391.32)	0.00%
CONSUMABLES - COMPUTERS	17,689.55	0.00	(17,689.55)	0.00%
CONSUMABLES - SUPPLIES	277,948.40	0.00	(277,948.40)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	22,135.74	0.00	(22,135.74)	0.00%
CONSUMABLES SPED	154.36	0.00	(154.36)	0.00%
<b>Total Consumables</b>	<b>828,107.81</b>	<b>841,168.00</b>	<b>13,060.19</b>	<b>1.55%</b>
Special Education				
SPED SUPPLIES	12,708.72	106,320.00	93,611.28	88.05%
SPED ASSESSMENT AND TESTING MATERIALS	16,056.35	0.00	(16,056.35)	0.00%
CONSUMABLES SPED	154.36	0.00	(154.36)	0.00%
TEXTBOOKS / CURRICULUM SPED	11,800.27	0.00	(11,800.27)	0.00%
SOFTWARE SPED	2,853.18	0.00	(2,853.18)	0.00%
<b>Total Special Education</b>	<b>43,572.88</b>	<b>106,320.00</b>	<b>62,747.12</b>	<b>59.02%</b>

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**YTD Comparative Income Statement**  
**Budget VS Actual 18**  
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Accrual

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

INCOME

DSA REVENUE	4,376,210.96	4,208,832.00	167,378.96	3.98%
SPED DISCRETIONARY UNIT	248,972.65	237,195.00	11,777.65	4.97%
SPED PART B FUNDING	56,303.76	78,993.00	(22,689.24)	-28.72%
<b>TOTAL INCOME</b>	<b>4,681,487.37</b>	<b>4,525,020.00</b>	<b>156,467.37</b>	<b>3.46%</b>

EXPENSES

SALARIES

SALARIES TEACHERS	1,587,269.35	1,384,747.00	(202,522.35)	-14.63%
SALARIES OF LONG TERM SUBS	24,386.22	13,800.00	(10,586.22)	-76.71%
CONTRACTED SUBSTITUTE SERVICE	36,396.00	34,702.00	(1,694.00)	-4.88%
BONUSES TEACHERS	31,595.22	0.00	(31,595.22)	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	150,291.69	129,600.00	(20,691.69)	-15.97%
BONUSES SUPPORT STAFF	5,399.46	0.00	(5,399.46)	0.00%
SALARIES OF GENERAL ADMIN	107,891.77	75,395.00	(32,496.77)	-43.10%
BONUSES GENERAL ADMIN	2,400.85	0.00	(2,400.85)	0.00%
SALARIES OF LICENSED ADMIN	332,537.74	160,000.00	(172,537.74)	-107.84%
BONUSES LICENSED ADMIN	2,707.34	0.00	(2,707.34)	0.00%
SALARIES OF CAMPUS MONITORS	18,861.71	18,948.00	86.29	0.46%
BONUSES CAMPUS MONITORS	456.84	0.00	(456.84)	0.00%
<b>TOTAL SALARIES</b>	<b>2,304,188.39</b>	<b>1,817,192.00</b>	<b>(486,996.39)</b>	<b>-26.80%</b>

BENEFITS

<b>TOTAL BENEFITS</b>	<b>821,058.14</b>	<b>797,731.00</b>	<b>(23,327.14)</b>	<b>-2.92%</b>
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TUITION REIMBURSEMENT

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**YTD Comparative Income Statement**  
**Budget VS Actual 18**  
**ACADEMICANV**  
**Somerset Academy of Las Vegas Stephanie Campus**

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Accrual

Report includes an open period. Entries are not final.

Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	1,693.75	3,336.00	1,642.25	49.23%
TUITION REIMBURSEMENT TEACHERS	3,618.75	0.00	(3,618.75)	0.00%
TUITION REIMBURSEMENT LICENSED ADMIN				
<b>TOTAL TUITION REIMBURSEMENT</b>	<b>5,312.50</b>	<b>3,336.00</b>	<b>(1,976.50)</b>	<b>-59.25%</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>3,130,559.03</b>	<b>2,618,259.00</b>	<b>(512,300.03)</b>	<b>-19.57%</b>
<b>SPECIAL EDUCATION</b>				
SPED TEACHER SALARIES	123,574.56	238,336.00	114,761.44	48.15%
BONUSES SPED TEACHERS	2,580.52	0.00	(2,580.52)	0.00%
PERS SPED TEACHERS	29,216.00	66,736.00	37,520.00	56.22%
MEDICARE SPED TEACHERS	1,373.94	3,459.00	2,085.06	60.28%
UNEMPLOYMENT SPED TEACHERS	3,667.91	0.00	(3,667.91)	0.00%
SUI SPED	0.00	7,628.00	7,628.00	100.00%
FUTA SPED	0.00	1,433.00	1,433.00	100.00%
WORKERS COMP SPED TEACHERS	0.00	1,908.00	1,908.00	100.00%
HEALTH BENEFITS SPED TEACHERS	13,953.95	25,471.00	11,517.05	45.22%
SPED CONTRACTED SERVICES	79,877.28	56,668.00	(23,209.28)	-40.96%
SPED SUPPLIES	8,745.00	7,920.00	(825.00)	-10.42%
SPED ASSESSMENT AND TESTING MATERIALS	676.38	0.00	(676.38)	0.00%
<b>TOTAL SPECIAL EDUCATION</b>	<b>263,665.54</b>	<b>409,559.00</b>	<b>145,893.46</b>	<b>35.62%</b>
<b>FOOD SERVICES</b>				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	564.05	668.00	103.95	15.56%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	239.00	0.00	(239.00)	0.00%
<b>TOTAL FOOD SERVICES</b>	<b>803.05</b>	<b>668.00</b>	<b>(135.05)</b>	<b>-20.22%</b>
<b>INSTRUCTIONAL SUPPLIES</b>				
GENERAL CLASSROOM SUPPLIES	18,330.83	13,985.00	(4,345.83)	-31.07%
COPIER SUPPLIES	818.94	2,592.00	1,773.06	68.41%
ASSESSMENT AND TESTING MATERIALS	0.00	3,499.00	3,499.00	100.00%
CONSUMABLES	0.00	58,800.00	58,800.00	100.00%
CONSUMABLES - TEXTBOOKS	50,423.51	0.00	(50,423.51)	0.00%

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	17,907.44	0.00	(17,907.44)	0.00%
CONSUMABLES - SOFTWARE	1,784.26	0.00	(1,784.26)	0.00%
CONSUMABLES - COMPUTERS	10,954.35	0.00	(10,954.35)	0.00%
CONSUMABLES - SUPPLIES	7,580.02	0.00	(7,580.02)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	355.75	0.00	(355.75)	0.00%
TEXTBOOKS / CURRICULUM	(53.45)	0.00	53.45	0.00%
COMPUTER PURCHASES	671.00	0.00	(671.00)	0.00%
IT SUPPLIES	106.00	834.00	728.00	87.29%
POSTAGE	7,376.39	8,419.00	1,042.61	12.38%
OFFICE SUPPLIES	2,430.60	1,945.00	(485.60)	-24.97%
NURSING SUPPLIES	<u>118,685.64</u>	<u>90,074.00</u>	<u>(28,611.64)</u>	<u>-31.76%</u>
TOTAL INSTRUCTIONAL SUPPLIES				
TRAINING & DEVELOPMENT / TRAVEL				
	33,254.56	21,152.00	(12,102.56)	-57.22%
AFFILIATION FEE - TRAINING	1,432.83	1,000.00	(432.83)	-43.28%
AFFILIATION FEE - BATTLE OF THE BOOKS	3,263.15	0.00	(3,263.15)	0.00%
TRAINING & DEVELOPMENT	359.01	0.00	(359.01)	0.00%
TRAVEL TEACHERS	5,276.83	2,336.00	(2,940.83)	-125.89%
TRAVEL LICENSED ADMIN	<u>43,586.38</u>	<u>24,488.00</u>	<u>(19,098.38)</u>	<u>-77.99%</u>
TOTAL TRAINING & DEVELOPMENT / TRAVEL				
CONTRACTED SERVICES				
	46,211.75	40,000.00	(6,211.75)	-15.53%
COPIER FEES MONTHLY	123.01	0.00	(123.01)	0.00%
COPIER FEES OVERAGE	26,684.18	27,190.00	505.82	1.86%
IT SERVICES MONTHLY	425.00	3,000.00	2,575.00	85.83%
IT SET UP FEES	0.00	1,336.00	1,336.00	100.00%
INFINITE CAMPUS	4,089.02	7,919.00	3,829.98	48.36%
AUDIT AND TAX SERVICES	529.27	4,336.00	3,806.73	87.79%
LEGAL FEES	2,076.76	0.00	(2,076.76)	0.00%
PROFESSIONAL FEES	293,232.94	291,302.00	(1,930.94)	-0.66%
MANAGEMENT FEES	18,706.71	22,152.00	3,445.29	15.55%
AFFILIATION FEE - INC.	65,596.83	66,459.00	862.17	1.30%
STATE ADMINISTRATIVE FEES	<u>457,675.47</u>	<u>463,694.00</u>	<u>6,018.53</u>	<u>1.30%</u>
TOTAL CONTRACTED SERVICES				

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**YTD Comparative Income Statement**  
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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
<b>OTHER EXPENSES</b>				
	870.00	400.00	(470.00)	-117.50%
BACKGROUND/DRUG TEST				
ADVERTISING/MARKETING	390.25	0.00	(390.25)	0.00%
WEB SITE EXPENDITURES	3,617.53	2,000.00	(1,617.53)	-80.88%
DUES AND FEES	4,161.88	2,336.00	(1,825.88)	-78.16%
INTEREST EXPENSE	399,042.09	600,000.00	200,957.91	33.49%
BANK FEES	29.96	0.00	(29.96)	0.00%
ATHLETICS	0.00	668.00	668.00	100.00%
<b>TOTAL OTHER EXPENSES</b>	<b>408,111.71</b>	<b>605,404.00</b>	<b>197,292.29</b>	<b>32.59%</b>
<b>FACILITY MAINTENANCE</b>				
IT REPAIRS AND MAINTENANCE	43.25	0.00	(43.25)	0.00%
JANITORAL MONTHLY FEES	44,440.00	45,080.00	640.00	1.42%
JANITORAL ADDITIONAL SERVICES	1,021.19	0.00	(1,021.19)	0.00%
REPAIRS AND MAINTENANCE	38,297.26	16,770.00	(21,527.26)	-128.37%
AC REPAIRS AND MAINTENANCE	0.00	10,668.00	10,668.00	100.00%
LAWN CARE	6,697.50	6,668.00	(29.50)	-0.44%
SUMMER MAINTENANCE	400.00	8,000.00	7,600.00	95.00%
CUSTODIAL SUPPLIES	10,217.67	9,713.00	(504.67)	-5.20%
<b>TOTAL FACILITY MAINTENANCE</b>	<b>101,116.87</b>	<b>96,899.00</b>	<b>(4,217.87)</b>	<b>-4.35%</b>
<b>FACILITIES OPERATIONS</b>				
PROPERTY INSURANCE	22,830.63	7,387.00	(15,443.63)	-209.06%
LIABILITY INSURANCE	0.00	7,387.00	7,387.00	100.00%
OTHER INSURANCES	1,817.58	0.00	(1,817.58)	0.00%
<b>TOTAL FACILITIES OPERATIONS</b>	<b>24,648.21</b>	<b>14,774.00</b>	<b>(9,874.21)</b>	<b>-66.84%</b>
<b>UTILITIES AND SERVICES</b>				
WATER	2,703.48	7,336.00	4,632.52	63.15%
SEWER	3,460.21	7,336.00	3,875.79	52.83%

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**YTD Comparative Income Statement**  
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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
GARBAGE/DISPOSAL/TRASH	11,258.86	14,668.00	3,409.14	23.24%
ALARM SERVICES	440.00	2,405.00	1,965.00	81.70%
FIRE SERVICES	2,129.50	2,405.00	275.50	11.46%
TELEPHONE	2,505.40	5,536.00	3,030.60	54.74%
INTERNET	7,116.65	5,536.00	(1,580.65)	-28.55%
ELECTRICITY	45,032.16	44,000.00	(1,032.16)	-2.35%
TOTAL UTILITIES AND SERVICES	74,646.26	89,222.00	14,575.74	16.34%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	123,392.00	123,336.00	(56.00)	-0.05%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
TOTAL ADJUSTING ENTRIES	125,892.00	123,336.00	(2,556.00)	-2.07%
TOTAL EXPENSES	4,749,390.16	4,536,377.00	(213,013.16)	-4.70%
NET INCOME	(67,902.79)	(11,357.00)	(56,545.79)	-497.89%



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**YTD Comparative Income Statement**  
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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance

INCOME

DSA REVENUE	5,313,308.64	5,075,740.00	237,568.64	4.68%
SPED DISCRETIONARY UNIT	264,981.70	220,422.00	44,559.70	20.22%
SPED PART B FUNDING	56,303.76	73,411.00	(17,107.24)	-23.30%
<b>TOTAL INCOME</b>	<b>5,634,594.10</b>	<b>5,369,573.00</b>	<b>265,021.10</b>	<b>4.94%</b>

EXPENSES

SALARIES

SALARIES TEACHERS	1,551,323.40	1,676,581.00	125,257.60	7.47%
SALARIES OF LONG TERM SUBS	347,609.36	0.00	(347,609.36)	0.00%
CONTRACTED SUBSTITUTE SERVICE	69,993.10	56,000.00	(13,993.10)	-24.99%
BONUSES TEACHERS	38,707.86	0.00	(38,707.86)	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	193,473.63	153,120.00	(40,353.63)	-26.35%
BONUSES SUPPORT STAFF	5,709.96	0.00	(5,709.96)	0.00%
SALARIES OF GENERAL ADMIN	206,104.47	75,892.00	(130,212.47)	-171.58%
BONUSES GENERAL ADMIN	8,147.90	0.00	(8,147.90)	0.00%
SALARIES OF LICENSED ADMIN	102,567.18	170,399.00	67,831.82	39.81%
BONUSES LICENSED ADMIN	5,203.68	0.00	(5,203.68)	0.00%
SALARIES OF CAMPUS MONITORS	46,253.01	34,016.00	(12,237.01)	-35.97%
BONUSES CAMPUS MONITORS	913.68	0.00	(913.68)	0.00%
<b>TOTAL SALARIES</b>	<b>2,580,956.13</b>	<b>2,166,008.00</b>	<b>(414,948.13)</b>	<b>-19.16%</b>

BENEFITS

<b>TOTAL BENEFITS</b>	<b>907,790.12</b>	<b>944,314.00</b>	<b>36,523.88</b>	<b>3.87%</b>
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TUITION REIMBURSEMENT

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	2,550.00	3,336.00	786.00	23.56%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	2,550.00	3,336.00	786.00	23.56%
TOTAL SALARIES AND BENEFITS	3,491,296.25	3,113,658.00	(377,638.25)	-12.13%
<b>SPECIAL EDUCATION</b>				
SPED TEACHER SALARIES	24,532.93	183,468.00	158,935.07	86.63%
BONUSES SPED TEACHERS	126.84	0.00	(126.84)	0.00%
PERS SPED TEACHERS	6,869.25	51,372.00	44,502.75	86.63%
MEDICARE SPED TEACHERS	348.99	2,662.00	2,313.01	86.89%
UNEMPLOYMENT SPED TEACHERS	721.99	0.00	(721.99)	0.00%
SUI SPED	0.00	5,874.00	5,874.00	100.00%
FUTA SPED	0.00	1,103.00	1,103.00	100.00%
WORKERS COMP SPED TEACHERS	0.00	1,469.00	1,469.00	100.00%
HEALTH BENEFITS SPED TEACHERS	2,553.36	19,595.00	17,041.64	86.97%
SPED CONTRACTED SERVICES	114,866.34	60,000.00	(54,866.34)	-91.44%
SPED SUPPLIES	791.49	7,360.00	6,568.51	89.25%
SPED ASSESSMENT AND TESTING MATERIALS	895.25	0.00	(895.25)	0.00%
TOTAL SPECIAL EDUCATION	151,706.44	332,903.00	181,196.56	54.43%
<b>FOOD SERVICES</b>				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	668.00	668.00	100.00%
TOTAL FOOD SERVICES	0.00	668.00	668.00	100.00%
<b>INSTRUCTIONAL SUPPLIES</b>				
GENERAL CLASSROOM SUPPLIES	10,791.25	16,865.00	6,073.75	36.01%
COPIER SUPPLIES	0.00	3,124.00	3,124.00	100.00%
ASSESSMENT AND TESTING MATERIALS	281.96	4,219.00	3,937.04	93.32%
CONSUMABLES	0.00	95,879.00	95,879.00	100.00%
CONSUMABLES - TEXTBOOKS	58,809.35	0.00	(58,809.35)	0.00%
CONSUMABLES - SOFTWARE	30,152.06	0.00	(30,152.06)	0.00%
CONSUMABLES - COMPUTERS	1,697.94	0.00	(1,697.94)	0.00%

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	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	3,245.79	0.00	(3,245.79)	0.00%
IT SUPPLIES	314.00	834.00	520.00	62.35%
POSTAGE	4,234.19	10,314.00	6,079.81	58.95%
OFFICE SUPPLIES	220.33	2,345.00	2,124.67	90.60%
NURSING SUPPLIES				
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>180,202.94</b>	<b>133,580.00</b>	<b>(46,622.94)</b>	<b>-34.90%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	26,552.36	25,716.00	(836.36)	-3.25%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,385.38	1,000.00	(385.38)	-38.54%
TRAINING & DEVELOPMENT	4,513.83	0.00	(4,513.83)	0.00%
TRAVEL LICENSED ADMIN	143.70	2,336.00	2,192.30	93.85%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>32,595.27</b>	<b>29,052.00</b>	<b>(3,543.27)</b>	<b>-12.20%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	48,193.63	45,000.00	(3,193.63)	-7.10%
COPIER FEES OVERAGE	1,726.43	0.00	(1,726.43)	0.00%
PAYROLL SERVICE FEES	2,950.00	0.00	(2,950.00)	0.00%
IT SERVICES MONTHLY	32,792.81	32,790.00	(2.81)	-0.01%
IT SET UP FEES	5,950.00	5,000.00	(950.00)	-19.00%
INFINITE CAMPUS	0.00	1,336.00	1,336.00	100.00%
AUDIT AND TAX SERVICES	4,973.13	7,919.00	2,945.87	37.20%
LEGAL FEES	1,566.60	4,336.00	2,769.40	63.87%
PROFESSIONAL FEES	1,439.00	0.00	(1,439.00)	0.00%
MANAGEMENT FEES	362,386.28	340,159.00	(22,227.28)	-6.53%
AFFILIATION FEE - INC.	23,985.88	13,384.00	(10,601.88)	-79.21%
STATE ADMINISTRATIVE FEES	79,653.33	80,147.00	493.67	0.62%
<b>TOTAL CONTRACTED SERVICES</b>	<b>565,617.09</b>	<b>530,071.00</b>	<b>(35,546.09)</b>	<b>-6.71%</b>

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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance
<b>OTHER EXPENSES</b>				
BACKGROUND/DRUG TEST	754.00	400.00	(354.00)	-88.50%
WEB SITE EXPENDITURES	14.83	2,000.00	1,985.17	99.26%
DUES AND FEES	7,347.70	2,336.00	(5,011.70)	-214.54%
INTEREST EXPENSE	508,858.88	499,210.00	(9,648.88)	-1.93%
ATHLETICS	0.00	668.00	668.00	100.00%
<b>TOTAL OTHER EXPENSES</b>	<b>516,975.41</b>	<b>504,614.00</b>	<b>(12,361.41)</b>	<b>-2.45%</b>
<b>FACILITY MAINTENANCE</b>				
IT REPAIRS AND MAINTENANCE	1,753.84	0.00	(1,753.84)	0.00%
JANITORAL MONTHLY FEES	51,872.00	45,080.00	(6,792.00)	-15.07%
JANITORAL ADDITIONAL SERVICES	1,057.99	0.00	(1,057.99)	0.00%
REPAIRS AND MAINTENANCE	30,557.99	16,628.00	(13,929.99)	-83.77%
AC REPAIRS AND MAINTENANCE	2,516.75	12,000.00	9,483.25	79.03%
LAWN CARE	7,050.00	6,668.00	(382.00)	-5.73%
SUMMER MAINTENANCE	0.00	6,336.00	6,336.00	100.00%
CUSTODIAL SUPPLIES	9,171.13	11,902.00	2,730.87	22.94%
<b>TOTAL FACILITY MAINTENANCE</b>	<b>103,979.70</b>	<b>98,614.00</b>	<b>(5,365.70)</b>	<b>-5.44%</b>
<b>FACILITIES OPERATIONS</b>				
PROPERTY INSURANCE	28,158.22	7,314.00	(20,844.22)	-284.99%
LIABILITY INSURANCE	0.00	7,314.00	7,314.00	100.00%
OTHER INSURANCES	2,376.82	0.00	(2,376.82)	0.00%
RENT/LEASE PAYMENTS	337,874.64	339,688.00	1,813.36	0.53%
<b>TOTAL FACILITIES OPERATIONS</b>	<b>368,409.68</b>	<b>354,316.00</b>	<b>(14,093.68)</b>	<b>-3.98%</b>
<b>UTILITIES AND SERVICES</b>				
WATER	11,071.83	8,668.00	(2,403.83)	-27.73%
SEWER	3,309.71	8,668.00	5,358.29	61.82%
GARBAGE/DISPOSAL/TRASH	7,780.36	17,336.00	9,555.64	55.12%

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	Thru:	Year-To-Date		Variance	
		Actual Feb 2019	Budget Feb 2019		
ALARM SERVICES		980.00	2,405.00	1,425.00	59.25%
FIRE SERVICES		1,449.84	2,405.00	955.16	39.72%
TELEPHONE		3,131.06	5,536.00	2,404.94	43.44%
INTERNET		6,712.85	5,536.00	(1,176.85)	-21.26%
NATURAL GAS		313.24	0.00	(313.24)	0.00%
ELECTRICITY		71,866.74	52,000.00	(19,866.74)	-38.21%
<b>TOTAL UTILITIES AND SERVICES</b>		<b>106,615.63</b>	<b>102,554.00</b>	<b>(4,061.63)</b>	<b>-3.96%</b>
<b>ADJUSTING ENTRIES</b>					
DEPRECIATION EXPENSE		76,696.00	76,668.00	(28.00)	-0.04%
AMORTIZATION OF ISSUANCE COST		2,500.00	0.00	(2,500.00)	0.00%
<b>TOTAL ADJUSTING ENTRIES</b>		<b>79,196.00</b>	<b>76,668.00</b>	<b>(2,528.00)</b>	<b>-3.30%</b>
<b>TOTAL EXPENSES</b>		<b>5,596,594.41</b>	<b>5,276,698.00</b>	<b>(319,896.41)</b>	<b>-6.06%</b>
<b>NET INCOME</b>		<b>37,999.69</b>	<b>92,875.00</b>	<b>(54,875.31)</b>	<b>-59.09%</b>

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

**INCOME**

DSA REVENUE	8,704,709.76	8,452,342.00	252,367.76	2.99%
SPED DISCRETIONARY UNIT	456,968.27	508,970.00	(52,001.73)	-10.22%
SPED PART B FUNDING	99,614.34	173,944.00	(74,329.66)	-42.73%
CONTRIBUTIONS AND DONATIONS FROM PRIVATE	419.49	0.00	419.49	0.00%
<b>TOTAL INCOME</b>	<b>9,261,711.86</b>	<b>9,135,256.00</b>	<b>126,455.86</b>	<b>1.38%</b>

**EXPENSES**

**SALARIES**

SALARIES TEACHERS	2,457,511.29	2,491,517.00	34,005.71	1.36%
SALARIES OF LONG TERM SUBS	223,372.39	27,600.00	(195,772.39)	-709.32%
CONTRACTED SUBSTITUTE SERVICE	130,488.00	63,400.00	(67,088.00)	-105.82%
BONUSES TEACHERS	50,787.14	0.00	(50,787.14)	0.00%
BONUSES LONG TERM SUBS	6,041.06	0.00	(6,041.06)	0.00%
BONUSES SPED TEACHERS	6,451.56	0.00	(6,451.56)	0.00%
BONUSES SUPPORT STAFF SPED	425.24	0.00	(425.24)	0.00%
SALARIES OF SUPPORT STAFF	206,924.28	199,440.00	(7,484.28)	-3.75%
BONUSES SUPPORT STAFF	6,344.43	0.00	(6,344.43)	0.00%
SALARIES OF GENERAL ADMIN	186,234.44	161,400.00	(24,834.44)	-15.39%
BONUSES GENERAL ADMIN	4,502.51	0.00	(4,502.51)	0.00%
SALARIES OF LICENSED ADMIN	344,629.07	275,584.00	(69,045.07)	-25.05%
BONUSES LICENSED ADMIN	11,591.56	0.00	(11,591.56)	0.00%
SALARIES OF CAMPUS MONITORS	67,410.90	62,720.00	(4,690.90)	-7.48%
BONUSES CAMPUS MONITORS	1,954.20	0.00	(1,954.20)	0.00%
<b>TOTAL SALARIES</b>	<b>3,704,668.07</b>	<b>3,281,661.00</b>	<b>(423,007.07)</b>	<b>-12.89%</b>

**BENEFITS**

<b>TOTAL BENEFITS</b>	<b>1,172,339.71</b>	<b>1,436,144.00</b>	<b>263,804.29</b>	<b>18.37%</b>
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Thru:	Year-To-Date		Variance	
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<b>TUITION REIMBURSEMENT</b>				
TUITION REIMBURSEMENT TEACHERS	2,100.00	6,668.00	4,568.00	68.51%
TOTAL TUITION REIMBURSEMENT	2,100.00	6,668.00	4,568.00	68.51%
TOTAL SALARIES AND BENEFITS	4,879,107.78	4,724,473.00	(154,634.78)	-3.27%
<b>SPECIAL EDUCATION</b>				
SPED TEACHER SALARIES	360,907.61	361,891.00	983.39	0.27%
SALARIES OF SUPPORT STAFF SPED	30,976.08	0.00	(30,976.08)	0.00%
BONUSES SPED TEACHERS	6,451.56	0.00	(6,451.56)	0.00%
BONUSES SUPPORT STAFF SPED	425.24	0.00	(425.24)	0.00%
FICA SPED TEACHERS	306.38	0.00	(306.38)	0.00%
FICA SUPPORT STAFF SPED	88.70	0.00	(88.70)	0.00%
PERS SPED TEACHERS	69,966.83	101,329.00	31,362.17	30.95%
PERS SUPPORT STAFF SPED	4,160.07	0.00	(4,160.07)	0.00%
MEDICARE SPED TEACHERS	3,747.47	5,251.00	1,503.53	28.63%
MEDICARE SUPPORT STAFF SPED	437.52	0.00	(437.52)	0.00%
UNEMPLOYMENT SPED TEACHERS	10,571.24	0.00	(10,571.24)	0.00%
SUI SPED	0.00	11,582.00	11,582.00	100.00%
FUTA SPED	0.00	2,173.00	2,173.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	911.67	0.00	(911.67)	0.00%
WORKERS COMP SPED TEACHERS	0.00	2,898.00	2,898.00	100.00%
HEALTH BENEFITS SPED TEACHERS	38,365.10	38,633.00	267.90	0.69%
HEALTH BENEFITS SUPPORT STAFF SPED	1,687.02	0.00	(1,687.02)	0.00%
SPED CONTRACTED SERVICES	128,066.93	116,668.00	(11,398.93)	-9.77%
SPED SUPPLIES	400.11	17,440.00	17,039.89	97.71%
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	672,146.17	657,865.00	(14,281.17)	-2.17%

FOOD SERVICES

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Thru:	Year-To-Date		Variance	
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	0.00	1,336.00	1,336.00	100.00%
FOOD SERVICES FEDERAL PROGRAM EXPENSE	481.00	0.00	(481.00)	0.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE				
<b>TOTAL FOOD SERVICES</b>	<b>481.00</b>	<b>1,336.00</b>	<b>855.00</b>	<b>64.00%</b>
<b>INSTRUCTIONAL SUPPLIES</b>				
GENERAL CLASSROOM SUPPLIES	7,223.63	26,000.00	18,776.37	72.22%
COPIER SUPPLIES	9,302.55	5,200.00	(4,102.55)	-78.90%
ASSESSMENT AND TESTING MATERIALS	4,000.00	6,502.00	2,502.00	38.48%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	225.00	0.00	(225.00)	0.00%
CONSUMABLES	0.00	117,000.00	117,000.00	100.00%
CONSUMABLES - TEXTBOOKS	179,519.03	0.00	(179,519.03)	0.00%
CONSUMABLES - SOFTWARE	31,605.76	0.00	(31,605.76)	0.00%
CONSUMABLES - SUPPLIES	176,866.98	0.00	(176,866.98)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	2,805.88	0.00	(2,805.88)	0.00%
TEXTBOOKS / CURRICULUM	(19,843.86)	0.00	19,843.86	0.00%
SOFTWARE	4,637.15	0.00	(4,637.15)	0.00%
COMPUTER PURCHASES	3,936.99	0.00	(3,936.99)	0.00%
IT SUPPLIES	4,497.14	0.00	(4,497.14)	0.00%
POSTAGE	652.04	2,000.00	1,347.96	67.40%
OFFICE SUPPLIES	20,597.12	15,600.00	(4,997.12)	-32.03%
NURSING SUPPLIES	2,190.45	3,902.00	1,711.55	43.86%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	5,225.08	0.00	(5,225.08)	0.00%
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>433,440.94</b>	<b>176,204.00</b>	<b>(257,236.94)</b>	<b>-145.99%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	42,016.24	42,489.00	472.76	1.11%
AFFILIATION FEE - BATTLE OF THE BOOKS	2,842.43	2,000.00	(842.43)	-42.12%
TRAINING & DEVELOPMENT	1,335.17	0.00	(1,335.17)	0.00%
TRAVEL TEACHERS	518.96	0.00	(518.96)	0.00%
TRAVEL LICENSED ADMIN	1,116.92	4,668.00	3,551.08	76.07%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>47,829.72</b>	<b>49,157.00</b>	<b>1,327.28</b>	<b>2.70%</b>
<b>CONTRACTED SERVICES</b>				



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		Year-To-Date			
	Actual	Budget			
Thru:	Feb 2019	Feb 2019	Variance		
COPIER FEES MONTHLY	124,425.97	80,000.00	(44,425.97)	-55.53%	
PAYROLL SERVICE FEES	4,250.00	0.00	(4,250.00)	0.00%	
IT SERVICES MONTHLY	53,698.94	54,600.00	901.06	1.65%	
IT SET UP FEES	4,750.00	10,336.00	5,586.00	54.04%	
INFINITE CAMPUS	0.00	2,668.00	2,668.00	100.00%	
AUDIT AND TAX SERVICES	8,178.04	15,834.00	7,655.96	48.35%	
LEGAL FEES	666.48	8,668.00	8,001.52	92.31%	
PROFESSIONAL FEES	1,882.89	0.00	(1,882.89)	0.00%	
MANAGEMENT FEES	587,384.05	585,000.00	(2,384.05)	-0.41%	
AFFILIATION FEE - INC.	42,224.52	44,489.00	2,264.48	5.09%	
STATE ADMINISTRATIVE FEES	130,524.32	133,459.00	2,934.68	2.20%	
<b>TOTAL CONTRACTED SERVICES</b>	<b>957,985.21</b>	<b>935,054.00</b>	<b>(22,931.21)</b>	<b>-2.45%</b>	
<b>OTHER EXPENSES</b>					
BACKGROUND/DRUG TEST	1,626.00	1,600.00	(26.00)	-1.63%	
ADVERTISING/MARKETING	1,737.39	0.00	(1,737.39)	0.00%	
PRINTING AND BINDING EXPENSES	519.00	0.00	(519.00)	0.00%	
WEB SITE EXPENDITURES	7,199.72	4,000.00	(3,199.72)	-79.99%	
DUES AND FEES	20,726.65	4,668.00	(16,058.65)	-344.02%	
INTEREST EXPENSE	1,182,567.84	1,400,000.00	217,432.16	15.53%	
BANK FEES	61.25	0.00	(61.25)	0.00%	
ATHLETICS	1,678.20	20,000.00	18,321.80	91.61%	
<b>TOTAL OTHER EXPENSES</b>	<b>1,216,116.05</b>	<b>1,430,268.00</b>	<b>214,151.95</b>	<b>14.97%</b>	
<b>FACILITY MAINTENANCE</b>					
IT REPAIRS AND MAINTENANCE	261.37	0.00	(261.37)	0.00%	
JANITORAL MONTHLY FEES	123,435.20	133,336.00	9,900.80	7.43%	
JANITORAL ADDITIONAL SERVICES	1,328.88	0.00	(1,328.88)	0.00%	
REPAIRS AND MAINTENANCE	56,991.50	34,834.00	(22,157.50)	-63.61%	
AC REPAIRS AND MAINTENANCE	7,721.38	17,336.00	9,614.62	55.46%	

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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Variance	
	Feb 2019	Feb 2019		
LAWN CARE	11,565.00	9,336.00	(2,229.00)	-23.88%
SUMMER MAINTENANCE	1,936.18	18,000.00	16,063.82	89.24%
CUSTODIAL SUPPLIES	28,517.99	19,502.00	(9,015.99)	-46.23%
<b>TOTAL FACILITY MAINTENANCE</b>	<b>231,757.50</b>	<b>232,344.00</b>	<b>586.50</b>	<b>0.25%</b>
<b>FACILITIES OPERATIONS</b>				
PROPERTY INSURANCE	45,990.17	12,585.00	(33,405.17)	-265.44%
LIABILITY INSURANCE	0.00	12,585.00	12,585.00	100.00%
OTHER INSURANCES	3,774.95	0.00	(3,774.95)	0.00%
SITE IMPROVEMENTS	4,750.00	0.00	(4,750.00)	0.00%
<b>TOTAL FACILITIES OPERATIONS</b>	<b>54,515.12</b>	<b>25,170.00</b>	<b>(29,345.12)</b>	<b>-116.59%</b>
<b>UTILITIES AND SERVICES</b>				
WATER	17,309.82	19,336.00	2,026.18	10.48%
SEWER	35,236.44	19,336.00	(15,900.44)	-82.23%
GARBAGE/DISPOSAL/TRASH	15,420.71	38,668.00	23,247.29	60.12%
ALARM SERVICES	1,940.00	7,211.00	5,271.00	73.10%
FIRE SERVICES	5,260.00	7,211.00	1,951.00	27.06%
TELEPHONE	7,559.80	11,868.00	4,308.20	36.30%
INTERNET	14,233.43	11,868.00	(2,365.43)	-19.93%
ELECTRICITY	156,290.84	116,000.00	(40,290.84)	-34.73%
<b>TOTAL UTILITIES AND SERVICES</b>	<b>253,251.04</b>	<b>231,498.00</b>	<b>(21,753.04)</b>	<b>-9.40%</b>
<b>ADJUSTING ENTRIES</b>				
DEPRECIATION EXPENSE	256,696.00	256,640.00	(56.00)	-0.02%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
<b>TOTAL ADJUSTING ENTRIES</b>	<b>259,196.00</b>	<b>256,640.00</b>	<b>(2,556.00)</b>	<b>-1.00%</b>
<b>TOTAL EXPENSES</b>	<b>9,005,826.53</b>	<b>8,720,009.00</b>	<b>(285,817.53)</b>	<b>-3.28%</b>

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Thru:	Actual Feb 2019	Budget Feb 2019	Variance	
NET INCOME	255,885.33	415,247.00	(159,361.67)	-38.38%

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	Actual	Year-To-Date		
	Feb 2019	Budget		
Thru:	Feb 2019	Feb 2019	Variance	
<b>INCOME</b>				
TOTAL INCOME	0.00	0.00	0.00	
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES OF CAMPUS MONITORS	(135.07)	0.00	135.07	0.00%
TOTAL SALARIES	(135.07)	0.00	135.07	
<b>BENEFITS</b>				
TOTAL BENEFITS	(17.75)	0.00	17.75	
<b>TUITION REIMBURSEMENT</b>				
TOTAL TUITION REIMBURSEMENT	0.00	0.00	0.00	
TOTAL SALARIES AND BENEFITS	(152.82)	0.00	152.82	
<b>SPECIAL EDUCATION</b>				
TOTAL SPECIAL EDUCATION	0.00	0.00	0.00	
<b>FOOD SERVICES</b>				
TOTAL FOOD SERVICES	0.00	0.00	0.00	
<b>INSTRUCTIONAL SUPPLIES</b>				

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	Year-To-Date			Variance	
	Actual Feb 2019	Budget Feb 2019			
Thru:					
TOTAL INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00		
TRAINING & DEVELOPMENT / TRAVEL					
AFFILIATION FEE - TRAINING	5,973.83	0.00	(5,973.83)	0.00%	
TOTAL TRAINING & DEVELOPMENT / TRAVEL	5,973.83	0.00	(5,973.83)		
CONTRACTED SERVICES					
MANAGEMENT FEES	3,935.46	0.00	(3,935.46)	0.00%	
AFFILIATION FEE - INC.	1,796.19	0.00	(1,796.19)	0.00%	
TOTAL CONTRACTED SERVICES	5,731.65	0.00	(5,731.65)		
OTHER EXPENSES					
TOTAL OTHER EXPENSES	0.00	0.00	0.00		
FACILITY MAINTENANCE					
REPAIRS AND MAINTENANCE	398.50	0.00	(398.50)	0.00%	
TOTAL FACILITY MAINTENANCE	398.50	0.00	(398.50)		
FACILITIES OPERATIONS					
TOTAL FACILITIES OPERATIONS	0.00	0.00	0.00		
UTILITIES AND SERVICES					
TOTAL UTILITIES AND SERVICES	0.00	0.00	0.00		

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

ADJUSTING ENTRIES

TOTAL ADJUSTING ENTRIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENSES	<u>11,951.16</u>	<u>0.00</u>	<u>(11,951.16)</u>
NET INCOME	<u>(11,951.16)</u>	<u>0.00</u>	<u>(11,951.16)</u>

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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance
<b>INCOME</b>				
DSA REVENUE	8,936,753.00	8,317,970.00	618,783.00	7.44%
SPED DISCRETIONARY UNIT	474,337.32	543,866.00	(69,528.68)	-12.78%
SPED PART B FUNDING	103,945.40	181,128.00	(77,182.60)	-42.61%
<b>TOTAL INCOME</b>	<b>9,515,035.72</b>	<b>9,042,964.00</b>	<b>472,071.72</b>	<b>5.22%</b>
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES TEACHERS	2,730,583.59	2,621,242.00	(109,341.59)	-4.17%
SALARIES OF LONG TERM SUBS	296,949.03	0.00	(296,949.03)	0.00%
CONTRACTED SUBSTITUTE SERVICE	44,100.00	93,000.00	48,900.00	52.58%
BONUSES TEACHERS	93,027.55	0.00	(93,027.55)	0.00%
BONUSES LONG TERM SUBS	4,467.90	0.00	(4,467.90)	0.00%
BONUSES SPED TEACHERS	11,021.56	0.00	(11,021.56)	0.00%
SALARIES OF SUPPORT STAFF	158,405.27	164,640.00	6,234.73	3.79%
BONUSES SUPPORT STAFF	8,488.31	0.00	(8,488.31)	0.00%
SALARIES OF GENERAL ADMIN	318,441.45	213,752.00	(104,689.45)	-48.98%
BONUSES GENERAL ADMIN	11,032.64	0.00	(11,032.64)	0.00%
SALARIES OF LICENSED ADMIN	273,402.46	288,119.00	14,716.54	5.11%
BONUSES LICENSED ADMIN	8,757.36	0.00	(8,757.36)	0.00%
SALARIES OF CAMPUS MONITORS	25,835.76	68,913.00	43,077.24	62.51%
BONUSES CAMPUS MONITORS	913.68	0.00	(913.68)	0.00%
<b>TOTAL SALARIES</b>	<b>3,985,426.56</b>	<b>3,449,666.00</b>	<b>(535,760.56)</b>	<b>-15.53%</b>
<b>BENEFITS</b>				
<b>TOTAL BENEFITS</b>	<b>1,584,004.40</b>	<b>1,502,241.00</b>	<b>(81,763.40)</b>	<b>-5.44%</b>
<b>TUITION REIMBURSEMENT</b>				

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	5,046.81	6,664.00	1,617.19	24.27%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	5,046.81	6,664.00	1,617.19	24.27%
TOTAL SALARIES AND BENEFITS	5,574,477.77	4,958,571.00	(615,906.77)	-12.42%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	266,266.43	343,890.00	77,623.57	22.57%
BONUSES SPED TEACHERS	11,021.56	0.00	(11,021.56)	0.00%
PERS SPED TEACHERS	62,616.72	96,289.00	33,672.28	34.97%
MEDICARE SPED TEACHERS	3,876.47	4,987.00	1,110.53	22.27%
UNEMPLOYMENT SPED TEACHERS	8,020.30	0.00	(8,020.30)	0.00%
SUI SPED	0.00	11,006.00	11,006.00	100.00%
FUTA SPED	0.00	2,067.00	2,067.00	100.00%
WORKERS COMP SPED TEACHERS	0.00	2,754.00	2,754.00	100.00%
HEALTH BENEFITS SPED TEACHERS	19,205.03	36,706.00	17,500.97	47.68%
SPED CONTRACTED SERVICES	197,492.45	153,336.00	(44,156.45)	-28.80%
SPED SUPPLIES	790.29	18,160.00	17,369.71	95.65%
SPED ASSESSMENT AND TESTING MATERIALS	688.80	0.00	(688.80)	0.00%
CONSUMABLES SPED	86.43	0.00	(86.43)	0.00%
TEXTBOOKS / CURRICULUM SPED	557.76	0.00	(557.76)	0.00%
TOTAL SPECIAL EDUCATION	570,622.24	669,195.00	98,572.76	14.73%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	1,336.00	1,336.00	100.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	2,116.21	0.00	(2,116.21)	0.00%
TOTAL FOOD SERVICES	2,116.21	1,336.00	(780.21)	-58.40%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	7,539.10	27,634.00	20,094.90	72.72%
COPIER SUPPLIES	10,048.06	5,120.00	(4,928.06)	-96.25%
ASSESSMENT AND TESTING MATERIALS	0.00	6,910.00	6,910.00	100.00%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	538.02	0.00	(538.02)	0.00%



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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	116.42	115,142.00	115,025.58	99.90%
CONSUMABLES				
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	71,166.88	0.00	(71,166.88)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	744.29	0.00	(744.29)	0.00%
TEXTBOOKS / CURRICULUM	30,563.27	0.00	(30,563.27)	0.00%
SOFTWARE	2,399.00	0.00	(2,399.00)	0.00%
COMPUTER PURCHASES	5,884.39	0.00	(5,884.39)	0.00%
IT SUPPLIES	5,231.19	0.00	(5,231.19)	0.00%
POSTAGE	1,463.96	2,000.00	536.04	26.80%
OFFICE SUPPLIES	3,432.51	16,635.00	13,202.49	79.37%
NURSING SUPPLIES	2,978.29	3,841.00	862.71	22.46%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	309.49	0.00	(309.49)	0.00%
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>237,085.31</b>	<b>177,282.00</b>	<b>(59,803.31)</b>	<b>-33.73%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	4,424.60	41,780.00	37,355.40	89.41%
AFFILIATION FEE - BATTLE OF THE BOOKS	2,822.28	2,000.00	(822.28)	-41.11%
TRAINING & DEVELOPMENT	11,884.80	0.00	(11,884.80)	0.00%
TRAVEL TEACHERS	7,424.22	0.00	(7,424.22)	0.00%
TRAVEL LICENSED ADMIN	10,563.45	4,000.00	(6,563.45)	-164.09%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>37,119.35</b>	<b>47,780.00</b>	<b>10,660.65</b>	<b>22.31%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	65,866.28	80,000.00	14,133.72	17.67%
COPIER FEES OVERAGE	95.45	0.00	(95.45)	0.00%
PAYROLL SERVICE FEES	6,550.00	0.00	(6,550.00)	0.00%
IT SERVICES MONTHLY	55,457.11	53,734.00	(1,723.11)	-3.21%
IT SET UP FEES	50.00	12,336.00	12,286.00	99.59%
INFINITE CAMPUS	0.00	2,668.00	2,668.00	100.00%
AUDIT AND TAX SERVICES	8,399.06	15,834.00	7,434.94	46.96%
LEGAL FEES	2,384.20	8,668.00	6,283.80	72.49%

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	Actual Feb 2019	Budget Feb 2019		
	609,000.03	575,702.00	(33,298.03)	-5.78%
MANAGEMENT FEES				
AFFILIATION FEE - INC.	38,931.07	43,780.00	4,848.93	11.08%
STATE ADMINISTRATIVE FEES	134,004.98	131,337.00	(2,667.98)	-2.03%
	<u>920,738.18</u>	<u>924,059.00</u>	<u>3,320.82</u>	<u>0.36%</u>
TOTAL CONTRACTED SERVICES				
OTHER EXPENSES				
BACKGROUND/DRUG TEST	3,368.00	1,280.00	(2,088.00)	-163.13%
ADVERTISING/MARKETING	341.08	0.00	(341.08)	0.00%
WEB SITE EXPENDITURES	60.38	4,000.00	3,939.62	98.49%
DUES AND FEES	14,614.00	4,668.00	(9,946.00)	-213.07%
INTEREST EXPENSE	879,284.75	1,376,264.00	496,979.25	36.11%
ATHLETICS	18,613.62	24,000.00	5,386.38	22.44%
	<u>916,281.83</u>	<u>1,410,212.00</u>	<u>493,930.17</u>	<u>35.03%</u>
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	1,093.13	0.00	(1,093.13)	0.00%
JANITORAL MONTHLY FEES	65,251.00	133,336.00	68,085.00	51.06%
JANITORAL ADDITIONAL SERVICES	509.50	0.00	(509.50)	0.00%
REPAIRS AND MAINTENANCE	73,054.55	33,468.00	(39,586.55)	-118.28%
AC REPAIRS AND MAINTENANCE	950.75	22,668.00	21,717.25	95.81%
LAWN CARE	8,400.00	11,336.00	2,936.00	25.90%
SUMMER MAINTENANCE	93,937.45	15,000.00	(78,937.45)	-526.25%
CUSTODIAL SUPPLIES	16,375.54	19,193.00	2,817.46	14.68%
	<u>259,571.92</u>	<u>235,001.00</u>	<u>(24,570.92)</u>	<u>-10.46%</u>
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
PROPERTY INSURANCE	47,641.17	14,902.00	(32,739.17)	-219.70%
LIABILITY INSURANCE	0.00	14,902.00	14,902.00	100.00%
OTHER INSURANCES	4,054.57	0.00	(4,054.57)	0.00%
SITE IMPROVEMENTS	389.90	0.00	(389.90)	0.00%
	<u>52,085.64</u>	<u>29,804.00</u>	<u>(22,281.64)</u>	<u>-74.76%</u>
TOTAL FACILITIES OPERATIONS				

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**YTD Comparative Income Statement**  
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Report includes an open period. Entries are not final.

Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
<b>UTILITIES AND SERVICES</b>				
	15,458.11	19,336.00	3,877.89	20.06%
WATER				
SEWER	11,654.24	19,336.00	7,681.76	39.73%
GARBAGE/DISPOSAL/TRASH	28,474.64	38,668.00	10,193.36	26.36%
ALARM SERVICES	1,810.00	7,211.00	5,401.00	74.90%
FIRE SERVICES	5,747.95	7,211.00	1,463.05	20.29%
TELEPHONE	4,260.57	11,868.00	7,607.43	64.10%
INTERNET	15,172.34	11,868.00	(3,304.34)	-27.84%
ELECTRICITY	105,035.28	116,000.00	10,964.72	9.45%
<b>TOTAL UTILITIES AND SERVICES</b>	<b>187,613.13</b>	<b>231,498.00</b>	<b>43,884.87</b>	<b>18.96%</b>
<b>ADJUSTING ENTRIES</b>				
DEPRECIATION EXPENSE	273,392.00	256,668.00	(16,724.00)	-6.52%
AMORTIZATION OF ISSUANCE COST	2,500.00	0.00	(2,500.00)	0.00%
<b>TOTAL ADJUSTING ENTRIES</b>	<b>275,892.00</b>	<b>256,668.00</b>	<b>(19,224.00)</b>	<b>-7.49%</b>
<b>TOTAL EXPENSES</b>	<b>9,033,603.58</b>	<b>8,941,406.00</b>	<b>(92,197.58)</b>	<b>-1.03%</b>
<b>NET INCOME</b>	<b>481,432.14</b>	<b>101,558.00</b>	<b>379,874.14</b>	<b>374.05%</b>

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**YTD Comparative Income Statement**  
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	Actual	Year-To-Date	
Thru:	Feb 2019	Budget	Variance
	Feb 2019	Feb 2019	

INCOME

TOTAL INCOME	0.00	0.00	0.00
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EXPENSES

SALARIES

TOTAL SALARIES	0.00	0.00	0.00
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BENEFITS

TOTAL BENEFITS	0.00	0.00	0.00
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TUITION REIMBURSEMENT

TOTAL TUITION REIMBURSEMENT	0.00	0.00	0.00
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TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
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SPECIAL EDUCATION

TOTAL SPECIAL EDUCATION	0.00	0.00	0.00
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FOOD SERVICES

TOTAL FOOD SERVICES	0.00	0.00	0.00
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INSTRUCTIONAL SUPPLIES

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**YTD Comparative Income Statement**  
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	Actual Feb 2019	Year-To-Date Budget Feb 2019	Variance	
TOTAL INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	
TRAINING & DEVELOPMENT / TRAVEL				
TRAVEL TEACHERS	123.06	0.00	(123.06)	0.00%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	123.06	0.00	(123.06)	
CONTRACTED SERVICES				
MANAGEMENT FEES	4,427.39	0.00	(4,427.39)	0.00%
AFFILIATION FEE - INC.	(736.37)	0.00	736.37	0.00%
TOTAL CONTRACTED SERVICES	3,691.02	0.00	(3,691.02)	
OTHER EXPENSES				
TOTAL OTHER EXPENSES	0.00	0.00	0.00	
FACILITY MAINTENANCE				
REPAIRS AND MAINTENANCE	622.50	0.00	(622.50)	0.00%
TOTAL FACILITY MAINTENANCE	622.50	0.00	(622.50)	
FACILITIES OPERATIONS				
TOTAL FACILITIES OPERATIONS	0.00	0.00	0.00	
UTILITIES AND SERVICES				
TOTAL UTILITIES AND SERVICES	0.00	0.00	0.00	
ADJUSTING ENTRIES				

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	<b>Year-To-Date</b>		
	Actual	Budget	
Thru:	Feb 2019	Feb 2019	Variance
TOTAL ADJUSTING ENTRIES	0.00	0.00	0.00
TOTAL EXPENSES	4,436.58	0.00	(4,436.58)
NET INCOME	(4,436.58)	0.00	(4,436.58)

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**YTD Comparative Income Statement**  
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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance

INCOME

DSA REVENUE	4,286,963.57	4,148,151.00	138,812.57	3.35%
SPED DISCRETIONARY UNIT	207,233.26	250,215.00	(42,981.74)	-17.18%
SPED PART B FUNDING	43,310.58	87,771.00	(44,460.42)	-50.66%
TOTAL INCOME	4,537,507.41	4,486,137.00	51,370.41	1.15%

EXPENSES

SALARIES

SALARIES TEACHERS	1,181,914.93	1,309,808.00	127,893.07	9.76%
SALARIES OF LONG TERM SUBS	242,743.77	13,800.00	(228,943.77)	-1659.01%
CONTRACTED SUBSTITUTE SERVICE	32,203.70	32,200.00	(3.70)	-0.01%
BONUSES TEACHERS	45,797.53	0.00	(45,797.53)	0.00%
BONUSES LONG TERM SUBS	3,471.04	0.00	(3,471.04)	0.00%
BONUSES SPED TEACHERS	2,453.68	0.00	(2,453.68)	0.00%
SALARIES OF SUPPORT STAFF	169,186.10	117,600.00	(51,586.10)	-43.87%
BONUSES SUPPORT STAFF	4,263.16	0.00	(4,263.16)	0.00%
SALARIES OF GENERAL ADMIN	126,082.85	99,197.00	(26,885.85)	-27.10%
BONUSES GENERAL ADMIN	11,914.20	0.00	(11,914.20)	0.00%
SALARIES OF LICENSED ADMIN	231,998.86	161,602.00	(70,396.86)	-43.56%
BONUSES LICENSED ADMIN	8,757.36	0.00	(8,757.36)	0.00%
SALARIES OF CAMPUS MONITORS	18,983.71	37,761.00	18,777.29	49.73%
BONUSES CAMPUS MONITORS	456.84	0.00	(456.84)	0.00%
TOTAL SALARIES	2,080,227.73	1,771,968.00	(308,259.73)	-17.40%

BENEFITS

TOTAL BENEFITS	759,164.90	778,617.00	19,452.10	2.50%
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TUITION REIMBURSEMENT

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	1,350.00	3,336.00	1,986.00	59.53%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	1,350.00	3,336.00	1,986.00	59.53%
TOTAL SALARIES AND BENEFITS	2,840,742.63	2,553,921.00	(286,821.63)	-11.23%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	32,376.59	100,617.00	68,240.41	67.82%
SALARIES OF SUPPORT STAFF SPED	369.84	0.00	(369.84)	0.00%
BONUSES SPED TEACHERS	2,453.68	0.00	(2,453.68)	0.00%
PERS SPED TEACHERS	8,207.26	28,175.00	19,967.74	70.87%
PERS SUPPORT STAFF SPED	103.56	0.00	(103.56)	0.00%
MEDICARE SPED TEACHERS	935.91	1,460.00	524.09	35.90%
MEDICARE SUPPORT STAFF SPED	21.38	0.00	(21.38)	0.00%
UNEMPLOYMENT SPED TEACHERS	1,004.93	0.00	(1,004.93)	0.00%
SUI SPED	0.00	3,221.00	3,221.00	100.00%
FUTA SPED	0.00	605.00	605.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	11.10	0.00	(11.10)	0.00%
WORKERS COMP SPED TEACHERS	0.00	807.00	807.00	100.00%
HEALTH BENEFITS SPED TEACHERS	2,121.75	10,736.00	8,614.25	80.24%
SPED CONTRACTED SERVICES	49,186.00	66,668.00	17,482.00	26.22%
SPED SUPPLIES	171.32	8,800.00	8,628.68	98.05%
SPED ASSESSMENT AND TESTING MATERIALS	527.65	0.00	(527.65)	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	99,882.53	221,089.00	121,206.47	54.82%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	668.00	668.00	100.00%
TOTAL FOOD SERVICES	0.00	668.00	668.00	100.00%
INSTRUCTIONAL SUPPLIES				



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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
GENERAL CLASSROOM SUPPLIES	0.00	13,783.00	13,783.00	100.00%
COPIER SUPPLIES	3,964.43	2,552.00	(1,412.43)	-55.35%
ASSESSMENT AND TESTING MATERIALS	0.00	3,447.00	3,447.00	100.00%
CONSUMABLES	0.00	57,600.00	57,600.00	100.00%
CONSUMABLES - TEXTBOOKS	49,310.34	0.00	(49,310.34)	0.00%
CONSUMABLES - SOFTWARE	10,917.00	0.00	(10,917.00)	0.00%
CONSUMABLES - SUPPLIES	4,289.31	0.00	(4,289.31)	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	4,371.07	0.00	(4,371.07)	0.00%
POSTAGE	20.00	834.00	814.00	97.60%
OFFICE SUPPLIES	1,838.80	8,297.00	6,458.20	77.84%
NURSING SUPPLIES	1,429.01	1,915.00	485.99	25.38%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	69.69	0.00	(69.69)	0.00%
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>124,757.24</b>	<b>88,428.00</b>	<b>(36,329.24)</b>	<b>-41.08%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	28,962.45	20,824.00	(8,138.45)	-39.08%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,412.68	1,000.00	(412.68)	-41.27%
TRAINING & DEVELOPMENT	1,148.14	0.00	(1,148.14)	0.00%
TRAVEL LICENSED ADMIN	0.00	2,336.00	2,336.00	100.00%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>31,523.27</b>	<b>24,160.00</b>	<b>(7,363.27)</b>	<b>-30.48%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	40,270.92	40,000.00	(270.92)	-0.68%
PAYROLL SERVICE FEES	2,900.00	0.00	(2,900.00)	0.00%
IT SERVICES MONTHLY	26,548.92	26,798.00	249.08	0.93%
IT SET UP FEES	0.00	4,000.00	4,000.00	100.00%
INFINITE CAMPUS	0.00	1,336.00	1,336.00	100.00%
AUDIT AND TAX SERVICES	4,015.35	7,919.00	3,903.65	49.29%
LEGAL FEES	137.20	4,336.00	4,198.80	96.84%
PROFESSIONAL FEES	18,683.34	0.00	(18,683.34)	0.00%

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	Actual Feb 2019	Year-To-Date		Variance	
		Budget Feb 2019			
Thru:					
MANAGEMENT FEES	293,901.94	287,102.00	(6,799.94)	-2.37%	
AFFILIATION FEE - INC.	25,516.89	21,824.00	(3,692.89)	-16.92%	
STATE ADMINISTRATIVE FEES	64,258.12	65,498.00	1,239.88	1.89%	
<b>TOTAL CONTRACTED SERVICES</b>	<b>476,232.68</b>	<b>458,813.00</b>	<b>(17,419.68)</b>	<b>-3.80%</b>	
<b>OTHER EXPENSES</b>					
BACKGROUND/DRUG TEST	464.00	400.00	(64.00)	-16.00%	
ADVERTISING/MARKETING	498.14	0.00	(498.14)	0.00%	
PRINTING AND BINDING EXPENSES	207.61	0.00	(207.61)	0.00%	
WEB SITE EXPENDITURES	87.52	2,000.00	1,912.48	95.62%	
DUES AND FEES	13,580.58	2,336.00	(11,244.58)	-481.36%	
INTEREST EXPENSE	22,419.09	0.00	(22,419.09)	0.00%	
ATHLETICS	100.00	668.00	568.00	85.03%	
<b>TOTAL OTHER EXPENSES</b>	<b>37,356.94</b>	<b>5,404.00</b>	<b>(31,952.94)</b>	<b>-591.28%</b>	
<b>FACILITY MAINTENANCE</b>					
IT REPAIRS AND MAINTENANCE	123.42	0.00	(123.42)	0.00%	
JANITORAL MONTHLY FEES	45,017.55	46,668.00	1,650.45	3.54%	
JANITORAL ADDITIONAL SERVICES	960.00	0.00	(960.00)	0.00%	
REPAIRS AND MAINTENANCE	15,851.39	17,668.00	1,816.61	10.28%	
AC REPAIRS AND MAINTENANCE	189.65	9,336.00	9,146.35	97.97%	
LAWN CARE	6,490.00	5,370.00	(1,120.00)	-20.86%	
SUMMER MAINTENANCE	4,449.09	6,668.00	2,218.91	33.28%	
CUSTODIAL SUPPLIES	11,604.21	9,571.00	(2,033.21)	-21.24%	
<b>TOTAL FACILITY MAINTENANCE</b>	<b>84,685.31</b>	<b>95,281.00</b>	<b>10,595.69</b>	<b>11.12%</b>	
<b>FACILITIES OPERATIONS</b>					
PROPERTY INSURANCE	22,825.34	15,352.00	(7,473.34)	-48.68%	
LIABILITY INSURANCE	0.00	6,344.00	6,344.00	100.00%	

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	1,957.38	0.00	(1,957.38)	0.00%
OTHER INSURANCES				
RENT/LEASE PAYMENTS	657,448.88	640,000.00	(17,448.88)	-2.73%
SITE IMPROVEMENTS	1,950.60	0.00	(1,950.60)	0.00%
<b>TOTAL FACILITIES OPERATIONS</b>	<b>684,182.20</b>	<b>661,696.00</b>	<b>(22,486.20)</b>	<b>-3.40%</b>
<b>UTILITIES AND SERVICES</b>				
WATER	19,220.56	8,000.00	(11,220.56)	-140.26%
SEWER	12,101.76	8,000.00	(4,101.76)	-51.27%
GARBAGE/DISPOSAL/TRASH	8,332.06	16,000.00	7,667.94	47.92%
ALARM SERVICES	800.00	2,405.00	1,605.00	66.74%
FIRE SERVICES	1,852.00	2,405.00	553.00	22.99%
TELEPHONE	6,236.93	5,536.00	(700.93)	-12.66%
INTERNET	7,647.31	5,536.00	(2,111.31)	-38.14%
ELECTRICITY	38,125.71	48,000.00	9,874.29	20.57%
<b>TOTAL UTILITIES AND SERVICES</b>	<b>94,316.33</b>	<b>95,882.00</b>	<b>1,565.67</b>	<b>1.63%</b>
<b>ADJUSTING ENTRIES</b>				
DEPRECIATION EXPENSE	150,000.00	150,000.00	0.00	0.00%
<b>TOTAL ADJUSTING ENTRIES</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSES</b>	<b>4,623,679.13</b>	<b>4,355,342.00</b>	<b>(268,337.13)</b>	<b>-6.16%</b>
<b>NET INCOME</b>	<b>(86,171.72)</b>	<b>130,795.00</b>	<b>(216,966.72)</b>	<b>-165.88%</b>

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	<b>Year-To-Date</b>		
	Actual	Budget	
Thru:	Feb 2019	Feb 2019	Variance

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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance
<b>INCOME</b>				
CONTRIBUTIONS AND DONATIONS FROM PRIVATE	(419.49)	0.00	(419.49)	0.00%
<b>TOTAL INCOME</b>	<b>(419.49)</b>	<b>0.00</b>	<b>(419.49)</b>	
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES TEACHERS	29,069.00	40,000.00	10,931.00	27.33%
SALARIES OF LONG TERM SUBS	270.00	0.00	(270.00)	0.00%
BONUSES TEACHERS	1,000.00	0.00	(1,000.00)	0.00%
SALARIES OF SUPPORT STAFF	(4,095.13)	0.00	4,095.13	0.00%
SALARIES OF GENERAL ADMIN	74,587.93	34,336.00	(40,251.93)	-117.23%
BONUSES GENERAL ADMIN	1,226.84	0.00	(1,226.84)	0.00%
SALARIES OF LICENSED ADMIN	137,374.46	136,922.00	(452.46)	-0.33%
BONUSES LICENSED ADMIN	253.68	0.00	(253.68)	0.00%
<b>TOTAL SALARIES</b>	<b>239,686.78</b>	<b>211,258.00</b>	<b>(28,428.78)</b>	<b>-13.46%</b>
<b>BENEFITS</b>				
<b>TOTAL BENEFITS</b>	<b>82,692.24</b>	<b>94,558.00</b>	<b>11,865.76</b>	<b>12.55%</b>
<b>TUITION REIMBURSEMENT</b>				
<b>TOTAL TUITION REIMBURSEMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>322,379.02</b>	<b>305,816.00</b>	<b>(16,563.02)</b>	<b>-5.42%</b>
<b>SPECIAL EDUCATION</b>				

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	62.79	0.00	(62.79)	0.00%
SPED SUPPLIES				
TOTAL SPECIAL EDUCATION	62.79	0.00	(62.79)	
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	1,000.02	16,668.00	15,667.98	94.00%
TOTAL FOOD SERVICES	1,000.02	16,668.00	15,667.98	94.00%
INSTRUCTIONAL SUPPLIES				
CONSUMABLES	2,892.90	116,363.00	113,470.10	97.51%
TEXTBOOKS / CURRICULUM	296.32	0.00	(296.32)	0.00%
COMPUTER PURCHASES	1,210.00	0.00	(1,210.00)	0.00%
POSTAGE	1,207.78	0.00	(1,207.78)	0.00%
OFFICE SUPPLIES	856.52	4,336.00	3,479.48	80.25%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	12,025.34	0.00	(12,025.34)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	18,488.86	120,699.00	102,210.14	84.68%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	260.42	0.00	(260.42)	0.00%
TRAINING & DEVELOPMENT	12,730.87	0.00	(12,730.87)	0.00%
TRAVEL TEACHERS	396.78	0.00	(396.78)	0.00%
TRAVEL LICENSED ADMIN	19,945.83	15,000.00	(4,945.83)	-32.97%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	33,333.90	15,000.00	(18,333.90)	-122.23%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	1,061.05	0.00	(1,061.05)	0.00%
COPIER FEES OVERAGE	21.87	0.00	(21.87)	0.00%

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	1,250.00	0.00	(1,250.00)	0.00%
PAYROLL SERVICE FEES				
PROFESSIONAL FEES	20,262.16	0.00	(20,262.16)	0.00%
AFFILIATION FEE - INC.	871.92	0.00	(871.92)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL CONTRACTED SERVICES	23,467.00	0.00	(23,467.00)	
OTHER EXPENSES				
ADVERTISING/MARKETING	658.80	0.00	(658.80)	0.00%
DUES AND FEES	6,086.46	668.00	(5,418.46)	-811.15%
BANK FEES	16.00	0.00	(16.00)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL OTHER EXPENSES	6,761.26	668.00	(6,093.26)	-912.16%
FACILITY MAINTENANCE				
REPAIRS AND MAINTENANCE	0.00	417.00	417.00	100.00%
	<hr/>	<hr/>	<hr/>	
TOTAL FACILITY MAINTENANCE	0.00	417.00	417.00	100.00%
FACILITIES OPERATIONS				
OTHER INSURANCES	0.00	417.00	417.00	100.00%
EQUIPMENT RENTALS	2,188.35	0.00	(2,188.35)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL FACILITIES OPERATIONS	2,188.35	417.00	(1,771.35)	-424.78%
UTILITIES AND SERVICES				
TELEPHONE	786.93	0.00	(786.93)	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL UTILITIES AND SERVICES	786.93	0.00	(786.93)	
ADJUSTING ENTRIES				
FUNDRAISING EXPENSES	(3,000.00)	0.00	3,000.00	0.00%
	<hr/>	<hr/>	<hr/>	
TOTAL ADJUSTING ENTRIES	(3,000.00)	0.00	3,000.00	

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		Year-To-Date		
	Actual	Budget		
Thru:	Feb 2019	Feb 2019	Variance	
TOTAL EXPENSES	405,468.13	459,685.00	54,216.87	11.79%
NET INCOME	(405,887.62)	(459,685.00)	53,797.38	11.70%



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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance
<b>INCOME</b>				
DSA REVENUE	3,837,638.11	3,706,027.00	131,611.11	3.55%
SPED DISCRETIONARY UNIT	179,502.56	13,336.00	166,166.56	1246.00%
SPED PART B FUNDING	34,648.47	0.00	34,648.47	0.00%
<b>TOTAL INCOME</b>	<b>4,051,789.14</b>	<b>3,719,363.00</b>	<b>332,426.14</b>	<b>8.94%</b>
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES TEACHERS	1,026,289.71	1,148,000.00	121,710.29	10.60%
SALARIES OF LONG TERM SUBS	114,272.83	0.00	(114,272.83)	0.00%
CONTRACTED SUBSTITUTE SERVICE	64,933.00	41,502.00	(23,431.00)	-56.46%
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	132,958.87	80,640.00	(52,318.87)	-64.88%
BONUSES SUPPORT STAFF	5,067.08	0.00	(5,067.08)	0.00%
SALARIES OF GENERAL ADMIN	46,636.27	80,348.00	33,711.73	41.96%
BONUSES GENERAL ADMIN	1,683.68	0.00	(1,683.68)	0.00%
SALARIES OF LICENSED ADMIN	151,214.72	163,945.00	12,730.28	7.76%
BONUSES LICENSED ADMIN	6,430.52	0.00	(6,430.52)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	30,720.00	30,720.00	100.00%
<b>TOTAL SALARIES</b>	<b>1,570,544.54</b>	<b>1,545,155.00</b>	<b>(25,389.54)</b>	<b>-1.64%</b>
<b>BENEFITS</b>				
<b>TOTAL BENEFITS</b>	<b>561,592.11</b>	<b>672,958.00</b>	<b>111,365.89</b>	<b>16.55%</b>
<b>TUITION REIMBURSEMENT</b>				
TUITION REIMBURSEMENT TEACHERS	3,600.00	3,336.00	(264.00)	-7.91%
TUITION REIMBURSEMENT LICENSED ADMIN	1,800.00	0.00	(1,800.00)	0.00%

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	Actual Feb 2019	Budget Feb 2019		
	5,400.00	3,336.00	(2,064.00)	-61.87%
TOTAL TUITION REIMBURSEMENT				
	2,137,536.65	2,221,449.00	83,912.35	3.78%
TOTAL SALARIES AND BENEFITS				
SPECIAL EDUCATION				
SPED TEACHER SALARIES	16,670.26	99,570.00	82,899.74	83.26%
PERS SPED TEACHERS	4,387.38	27,882.00	23,494.62	84.26%
MEDICARE SPED TEACHERS	211.63	1,445.00	1,233.37	85.35%
UNEMPLOYMENT SPED TEACHERS	499.89	0.00	(499.89)	0.00%
SUI SPED	0.00	3,187.00	3,187.00	100.00%
FUTA SPED	0.00	600.00	600.00	100.00%
WORKERS COMP SPED TEACHERS	0.00	798.00	798.00	100.00%
HEALTH BENEFITS SPED TEACHERS	12.84	10,627.00	10,614.16	99.88%
SPED CONTRACTED SERVICES	104,258.79	73,336.00	(30,922.79)	-42.17%
SPED SUPPLIES	346.31	5,600.00	5,253.69	93.82%
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	130,938.24	223,045.00	92,106.76	41.30%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	668.00	668.00	100.00%
FOOD SERVICES PRIVATE PROGRAM EXPENSE	309.83	0.00	(309.83)	0.00%
TOTAL FOOD SERVICES	309.83	668.00	358.17	53.62%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	8,473.22	11,400.00	2,926.78	25.67%
COPIER SUPPLIES	5,302.45	2,280.00	(3,022.45)	-132.56%
ASSESSMENT AND TESTING MATERIALS	2,168.65	2,851.00	682.35	23.93%
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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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	13,695.31	0.00	(13,695.31)	0.00%
CONSUMABLES - COMPUTERS	2,082.10	0.00	(2,082.10)	0.00%
CONSUMABLES - SUPPLIES	1,665.14	0.00	(1,665.14)	0.00%
CONSUMABLES - FURNITURE / EQUIPMENT	4,470.91	0.00	(4,470.91)	0.00%
TEXTBOOKS / CURRICULUM	1,548.00	0.00	(1,548.00)	0.00%
SOFTWARE	1,936.37	0.00	(1,936.37)	0.00%
COMPUTER PURCHASES	4,995.83	0.00	(4,995.83)	0.00%
IT SUPPLIES	620.20	1,000.00	379.80	37.98%
POSTAGE	3,683.93	6,840.00	3,156.07	46.14%
OFFICE SUPPLIES	2,811.89	1,426.00	(1,385.89)	-97.19%
NURSING SUPPLIES	1,709.23	0.00	(1,709.23)	0.00%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH				
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>56,430.95</b>	<b>25,797.00</b>	<b>(30,633.95)</b>	<b>-118.75%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	304.64	18,506.00	18,201.36	98.35%
AFFILIATION FEE - BATTLE OF THE BOOKS	813.48	1,000.00	186.52	18.65%
TRAINING & DEVELOPMENT	12,010.95	0.00	(12,010.95)	0.00%
TRAVEL TEACHERS	7,193.52	0.00	(7,193.52)	0.00%
TRAVEL LICENSED ADMIN	3,345.30	1,668.00	(1,677.30)	-100.56%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>23,667.89</b>	<b>21,174.00</b>	<b>(2,493.89)</b>	<b>-11.78%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	9,071.65	40,000.00	30,928.35	77.32%
PAYROLL SERVICE FEES	1,800.00	0.00	(1,800.00)	0.00%
IT SERVICES MONTHLY	23,710.31	23,942.00	231.69	0.97%
IT SET UP FEES	300.00	10,000.00	9,700.00	97.00%
INFINITE CAMPUS	0.00	1,336.00	1,336.00	100.00%
AUDIT AND TAX SERVICES	3,610.12	7,919.00	4,308.88	54.41%
LEGAL FEES	0.00	4,336.00	4,336.00	100.00%
MANAGEMENT FEES	203,378.40	256,502.00	53,123.60	20.71%
AFFILIATION FEE - INC.	16,938.89	19,506.00	2,567.11	13.16%
STATE ADMINISTRATIVE FEES	57,564.58	58,518.00	953.42	1.63%
<b>TOTAL CONTRACTED SERVICES</b>	<b>316,373.95</b>	<b>422,059.00</b>	<b>105,685.05</b>	<b>25.04%</b>

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
<b>OTHER EXPENSES</b>				
	986.00	800.00	(186.00)	-23.25%
BACKGROUND/DRUG TEST	247.07	0.00	(247.07)	0.00%
ADVERTISING/MARKETING	511.13	0.00	(511.13)	0.00%
PRINTING AND BINDING EXPENSES	3,616.10	2,000.00	(1,616.10)	-80.81%
WEB SITE EXPENDITURES	2,290.99	20,336.00	18,045.01	88.73%
DUES AND FEES	22,130.94	0.00	(22,130.94)	0.00%
INTEREST EXPENSE	152.73	668.00	515.27	77.14%
ATHLETICS	<u>29,934.96</u>	<u>23,804.00</u>	<u>(6,130.96)</u>	<u>-25.76%</u>
TOTAL OTHER EXPENSES				

**FACILITY MAINTENANCE**

IT REPAIRS AND MAINTENANCE	2,715.14	0.00	(2,715.14)	0.00%
JANITORAL MONTHLY FEES	43,117.39	46,788.00	3,670.61	7.85%
JANITORAL ADDITIONAL SERVICES	69.95	0.00	(69.95)	0.00%
REPAIRS AND MAINTENANCE	9,351.15	9,000.00	(351.15)	-3.90%
AC REPAIRS AND MAINTENANCE	0.00	11,502.00	11,502.00	100.00%
LAWN CARE	3,500.00	4,668.00	1,168.00	25.02%
SUMMER MAINTENANCE	0.00	5,000.00	5,000.00	100.00%
CUSTODIAL SUPPLIES	12,287.64	8,553.00	(3,734.64)	-43.66%
TOTAL FACILITY MAINTENANCE	<u>71,041.27</u>	<u>85,511.00</u>	<u>14,469.73</u>	<u>16.92%</u>

**FACILITIES OPERATIONS**

PROPERTY INSURANCE	16,379.59	6,753.00	(9,626.59)	-142.55%
LIABILITY INSURANCE	0.00	6,753.00	6,753.00	100.00%
RENT/LEASE PAYMENTS	362,473.33	388,890.00	26,416.67	6.79%
TOTAL FACILITIES OPERATIONS	<u>378,852.92</u>	<u>402,396.00</u>	<u>23,543.08</u>	<u>5.85%</u>

**UTILITIES AND SERVICES**

WATER	7,366.09	7,336.00	(30.09)	-0.41%
SEWER	12,326.75	7,336.00	(4,990.75)	-68.03%

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	10,932.58	14,668.00	3,735.42	25.47%
GARBAGE/DISPOSAL/TRASH				
ALARM SERVICES	340.00	2,405.00	2,065.00	85.86%
FIRE SERVICES	1,680.00	2,405.00	725.00	30.15%
TELEPHONE	1,183.02	5,536.00	4,352.98	78.63%
INTERNET	5,580.86	5,536.00	(44.86)	-0.81%
ELECTRICITY	42,065.29	44,000.00	1,934.71	4.40%
	<u>81,474.59</u>	<u>89,222.00</u>	<u>7,747.41</u>	<u>8.68%</u>
TOTAL UTILITIES AND SERVICES				
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	153,392.00	153,336.00	(56.00)	-0.04%
	<u>153,392.00</u>	<u>153,336.00</u>	<u>(56.00)</u>	<u>-0.04%</u>
TOTAL ADJUSTING ENTRIES				
	<u>3,379,953.25</u>	<u>3,668,461.00</u>	<u>288,507.75</u>	<u>7.86%</u>
TOTAL EXPENSES				
NET INCOME	671,835.89	50,902.00	620,933.89	1219.86%

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	Actual	Year-To-Date		
Thru:	Feb 2019	Budget	Feb 2019	Variance
<b>INCOME</b>				
DSA REVENUE	3,793,014.41	3,628,007.00	165,007.41	4.55%
SPED DISCRETIONARY UNIT	178,740.22	13,336.00	165,404.22	1240.28%
SPED PART B FUNDING	38,979.53	0.00	38,979.53	0.00%
<b>TOTAL INCOME</b>	<b>4,010,734.16</b>	<b>3,641,343.00</b>	<b>369,391.16</b>	<b>10.14%</b>
<b>EXPENSES</b>				
<b>SALARIES</b>				
SALARIES TEACHERS	912,437.02	1,130,668.00	218,230.98	19.30%
SALARIES OF LONG TERM SUBS	62,632.68	0.00	(62,632.68)	0.00%
CONTRACTED SUBSTITUTE SERVICE	19,075.00	41,000.00	21,925.00	53.48%
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	153,146.39	80,640.00	(72,506.39)	-89.91%
BONUSES SUPPORT STAFF	4,618.92	0.00	(4,618.92)	0.00%
SALARIES OF GENERAL ADMIN	22,695.67	78,320.00	55,624.33	71.02%
BONUSES GENERAL ADMIN	1,226.84	0.00	(1,226.84)	0.00%
SALARIES OF LICENSED ADMIN	106,023.12	120,026.00	14,002.88	11.67%
BONUSES LICENSED ADMIN	7,784.20	0.00	(7,784.20)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	30,720.00	30,720.00	100.00%
<b>TOTAL SALARIES</b>	<b>1,326,359.87</b>	<b>1,481,374.00</b>	<b>155,014.13</b>	<b>10.46%</b>
<b>BENEFITS</b>				
<b>TOTAL BENEFITS</b>	<b>534,312.36</b>	<b>644,639.00</b>	<b>110,326.64</b>	<b>17.11%</b>
<b>TUITION REIMBURSEMENT</b>				

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	0.00	3,336.00	3,336.00	100.00%
TUITION REIMBURSEMENT TEACHERS				
TOTAL TUITION REIMBURSEMENT	0.00	3,336.00	3,336.00	100.00%
TOTAL SALARIES AND BENEFITS	1,860,672.23	2,129,349.00	268,676.77	12.62%
<b>SPECIAL EDUCATION</b>				
SPED TEACHER SALARIES	54,891.85	99,570.00	44,678.15	44.87%
SALARIES OF SUPPORT STAFF SPED	9,893.56	0.00	(9,893.56)	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	243.82	0.00	(243.82)	0.00%
PERS SPED TEACHERS	13,859.78	27,882.00	14,022.22	50.29%
PERS SUPPORT STAFF SPED	1,206.45	0.00	(1,206.45)	0.00%
MEDICARE SPED TEACHERS	1,281.56	1,445.00	163.44	11.31%
MEDICARE SUPPORT STAFF SPED	152.42	0.00	(152.42)	0.00%
UNEMPLOYMENT SPED TEACHERS	1,592.27	0.00	(1,592.27)	0.00%
SUI SPED	0.00	3,187.00	3,187.00	100.00%
FUTA SPED	0.00	600.00	600.00	100.00%
UNEMPLOYMENT SUPPORT STAFF SPED	304.67	0.00	(304.67)	0.00%
WORKERS COMP SPED TEACHERS	0.00	798.00	798.00	100.00%
HEALTH BENEFITS SPED TEACHERS	6,319.05	10,625.00	4,305.95	40.53%
HEALTH BENEFITS SUPPORT STAFF SPED	14.63	0.00	(14.63)	0.00%
SPED CONTRACTED SERVICES	106,381.55	63,336.00	(43,045.55)	-67.96%
SPED SUPPLIES	1,401.41	5,600.00	4,198.59	74.97%
SPED ASSESSMENT AND TESTING MATERIALS	5,595.55	0.00	(5,595.55)	0.00%
TOTAL SPECIAL EDUCATION	206,658.12	213,043.00	6,384.88	3.00%
<b>FOOD SERVICES</b>				
FOOD SERVICES FEDERAL PROGRAM EXPENSE	0.00	668.00	668.00	100.00%
TOTAL FOOD SERVICES	0.00	668.00	668.00	100.00%
<b>INSTRUCTIONAL SUPPLIES</b>				

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**Budget VS Actual 18**  
**ACADEMICANV**  
**Somerset Academy of Las Vegas Aliante**

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Accrual

Report includes an open period. Entries are not final.

Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	4,570.38	12,055.00	7,484.62	62.09%
GENERAL CLASSROOM SUPPLIES				
COPIER SUPPLIES	216.00	2,232.00	2,016.00	90.32%
ASSESSMENT AND TESTING MATERIALS	0.00	3,015.00	3,015.00	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	8,886.33	0.00	(8,886.33)	0.00%
TEXTBOOKS / CURRICULUM	365.00	0.00	(365.00)	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	4,046.96	0.00	(4,046.96)	0.00%
POSTAGE	25.00	668.00	643.00	96.26%
OFFICE SUPPLIES	10,431.06	7,257.00	(3,174.06)	-43.74%
NURSING SUPPLIES	4,173.93	1,675.00	(2,498.93)	-149.19%
<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>11,713.31</b>	<b>26,902.00</b>	<b>15,188.69</b>	<b>56.46%</b>
<b>TRAINING &amp; DEVELOPMENT / TRAVEL</b>				
AFFILIATION FEE - TRAINING	11,549.26	18,098.00	6,548.74	36.18%
AFFILIATION FEE - BATTLE OF THE BOOKS	0.00	1,000.00	1,000.00	100.00%
TRAINING & DEVELOPMENT	35.66	0.00	(35.66)	0.00%
TRAVEL TEACHERS	21.09	0.00	(21.09)	0.00%
TRAVEL LICENSED ADMIN	0.00	1,336.00	1,336.00	100.00%
<b>TOTAL TRAINING &amp; DEVELOPMENT / TRAVEL</b>	<b>11,606.01</b>	<b>20,434.00</b>	<b>8,827.99</b>	<b>43.20%</b>
<b>CONTRACTED SERVICES</b>				
COPIER FEES MONTHLY	6,542.38	40,000.00	33,457.62	83.64%
IT SERVICES MONTHLY	17,727.61	23,438.00	5,710.39	24.36%
IT SET UP FEES	2,225.00	10,000.00	7,775.00	77.75%
INFINITE CAMPUS	0.00	1,336.00	1,336.00	100.00%
AUDIT AND TAX SERVICES	3,573.28	0.00	(3,573.28)	0.00%
LEGAL FEES	0.00	3,336.00	3,336.00	100.00%



Database: ACADEMICANV  
 ENTITY: 028

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

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Accrual

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Thru:	Year-To-Date		Variance	
	Actual Feb 2019	Budget Feb 2019		
	201,303.14	251,102.00	49,798.86	19.83%
MANAGEMENT FEES				
AFFILIATION FEE - INC.	16,740.18	19,098.00	2,357.82	12.35%
STATE ADMINISTRATIVE FEES	56,895.22	57,286.00	390.78	0.68%
	<u>305,006.81</u>	<u>405,596.00</u>	<u>100,589.19</u>	<u>24.80%</u>
TOTAL CONTRACTED SERVICES				
OTHER EXPENSES				
BACKGROUND/DRUG TEST	528.00	736.00	208.00	28.26%
ADVERTISING/MARKETING	1,631.42	0.00	(1,631.42)	0.00%
PRINTING AND BINDING EXPENSES	269.70	0.00	(269.70)	0.00%
WEB SITE EXPENDITURES	60.30	2,000.00	1,939.70	96.99%
DUES AND FEES	1,010.00	1,668.00	658.00	39.45%
INTEREST EXPENSE	21,900.34	0.00	(21,900.34)	0.00%
ATHLETICS	0.00	668.00	668.00	100.00%
	<u>25,399.76</u>	<u>5,072.00</u>	<u>(20,327.76)</u>	<u>-400.78%</u>
TOTAL OTHER EXPENSES				
FACILITY MAINTENANCE				
JANITORAL MONTHLY FEES	46,301.22	48,400.00	2,098.78	4.34%
JANITORAL ADDITIONAL SERVICES	19,117.41	0.00	(19,117.41)	0.00%
REPAIRS AND MAINTENANCE	8,281.11	9,536.00	1,254.89	13.16%
AC REPAIRS AND MAINTENANCE	0.00	8,000.00	8,000.00	100.00%
LAWN CARE	2,700.00	4,668.00	1,968.00	42.16%
SUMMER MAINTENANCE	0.00	4,668.00	4,668.00	100.00%
CUSTODIAL SUPPLIES	986.46	8,371.00	7,384.54	88.22%
	<u>77,386.20</u>	<u>83,643.00</u>	<u>6,256.80</u>	<u>7.48%</u>
TOTAL FACILITY MAINTENANCE				
FACILITIES OPERATIONS				
PROPERTY INSURANCE	16,222.49	5,170.00	(11,052.49)	-213.78%
LIABILITY INSURANCE	0.00	5,170.00	5,170.00	100.00%
RENT/LEASE PAYMENTS	431,823.37	500,000.00	68,176.63	13.64%
	<u>448,045.86</u>	<u>510,340.00</u>	<u>62,294.14</u>	<u>12.21%</u>
TOTAL FACILITIES OPERATIONS				

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**YTD Comparative Income Statement**  
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	Year-To-Date			
Thru:	Actual	Budget		
	Feb 2019	Feb 2019	Variance	
<b>UTILITIES AND SERVICES</b>				
WATER	6,496.35	7,336.00	839.65	11.45%
SEWER	7,703.20	7,336.00	(367.20)	-5.01%
GARBAGE/DISPOSAL/TRASH	5,980.47	14,668.00	8,687.53	59.23%
ALARM SERVICES	1,708.00	2,405.00	697.00	28.98%
FIRE SERVICES	450.00	2,405.00	1,955.00	81.29%
TELEPHONE	587.15	5,536.00	4,948.85	89.39%
INTERNET	6,041.04	5,536.00	(505.04)	-9.12%
ELECTRICITY	19,156.01	44,000.00	24,843.99	56.46%
<b>TOTAL UTILITIES AND SERVICES</b>	<b>48,122.22</b>	<b>89,222.00</b>	<b>41,099.78</b>	<b>46.06%</b>
<b>ADJUSTING ENTRIES</b>				
DEPRECIATION EXPENSE	150,000.00	150,000.00	0.00	0.00%
<b>TOTAL ADJUSTING ENTRIES</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSES</b>	<b>3,144,610.52</b>	<b>3,634,269.00</b>	<b>489,658.48</b>	<b>13.47%</b>
<b>NET INCOME</b>	<b>866,123.64</b>	<b>7,074.00</b>	<b>859,049.64</b>	<b>12143.76%</b>

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019 Agenda Item: 3b2 – Approval of Janitorial Service for the Sky Pointe Campus Number of Enclosures: 1
--

<b>SUBJECT: Janitorial Service for Sky Pointe Campus</b>
--

<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 Vanguard as the janitorial service provider for the Sky Pointe campus.
--

Submitted By: Staff
---------------------

# Academica Nevada Janitorial Grading Rubric

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

Company	Weight	40%	20%	25%	5%	5%	5%	100%
		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
Karla's		10	9	8	8	7	7	8.17
BGM		9	10	9	9	10	10	9.50
Vanguard		8	10	10	8	9	9	9.00
Mastercorp		7	9	8	8	8	8	8

Recommended
-------------

Academica recommends BGM based on price and past performance  
 School would prefer Vanguard based on communication skills  
 Karla's - \$14,580  
 BGM- \$16,997.92  
 Vanguard- \$17,473  
 MasterCorp- \$26,591.80

Karla's Cleaning Services  
702-296-9832

2147 Sawtooth Mountain Dr  
Henderson, Nevada  
89044  
United States



Prepared For  
Gil Cuevas  
Academica Nevada  
6630 Surrey St  
Las Vegas, Nevada  
89119  
United States

Proposal Date  
04/01/2019

Proposal Number  
0000009

## Overview

### PROFESSIONAL JANITORIAL SERVICE PROPOSAL

thank you for allowing Karla's Cleaning services to prepare a professional cleaning service for your consideration. we know it takes **considerable time and effort to show any potential contractor your facility, and to provide them with** necessary information so again, thanks..

**Before we start...** all of our cleaners thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

**During the start ...** We know as seamless, no hassle start-up is important to every customer. So at Karla's cleaning service, we combine up -front preparation and training with a supervision and directions to ensure a smooth successful startup.

**After the start...** **Karla's Cleaning Service**, will supervise the quality of service to make sure your building is looking Good!.

We look Forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any question or need additional information as you review your proposal.

**Sincerely,**

**Rafael Corominas**  
**Karla Sosa**  
**Owners Karla's Cleaning Services LLC.**

## Pricing

Description	Rate	Qty	Line Total
<b>Janitorial Services</b> Base on the walkthrough and the services that you request on the attachment (Somerset Elementary, Middle, and high schools) we will have a minimum of (7) to 9 people daily 5 days a week to complete the work we are please for your organization to consider Karla's Cleaning services to become your Janitorial Services .Thank you	\$14,580.00	1	\$14,580.00

Subtotal 14,580.00

Tax 0.00

---

Proposal Total (USD) \$14,580.00



Brilliant General Maintenance Inc. *Serving all your facility maintenance needs*

April 4, 2019

Somerset Academy of Las Vegas  
6630 Surrey St.  
Las Vegas, NV 89119

Dear Gil Cuevas,

Brilliant General Maintenance Inc. is a building maintenance local service provider established in 1983 to serve its customers with a worry-free service.

Thank you for allowing us the opportunity to bid on your sky pointe campus. We appreciate any business Somerset Academy of Las Vegas may award us.

If you need additional information please feel free to call me anytime or you can view our website at [brilliantincorporated.com](http://brilliantincorporated.com).

We are committed to providing you the best of service and to become your preferred service provider.

Sincerely,  
Wendy Colindres  
Area Manager  
Cell: (702) 845-0015

**BUILDING MAINTENANCE & FACILITY SERVICES**

2700 E. Patrick Lane, Suite 3 • Las Vegas, NV 89120 • Tel: 844.271.6677 • Fax: 702.822.2136

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## *Janitorial Agreement*

This agreement is entered on \_\_\_\_\_, by and between Somerset Academy for Sky pointe campus "OWNER" and Brilliant General Maintenance, Inc., "CONTRACTOR", on the following terms and conditions:

1.1 CONTRACTOR shall furnish all labor and material to perform services pursuant to the Sky pointe campus Janitorial Specifications as set forth in the schedule of janitorial specifications attached hereto and incorporated herein by this reference, for the property known as Sky Pointe Campus at 7038 Sky Pointe Dr. Las Vegas, NV 89131

2. Periodic services stated in the Sky pointe Janitorial Specifications attached hereto will be performed on a confirmed, scheduled day based on the calendar year. If additional work is needed due to situations beyond the CONTRACTOR'S control, including but not limited to acts of God, earthquakes, natural disasters, unscheduled work or major construction improvements, or otherwise, such work will be handled on a Time and Material basis, as provided for in the Emergency Labor Rates attached hereto. When CONTRACTOR is called to perform emergency work, CONTRACTOR will provide OWNER or Owner or authorized employee a Special Work Request Form attached hereto. Though not a condition precedent to CONTRACTOR'S right to payment, OWNER shall sign the special emergency work request form prior to the performance of any such emergency work and confirm the requested emergency work within a twenty-four-hour period and provide CONTRACTOR with a purchase number. If no purchase order is given, the OWNER'S signature will be considered an acceptable verification for proper payment to CONTRACTOR for services rendered.

1. OWNER'S authorized employees who have verbal or written authority to bind OWNER and authorize emergency work are:

- A. Gil Cuevas
- B.
- C.

2. Any additional requested work and/or emergency work will be charged on time and material plus 15% material markup. Minimum charge of four (4) hours charge per call on "As Needed Basis" with your authorization. Enclosed is a list of rates for work performed for each category attached hereto. Such rates will not increase during the course of this agreement.

3. Change orders for extra work or elimination of work already provided for in the maximum contract price shall be billed (add or deduct to maximum cost of project) to OWNER at the subcontracted or direct labor and material plus thirteen percent (15%) material markup.

4. Any savings in the maximum cost of the change orders shall be returned to owner one hundred percent (100%). A maximum cost (not to exceed) is to be provided prior to any project commencement and a complete cost breakdown shall be provided upon each completion.

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1.2.5. CONTRACTOR observes the following Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Any work performed by CONTRACTOR on any of the above-observed Holidays would be charged to OWNER on an hourly, time and a half basis.

1. Systematic audits will be conducted by the supervisor and account manager of the CONTRACTOR to ensure that all services are properly performed. One (1) time monthly audits will be conducted by CONTRACTOR'S Operations Manager, and OWNER'S authorized representative, on a pre-set, monthly schedule that is convenient to the OWNER'S work schedule.
2. OWNER agrees that during or in the event of cancellation or other termination of this contract, OWNER will not solicit or otherwise attempt to hire, lure away from CONTRACTOR, or hire any of CONTRACTOR's personnel or other employees of CONTRACTOR during the term of this contract or for a period of one (1) year following its termination.

2.2.1 OWNER acknowledges that CONTRACTOR's employees are essential to the continued smooth and efficient operations of OWNER's business and that a disruption in CONTRACTOR's personnel causes its efficiencies to suffer and costs to increase. Therefore, in an effort to provide a cost-efficient service to OWNER, during the term of this contract, or any extension thereof, and in the event of the cancellation or other termination of this contract, for any reason, and for a period of one (1) year thereafter, OWNER will not solicit, attempt to hire, lure away, or participate in any scheme to hire or lure away from CONTRACTOR, or hire any of CONTRACTOR's personnel or other employees.

2. With respect to the OWNER's obligations under 2.2 of the contract only, CONTRACTOR and OWNER agree that CONTRACTOR will waive enforcement of this provision upon the payment by OWNER to CONTRACTOR the sum of five thousand dollars. After giving due consideration to all factors affecting this matter, OWNER and CONTRACTOR agree that (1) it would be impractical or extremely difficult to determine the actual damages to CONTRACTOR in the event of OWNER's failure to comply with the provisions of 2.2; (2) the amount of the payment specified herein is a reasonable estimate of the damages which CONTRACTOR would incur as a result of OWNER's breach of its obligations under 2.2; and (3) payment to CONTRACTOR by OWNER of the amount specified herein shall be CONTRACTOR's liquidated damages and CONTRACTOR's sole remedy in the event of OWNER's breach thereunder, and CONTRACTOR hereby waives any other remedy at law or in equity for OWNER's breach of 2.2.

- 2.3 OWNER has the right to refuse any of CONTRACTOR'S employees.

## BUILDING MAINTENANCE & FACILITY SERVICES

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1. In performing the services required of it under this Agreement, CONTRACTOR shall comply with all applicable federal, state, county, and city statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, CONTRACTOR shall immediately notify OWNER of the fact and the reasons therefore in writing and delivered to OWNER'S authorized employee.
1. CONTRACTOR shall carry complete workmen's compensation, public liability, and property damage insurance. All of CONTRACTOR'S employees shall at all times be covered by a blanket fidelity bond at CONTRACTOR'S sole expense. CONTRACTOR will supply copies of these documents to OWNER for verification will be given to OWNER, if CONTRACTOR modifies or changes said documents.
- 5.1 Term of Agreement. The term of Agreement shall commence on or about the \_\_\_\_\_ day of \_\_\_\_\_, 2018 and shall continue in full force and effect thereafter for a period of one (1) year unless it is terminated for cause on thirty (30) days' notice from either party to the other. Should the Agreement not be terminated by either party within one (1) year, it shall continue in full force and effect from year to year subject to a cost of living adjustment and other terms that are agreeable to both CONTRACTOR and OWNER. CONTRACTOR may pass on (one per calendar year) to OWNER actual costs associated with any government mandated cost increases throughout the life of contract. OWNER shall receive a 60-day written notice before effective date of increase.
- 6.1 Schedules, Riders, Attachments or Addenda. Any schedules, riders, attachments or addenda hereto are incorporated herein as though set forth in full.
- 7.1 OWNER shall pay CONTRACTOR the sum of **\$16,997.92** per month based on 139,000.00 square feet or price per square feet of \$0.122 for the contracted janitorial services herein agreed upon. CONTRACTOR shall send OWNER a bill at the beginning of each month and the OWNER shall make payment of Net 30 days of the billing date at 2700 E. Patrick Lane, Suite 3 Las Vegas, NV 89120, or at such other place or places as may be designated from time to time by the CONTRACTOR.
- 7.2 For purposes of this provision "cause" on the part of OWNER shall mean failure of OWNER to pay for the services rendered by CONTRACTOR under this Agreement.
3. For purposes of this provision "cause" on the part of CONTRACTOR shall mean persistent failure to perform its duties under this Agreement as stated in the SKY Pointe Janitorial Specifications attached hereto provided that OWNER presents to CONTRACTOR within three (3) days of any deficiency a Notice of Objection to Performance on the form attached hereto. CONTRACTOR'S failure to perform shall be persistent if OWNER, in good faith, presents to CONTRACTOR a Notice of Objection to Performance in the form attached hereto within any given time and the deficiency in performance as set forth in the notice is not cured within 48 hours of receipt of such notice or other mutually agreed upon time.
4. If OWNER is purchased, merged or acquired by another Company for whatever reasons, this Agreement can be terminated by the heirs, successors or legal representatives only if the new OWNER gives the CONTRACTOR opportunity to re-negotiate this Agreement. If no mutual agreement can be made, the new OWNER may terminate the Agreement, with a written 60-day notice.

### **BUILDING MAINTENANCE & FACILITY SERVICES**

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7.5 This Agreement may be terminated, for reasons defined as "cause" by either party, with a written 30-day notice.

1. In the event of disagreement or dispute between OWNER and CONTRACTOR arising out of or connected with this agreement which cannot be adjusted by and between the parties, the disputed disagreement shall be submitted to arbitration shall be pursuant to the rules of the American Arbitration Association, which rules are by this reference incorporated herein, and California Code of Civil Procedure Sections 1280 *et seq.*

9.1 In the event either party brings any legal action or other proceeding, to enforce or protect any of its rights hereunder in any dispute pertaining to this contract the prevailing party shall be entitled to recover reasonable attorney's fees as a cost and not as damage. The "prevailing party" shall be the party who would be entitled to recover his costs of suit had the dispute been litigated in a civil action, whether or not the action or proceeding proceeds to final judgment.

9.2 ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, INDEMNITIES AND GUARANTEES, WHETHER EXPRESS OR IMPLIED, ARISING BY LAW, CUSTOM, PRIOR ORAL OR WRITTEN STATEMENTS BY CONTRACTOR OR OTHERWISE (INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE OR OF ERROR-FREE AND UNINTERRUPTED USE) ARE HEREBY OVERRIDDEN, EXCLUDED AND DISCLAIMED.

9.3 Except for payment obligations, neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to causes beyond its reasonable control, such as natural catastrophes, governmental acts or omissions, laws or regulations, labor strikes or difficulties, transportation stoppages or slowdowns or the inability to procure parts or materials. If any of these causes continues to prevent or delay performance for more than thirty (30) days, the affected party may terminate this Agreement, in whole or in part, effective immediately upon notice to the other party

9.4 EXCEPT WITH RESPECT TO SECTION 2.2, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, BASED ON CLAIMS OF THE OTHER PARTY OR ANY THIRD PARTY (INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR LOSS OF DATA, GOODWILL, PROFITS, USE OF MONEY OR USE OF PRODUCTS, INTERRUPTION IN USE OR AVAILABILITY OF DATA, STOPPAGE OF OTHER WORK OR IMPAIRMENT OF OTHER ASSETS), ARISING OUT OF BREACH OF EXPRESS OR IMPLIED WARRANTY, BREACH OF CONTRACT, MISREPRESENTATION, NEGLIGENCE, STRICT LIABILITY IN TORT OR OTHERWISE, EXCEPT ONLY IN THE CASE OF PERSONAL INJURY WHERE AND TO THE EXTENT THAT APPLICABLE LAW REQUIRES SUCH LIABILITY.

9.5 In the event CONTRACTOR fails to provide the required services to OWNER's satisfaction, the exclusive remedy against CONTRACTOR and CONTRACTOR's sole liability, is, at CONTRACTOR's sole option, either the (i) waiver or return of the compensation for the services or (ii) providing duplicate but satisfactory services.

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- 9.6 OWNER shall indemnify, defend and hold CONTRACTOR harmless from any and all claims, liability, costs, damages and expenses, including without limitation attorneys' fees, arising out of or relating to the negligence of OWNER or its agents.
- 1. Notices given pursuant to the provisions of this Agreement, or necessary to carry out its provisions, shall be in writing and delivered personally to the person to whom the notice is to be given, or mailed postage prepaid, addressed to OWNER at Sky Pointe and the CONTRACTOR at 2700 E. Patrick Lane, Suite 3 Las Vegas, NV 89120.
- 2. This Agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between the parties regarding its subject matter. If any provision in this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

The parties hereto have executed this Agreement as of the date set forth above.

ACCEPTED BY:  
 Somerset Academy  
 6630 Surrey St.  
 Las Vegas, NV 89119

ACCEPTED BY:  
 Brilliant General Maintenance, Inc.  
 2700 E. Patrick Lane, Suite 3  
 Las Vegas, NV 89120

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Purchase Order Number

**BUILDING MAINTENANCE & FACILITY SERVICES**

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Please provide the following in your bid.

- Contract begins April 22<sup>nd</sup>, 2019
- 3 year contract with 30 day notice to terminate with or without cause.
- Per square footage price, to potentially add future schools at that price.
- Pricing provided without consumables.
- Window cleaning 2x year.
- Separate line item for floor care maintenance.
- Reduced scope for summer cleaning.
- Provide references.
- Proof of insurance and bonding.

**Bids are due April 5<sup>th</sup> 2019**

**\*Please Note\***

**Contract will begin April 22<sup>nd</sup> 2019**

**Board of Directors will award contact  
in board meeting. (Date TBD)**

# ***Service Specifications***

Janitorial services will be delivered Monday through Friday to all occupied areas as outlined.

## **Offices/Administration**

### **Daily**

1. Empty all trash containers. Replace soiled basket liners.
2. Remove all trash to disposal areas.
3. Spot clean interior partition glass
4. Clean/Wash both sides of glass doors.
5. Remove fingerprints from around doors and light switches
6. Dust/Mop all hard surface floors. Damp mop to remove spillage.
7. Vacuum all carpets/area rugs.
8. Secure all offices doors and turn off lights as indicated.
9. Report all irregularities to management.

### **Weekly**

1. Dust all lower areas of chairs, file cabinets, desks, etc.
2. Dust tops of picture frames and high ledges.
3. General high dust partitions and other vertical surfaces.
4. Spot clean stains in carpet.

### **Monthly**

1. Spray buff all resilient tile and hard surface floors.
2. Dust window blinds.
3. Edge vacuum all exposed baseboards with crevice tool as needed.

### **BI-Annually**

1. Strip and wax all resilient tile floors as needed. Buff to shine.
2. Clean all baseboards and door jambs.
3. Dust all wood surfaces with treated cloth.
4. Vacuum all ceiling air vents.
5. Deep scrub and buff all concrete floors.
6. Shampoo all carpet and area rugs.

## **Restrooms**

### **Daily**

1. Empty and clean waste receptacles.

2. Physically restock all paper towel, toilet tissues, feminine products, deodorizers and hand soap dispensers.
3. Dust all ledges, dispensers and partitions.
4. Clean top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner.
5. Clean both sides of stool seats using a disinfectant cleaner.
6. Clean and polish all bright work.
7. Clean sinks and countertops to remove soil, stain and soap film.
8. Clean mirrors.
9. Mop all floors using a disinfectant cleaner.
10. Spot clean both sides of doors to restrooms.
11. Clean doorknobs/push plates using a disinfectant cleaner.
12. Report malfunctioning of equipment to management.

#### **Weekly**

1. Wipe down all stall partitions and doors.
2. Clean stools and urinals with non-acid bowl cleaner as needed.
3. Pour water into floor drain.

#### **Monthly**

1. High dust all walls and air diffusers.
2. Damp wipe and clean wall tile using a disinfectant cleaner.

#### **Bi-Annually**

1. Pressure wash/auto-scrub tile and grout in bathrooms.

### **Entry Areas, Lobby and Hallways**

#### **Daily**

1. Empty all trash containers.
2. Clean, disinfect and polish drinking fountain.
3. Clean both sides of entrance doors and door windows up to 80" in height.
4. Clean all two-way glass doors in lobby area.
5. Maintain metal door and window frames clean.
6. Power vacuum carpets and carpeted walk-off mats.
7. Sweep and damp mop hard surface floors.
8. Dust all medium level and low-level ledges.
9. Auto scrub hallways.

#### **Weekly**

1. Dust all top ledges and walls.
2. Buff/spray buff resilient tile floors and maintain other hard surface floors.

3. Scrub walls to remove all marks and smudges.
4. High dust all wall areas.

#### Tri Annually

1. Strip and wax resilient tile floors as needed.
2. Scrub all walls.

### Classrooms

#### Daily

1. All bare floor areas swept and dust mopped.
2. All classrooms entrance and exit doors cleaned.
3. All carpets and area rugs vacuumed.
4. Spot clean all stains on carpet as reported.
5. All sinks (where applicable) wiped down with disinfectant, run water in all sinks daily.
6. Clean/polish all glass doors, glass partitions and framing to a bright condition, free of dust and streaks.
7. Spot clean all vertical surfaces, bright work and fixtures to remove stains, with special attention near switch plates, waste receptacles, door frames, and door handles.
8. Empty and clean all waste receptacles, remove all trash to designated trash area and replace trash liners.
9. Brush/vacuum all common area in classroom furniture as necessary.
10. Clean whiteboards on Friday's (unless specified otherwise)

#### Bi-Annually

1. Shampoo clean all carpets and area rugs
2. Strip and wax all floors

### Multi-Purpose Room

#### Daily

1. Dust mop all floors.
2. Sweep and auto scrub all floors
3. Spot clean all interior windows and glass doors.
4. Sanitize door handles/push plates.

### Employee Breakroom

#### Daily

1. Empty trash containers, replace soiled basket liners.
2. Remove trash to disposal area.
3. Clean tabletops with disinfectant cleaner.
4. Wipe down chair seats and arms.
5. Wet mop tile floor and vacuum carpets/area rugs.



6. Spot clean walls.
7. Spot clean front of cabinet doors and outside front of refrigerators and microwaves.
8. Dust any window ledges, and clean any interior windows.

#### **Tri Annually**

1. Clean all baseboards and door jams
2. Strip and wax all resilient tile floors as needed, buff to shine.

### **Kitchen**

#### **Daily**

1. Empty all trash containers, replace soiled liners.
2. Remove trash to disposal area.
3. Wet mop all tile floors using a disinfecting cleaner.
4. Spot clean walls using a disinfecting cleaner.

### **GYM (Bathrooms, Locker Rooms, Offices)**

#### **Daily**

1. Empty all trash containers, replace soiled liners.
2. Dust mop all floors/vacuum carpets
3. Clean all interior glass/glass doors

#### **Weekly**

1. Auto scrub gym floor – white pads and water ONLY on gym floor.

#### **Monthly**

1. Spot clean walls using disinfecting cleaner
2. Wipe down/sweep bleachers
3. Spot clean bleacher chairs using a disinfecting cleaner

### **Janitor closets**

1. Maintain in an orderly and clean condition.
2. Maintain all copies of MSDS/SDS on site and accessible.

### **Core Cleaning**

Core Cleaning to be completed during the summer in addition to Thanksgiving week, Winter break, Spring Break and weekly as time allows during the school year.

1. Scrub walls in all hallways, classrooms, bathrooms and office areas.
2. Dust baseboards.
3. Vacuum air conditioner/heating vents.
4. Clean light fixtures.
5. Wipe down student and teacher desks, chairs, tables, and additional furniture.

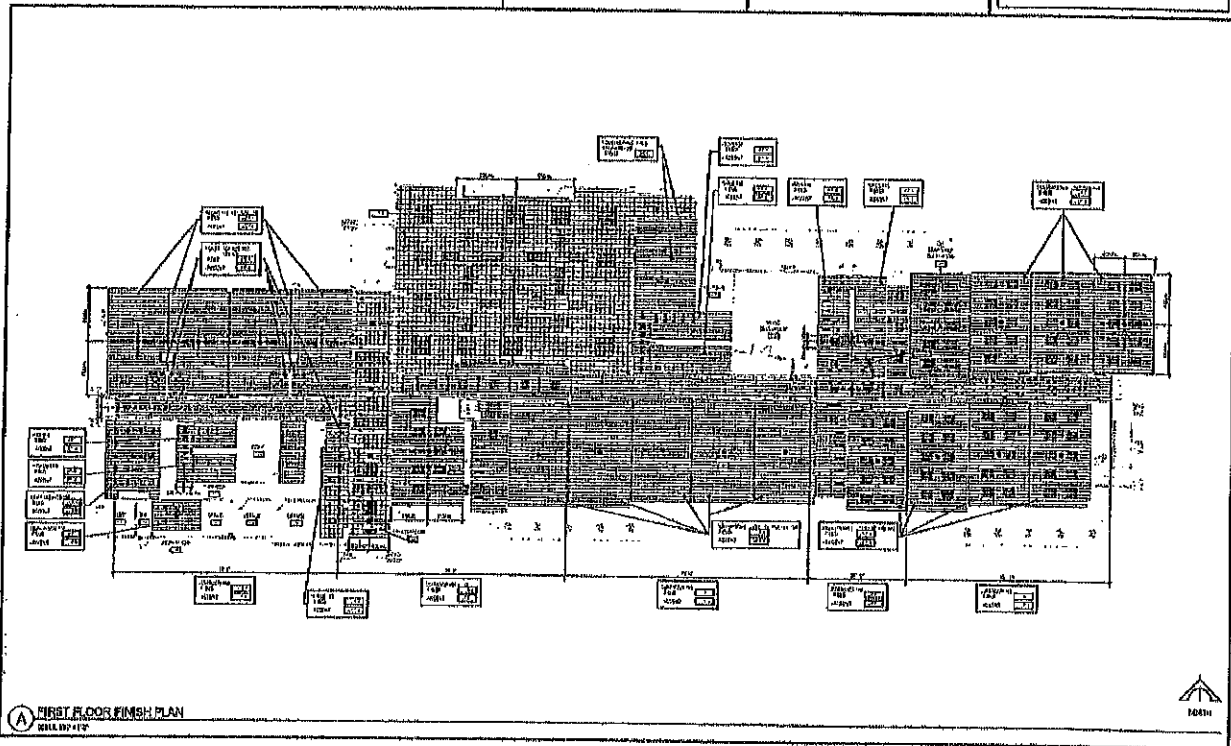
***NOTE SPECIAL ATTENTION***

1. Complete nightly log to increase communication.
2. Tri Annually floor work is included in monthly price.
3. Spring break floor care in common areas (Hallways, Lobby, MPR, etc..) included in monthly price.
4. Kitchen cleaning included in monthly price
5. Reduced scope for summer cleaning
6. All detail work is scheduled around the school calendar.
7. During summer all common area walls will be wiped down.

# Somerset Sky Pointe Elementary

## Floor 1

GENERAL NOTES	FINISH PLAN KEYNOTES	FINISH PLAN LEGEND
<p>1. ALL FINISHES TO BE IN ACCORDANCE WITH THE FINISH SCHEDULE UNLESS OTHERWISE NOTED.</p>	<p>1. FINISH PLAN KEYNOTES TO BE USED TO IDENTIFY FINISHES TO BE USED IN THE FINISH PLAN.</p>	<p>1. FINISH PLAN LEGEND TO BE USED TO IDENTIFY FINISHES TO BE USED IN THE FINISH PLAN.</p>

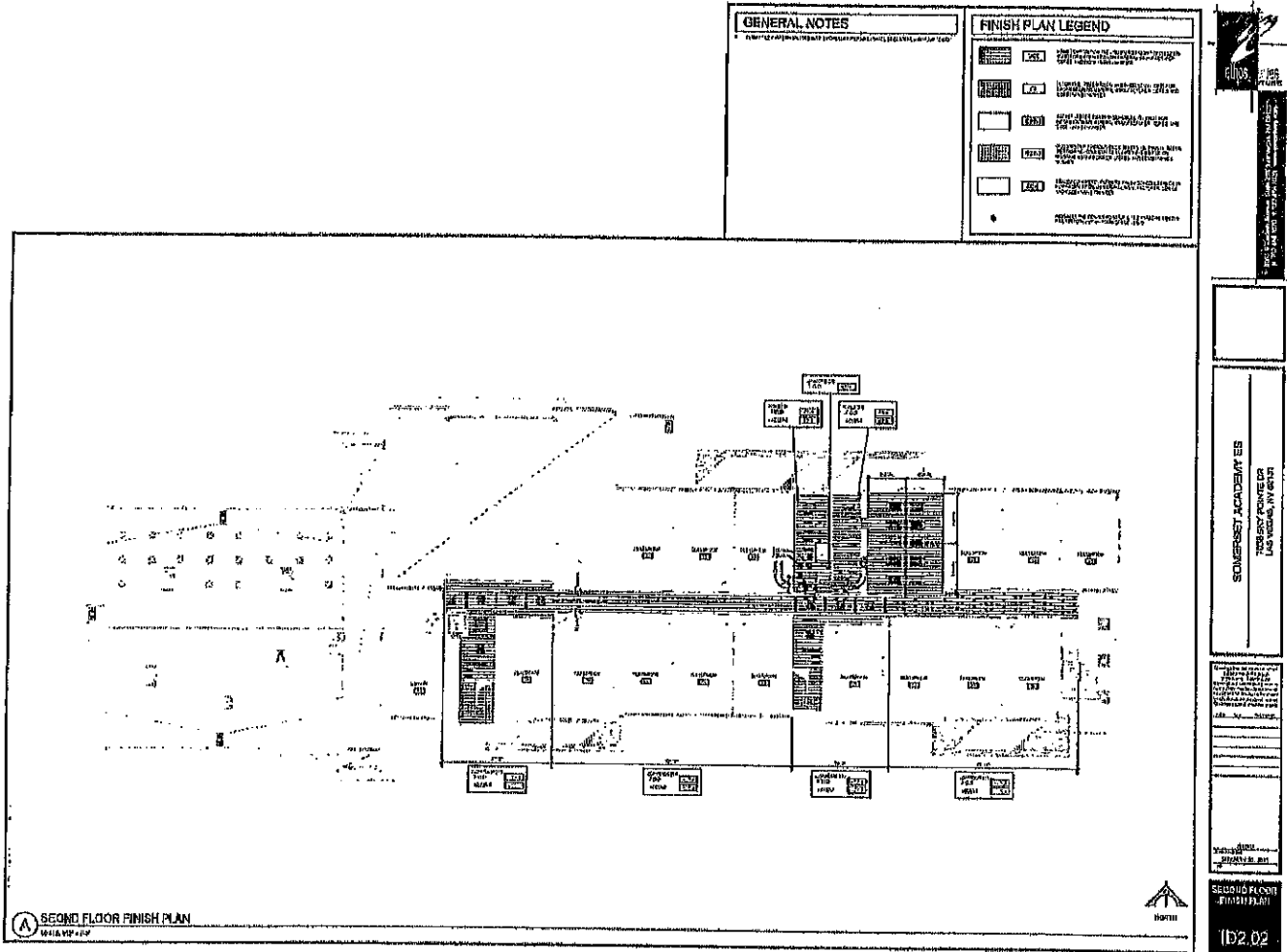


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 TRASSY POINTE DR  
 LAS VEGAS, NV 89119

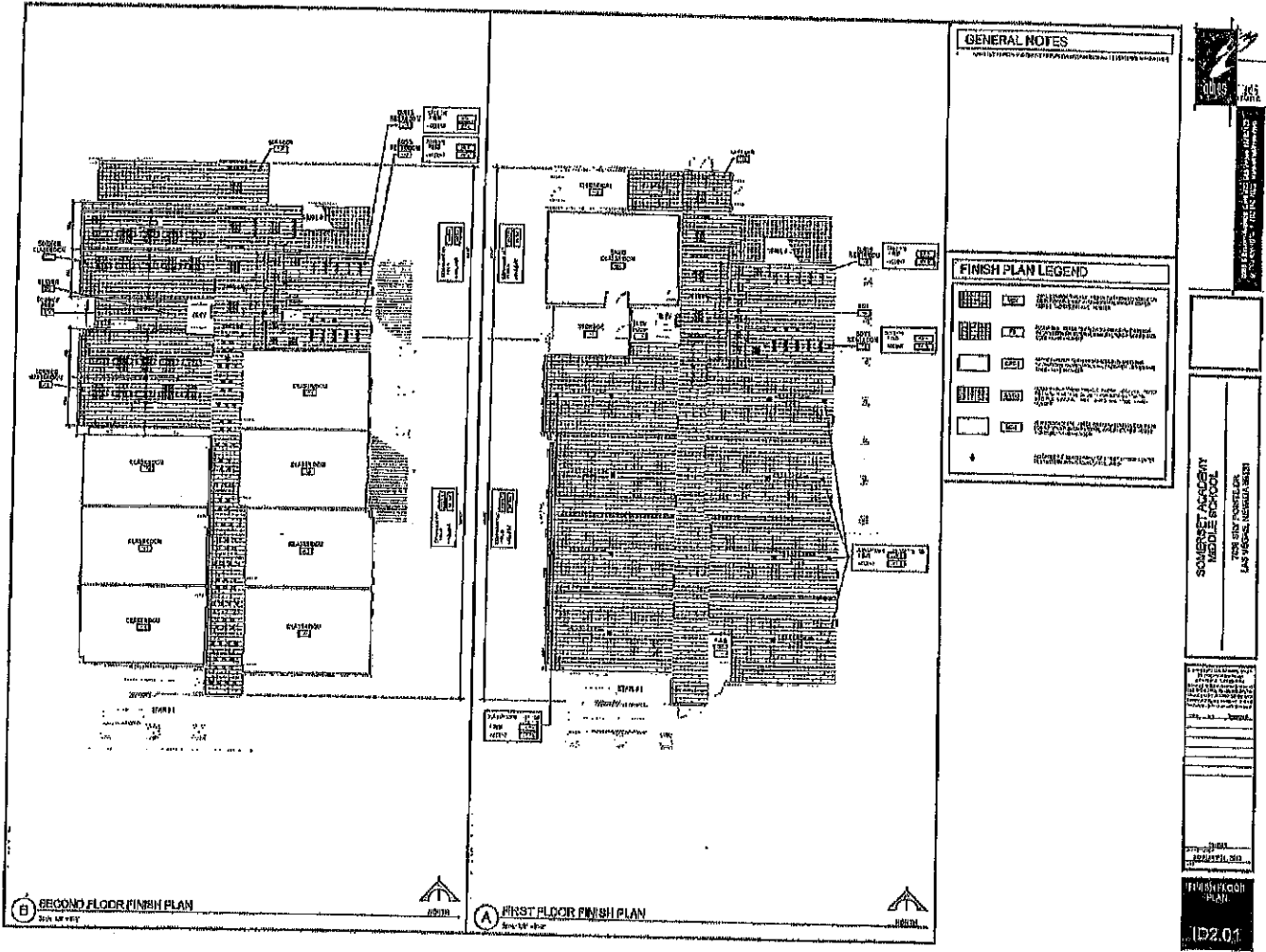
102.01

# Sky Pointe Elementary

## Floor 2

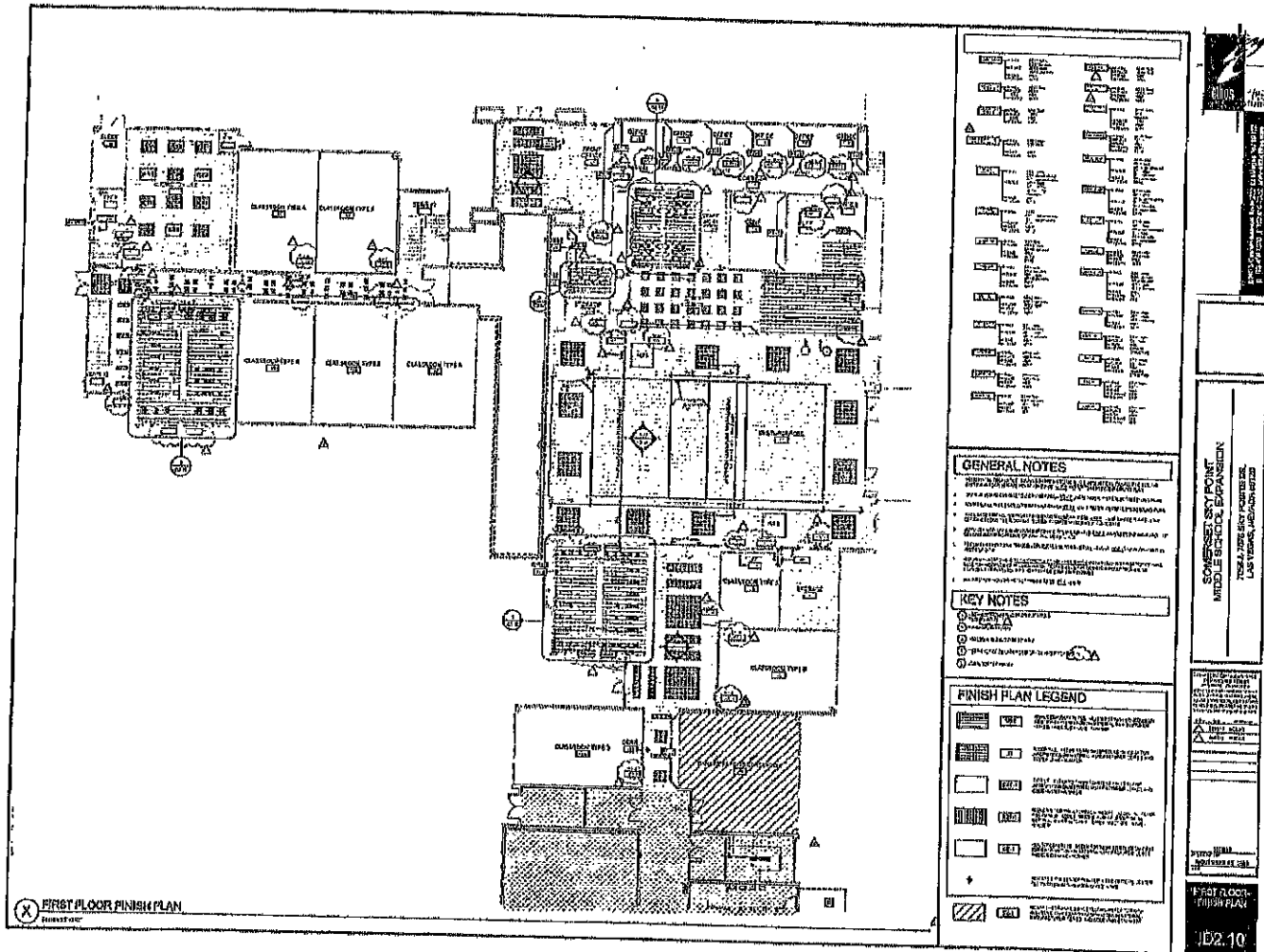


# Sky Pointe Middle School



# Somerset Sky pointe middle school & High School

## Floor 2

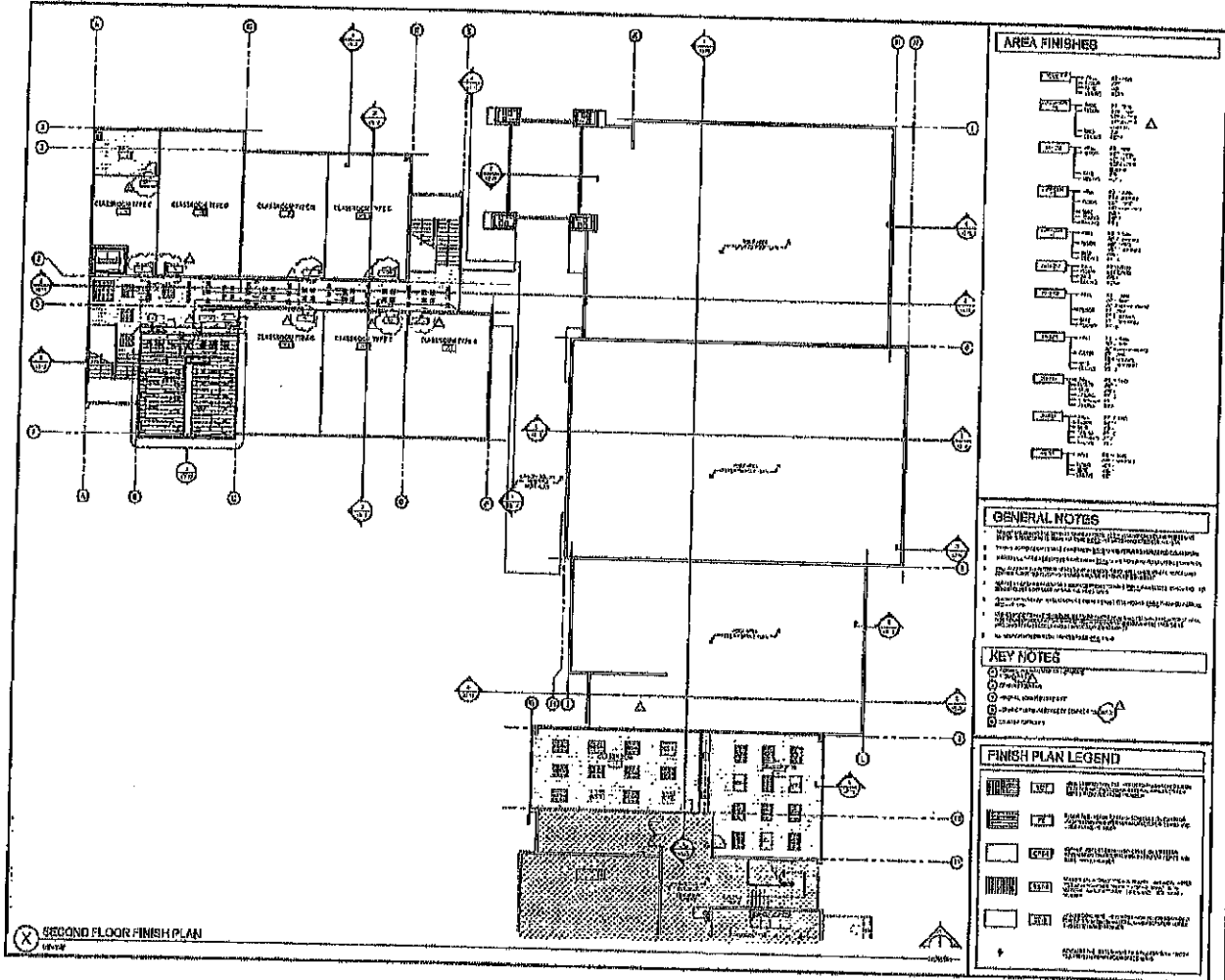


SOMERSET SKY POINTE  
 MIDDLE SCHOOL EXPANSION  
 TOTAL AREA: 40,000 SQ. FT.  
 LAST REVISION: 11/05/2010

FIRST FLOOR FINISH PLAN  
 E2.10

# sky point ms/HS

## Floor 2



**AREA FINISHES**

101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
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**GENERAL NOTES**

1. FINISHES TO BE INSTALLED AS SHOWN ON THIS PLAN.
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**KEY NOTES**

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**FINISH PLAN LEGEND**

101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
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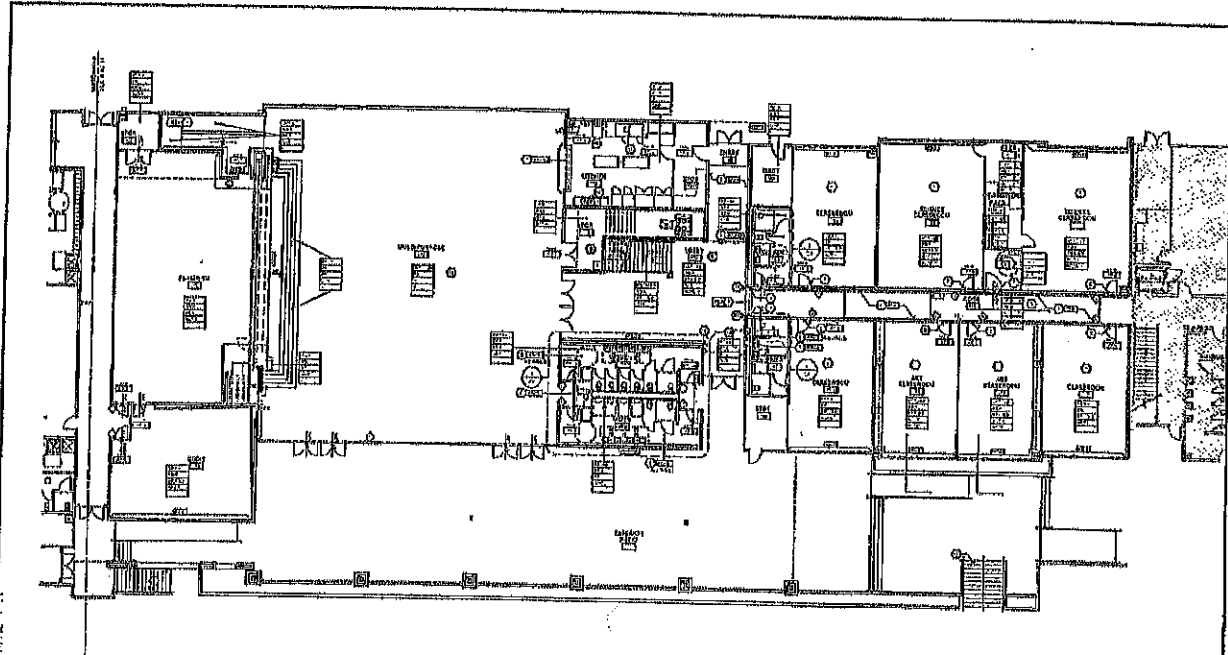
**SECOND FLOOR FINISH PLAN**

**SOMERSET SKY POINT MIDDLE SCHOOL EXPANSION**

**102.20**

# Sky Pointe High School

## Floor 1 AREA 1



**A FIRST FLOOR FINISH PLAN - AREA 1'**  
SCALE: 1/8" = 1'-0"

FINISH FLOOR LEGEND	FINISH FLOOR GENERAL NOTES	FINISH FLOOR KEYNOTES	SIGNAGE NOTES
<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li>1. FINISH FLOOR</li> <li>2. FINISH FLOOR</li> <li>3. FINISH FLOOR</li> <li>4. FINISH FLOOR</li> <li>5. FINISH FLOOR</li> <li>6. FINISH FLOOR</li> <li>7. FINISH FLOOR</li> <li>8. FINISH FLOOR</li> <li>9. FINISH FLOOR</li> <li>10. FINISH FLOOR</li> <li>11. FINISH FLOOR</li> <li>12. FINISH FLOOR</li> <li>13. FINISH FLOOR</li> <li>14. FINISH FLOOR</li> <li>15. FINISH FLOOR</li> <li>16. FINISH FLOOR</li> <li>17. FINISH FLOOR</li> <li>18. FINISH FLOOR</li> <li>19. FINISH FLOOR</li> <li>20. FINISH FLOOR</li> </ul>	<p><b>GENERAL NOTES:</b></p> <ol style="list-style-type: none"> <li>1. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>2. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>3. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>4. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>5. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>6. FINISH FLOOR SHALL BE AS SHOWN ON THIS PLAN.</li> <li>7. 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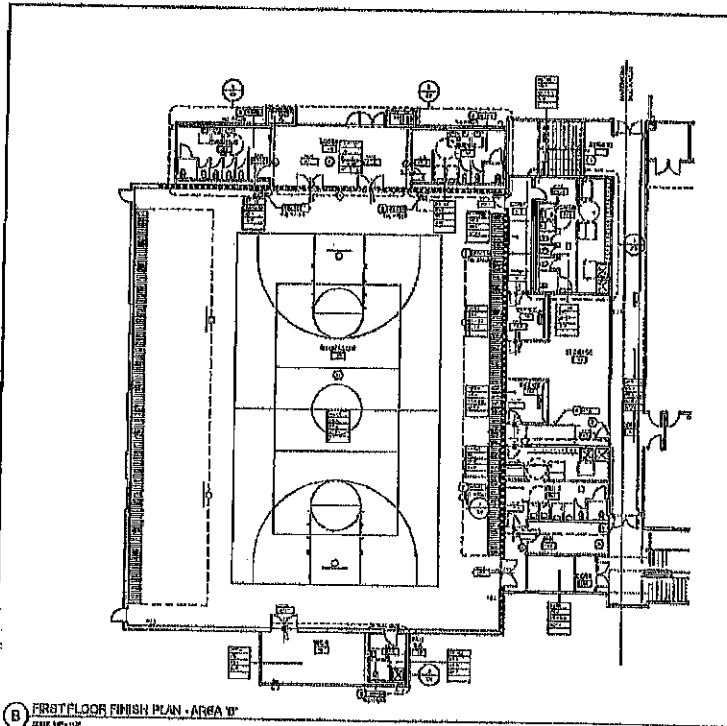
SKY POINTE ARCHITECTURE  
 SKY POINTE CAMPUS PHASE III  
 10000 SKY POINTE DRIVE  
 CHARLOTTE, NC 28226

FIRST FLOOR  
 FINISH PLAN  
 AREA 1A  
 102.10



# Sky Pointe High School

## Floor 1 AREA 2



(B) FIRST FLOOR FINISH PLAN - AREA 2

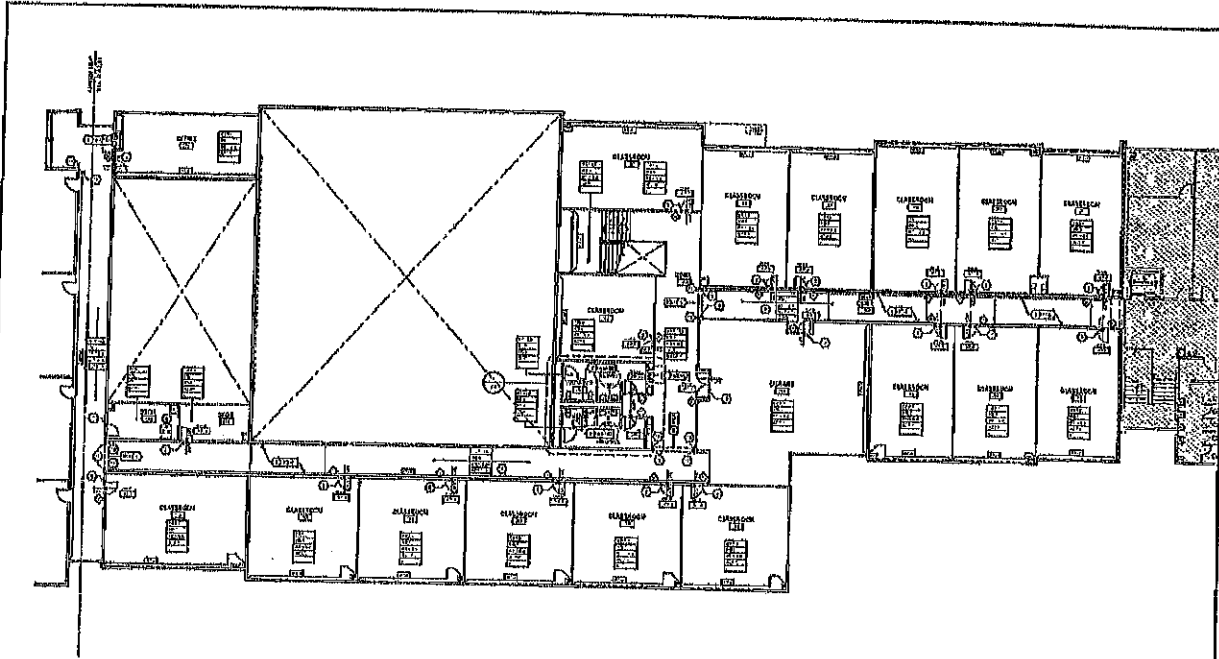
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SKY POINTE ADDRESS  
 SKY POINTE CAMPUS H.S. PH. II  
 1000 SKY POINTE DRIVE  
 LAS VEGAS, NEVADA

102.11

# Sky Pointe High School

## Floor 2 AREA 1



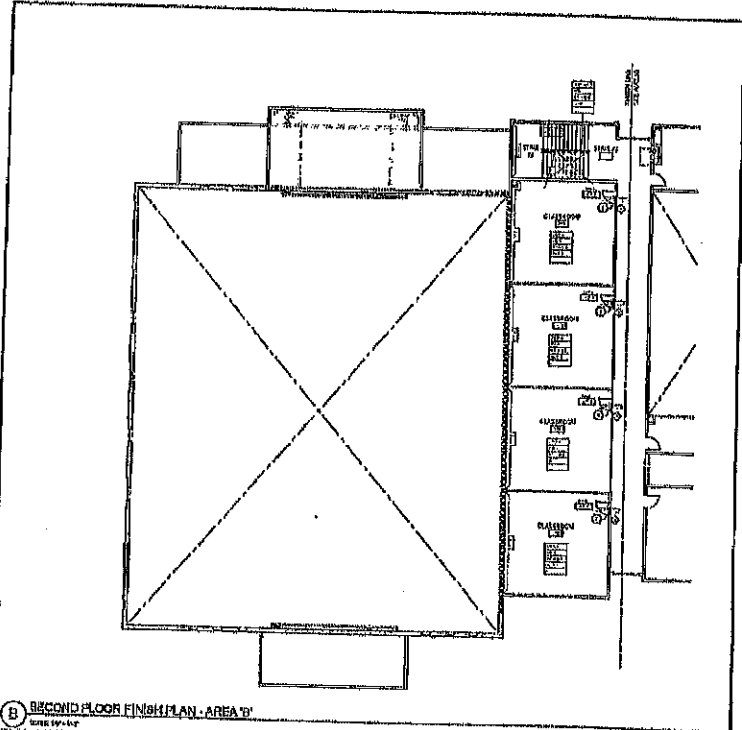
**A SECOND FLOOR FINISH PLAN - AREA 1**

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SCHMERTZ ARCHITECTS  
 1000 WEST 10TH AVENUE  
 DENVER, CO 80202  
 (303) 733-1111  
 WWW.SCHMERTZARCHITECTS.COM  
 PROJECT NO. 15-001  
 DATE: 08/14/15  
 DRAWING NO. 201  
 SCALE: AS SHOWN  
 SHEET NO. 201  
 TOTAL SHEETS: 201

# Sky Pointe High School

## Floor 2 AREA 2



**B SECOND FLOOR FINISH PLAN - AREA 2**

SOMERSET ACADEMY  
 SKY-POINTE CAMPUS H.S. PL. 2  
 1100 W. WASHINGTON BLVD  
 LENOIR, NC 28752

SECOND FLOOR  
 FINISH PLAN -  
 AREA 2

10/21/21

FINISH FLOOR LEGEND	FINISH FLOOR GENERAL NOTES	FINISH FLOOR KEYNOTES	SIGNAGE NOTES
<p>1. FINISH FLOOR LEGEND</p> <p>2. FINISH FLOOR LEGEND</p> <p>3. FINISH FLOOR LEGEND</p> <p>4. FINISH FLOOR LEGEND</p> <p>5. FINISH FLOOR LEGEND</p>	<p>1. FINISH FLOOR GENERAL NOTES</p> <p>2. FINISH FLOOR GENERAL NOTES</p> <p>3. FINISH FLOOR GENERAL NOTES</p> <p>4. FINISH FLOOR GENERAL NOTES</p> <p>5. FINISH FLOOR GENERAL NOTES</p>	<p>1. FINISH FLOOR KEYNOTES</p> <p>2. FINISH FLOOR KEYNOTES</p> <p>3. FINISH FLOOR KEYNOTES</p> <p>4. FINISH FLOOR KEYNOTES</p> <p>5. FINISH FLOOR KEYNOTES</p>	<p>1. SIGNAGE NOTES</p> <p>2. SIGNAGE NOTES</p> <p>3. SIGNAGE NOTES</p> <p>4. SIGNAGE NOTES</p> <p>5. SIGNAGE NOTES</p>



Brilliant General Maintenance Inc. *Serving all your facility maintenance needs*

### Customer Satisfaction Form

Somerset Academy of Las Vegas Representative,  
In an effort to serve you better, we have developed a Customer Satisfaction Index form. This form will help us audit on a monthly basis with any complaints or service improvements needed to your facility.

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

BUILDING NO: \_\_\_\_\_ AREA: \_\_\_\_\_

	A	A-	B+	B	B-	C	D-UNACCEPTABLE
%	100	90	85	80	75	0	-100
QUALITY							
DELIVERY							
COMMUNICATION							
SERVICE							
RESPONSE							
OVERALL							

**COMMENTS:**

- QUALITY
- DELIVERY
- COMMUNICATION
- SERVICE
- RESPONSE
- OTHER

**When completed please return:**  
2700 E. Patrick Lane Suite 3  
Las Vegas NV 89120

If you would like to schedule a meeting with a BGM Representative please do not hesitate to contact us directly or complete this bottom portion and a representative will confirm the appointment.

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING MAINTENANCE & FACILITY SERVICES**

2700 E. Patrick Lane, Suite 3 - Las Vegas, NV 89120 • Tel: 844.271.6677 • Fax: 702.822.2136

[www.brilliantincorporated.com](http://www.brilliantincorporated.com)

**VANGUARD CLEANING SYSTEMS**  
*of LAS VEGAS*  
**CONTRACTED SERVICES PROPOSAL**

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**PREPARED FOR: Somerset Academy Sky Pointe**  
**QUOTED: April 17, 2019**

April 17, 2019

Mr. David Driscoll  
Somerset Academy Sky Pointe  
7058 Sky Pointe Dr.  
Las Vegas, NV 89131

Dear David:

Thank you for the opportunity to present the Vanguard Cleaning Systems® of Las Vegas proposal for arranging commercial cleaning services for Somerset Academy Sky Pointe at its facility in Las Vegas.

The following pages contain a detailed outline of the services we will provide to assure your facility is maintained at a standard both Somerset Academy Sky Pointe and Vanguard will be proud of.

As we discussed during our meeting and walk through, the following are the areas of **most concern** that you would like addressed immediately with your new cleaning service and will have our special attention.

- Windows/Internal Glass** - Remove Fingerprints and smudges
- Communication** - Proactive visits from Vanguard Rep, English speaking crew lead
- Rest Rooms** - Refill soap, paper towels & toilet paper, properly disinfect fixtures
- Floor Care** - Proper floor care for all floor types

Please review the following pages and let me know if you have any questions for me as I would be happy to clarify any details within this proposal.

**Please note: Vanguard's Agreement is a "Performance Agreement." It is not a long term contract; it is our responsibility to EARN your business every month. Your agreement is cancellable with 30 days' notice if our Services do not live up to your expectations.**

Thank you again for the opportunity and we look forward to working with Somerset Academy Sky Pointe in the future!

Best Regards,

Erik Robertson  
Regional Director  
(702) 786-4292

Jason Collins  
Business Development Manager  
(702) 370-477



# BENEFITS OF CONTRACTING WITH VANGUARD

## DEDICATED TEAM

All clients are assigned a dedicated Brand Services/Account Manager available to discuss any issues or requests, as well as the support of our sales, accounting, and general management staff.

## TRAINED EXPERTS

We provide extensive classroom and hands on certification classes for all of our service providers to ensure they are up to speed on the current best practices to maximize the results for their customers.

## EFFECTIVE COMMUNICATORS

Your service provider/crew lead will always speak English so that they can communicate effectively with you and your company.

## FLEXIBLE SCHEDULES

Our providers are flexible. We are able to design a cleaning program that fits your unique business operation hours.

## 24 HOUR ACCESS

All providers and crew supervisors carry mobile phones for emergency access and consistent communication.

## SUPPLY ORDERS

Upon request, you can easily set up supply orders with your Customer Service Representative or Account Manager.

## CAPACITY

The Vanguard Cleaning Systems network has 3,400 + crews/service providers dedicated to providing services to our customers each and every business day.

## VANGUARD CLEANING SYSTEMS

has been operating in the United States and Canada since 1984 and currently provides services to over 18,000 + customers.



# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

---

## Offices/Administration Areas

### Services performed each visit...

- Empty waste containers and remove soiled trash liners to the designated area\*
- Clean entrance glass and internal window glass, removing fingerprints and smudges
- Vacuum carpeted areas
- Dust mop ceramic and resilient floor areas and spot clean to remove spills and stains
- Remove fingerprints from around doors and light switches
- Lock designated office doors upon completion of cleaning, turn off lights as indicated
- Report all irregularities to management

### Services performed each week...

- Dust all lower areas of chairs, file cabinets, desks, etc.
- Dust tops of picture frames and high ledges
- General high dust partitions and other vertical surfaces
- Clean and sanitize telephones
- Spot clean stains in carpet

### Services performed each month...

- Dust window blinds
- Edge vacuum all exposed baseboards with crevice tool as needed

### Services performed semiannually...

- Clean all baseboards and door jambs
- Dust all wood surfaces with treated cloth
- Vacuum all ceiling air vents



\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## Restroom/Locker Room Areas

### Services performed each visit...

- Restock toilet paper, paper towels, hand soap, and other supplies\*
- Empty trash containers and remove trash to the designated area\*
- Dust all ledges, dispenser and partitions
- Clean top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner
- Clean both sides of stool seats using a disinfectant cleaner
- Clean and polish all bright work
- Clean sinks and countertops to remove soil, stain and soap film.
- Clean mirrors
- Mop all floors using a disinfectant cleaner
- Spot clean both sides of doors to restrooms
- Clean doorknobs/push plates using a disinfectant cleaner
- Report malfunctioning of equipment to management

### Services performed Weekly...

- Wipe down all stall partitions and doors
- Clean stools and urinals with nonacid bowl cleaner as needed
- Poor water into floor drain

### Services performed Monthly...

- High dust all walls and air diffusers
- Damp wipe and clean wall tile using a disinfectant cleaner

### Services performed every two months...

- Auto-scrub tile and grout in bathrooms



\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## Entrance Areas, Lobbies and hallways

### Services performed each visit...

- Empty all trash containers
- Clean, disinfect and polish drinking fountains
- Clean both sides of entrance doors and door windows up to 80” in height
- Clean all two-way glass doors in lobby area
- Maintain metal door and window frames clean
- Power vacuum carpets and carpeted walk-off mats
- Sweep and damp mop hard surface floors
- Dust all medium level and low-level ledges
- Auto scrub hallways

### Services performed Weekly...

- Dust all top ledges and walls
- High dust all wall areas

### Services performed Tri annually...

- Scrub all walls to remove marks and smudges

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## Classrooms

### Services performed each visit...

- All bare floor areas swept and dust mopped, spot cleaned to remove spills and stains
- All classrooms entrance and exit doors cleaned
- All carpets and area rugs vacuumed
- Spot clean all stains on carpet as reported
- All sinks (where applicable) wiped down with disinfectant, run water in all sinks daily
- Clean/Polish all glass doors, glass partitions and framing to a bright condition, free of dust and streaks
- Spot clean all vertical surfaces including all walls, bright work and fixtures to remove stains, with special attention near switch plates, waste receptacles, door frames, and door handles
- Empty and clean all waste receptacles, remove all trash to designated trash area and replace trash liners
- Brush/vacuum all common areas in classroom furniture as necessary

### Services performed 1 X Week...

- Damp mop all resilient flooring
- Wipe down all table tops and desk tops

## Multi-Purpose Room

### Services performed each visit...

- Dust mop all floors
- Sweep and auto scrub all floors
- Spot clean all interior windows and glass doors
- Sanitize door handles/push plates
- Empty and clean all waste receptacles, remove all trash to designated trash area and replace trash liners

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## Employee Breakroom

### Services performed each visit...

- Empty trash containers, replace soiled basket liners
- Remove trash to disposal area
- Clean tabletops with disinfectant cleaner
- Wipe down chair seats and arms
- Wet mop tile floor and vacuum carpets/area rugs
- Spot clean walls
- Spot clean front of cabinet doors and outside front of refrigerators and microwaves
- Dust any window ledges, and clean any interior windows

### Services performed Tri annually...

- Clean all baseboards and door jambs

## Kitchens

### Services performed each visit...

- Empty all trash containers, replace soiled liners
- Remove trash to disposal area
- Wet mop all tile floors using a disinfecting cleaner
- Spot clean walls using a disinfecting cleaner

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## GYM (Restrooms, Locker Rooms, Offices)

### Services performed each visit...

- Empty all trash containers, replace soiled liners
- Dust mop all floors/vacuum carpets
- Clean all interior glass/glass doors
- Bathrooms and locker rooms will be cleaned as stated on page 5

### Services performed Weekly...

- Auto scrub gym floor-white pads and water only on gym floor

### Services performed Monthly...

- Spot clean walls using a disinfecting cleaner

## Janitor Closets

### Services performed each visit...

- Maintain in an orderly and clean condition
- Maintain all copies of MSDS/SDS on site and accessible

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



Client Initials/Date \_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS – SERVICE AGREEMENT

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## Core Cleaning

Core Cleaning to be completed during the summer in addition to thanksgiving week, winter break, spring break and weekly as time allows during the school year.

- Scrub walls in all hallways, classrooms, bathrooms and office areas
- Dust baseboards
- Vacuum air conditioner/heating vents
- Clean light fixtures
- Wipe down student and teacher desks, chairs, tables, and additional furniture

## Floor Work/ Windows

Services to be performed...

- Strip & Wax of all resilient flooring 1 X Year built into monthly price (\$.32 per square foot a la carte)
- Scrub & Recoat of all resilient flooring 1 X Year built into monthly price (\$.25 per square foot a la carte)
- Spray Buff of all resilient flooring 10 X Year built into monthly price (\$.05 per square foot a la carte)
- Carpet Cleaning 2 X Year built into monthly price (\$.16 per square foot a la carte)
- Exterior Window Cleaning 2 X Year built into monthly price

General Cleaning Price per square foot (not including floor work)

\$.078 per square foot

Event cleaning \$30 per hour billed separately as needed

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, cleaning chemicals, etc.). Purchase of these products can be arranged through Vanguard. Please see pricing sheet included in this proposal.



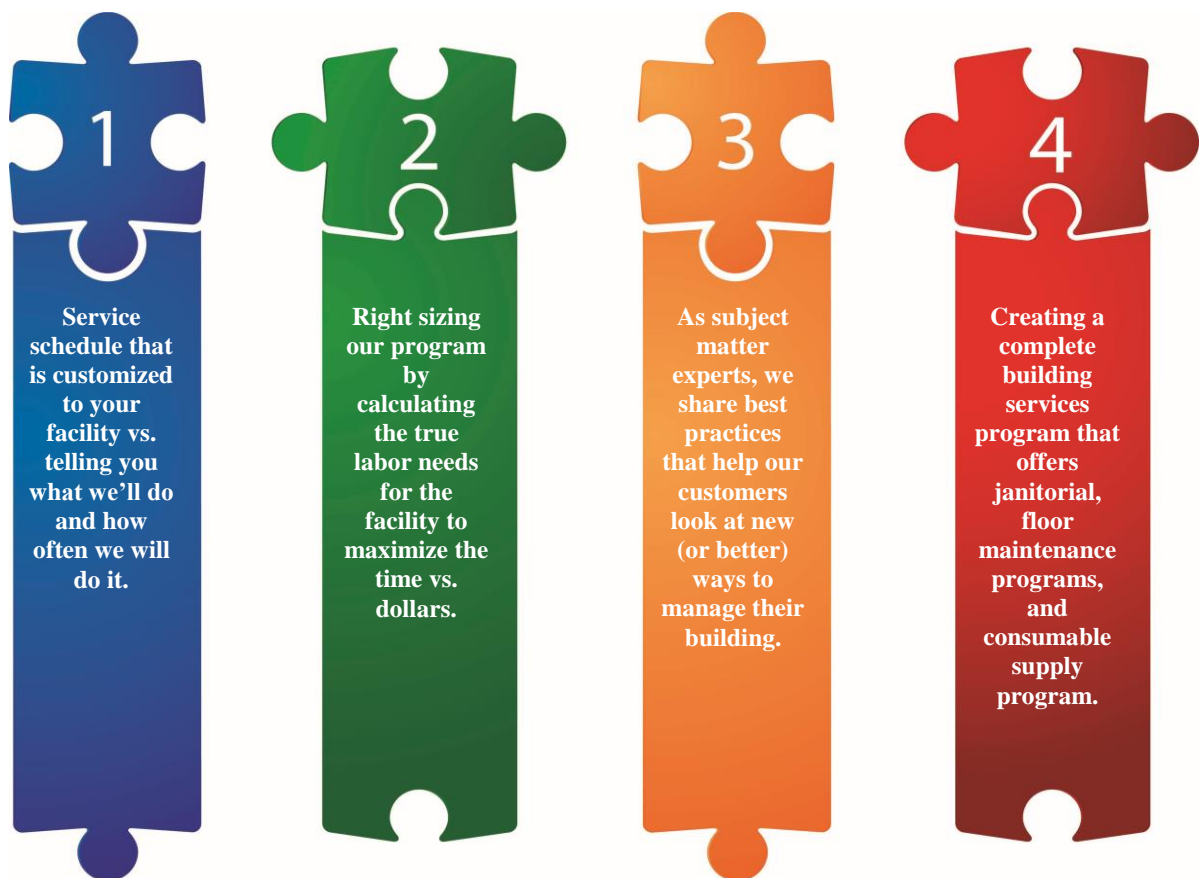
Client Initials/Date \_\_\_\_\_/\_\_\_\_\_ Vanguard Initials/Date \_\_\_\_\_/\_\_\_\_\_

# VANGUARD CLEANING SYSTEMS: PRICING AND PROGRAM DETAILS

CUSTOMER	PROGRAM DETAILS AND PRICING	
Somerset Academy Sky Pointe 7058 Sky Pointe Dr. Las Vegas, NV 89131	PRICE	\$17,473.00 PER MONTH
	FREQUENCY	5 X WEEK
	START TIME	AFTER 2:30 PM

## THE VANGUARD CLEANING SYSTEM PRICING PHILOSOPHY:

BUILDING CUSTOM PROGRAM PIECES TO TAILOR OUR OFFERING TO FIT INTO **YOUR** STRUCTURE

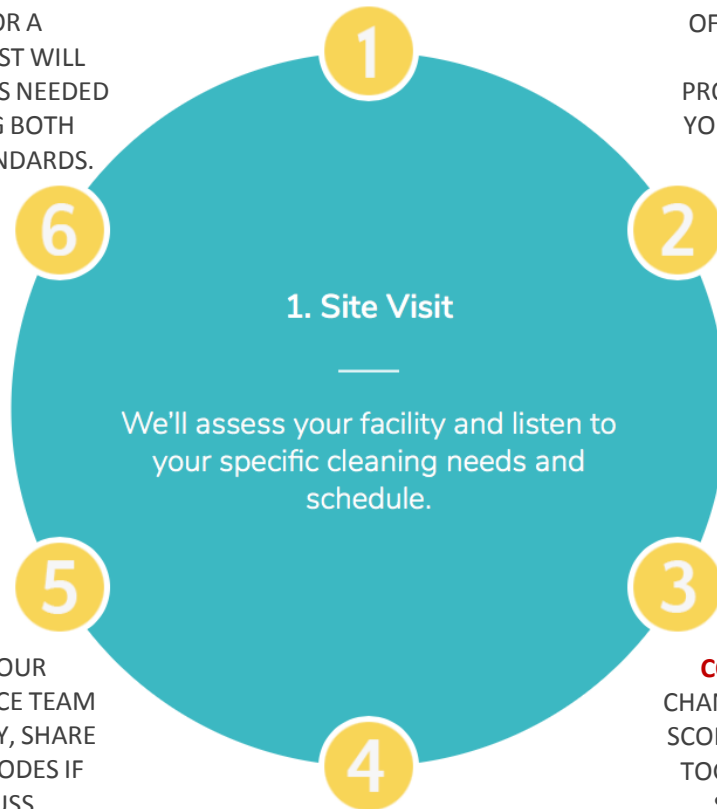


# VANGUARD CLEANING SYSTEMS: ONBOARDING PROCESS

**SITE VISIT:** WE'LL ASSESS YOUR FACILITY AND LISTEN TO YOUR SPECIFIC CLEANING NEEDS AND SCHEDULE

**ONGOING COMMUNICATION:** EITHER THE SERVICE PROVIDER OR A VANGUARD BRAND SPECIALIST WILL CONTACT YOU MONTHLY OR AS NEEDED TO ENSURE WE'RE MEETING BOTH YOURS AND OUR BRAND STANDARDS.

**CUSTOMIZED QUOTE:** WE'LL PUT TOGETHER A QUOTE BASED ON YEARS OF INDUSTRY EXPERTISE. WE'LL ALSO MAKE RECOMMENDATIONS, OR PROVIDE MULTIPLE OPTIONS, TO HELP YOU EVALUATE AND PRIORITIZE YOUR CLEANING NEEDS.



**INTRODUCTION:** TAKE YOUR REPRESENTATIVE AND SERVICE TEAM ON A TOUR OF YOUR FACILITY, SHARE SECURE KEYS AND ALARM CODES IF APPLICABLE, AND DISCUSS EXPECTATIONS OF OUR NEW PROVIDER(S)

**CONFIRMATION:** YOU'LL HAVE A CHANCE TO REQUEST CHANGES TO THE SCOPE OF SERVICES, AND WE'LL WORK TOGETHER TO AGREE ON A CUSTOM SOLUTION. WE'LL ALSO SHARE INDUSTRY-SPECIFIC REFERENCES.

**SIGNATURE:** ONCE YOU'VE DECIDED TO PARTNER WITH VANGUARD, RETURN A ONE-PAGE, SIGNED AGREEMENT. THERE'S A 30-DAY CANCELLATION WINDOW WITH NO LOOPHOLES; LOVE YOUR EXPERIENCE OR LET US KNOW!



# VANGUARD CLEANING SYSTEMS: YOUR ONE-STOP-SHOP

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The following services are available to our customers upon request at an additional charge.

## HARD SURFACE FLOORS

Hard surface finished floors are maintained through a scheduled maintenance program incorporating the following elements:

**STRIP AND REFINISHING:** Removal of all old floor finish (stripping), thorough cleaning and rinsing of the bare floor surface, and reapplication of several coats of new floor finish to protect the floor from damage and optimize appearance.

**SCRUB AND RECOAT:** Periodic interim maintenance involving removal of top layer of floor finish, thorough cleaning of the floor, and reapplication of finish. Performance of Scrub and Recoat jobs extends the useful life of the floor finish, saving money by reducing the frequency of costlier Strip and Refinish jobs.

**SPRAY BUFFING OR HIGH SPEED BURNISHING:** Restores shine to finished floors to keep them looking their best. Depending on the traffic and requirements of the facility, Buffing or Burnishing may be performed anywhere from quarterly (low traffic areas) to monthly (typical office building lobbies and hallways) or more frequently (hospitals, supermarkets and other retail environments).

## CARPET CLEANING

Periodical carpet cleaning is advisable to extend carpet life and keep it looking great. Vanguard service providers can provide your facility with several carpet cleaning options.

**EXTRACTION:** Hot water and cleaning solution is sprayed onto the carpets, agitated into carpet fibers, and vacuumed out.

**SHAMPOO:** In buildings where it is not possible to avoid walking on the carpets for 5-6 hours, shampooing allows for quicker drying of carpet than extraction.

**BONNET CLEANING:** This is an interim maintenance method that is often utilized for high traffic areas to keep the appearance clean in between more intensive cleanings.

**DRY METHODS:** May be best for carpets that are more prone to moisture damage or have round-the-clock foot traffic.



# VANGUARD CLEANING SYSTEMS: SERVICE AGREEMENT

The undersigned Client hereby accepts the proposal of Capstone Services, Inc. dba Vanguard Cleaning Systems of Las Vegas (Company) for janitorial services for Client's premises located at:

## Somerset Academy Sky Pointe

7058 Sky Pointe Dr.  
Las Vegas, NV 89131

With the following terms:

1. Beginning \_\_\_\_\_, 2019 VANGUARD CLEANING SYSTEMS OF LAS VEGAS will arrange for delivery for the professional commercial cleaning services described on the preceding "Service Schedule" in the evenings **5 X Week** at a monthly cost of: **\$17,473.00**.
  - Spray Buff resilient floor surfaces (performed every month excluding December & June); Machine Scrub and Recoat resilient flooring (performed in December); Carpet Extraction (performed in January & July); Strip and Wax of resilient flooring (performed in June); and Exterior Window Washing (performed in January & August) are included in the monthly price.
2. Client accepts that the services to be provided under the Service Schedule will be delegated by Company to an independently-owned Vanguard Cleaning Systems® franchisee or subcontractor (each, a "Service Provider"), which will provide the necessary equipment, crew and cleaning supplies at its expense. Client agrees to inform Company if dissatisfied with the Service Provider or the services.
3. Company shall allow contractor fair treatment and responsible time to correct deficient services, including absenteeism, without punitive action. Company shall issue a thirty-day probationary notice in which Contractor may rectify unacceptable service.
4. The contract price under "Pricing and Specifications" on the Service Schedule is applicable for 3 years from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in, the Service Schedule. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. Either Client or Company can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Company. Toiletries, liners and paper supplies, can be purchased through Company. Please see attached price list.
5. Client will be invoiced each month for that month's service on behalf of the franchised business or subcontractor, as applicable, with payment due by the 5th of the following month. Payments not received by the 10<sup>th</sup> of the month in which they are due are delinquent and subject to a service charge. Company can suspend services pending receipt of late payments without liability. The Contract Price excludes any use tax; tax on sales, services or supplies; or any other such tax, which are payable by Client. Client will reimburse Company for any taxes paid by Company on Client's behalf. Company will remit amounts due the franchised business or subcontractor according to the applicable agreement.
6. Services are not provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The contract price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.
7. Company shall not hold Contractor responsible for lack of service due to inclement weather, natural disasters, major snow storms, power outages or any other catastrophe beyond Contractor's control.
8. Client will deliver to Company with a signed copy of the Agreement one set of keys for the Service Provider, which will be returned to Client if this Agreement is cancelled. Client understands that Service Provider cannot make an agreement on Company's behalf.
9. Pre-Cleaning service charge: \_\_\_\_\_

## ACCEPTED:

\_\_\_\_\_

Somerset Academy Sky Pointe

\_\_\_\_\_

Print Name / Title

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Capstone Services, Inc. dba Vanguard Cleaning Systems of Las Vegas

\_\_\_\_\_

Erik Robertson/Regional Director

Print Name / Title

\_\_\_\_\_

Date Signed



# VANGUARD CLEANING SYSTEMS: SUPPLIES

**ORDER YOUR TOILETRIES, PAPER TOWELS, AND SOAP THROUGH VANGUARD. SAVE TIME AND MONEY!**

Vanguard will arrange for these products to be delivered directly to your facility.

**NO DELIVERY FEE OR MINIMUM ORDER**

Our prices are competitive, and our Vanguard service provider will order and stock these items for you!

Towels	Item #	QTY	Measure	Price
Softtone Multifold Towels	PC0101	4000	Case	\$31.42
Towel Roll Softtone Deluxe White	PG1000	6/1000	Case	\$68.38
EnMotion Roll Towel	PG2990	6/700	Case	\$96.51
Kitchen Roll Towel	PE8520	30/100	Case	\$32.08
<b>Bathroom Paper Items</b>				
Softtone Bath Tissue 2 ply	PI0626	96	Case	\$51.14
Scott KC Bath Tissue 2 ply	PI0446	8/605	Case	\$94.58
Jumbo Bath Tissue	PK0925	12/1000	Case	\$35.98
Softtone Facial Tissue	PA0680	30/100sht	Case	\$28.44
<b>Can Liners</b>				
24x24 Liners Clear	LB2400	1000	Case	\$18.37
24x33 Liners Clear	LB3330	1000	Case	\$33.87
30x37 Liners Clear	LB3700	500	Case	\$29.25
40x48 Liners Black	LB4851	250	Case	\$30.13
<b>Soap</b>				
Pink Satin Hand Soap	CM0202	4/Gal	Case	\$29.11
Brady Foam Hand & Body	CM4624	4	Case	\$40.70
<b>Misc.</b>				
Seat Cover	PM0100	5000	Case	\$42.41
Urinal Screen/Block	CJ0040	10	DZ	\$15.73
Waxed Can Liners	PO1260	500	Case	\$21.94
Air Freshener Dispenser	CI8000	1	Each	\$17.25
Apple Fragrance	CI8020	Can	Each	\$8.46
Sassy Citrus Fragrance	CI8022	Can	Each	\$4.29

Above are listed the most commonly ordered items. Contact us for pricing information on items not listed.

*Price and availability subject to change without notice.*

I authorize Vanguard Cleaning Systems to order paper towels, toilet paper, soap, trash can liners & other requested items. These supplies will be managed by Vanguard & will be billed as a separate line item.

Authorized Signature  
**Somerset Academy Sky Pointe**

Date Signed



# VANGUARD CLEANING SYSTEMS: PROOF OF INSURANCE



VANGCLE-01

LWHITLOCK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0757776 HUB International Insurance Services Inc. 580 California Street Suite 1300 San Francisco, CA 94104	<b>CONTACT NAME:</b> Allison Scher	
	PHONE (A/C, No, Ext): (877) 825-2681	FAX (A/C, No): (951) 231-2572
E-MAIL ADDRESS: Cal.Cpu@hubinternational.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> West American Insurance Co		44393
<b>INSURER B:</b> James River Insurance Company		12203
<b>INSURER C:</b> Federal Insurance Company		20281
<b>INSURER D:</b> National Union Fire Insurance Company of Pittsburgh, PA		19445
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
 Capstone Service, Inc. DBA: Vanguard Cleaning Systems of Las Vegas & its Unit Franchisees  
 6330 McLeod Drive, Suite#5  
 Las Vegas, NV 89120

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INCL	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded: \$2,000 <input checked="" type="checkbox"/> Per Occurrence GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKW57253952	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4360036004	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			93539689	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Crime			013654154	05/01/2018	05/01/2019	Emp Thft/Forgery/Alt
D	Crime			013654154	05/01/2018	05/01/2019	Clients Prop

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 10: Additional Remarks Schedule, may be attached if more space is required)  
 \*Please Note: Workers Compensation and Owned Auto is handled by the individual Vanguard office, not HUB International. Please contact your service representative for certificate requirements on these policies.

Revision (#2) 04/27/2018. This Certificate rescinds and supersedes any and all prior certificates issued on behalf of the Named Insured.

For Information Purpose Only.

<b>CERTIFICATE HOLDER</b>  *For Information Purpose Only*	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD





**MasterCorp**  
COMMERCIAL SERVICES

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Janitorial Services Proposal  
For  
Somerset Academy  
SkyPointe Campus

Presented by  
MasterCorp Commercial Services,  
dba Integrity Commercial Cleaning



*Integrity Commercial Cleaning*



## Executive Summary

---

Within this proposal we have provided *Integrity Commercial Cleaning's* approach and expertise for providing quality janitorial services Somerset Academy

Our proposal consists of the following components:

- Integrity Commercial Cleaning Background
- Customer Service
- Quality Assurance
- Performance Cleaning
- Training
- Employee Appreciation
- Transition Plan
- Pricing
- Cleaning Specifications
- Professional References



## Company Background

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### **Who is Integrity Commercial Cleaning (ICC)?**

After spending several years with larger janitorial companies, we found a market segment that is typically overlooked by the larger top professional janitorial companies.

*ICC* was founded with the vision that we would focus primarily on buildings with 5,000 to 100,000 square feet. It is our belief that these facilities deserve the same top quality service as the larger buildings. We want to be the company to provide this market segment with professional quality janitorial services.

### **What are the benefits of contracting with ICC?**

- Locally owned and operated by industry experienced executives; Requests are handled by experienced principles of the organization eliminating the need to go through various management levels for problem resolution.
- Seasoned well trained supervision and front line employees; All of our employees are interviewed, trained and strategically placed by the organization ownership.
- Competitive pricing with no hidden overhead costs; Full disclosure of job costs.
- Utilization of the most innovative cleaning products and equipment – Through our suppliers and a variety of industry trade organizations, we are kept up to date on the best most efficient supplies and equipment.
- Integrity Commercial Cleaning is also affiliated with several organizations including BOMA, Arizona Ambulatory Surgery Center Association, Nevada Ambulatory Surgery Center Association and Chrysalis Foundation(non profit).



## Customer Service

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We at *ICC* believe the key to excellent customer service is good communication.

Listed below are the tools used daily for communication with the Management team.

### **Single Point of Contact**

A single *ICC* Management contact will be assigned to your building. This will ensure your requests are addressed in a timely manner by a decision maker.

### **Service Requests**

Whenever you have a service request, either because of an emergency, service issue etc. you would email [CustomerServiceIv@iccphx.com](mailto:CustomerServiceIv@iccphx.com). Upon receiving your email it would be logged and time-stamped, forwarded to *ICC*'s service desk and Management staff assigned to your account and responded to accordingly. Once the task has been completed it will be logged in the system and you will receive an email confirmation of its completion.

### ***ICC*'s Proactive Communication Approach**

We strongly believe in being proactive when communicating with You the "Customer"! During the course of our daily tasks any maintenance item, problem area or other pertinent information we notice about your property is emailed to [CustomerServiceIv@iccphx.com](mailto:CustomerServiceIv@iccphx.com) by our management staff including details(pictures when applicable) and reported to you promptly.

### **Task Calendars**

These calendars are used as a schedule for the periodic work as outlined in the cleaning specifications, i.e. floor waxing, carpet cleaning, etc. and to communicate completion of these tasks.

### **Daily Operations Meetings**

Daily operations meetings are unique for any industry, especially ours! We feel this daily process plays a vital role in sustaining our consistent approach for quality communication between our customers and our team! During our meetings we cover all [CustomerServiceIv@iccphx.com](mailto:CustomerServiceIv@iccphx.com) requests, daily tasks, updates to business operations and implementations required to ensure quality service. This approach has enabled *ICC* to excel not only in commercial cleaning but superior customer service within our industry.





## Quality Assurance

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### **Building Inspections**

ICC Management will perform unannounced inspection visits during and after normal business hours and report our findings to onsite management. This will assist us with identifying and correcting any service deficiencies. In addition to our unannounced inspection visits, ICC will perform Quarterly inspections as required by the Owner.

### **Nightly Checklist**

*These reports are used nightly to provide information about our activities including; our time in, time out, time building was secured, turned lights out and alarms set. Any unusual occurrences or maintenance items are reported to your team. This is a valuable tool for ensuring the highest levels of accountability for our customers.*

### **Monthly Performance Meetings (at customers discretion)**

These meetings are held onsite with building management to evaluate service levels and to keep communication lines open between ICC and Center Management.

### **Tenant Relations**

We take tenant relations very seriously. Our quality assurance program incorporates tenant visitations to build positive relationships with your customers.



## Performance Cleaning

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Performance cleaning is based on a collection of best practices collected by our management team through years of personal involvement in the industry. This a holistic approach on how to structure the process in the cost and delivery of high quality cleaning services.

The main objective in performance cleaning is to deliver the very best cleaning solutions to our customers at the lowest possible price.

By enlisting the help of our strategic partners, ICC has sourced the best in microfiber technology and the most efficient equipment and products to ensure the best operational results.

They are:

- Microfiber Technology – This state of the art cloth has revolutionized the cleaning industry resulting in a work safe environment by using less water and chemicals in the cleaning process.
- ICC uses a range of equipment that improves sustainability, with such features as HEPA filtration in vacuum cleaners to capture dust, steam cleaners and water saving scrubbers. Also, the boost by Clark that can (with correct 3M pads) strip a VCT floor without chemicals.
- To complement our environmental program ICC will use PH neutral green chemicals whenever necessary.

### **How Performance Cleaning Benefits ICC Clients**

The importance of the environmental and sustainability factors are not being understated to our clients that have already embraced performance cleaning. We have already demonstrated significant benefits gained over traditional we cleaning systems.

These include:

- Reduction in chemical consumption
- Safe work environment for both guests and staff
- Reduction in water usage
- Greater productivity
- Environmental issues become greatly reduced
- Reduction in generated waste
- Improved cleaning quality



## Performance Cleaning Cont'd

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ICC Performance Cleaning program will now require that cleaners change cloths and mops after cleaning designated areas. This will depend on the type of area being cleaned. Using microfiber flat mops, isn't as difficult a task as changing the cleaning water after every second or third room, or whatever the particular requirements are at present. As flat mops are smaller and lighter than traditional string mops, a plentiful supply of flat mops can be carried on cleaning trolleys and easily changed between areas/rooms.

Pushing and lifting less weight with the microfiber flat mops has also led to other benefits. They can be considered appropriate for use by almost anyone, including those on light duties. While a traditional string mop might be 6 to 8 pounds when wet, a microfiber flat mop will weigh less than 3 pounds wet. Microfiber flat mops can also be used for dusting walls and ceilings, windows and many other applications.

The occupational health & safety implication of this are enormous. In addition, Microfiber mop handles are ergonomically designed; they are lightweight but also can be height adjustable, a significant improvement.

### **Microfiber towels clean better overall**

Some argue that the microfiber flat mop is not only more ergonomic and productive, but cleans better overall. The traditional string mop can create a lot of splattering on skirting boards and furniture and fittings and will contribute very little in grout cleaning. They tend to push the water into the grout while the microfiber flat mops looped fibers grab and drag the dirt and moisture out.

In addition to cleaning floors, flat mops can be used on walls and ceilings. Microfiber cloths and mitts have been developed for smaller surfaces such as counters, windows and mirrors. Also, some manufacturers have come out with wands that use microfiber products for harder to reach surfaces.

### **Microfiber towels have many applications**

Because microfiber is so versatile, some manufacturers have expanded their product line to include microfiber scrubbers, general purpose mitts, soft cloths etc., to target specific tasks. We also use microfiber regular mops that give all the benefits of flat mops along with the benefits of a traditional string mop. We will demonstrate the many uses of the products that will be included in your program.



## Training

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Prior to job assignment every ICC employee receives the following training:

- Hazardous Communication including MSDS, GHS and blood borne pathogens.
- Jobsite Safety which focuses on use of personal protective equipment, proper chemical and equipment use.
- Basic cleaning techniques i.e. trash removal, restroom cleaning, vacuuming etc.
- Advanced cleaning techniques is provided to floor care specialist, supervisors and managers.

In addition to this training, we will conduct quarterly toolbox safety meetings with topics such as proper lifting techniques, wet floor sign usage etc.

We will also have training seminars sponsored by our suppliers. Topics for these seminars include carpet care, specialty floor care and basic cleaning.



## Employee Appreciation

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Employee recognition is very important to our organization. Employees who are treated with respect are more likely to be productive, loyal and happy with their jobs.

We want our employees to be a part of our organization. We encourage them to be involved and be a part of the decision making process.

**Benefits and Rewards Program** – Taking care of our employees is a top priority for us. The following are some examples of how we take care of our people.

**-Above Market Wage Rates** – To attract a stable labor force requires labor rates in excess of the prevailing market wages.

**-Paid Holidays for Hourly Supervision**

**-Incentive Pay** – For customer quality, budget and administrative goal achievement.

**-Holiday Gifts** – Our supervision receive cash or gift certificates from local stores.

**-On the Spot Recognition** – For employees that have gone above and beyond the call of duty. These awards include gift cards, movie tickets and cash rewards.



## Transition Plan

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One major contributor to the success of our organization and something that sets us apart is our “**New Start Operations Program**”. In addition to our general cleaning staff, ICC provides two additional crews, at no cost to, Somerset Academy to get the building up to standard and maintaining a high standard through the transition phase. One crew is responsible for carpet and hard floors and the second is assigned to periodic tasks i.e. detailing elevators, restrooms, high and low dusting, etc.

We believe this process is crucial for our success for many reasons;

- 1) Keeps the general cleaning staff focused on settling into a normal routine.
- 2) The transition is seamless to the tenants.
- 3) Tenants notice immediate improvement.
- 4) Sets a benchmark for the general cleaning staff to maintain.

The following is a sample timeline (we will adjust based on start date) along with the things we feel must be achieved prior to start up:

Pre start meeting held with Somerset Academy and ICC management teams, with a specific agenda, to determine/confirm shift times, equipment and supply storage, security procedures, billing, etc.

Interviews will be conducted with a designated tenant representative(s) of the building to discuss our scope and identify any specific needs and preferences they may have.



## Transition Plan

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Employee selection and training including, proper attire, employee responsibilities and expectations will begin. Schedule visits with existing employees for employment opportunities.

Develop ICC's building specific Operations Manual based on tenant interview. This will include a bi-lingual customer specific "needs" list.

Order uniforms, equipment, cleaning supplies, consumable supplies, etc.

Finalize employee selection.

Conduct a "dry run" to familiarize our team with the job sites and go over site specific responsibilities to include, but are not limited to;

- 1) Familiarize employees with the property.
- 2) Review cleaning standards, scope of work and cleaning methods.
- 3) Equipment and supply inventories delivered to the site for assembly and testing.

First day of service.

Center visitation for feedback on our first days of service.



# Pricing

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## **Somerset Academy**

**SkyPointe Campus**

7038 SkyPointe Dr, Las Vegas, NV 89131

<b>Cost per square foot without consumable</b>	<b>\$0.11</b>
<b>5 Days Per Week Janitorial Services without consumable Based on Scope of work provided</b>	<b>\$15,290.00 per month</b>

Including:

Non Working Supervisor

On Site floor person for Weekly floor work, based on scope of work provided

Summer detail cleaning

**Window cleaning 2 times per year based on Scope of work provided -\$416.67 per month**

**Floor/ Carpet care 3/per year strip and wax based on scope of work provided - \$6,237.63per month**

**Total monthly cost** **\$26,591.80 Per month**

**-MasterCorp Commercial Services Can Provided Consumable Supplies at Cost Plus 10%**



## References

**Wendi Zabadi**

**Property Manager, Marnell Companies**

222 Via Marnell Way

Las Vegas, NV 89119

Tel: 702-739-2999

**Michelle Brown, CPM®**

**The District at Green Valley Ranch**

Senior Property Manager/Broker

Office: 702.564.8595

**Chris Carter CFM**

NVE

Facility Manager South

Office:702.402.5834

**Gary Daning**

**Director of Facilities**

Faith Lutheran Middle School & High School

702-804-4402 - Office

**Amanda C Gushard**

**General Property Manager**

Hines

P 702 233 8725



Brilliant General Maintenance Inc. *Serving all your facility maintenance needs*

## *Janitorial Service Contract*

Somerset Academy of Las Vegas  
6630 Surrey St  
Las Vegas, NV 89119



*Prepared for:*  
Gil Cuevas  
Facilities Manager

*Prepared By:*  
Wendy Colindres  
Area Manager

**BUILDING MAINTENANCE & FACILITY SERVICES**

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[www.brilliantincorporated.com](http://www.brilliantincorporated.com)



Karla's Cleaning Services      2147 Sawtooth Mountain Dr  
 702-296-9832      Henderson, Nevada      124

89044  
 United States

**Prepared For**

Gil Cuevas  
 Academica Nevada  
 6630 Surrey St  
 Las Vegas, Nevada  
 89119  
 United States

**Proposal Date**

04/01/2019

**Proposal Number**

0000009

## Overview

### PROFESSIONAL JANITORIAL SERVICE PROPOSAL

thank you for allowing Karla's Cleaning services to prepare a professional cleaning service for your

consideration. We know it takes **considerable time and effort to show any potential contractor your facility, and to provide them with necessary information** so again, thanks..

**Before we start...** all of our cleaners thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

**During the start ...** We know as seamless, no hassle start-up is important to every customer. So at Karla's cleaning service, we combine up-front preparation and training with a supervision and directions to ensure a smooth successful startup.

**After the start...** **Karla's Cleaning Service**, will supervise the quality of service to make sure your building is looking Good!

We look Forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any question or need additional information as you review your proposal.

**Sincerely,**

**Rafael Corominas**

**Karla Sosa**

**Owners Karla's Cleaning Services LLC.**

## Pricing

Description	Rate	Qty	Line Total
Janitorial Services	\$14,580.00	1	\$14,580.00

Base on the walkthrough and the services that you request on the

attachment (Somerset Elementary, Middle, and high schools) we will have a minimum of (7) to 9 people daily 5 days a week to complete the work we are please for your organization to consider Karla's Cleaning

services to become your Janitorial Service Thank you

Subtotal	14,580.00	126
Tax	0.00	
<b>Proposal Total (USD)</b>	<b>\$14,580.00</b>	

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019 Agenda Item: 3b3 – Approval of the MOU with CSN for Dual Enrollment Number of Enclosures: 1
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<b>SUBJECT: MOU with CSN for Dual Enrollment</b>
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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:
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Proposed wording for motion/action:
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Fiscal Impact: N/A
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Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: The Finance Committee recommends approval of the MOU with CSN for Dual Enrollment.
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Submitted By: Staff
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## 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 ~ SKY POINTE**

The Somerset Academy ~ Sky Pointe (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, 2018, through May 31, 2023. Prior to the end of the term, the parties may prepare and mutually agree to a new MOU for additional years of education collaboration. 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 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 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.



## DUAL ENROLLMENT PROGRAM

### **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](http://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 will only offer academic courses and other coursework at established CSN campuses and CSN learning sites.

### **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.

### **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.

### **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.

## DUAL ENROLLMENT PROGRAM

### **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.

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

## DUAL ENROLLMENT PROGRAM

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  
STUITION.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:

James McCoy  
Associate Vice President Academic Affairs  
6375 W. Charleston Blvd. WC E310  
Las Vegas, NV 89146  
(702) 651-7357

For Somerset Academy ~ Sky Pointe:

Lee Esplin  
Principal  
7058 Sky Pointe Dr.  
Las Vegas, NV 89131  
(702) 478-8888

DUAL ENROLLMENT PROGRAM

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: \_\_\_\_\_  
Margo Martin, Vice President, Academic Affairs

Approved as to Legal Form and Sufficiency:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Richard Hinckley, General Counsel

**Somerset Academy ~ Sky Pointe**

Approved by:

\_\_\_\_\_ Dated \_\_\_\_\_  
Lee Esplin, Principal

Approved as to Legal Form and Sufficiency:

\_\_\_\_\_ Dated: \_\_\_\_\_  
General Counsel

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019 Agenda Item: 4 – Academic Update and Executive Director Report Number of Enclosures:
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<b>SUBJECT: Academic Update and Executive Director Report</b>
---

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

Presenter (s): Executive Director John Barlow
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Recommendation:
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Proposed wording for motion/action:
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Fiscal Impact: N/A
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Estimated Length of time for consideration (in minutes): 15-20 Minutes
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Background: Executive Director Barlow will provide an update on academic performance and school happenings.
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Submitted By: Staff
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# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019  
Agenda Item: 5 – Discussion and Possible Action Regarding a Principal Search for the Somerset Academy Losee Campus  
Number of Enclosures:

### **SUBJECT: Principal Search for the Somerset Academy Losee Campus**

Action  
 Appointments  
 Approval  
 Consent Agenda  
 Information  
 Public Hearing  
 Regular Adoption

Presenter (s): Executive Director John Barlow

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-7 Minutes

Background: The Board will discuss and set the parameters for the search for and/or selection of a principal for the Losee campus.

Submitted By: Staff

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019  
Agenda Item: 6 – Discussion and Possible Action Regarding Somerset Academy of Las Vegas’ System-Wide Administrative Structure and Designation of Administrative Positions and Assignments  
Number of Enclosures:

### **SUBJECT: System-Wide Administrative Structure**

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): 7-10 Minutes

Background: With the upcoming resignation of Executive Director Barlow, the Board will need to determine the Somerset Academy of Las Vegas’ system-wide administrative structure.

Submitted By: Staff

## **Somerset Academy of Nevada**

### **System wide Administrative Job Responsibilities 19-20**

#### **Lead Principal**

- Coordinate and Facilitate Principal Professional Learning Community (PLC)
- POC for Board Agenda Items and/or System Questions that Cannot be Addressed by Site Principal
- Foundation Liaison
- System Data Review for the Sake of Driving PLC Discussions – (Review system data with Jessica Barr - quarterly)
- POC for administrators, state authority, and stakeholders on progress and performance through reports and presentations when requested.
- POC for System Supports (Academica, Lauren, Sandy, Jessica Barr, John Barlow)
- POC for School Calendar
- Facilitate Principals Discussions, Action Plans, and Monitoring of SIPs and Board Goals
- Seek Resources to Meet the Needs of the System in Meeting the School’s Mission and Board’s Goals
- POC for Principals Related to System-wide Matters

#### **All Campus Principals**

- Complete Mid-Year and End of the Year Self-Evaluation Submitted to Board
- Send Campus Communications to Board no less than monthly (Events, PD, Data, Celebrations, etc.)
- Participate in Principal’s PLC at least Bimonthly, as Determined by Lead Principal
- Coordinate Regular Math, ELA, Science, Social Studies, Music, Art, Technology, and PE Professional Development for Faculty to Meet Needs of the Campus
- Execute Campus SIP and Board Goals
- Oversee Site Emergency Operation Plan (EOP)
- Review State Data with Jessica Barr Following MAP Benchmark 1, 2, and SBAC to Determine Goals and Action Plan

#### **High School Programs POC (Principal)**

- Pre-Advanced Placement (Pre-AP)
- Advanced Placement (AP)
- Career and Technical Education (CTE)
- Dual Enrollment (DE)
- Work Based Learning (WBL)
- State Grants for High School Initiatives
- Oversight of Lead Counselor (Course ID Directory, Course Sequencing,

#### **Special Needs Populations POC (Principal)**

- Supervision of Special Education Facilitators
- ELL initiatives



**Leader in Me and Leadership Support (Sherry Pendleton)**

- Certify as a LiM trainer
- Offer initial trainings as requested by principals
- Offer on-going/refresher trainings as requested by principals
- Conduct needs analysis as requested
- Assist in campus Leadership Days as requested
- Assist schools in LiM implementation as requested
- Provide support to school as needed, such as New Principal Support/Trainings, Campus Needs Assessments, AP Trainings, Admin Sub, Testing Support, Teacher Trainings, Teacher Improvement Plans (TIPS) and Monitoring, Assist in Conflict Resolution, etc.

**Lead Counselor**

- Works under the direction of the High School Programs POC
- Coordinate and Plan for System-wide Counselor Meetings
- Course ID Directory
- Course Sequencing
- POC for System-wide Counseling Department Matters

**Lead Coach**

- Works under the direction of the Lead Principal
- POC for Lauren KR on RBG3
- System-Wide MAP Trainings
- Work with Lauren Kohut-Rost to coordinate 2 System-wide PDs

**NSLP, RBG3, System PD, BOB (Lauren Kohut-Rost assisted by Sandy Smith)**

- Works under the direction of the Lead Principal
- National School Lunch Program Monitoring and Compliance
- Read by Grade 3 (SB 391) Division Oversight
- 2 Somerset system-wide PD's with the assistance of Lead Coach, RPDP, Crystal, and Sandy
- Coordinate system-wide Battle of the Books

**System Assistant (Sandy Smith)**

- Works under the direction of the Lead Principal
- 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
- Facilitate grant management, including purchases, reimbursement requests, and reporting
- Consolidate and review system PERS reports for accuracy monthly while serving as the system wide PERS Liaison
- Assist Crystal in coordinating board appeals
- Assist Crystal in MAP and DRC oversight
- Receive, document, and track all required background reporting for the system (employee and volunteer)
- System Notary
- Assist NSLP coordinator, determine eligibility, compliance, complaints, review of campuses
- Wellness Policy

## **ACADEMICA SUPPORTS**

### **State Reporting, Marketing, Affiliation, Board Appeals, Support Staff Trainings**

- System State Reporting- Compile campus information from IC or from principals
- State Communication
- Board Agendas (Coordinate with Lead Principal on board agendas.)
- System Marketing
- System Promotion During Enrollment Season
- Facilitate Community/Stakeholder Partnerships
- Coordinate and Facilitate all Board Appeals
- System Affiliation Oversight and Organization
  - Affiliation Conferences and Opportunities for collaboration with Florida
- POC for MAP and DRC
- Coordinate Trainings for Office Managers and Registrars

### **Accreditation Activities, MLP POC, LLC & Contracted Services Payroll Oversight**

- AdvancEd Accreditation Liaison
  - Communication with Florida Schools Related to Accreditation
- Serve as POC for Principals for Frontline My Learning Plan Software (Set up, troubleshoot, etc.)
- Payroll Oversight/Processing for LLC/Contracted Employees to Ensure that General and NSLP Hours are Charged to the Correct Account

### **Emergency Operating Procedures**

- System Emergency Operating Plans
- Monitoring of Site Plans, Drills, and Reporting

### **Grant Management**

- Social Worker Grant
- RBG3 Grant
- Title IV Grant
- Title II Grant
- NV 21 Grant
- CCR Grant

### **Data Analysis and School Improvement-(Jessica Barr)**

- Assist principals with SIP plans by request
- Analysis of system wide data and goal setting
- Liaison with external data personnel

## **BOARD RESPONSIBILITIES**

- Assign 1 Board Representative as a Campus Liaison to Each Campus
- Board Campus Liaison Visits Assigned Campus and Meet with Principal Quarterly
- Board Chair Meets with Lead Principal Prior to Board Meetings to Review System Items Including Data, Status Check, and Needs that might need to be addressed in future Meetings
- Evaluate Principals Between June-July Using State Assessment Data, Enrollment Data, Survey Results, Teacher Retention Data, Budget Data (Fiscal Management) to Determine Employment Status and Compensation (Data to Be Compiled By an External Source, i.e. Crystal, Lauren or Sherry?)

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019  
Agenda Item: 7 – Discussion and Possible Action Regarding Principal Adherence to Board Approved Expense Budgets  
Number of Enclosures:

**SUBJECT: Principal Adherence to Board Approved Expense Budgets**

- 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): 5-7 Minutes

Background: During the April 22<sup>nd</sup> Finance Committee meeting the committee members requested a discussion regarding principal accountability as it relates to adhering to the Board approved budgets.

Submitted By: Staff

# SOMERSET ACADEMY OF LAS VEGAS

## Supporting Document

Meeting Date: April 29, 2019  
Agenda Item 8 – Academic Announcements and Notifications  
Number of Enclosures:

**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: The End of Year Celebration will be held on May 25<sup>th</sup> at SLAM Academy. The annual Board meeting will be held on June 4<sup>th</sup>. The proposed Board meeting schedule for 2019/2020 is attached.

Submitted By: Staff



# **SOMERSET ACADEMY OF LAS VEGAS**

## **2019/2020 Board Meeting Schedule**

**August 20, 2019**  
**October 15, 2019**  
**December 17, 2019**  
**February 18, 2020**  
**April 21, 2020**  
**June 16, 2020**