

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

Notice is hereby given that the Board of Directors of Somerset Academy of Las Vegas, a public charter school, will conduct a public telephonic meeting on July 26, 2018; beginning at 8:00 a.m. The call-in information is as follows:

Call-in Number: 1-866-244-8528

Access Code: 251188#

Anyone who wishes to make public comment is welcome to attend the meeting at 6630 Surrey Street Las Vegas, Nevada 89119. 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 Jennifer Ellison at (702) 431-6260 or jennifer.elison@academicnv.com two business days in advance so that arrangements may be conveniently made.

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

AGENDA

July 26, 2018 Meeting of the Board of Directors of Somerset Academy of Las Vegas

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

1. Call to order and roll call (For Possible Action)
2. Public Comment and Discussion *(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)*
3. Consent Agenda (For Possible Action) *(All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member or member of the public so requests, in which case the item(s) may be removed from the consent agenda and considered along with the regular order of business.)*
 - a. Minutes from the June 12, 2018 Board Meeting
 - b. Approval of a Revision to the Progressive Discipline Policy
 - c. Acceptance of Title IVA Grant Funds
 - d. Acceptance of CCR-AP Grant Funds
 - e. Approval of Recommendations from the Finance Committee:
 1. School Financial Performance (Not for Action)
 2. Approval of the use of Bond Funds up to \$28,000 for Improvements at the Losee Campus: Executive Director’s Offices and Gymnasium Floor Logo
 3. Approval of the use of Bond Funds up to \$6,175 for Improvements at the Stephanie Campus: Glass Partition and Doors
 4. Approval of a Janitorial Contract between Dynamic Cleaning, LLC and the Sky Pointe Campus
4. Discussion and Possible Action to Approve the use of Bond Funds for Improvements at the Losee Campus: Dance Room and Middle School Multipurpose Room Flooring (For Possible Action)
5. Discussion and Possible Action Regarding the Proposed Licensed Employee Evaluation and Discipline Policy (For Possible Action)
6. Discussion and Possible Action to Approve a Sponsor for Sky Pointe’s Gymnasium Floor (For Possible Action)
7. Member Comment (Information/Discussion)

8. Public Comments and Discussion(Discussion)

9. 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) North Las Vegas City Hall, 2250 Las Vegas Blvd. North, North Las Vegas, Nevada.
- (7) Henderson City Hall, 240 South Water Street, Henderson, Nevada.
- (8) Las Vegas City Hall, 495 S. Main St., Las Vegas, Nevada.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018
Agenda Item: 3 – Consent Agenda
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): 1 Minute

Background: Support materials and/or background has been provided to the Board. All items on the Consent Agenda which are for action can be approved in one motion; however, individual items 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: July 26, 2018 Agenda Item: 3a – Minutes from the April 12, 2018 Board Meeting Enclosures: 1

SUBJECT: Minutes Approval

<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

Recommendation:

Proposed wording for motion/action: Consent
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Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: A board meeting was held on June 12, 2018. As such, the minutes will need to be approved for this meeting.
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Submitted by Staff

MINUTES
of the meeting of the
BOARD OF DIRECTORS of SOMERSET ACADEMY OF LAS VEGAS
June 12, 2018

The Board of Directors of Somerset Academy of Nevada held a public meeting on June 12, 2018, at 6:00 p.m. at 385 West Centennial Parkway, North Las Vegas, 89084.

1. Call to order and Roll Call

Board Chair John Bentham called the meeting to order at 6:01 p.m. with a quorum present. In attendance were Board members Will Harty, Carrie Boehlecke, Travis Mizer, Gary McClain, Sarah McClellan, and John Bentham.

Also present were Executive Director John Barlow, Principal Sherry Pendleton, Principal Jenni Martinez, Principal Elaine Kelly, Assistant Principal Emeri Rodriguez, Principal Kate Lackey, Principal Ruby Norland, Assistant Principal Lisa Evans, and Assistant Principal Jessica Pinjuv; as well as Academica representatives Ryan Reeves, Crystal Thiriot, Melissa Fries, Marc Clayton, Victor Barrogo, and Kerri Ann Rodriguez, a Principal from Somerset Florida.

2. Public Comment and Discussion

There was no request for public comment.

3. Annual Election of Board Officers

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

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

Member Bentham nominated Carrie Boehlecke as Board Secretary. The Board voted unanimously to elect Carrie Boehlecke as Board Secretary.

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

4. Consent Agenda

- a. Minutes from the March 8, 2018 Board Meeting**
- b. School Finance Performance**
- d. Approval of the Revised Wellness Policy**

Member Mizer moved to approve items a, b, and d on the consent agenda. Member McClain seconded the motion, and the Board voted unanimously to approve.

c. Approval of the Revised Enrollment Policy

Ms. Crystal Thiriot addressed the Board and reviewed two changes to the Enrollment Policy that included the designation of Aliante students for priority seating at Losee High School, and additional language to attach consequences that will hopefully prevent parents from submitting duplicate applications. Member Bentham asked if it was legal to un-enroll the student, to which Ms. Thiriot replied that the process had been deemed legal. Mr. Ryan Reeves addressed the Board and stated that this change was necessary to stop parents who had an intention to deceive in order to increase the likelihood of the student being selected in the lottery. Ms. Thiriot stated that there could only be one application per student per school. Member Harty stated his concern was that the wording did not account for an unintentional mistake. Further discussion ensued regarding the wording for the policy and Mr. Reeves stated that the wording should be changed to the following: If the incorrectly submitted information, when corrected, would make the student ineligible for enrollment, the application will be voided.

Member Harty moved to approve the Revised Enrollment Policy with the clarifying language. Member Mizer seconded the motion, and the Board voted unanimously to approve.

5. Presentation by Somerset Academy Florida

Ms. Kerri Ann Rodriguez, a Somerset Florida principal, addressed the Board and stated that Somerset Florida was working closely with Executive Director John Barlow and the Somerset principals; adding that they had distributed a survey to each principal and were currently working on a data dashboard; adding that their goal was to support the schools in Nevada, especially with the sharing of best practices.

Member Mizer asked what the student/teacher ratio was at Principal Rodriguez's elementary school. Ms. Rodriguez stated that K-3 was a 1:18 ratio, 4-8 was a 1:22 ratio, 9-12 was a 1:25 ratio and that although those were the required ratios set by the State of Florida, which could be adjusted based upon the type of students enrolled in the class.

6. Report on Education and Executive Director Update

Executive Director Barlow addressed the Board and reviewed a report on education, which was provided to the Board. Member McClellan asked if the individuals who had been hired through the Read by Grade 3 Grant would be kept and absorbed by other positions on campus, to which Director Barlow replied in the positive; adding that no new individuals would be hired through the grant. Member McClellan asked if the data days on the calendar would be held the same day for all campuses and why the data days were changed from Thursdays to Wednesdays. Executive Director Barlow replied that data days would be consistent for all campuses, and that data days had been switched to Wednesdays due to attendance issues; adding that Wednesdays would deter parents from taking students out of school for a longer weekend, thus increasing attendance.

Member Harty asked what data was used in the star rating for graduation rates. Executive Director Barlow replied that this year's data would count for next year's ratings. Member Harty asked if math assessments factored into the star rating and where the full math assessment results could be found. Executive Director Barlow replied that the star rating was an external assessment and that the math, as a system, aligned more with the SBACs; adding that the full math assessment results were found in the board meeting supporting documents.

Member Bentham asked if SBAC results would be sent to the parents by August 10, 2018; to which Executive Director Barlow replied in the affirmative. Member Bentham asked if the star rating would be determined by the July 30, 2018 reporting results to which Executive Director Barlow replied that data was being compiled which could help predict the rating. Further discussion ensued regarding data output for next year's predictions.

Member McClellan asked if the teacher evaluation score was based upon all the teachers as a whole or individually. Director Barlow replied that the rating for this year was for the school as a whole; however, he anticipated that next year's data would be assessed based upon individual performance. Member Harty stated his concern that there should be an ultra-focus to push for higher star ratings and suggested that there should be an alignment of the incentives for the teachers to push for higher star ratings to show improvement from year to year.

Member Bentham asked about the delinquent debt from the NSLP. Executive Director Barlow stated that the debt would be paid by the Student Generated Funds.

7. Evaluation of Executive Director John Barlow

This agenda item was tabled.

8. Academics Announcements and Notifications

Ms. Thiriot addressed the Board and reviewed the 2018/2019 Board Meeting schedule and mentioned that the National Charter School Convention was coming up for those who wanted to attend. Ms. Thiriot also announced that Academics had hired another accountant, Marc Clayton, and a Teacher Recruitment Specialist, Shannon Troescher-Wallace. Mr. Reeves stated that Academics Florida had also hired a safety specialist, and Mr. Victor Barrogo addressed the Board and clarified that the position was a Chief Safety Crisis Officer.

9. Member Comment

Member Mizer stated his concern that Somerset was beginning to lose momentum as a true college prep facility based upon discipline issues and feedback from parents and teachers. Member Mizer also stated his concern that social media was not being utilized more for reviews, contests, etc., and that all the schools should be consistent with one another when posting.

Member Boehlecke stated her concern with half-day attendance; adding that the students viewed the half-day as insignificant.

Member Bentham stated his concern that the Progressive Disciplinary Plan was not being followed correctly. Member Bentham also stated that he wanted to focus on programs and initiatives regarding bullying.

Member Harty stated that he would like to see more messaging to parents and teachers regarding the Progressive Disciplinary Plan to stop the perception that there were problems versus an actual problem.

Executive Director John Barlow thanked the members for speaking candidly and addressed the concerns of the members. Executive Director John Barlow stated that Academica was looking at ways to implement an ACT course and to offer dual enrollment credit courses to be more competitive as a college preparatory school. Executive Director John Barlow also stated that the administrators were acting in accordance to the bullying policies in an appropriate and timely manner; adding that parent concerns should be directed back to the schools to ensure the concern would be addressed and corrected. Executive Director John Barlow stated that he would review the language part of the Progressive Disciplinary Plan and come to the August meeting with any changes made; adding that he would work with the principals to ensure lessons plans for Data Days were more significant to the student.

10. Public Comments and Discussion

Ms. Nicole Yoakum, a parent, addressed the Board and voiced concern regarding the inconsistencies between the campuses. Executive Director John Barlow addressed Ms. Yoakum and stated that as long as the principals were meeting the State requirements, principals were autonomous to govern their campus to meet the needs of their students. Mr. Reeves recommended an agenda item be placed on a future Board meeting to examine the commonalities versus the areas of freedom for each campus.

Principal Kate Lackey from the Skye Canyon campus addressed the Board to report that they should be in their building by July 30, 2018.

Principal Jenni Martinez from the North Las Vegas campus addressed the Board and reported new scholarship opportunities and courses to be offered, including advanced courses for 7th and 8th grade students.

Principal Elaine Kelly from the Aliante campus addressed the Board and reported they should be in their building by August 10, 2018.

Principal Sherry Pendleton from the Lone Mountain campus addressed the Board and reported that she had met with new committees that included parents and focused on volunteerism; adding that they would require all 7th grade students to take a college preparatory class.

Principal Ruby Norland from the Stephanie campus addressed the Board and reported on the student field trip to the UNLV campus.

Assistant Principal Jessica Pinjuv from the Losee campus addressed the Board and reported on the implementation of the House system for this year, as well as the addition of three dual enrollment programs for the high school.

Assistant Principal Lisa Evans from the Sky Pointe campus addressed the Board and reported on the addition of a Business Leadership course, a transitioning event for new 6th and 9th grade students, and the implementation of a block system for the high school students; adding that they were in the process of implementing attendance incentives, reviewing the Progressive Disciplinary Policy, and working on a student field trip to various Utah college campuses.

11. Adjournment

This meeting was adjourned at 7:18 p.m.

Approved on: _____

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

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018 Agenda Item: 3b – Approval of a Revision to the Progressive Discipline Policy Number of Enclosures: 1

SUBJECT: Progressive Discipline Policy

<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

Recommendation:

Proposed wording for motion/action:

Consent

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 minutes
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Background: This item should be tabled until the next board meeting.

Submitted By: Staff

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018 Agenda Item: 3c - Acceptance of Title IVA Grant Funds Enclosures: 1

SUBJECT: Acceptance of the Title IVA Grant

<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

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: Somerset has been awarded Title IVA grant funds. Details and amounts can be found in the attached award letter.

Submitted by Staff



DEPARTMENT OF EDUCATION
Northern Nevada Office
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200
Fax: (775) 687 - 9101
www.doe.nv.gov

June 28, 2018

MEMORANDUM

TO: John Barlow, Somerset Academy

FROM: Brett Barley
Deputy Superintendent of Student Achievement

SUBJECT: Preliminary Award Notification – Consolidated Application – Title IV A Funding

Dear Consolidated Application Grant Applicant:

Thank you for taking the time to prepare and submit a formal application for the Consolidated Application competitive grant process. Congratulations on being announced as one of the recipients of this exciting grant opportunity.

A final decision was made by the official Consolidated Application Review Committee to fund your requested amount for Title IV A funding at the specific amount(s) that are noted below:

Grant Application	Funding Status	Amount Requested	Amount Funded
Title IV A	Partially Funded	\$250,240.00	\$125,120.00

For next steps, please submit a modified budget to the NDE grants analyst assigned to the funding stream. Attached is the budget modification for the awards listed above.

To submit **Title IV A Budget Modifications**:

- Submit to James Kirkpatrick at jlkirkpatrick@doe.nv.gov.

**All budget modifications will need to be built in ePAGE. The Title IV A instrument will be available in ePAGE by the end of the first week of July.*

The Consolidated Application formal award letters will soon be sent to you by the NDE Office of Dr. Steve Canavero, Nevada's Superintendent of Public Instruction. All awards, however, will be pending due to any adjustments identified by NDE on the Budget Modification document.

Please contact Maria Sauter (775 687-9248), from the Office of Student and School Supports and/or James Kirkpatrick (775 687-9246) with any additional concerns.

Again, our sincerest congratulations!

cc: Maria Sauter
James Kirkpatrick

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018 Agenda Item: 3d - Acceptance of CCR-AP Grant Funds Enclosures: 1
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SUBJECT: Acceptance of the CCR-AP Grant
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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

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: Somerset has been awarded CCR-AP grant funds. Details and amounts can be found in the attached award letter.
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Submitted by Staff



DEPARTMENT OF EDUCATION
Northern Nevada Office
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200
Fax: (775) 687 - 9101
www.doe.nv.gov

June 28, 2018

MEMORANDUM

TO: John Barlow, Somerset Academy

FROM: Brett Barley
Deputy Superintendent of Student Achievement

SUBJECT: Preliminary Award Notification – Consolidated Application – State Funding

Dear Consolidated Application Grant Applicant:

Thank you for taking the time to prepare and submit a formal application for the Consolidated Application competitive grant process. Congratulations on being announced as one of the recipients of this exciting grant opportunity.

A final decision was made by the official Consolidated Application Review Committee to fund your requested amount for state funding at the specific amount(s) that are noted below:

Grant Application	Funding Status	Amount Requested	Amount Funded
Advanced Placement	Partially Funded	\$24,763.76	\$15,000.00
Dual Enrollment	N/A	\$0.0	\$0.0
STEM	N/A	\$0.0	\$0.0
Work Based Learning	N/A	\$0.0	\$0.0
Turnaround	Not Funded	\$178,703.00	\$0.0

For next steps, please submit a modified budget to the NDE grants analyst assigned to the funding stream. Attached is the budget modification for the awards listed above. A budget template is also attached.

To submit **College and Career Readiness Budget Modifications**:

- Submit to Evelyn Barragan at ebarragan@doe.nv.gov.

To submit **Turnaround Budget Modifications**:

- Submit to Sondra Neudauer at sneudauer@doe.nv.gov.

All budget modifications are due to the grants analysts listed above no later than **July 11th.*

The Consolidated Application formal award letters will soon be sent to you by the NDE Office of Dr. Steve Canavero, Nevada's Superintendent of Public Instruction. All awards, however, will be pending due to any adjustments identified by NDE on the Budget Modification document.

Please contact Maria Sauter (775 687-9248), from the Office of Student and School Supports and/or Evelyn Barragan (775 687-2451), the College and Career Readiness Grants Analyst, and/or Sondra Neudauer (775 687-9181) with any additional concerns.

Again, our sincerest congratulations!

cc: Maria Sauter
Evelyn Barragan
Sondra Neudauer

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018 Agenda Item: 3e – Approval of Recommendations from the Finance Committee Enclosures: 0
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SUBJECT: Finance Committee Recommendations

<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

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: The Finance Committee held a meeting on July 19, 2018 to discuss items that impact Somerset financially. As a result, the Committee approved recommendations which will be documented as part of the background for each item, so that the Board might approve those items as part of the Consent Agenda if it so chooses.
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Submitted by Staff

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26 2018 Agenda Item: 3e1 – School Financial Performance Enclosures: 2
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SUBJECT: School Financial Performance
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<input type="checkbox"/> Action <input type="checkbox"/> Appointments <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Information <input type="checkbox"/> Public Hearing <input type="checkbox"/> Regular Adoption

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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Background: Review of financial review summary, balance sheet and profit and loss statements, which have been reviewed by the Finance Committee.
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*These financials reflect the Budget as of May 31, 2018.
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As of 05.31.18, Somerset Academy has \$776,513.66 in total additional revenue, keeping in mind the budget was based on 97% revenue.

Instructional supplies and beginning of year purchases are showing over budget, but we are receiving refunds on many of these accounts and it will continue to reduce.
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The largest under budget item is Salaries and Benefits, due to PERS (50/50 bump in salary) and Health Benefits coming in lower than budgeted, as previously reported. Other under budget items include SPED and training and development.

Submitted by Staff

Database: ACADEMICANV

YTD Comparative Income Statement
P&L in Board Budget Format
ACADEMICANV

Page: 1
Date: 7/18/2018
Time: 9:31 PM

Accrual

Report includes an open period. Entries are not final.

		Actual	Year-To-Date	
	Thru:	May 2018	Budget May 2018	Variance
INCOME				
DSA REVENUE		40,735,325.33	40,201,142.67	534,182.66 1.33%
SPED DISCRETIONARY UNIT		2,100,243.06	1,766,380.00	333,863.06 18.90%
STATE GRANTS		0.00	212,666.67	(212,666.67) -100.00%
FULL DAY KINDER REVENUE		854,422.10	0.00	854,422.10 0.00%
SPED PART B FUNDING		0.00	733,287.50	(733,287.50) -100.00%
TOTAL INCOME		43,689,990.49	42,913,476.83	776,513.66 1.81%

EXPENSES

SALARIES

SALARIES TEACHERS	12,441,106.66	12,851,420.08	410,313.42	3.19%
SALARIES OF LONG TERM SUBS	1,070,126.39	145,223.83	(924,902.56)	-636.88%
CONTRACTED SUBSTITUTE SERVICE	586,980.85	315,402.08	(271,578.77)	-86.11%
BONUSES TEACHERS	300,684.42	0.00	(300,684.42)	0.00%
BONUSES LONG TERM SUBS	9,255.55	0.00	(9,255.55)	0.00%
BONUSES SPED TEACHERS	14,583.36	0.00	(14,583.36)	0.00%
SALARIES OF SUPPORT STAFF	1,218,063.71	953,413.08	(264,650.63)	-27.76%
BONUSES SUPPORT STAFF	26,571.69	0.00	(26,571.69)	0.00%
SALARIES OF GENERAL ADMIN	1,357,319.05	1,050,742.92	(306,576.13)	-29.18%
BONUSES GENERAL ADMIN	30,161.66	0.00	(30,161.66)	0.00%
SALARIES OF LICENSED ADMIN	1,779,761.19	1,773,098.25	(6,662.94)	-0.38%
BONUSES LICENSED ADMIN	43,024.54	0.00	(43,024.54)	0.00%
SALARIES OF CAMPUS MONITORS	21,005.62	322,846.33	301,840.71	93.49%
TOTAL SALARIES	18,898,644.69	17,412,146.58	(1,486,498.11)	-8.54%

BENEFITS

CONTRACTED BENEFITS	81,137.28	0.00	(81,137.28)	0.00%
INSURANCE TEACHERS	784,044.25	0.00	(784,044.25)	0.00%
INSURANCE LONG TERM SUBS	50,990.21	0.00	(50,990.21)	0.00%
FICA TEACHERS	19,303.72	32,351.48	13,047.76	40.33%
FICA LONG TERM SUBS	4,048.58	0.00	(4,048.58)	0.00%

YTD Comparative Income Statement
P&L in Board Budget Format
ACADEMICANV

Accrual

Report includes an open period. Entries are not final.

		Year-To-Date		
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
PERS TEACHERS	2,512,785.72	3,598,392.78	1,085,607.06	30.17%
PERS LONG TERM SUBS	187,713.83	40,662.67	(147,051.16)	-361.64%
MEDICARE TEACHERS	153,721.39	186,352.37	32,630.98	17.51%
MEDICARE LONG TERM SUBS	14,768.54	2,104.65	(12,663.89)	-601.71%
UNEMPLOYMENT TEACHERS	7,315.16	0.00	(7,315.16)	0.00%
SUI TEACHERS	90,252.48	415,891.11	325,638.63	78.30%
FUTA TEACHERS	15,581.81	77,113.60	61,531.79	79.79%
WORKERS COMP TEACHERS	63,005.88	102,807.14	39,801.26	38.71%
WORKERS COMP LONG TERM SUBS	5,257.13	1,157.39	(4,099.74)	-354.22%
HEALTH BENEFITS TEACHERS	265,018.18	1,277,380.66	1,012,362.48	79.25%
UNEMPLOYMENT - LONG TERM SUBS	1,292.86	0.00	(1,292.86)	0.00%
HEALTH BENEFITS LONG TERM SUBS	18,668.00	14,448.67	(4,219.33)	-29.20%
SUTA - LONG TERM SUBS	11,421.34	0.00	(11,421.34)	0.00%
FUTA - LONG TERM SUBS	2,993.47	0.00	(2,993.47)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS	63,096.38	0.00	(63,096.38)	0.00%
FICA SUPPORT STAFF	3,058.63	0.00	(3,058.63)	0.00%
PERS SUPPORT STAFF	208,933.82	266,945.54	58,011.72	21.73%
MEDICARE SUPPORT STAFF	16,437.40	13,825.28	(2,612.12)	-18.89%
SUI SUPPORT STAFF	16,887.24	30,508.69	13,621.45	44.65%
FUTA SUPPORT STAFF	4,473.26	5,716.25	1,242.99	21.74%
UNEMPLOYMENT SUPPORT STAFF	4,227.38	0.00	(4,227.38)	0.00%
WORKERS COMP SUPPORT STAFF	17,983.28	7,621.67	(10,361.61)	-135.95%
HEALTH BENEFITS SUPPORT STAFF	10,308.86	94,860.55	84,551.69	89.13%
INSURANCE GENERAL ADMIN	57,663.62	0.00	(57,663.62)	0.00%
FICA GENERAL ADMIN	3,785.72	0.00	(3,785.72)	0.00%
PERS GENERAL ADMIN	272,273.91	294,205.82	21,931.91	7.45%
MEDICARE GENERAL ADMIN	18,003.22	15,232.14	(2,771.08)	-18.19%
SUI GENERAL ADMIN	18,504.39	33,620.69	15,116.30	44.96%
FUTA GEN. ADMIN	2,762.89	6,301.82	3,538.93	56.16%
UNEMPLOYMENT GENERAL ADMIN	1,549.14	0.00	(1,549.14)	0.00%
WORKERS COMP GENERAL ADMIN	14,817.82	8,402.42	(6,415.40)	-76.35%
HEALTH BENEFITS GENERAL ADMIN	27,054.22	104,546.39	77,492.17	74.12%
INSURANCE LICENSED ADMIN	44,755.64	0.00	(44,755.64)	0.00%
FICA LICENSED ADMIN	3,458.00	0.00	(3,458.00)	0.00%
PERS LICENSED ADMIN	432,657.85	496,466.19	63,808.34	12.85%
MEDICARE LICENSED ADMIN	24,268.85	25,713.14	1,444.29	5.62%
SUI LIC. ADMIN	11,195.24	56,744.34	45,549.10	80.27%
FUTA LIC. ADMIN	1,480.25	10,636.13	9,155.88	86.08%

YTD Comparative Income Statement
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Accrual

Report includes an open period. Entries are not final.

		Actual	Year-To-Date Budget		
	Thru:	May 2018	May 2018	Variance	
UNEMPLOYMENT LICENSED ADMIN		708.67	0.00	(708.67)	0.00%
WORKERS COMP LICENSED ADMIN		4,655.99	14,177.83	9,521.84	67.16%
HEALTH BENEFITS LICENSED ADMIN		26,374.86	176,428.25	150,053.39	85.05%
FICA CAMPUS MONITORS		140.14	0.00	(140.14)	0.00%
PERS CAMPUS MONITORS		2,794.57	90,387.73	87,593.16	96.91%
MEDICARE CAMPUS MONITORS		26.64	4,671.72	4,645.08	99.43%
SUI CAMPUS MONITORS		65.72	2,882.11	2,816.39	97.72%
FUTA CAMPUS MONITORS		139.12	553.46	414.34	74.86%
WORKERS COMP CAMPUS MONITORS		102.87	723.28	620.41	85.78%
HEALTH BENEFITS CAMPUS MONITORS		835.88	9,001.27	8,165.39	90.71%
TOTAL BENEFITS		5,604,801.30	7,518,835.24	1,914,033.94	25.46%
TUITION REIMBURSEMENT					
TUITION REIMBURSEMENT TEACHERS		26,850.37	32,094.33	5,243.96	16.34%
TUITION REIMBURSEMENT LICENSED ADMIN		1,800.00	0.00	(1,800.00)	0.00%
TOTAL SALARIES AND BENEFITS		24,503,445.99	24,930,981.83	427,535.84	1.71%
SPECIAL EDUCATION					
SPED TEACHER SALARIES		1,107,297.95	1,235,400.83	128,102.88	10.37%
SALARIES OF SUPPORT STAFF SPED		179.78	0.00	(179.78)	0.00%
BONUSES SPED TEACHERS		14,583.36	0.00	(14,583.36)	0.00%
INSURANCE SPED TEACHERS		68,813.69	0.00	(68,813.69)	0.00%
FICA SPED TEACHERS		540.03	0.00	(540.03)	0.00%
PERS SPED TEACHERS		223,497.36	345,912.23	122,414.87	35.39%
PERS SUPPORT STAFF SPED		238.83	0.00	(238.83)	0.00%
MEDICARE SPED TEACHERS		15,232.68	17,913.31	2,680.63	14.96%
UNEMPLOYMENT SPED TEACHERS		1,052.05	0.00	(1,052.05)	0.00%
SUI SPED		10,775.51	39,532.83	28,757.32	72.74%
FUTA SPED		2,050.17	7,412.41	5,362.24	72.34%
WORKERS COMP SPED TEACHERS		4,709.25	9,883.21	5,173.96	52.35%
HEALTH BENEFITS SPED TEACHERS		24,905.74	122,922.38	98,016.64	79.74%
SUTA SPED SUPPORT STAFF		1,043.32	0.00	(1,043.32)	0.00%
SPED CONTRACTED SERVICES		984,421.91	704,916.67	(279,505.24)	-39.65%

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	Year-To-Date			
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
TRAVEL SPED TEACHERS	65.77	0.00	(65.77)	0.00%
SPED SUPPLIES	10,925.37	75,625.00	64,699.63	85.55%
SPED ASSESSMENT AND TESTING MATERIALS	15,907.55	0.00	(15,907.55)	0.00%
CONSUMABLES SPED	1,082.63	0.00	(1,082.63)	0.00%
TEXTBOOKS / CURRICULUM SPED	10,708.28	0.00	(10,708.28)	0.00%
SOFTWARE SPED	302.42	0.00	(302.42)	0.00%
TOTAL SPECIAL EDUCATION	2,498,333.65	2,559,518.87	61,185.22	2.39%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM	8,682.41	44,454.67	35,772.26	80.47%
FOOD SERVICES PRIVATE PROGRAM	6,181.40	0.00	(6,181.40)	0.00%
TOTAL FOOD SERVICES	14,863.81	44,454.67	29,590.86	66.56%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	71,215.24	84,568.00	13,352.76	15.79%
COPIER SUPPLIES	30,833.42	30,701.00	(132.42)	-0.43%
ASSESSMENT AND TESTING MATERIALS	176,366.05	17,825.50	(158,540.55)	-889.40%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	189,413.12	0.00	(189,413.12)	0.00%
CONSUMABLES	59,985.73	554,355.08	494,369.35	89.18%
CONSUMABLES - TEXTBOOKS	3,071.44	0.00	(3,071.44)	0.00%
CONSUMABLES - SOFTWARE	1,984.71	0.00	(1,984.71)	0.00%
TEXTBOOKS / CURRICULUM	238,308.96	0.00	(238,308.96)	0.00%
SOFTWARE	42,884.05	0.00	(42,884.05)	0.00%
COMPUTER PURCHASES	23,518.26	0.00	(23,518.26)	0.00%
IT SUPPLIES	113,826.20	0.00	(113,826.20)	0.00%
POSTAGE	3,162.71	9,166.67	6,003.96	65.50%
OFFICE SUPPLIES	37,164.37	76,908.33	39,743.96	51.68%
NURSING SUPPLIES	5,839.28	17,092.17	11,252.89	65.84%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	9,767.07	0.00	(9,767.07)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	1,007,340.61	790,616.75	(216,723.86)	-27.41%

TRAINING & DEVELOPMENT / TRAVEL

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		Actual	Year-To-Date Budget		
	Thru:	May 2018	May 2018	Variance	
AFFILIATION FEE - TRAINING		119,490.96	197,594.83	78,103.87	39.53%
AFFILIATION FEE - BATTLE OF THE BOOKS		2,000.29	9,625.00	7,624.71	79.22%
TRAINING & DEVELOPMENT		22,296.08	0.00	(22,296.08)	0.00%
TRAVEL TEACHERS		16,983.31	0.00	(16,983.31)	0.00%
TRAVEL SPED TEACHERS		65.77	0.00	(65.77)	0.00%
TRAVEL SUPPORT STAFF		126.96	0.00	(126.96)	0.00%
TRAVEL LICENSED ADMIN		29,230.92	49,965.67	20,734.75	41.50%
TOTAL TRAINING & DEVELOPMENT / TRAVEL		190,194.29	257,185.50	66,991.21	26.05%
CONTRACTED SERVICES					
COPIER FEES MONTHLY		356,850.11	337,329.67	(19,520.44)	-5.79%
COPIER FEES OVERAGE		26,301.67	0.00	(26,301.67)	0.00%
PAYROLL SERVICE FEES		130,750.81	0.00	(130,750.81)	0.00%
IT SERVICES MONTHLY		267,687.13	258,654.00	(9,033.13)	-3.49%
IT SET UP FEES		12,000.00	35,295.33	23,295.33	66.00%
INFINITE CAMPUS		900.67	14,197.33	13,296.66	93.66%
AUDIT AND TAX SERVICES		47,989.00	32,094.33	(15,894.67)	-49.52%
LEGAL FEES		140.00	36,197.33	36,057.33	99.61%
PROFESSIONAL FEES		87,251.40	0.00	(87,251.40)	0.00%
MANAGEMENT FEES		2,714,570.25	2,771,186.00	56,615.75	2.04%
AFFILIATION FEE - INC.		189,333.81	207,219.83	17,886.02	8.63%
STATE ADMINISTRATIVE FEES		610,807.68	621,670.50	10,862.82	1.75%
TOTAL CONTRACTED SERVICES		4,444,582.53	4,313,844.33	(130,738.20)	-3.03%
OTHER EXPENSES					
BACKGROUND/DRUG TEST		6,000.00	8,250.00	2,250.00	27.27%
ADVERTISING/MARKETING		8,853.85	0.00	(8,853.85)	0.00%
PRINTING AND BINDING EXPENSES		3,089.95	0.00	(3,089.95)	0.00%
WEB SITE EXPENDITURES		14,920.19	16,500.00	1,579.81	9.57%
DUES AND FEES		89,942.27	32,896.42	(57,045.85)	-173.41%
INTEREST EXPENSE		2,179,500.67	2,567,675.00	388,174.33	15.12%

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		Actual	Year-To-Date Budget		
	Thru:	May 2018	May 2018	Variance	
BANK FEES		143.34	0.00	(143.34)	0.00%
LATE FEES		39.00	0.00	(39.00)	0.00%
ATHLETICS		38,790.16	57,284.33	18,494.17	32.28%
TOTAL OTHER EXPENSES		2,341,279.43	2,682,605.75	341,326.32	12.72%
FACILITY MAINTENANCE					
IT REPAIRS AND MAINTENANCE		6,980.74	0.00	(6,980.74)	0.00%
JANITORAL MONTHLY FEES		550,942.26	508,018.50	(42,923.76)	-8.45%
JANITORAL ADDITIONAL SERVICES		20,814.01	0.00	(20,814.01)	0.00%
REPAIRS AND MAINTENANCE		312,712.75	168,204.67	(144,508.08)	-85.91%
AC REPAIRS AND MAINTENANCE		42,591.28	75,159.33	32,568.05	43.33%
LAWN CARE		70,218.60	56,237.50	(13,981.10)	-24.86%
SUMMER MAINTENANCE		19,898.42	65,083.33	45,184.91	69.43%
CUSTODIAL SUPPLIES		83,567.85	97,170.33	13,602.48	14.00%
TOTAL FACILITY MAINTENANCE		1,107,725.91	969,873.66	(137,852.25)	-14.21%
FACILITIES OPERATIONS					
PROPERTY INSURANCE		100,378.67	61,409.33	(38,969.34)	-63.46%
LIABILITY INSURANCE		0.00	61,409.33	61,409.33	100.00%
OTHER INSURANCES		0.00	8,712.00	8,712.00	100.00%
RENT/LEASE PAYMENTS		3,495,597.61	3,664,199.00	168,601.39	4.60%
EQUIPMENT RENTALS		10.00	0.00	(10.00)	0.00%
SITE IMPROVEMENTS		44.96	0.00	(44.96)	0.00%
TOTAL FACILITIES OPERATIONS		3,596,031.24	3,795,729.67	199,698.43	5.26%
UTILITIES AND SERVICES					
WATER		102,213.40	73,142.67	(29,070.73)	-39.75%
SEWER		85,986.52	73,142.67	(12,843.85)	-17.56%
GARBAGE/DISPOSAL/TRASH		75,553.22	146,307.33	70,754.11	48.36%
ALARM SERVICES		10,863.00	22,469.33	11,606.33	51.65%
FIRE SERVICES		22,578.28	22,469.33	(108.95)	-0.48%
TELEPHONE		47,804.60	41,719.33	(6,085.27)	-14.59%

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		Actual	Year-To-Date Budget		
	Thru:	May 2018	May 2018	Variance	
INTERNET		44,136.44	41,719.33	(2,417.11)	-5.79%
NATURAL GAS		509.41	0.00	(509.41)	0.00%
ELECTRICITY		477,332.94	438,900.00	(38,432.94)	-8.76%
TOTAL UTILITIES AND SERVICES		866,977.81	859,870.01	(7,107.80)	-0.83%
ADJUSTING ENTRIES					
DEPRECIATION EXPENSE		1,149,632.00	1,149,624.67	(7.33)	0.00%
TOTAL ADJUSTING ENTRIES		1,149,632.00	1,149,624.67	(7.33)	0.00%
TOTAL EXPENSES		41,720,407.27	42,354,305.70	633,898.43	1.50%
NET INCOME		1,969,583.22	559,171.13	1,410,412.09	252.23%

Somerset Academy

Financial Summary as of 05-31-18

Prepared by: Melissa Fries
Melissa.Fries@academicanv.com
702-431-6260

Financial News, Notes, and Updates

	Actual P/L as of 05/31/18	Budgeted P/L through 05/31/18	Variance
Stephanie	\$ 61,513	\$ 38,713	\$ 22,799
North Las Vegas	\$ 600,723	\$ 205,636	\$ 395,088
Losee Elementary	\$ 167,670	\$ 87,272	\$ 80,398
Losee Middle / High	\$ 179,211	\$ 125,739	\$ 53,473
Sky Pointe Elementary	\$ 433,861	\$ 319,952	\$ 113,909
Sky Pointe Middle / High	\$ 368,380	\$ 5,568	\$ 362,813
Lone Mountain	\$ 643,241	\$ 271,462	\$ 371,780
Executive Director	\$ (484,984)	\$ (495,170)	\$ 10,185
All Campuses	\$ 1,969,616	\$ 559,171	\$ 1,410,445

Somerset Academy Surplus Breakdown	
+ Number = Surplus/ Under Budget - Number = Over Budget	
Category	Amount
Add'l Revenue	\$ 776,513.66
Under Budget	
Salaries and Benefits	\$ 427,536
SPED	\$ 61,185
Training and Development	\$ 66,991
Interest Expense (Not true savings - Balance Sheet Entry)	\$ 388,174
Other	\$ 44,621
Over Budget	
Facilities Maintenance	\$ (137,852.25)
Instructional Supplies	\$ (216,724)
	\$ -
Total	\$ 1,410,445

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Accrual

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	Actual	Year-To-Date		
Thru:	May 2018	Budget	May 2018	Variance

INCOME

DSA REVENUE	5,532,849.80	5,469,459.42	63,390.38	1.16%
SPED DISCRETIONARY UNIT	280,724.06	219,780.00	60,944.06	27.73%
STATE GRANTS	0.00	37,400.00	(37,400.00)	-100.00%
FULL DAY KINDER REVENUE	170,884.42	0.00	170,884.42	0.00%
SPED PART B FUNDING	0.00	92,812.50	(92,812.50)	-100.00%
TOTAL INCOME	5,984,458.28	5,819,451.92	165,006.36	2.84%

EXPENSES

SALARIES

SALARIES TEACHERS	1,820,986.25	1,755,368.08	(65,618.17)	-3.74%
SALARIES OF LONG TERM SUBS	26,411.12	23,903.00	(2,508.12)	-10.49%
CONTRACTED SUBSTITUTE SERVICE	120,930.00	40,035.42	(80,894.58)	-202.06%
BONUSES TEACHERS	40,227.28	0.00	(40,227.28)	0.00%
BONUSES LONG TERM SUBS	456.84	0.00	(456.84)	0.00%
BONUSES SPED TEACHERS	507.36	0.00	(507.36)	0.00%
SALARIES OF SUPPORT STAFF	225,368.81	187,847.92	(37,520.89)	-19.97%
BONUSES SUPPORT STAFF	5,126.28	0.00	(5,126.28)	0.00%
SALARIES OF GENERAL ADMIN	141,649.40	139,933.75	(1,715.65)	-1.23%
BONUSES GENERAL ADMIN	4,264.20	0.00	(4,264.20)	0.00%
SALARIES OF LICENSED ADMIN	231,883.70	243,437.33	11,553.63	4.75%
BONUSES LICENSED ADMIN	7,530.52	0.00	(7,530.52)	0.00%
SALARIES OF CAMPUS MONITORS	1,660.87	25,666.67	24,005.80	93.53%
TOTAL SALARIES	2,627,002.63	2,416,192.17	(210,810.46)	-8.72%

BENEFITS

INSURANCE TEACHERS	120,203.39	0.00	(120,203.39)	0.00%
INSURANCE LONG TERM SUBS	731.03	0.00	(731.03)	0.00%
FICA TEACHERS	1,433.43	3,204.42	1,770.99	55.27%
FICA LONG TERM SUBS	22.50	0.00	(22.50)	0.00%
PERS TEACHERS	358,597.89	491,503.06	132,905.17	27.04%

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Accrual

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	Year-To-Date			
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
PERS LONG TERM SUBS	3,463.99	6,692.84	3,228.85	48.24%
MEDICARE TEACHERS	24,120.33	25,452.84	1,332.51	5.24%
MEDICARE LONG TERM SUBS	354.11	346.59	(7.52)	-2.17%
UNEMPLOYMENT TEACHERS	1,275.20	0.00	(1,275.20)	0.00%
SUI TEACHERS	16,161.22	56,936.67	40,775.45	71.62%
FUTA TEACHERS	2,275.31	10,532.21	8,256.90	78.40%
WORKERS COMP TEACHERS	23,244.22	14,042.94	(9,201.28)	-65.52%
WORKERS COMP LONG TERM SUBS	135.64	191.22	55.58	29.07%
HEALTH BENEFITS TEACHERS	33,538.63	173,321.71	139,783.08	80.65%
UNEMPLOYMENT - LONG TERM SUBS	25.99	0.00	(25.99)	0.00%
HEALTH BENEFITS LONG TERM SUBS	642.58	2,378.35	1,735.77	72.98%
SUTA - LONG TERM SUBS	404.57	0.00	(404.57)	0.00%
FUTA - LONG TERM SUBS	100.64	0.00	(100.64)	0.00%
FICA SUPPORT STAFF	353.39	0.00	(353.39)	0.00%
PERS SUPPORT STAFF	37,362.81	52,597.42	15,234.61	28.96%
MEDICARE SUPPORT STAFF	3,289.43	2,723.79	(565.64)	-20.77%
SUI SUPPORT STAFF	3,179.16	6,011.13	2,831.97	47.11%
FUTA SUPPORT STAFF	660.71	1,127.09	466.38	41.38%
UNEMPLOYMENT SUPPORT STAFF	294.15	0.00	(294.15)	0.00%
WORKERS COMP SUPPORT STAFF	12,359.43	1,502.78	(10,856.65)	-722.44%
HEALTH BENEFITS SUPPORT STAFF	2,217.42	18,690.87	16,473.45	88.14%
INSURANCE GENERAL ADMIN	5,490.09	0.00	(5,490.09)	0.00%
FICA GENERAL ADMIN	108.02	0.00	(108.02)	0.00%
PERS GENERAL ADMIN	36,862.46	39,181.45	2,318.99	5.92%
MEDICARE GENERAL ADMIN	2,302.75	2,029.04	(273.71)	-13.49%
SUI GENERAL ADMIN	1,259.43	4,477.88	3,218.45	71.87%
FUTA GEN. ADMIN	276.30	839.60	563.30	67.09%
UNEMPLOYMENT GENERAL ADMIN	80.86	0.00	(80.86)	0.00%
WORKERS COMP GENERAL ADMIN	1,986.46	1,119.47	(866.99)	-77.45%
HEALTH BENEFITS GENERAL ADMIN	4,710.75	13,923.41	9,212.66	66.17%
INSURANCE LICENSED ADMIN	3,656.76	0.00	(3,656.76)	0.00%
FICA LICENSED ADMIN	149.01	0.00	(149.01)	0.00%
PERS LICENSED ADMIN	65,588.19	68,162.45	2,574.26	3.78%
MEDICARE LICENSED ADMIN	6,218.24	3,529.84	(2,688.40)	-76.16%
SUI LIC. ADMIN	1,109.55	7,789.99	6,680.44	85.76%
FUTA LIC. ADMIN	125.98	1,460.62	1,334.64	91.37%
WORKERS COMP LICENSED ADMIN	527.04	1,947.50	1,420.46	72.94%
HEALTH BENEFITS LICENSED ADMIN	5,241.74	24,222.01	18,980.27	78.36%

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	Year-To-Date			
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
FICA CAMPUS MONITORS	23.04	0.00	(23.04)	0.00%
PERS CAMPUS MONITORS	233.12	7,186.67	6,953.55	96.76%
MEDICARE CAMPUS MONITORS	0.00	372.17	372.17	100.00%
SUI CAMPUS MONITORS	0.00	229.97	229.97	100.00%
FUTA CAMPUS MONITORS	5.15	43.12	37.97	88.06%
WORKERS COMP CAMPUS MONITORS	8.22	57.49	49.27	85.70%
HEALTH BENEFITS CAMPUS MONITORS	106.67	715.07	608.40	85.08%
TOTAL BENEFITS	782,517.00	1,044,543.72	262,026.72	25.09%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	9,570.00	4,583.33	(4,986.67)	-108.80%
TOTAL SALARIES AND BENEFITS	3,409,519.63	3,460,735.89	51,216.26	1.48%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	182,521.86	150,379.17	(32,142.69)	-21.37%
SALARIES OF SUPPORT STAFF SPED	179.78	0.00	(179.78)	0.00%
BONUSES SPED TEACHERS	507.36	0.00	(507.36)	0.00%
INSURANCE SPED TEACHERS	7,760.00	0.00	(7,760.00)	0.00%
FICA SPED TEACHERS	(43.07)	0.00	43.07	0.00%
PERS SPED TEACHERS	48,596.97	42,106.17	(6,490.80)	-15.42%
PERS SUPPORT STAFF SPED	238.83	0.00	(238.83)	0.00%
MEDICARE SPED TEACHERS	2,477.47	2,180.50	(296.97)	-13.62%
UNEMPLOYMENT SPED TEACHERS	200.01	0.00	(200.01)	0.00%
SUI SPED	1,706.32	4,812.13	3,105.81	64.54%
FUTA SPED	416.07	902.28	486.21	53.89%
WORKERS COMP SPED TEACHERS	845.84	1,203.03	357.19	29.69%
HEALTH BENEFITS SPED TEACHERS	3,174.11	14,962.73	11,788.62	78.79%
SUTA SPED SUPPORT STAFF	1,043.32	0.00	(1,043.32)	0.00%
SPED CONTRACTED SERVICES	136,541.73	96,250.00	(40,291.73)	-41.86%

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TRAVEL SPED TEACHERS		65.77	0.00	(65.77)	0.00%
SPED SUPPLIES		206.32	9,625.00	9,418.68	97.86%
SPED ASSESSMENT AND TESTING MATERIALS		674.01	0.00	(674.01)	0.00%
TOTAL SPECIAL EDUCATION		387,112.70	322,421.00	(64,691.70)	-20.06%
FOOD SERVICES					
FOOD SERVICES FEDERAL PROGRAM		6,617.42	916.67	(5,700.75)	-621.90%
FOOD SERVICES PRIVATE PROGRAM		239.00	0.00	(239.00)	0.00%
TOTAL FOOD SERVICES		6,856.42	916.67	(5,939.75)	-647.97%
INSTRUCTIONAL SUPPLIES					
GENERAL CLASSROOM SUPPLIES		6,750.78	9,166.67	2,415.89	26.36%
COPIER SUPPLIES		8,385.34	4,583.33	(3,802.01)	-82.95%
ASSESSMENT AND TESTING MATERIALS		23,463.35	2,291.67	(21,171.68)	-923.86%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU		20,012.90	0.00	(20,012.90)	0.00%
CONSUMABLES		2,125.58	67,466.67	65,341.09	96.85%
CONSUMABLES - SOFTWARE		4,694.76	0.00	(4,694.76)	0.00%
TEXTBOOKS / CURRICULUM		17,063.86	0.00	(17,063.86)	0.00%
SOFTWARE		28,523.57	0.00	(28,523.57)	0.00%
COMPUTER PURCHASES		380.00	0.00	(380.00)	0.00%
IT SUPPLIES		68,851.00	0.00	(68,851.00)	0.00%
POSTAGE		54.18	1,145.83	1,091.65	95.27%
OFFICE SUPPLIES		2,845.65	9,625.00	6,779.35	70.43%
NURSING SUPPLIES		791.72	2,291.67	1,499.95	65.45%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH		45.78	0.00	(45.78)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES		183,988.47	96,570.83	(87,417.64)	-90.52%
TRAINING & DEVELOPMENT / TRAVEL					
AFFILIATION FEE - TRAINING		51,057.68	26,818.00	(24,239.68)	-90.39%
AFFILIATION FEE - BATTLE OF THE BOOKS		127.22	1,375.00	1,247.78	90.75%
TRAINING & DEVELOPMENT		7,737.24	0.00	(7,737.24)	0.00%

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TRAVEL TEACHERS		3,660.70	0.00	(3,660.70)	0.00%
TRAVEL SPED TEACHERS		65.77	0.00	(65.77)	0.00%
TRAVEL LICENSED ADMIN		879.93	3,666.67	2,786.74	76.00%
TOTAL TRAINING & DEVELOPMENT / TRAVEL		63,528.54	31,859.67	(31,668.87)	-99.40%
CONTRACTED SERVICES					
COPIER FEES MONTHLY		41,527.89	51,333.33	9,805.44	19.10%
COPIER FEES OVERAGE		3,226.02	0.00	(3,226.02)	0.00%
PAYROLL SERVICE FEES		15,643.83	0.00	(15,643.83)	0.00%
IT SERVICES MONTHLY		35,710.90	35,189.00	(521.90)	-1.48%
IT SET UP FEES		0.00	4,583.33	4,583.33	100.00%
INFINITE CAMPUS		0.00	1,375.00	1,375.00	100.00%
AUDIT AND TAX SERVICES		7,091.35	4,583.33	(2,508.02)	-54.72%
LEGAL FEES		0.00	5,500.00	5,500.00	100.00%
PROFESSIONAL FEES		11,961.50	0.00	(11,961.50)	0.00%
MANAGEMENT FEES		356,115.80	377,025.00	20,909.20	5.55%
AFFILIATION FEE - INC.		25,630.00	28,193.00	2,563.00	9.09%
STATE ADMINISTRATIVE FEES		82,963.07	84,579.00	1,615.93	1.91%
TOTAL CONTRACTED SERVICES		579,870.36	592,361.00	12,490.64	2.11%
OTHER EXPENSES					
BACKGROUND/DRUG TEST		1,414.00	687.50	(726.50)	-105.67%
ADVERTISING/MARKETING		668.00	0.00	(668.00)	0.00%
PRINTING AND BINDING EXPENSES		293.70	0.00	(293.70)	0.00%
WEB SITE EXPENDITURES		5,366.94	1,375.00	(3,991.94)	-290.32%
DUES AND FEES		9,782.16	4,583.33	(5,198.83)	-113.43%
INTEREST EXPENSE		57,900.56	0.00	(57,900.56)	0.00%
LATE FEES		5.07	0.00	(5.07)	0.00%
ATHLETICS		0.00	916.67	916.67	100.00%
TOTAL OTHER EXPENSES		75,430.43	7,562.50	(67,867.93)	-897.43%
FACILITY MAINTENANCE					

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IT REPAIRS AND MAINTENANCE	1,491.75	0.00	(1,491.75)	0.00%
JANITORAL MONTHLY FEES	63,700.50	61,985.00	(1,715.50)	-2.77%
JANITORAL ADDITIONAL SERVICES	2,404.50	0.00	(2,404.50)	0.00%
REPAIRS AND MAINTENANCE	62,181.03	19,708.33	(42,472.70)	-215.51%
AC REPAIRS AND MAINTENANCE	2,198.37	9,166.67	6,968.30	76.02%
LAWN CARE	12,098.90	9,166.67	(2,932.23)	-31.99%
SUMMER MAINTENANCE	3,846.00	7,791.67	3,945.67	50.64%
CUSTODIAL SUPPLIES	13,298.55	13,291.67	(6.88)	-0.05%
TOTAL FACILITY MAINTENANCE	161,219.60	121,110.00	(40,109.60)	-33.12%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	13,072.68	8,250.00	(4,822.68)	-58.46%
LIABILITY INSURANCE	0.00	8,250.00	8,250.00	100.00%
RENT/LEASE PAYMENTS	761,121.10	825,000.00	63,878.90	7.74%
TOTAL FACILITIES OPERATIONS	774,193.78	841,500.00	67,306.22	8.00%
UTILITIES AND SERVICES				
WATER	5,179.99	9,625.00	4,445.01	46.18%
SEWER	1,296.73	9,625.00	8,328.27	86.53%
GARBAGE/DISPOSAL/TRASH	13,651.01	19,250.00	5,598.99	29.09%
ALARM SERVICES	1,000.00	3,208.33	2,208.33	68.83%
FIRE SERVICES	3,443.80	3,208.33	(235.47)	-7.34%
TELEPHONE	6,166.31	5,958.33	(207.98)	-3.49%
INTERNET	10,669.79	5,958.33	(4,711.46)	-79.07%
ELECTRICITY	48,700.24	57,750.00	9,049.76	15.67%
TOTAL UTILITIES AND SERVICES	90,107.87	114,583.33	24,475.46	21.36%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	191,117.63	191,117.67	0.04	0.00%
TOTAL ADJUSTING ENTRIES	191,117.63	191,117.67	0.04	0.00%

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Thru:	May 2018	May 2018	Variance	
TOTAL EXPENSES	5,922,945.43	5,780,738.55	(142,206.88)	-2.46%
NET INCOME	61,512.85	38,713.36	22,799.49	58.89%

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	Actual	Year-To-Date	
Thru:	May 2018	Budget	Variance
	May 2018	May 2018	

INCOME

DSA REVENUE	7,067,711.11	6,971,470.00	96,241.11	1.38%
SPED DISCRETIONARY UNIT	366,161.77	276,760.00	89,401.77	32.30%
STATE GRANTS	0.00	37,400.00	(37,400.00)	-100.00%
FULL DAY KINDER REVENUE	170,884.42	0.00	170,884.42	0.00%
SPED PART B FUNDING	0.00	112,200.00	(112,200.00)	-100.00%
TOTAL INCOME	7,604,757.30	7,397,830.00	206,927.30	2.80%

EXPENSES

SALARIES

SALARIES TEACHERS	1,957,033.89	2,186,932.00	229,898.11	10.51%
SALARIES OF LONG TERM SUBS	334,557.27	0.00	(334,557.27)	0.00%
CONTRACTED SUBSTITUTE SERVICE	144,051.10	78,375.00	(65,676.10)	-83.80%
BONUSES TEACHERS	42,319.12	0.00	(42,319.12)	0.00%
BONUSES LONG TERM SUBS	3,268.40	0.00	(3,268.40)	0.00%
BONUSES SPED TEACHERS	126.84	0.00	(126.84)	0.00%
SALARIES OF SUPPORT STAFF	301,034.83	205,557.00	(95,477.83)	-46.45%
BONUSES SUPPORT STAFF	5,549.62	0.00	(5,549.62)	0.00%
SALARIES OF GENERAL ADMIN	313,292.95	167,365.00	(145,927.95)	-87.19%
BONUSES GENERAL ADMIN	4,171.04	0.00	(4,171.04)	0.00%
SALARIES OF LICENSED ADMIN	152,887.96	276,672.00	123,784.04	44.74%
BONUSES LICENSED ADMIN	5,203.68	0.00	(5,203.68)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	49,588.00	49,588.00	100.00%
TOTAL SALARIES	3,263,496.70	2,964,489.00	(299,007.70)	-10.09%

BENEFITS

CONTRACTED BENEFITS	18,629.96	0.00	(18,629.96)	0.00%
INSURANCE TEACHERS	115,553.40	0.00	(115,553.40)	0.00%
INSURANCE LONG TERM SUBS	18,702.42	0.00	(18,702.42)	0.00%
FICA TEACHERS	1,869.12	6,985.00	5,115.88	73.24%
PERS TEACHERS	386,319.54	612,337.00	226,017.46	36.91%

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PERS LONG TERM SUBS	61,820.64	0.00	(61,820.64)	0.00%
MEDICARE TEACHERS	25,751.56	31,713.00	5,961.44	18.80%
MEDICARE LONG TERM SUBS	4,810.56	0.00	(4,810.56)	0.00%
UNEMPLOYMENT TEACHERS	1,311.59	0.00	(1,311.59)	0.00%
SUI TEACHERS	14,798.52	69,982.00	55,183.48	78.85%
FUTA TEACHERS	2,172.49	13,123.00	10,950.51	83.45%
WORKERS COMP TEACHERS	7,175.31	17,490.00	10,314.69	58.97%
WORKERS COMP LONG TERM SUBS	1,649.65	0.00	(1,649.65)	0.00%
HEALTH BENEFITS TEACHERS	42,714.23	217,602.00	174,887.77	80.37%
UNEMPLOYMENT - LONG TERM SUBS	335.80	0.00	(335.80)	0.00%
HEALTH BENEFITS LONG TERM SUBS	5,986.09	0.00	(5,986.09)	0.00%
SUTA - LONG TERM SUBS	3,557.77	0.00	(3,557.77)	0.00%
FUTA - LONG TERM SUBS	657.61	0.00	(657.61)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS	10,052.77	0.00	(10,052.77)	0.00%
FICA SUPPORT STAFF	689.18	0.00	(689.18)	0.00%
PERS SUPPORT STAFF	50,668.41	57,552.00	6,883.59	11.96%
MEDICARE SUPPORT STAFF	4,163.74	2,981.00	(1,182.74)	-39.68%
SUI SUPPORT STAFF	3,670.62	6,578.00	2,907.38	44.20%
FUTA SUPPORT STAFF	869.38	1,232.00	362.62	29.43%
UNEMPLOYMENT SUPPORT STAFF	390.53	0.00	(390.53)	0.00%
WORKERS COMP SUPPORT STAFF	1,439.42	1,639.00	199.58	12.18%
HEALTH BENEFITS SUPPORT STAFF	1,911.12	20,449.00	18,537.88	90.65%
INSURANCE GENERAL ADMIN	15,465.12	0.00	(15,465.12)	0.00%
FICA GENERAL ADMIN	17.97	0.00	(17.97)	0.00%
PERS GENERAL ADMIN	60,635.86	46,860.00	(13,775.86)	-29.40%
MEDICARE GENERAL ADMIN	4,177.91	2,431.00	(1,746.91)	-71.86%
SUI GENERAL ADMIN	8,687.84	5,357.00	(3,330.84)	-62.18%
FUTA GEN. ADMIN	393.74	1,001.00	607.26	60.67%
UNEMPLOYMENT GENERAL ADMIN	796.22	0.00	(796.22)	0.00%
WORKERS COMP GENERAL ADMIN	8,340.33	1,342.00	(6,998.33)	-521.49%
HEALTH BENEFITS GENERAL ADMIN	6,190.61	16,654.00	10,463.39	62.83%
INSURANCE LICENSED ADMIN	2,539.79	0.00	(2,539.79)	0.00%
PERS LICENSED ADMIN	43,338.21	77,462.00	34,123.79	44.05%
MEDICARE LICENSED ADMIN	2,272.31	4,015.00	1,742.69	43.40%
SUI LIC. ADMIN	701.44	8,855.00	8,153.56	92.08%
FUTA LIC. ADMIN	84.00	1,661.00	1,577.00	94.94%
WORKERS COMP LICENSED ADMIN	356.39	2,211.00	1,854.61	83.88%
HEALTH BENEFITS LICENSED ADMIN	1,338.52	27,533.00	26,194.48	95.14%

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PERS CAMPUS MONITORS	0.00	13,882.00	13,882.00	100.00%
MEDICARE CAMPUS MONITORS	0.00	715.00	715.00	100.00%
SUI CAMPUS MONITORS	0.00	440.00	440.00	100.00%
FUTA CAMPUS MONITORS	0.00	88.00	88.00	100.00%
WORKERS COMP CAMPUS MONITORS	0.00	110.00	110.00	100.00%
HEALTH BENEFITS CAMPUS MONITORS	0.00	1,386.00	1,386.00	100.00%
TOTAL BENEFITS	943,007.69	1,271,666.00	328,658.31	25.84%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	2,700.00	4,587.00	1,887.00	41.14%
TUITION REIMBURSEMENT LICENSED ADMIN	1,800.00	0.00	(1,800.00)	0.00%
TOTAL SALARIES AND BENEFITS	4,206,504.39	4,236,155.00	29,650.61	0.70%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	58,569.17	137,896.00	79,326.83	57.53%
BONUSES SPED TEACHERS	126.84	0.00	(126.84)	0.00%
INSURANCE SPED TEACHERS	4,037.23	0.00	(4,037.23)	0.00%
PERS SPED TEACHERS	13,538.03	38,610.88	25,072.85	64.94%
MEDICARE SPED TEACHERS	801.66	1,999.49	1,197.83	59.91%
UNEMPLOYMENT SPED TEACHERS	115.75	0.00	(115.75)	0.00%
SUI SPED	763.88	4,412.67	3,648.79	82.69%
FUTA SPED	142.50	827.38	684.88	82.78%
WORKERS COMP SPED TEACHERS	290.53	1,103.17	812.64	73.66%
HEALTH BENEFITS SPED TEACHERS	2,493.72	13,720.65	11,226.93	81.83%
SPED CONTRACTED SERVICES	269,669.15	139,333.33	(130,335.82)	-93.54%
SPED SUPPLIES	7,478.24	11,916.67	4,438.43	37.25%
SPED ASSESSMENT AND TESTING MATERIALS	2,159.97	0.00	(2,159.97)	0.00%
TOTAL SPECIAL EDUCATION	360,186.67	349,820.24	(10,366.43)	-2.96%

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FOOD SERVICES FEDERAL PROGRAM		345.44	5,500.00	5,154.56	93.72%
TOTAL FOOD SERVICES		345.44	5,500.00	5,154.56	93.72%
INSTRUCTIONAL SUPPLIES					
GENERAL CLASSROOM SUPPLIES		11,705.78	16,731.00	5,025.22	30.04%
COPIER SUPPLIES		125.00	6,688.00	6,563.00	98.13%
ASSESSMENT AND TESTING MATERIALS		48,586.27	3,344.00	(45,242.27)	-1352.94%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU		24,235.43	0.00	(24,235.43)	0.00%
CONSUMABLES		(242.31)	111,210.00	111,452.31	100.22%
CONSUMABLES - TEXTBOOKS		3,071.44	0.00	(3,071.44)	0.00%
CONSUMABLES - SOFTWARE		89.95	0.00	(89.95)	0.00%
TEXTBOOKS / CURRICULUM		33,064.52	0.00	(33,064.52)	0.00%
SOFTWARE		2,352.02	0.00	(2,352.02)	0.00%
COMPUTER PURCHASES		10,200.15	0.00	(10,200.15)	0.00%
IT SUPPLIES		4,561.97	0.00	(4,561.97)	0.00%
POSTAGE		387.63	1,375.00	987.37	71.81%
OFFICE SUPPLIES		8,527.08	13,750.00	5,222.92	37.98%
NURSING SUPPLIES		1,087.41	3,344.00	2,256.59	67.48%
TOTAL INSTRUCTIONAL SUPPLIES		147,752.34	156,442.00	8,689.66	5.55%
TRAINING & DEVELOPMENT / TRAVEL					
AFFILIATION FEE - TRAINING		22,293.34	34,562.00	12,268.66	35.50%
AFFILIATION FEE - BATTLE OF THE BOOKS		127.22	1,375.00	1,247.78	90.75%
TRAINING & DEVELOPMENT		4,833.98	0.00	(4,833.98)	0.00%
TRAVEL TEACHERS		313.66	0.00	(313.66)	0.00%
TRAVEL LICENSED ADMIN		324.75	4,587.00	4,262.25	92.92%
TOTAL TRAINING & DEVELOPMENT / TRAVEL		27,892.95	40,524.00	12,631.05	31.17%
CONTRACTED SERVICES					
COPIER FEES MONTHLY		52,320.05	45,837.00	(6,483.05)	-14.14%
COPIER FEES OVERAGE		13,349.53	0.00	(13,349.53)	0.00%
PAYROLL SERVICE FEES		23,192.00	0.00	(23,192.00)	0.00%

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IT SERVICES MONTHLY	47,107.08	44,858.00	(2,249.08)	-5.01%
IT SET UP FEES	5,100.00	2,288.00	(2,812.00)	-122.90%
INFINITE CAMPUS	0.00	2,288.00	2,288.00	100.00%
AUDIT AND TAX SERVICES	8,046.92	4,587.00	(3,459.92)	-75.43%
LEGAL FEES	0.00	5,038.00	5,038.00	100.00%
PROFESSIONAL FEES	13,315.50	0.00	(13,315.50)	0.00%
MANAGEMENT FEES	484,028.76	480,568.00	(3,460.76)	-0.72%
AFFILIATION FEE - INC.	32,670.00	35,937.00	3,267.00	9.09%
STATE ADMINISTRATIVE FEES	105,976.93	107,811.00	1,834.07	1.70%
TOTAL CONTRACTED SERVICES	785,106.77	729,212.00	(55,894.77)	-7.67%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	772.00	1,375.00	603.00	43.85%
ADVERTISING/MARKETING	58.01	0.00	(58.01)	0.00%
WEB SITE EXPENDITURES	2,227.53	2,750.00	522.47	19.00%
DUES AND FEES	6,962.42	4,587.00	(2,375.42)	-51.79%
INTEREST EXPENSE	574,495.64	762,531.00	188,035.36	24.66%
LATE FEES	6.63	0.00	(6.63)	0.00%
ATHLETICS	0.00	913.00	913.00	100.00%
TOTAL OTHER EXPENSES	584,522.23	772,156.00	187,633.77	24.30%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	1,761.04	0.00	(1,761.04)	0.00%
JANITORAL MONTHLY FEES	76,785.00	71,324.00	(5,461.00)	-7.66%
JANITORAL ADDITIONAL SERVICES	1,306.48	0.00	(1,306.48)	0.00%
REPAIRS AND MAINTENANCE	54,448.14	43,538.00	(10,910.14)	-25.06%
AC REPAIRS AND MAINTENANCE	12,957.07	16,500.00	3,542.93	21.47%
LAWN CARE	11,700.00	10,087.00	(1,613.00)	-15.99%
SUMMER MAINTENANCE	0.00	13,750.00	13,750.00	100.00%
CUSTODIAL SUPPLIES	11,615.86	15,125.00	3,509.14	23.20%
TOTAL FACILITY MAINTENANCE	170,573.59	170,324.00	(249.59)	-0.15%

FACILITIES OPERATIONS

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PROPERTY INSURANCE		17,386.78	10,538.00	(6,848.78)	-64.99%
LIABILITY INSURANCE		0.00	10,538.00	10,538.00	100.00%
OTHER INSURANCES		0.00	4,587.00	4,587.00	100.00%
RENT/LEASE PAYMENTS		464,577.63	464,574.00	(3.63)	0.00%
TOTAL FACILITIES OPERATIONS		481,964.41	490,237.00	8,272.59	1.69%
UTILITIES AND SERVICES					
WATER		21,447.41	11,913.00	(9,534.41)	-80.03%
SEWER		1,659.04	11,913.00	10,253.96	86.07%
GARBAGE/DISPOSAL/TRASH		6,838.57	23,837.00	16,998.43	71.31%
ALARM SERVICES		1,705.00	3,212.00	1,507.00	46.92%
FIRE SERVICES		2,759.79	3,212.00	452.21	14.08%
TELEPHONE		5,999.47	5,962.00	(37.47)	-0.63%
INTERNET		4,435.78	5,962.00	1,526.22	25.60%
NATURAL GAS		509.41	0.00	(509.41)	0.00%
ELECTRICITY		89,513.91	71,500.00	(18,013.91)	-25.19%
TOTAL UTILITIES AND SERVICES		134,868.38	137,511.00	2,642.62	1.92%
ADJUSTING ENTRIES					
DEPRECIATION EXPENSE		104,316.64	104,313.00	(3.64)	0.00%
TOTAL ADJUSTING ENTRIES		104,316.64	104,313.00	(3.64)	0.00%
TOTAL EXPENSES		7,004,033.81	7,192,194.24	188,160.43	2.62%
NET INCOME		600,723.49	205,635.76	395,087.73	192.13%

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	Actual	Budget	
Thru:	May 2018	May 2018	Variance

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	Actual	Year-To-Date		
Thru:	May 2018	Budget	May 2018	Variance

INCOME

DSA REVENUE	4,550,275.08	4,488,068.75	62,206.33	1.39%
SPED DISCRETIONARY UNIT	228,851.14	293,040.00	(64,188.86)	-21.90%
STATE GRANTS	0.00	37,400.00	(37,400.00)	-100.00%
FULL DAY KINDER REVENUE	170,884.42	0.00	170,884.42	0.00%
SPED PART B FUNDING	0.00	118,800.00	(118,800.00)	-100.00%
TOTAL INCOME	4,950,010.64	4,937,308.75	12,701.89	0.26%

EXPENSES

SALARIES

SALARIES TEACHERS	1,372,205.22	1,497,162.33	124,957.11	8.35%
SALARIES OF LONG TERM SUBS	128,451.46	9,166.67	(119,284.79)	-1301.29%
CONTRACTED SUBSTITUTE SERVICE	45,127.25	45,833.33	706.08	1.54%
BONUSES TEACHERS	33,240.72	0.00	(33,240.72)	0.00%
BONUSES LONG TERM SUBS	2,064.20	0.00	(2,064.20)	0.00%
BONUSES SPED TEACHERS	3,747.88	0.00	(3,747.88)	0.00%
SALARIES OF SUPPORT STAFF	144,100.38	205,489.17	61,388.79	29.87%
BONUSES SUPPORT STAFF	4,238.40	0.00	(4,238.40)	0.00%
SALARIES OF GENERAL ADMIN	130,662.26	91,325.67	(39,336.59)	-43.07%
BONUSES GENERAL ADMIN	2,724.20	0.00	(2,724.20)	0.00%
SALARIES OF LICENSED ADMIN	244,160.85	167,302.67	(76,858.18)	-45.94%
BONUSES LICENSED ADMIN	6,430.52	0.00	(6,430.52)	0.00%
TOTAL SALARIES	2,117,153.34	2,016,279.83	(100,873.51)	-5.00%

BENEFITS

CONTRACTED BENEFITS	6,709.93	0.00	(6,709.93)	0.00%
INSURANCE TEACHERS	82,537.30	0.00	(82,537.30)	0.00%
INSURANCE LONG TERM SUBS	6,639.04	0.00	(6,639.04)	0.00%
FICA TEACHERS	0.00	1,328.25	1,328.25	100.00%
FICA LONG TERM SUBS	661.54	0.00	(661.54)	0.00%
PERS TEACHERS	293,167.41	419,205.45	126,038.04	30.07%

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PERS LONG TERM SUBS	19,993.70	2,566.67	(17,427.03)	-678.98%
MEDICARE TEACHERS	18,855.24	21,708.85	2,853.61	13.14%
MEDICARE LONG TERM SUBS	1,792.75	132.92	(1,659.83)	-1248.78%
UNEMPLOYMENT TEACHERS	1,123.98	0.00	(1,123.98)	0.00%
SUI TEACHERS	10,493.58	48,202.53	37,708.95	78.23%
FUTA TEACHERS	1,528.37	8,982.97	7,454.60	82.99%
WORKERS COMP TEACHERS	5,391.90	11,977.30	6,585.40	54.98%
WORKERS COMP LONG TERM SUBS	644.97	73.33	(571.64)	-779.50%
HEALTH BENEFITS TEACHERS	16,970.24	148,967.65	131,997.41	88.61%
UNEMPLOYMENT - LONG TERM SUBS	194.87	0.00	(194.87)	0.00%
HEALTH BENEFITS LONG TERM SUBS	3,010.36	912.08	(2,098.28)	-230.05%
SUTA - LONG TERM SUBS	1,687.09	0.00	(1,687.09)	0.00%
FUTA - LONG TERM SUBS	357.49	0.00	(357.49)	0.00%
FICA SUPPORT STAFF	189.54	0.00	(189.54)	0.00%
PERS SUPPORT STAFF	19,977.41	57,536.97	37,559.56	65.28%
MEDICARE SUPPORT STAFF	2,131.80	2,979.59	847.79	28.45%
SUI SUPPORT STAFF	2,935.16	6,575.65	3,640.49	55.36%
FUTA SUPPORT STAFF	439.94	1,232.94	793.00	64.32%
UNEMPLOYMENT SUPPORT STAFF	234.42	0.00	(234.42)	0.00%
WORKERS COMP SUPPORT STAFF	1,227.52	1,643.91	416.39	25.33%
HEALTH BENEFITS SUPPORT STAFF	278.40	20,446.17	20,167.77	98.64%
INSURANCE GENERAL ADMIN	4,674.46	0.00	(4,674.46)	0.00%
FICA GENERAL ADMIN	3.98	0.00	(3.98)	0.00%
PERS GENERAL ADMIN	18,361.64	25,571.19	7,209.55	28.19%
MEDICARE GENERAL ADMIN	1,842.07	1,324.22	(517.85)	-39.11%
SUI GENERAL ADMIN	1,310.19	2,922.42	1,612.23	55.17%
FUTA GEN. ADMIN	251.85	547.95	296.10	54.04%
UNEMPLOYMENT GENERAL ADMIN	130.29	0.00	(130.29)	0.00%
WORKERS COMP GENERAL ADMIN	557.92	730.61	172.69	23.64%
HEALTH BENEFITS GENERAL ADMIN	1,584.40	9,086.90	7,502.50	82.56%
INSURANCE LICENSED ADMIN	9,980.36	0.00	(9,980.36)	0.00%
PERS LICENSED ADMIN	59,602.02	46,844.75	(12,757.27)	-27.23%
MEDICARE LICENSED ADMIN	3,032.24	2,425.89	(606.35)	-25.00%
SUI LIC. ADMIN	3,182.54	5,353.69	2,171.15	40.55%
FUTA LIC. ADMIN	125.99	1,003.82	877.83	87.45%

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UNEMPLOYMENT LICENSED ADMIN	14.76	0.00	(14.76)	0.00%
WORKERS COMP LICENSED ADMIN	518.64	1,338.42	819.78	61.25%
HEALTH BENEFITS LICENSED ADMIN	4,014.86	16,646.62	12,631.76	75.88%
TOTAL BENEFITS	608,362.16	868,269.71	259,907.55	29.93%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	1,800.00	4,583.33	2,783.33	60.73%
TOTAL SALARIES AND BENEFITS	2,725,515.50	2,884,549.54	159,034.04	5.51%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	184,125.92	171,087.58	(13,038.34)	-7.62%
BONUSES SPED TEACHERS	3,747.88	0.00	(3,747.88)	0.00%
INSURANCE SPED TEACHERS	5,207.74	0.00	(5,207.74)	0.00%
PERS SPED TEACHERS	28,101.22	47,904.52	19,803.30	41.34%
MEDICARE SPED TEACHERS	2,678.08	2,480.77	(197.31)	-7.95%
UNEMPLOYMENT SPED TEACHERS	169.79	0.00	(169.79)	0.00%
SUI SPED	1,633.48	5,474.80	3,841.32	70.16%
FUTA SPED	391.90	1,026.53	634.63	61.82%
WORKERS COMP SPED TEACHERS	807.21	1,368.70	561.49	41.02%
HEALTH BENEFITS SPED TEACHERS	2,629.60	17,023.22	14,393.62	84.55%
SPED CONTRACTED SERVICES	153,737.53	93,500.00	(60,237.53)	-64.43%
SPED SUPPLIES	975.15	11,000.00	10,024.85	91.14%
SPED ASSESSMENT AND TESTING MATERIALS	2,277.10	0.00	(2,277.10)	0.00%
TEXTBOOKS / CURRICULUM SPED	5,216.40	0.00	(5,216.40)	0.00%
TOTAL SPECIAL EDUCATION	391,699.00	350,866.12	(40,832.88)	-11.64%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM	(67.00)	6,875.00	6,942.00	100.97%
FOOD SERVICES PRIVATE PROGRAM	291.28	0.00	(291.28)	0.00%
TOTAL FOOD SERVICES	224.28	6,875.00	6,650.72	96.74%

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INSTRUCTIONAL SUPPLIES

GENERAL CLASSROOM SUPPLIES	15,383.80	14,575.00	(808.80)	-5.55%
COPIER SUPPLIES	432.00	2,429.17	1,997.17	82.22%
ASSESSMENT AND TESTING MATERIALS	21,119.54	2,429.17	(18,690.37)	-769.42%
CONSUMABLES	0.00	55,000.00	55,000.00	100.00%
TEXTBOOKS / CURRICULUM	26,521.98	0.00	(26,521.98)	0.00%
SOFTWARE	(360.19)	0.00	360.19	0.00%
IT SUPPLIES	5,158.99	0.00	(5,158.99)	0.00%
POSTAGE	123.36	1,375.00	1,251.64	91.03%
OFFICE SUPPLIES	3,640.98	8,800.00	5,159.02	58.63%
NURSING SUPPLIES	341.52	2,200.00	1,858.48	84.48%
TOTAL INSTRUCTIONAL SUPPLIES	72,361.98	86,808.33	14,446.35	16.64%

TRAINING & DEVELOPMENT / TRAVEL

AFFILIATION FEE - TRAINING	11,494.21	21,759.83	10,265.62	47.18%
AFFILIATION FEE - BATTLE OF THE BOOKS	127.22	1,375.00	1,247.78	90.75%
TRAINING & DEVELOPMENT	3,984.50	0.00	(3,984.50)	0.00%
TRAVEL TEACHERS	653.61	0.00	(653.61)	0.00%
TRAVEL LICENSED ADMIN	5,929.71	4,583.33	(1,346.38)	-29.38%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	22,189.25	27,718.17	5,528.92	19.95%

CONTRACTED SERVICES

COPIER FEES MONTHLY	64,884.63	47,666.67	(17,217.96)	-36.12%
COPIER FEES OVERAGE	626.67	0.00	(626.67)	0.00%
PAYROLL SERVICE FEES	15,407.00	0.00	(15,407.00)	0.00%
IT SERVICES MONTHLY	29,429.77	28,875.00	(554.77)	-1.92%
IT SET UP FEES	559.00	2,750.00	2,191.00	79.67%
INFINITE CAMPUS	900.67	2,291.67	1,391.00	60.70%
AUDIT AND TAX SERVICES	5,513.21	4,583.33	(929.88)	-20.29%
LEGAL FEES	28.70	5,041.67	5,012.97	99.43%
PROFESSIONAL FEES	10,010.50	0.00	(10,010.50)	0.00%

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MANAGEMENT FEES		301,824.42	309,375.00	7,550.58	2.44%
AFFILIATION FEE - INC.		21,556.91	23,134.83	1,577.92	6.82%
STATE ADMINISTRATIVE FEES		68,035.35	69,403.58	1,368.23	1.97%
TOTAL CONTRACTED SERVICES		518,776.83	493,121.75	(25,655.08)	-5.20%
OTHER EXPENSES					
BACKGROUND/DRUG TEST		1,290.00	1,375.00	85.00	6.18%
ADVERTISING/MARKETING		4,132.36	0.00	(4,132.36)	0.00%
PRINTING AND BINDING EXPENSES		59.99	0.00	(59.99)	0.00%
WEB SITE EXPENDITURES		1,718.41	2,750.00	1,031.59	37.51%
DUES AND FEES		10,800.02	4,583.33	(6,216.69)	-135.64%
INTEREST EXPENSE		67,955.90	0.00	(67,955.90)	0.00%
LATE FEES		4.29	0.00	(4.29)	0.00%
ATHLETICS		0.00	916.67	916.67	100.00%
TOTAL OTHER EXPENSES		85,960.97	9,625.00	(76,335.97)	-793.10%
FACILITY MAINTENANCE					
IT REPAIRS AND MAINTENANCE		566.92	0.00	(566.92)	0.00%
JANITORAL MONTHLY FEES		57,550.75	50,031.67	(7,519.08)	-15.03%
JANITORAL ADDITIONAL SERVICES		6,563.64	0.00	(6,563.64)	0.00%
REPAIRS AND MAINTENANCE		37,630.35	22,229.17	(15,401.18)	-69.28%
AC REPAIRS AND MAINTENANCE		16,511.83	9,166.67	(7,345.16)	-80.13%
LAWN CARE		7,709.69	7,883.33	173.64	2.20%
SUMMER MAINTENANCE		0.00	9,166.67	9,166.67	100.00%
CUSTODIAL SUPPLIES		4,207.78	11,000.00	6,792.22	61.75%
TOTAL FACILITY MAINTENANCE		130,740.96	109,477.50	(21,263.46)	-19.42%
FACILITIES OPERATIONS					
PROPERTY INSURANCE		10,899.46	6,645.83	(4,253.63)	-64.00%
LIABILITY INSURANCE		0.00	6,645.83	6,645.83	100.00%

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Thru:	May 2018	Budget May 2018	Variance	
OTHER INSURANCES	0.00	3,208.33	3,208.33	100.00%
RENT/LEASE PAYMENTS	612,783.58	655,829.17	43,045.59	6.56%
TOTAL FACILITIES OPERATIONS	623,683.04	672,329.17	48,646.13	7.24%
UTILITIES AND SERVICES				
WATER	15,623.64	8,525.00	(7,098.64)	-83.27%
SEWER	5,220.06	8,525.00	3,304.94	38.77%
GARBAGE/DISPOSAL/TRASH	3,300.56	17,050.00	13,749.44	80.64%
ALARM SERVICES	1,180.00	3,208.33	2,028.33	63.22%
FIRE SERVICES	2,393.91	3,208.33	814.42	25.38%
TELEPHONE	5,293.96	5,958.33	664.37	11.15%
INTERNET	3,175.31	5,958.33	2,783.02	46.71%
ELECTRICITY	69,918.83	51,150.00	(18,768.83)	-36.69%
TOTAL UTILITIES AND SERVICES	106,106.27	103,583.33	(2,522.94)	-2.44%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	105,083.00	105,083.00	0.00	0.00%
TOTAL ADJUSTING ENTRIES	105,083.00	105,083.00	0.00	
TOTAL EXPENSES	4,782,341.08	4,850,036.91	67,695.83	1.40%
NET INCOME	167,669.56	87,271.84	80,397.72	92.12%

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Thru:	May 2018	Budget	May 2018	Variance

INCOME

DSA REVENUE	6,239,197.75	6,079,837.50	159,360.25	2.62%
SPED DISCRETIONARY UNIT	325,884.01	233,346.67	92,537.34	39.66%
SPED PART B FUNDING	0.00	98,541.67	(98,541.67)	-100.00%
TOTAL INCOME	6,565,081.76	6,411,725.83	153,355.93	2.39%

EXPENSES

SALARIES

SALARIES TEACHERS	1,940,870.11	1,767,498.33	(173,371.78)	-9.81%
SALARIES OF LONG TERM SUBS	120,949.68	47,575.00	(73,374.68)	-154.23%
CONTRACTED SUBSTITUTE SERVICE	96,304.70	19,800.00	(76,504.70)	-386.39%
BONUSES TEACHERS	45,233.79	0.00	(45,233.79)	0.00%
BONUSES LONG TERM SUBS	1,742.71	0.00	(1,742.71)	0.00%
BONUSES SPED TEACHERS	2,131.56	0.00	(2,131.56)	0.00%
SALARIES OF SUPPORT STAFF	23,047.08	72,710.00	49,662.92	68.30%
SALARIES OF GENERAL ADMIN	278,124.49	181,115.00	(97,009.49)	-53.56%
BONUSES GENERAL ADMIN	5,702.08	0.00	(5,702.08)	0.00%
SALARIES OF LICENSED ADMIN	237,008.42	297,055.00	60,046.58	20.21%
BONUSES LICENSED ADMIN	4,653.68	0.00	(4,653.68)	0.00%
SALARIES OF CAMPUS MONITORS	0.00	49,646.67	49,646.67	100.00%
TOTAL SALARIES	2,755,768.30	2,435,400.00	(320,368.30)	-13.15%

BENEFITS

CONTRACTED BENEFITS	14,822.81	0.00	(14,822.81)	0.00%
INSURANCE TEACHERS	105,697.83	0.00	(105,697.83)	0.00%
INSURANCE LONG TERM SUBS	2,496.77	0.00	(2,496.77)	0.00%
FICA TEACHERS	2,881.03	0.00	(2,881.03)	0.00%
FICA LONG TERM SUBS	1,385.77	0.00	(1,385.77)	0.00%
PERS TEACHERS	338,092.29	494,899.53	156,807.24	31.68%
PERS LONG TERM SUBS	16,929.97	13,321.00	(3,608.97)	-27.09%
MEDICARE TEACHERS	24,190.27	25,628.73	1,438.46	5.61%

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	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
MEDICARE LONG TERM SUBS	1,854.86	689.84	(1,165.02)	-168.88%
UNEMPLOYMENT TEACHERS	931.74	0.00	(931.74)	0.00%
SUI TEACHERS	12,985.79	58,082.35	45,096.56	77.64%
FUTA TEACHERS	2,261.49	10,604.99	8,343.50	78.68%
WORKERS COMP TEACHERS	6,996.66	14,139.99	7,143.33	50.52%
WORKERS COMP LONG TERM SUBS	603.66	380.60	(223.06)	-58.61%
HEALTH BENEFITS TEACHERS	40,678.34	175,866.08	135,187.74	76.87%
UNEMPLOYMENT - LONG TERM SUBS	145.39	0.00	(145.39)	0.00%
HEALTH BENEFITS LONG TERM SUBS	950.64	4,733.71	3,783.07	79.92%
SUTA - LONG TERM SUBS	1,328.80	0.00	(1,328.80)	0.00%
FUTA - LONG TERM SUBS	413.23	0.00	(413.23)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS	11,992.25	0.00	(11,992.25)	0.00%
PERS SUPPORT STAFF	1,482.30	20,358.80	18,876.50	92.72%
MEDICARE SUPPORT STAFF	122.83	1,054.30	931.47	88.35%
SUI SUPPORT STAFF	107.79	2,326.72	2,218.93	95.37%
FUTA SUPPORT STAFF	29.07	436.26	407.19	93.34%
UNEMPLOYMENT SUPPORT STAFF	15.84	0.00	(15.84)	0.00%
WORKERS COMP SUPPORT STAFF	78.67	581.68	503.01	86.48%
HEALTH BENEFITS SUPPORT STAFF	129.92	7,234.65	7,104.73	98.20%
INSURANCE GENERAL ADMIN	9,727.74	0.00	(9,727.74)	0.00%
FICA GENERAL ADMIN	245.76	0.00	(245.76)	0.00%
PERS GENERAL ADMIN	46,770.44	50,712.20	3,941.76	7.77%
MEDICARE GENERAL ADMIN	3,616.78	2,626.17	(990.61)	-37.72%
SUI GENERAL ADMIN	2,957.64	5,795.68	2,838.04	48.97%
FUTA GEN. ADMIN	714.97	1,086.69	371.72	34.21%
UNEMPLOYMENT GENERAL ADMIN	265.16	0.00	(265.16)	0.00%
WORKERS COMP GENERAL ADMIN	1,620.36	1,448.92	(171.44)	-11.83%
HEALTH BENEFITS GENERAL ADMIN	2,619.84	18,020.94	15,401.10	85.46%
INSURANCE LICENSED ADMIN	6,643.27	0.00	(6,643.27)	0.00%
FICA LICENSED ADMIN	1,627.23	0.00	(1,627.23)	0.00%
PERS LICENSED ADMIN	35,560.35	83,175.40	47,615.05	57.25%
MEDICARE LICENSED ADMIN	1,998.29	4,307.30	2,309.01	53.61%
SUI LICS. ADMIN	665.92	9,505.76	8,839.84	92.99%
FUTA LIC. ADMIN	83.99	1,782.33	1,698.34	95.29%
UNEMPLOYMENT LICENSED ADMIN	342.56	0.00	(342.56)	0.00%
WORKERS COMP LICENSED ADMIN	524.38	2,376.44	1,852.06	77.93%
HEALTH BENEFITS LICENSED ADMIN	2,074.56	29,556.97	27,482.41	92.98%
PERS CAMPUS MONITORS	0.00	13,901.07	13,901.07	100.00%

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Thru:	May 2018	May 2018	Variance	
MEDICARE CAMPUS MONITORS	0.00	719.88	719.88	100.00%
SUI CAMPUS MONITORS	0.00	444.83	444.83	100.00%
FUTA CAMPUS MONITORS	0.00	83.41	83.41	100.00%
WORKERS COMP CAMPUS MONITORS	0.00	111.21	111.21	100.00%
HEALTH BENEFITS CAMPUS MONITORS	0.00	1,383.16	1,383.16	100.00%
TOTAL BENEFITS	707,665.25	1,057,377.57	349,712.32	33.07%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	3,810.00	4,583.33	773.33	16.87%
TOTAL SALARIES AND BENEFITS	3,463,433.55	3,492,777.57	29,344.02	0.84%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	299,359.87	238,106.00	(61,253.87)	-25.73%
BONUSES SPED TEACHERS	2,131.56	0.00	(2,131.56)	0.00%
INSURANCE SPED TEACHERS	25,913.66	0.00	(25,913.66)	0.00%
FICA SPED TEACHERS	51.44	0.00	(51.44)	0.00%
PERS SPED TEACHERS	56,103.89	66,669.68	10,565.79	15.85%
MEDICARE SPED TEACHERS	4,411.27	3,452.54	(958.73)	-27.77%
UNEMPLOYMENT SPED TEACHERS	358.99	0.00	(358.99)	0.00%
SUI SPED	3,496.14	7,619.39	4,123.25	54.12%
FUTA SPED	593.59	1,428.64	835.05	58.45%
WORKERS COMP SPED TEACHERS	1,381.48	1,904.85	523.37	27.48%
HEALTH BENEFITS SPED TEACHERS	6,019.95	23,691.55	17,671.60	74.59%
SPED CONTRACTED SERVICES	93,452.22	77,916.67	(15,535.55)	-19.94%
SPED SUPPLIES	2,744.72	10,541.67	7,796.95	73.96%
SPED ASSESSMENT AND TESTING MATERIALS	1,844.18	0.00	(1,844.18)	0.00%
CONSUMABLES SPED	182.30	0.00	(182.30)	0.00%
TEXTBOOKS / CURRICULUM SPED	6.98	0.00	(6.98)	0.00%
SOFTWARE SPED	302.42	0.00	(302.42)	0.00%
TOTAL SPECIAL EDUCATION	498,354.66	431,330.97	(67,023.69)	-15.54%

FOOD SERVICES

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FOOD SERVICES FEDERAL PROGRAM	1,692.56	5,041.67	3,349.11	66.43%
FOOD SERVICES PRIVATE PROGRAM	1,298.88	0.00	(1,298.88)	0.00%
TOTAL FOOD SERVICES	2,991.44	5,041.67	2,050.23	40.67%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	7,414.15	10,083.33	2,669.18	26.47%
COPIER SUPPLIES	9,669.21	2,520.83	(7,148.38)	-283.57%
ASSESSMENT AND TESTING MATERIALS	16,100.43	2,520.83	(13,579.60)	-538.69%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	78,991.51	0.00	(78,991.51)	0.00%
CONSUMABLES	155.40	113,002.08	112,846.68	99.86%
TEXTBOOKS / CURRICULUM	34,946.84	0.00	(34,946.84)	0.00%
SOFTWARE	(124.59)	0.00	124.59	0.00%
COMPUTER PURCHASES	9,342.59	0.00	(9,342.59)	0.00%
IT SUPPLIES	18,538.79	0.00	(18,538.79)	0.00%
POSTAGE	966.32	1,375.00	408.68	29.72%
OFFICE SUPPLIES	6,099.80	8,066.67	1,966.87	24.38%
NURSING SUPPLIES	662.41	2,016.67	1,354.26	67.15%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	359.97	0.00	(359.97)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	183,122.83	139,585.42	(43,537.41)	-31.19%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	12,371.77	29,964.00	17,592.23	58.71%
AFFILIATION FEE - BATTLE OF THE BOOKS	127.22	1,375.00	1,247.78	90.75%
TRAINING & DEVELOPMENT	660.01	0.00	(660.01)	0.00%
TRAVEL LICENSED ADMIN	0.00	4,583.33	4,583.33	100.00%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	13,159.00	35,922.33	22,763.33	63.37%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	61,346.22	56,833.33	(4,512.89)	-7.94%
COPIER FEES OVERAGE	732.42	0.00	(732.42)	0.00%
PAYROLL SERVICE FEES	19,685.18	0.00	(19,685.18)	0.00%

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IT SERVICES MONTHLY	40,431.31	39,116.00	(1,315.31)	-3.36%
IT SET UP FEES	3,191.00	11,916.67	8,725.67	73.22%
INFINITE CAMPUS	0.00	2,291.67	2,291.67	100.00%
AUDIT AND TAX SERVICES	7,573.75	4,583.33	(2,990.42)	-65.25%
LEGAL FEES	41.30	5,041.67	5,000.37	99.18%
PROFESSIONAL FEES	12,438.00	0.00	(12,438.00)	0.00%
MANAGEMENT FEES	367,136.11	419,100.00	51,963.89	12.40%
AFFILIATION FEE - INC.	28,916.90	31,339.00	2,422.10	7.73%
STATE ADMINISTRATIVE FEES	92,604.03	94,017.92	1,413.89	1.50%
TOTAL CONTRACTED SERVICES	634,096.22	664,239.58	30,143.36	4.54%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	776.00	1,375.00	599.00	43.56%
ADVERTISING/MARKETING	219.45	0.00	(219.45)	0.00%
PRINTING AND BINDING EXPENSES	56.80	0.00	(56.80)	0.00%
WEB SITE EXPENDITURES	1,362.60	2,750.00	1,387.40	50.45%
DUES AND FEES	15,438.91	4,583.33	(10,855.58)	-236.85%
INTEREST EXPENSE	100,069.13	0.00	(100,069.13)	0.00%
BANK FEES	15.11	0.00	(15.11)	0.00%
LATE FEES	6.24	0.00	(6.24)	0.00%
ATHLETICS	29,310.53	25,208.33	(4,102.20)	-16.27%
TOTAL OTHER EXPENSES	147,254.77	33,916.67	(113,338.10)	-334.17%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	76.65	0.00	(76.65)	0.00%
JANITORAL MONTHLY FEES	95,813.01	83,386.42	(12,426.59)	-14.90%
JANITORAL ADDITIONAL SERVICES	3,470.25	0.00	(3,470.25)	0.00%
REPAIRS AND MAINTENANCE	58,516.01	19,937.50	(38,578.51)	-193.50%
AC REPAIRS AND MAINTENANCE	882.75	9,166.67	8,283.92	90.37%
LAWN CARE	7,985.00	8,708.33	723.33	8.31%
SUMMER MAINTENANCE	6,082.43	7,333.33	1,250.90	17.06%
CUSTODIAL SUPPLIES	17,636.20	13,750.00	(3,886.20)	-28.26%
TOTAL FACILITY MAINTENANCE	190,462.30	142,282.25	(48,180.05)	-33.86%

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FACILITIES OPERATIONS				
PROPERTY INSURANCE	14,915.88	9,395.83	(5,520.05)	-58.75%
LIABILITY INSURANCE	0.00	9,395.83	9,395.83	100.00%
RENT/LEASE PAYMENTS	866,572.11	943,754.17	77,182.06	8.18%
TOTAL FACILITIES OPERATIONS	881,487.99	962,545.83	81,057.84	8.42%
UTILITIES AND SERVICES				
WATER	19,041.71	10,541.67	(8,500.04)	-80.63%
SEWER	10,661.06	10,541.67	(119.39)	-1.13%
GARBAGE/DISPOSAL/TRASH	4,465.31	21,083.33	16,618.02	78.82%
ALARM SERVICES	3,153.00	3,208.33	55.33	1.72%
FIRE SERVICES	2,496.03	3,208.33	712.30	22.20%
TELEPHONE	7,079.30	5,958.33	(1,120.97)	-18.81%
INTERNET	3,641.22	5,958.33	2,317.11	38.89%
ELECTRICITY	66,375.05	63,250.00	(3,125.05)	-4.94%
TOTAL UTILITIES AND SERVICES	116,912.68	123,750.00	6,837.32	5.53%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	254,595.00	254,595.00	0.00	0.00%
TOTAL ADJUSTING ENTRIES	254,595.00	254,595.00	0.00	
TOTAL EXPENSES	6,385,870.44	6,285,987.29	(99,883.15)	-1.59%
NET INCOME	179,211.32	125,738.54	53,472.78	42.53%

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Thru:	May 2018	May 2018	Variance

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Thru:	May 2018	Budget	Variance
	May 2018	May 2018	

INCOME

DSA REVENUE	4,647,341.02	4,637,677.00	9,664.02	0.21%
SPED DISCRETIONARY UNIT	221,222.76	225,206.67	(3,983.91)	-1.77%
STATE GRANTS	0.00	37,400.00	(37,400.00)	-100.00%
FULL DAY KINDER REVENUE	170,884.42	0.00	170,884.42	0.00%
SPED PART B FUNDING	0.00	95,104.17	(95,104.17)	-100.00%
TOTAL INCOME	5,039,448.20	4,995,387.83	44,060.37	0.88%

EXPENSES

SALARIES

SALARIES TEACHERS	1,518,030.69	1,560,251.00	42,220.31	2.71%
SALARIES OF LONG TERM SUBS	60,239.10	0.00	(60,239.10)	0.00%
CONTRACTED SUBSTITUTE SERVICE	39,809.50	49,500.00	9,690.50	19.58%
BONUSES TEACHERS	34,937.56	0.00	(34,937.56)	0.00%
BONUSES LONG TERM SUBS	126.84	0.00	(126.84)	0.00%
BONUSES SPED TEACHERS	3,805.52	0.00	(3,805.52)	0.00%
SALARIES OF SUPPORT STAFF	178,646.33	61,996.00	(116,650.33)	-188.16%
BONUSES SUPPORT STAFF	4,035.24	0.00	(4,035.24)	0.00%
SALARIES OF GENERAL ADMIN	151,274.92	155,694.00	4,419.08	2.84%
BONUSES GENERAL ADMIN	4,154.20	0.00	(4,154.20)	0.00%
SALARIES OF LICENSED ADMIN	163,223.05	184,877.00	21,653.95	11.71%
BONUSES LICENSED ADMIN	4,653.68	0.00	(4,653.68)	0.00%
SALARIES OF CAMPUS MONITORS	3,763.66	29,634.00	25,870.34	87.30%
TOTAL SALARIES	2,166,700.29	2,041,952.00	(124,748.29)	-6.11%

BENEFITS

CONTRACTED BENEFITS	14,540.66	0.00	(14,540.66)	0.00%
INSURANCE TEACHERS	98,274.47	0.00	(98,274.47)	0.00%
INSURANCE LONG TERM SUBS	247.12	0.00	(247.12)	0.00%
FICA TEACHERS	2,024.27	3,707.00	1,682.73	45.39%
FICA LONG TERM SUBS	832.17	0.00	(832.17)	0.00%

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PERS TEACHERS		346,968.09	436,876.00	89,907.91	20.58%
PERS LONG TERM SUBS		12,324.84	0.00	(12,324.84)	0.00%
MEDICARE TEACHERS		18,690.07	22,627.00	3,936.93	17.40%
MEDICARE LONG TERM SUBS		872.42	0.00	(872.42)	0.00%
UNEMPLOYMENT TEACHERS		847.39	0.00	(847.39)	0.00%
SUI TEACHERS		10,056.16	49,929.00	39,872.84	79.86%
FUTA TEACHERS		1,919.57	9,361.00	7,441.43	79.49%
WORKERS COMP TEACHERS		5,870.09	12,485.00	6,614.91	52.98%
WORKERS COMP LONG TERM SUBS		286.69	0.00	(286.69)	0.00%
HEALTH BENEFITS TEACHERS		28,671.15	155,243.00	126,571.85	81.53%
UNEMPLOYMENT - LONG TERM SUBS		289.72	0.00	(289.72)	0.00%
HEALTH BENEFITS LONG TERM SUBS		633.76	0.00	(633.76)	0.00%
SUTA - LONG TERM SUBS		656.86	0.00	(656.86)	0.00%
FUTA - LONG TERM SUBS		240.51	0.00	(240.51)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS		4,366.79	0.00	(4,366.79)	0.00%
FICA SUPPORT STAFF		500.42	0.00	(500.42)	0.00%
PERS SUPPORT STAFF		36,698.01	17,358.00	(19,340.01)	-111.42%
MEDICARE SUPPORT STAFF		2,462.09	902.00	(1,560.09)	-172.96%
SUI SUPPORT STAFF		2,239.33	1,980.00	(259.33)	-13.10%
FUTA SUPPORT STAFF		775.52	374.00	(401.52)	-107.36%
UNEMPLOYMENT SUPPORT STAFF		237.43	0.00	(237.43)	0.00%
WORKERS COMP SUPPORT STAFF		1,271.39	495.00	(776.39)	-156.85%
HEALTH BENEFITS SUPPORT STAFF		1,717.90	6,171.00	4,453.10	72.16%
INSURANCE GENERAL ADMIN		3,964.11	0.00	(3,964.11)	0.00%
FICA GENERAL ADMIN		448.46	0.00	(448.46)	0.00%
PERS GENERAL ADMIN		34,757.25	43,593.00	8,835.75	20.27%
MEDICARE GENERAL ADMIN		1,864.85	2,255.00	390.15	17.30%
SUI GENERAL ADMIN		1,291.00	4,983.00	3,692.00	74.09%
FUTA GEN. ADMIN		400.31	935.00	534.69	57.19%
UNEMPLOYMENT GENERAL ADMIN		111.59	0.00	(111.59)	0.00%
WORKERS COMP GENERAL ADMIN		784.63	1,243.00	458.37	36.88%
HEALTH BENEFITS GENERAL ADMIN		1,060.38	15,488.00	14,427.62	93.15%
INSURANCE LICENSED ADMIN		7,983.81	0.00	(7,983.81)	0.00%
FICA LICENSED ADMIN		85.89	0.00	(85.89)	0.00%
PERS LICENSED ADMIN		40,627.39	51,766.00	11,138.61	21.52%
MEDICARE LICENSED ADMIN		1,880.62	2,684.00	803.38	29.93%
SUI LIC. ADMIN		1,065.45	5,918.00	4,852.55	82.00%
FUTA LIC. ADMIN		189.04	1,111.00	921.96	82.98%

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UNEMPLOYMENT LICENSED ADMIN	80.65	0.00	(80.65)	0.00%
WORKERS COMP LICENSED ADMIN	525.89	1,474.00	948.11	64.32%
HEALTH BENEFITS LICENSED ADMIN	3,726.58	18,392.00	14,665.42	79.74%
PERS CAMPUS MONITORS	514.42	8,294.00	7,779.58	93.80%
MEDICARE CAMPUS MONITORS	26.64	429.00	402.36	93.79%
SUI CAMPUS MONITORS	27.55	264.00	236.45	89.56%
FUTA CAMPUS MONITORS	11.02	55.00	43.98	79.96%
WORKERS COMP CAMPUS MONITORS	53.08	66.00	12.92	19.58%
HEALTH BENEFITS CAMPUS MONITORS	0.00	825.00	825.00	100.00%
TOTAL BENEFITS	695,995.50	877,283.00	181,287.50	20.66%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	1,770.37	4,587.00	2,816.63	61.40%
TOTAL SALARIES AND BENEFITS	2,862,695.79	2,919,235.00	56,539.21	1.94%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	156,868.95	153,411.50	(3,457.45)	-2.25%
BONUSES SPED TEACHERS	3,805.52	0.00	(3,805.52)	0.00%
INSURANCE SPED TEACHERS	9,071.70	0.00	(9,071.70)	0.00%
FICA SPED TEACHERS	139.50	0.00	(139.50)	0.00%
PERS SPED TEACHERS	28,956.42	42,955.22	13,998.80	32.59%
MEDICARE SPED TEACHERS	2,001.06	2,224.47	223.41	10.04%
UNEMPLOYMENT SPED TEACHERS	30.08	0.00	(30.08)	0.00%
SUI SPED	1,046.19	4,909.17	3,862.98	78.69%
FUTA SPED	257.07	920.47	663.40	72.07%
WORKERS COMP SPED TEACHERS	547.64	1,227.29	679.65	55.38%
HEALTH BENEFITS SPED TEACHERS	3,919.05	15,264.44	11,345.39	74.33%
SPED CONTRACTED SERVICES	115,628.36	91,666.67	(23,961.69)	-26.14%
SPED SUPPLIES	345.95	10,541.67	10,195.72	96.72%

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SPED ASSESSMENT AND TESTING MATERIALS	4,046.19	0.00	(4,046.19)	0.00%
CONSUMABLES SPED	768.90	0.00	(768.90)	0.00%
TEXTBOOKS / CURRICULUM SPED	764.36	0.00	(764.36)	0.00%
TOTAL SPECIAL EDUCATION	328,196.94	323,120.89	(5,076.05)	-1.57%
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM	50.00	913.00	863.00	94.52%
FOOD SERVICES PRIVATE PROGRAM	2,374.12	0.00	(2,374.12)	0.00%
TOTAL FOOD SERVICES	2,424.12	913.00	(1,511.12)	-165.51%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	7,181.80	7,887.00	705.20	8.94%
COPIER SUPPLIES	5,288.51	3,938.00	(1,350.51)	-34.29%
ASSESSMENT AND TESTING MATERIALS	24,324.01	1,969.00	(22,355.01)	-1135.35%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	5,311.55	0.00	(5,311.55)	0.00%
CONSUMABLES	2,056.74	53,163.00	51,106.26	96.13%
CONSUMABLES - SOFTWARE	(2,800.00)	0.00	2,800.00	0.00%
TEXTBOOKS / CURRICULUM	31,340.23	0.00	(31,340.23)	0.00%
SOFTWARE	11,470.32	0.00	(11,470.32)	0.00%
COMPUTER PURCHASES	3,506.51	0.00	(3,506.51)	0.00%
IT SUPPLIES	2,759.93	0.00	(2,759.93)	0.00%
POSTAGE	670.90	1,375.00	704.10	51.21%
OFFICE SUPPLIES	2,519.13	9,163.00	6,643.87	72.51%
NURSING SUPPLIES	711.24	1,969.00	1,257.76	63.88%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	7,711.01	0.00	(7,711.01)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	102,051.88	79,464.00	(22,587.88)	-28.43%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	4,432.37	22,528.00	18,095.63	80.33%
AFFILIATION FEE - BATTLE OF THE BOOKS	127.97	1,375.00	1,247.03	90.69%

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TRAINING & DEVELOPMENT	3,751.49	0.00	(3,751.49)	0.00%
TRAVEL TEACHERS	9,458.59	0.00	(9,458.59)	0.00%
TRAVEL LICENSED ADMIN	4,989.23	2,750.00	(2,239.23)	-81.43%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	22,759.65	26,653.00	3,893.35	14.61%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	46,239.07	36,663.00	(9,576.07)	-26.12%
COPIER FEES OVERAGE	5,893.43	0.00	(5,893.43)	0.00%
PAYROLL SERVICE FEES	16,451.80	0.00	(16,451.80)	0.00%
IT SERVICES MONTHLY	28,961.23	29,843.00	881.77	2.95%
IT SET UP FEES	650.00	4,587.00	3,937.00	85.83%
INFINITE CAMPUS	0.00	2,288.00	2,288.00	100.00%
AUDIT AND TAX SERVICES	5,071.31	4,587.00	(484.31)	-10.56%
LEGAL FEES	31.50	5,038.00	5,006.50	99.37%
PROFESSIONAL FEES	9,260.00	0.00	(9,260.00)	0.00%
MANAGEMENT FEES	303,435.26	319,693.00	16,257.74	5.09%
AFFILIATION FEE - INC.	21,730.00	23,903.00	2,173.00	9.09%
STATE ADMINISTRATIVE FEES	69,881.27	71,720.00	1,838.73	2.56%
TOTAL CONTRACTED SERVICES	507,604.87	498,322.00	(9,282.87)	-1.86%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	594.00	1,375.00	781.00	56.80%
ADVERTISING/MARKETING	58.01	0.00	(58.01)	0.00%
PRINTING AND BINDING EXPENSES	415.87	0.00	(415.87)	0.00%
WEB SITE EXPENDITURES	1,928.87	2,750.00	821.13	29.86%
DUES AND FEES	1,896.33	4,587.00	2,690.67	58.66%
INTEREST EXPENSE	444,665.44	515,757.00	71,091.56	13.78%
BANK FEES	100.28	0.00	(100.28)	0.00%
LATE FEES	4.29	0.00	(4.29)	0.00%
ATHLETICS	0.00	913.00	913.00	100.00%
TOTAL OTHER EXPENSES	449,663.09	525,382.00	75,718.91	14.41%

FACILITY MAINTENANCE

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IT REPAIRS AND MAINTENANCE	1,513.53	0.00	(1,513.53)	0.00%
JANITORAL MONTHLY FEES	69,462.35	60,830.00	(8,632.35)	-14.19%
JANITORAL ADDITIONAL SERVICES	5,970.00	0.00	(5,970.00)	0.00%
REPAIRS AND MAINTENANCE	27,526.96	18,337.00	(9,189.96)	-50.12%
AC REPAIRS AND MAINTENANCE	2,968.31	9,163.00	6,194.69	67.61%
LAWN CARE	9,653.33	6,138.00	(3,515.33)	-57.27%
SUMMER MAINTENANCE	4,564.29	6,875.00	2,310.71	33.61%
CUSTODIAL SUPPLIES	9,010.85	11,462.00	2,451.15	21.39%
TOTAL FACILITY MAINTENANCE	130,669.62	112,805.00	(17,864.62)	-15.84%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	10,800.79	6,875.00	(3,925.79)	-57.10%
LIABILITY INSURANCE	0.00	6,875.00	6,875.00	100.00%
TOTAL FACILITIES OPERATIONS	10,800.79	13,750.00	2,949.21	21.45%
UTILITIES AND SERVICES				
WATER	8,667.10	8,250.00	(417.10)	-5.06%
SEWER	19,132.83	8,250.00	(10,882.83)	-131.91%
GARBAGE/DISPOSAL/TRASH	15,092.68	16,500.00	1,407.32	8.53%
ALARM SERVICES	1,395.00	3,212.00	1,817.00	56.57%
FIRE SERVICES	3,679.80	3,212.00	(467.80)	-14.56%
TELEPHONE	4,418.15	5,962.00	1,543.85	25.89%
INTERNET	8,086.94	5,962.00	(2,124.94)	-35.64%
ELECTRICITY	53,301.08	49,500.00	(3,801.08)	-7.68%
TOTAL UTILITIES AND SERVICES	113,773.58	100,848.00	(12,925.58)	-12.82%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	74,946.73	74,943.00	(3.73)	0.00%
TOTAL ADJUSTING ENTRIES	74,946.73	74,943.00	(3.73)	0.00%

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TOTAL EXPENSES	4,605,587.06	4,675,435.89	69,848.83	1.49%
NET INCOME	433,861.14	319,951.94	113,909.20	35.60%

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INCOME

DSA REVENUE	6,890,201.11	6,809,902.00	80,299.11	1.18%
SPED DISCRETIONARY UNIT	384,469.89	339,166.67	45,303.22	13.36%
SPED PART B FUNDING	0.00	143,229.17	(143,229.17)	-100.00%
TOTAL INCOME	7,274,671.00	7,292,297.83	(17,626.83)	-0.24%

EXPENSES

SALARIES

SALARIES TEACHERS	2,141,942.25	2,136,970.00	(4,972.25)	-0.23%
SALARIES OF LONG TERM SUBS	149,172.18	19,800.00	(129,372.18)	-653.39%
CONTRACTED SUBSTITUTE SERVICE	78,260.00	62,700.00	(15,560.00)	-24.82%
BONUSES TEACHERS	53,386.48	0.00	(53,386.48)	0.00%
BONUSES LONG TERM SUBS	1,089.20	0.00	(1,089.20)	0.00%
BONUSES SPED TEACHERS	4,264.20	0.00	(4,264.20)	0.00%
SALARIES OF SUPPORT STAFF	125,008.88	63,151.00	(61,857.88)	-97.95%
BONUSES SUPPORT STAFF	2,411.04	0.00	(2,411.04)	0.00%
SALARIES OF GENERAL ADMIN	170,580.02	133,881.00	(36,699.02)	-27.41%
BONUSES GENERAL ADMIN	4,864.72	0.00	(4,864.72)	0.00%
SALARIES OF LICENSED ADMIN	253,638.74	217,195.00	(36,443.74)	-16.78%
BONUSES LICENSED ADMIN	718.26	0.00	(718.26)	0.00%
SALARIES OF CAMPUS MONITORS	11,567.91	117,161.00	105,593.09	90.13%
TOTAL SALARIES	2,996,903.88	2,750,858.00	(246,045.88)	-8.94%

BENEFITS

CONTRACTED BENEFITS	12,282.53	0.00	(12,282.53)	0.00%
INSURANCE TEACHERS	156,820.51	0.00	(156,820.51)	0.00%
INSURANCE LONG TERM SUBS	6,672.50	0.00	(6,672.50)	0.00%
FICA TEACHERS	5,166.68	14,982.00	9,815.32	65.51%
FICA LONG TERM SUBS	557.42	0.00	(557.42)	0.00%
PERS TEACHERS	436,958.41	598,345.00	161,386.59	26.97%
PERS LONG TERM SUBS	19,860.61	5,544.00	(14,316.61)	-258.24%

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MEDICARE TEACHERS	24,143.25	30,987.00	6,843.75	22.09%
MEDICARE LONG TERM SUBS	2,040.43	286.00	(1,754.43)	-613.44%
UNEMPLOYMENT TEACHERS	961.13	0.00	(961.13)	0.00%
SUI TEACHERS	13,993.10	69,014.00	55,020.90	79.72%
FUTA TEACHERS	2,579.98	12,826.00	10,246.02	79.88%
WORKERS COMP TEACHERS	7,628.72	17,094.00	9,465.28	55.37%
WORKERS COMP LONG TERM SUBS	741.12	154.00	(587.12)	-381.25%
HEALTH BENEFITS TEACHERS	58,153.72	212,630.00	154,476.28	72.65%
UNEMPLOYMENT - LONG TERM SUBS	157.07	0.00	(157.07)	0.00%
HEALTH BENEFITS LONG TERM SUBS	2,739.22	1,969.00	(770.22)	-39.12%
SUTA - LONG TERM SUBS	1,781.57	0.00	(1,781.57)	0.00%
FUTA - LONG TERM SUBS	476.71	0.00	(476.71)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS	26,454.84	0.00	(26,454.84)	0.00%
FICA SUPPORT STAFF	76.32	0.00	(76.32)	0.00%
PERS SUPPORT STAFF	27,281.94	17,677.00	(9,604.94)	-54.34%
MEDICARE SUPPORT STAFF	1,740.10	913.00	(827.10)	-90.59%
SUI SUPPORT STAFF	2,338.51	2,024.00	(314.51)	-15.54%
FUTA SUPPORT STAFF	521.44	374.00	(147.44)	-39.42%
UNEMPLOYMENT SUPPORT STAFF	195.29	0.00	(195.29)	0.00%
WORKERS COMP SUPPORT STAFF	640.11	506.00	(134.11)	-26.50%
HEALTH BENEFITS SUPPORT STAFF	9.38	6,281.00	6,271.62	99.85%
INSURANCE GENERAL ADMIN	8,468.55	0.00	(8,468.55)	0.00%
FICA GENERAL ADMIN	393.18	0.00	(393.18)	0.00%
PERS GENERAL ADMIN	35,357.86	37,488.00	2,130.14	5.68%
MEDICARE GENERAL ADMIN	2,083.14	1,936.00	(147.14)	-7.60%
SUI GENERAL ADMIN	1,908.95	4,279.00	2,370.05	55.39%
FUTA GEN. ADMIN	453.46	803.00	349.54	43.53%
UNEMPLOYMENT GENERAL ADMIN	131.53	0.00	(131.53)	0.00%
WORKERS COMP GENERAL ADMIN	805.37	1,067.00	261.63	24.52%
HEALTH BENEFITS GENERAL ADMIN	3,838.02	13,321.00	9,482.98	71.19%
INSURANCE LICENSED ADMIN	2,517.83	0.00	(2,517.83)	0.00%
FICA LICENSED ADMIN	902.28	0.00	(902.28)	0.00%
PERS LICENSED ADMIN	52,123.40	60,819.00	8,695.60	14.30%
MEDICARE LICENSED ADMIN	2,434.64	3,146.00	711.36	22.61%
SUI LIC. ADMIN	1,798.93	6,952.00	5,153.07	74.12%
FUTA LIC. ADMIN	304.52	1,298.00	993.48	76.54%
UNEMPLOYMENT LICENSED ADMIN	131.32	0.00	(131.32)	0.00%
WORKERS COMP LICENSED ADMIN	979.95	1,738.00	758.05	43.62%

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HEALTH BENEFITS LICENSED ADMIN	1,942.55	21,615.00	19,672.45	91.01%
FICA CAMPUS MONITORS	81.86	0.00	(81.86)	0.00%
PERS CAMPUS MONITORS	1,277.54	32,802.00	31,524.46	96.11%
MEDICARE CAMPUS MONITORS	0.00	1,694.00	1,694.00	100.00%
SUI CAMPUS MONITORS	38.17	1,045.00	1,006.83	96.35%
FUTA CAMPUS MONITORS	73.21	198.00	124.79	63.03%
WORKERS COMP CAMPUS MONITORS	27.97	264.00	236.03	89.41%
HEALTH BENEFITS CAMPUS MONITORS	4.68	3,267.00	3,262.32	99.86%
TOTAL BENEFITS	931,051.52	1,185,338.00	254,286.48	21.45%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	5,400.00	4,587.00	(813.00)	-17.72%
TOTAL SALARIES AND BENEFITS	3,927,955.40	3,936,196.00	8,240.60	0.21%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	225,852.18	315,117.00	89,264.82	28.33%
BONUSES SPED TEACHERS	4,264.20	0.00	(4,264.20)	0.00%
INSURANCE SPED TEACHERS	16,823.36	0.00	(16,823.36)	0.00%
FICA SPED TEACHERS	392.16	0.00	(392.16)	0.00%
PERS SPED TEACHERS	48,200.83	88,232.76	40,031.93	45.37%
MEDICARE SPED TEACHERS	2,863.14	4,569.20	1,706.06	37.34%
UNEMPLOYMENT SPED TEACHERS	177.43	0.00	(177.43)	0.00%
SUI SPED	2,129.50	10,083.74	7,954.24	78.88%
FUTA SPED	249.04	1,890.70	1,641.66	86.83%
WORKERS COMP SPED TEACHERS	836.55	2,520.94	1,684.39	66.82%
HEALTH BENEFITS SPED TEACHERS	6,669.31	31,354.14	24,684.83	78.73%
SPED CONTRACTED SERVICES	114,498.99	87,083.33	(27,415.66)	-31.48%
SPED SUPPLIES	(1,425.00)	10,083.33	11,508.33	114.13%
SPED ASSESSMENT AND TESTING MATERIALS	3,599.82	0.00	(3,599.82)	0.00%
CONSUMABLES SPED	63.39	0.00	(63.39)	0.00%
TOTAL SPECIAL EDUCATION	425,194.90	550,935.15	125,740.25	22.82%

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FOOD SERVICES

FOOD SERVICES FEDERAL PROGRAM	0.00	1,375.00	1,375.00	100.00%
FOOD SERVICES PRIVATE PROGRAM	788.25	0.00	(788.25)	0.00%
TOTAL FOOD SERVICES	788.25	1,375.00	586.75	42.67%

INSTRUCTIONAL SUPPLIES

GENERAL CLASSROOM SUPPLIES	12,707.77	11,000.00	(1,707.77)	-15.53%
COPIER SUPPLIES	4,873.14	5,500.00	626.86	11.40%
ASSESSMENT AND TESTING MATERIALS	18,360.15	2,750.00	(15,610.15)	-567.64%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	60,752.96	0.00	(60,752.96)	0.00%
CONSUMABLES	1,324.16	87,780.00	86,455.84	98.49%
TEXTBOOKS / CURRICULUM	46,015.43	0.00	(46,015.43)	0.00%
SOFTWARE	1,469.94	0.00	(1,469.94)	0.00%
IT SUPPLIES	2,252.51	0.00	(2,252.51)	0.00%
POSTAGE	596.67	1,375.00	778.33	56.61%
OFFICE SUPPLIES	2,325.30	10,087.00	7,761.70	76.95%
NURSING SUPPLIES	1,405.34	2,750.00	1,344.66	48.90%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	482.02	0.00	(482.02)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	152,565.39	121,242.00	(31,323.39)	-25.84%

TRAINING & DEVELOPMENT / TRAVEL

AFFILIATION FEE - TRAINING	4,610.04	33,726.00	29,115.96	86.33%
AFFILIATION FEE - BATTLE OF THE BOOKS	1,227.13	1,375.00	147.87	10.75%
TRAINING & DEVELOPMENT	430.00	0.00	(430.00)	0.00%
TRAVEL TEACHERS	2,854.56	0.00	(2,854.56)	0.00%
TRAVEL LICENSED ADMIN	657.65	4,587.00	3,929.35	85.66%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	9,779.38	39,688.00	29,908.62	75.36%

CONTRACTED SERVICES

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COPIER FEES MONTHLY	39,884.64	47,663.00	7,778.36	16.32%
COPIER FEES OVERAGE	1,929.36	0.00	(1,929.36)	0.00%
PAYROLL SERVICE FEES	20,867.77	0.00	(20,867.77)	0.00%
IT SERVICES MONTHLY	48,740.10	43,813.00	(4,927.10)	-11.25%
IT SET UP FEES	550.00	4,587.00	4,037.00	88.01%
INFINITE CAMPUS	0.00	2,288.00	2,288.00	100.00%
AUDIT AND TAX SERVICES	8,296.98	4,587.00	(3,709.98)	-80.88%
LEGAL FEES	38.50	5,038.00	4,999.50	99.24%
PROFESSIONAL FEES	15,355.90	0.00	(15,355.90)	0.00%
MANAGEMENT FEES	523,600.93	469,425.00	(54,175.93)	-11.54%
AFFILIATION FEE - INC.	31,910.00	35,101.00	3,191.00	9.09%
STATE ADMINISTRATIVE FEES	104,261.78	105,303.00	1,041.22	0.99%
TOTAL CONTRACTED SERVICES	795,435.96	717,805.00	(77,630.96)	-10.82%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	506.00	1,375.00	869.00	63.20%
ADVERTISING/MARKETING	58.01	0.00	(58.01)	0.00%
WEB SITE EXPENDITURES	1,309.35	2,750.00	1,440.65	52.39%
DUES AND FEES	35,260.08	4,587.00	(30,673.08)	-668.70%
INTEREST EXPENSE	920,445.96	1,289,387.00	368,941.04	28.61%
LATE FEES	7.02	0.00	(7.02)	0.00%
ATHLETICS	6,479.63	27,500.00	21,020.37	76.44%
TOTAL OTHER EXPENSES	964,066.05	1,325,599.00	361,532.95	27.27%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	689.56	0.00	(689.56)	0.00%
JANITORAL MONTHLY FEES	118,430.65	118,459.00	28.35	0.02%
REPAIRS AND MAINTENANCE	51,462.97	22,913.00	(28,549.97)	-124.60%
AC REPAIRS AND MAINTENANCE	6,285.45	9,163.00	2,877.55	31.40%
LAWN CARE	10,471.68	6,875.00	(3,596.68)	-52.32%
SUMMER MAINTENANCE	3,668.06	11,000.00	7,331.94	66.65%
CUSTODIAL SUPPLIES	16,121.48	20,625.00	4,503.52	21.84%
TOTAL FACILITY MAINTENANCE	207,129.85	189,035.00	(18,094.85)	-9.57%

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	Budget			
Thru:	May 2018	May 2018	Variance	
FACILITIES OPERATIONS				
PROPERTY INSURANCE	17,946.10	10,538.00	(7,408.10)	-70.30%
LIABILITY INSURANCE	0.00	10,538.00	10,538.00	100.00%
TOTAL FACILITIES OPERATIONS	17,946.10	21,076.00	3,129.90	14.85%
UTILITIES AND SERVICES				
WATER	12,100.84	14,663.00	2,562.16	17.47%
SEWER	22,405.65	14,663.00	(7,742.65)	-52.80%
GARBAGE/DISPOSAL/TRASH	22,221.52	29,337.00	7,115.48	24.25%
ALARM SERVICES	1,380.00	3,212.00	1,832.00	57.04%
FIRE SERVICES	5,642.95	3,212.00	(2,430.95)	-75.68%
TELEPHONE	7,474.93	5,962.00	(1,512.93)	-25.38%
INTERNET	9,869.00	5,962.00	(3,907.00)	-65.53%
ELECTRICITY	105,566.46	88,000.00	(17,566.46)	-19.96%
TOTAL UTILITIES AND SERVICES	186,661.35	165,011.00	(21,650.35)	-13.12%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	218,768.00	218,768.00	0.00	0.00%
TOTAL ADJUSTING ENTRIES	218,768.00	218,768.00	0.00	
TOTAL EXPENSES	6,906,290.63	7,286,730.15	380,439.52	5.22%
NET INCOME	368,380.37	5,567.69	362,812.68	6516.40%

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Thru:	May 2018	May 2018	Variance

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Thru:	May 2018	Budget	May 2018	Variance

INCOME

DSA REVENUE	5,807,749.46	5,744,728.00	63,021.46	1.10%
SPED DISCRETIONARY UNIT	292,929.43	179,080.00	113,849.43	63.57%
STATE GRANTS	0.00	37,400.00	(37,400.00)	-100.00%
FULL DAY KINDER REVENUE	170,884.42	0.00	170,884.42	0.00%
SPED PART B FUNDING	0.00	72,600.00	(72,600.00)	-100.00%
TOTAL INCOME	6,271,563.31	6,033,808.00	237,755.31	3.94%

EXPENSES

SALARIES

SALARIES TEACHERS	1,682,370.40	1,837,238.33	154,867.93	8.43%
SALARIES OF LONG TERM SUBS	250,345.58	44,779.17	(205,566.41)	-459.07%
CONTRACTED SUBSTITUTE SERVICE	62,498.30	19,158.33	(43,339.97)	-226.22%
BONUSES TEACHERS	44,539.47	0.00	(44,539.47)	0.00%
BONUSES LONG TERM SUBS	507.36	0.00	(507.36)	0.00%
SALARIES OF SUPPORT STAFF	220,857.40	156,662.00	(64,195.40)	-40.98%
BONUSES SUPPORT STAFF	5,211.11	0.00	(5,211.11)	0.00%
SALARIES OF GENERAL ADMIN	123,566.47	134,220.17	10,653.70	7.94%
BONUSES GENERAL ADMIN	2,919.03	0.00	(2,919.03)	0.00%
SALARIES OF LICENSED ADMIN	225,156.98	218,917.42	(6,239.56)	-2.85%
BONUSES LICENSED ADMIN	6,430.52	0.00	(6,430.52)	0.00%
SALARIES OF CAMPUS MONITORS	4,013.18	51,150.00	47,136.82	92.15%
TOTAL SALARIES	2,628,415.80	2,462,125.42	(166,290.38)	-6.75%

BENEFITS

CONTRACTED BENEFITS	10,169.18	0.00	(10,169.18)	0.00%
INSURANCE TEACHERS	104,908.52	0.00	(104,908.52)	0.00%
INSURANCE LONG TERM SUBS	15,501.33	0.00	(15,501.33)	0.00%
FICA TEACHERS	5,929.19	311.47	(5,617.72)	-1803.60%
FICA LONG TERM SUBS	589.18	0.00	(589.18)	0.00%
PERS TEACHERS	350,743.67	514,426.73	163,683.06	31.82%

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PERS LONG TERM SUBS	53,320.08	12,538.17	(40,781.91)	-325.26%
MEDICARE TEACHERS	17,878.98	26,639.96	8,760.98	32.89%
MEDICARE LONG TERM SUBS	3,043.41	649.30	(2,394.11)	-368.72%
UNEMPLOYMENT TEACHERS	828.33	0.00	(828.33)	0.00%
SUI TEACHERS	11,590.92	60,224.56	48,633.64	80.75%
FUTA TEACHERS	2,837.51	11,023.43	8,185.92	74.26%
WORKERS COMP TEACHERS	6,638.64	14,697.91	8,059.27	54.83%
WORKERS COMP LONG TERM SUBS	1,195.40	358.23	(837.17)	-233.69%
HEALTH BENEFITS TEACHERS	43,452.61	182,805.21	139,352.60	76.23%
UNEMPLOYMENT - LONG TERM SUBS	144.02	0.00	(144.02)	0.00%
HEALTH BENEFITS LONG TERM SUBS	4,705.35	4,455.53	(249.82)	-5.61%
SUTA - LONG TERM SUBS	2,004.68	0.00	(2,004.68)	0.00%
FUTA - LONG TERM SUBS	747.28	0.00	(747.28)	0.00%
CONTRACTED EMPLOYEES TAXES/BENEFITS	10,229.73	0.00	(10,229.73)	0.00%
FICA SUPPORT STAFF	1,249.78	0.00	(1,249.78)	0.00%
PERS SUPPORT STAFF	35,462.94	43,865.36	8,402.42	19.16%
MEDICARE SUPPORT STAFF	2,527.41	2,271.60	(255.81)	-11.26%
SUI SUPPORT STAFF	2,416.67	5,013.18	2,596.51	51.79%
FUTA SUPPORT STAFF	1,177.20	939.97	(237.23)	-25.24%
UNEMPLOYMENT SUPPORT STAFF	2,859.72	0.00	(2,859.72)	0.00%
WORKERS COMP SUPPORT STAFF	966.74	1,253.30	286.56	22.86%
HEALTH BENEFITS SUPPORT STAFF	4,044.72	15,587.87	11,543.15	74.05%
INSURANCE GENERAL ADMIN	8,790.52	0.00	(8,790.52)	0.00%
FICA GENERAL ADMIN	2,508.32	0.00	(2,508.32)	0.00%
PERS GENERAL ADMIN	27,132.71	37,581.65	10,448.94	27.80%
MEDICARE GENERAL ADMIN	1,503.93	1,946.19	442.26	22.72%
SUI GENERAL ADMIN	798.10	4,295.05	3,496.95	81.42%
FUTA GEN. ADMIN	240.11	805.32	565.21	70.18%
UNEMPLOYMENT GENERAL ADMIN	25.35	0.00	(25.35)	0.00%
WORKERS COMP GENERAL ADMIN	550.27	1,073.76	523.49	48.75%
HEALTH BENEFITS GENERAL ADMIN	4,287.94	13,354.91	9,066.97	67.89%
INSURANCE LICENSED ADMIN	5,730.20	0.00	(5,730.20)	0.00%
FICA LICENSED ADMIN	493.77	0.00	(493.77)	0.00%
PERS LICENSED ADMIN	59,870.47	61,296.88	1,426.41	2.33%
MEDICARE LICENSED ADMIN	2,645.39	3,174.30	528.91	16.66%
SUI LIC. ADMIN	1,396.42	7,005.36	5,608.94	80.07%
FUTA LIC. ADMIN	350.23	1,313.50	963.27	73.34%
UNEMPLOYMENT LICENSED ADMIN	63.43	0.00	(63.43)	0.00%

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Thru:	May 2018	May 2018	Variance	
WORKERS COMP LICENSED ADMIN	634.56	1,751.34	1,116.78	63.77%
HEALTH BENEFITS LICENSED ADMIN	2,788.11	21,782.28	18,994.17	87.20%
FICA CAMPUS MONITORS	35.24	0.00	(35.24)	0.00%
PERS CAMPUS MONITORS	769.49	14,322.00	13,552.51	94.63%
MEDICARE CAMPUS MONITORS	0.00	741.68	741.68	100.00%
SUI CAMPUS MONITORS	0.00	458.30	458.30	100.00%
FUTA CAMPUS MONITORS	49.74	85.93	36.19	42.12%
WORKERS COMP CAMPUS MONITORS	13.60	114.58	100.98	88.13%
HEALTH BENEFITS CAMPUS MONITORS	724.53	1,425.04	700.51	49.16%
TOTAL BENEFITS	818,565.62	1,069,589.84	251,024.22	23.47%
TUITION REIMBURSEMENT				
TUITION REIMBURSEMENT TEACHERS	1,800.00	4,583.33	2,783.33	60.73%
TOTAL SALARIES AND BENEFITS	3,446,981.42	3,531,715.26	84,733.84	2.40%
SPECIAL EDUCATION				
SPED TEACHER SALARIES	0.00	69,403.58	69,403.58	100.00%
PERS SPED TEACHERS	0.00	19,433.00	19,433.00	100.00%
MEDICARE SPED TEACHERS	0.00	1,006.35	1,006.35	100.00%
SUI SPED	0.00	2,220.91	2,220.91	100.00%
FUTA SPED	0.00	416.42	416.42	100.00%
WORKERS COMP SPED TEACHERS	0.00	555.23	555.23	100.00%
HEALTH BENEFITS SPED TEACHERS	0.00	6,905.66	6,905.66	100.00%
SPED CONTRACTED SERVICES	100,893.93	119,166.67	18,272.74	15.33%
SPED SUPPLIES	599.99	11,916.67	11,316.68	94.97%
SPED ASSESSMENT AND TESTING MATERIALS	1,306.28	0.00	(1,306.28)	0.00%
CONSUMABLES SPED	68.04	0.00	(68.04)	0.00%
TEXTBOOKS / CURRICULUM SPED	4,720.54	0.00	(4,720.54)	0.00%
TOTAL SPECIAL EDUCATION	107,588.78	231,024.49	123,435.71	53.43%

FOOD SERVICES

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FOOD SERVICES FEDERAL PROGRAM	0.00	916.67	916.67	100.00%
TOTAL FOOD SERVICES	0.00	916.67	916.67	100.00%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	9,408.33	15,125.00	5,716.67	37.80%
COPIER SUPPLIES	2,060.22	5,041.67	2,981.45	59.14%
ASSESSMENT AND TESTING MATERIALS	24,412.30	2,520.83	(21,891.47)	-868.42%
INSTRUCTIONAL - FURNITURE AND EQUIPMENT PU	108.77	0.00	(108.77)	0.00%
CONSUMABLES	54,566.16	66,733.33	12,167.17	18.23%
TEXTBOOKS / CURRICULUM	49,175.03	0.00	(49,175.03)	0.00%
SOFTWARE	(447.02)	0.00	447.02	0.00%
IT SUPPLIES	9,466.21	0.00	(9,466.21)	0.00%
POSTAGE	230.01	1,145.83	915.82	79.93%
OFFICE SUPPLIES	8,780.51	10,541.67	1,761.16	16.71%
NURSING SUPPLIES	839.64	2,520.83	1,681.19	66.69%
TOTAL INSTRUCTIONAL SUPPLIES	158,600.16	103,629.17	(54,970.99)	-53.05%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	20,173.56	28,237.00	8,063.44	28.56%
AFFILIATION FEE - BATTLE OF THE BOOKS	136.31	1,375.00	1,238.69	90.09%
TRAINING & DEVELOPMENT	860.00	0.00	(860.00)	0.00%
TRAVEL LICENSED ADMIN	(444.09)	4,583.33	5,027.42	109.69%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	20,725.78	34,195.33	13,469.55	39.39%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	49,375.72	51,333.33	1,957.61	3.81%
COPIER FEES OVERAGE	544.24	0.00	(544.24)	0.00%
PAYROLL SERVICE FEES	17,875.23	0.00	(17,875.23)	0.00%
IT SERVICES MONTHLY	37,274.23	36,960.00	(314.23)	-0.85%
IT SET UP FEES	1,950.00	4,583.33	2,633.33	57.45%
INFINITE CAMPUS	0.00	1,375.00	1,375.00	100.00%
AUDIT AND TAX SERVICES	6,395.48	4,583.33	(1,812.15)	-39.54%

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Thru:	May 2018	May 2018	Variance	
LEGAL FEES	0.00	5,500.00	5,500.00	100.00%
PROFESSIONAL FEES	16,057.00	0.00	(16,057.00)	0.00%
MANAGEMENT FEES	378,428.97	396,000.00	17,571.03	4.44%
AFFILIATION FEE - INC.	26,920.00	29,612.00	2,692.00	9.09%
STATE ADMINISTRATIVE FEES	87,085.25	88,836.00	1,750.75	1.97%
TOTAL CONTRACTED SERVICES	621,906.12	618,783.00	(3,123.12)	-0.50%
OTHER EXPENSES				
BACKGROUND/DRUG TEST	648.00	687.50	39.50	5.75%
ADVERTISING/MARKETING	3,700.01	0.00	(3,700.01)	0.00%
PRINTING AND BINDING EXPENSES	2,150.51	0.00	(2,150.51)	0.00%
WEB SITE EXPENDITURES	1,006.49	1,375.00	368.51	26.80%
DUES AND FEES	5,803.50	4,583.33	(1,220.17)	-26.62%
INTEREST EXPENSE	13,968.03	0.00	(13,968.03)	0.00%
LATE FEES	5.46	0.00	(5.46)	0.00%
ATHLETICS	3,000.00	916.67	(2,083.33)	-227.27%
TOTAL OTHER EXPENSES	30,282.00	7,562.50	(22,719.50)	-300.42%
FACILITY MAINTENANCE				
IT REPAIRS AND MAINTENANCE	881.29	0.00	(881.29)	0.00%
JANITORAL MONTHLY FEES	69,200.00	62,002.42	(7,197.58)	-11.61%
JANITORAL ADDITIONAL SERVICES	1,099.14	0.00	(1,099.14)	0.00%
REPAIRS AND MAINTENANCE	20,947.29	21,541.67	594.38	2.76%
AC REPAIRS AND MAINTENANCE	787.50	12,833.33	12,045.83	93.86%
LAWN CARE	10,600.00	7,379.17	(3,220.83)	-43.65%
SUMMER MAINTENANCE	1,737.64	9,166.67	7,429.03	81.04%
CUSTODIAL SUPPLIES	11,677.13	11,916.67	239.54	2.01%
TOTAL FACILITY MAINTENANCE	116,929.99	124,839.92	7,909.93	6.34%
FACILITIES OPERATIONS				
PROPERTY INSURANCE	15,356.98	9,166.67	(6,190.31)	-67.53%
LIABILITY INSURANCE	0.00	9,166.67	9,166.67	100.00%

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Thru:	May 2018	May 2018	Variance	
OTHER INSURANCES	0.00	916.67	916.67	100.00%
RENT/LEASE PAYMENTS	790,543.19	775,041.67	(15,501.52)	-2.00%
EQUIPMENT RENTALS	10.00	0.00	(10.00)	0.00%
SITE IMPROVEMENTS	44.96	0.00	(44.96)	0.00%
TOTAL FACILITIES OPERATIONS	805,955.13	794,291.67	(11,663.46)	-1.47%
UTILITIES AND SERVICES				
WATER	20,152.71	9,625.00	(10,527.71)	-109.38%
SEWER	25,611.15	9,625.00	(15,986.15)	-166.09%
GARBAGE/DISPOSAL/TRASH	9,983.57	19,250.00	9,266.43	48.14%
ALARM SERVICES	1,050.00	3,208.33	2,158.33	67.27%
FIRE SERVICES	2,162.00	3,208.33	1,046.33	32.61%
TELEPHONE	11,372.47	5,958.33	(5,414.14)	-90.87%
INTERNET	4,258.40	5,958.33	1,699.93	28.53%
ELECTRICITY	43,957.37	57,750.00	13,792.63	23.88%
TOTAL UTILITIES AND SERVICES	118,547.67	114,583.33	(3,964.34)	-3.46%
ADJUSTING ENTRIES				
DEPRECIATION EXPENSE	200,805.00	200,805.00	0.00	0.00%
TOTAL ADJUSTING ENTRIES	200,805.00	200,805.00	0.00	
TOTAL EXPENSES	5,628,322.05	5,762,346.33	134,024.28	2.33%
NET INCOME	643,241.26	271,461.67	371,779.59	136.95%

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INCOME

STATE GRANTS	0.00	25,666.67	(25,666.67)	-100.00%
TOTAL INCOME	0.00	25,666.67	(25,666.67)	-100.00%

EXPENSES

SALARIES

SALARIES TEACHERS	7,667.85	110,000.00	102,332.15	93.03%
BONUSES TEACHERS	6,800.00	0.00	(6,800.00)	0.00%
SALARIES OF GENERAL ADMIN	48,168.54	47,208.33	(960.21)	-2.03%
BONUSES GENERAL ADMIN	1,362.19	0.00	(1,362.19)	0.00%
SALARIES OF LICENSED ADMIN	271,801.49	167,641.83	(104,159.66)	-62.13%
BONUSES LICENSED ADMIN	7,403.68	0.00	(7,403.68)	0.00%
TOTAL SALARIES	343,203.75	324,850.17	(18,353.58)	-5.65%

BENEFITS

CONTRACTED BENEFITS	3,982.21	0.00	(3,982.21)	0.00%
INSURANCE TEACHERS	48.83	0.00	(48.83)	0.00%
FICA TEACHERS	0.00	1,833.33	1,833.33	100.00%
PERS TEACHERS	1,938.42	30,800.00	28,861.58	93.71%
MEDICARE TEACHERS	91.69	1,595.00	1,503.31	94.25%
UNEMPLOYMENT TEACHERS	35.80	0.00	(35.80)	0.00%
SUI TEACHERS	173.19	3,520.00	3,346.81	95.08%
FUTA TEACHERS	7.09	660.00	652.91	98.93%
WORKERS COMP TEACHERS	60.34	880.00	819.66	93.14%
HEALTH BENEFITS TEACHERS	839.26	10,945.00	10,105.74	92.33%
INSURANCE GENERAL ADMIN	1,083.03	0.00	(1,083.03)	0.00%
FICA GENERAL ADMIN	60.03	0.00	(60.03)	0.00%
PERS GENERAL ADMIN	12,395.69	13,218.33	822.64	6.22%
MEDICARE GENERAL ADMIN	611.79	684.52	72.73	10.63%
SUI GENERAL ADMIN	291.24	1,510.67	1,219.43	80.72%
FUTA GEN. ADMIN	32.15	283.25	251.10	88.65%

Database: ACADEMICANV
 ENTITY: 021

YTD Comparative Income Statement
P&L in Board Budget Format
ACADEMICANV

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 Date: 7/18/2018
 Time: 9:20 PM

Somerset Academy of Las Vegas Executive Director

Accrual

Report includes an open period. Entries are not final.

	Year-To-Date			
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
UNEMPLOYMENT GENERAL ADMIN	8.14	0.00	(8.14)	0.00%
WORKERS COMP GENERAL ADMIN	172.48	377.67	205.19	54.33%
HEALTH BENEFITS GENERAL ADMIN	2,762.28	4,697.23	1,934.95	41.19%
INSURANCE LICENSED ADMIN	5,703.62	0.00	(5,703.62)	0.00%
FICA LICENSED ADMIN	199.82	0.00	(199.82)	0.00%
PERS LICENSED ADMIN	75,947.82	46,939.71	(29,008.11)	-61.80%
MEDICARE LICENSED ADMIN	3,787.12	2,430.81	(1,356.31)	-55.80%
SUI LICS. ADMIN	1,274.99	5,364.54	4,089.55	76.23%
FUTA LIC. ADMIN	216.50	1,005.85	789.35	78.48%
UNEMPLOYMENT LICENSED ADMIN	75.95	0.00	(75.95)	0.00%
WORKERS COMP LICENSED ADMIN	589.14	1,341.13	751.99	56.07%
HEALTH BENEFITS LICENSED ADMIN	5,247.94	16,680.36	11,432.42	68.54%
TOTAL BENEFITS	117,636.56	144,767.41	27,130.85	18.74%
TUITION REIMBURSEMENT				
TOTAL SALARIES AND BENEFITS	460,840.31	469,617.57	8,777.26	1.87%
SPECIAL EDUCATION				
TOTAL SPECIAL EDUCATION	0.00	0.00	0.00	
FOOD SERVICES				
FOOD SERVICES FEDERAL PROGRAM	43.99	22,916.67	22,872.68	99.81%
FOOD SERVICES PRIVATE PROGRAM	1,189.87	0.00	(1,189.87)	0.00%
TOTAL FOOD SERVICES	1,233.86	22,916.67	21,682.81	94.62%
INSTRUCTIONAL SUPPLIES				
GENERAL CLASSROOM SUPPLIES	662.83	0.00	(662.83)	0.00%
TEXTBOOKS / CURRICULUM	181.07	0.00	(181.07)	0.00%
COMPUTER PURCHASES	89.01	0.00	(89.01)	0.00%

Database: ACADEMICANV
 ENTITY: 021

YTD Comparative Income Statement
P&L in Board Budget Format
ACADEMICANV
Somerset Academy of Las Vegas Executive Director

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Accrual

Report includes an open period. Entries are not final.

	Year-To-Date			
Thru:	Actual May 2018	Budget May 2018	Variance	
IT SUPPLIES	2,236.80	0.00	(2,236.80)	0.00%
POSTAGE	133.64	0.00	(133.64)	0.00%
OFFICE SUPPLIES	2,425.92	6,875.00	4,449.08	64.71%
GEN. ADMIN - FURNITURE AND EQUIPMENT PURCH	1,168.29	0.00	(1,168.29)	0.00%
TOTAL INSTRUCTIONAL SUPPLIES	6,897.56	6,875.00	(22.56)	-0.33%
TRAINING & DEVELOPMENT / TRAVEL				
AFFILIATION FEE - TRAINING	(6,942.01)	0.00	6,942.01	0.00%
TRAINING & DEVELOPMENT	38.86	0.00	(38.86)	0.00%
TRAVEL TEACHERS	42.19	0.00	(42.19)	0.00%
TRAVEL SUPPORT STAFF	126.96	0.00	(126.96)	0.00%
TRAVEL LICENSED ADMIN	16,893.74	20,625.00	3,731.26	18.09%
TOTAL TRAINING & DEVELOPMENT / TRAVEL	10,159.74	20,625.00	10,465.26	50.74%
CONTRACTED SERVICES				
COPIER FEES MONTHLY	1,271.89	0.00	(1,271.89)	0.00%
PAYROLL SERVICE FEES	1,628.00	0.00	(1,628.00)	0.00%
PROFESSIONAL FEES	(1,147.00)	0.00	1,147.00	0.00%
TOTAL CONTRACTED SERVICES	1,752.89	0.00	(1,752.89)	
OTHER EXPENSES				
ADVERTISING/MARKETING	(40.00)	0.00	40.00	0.00%
PRINTING AND BINDING EXPENSES	113.08	0.00	(113.08)	0.00%
DUES AND FEES	3,998.85	802.08	(3,196.77)	-398.56%
INTEREST EXPENSE	0.01	0.00	(0.01)	0.00%
BANK FEES	27.95	0.00	(27.95)	0.00%
TOTAL OTHER EXPENSES	4,099.89	802.08	(3,297.81)	-411.15%

FACILITY MAINTENANCE

Database: ACADEMICANV
ENTITY: 021

YTD Comparative Income Statement
P&L in Board Budget Format
ACADEMICANV
Somerset Academy of Las Vegas Executive Director

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Date: 7/18/2018
Time: 9:20 PM

Accrual

Report includes an open period. Entries are not final.

	Year-To-Date			
	Actual	Budget		
Thru:	May 2018	May 2018	Variance	
TOTAL FACILITY MAINTENANCE	0.00	0.00	0.00	
FACILITIES OPERATIONS				
TOTAL FACILITIES OPERATIONS	0.00	0.00	0.00	
UTILITIES AND SERVICES				
TELEPHONE	0.01	0.00	(0.01)	0.00%
TOTAL UTILITIES AND SERVICES	0.01	0.00	(0.01)	
ADJUSTING ENTRIES				
TOTAL ADJUSTING ENTRIES	0.00	0.00	0.00	
TOTAL EXPENSES	484,984.26	520,836.32	35,852.06	6.88%
NET INCOME	(484,984.26)	(495,169.66)	10,185.40	2.06%

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26 2018 Agenda Item: 3e2 – Approval of the use of Bond Funds up to \$28,000 for Improvements at the Losee Campus: Executive Director’s Offices and Gymnasium Floor Logo Enclosures: 2
--

SUBJECT: Losee Campus Improvements

<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

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 0 Minutes
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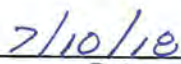
Background: The Finance Committee recommends approval of the use of bond funds up to \$28,000 for improvements at the Losee campus. Bids are attached.
--

Submitted by Staff

Customer

Name Somerset Academy of Las Vegas
 Address 6630 Surrey St.
 City Las Vegas State NV ZIP 89102
 Attention somersetbilling@academicanv.com

Date 7/10/2018
 Project Losee III
 4650 Losee Rd
 N Las Vegas NV

Description	Price	TOTAL
Provide painted Lion logo at center court, using Gold on the body, Black on the lines and Red and Gold lettering.		
Labor & Material for Painted Logo	\$ 9,833.00	
NGC Supervision	\$ -	
Subtotal	\$ 9,833.00	
Bond	\$ -	
Liability Insurance	\$ 87.00	
Fee	\$ 298.00	
Total Amount of Proposal		\$10,218.00
		
Rick DeLong	Date	
Arthur Ziev	Date	

4121 Wagon Trail Ave, Las Vegas, Nevada 89118
 702-254-0262 Fax: 702-255-3634



"To develop long term relationships in our community, with integrity, while providing high quality services and products for a complete package."

FSI / Flooring Solutions of NV, Inc.

4275 W. Reno Ave.
Las Vegas, NV 89118
Phone 702.399.9003 Fax 702.399.9004

Nevada Contractors License #'s 52766,55710,67009,72063 & 74635

Submitted To:

NGC

Attention:

Rick DeLong

Phone and Fax:

Date:

6.04.2018

Address:

Project Name:

Losee Rd Campus Gym floor logo June 2018

City, State, and Zip Code:

Project Mailing Address:

Architect:

Date of Plans or Revision:

Project City and State

Email:

*******Scope of work*******

Gym center court logo and lettering
See attached layout

FURNISH AND INSTALL: 3 color painted Lion at center court, Gold on body, Black on main & game lines, Red & gold lettering.

A: Paint, sealer, freight, tax

B: Labor to paint logo (see attached) and new game lines

C: Labor to screen and recoat entire gym to blend.

Material: \$1,597.41

Labor including artwork: \$8,235.29

As of June 4th, the soonest we could do this is July 9th to duration of curing (approx. 3 weeks total).

We propose hereby to furnish materials and labor,

Complete in accordance with above specifications, for the SUM of: **\$ 9,832.70**

Respectfully Submitted,

Marvin R. Hyde

Signature _____ Project Manager / Estimator



"To develop long term relationships in our community, with integrity, while providing high quality services and products for a complete package."

FSI / Flooring Solutions of NV, Inc.

4275 W. Reno Ave.
Las Vegas, NV 89118
Phone 702.399.9003 Fax 702.399.9004

Nevada Contractors License #'s 52766,55710,67009,72063 & 74635

***** Inclusions, Exclusions and Clarifications *****

Inclusions

1. Proposal includes sales tax, normal job stocking, regular business hours installation and our one year installation warranty.
2. Basic floor prep for NEW CONSTRUCTION ONLY is inclusive of expansion joints and holes no bigger than a dime. (see Exclusions Line Item # 9)
 - a) Resilient Products appx 1 bag of Ardex SDF - 1 man hour @ Appx 250 - 350 sq ft figured
 - b) Carpet Broadloom appx 1 bag of Ardex SDF - 1 man hour @ Appx 750 - 1,000 sq ft figured
 - c) Remodel, TI or any other type of renovation is to be determined by existing site conditions and scope of work

Exclusions

1. Overtime and/or Premium time.
2. Removal of contaminants from existing substrate (paint, drywall mud etc) - Vacuuming. (See clarifications line item 1,2)
3. Bonds, Permits and Licensing Fees. Unless noted as a line item on FSI's original proposal
4. More than one mobilization. Moving of furniture or fixtures
5. Demolition unless noted on original proposal.
6. Washing or waxing of VCT or other resilient flooring.
7. Moisture testing moisture protection. Work out of sequence (see clarifications line item # 4)
8. Heating and cooling, lighting and floor protection. (see clarifications below line # 3, 5)
9. Major floor prep such as: grinding, leveling, bead blasting, sanding, underlayment, skim floating, or anything bigger than a dime sized hole
10. CONCRETE MUST MEET FLATNESS REQUIRED IN SPECIFICATIONS OR MANUFACTURER FSI is not responsible for determining tolerances
11. Waterproofing, anti-fracture membrane, or scaling
12. No downtime due to any badging, orientation meetings or OSHA
13. Travel time and per diem not included in price unless otherwise stated on proposal.

Clarifications

1. Per CR1.01 The owner or general contractor is responsible for providing an acceptable substrate for the specified installation.
2. Per CR1.02 Concrete to be free of cures, retardants, or sealers and to be smooth hard - troweled finish. Floors should be protected prior to our arrival. Any stripping or clean up required prior to the start of work due to negligence or other trades (i.e. paint, drywall, mud, etc.) will be billed on a time and material basis. - NOTE: While some floor prep is "normal" it is not the floor covering installation contractor's responsibility to correct the deficiencies in the work of other tradesman.
3. Per CR1.12 Carpet ETC must be installed when the indoor temperature is between 65-95 deg F with a maximum relative humidity of 65%. If ambient temperatures are outside these parameters, the installation must not begin until the HVAC system is operational and these conditions are maintained at least 48 hrs before, during and 72 hrs after completion.
4. Per CR1.10 Before making an adhesive - adhered installation, the owner or general contractor, or their designated agent must submit to the flooring contractor a written report on the vapor emission level and the surface alkalinity of concrete subflooring.
5. JOBSITE CONDITIONS must have an acclimated environment (PERMANENT HVAC) prior to moisture tests or installation of material - Temp heat, A/C is not Accepted according to ASTM Standards
6. Pricing is predicated on design, scope of work and square footage, as well as consecutive work days, uninterrupted by other trades.
7. The square footage herein is the basis for the cost proposal, any dramatic increase or decrease to the footage will result in a change order increasing or decreasing the contract amount.
8. This project has been bid with union labor rates and work is expected to occur during the regular "work week" Monday thru Friday, 6:00 am to 4:30 pm. If the construction schedule changes requiring unusual work hrs, weekend or overtime work, those additional costs will need to be authorized in writing by the general contractor prior to the work commencing.
9. Excludes permit fees, bonding, traffic control, temporary utilities (including climate control), moisture problems inherent to existing conditions.
10. Material and Labor lead time may be as much as six to eight weeks. All out of town work will require a two week lead time for all travel and freight arrangements. If we do not receive this lead time a change order will be issued to cover additional costs.
11. We expect to be provided the entire work area to perform our work uninterrupted by others from start to finish. If we are required to stop work or are delayed at any time we will expect to be compensated for all cost incurred as a result of work stoppage.
12. Our pricing and manpower schedules have been priced utilizing a union work force and is based upon the international trade agreement. Any special requirements implemented by the local trade unions that effects our costs or ability to perform work will constitute a change order.
13. If deposits are required by any Vendor or Manufacturer, then client will pay such amount required.

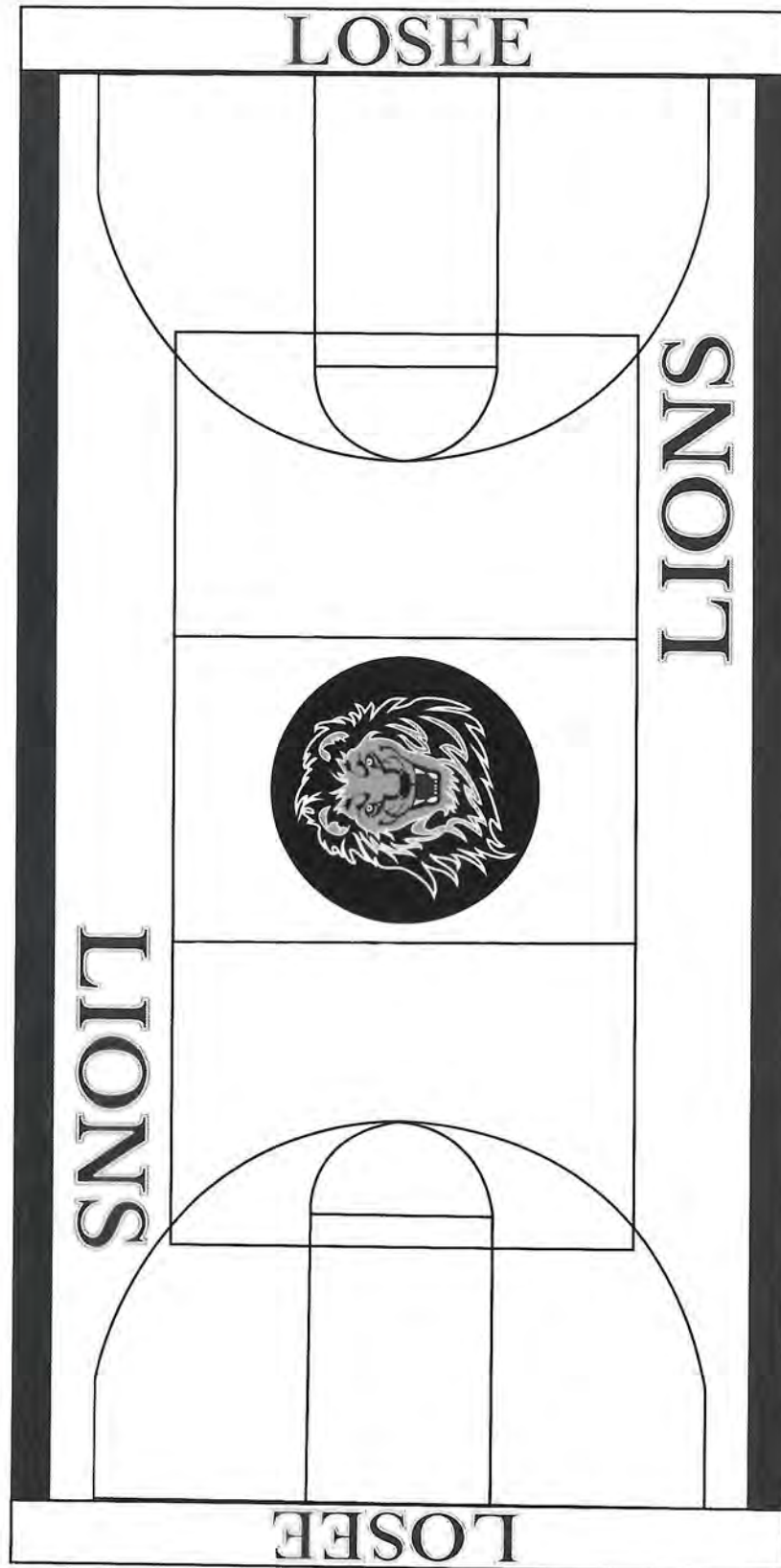
Labor Rates

- | | | |
|-------------|-----------------|--|
| 1. \$88.50 | Regular Time | Monday - Friday from 6am to 3pm not to exceed 8 hrs in one shift |
| 2. \$132.75 | Time and a Half | After 8 hrs regular time, after 3pm M-F and Saturday 6am to 3pm not to exceed 8 hrs in one shift |
| 3. \$177.00 | Double Time | Over 11 hrs M-F from 6am to 3pm, over 8 hrs of time and a half, Saturday nights and Sundays |

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.
Flooring Solutions of Nevada

Authorized Signature _____ Date _____

Printed Name/Title _____ Accepted _____ Approved _____



LIONS
LOSEE

Font:
Libre Baskerville



Lion Logo
w/ circle



Lion Logo
w/out circle



#000000
75/68/67/90



#fbb042
0/35/84/0



#be202e
18/100/91/8

Customer

Name Somerset Academy - Losee Campus
Address 4650 Losee Rd
City North Las Vegas State NV ZIP 89081
Attention John Barlow

Date 6/1/2018
Project Losee III
4650 Losee Rd
N Las Vegas NV

Description	Price	TOTAL
Provide and install new glue down carpet with 4" rubber base, plastic laminate lockable upper and lower wall cabinets, plastic laminate open wall cabinets, plastic laminate countertops and new paint in Room 102. Provide and install new glue down carpet with 4" rubber base and new paint in Room 105. We have excluded all furniture removal and relocation.		
Casework	\$ 6,748.00	
Drywall Touch Up and Paint	\$ 2,330.00	
Flooring	\$ 4,328.00	
Final Clean	\$ 525.00	
NGC Supervision	\$ 850.00	
Subtotal	\$ 14,781.00	
Bond	\$ 156.97	
Liability Insurance	\$ 125.64	
Fee	\$ 1,205.09	
Total Amount of Proposal		\$16,268.70


Rick DeLong


Date


John Barlow

6/4/18
Date

4121 Wagon Trail Ave, Las Vegas, Nevada 89118
702-254-0262 Fax: 702-255-3634

Nevada License #031854

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26 2018

Agenda Item: 3e3 – Approval of the use of Bond Funds up to \$6,175 for Improvements at the Stephanie Campus: Glass Partition and Doors

Enclosures: 1

SUBJECT: Stephanie Campus Improvements

☐ Action

☐ Appointments

☐ Approval

☒ Consent Agenda

☐ Information

☐ Public Hearing

☐ Regular Adoption

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

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

Background: The Finance Committee recommends approval of the use of bond funds up to \$6,175 for an improvement at the Stephanie campus. A bid has been attached; however, additional bids are being sought and can be used if the price is lower.

Submitted by Staff

Silver State Glass & Mirror Co.

Serving Southern Nevada Since 1953

2825 E. Fremont St. Las Vegas, NV 89104

Phone (702) 382-1400 / Fax (702) 382-9308

Emails: ray@silverstateglass.com accounting@silverstateglass.com

Bid Limit: Unlimited / NV Contractors License#: 4490A / C-8 Glass & Glazing

April 13, 2018

Academica Nevada

6630 Surrey St

Las Vegas, NV 89119

Ph: 702.431.6260

Fax: 702.431.6250

Email: Gilberto.Cuevas-Duran@academicanv.com

Attn: **Gilberto**

**Job: Somerset Academy
50 North Stephanie Street**

DESCRIPTION OF WORK TO BE PERFORMED:

All materials on this proposal are special order. *Deposit Required for all special orders- Funds due prior to materials being ordered***** Furnish and install 1 ¾" x 4 ½ clear anodized aluminum storefront with ¼" clear tempered safety glass; aluminum storefront doors will be (1) 6ft x 8ft wide stile rails, 10" bottom rails, C-pull handles, continuous hinge, standard Three-point lock, sweeps, no threshold, LCN 4040 XP closer and drop-down plates. See below for option for concealed rod panics instead of Three-point lock.

Exclusions: Cleaning of any glass or metal front construction. Bond not included in total quote.

Total Base Price to Complete: \$5,175.00

Option: Add to Base Price – Concealed rod panics instead of three-point lock \$1,000.00

APPROXIMATE LEAD TIME 2 to 3 WEEKS

Price includes applicable taxes, material and labor.

Payment terms: Net 30 days from date of completion.

Special order materials may require an extended lead-time and/or a 75% deposit – No joint checks, or AMEX accepted

Silver State Glass standard insurance & warranty only applies.

All billing for insurance claims are the responsibility of the customer.

THIS DOCUMENT **MUST** BE SIGNED BELOW & RETURNED PRIOR TO ORDERING OF MATERIALS. **FAX TO: 702.382.9308**

Acceptance: _____ Date: _____

Price includes all applicable taxes. This quote is valid for twenty days only and is subject to the terms and conditions of Silver State Glass & Mirror Co., Inc. Terms and conditions of Silver State Glass & Mirror Co., Inc. are available upon request. This quote is also contingent upon approval and review of any and all contractual conditions that may be required by the customer. Silver State Glass & Mirror Co., Inc. reserves the right to rescind this quote under those conditions. This quote when awarded binds the customer to the terms and conditions of Silver State Glass & Mirror Co., Inc. All deposits on orders are final. NO REFUNDS. All Sales Are Final. Quoted prices are based upon cash payment. Silver State Glass & Mirror and its employees or representatives reserve all rights without prejudice under the Uniform Commercial Code Section 1 Subsection 207. Silver State Glass and Mirror Co., Inc. reserves the right to pre-lien any awarded proposal that is equal to or greater than \$2,500.00.HM/SS

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26 2018

Agenda Item: 3e4 – Approval of a Janitorial Contract between Dynamic Cleaning, LLC and the Sky Pointe Campus

Enclosures: 7

SUBJECT: Sky Pointe Campus Janitorial Contract

☐ Action

☐ Appointments

☐ Approval

☒ Consent Agenda

☐ Information

☐ Public Hearing

☐ Regular Adoption

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

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

Background: Principal Esplin has requested that the Sky Pointe campus replace the current janitorial company. Bids are included in the support materials; however, the Finance Committee reviewed the bids and is recommending a contract with Dynamic Cleaning, LLC.

Submitted by Staff



A COMPANY BUILT TO SERVE



AT YOUR SERVICE

Your commercial cleaning partner should provide you with more than clean rooms, corridors and counters. Their focus and commitment to excellence should mirror yours. You value your employees and their ideas, your workspace, and your organization's culture—so should the partner you rely on. That's a connection that can be challenging to find—it's one CCS is committed to delivering.



COMMERCIAL CLEANING SYSTEMS

JANITORIAL SERVICE PROPOSAL



PRESENTED TO

SOMERSET ACADEMY

JULY 18, 2018

PRESENTED BY

JUDY PURCELL

BUSINESS DEVELOPMENT MANAGER

COMMERCIAL CLEANING SYSTEMS



July 18, 2018

Gil Cuevas

Academica Nevada
On behalf of Somerset Academy
Sky Pointe Campus
6630 Surrey St.
Las Vegas, NV 89119

Dear Gil,

Thank you for the opportunity to provide a commercial cleaning proposal for Somerset Academy's Sky Pointe Campus in Las Vegas. We appreciate your trust and look forward to engaging in a long-term partnership with you and your team.

Commercial Cleaning Systems shares your team's passion and commitment to excellence and value. As reflected in our proposal, CCS' customer-centric culture is focused on working hard, providing a high level of service, and taking pride and responsibility for our work. Importantly, we continually seek to not only meet but exceed your expectations. For us, that process starts with listening. Our goal is to be the best janitorial service provider—and the best vendor partner in the business community.

Please contact me with any questions at 702.279.0307 or by email at jpurcell@commercialcleaningsystems.com. We look forward to connecting with you after you have an opportunity to review the enclosed proposal.

Sincerely,

JUDY PURCELL
BUSINESS DEVELOPMENT MANAGER

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INTRODUCTION

THE RIGHT CLEANING PARTNER



A mix of factors determine whether a custodial cleaning partner is the right fit. And while we know every customer's requirements are unique, we also know there are some overarching factors that come into play.

- Does the team have the bandwidth to serve my needs day to day?
- Have all the team members been vetted and trained?
- Are team members employees or contract workers?
- What's my back up if a cleaning team member calls in sick?
- How is the evening crew managed?
- What's the team's specialized expertise for handling delicate equipment or situations?
- Is the environment and green cleaning part of their everyday thinking and approach?
- Can I rely on them for add-on services (think moving clean up, carpet cleaning and specialized waste disposal)?
- What are their billing practices?
- Will they deliver superior service and demonstrate value at a reasonable cost?
- How will they ensure a seamless transition from my current custodial service?

No doubt, your checklist likely includes even more—and we're ready to respond. Our goal is to arm you with the information you need to get a sense of who CCS is and how we work.

INTRODUCTION

A COMPANY BUILT TO SERVE

Commercial Cleaning Systems' (CCS) work touches more than a million individuals. For medical teams and their patients, office workers, students and more, we ensure millions of square feet of manufacturing facilities, labs, classrooms, boardrooms, offices, meeting rooms and outdoor patios are clean and ready for a productive day (or night) of work.

The business of cleaning involves a level of trust and commitment that goes well beyond a quick handshake and to do list. Few jobs take you so close and so deep into an organization on a daily basis. At the same time, we've come to expect the things we rely on every day—water, electricity, cleaning—to simply be there. Often, it's only when something out of the ordinary occurs, that we take notice.

For the vast majority, cleaning fits into this box. We want it done (and done right) with little fanfare. Yet for those responsible for selecting and securing custodial cleaning services, the box isn't always so tidy. The process of finding that right partner is a balance of many factors. Reliability, reputation and cost are just the starting point.

CCS's goal is to help you make that right decision easier. By delivering extraordinary service and job performance, our work will make you and your team members' workday better. To achieve that, we start with the right people—recruiting, employing and training a team that takes pride in its own work. That means pride in both the process and, of course, the outcome.

Warm, responsive and above all, reliable are core traits we look for when hiring team members. Then we empower that team with the equipment, training and technology to work efficiently and productively. We're also aware our own culture—what we value, how we communicate, what we do each day—factors into the mix. In fact, we know there are dozens of tangible and intangible ingredients that determine whether a cleaning company is the right fit for your unique needs.

In this proposal, we touch on those factors and what customers characterize as the CCS difference. It's what we call our "Built to Serve" promise. As you review our materials and check our references, we hope you come to the same conclusion: We're ready to put our difference to work—we're ready to serve.

INTRODUCTION

EXECUTIVE SUMMARY

Thank you for the opportunity to provide your team with a proposal for custodial services. The time you invested to share expectations and scope of work is the first step in a trusted relationship. We look forward to earning and building a long lasting partnership.

In preparing this proposal, we thought through the requirements of the contract and incorporated the points we learned during our walk through. I think you will sense Commercial Cleaning Systems' (CCS) difference. It's evident in the way we hire, our onboarding and training processes, as well as the advanced technology and communication tools we utilize. We invest in these areas to create a strong culture and to better anticipate and address your needs quickly and with care.

We are focused on three core deliverables:

EXCELLENCE. Somerset Academy's passion and commitment to excellence and team values is shared by CCS. As reflected in this proposal, CCS has a customer-centric culture focused on working hard, providing a high level of service, taking responsibility for our actions. We constantly seek and find ways to exceed client expectations. Our goal? To be the best janitorial service provider and your top vendor partner in the business community.

NIGHT SUPERVISION. Our onsite leads and supervisors will report into our Area Managers at night—coverage that few teams likely offer. Our Area Managers are charged with supervising the CCS night teams and will frequently inspect locations with our onsite supervisors to ensure quality and that all requested follow-up items are completed.

DAY-IN, DAY-OUT. For many clients, daytime coverage sets the tone of the relationship—and satisfaction. CCS Day Porters will be directly supervised by our Account Manager, Brijida Castro. This position supports your Day Porters to ensure ongoing quality training, personnel development and follow-up on needed items throughout the day. It's a model that allows us to tailor our work to your exact needs.

We are confident that CCS is the ideal commercial cleaning partner. We are ready to serve.

ABOUT US

OVERVIEW



CCS is a dedicated, full service janitorial company specializing in a range of building types including single and multi-tenant, corporate campuses, medical, industrial, retail, research and development, educational and public/government facilities.

We're proud thousands of companies and organizations nationwide rely on us as their cleaning partner. In addition to core janitorial services, we also provide specialty services to customers on an as needed basis, including carpet cleaning, flood restoration, hard floor maintenance, window cleaning and exterior power washing.

ABOUT US

A TEAM THAT DELIVERS

Headquartered in Denver, Colorado, CCS was founded in 1988 as a sole proprietorship via the purchase of four small janitorial building contracts. Over the next three decades, with the mission of being the best, CCS has grown to be the largest provider of janitorial services in the Western U.S.

In 2007, CCS opened an office in Southern California expanding commercial cleaning capabilities and presence in California. In 2008, we expanded in the Southwest and established a foothold to become the best janitorial operator in the Arizona market. Due to customer request, we then expanded into the Las Vegas, NV market in 2012.

Today, we employ thousands nationwide ensuring our team has the bandwidth and reliability needed to scale and cover any cleaning assignment, every day. With operations in five states, we are led by a management ownership group with a proven operational background in the commercial janitorial industry. We purchase all of our own equipment and will not require any outside financing for capital equipment to service your account. Our management principles of safety first and re-investing within our people and company align well with your organization.

We've included our team bios in the addendum of this proposal and encourage you to review the proven leadership and industry experience that CCS team members bring to the relationship.



BUILT TO SERVE

By combining the “best of the best” in all locations, CCS has quietly emerged as a regional company with a reputation for delivering quality services, with a focus on high-level customer service and superior cleaning. We’ve built a strong reputation in the building service industry by sustaining long-term relationships and expanding service delivery to loyal customers. By focusing on continuous improvement and a customer-based culture, CCS looks forward to a long future of providing the best janitorial service in the industry.

ABOUT US

A TEAM THAT DELIVERS

TEAMWORK THAT DELIVERS

At the center of every standout service business is its people—the team performing the work. Ensuring that team has the resources it needs to succeed is critical. At CCS, our team focus begins with hiring the right service-minded individuals, then arming them with the support to succeed.

From training to technology, human resource policies, professional attire, benefits and promotions, a host of workforce elements come into play. Our local management and communications model ensures your needs are met and our thousands of employees have the resources they need.

Our team mindset extends beyond CCS to the way we work with you. We view ourselves as partners, as teammates, and know our work can add to your success and peace of mind. By tapping the latest technology and communications devices, for example, our team stays in touch with each other, and with you.

A SENSE OF OWNERSHIP

A key differentiator of our team is that they are ours. As full-time hires (versus contract staff) team members at every level know they are part of our success. We do not subcontract ensuring uniform and consistent quality. For managers, that connection is made even stronger via ownership rights—and returns.

We also believe ownership translates to responsibility to own your own success and outcomes. It's a mindset that requires a commitment to follow through, to solve a problem that's been presented (or even better, anticipate and tackle an issue before it occurs.) It's a way of thinking and working that we encourage and reward.

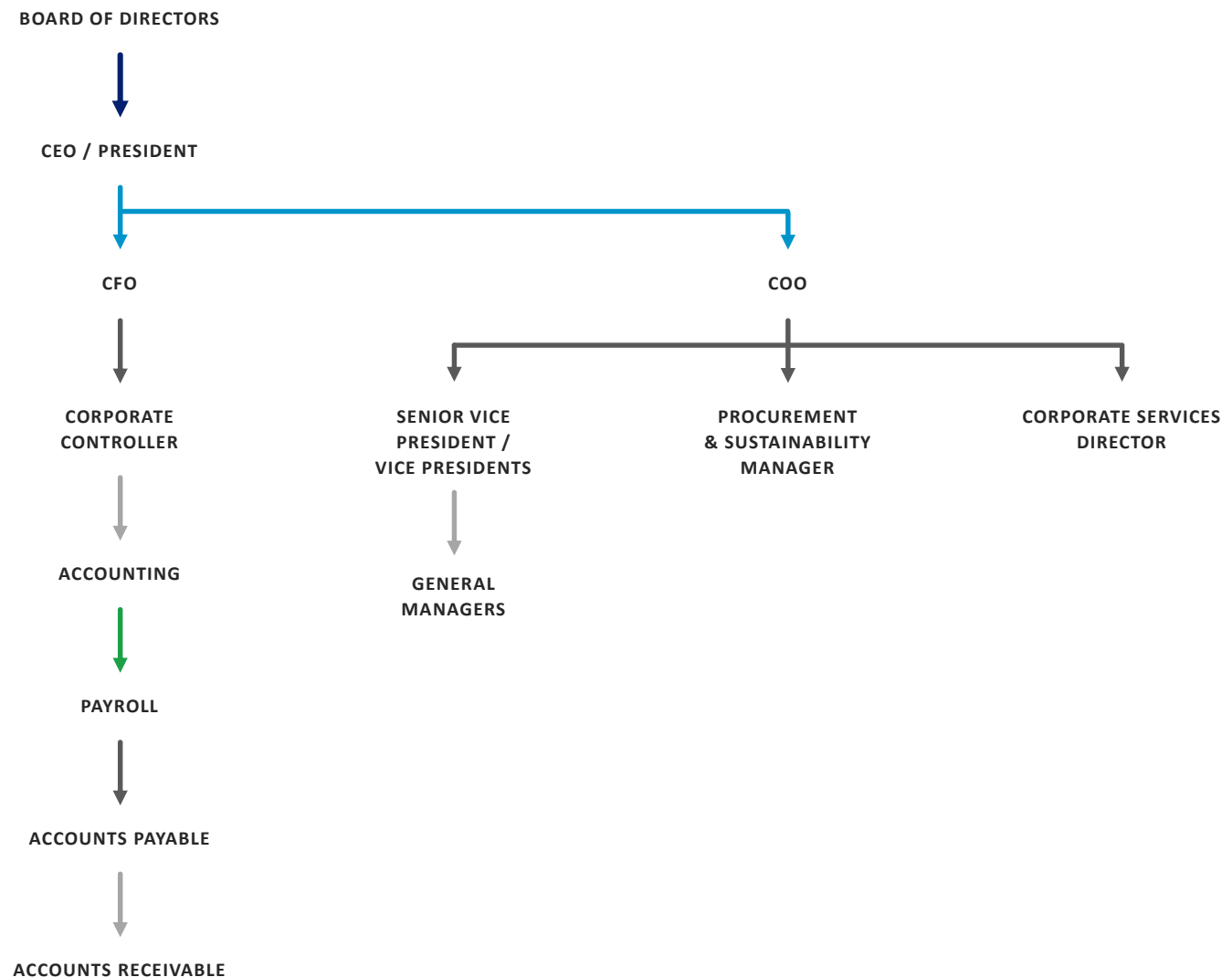


*In **Built to Last**, best-selling author Jim Collins chronicles companies that have grown and endured based on core principles of leadership. We champion those core tenets—and beyond. We do that by infusing a “**Built to Serve**” philosophy in all we do.*

ABOUT US

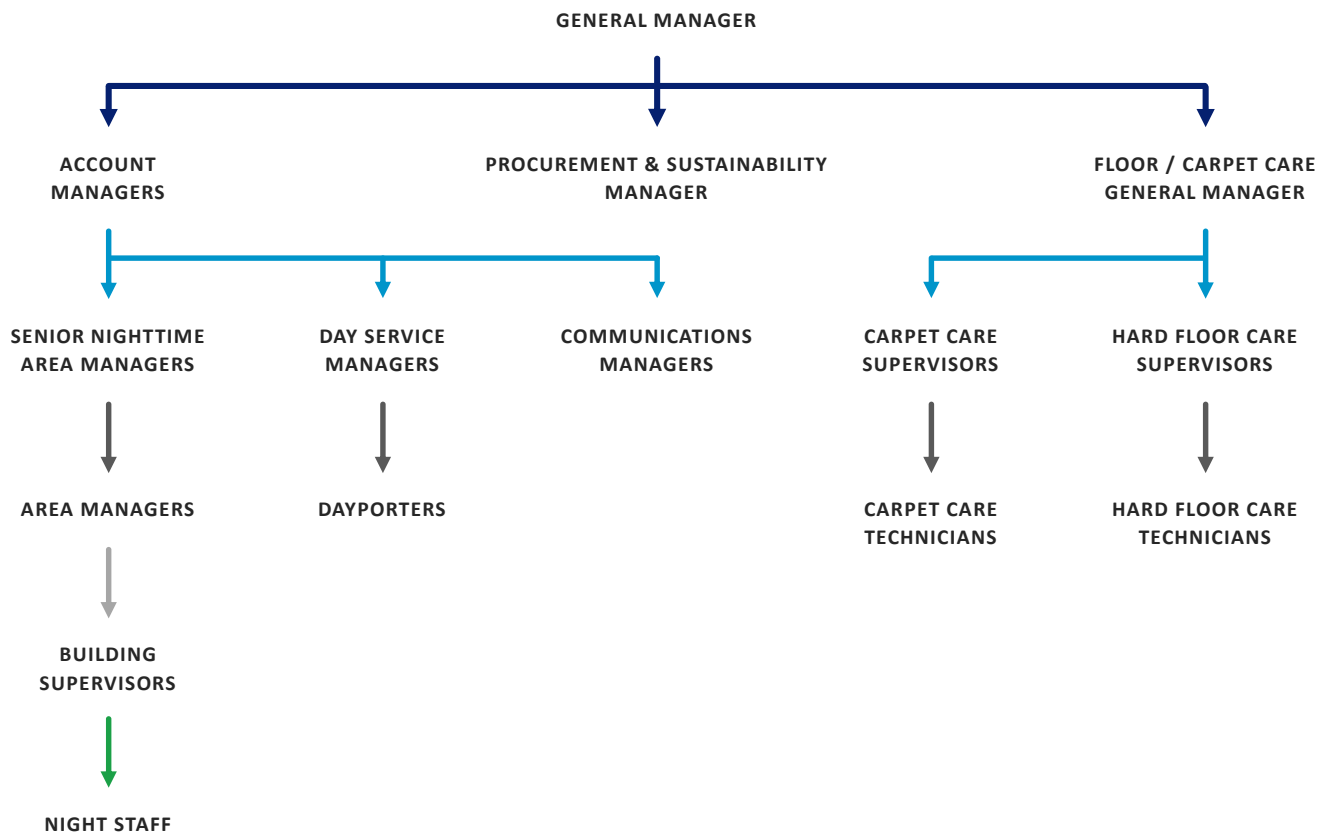
CORPORATE ORGANIZATION CHART

We value the trust you place in our ability to deliver superior service. A core part of our commitment to excellence—and ability to execute beyond our clients’ expectations—comes from a deep sense of collaboration and open communications. It’s the foundation of our culture, and our ability to serve.



ABOUT US

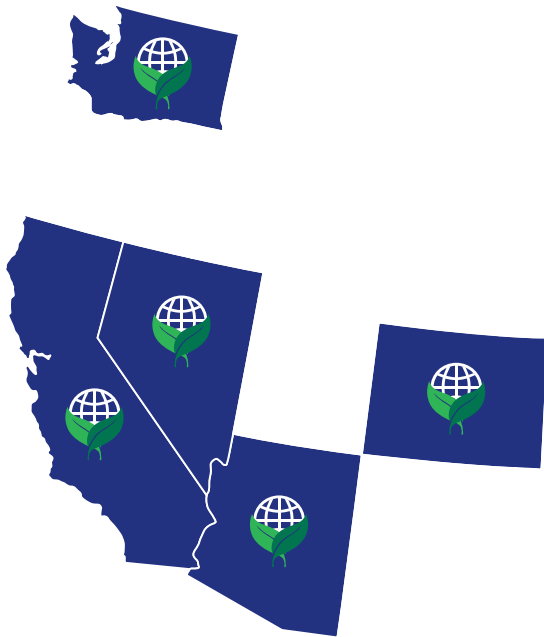
LOCAL ORGANIZATION CHART



ABOUT US

SELECT LOCATIONS

REGIONAL STRENGTH. LOCAL RESPONSE.



AREAS WE SERVE

ARIZONA
CALIFORNIA
COLORADO
NEVADA
WASHINGTON

Visit WWW.COMMERCIALCLEANINGSYSTEMS.COM for a full list of our locations.

ABOUT US

WHAT MATTERS MOST

While cost is always a consideration, the lowest cost provider is not always the best fit. Sometimes the trade-off for paying less is simply too high—too many unknowns, too many frustrations.

We believe strongly in delivering great work backed by great service. It's why we focus on expectations, not just requirements. It's a promise businesses like the Four Seasons and Apple have embraced and elevated. Why can't that same approach happen within the custodial cleaning arena? We believe it can—and does. It's a customer-first commitment we live every day, in every interaction, with every customer. It includes ensuring the services we're contracted to perform are what you truly need, not simply what's on a set menu. It's why we work with you to develop a custodial program specific to your needs and, every step along the way find ways to deliver high quality service.

We start by listening, not talking (and certainly not selling.) We want to understand your challenges (and pain points)—what's needed, what's working, what's not, what's on your wish list. We want to get a true sense of your priorities, a feel for the way you work, and what's expected. We pride ourselves on not just responding to what you've requested, but anticipating and delivering solutions that prompt you to smile and say—"Wow, CCS. Well done." It's a way of working that will prompt you to redefine your definition of what a cleaning services partner can—and should—be.

EXPERIENCE MATTERS

Our business is commercial cleaning. For three decades, CCS has worked with thousands of customers in a wide range of industries and geographies providing us with a deep understanding of the daily services customers value, as well as those "on demand" offerings that are needed periodically from a trusted resource. From flood and restoration cleaning to medical disinfection, remodel and renovation prep—there is a host of services CCS can provide at a moment's notice. For customers, that means "yes" is just a call, text or email away.

We also provide services to assist in achieving all levels of LEED certification. We have worked with a mix of customers on LEED projects, experience that helps ensure your sustainability goals are met.

We believe in continued improvement—of using metrics (including customer feedback) to carefully review how we work and the value we deliver. It's a growth mindset that many of our customers have as well. We believe it's the foundation of a great company and sustained relationships.



OUR MISSION

TO BE THE BEST

janitorial service provider

TO COMPLETELY EXCEED

our customers' expectations

TO PROVIDE EXCELLENCE

in customer service at a fair price

TO DEVELOP AND SUSTAIN

controlled growth of our company

TO ALWAYS REMEMBER

our humble beginnings

ABOUT US

WHAT MATTERS MOST

EFFICIENCY ON EVERY FRONT

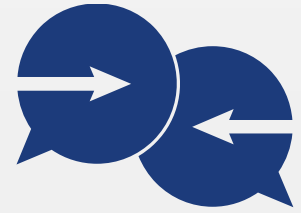
We know you are juggling a lot of responsibilities and that facility and building cleaning is just one. Of course, your responsibilities stretch much further than just cleaning, it includes the satisfaction of all who enter your buildings.

To assist, we utilize technology to make contacting us (and us contacting you) fast and efficient. All scheduling, training and site-required screenings are maintained at CCS. Our electronic timekeeping application allows our employees to check in/out via a pre-selected phone—so day shift or night shift, more time can be spent on task instead of collecting time sheets. For CCS managers, that's more time for inspections, site visits and employee development.

We've also found that electronic timekeeping provides an additional layer of accountability knowing when our employees are on site in real time. We also arm each of our managers with tablets, mobile devices, Office 365, GPS, and cloud-based solutions to ensure they can communicate with our teams and create and distribute work orders and checklists in real time. No more chasing anyone down and hoping it gets done.

WHAT SETS US APART

- Best-in-class, full service
- Award-winning, certified green cleaning
- Cleaning for any building type, any size
- Solutions, not excuses
- Attention to detail—big and small
- Available day and night 24/7, every day
- Customer-first mindset
- Tech investments to streamline team and client communications
- Pride in what we do—and deliver
- Customized cleaning services
- Highest level of trusted, reliable service



STAYING CONNECTED

While we know technology solutions help our team and yours stay connected, we also value face-to-face communications. That's why we schedule in-person sessions to hear from you and your team about what matters most and what's on your mind. Open, clear channels of communications are core to the way we work.

ABOUT US

WHAT MATTERS MOST

A TRUSTED PARTNER

We believe trust and respect is earned—each and every day. Key to every trusted relationship are candid and open dialogue and a commitment to do as you say; in short, to deliver on what’s promised. It also means anticipating issues and delivering what’s needed before being asked. It’s these intangibles that add up to a big difference. It’s true in your workplace with your colleagues, and it’s true for CCS.

Here are just some of the ways we work that have helped us deliver value to our customers and build long-standing, trusted relationships.

OPEN COMMUNICATIONS. We strive for this every day, not just at the start of a client contract. Throughout an engagement, we’ll meet with you periodically to ensure a complete understanding of your goals and objectives—and then we’ll deliver timely communication of schedules and other updates. and shift changes.

WORKFLOW OPTIMIZATION. Flexibility and a willingness to adapt based on real-world happenings (like changing weather or changes to your workplace requirements) is part of the way we work. We conduct periodic check-ins between onsite teams and managers as well as flex scheduling to ensure urgent items are handled quickly, without abandoning routine tasks.

COMMITMENT TO EXCELLENCE. After three decades of service, we know listening—followed by action—is a powerful combination. We have an absolute commitment to understand what’s important to you and then deliver on those expectations. This commitment starts with a thorough understanding of your specific cleaning requirements or regimens, budgets and operating costs—and extends to the way our team interfaces with you day to day and executes on the work.

COMMUNICATION IS KEY



**Request
from customer**



**Contact
account manager**



**CCS Internal:
Work scheduling**



**CCS Internal:
Work complete**



**CCS confirms
Completion with customer**

ABOUT US

GOLD STANDARD CERTIFICATION: CIMS ACCREDITATION

Within the commercial cleaning services industry, the Cleaning Industry Management Standards (CIMS) is the gold standard. The first consensus-based management standard for the cleaning industry, the evaluation is both independent and thorough, with a 360-degree view of an organization's work.

In October 2017, CCS received the rare CIMS accreditation, CIMS-Green Building Honors designation.

RIGOROUS EVALUATION

To earn CIMS accreditation, core areas of operation are rigorously reviewed, providing an independent and objective 360-degree evaluation, from management and operations to performance systems and processes. The findings provide a team with a benchmark for successful delivery of consistent, quality services designed to exceed customer needs and expectations. CIMS doesn't dictate the approach an organization should take (it's not prescriptive); instead, it assesses how robust the approach the company has implemented is.

Some of the CIMS scorecard elements focus on "big picture" processes and planning, others are very detail oriented. Together they provide a valuable, in-depth look at an organization from both an inside and outside vantage point—from a team/employee perspective, as well as client-facing one.

CIMS-GB: WHAT IT MEANS TO YOU

CIMS-GB certification demonstrates a company's ability to assist customers in achieving LEED EB: O&M points and assurance for partnering in the LEED process. In fact, CIMS-GB is a direct compliance option for the "Green Cleaning Policy" LEED prerequisite. To satisfy the prerequisite, facilities can either invest in developing and implementing a comprehensive green cleaning policy or simply utilize a CIMS-GB certified cleaning service provider.

CCS is one of the select few cleaning provider worldwide that currently holds the CIMS-GB with Honors designation—recognition that we achieved a near perfect green review/compliance score.



GOLD-STANDARD CERTIFIED

Currently 218 commercial cleaning companies in North America have earned CIMS accreditation. CCS is proud to be among them.

Fewer than 10% have achieved the CIMS-GB with Honors certification -think of it as a rare summa cum laude designation in green building and cleaning.

CIMS accreditation applies to the organization in its entirety, not just a specific individual, process or product.

ABOUT US

GOLD STANDARD CERTIFICATION: CIMS ACCREDITATION

WHAT CIMS ACCREDITATION SAYS TO CUSTOMERS

For CCS customers, this accreditation provides independent validation of the quality of our work—and organization. In fact, we believe the two elements are inextricably linked. Without focused and thorough training, open communications and proven leadership, delivering quality work day in and day out would be impossible.

By design, all elements—the evaluation, the grading and the teacher (in this case, an independent certified CIMS assessor)—are tough. Fail to meet 100% of mandatory elements and 60% of the recommended / great to achieve elements in each section, no accreditation is awarded. Navigating the application and robust review process prompted our team to carefully and honestly scrutinize every aspect of the way we work, from internal policies, procedures and communications to client-facing operations, products and on the job safety protocols.

Here are the core areas the CIMS evaluation evaluated and found CCS to meet their gold-star criteria:

QUALITY SYSTEMS. General framework to ensure effective operations and continual improvement.

SERVICE DELIVERY. Processes necessary to effectively produce and deliver services, including purchasing, staffing, and handling unexpected events.

HUMAN RESOURCES. Demonstrate efficiency and effectiveness of managing “human capital” in a way that enhances organizational performance.

HEALTH, SAFETY & ENVIRONMENTAL STEWARDSHIP. Examines the processes, systems, and documentation as they relate to the organization’s quality cleaning and maintenance services with a focus on healthy, sustainable and environmentally friendly practices.

MANAGEMENT COMMITMENT. Validation of an established and organization-wide management systems to meet customer needs and expectations, even in times of organizational change.



GREEN CLEANING EXCELLENCE

The Green Building (GB) component of the CIMS accreditation is optional—but not to CCS. We believe strongly that a focus on sustainable, environmentally aware practices are a core part of successful cleaning. The requirements of the GB module evaluate CCS’ framework to ensure use of environmentally preferable cleaning practices in addition to the management best practices identified in the five core CIMS sections. CCS is one of the select few cleaning provider worldwide that currently holds the CIMS-GB with Honors designation—the highest possible.

WORKING FOR YOU

OVERVIEW



CCS maintains a stable workforce at each of our facilities. We do not subcontract services—a key point of difference that sets us apart in the custodial cleaning and janitorial industry. We use our own hourly paid employees to manage and clean our customers' facilities.

We've found the best way to build our team is via referrals from our existing, high performing employees. Careful screening prior to hiring is done by the Human Resources Manager to ensure that the person hired for the job is qualified and has the traits to stay with the job.

WORKING FOR YOU

HIRING

We conduct employment history checks, criminal background and additional checks per the requirements of the contract prior to placing an employee at a facility.

CCS ensures all new employees comply with the security requirements. As required, employees will sign a security briefing statement.

Our pre-employment/new hire orientation prepares janitorial staff members to be ready for on-the-job training when they arrive to their job assignment. In addition to company policy and procedures, our staff learns the fundamentals of their job responsibilities, including:

- The role, physical demands and job duties of janitors
- Green Cleaning Program procedures
- Rules of conduct
- Payroll guidelines
- Sexual harassment and EEOC policies
- Building security rules and procedures
- Reporting work injuries
- Safety policy and guidelines
- Hazardous Communication Program
- Personal Protective Equipment Program
- Color coding of microfiber cleaning cloths
- Care of company property and equipment
- Trash removal procedures
- Protection and safeguarding confidential information
- Reasons for immediate termination

Upon completion of the pre-employment/new hire orientation review, each employee receives:

- A briefing of on-the-job training assignment
- Contact information for their supervisor and directions to the job site



“ONBOARDING” HIRING PROCESS

1. Application
2. Interview
3. Job Offer
4. Acceptance
5. Administrative
6. Training

WORKING FOR YOU

TRAINING : ON-THE-JOB

Our top priority is to provide qualified, well-trained employees to every customer location. We know that training leads to improved employee satisfaction, productivity, motivation and morale. Training also increases our workflow efficiencies and reduces CCS' direct labor costs, providing you with quality service at a competitive price.

Our training program for new-hires, supervisors and managers is more extensive and complete than other companies in our industry.

Following the orientation period, new employees are teamed up with an experienced member of the janitorial staff from their assigned location. Under the guidance of the building supervisor and area manager, the new employee receives direct guidance from the experienced janitor in the building with the goal of moving towards working independently. The building supervisor and area manager monitors the new employee's progress and decides when it is appropriate for the new employee to work independently.

On-the-job training is site-specific and customized based on the complexity of each job assignment. A checklist is utilized to assist with reviewing all necessary topics as part of the assignment. Checklist items include:

- Communication procedures
- Site-specific building rules and regulations—i.e. security, key control
- Proper wearing of uniform and display of I.D. badge
- Location and use of Safety Data Sheets (S.D.S.)
- Emergency Evacuation Procedures and Hazardous Communication Program
- Review of building work plan and specific work assignment to include all tenant preferences
- Energy and water conservation
- Trash collection and recycle program
- Guidelines for dusting, mopping and vacuuming
- Guidelines for cleaning of kitchens/break room areas and restrooms
- Reporting of maintenance issues
- Security – securing of doors, operation of access control systems and alarm systems, securing/safeguarding keys and access cards
- Discuss proper lifting procedures and working safely
- Immediately report any unsafe conditions to supervisor
- Proper use of cleaning solution dilution center and mixing procedures

Upon completion of the training process, new CCS employees are assigned their position in the building and work in conjunction with the other janitorial staff members at the same location.

WORKING FOR YOU

TRAINING : SAFETY & QUALITY

SAFETY TRAINING & POLICY

CCS understands the critical nature of ensuring a safe workforce for our customers, as safety-related injuries impact both our team and our customers. We view safety as a critical component of everything we do—without exception.

The CCS Injury and Illness Prevention Program is a 40+-page guide we created to keep our team informed and aware of ways to work smarter and safer. It's comprehensive and serves as a valuable reference guide for all team members.

During team trainings, we use the policy to help illustrate and inform our team members about common risks—and proactive ways to minimize them. We also provide employees with access to customized CCS safety training videos through an online portal and easy to access training documentation of these trainings through our integrated mobile application. This system allows us to confirm which employees have and have not received specific monthly trainings through the application, ensuring each employee is thoroughly trained.

If an issue were to occur, the guide provides clear, step-by-step responses for our team members to follow. Reading these in advance and reviewing them together via training and role-playing has proven to be an effective way to ensure our team is alert and aware.

QUALITY ASSURANCE

Our efforts around quality assurance reflect our commitment to exceed our clients' expectations. Some ways we set and exceed include:

- Create checklists, like building inspections or surveys, with flexible templates
- Add response options, such as pass/fail or a rating scale
- Define quality standards for each item
- Collect responses through web or mobile apps
- See results instantly and resolve deficiencies
- Share results with employees
- Use reporting tools to analyze trends

Our Work Ticket Entering mobile application plays a key role in orchestrating in-the-field responses, including work tickets and completion tracking. Using the mobile app, team members can take a picture of the issue or item to be resolved, then continue to monitor progress on resolving the task. Once the item has been successfully addressed, a task completed update is available keeping all on the CCS and client team informed. An eye for detail backed by a reliable and utilized communications system is the perfect checks and balances for staying on top of small and large details.



SAFETY FIRST

Preventing Slips, Trips & Falls

Slips, trips and falls are a leading cause of occupational injuries or illnesses involving days away from work each year, according to data from the Bureau of Labor Statistics. OSHA's Walking-Working Surfaces Standard (1910.22(a)) states that all workplaces should be "kept clean and orderly and in a sanitary condition." The rule includes passageways, storerooms and service rooms. Floors should be clean and dry. Drainage should be present where "wet processes are used."

WORKING FOR YOU

TRAINING : CONTINUAL DEVELOPMENT

CCS is dedicated to an ongoing training program that constantly improves the skill sets of all workers and ensures that they are exposed to best practices and the latest techniques/equipment. Our assigned training coordinator for each branch office conducts monthly training for all our nighttime/daytime area management staff members. Subsequently, these staff members provide the training to the building supervisors and workers. The following is a list of monthly training topics to include, but not limited to:

- Illness and Injury Prevention Program
- Hazard Communication Program
- Anti-Harassment Policy and Procedure
- Zero Tolerance Drug and Alcohol Policy
- Company Rules, Policies, and Procedures
- Safety Data Sheets (S.D.S.)
- Cleaning Techniques
- Emergency Preparedness and Safety Issues
- Communication Procedures
- Finishes and Hard Floor Maintenance
- Carpet Maintenance
- Hand Hygiene, Hand and Skin Protection
- Cleaning Solutions Handling, Storage, Disposal & Recycling
- Dilution Control and Spill Management
- Bloodborne Pathogens – Emergency Spill Clean-up Procedures
- Workplace Violence Awareness
- Safe lifting and Preventing back injuries
- Slips, Trips, Falls and Hazards
- Workers' Comp and Medical Insurance Fraud
- Ladder Safety/Electrical Safety
- Equipment Maintenance and Documentation
- Personal Ergonomics / Repetitive motion
- Accident Investigation and Reporting

As part of these monthly training meetings, we engage our key suppliers to assist in sharing updates on products and advocating proper technique and product usage.

We also use a case study approach, providing real world scenarios and walkthroughs of solutions to difficult cleaning scenarios. These team discussions and open information exchanges are led by management staff and allow field crews to share experiences, ideas and solutions—in short, to take ownership.

A FOUNDATION FOR SUCCESS

OVERVIEW



Whether day or night, in today's connected world, there is nothing more frustrating than not being able to reach your cleaning team contact. To ensure 100% connections and responsiveness, CCS has invested in a suite of technology solutions engineered to make our relationship with you stronger, and our teams more efficient. We know tech-based solutions change rapidly, and we're committed to keeping pace—for the benefit of our team and yours.

We use technology tools with a focus on efficiency and optimizing workflow—not on replacing face to face communications with our customers. We perform advanced analysis to help us gain a deeper understanding and identify patterns relating to business performance, customer preferences and quality control. Management can more easily communicate business strategy, streamline operations and minimize waste, as well as connect with other teams on the spot.

A FOUNDATION FOR SUCCESS

TECHNOLOGY

Our technology and support solutions have created a team culture and positive impact throughout the company, building an open and communicative environment for all employees, vendors, and customers. Importantly, ready access to technology provides CCS employees with a sense of independence and trusted communications regarding their schedules and early access to upcoming payments. With ready access to technology tools, each employee is able to see their schedules, view their paychecks before they're issued—and more. The result? Added peace of mind, personal performance and reliability.

Here's a look at what solutions will be at work for you:

MATERIAL REQUIREMENTS PLANNING (MRP)

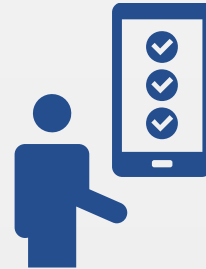
Our scheduling and HR management system is the tool we use for creating and maintaining all scheduling, training and site-required screenings. It ties directly to the CCS invoicing system eliminating missed data “handoffs” that can often occur with other approaches.

ELECTRONIC TIMEKEEPING

We set up Electronic Timekeeping at each CCS customer location. This electronic timekeeping solution allows our employees to check in/out via a pre-selected phone eliminating the need for collecting timesheets. It's easier and efficient for our employees, but the biggest benefit is it allows our night management team to spend more time on inspections, site visits and employee development rather than chasing timesheets and delivering checks. It's also a valuable layer of team accountability as it communicates real-time data about when and where employees are, and whether they're clocked in or out.

OFFICE 365

We provide each CCS manager with an iPad and Office 365 for communicating with our teams and creating and distributing work orders and checklists on the spot. With all our files securely hosted in the cloud, managers can create, modify and send out proposals in the field, instantly send Day Porter schedules and other key scheduling and communications without delay.



CURRENT TECHNOLOGY

We use the latest technology to ensure our professional service to our customers.

Mobile devices

Cloud computing

Employee portals

Team sites

Advanced reporting

Real-time data collection

GPS tracking

A FOUNDATION FOR SUCCESS

PROMOTIONS & INCENTIVES

CCS is committed to promoting from within our ranks. A high percentage of employees have been promoted from within; team members who joined as Porters are now account managers and supervisors, office assistants to client service roles. If an employee has the desire, drive and job performance for more responsibility—our goal is to help them grow. This unique philosophy of employee development and promotion from within is a point of differentiation within the cleaning industry—a benefit to both our customers and our employees.

During our manager meetings, we identify standout team members who have excelled in their positions and are poised for promotion. We communicate promotion guidelines to our employees so they can set—and meet—clear metrics. Employees who express a desire for promotion are given specialized training in areas such as supervision skills, time management, cost controls, budget procedures, and job specific subject matter.

EMPLOYEE PROMOTION TRACKS



In addition to our promotional and team development principles, CCS also believes in recognizing employees for a job well done. We view these as a win/win—a way to single out high achievers and build loyalty. A few examples include:

- On-the-spot employee rewards and recognition incentives
- On-site visits from our executive leadership to recognize employees
- Partnering with our customers to create year-end bonus programs for high-performing teams or individual employees

A FOUNDATION FOR SUCCESS

INDUSTRY AFFILIATIONS

Staying ahead of changes in the cleaning industry—from new products to new regulations—is a commitment we make to both our employees and customers. CCS invests in ongoing partnerships and affiliations with the Janitorial Services industry, as well as industry groups and associations our customers' value.

A strong percentage of our employees are active members in industry associations. CCS invests a significant amount of financial and leadership support to these associations. Our BDMs in each market serve on committees for these organizations and help further their missions.



WHAT TO EXPECT

OVERVIEW



While the people part of our work is critical, we also know the management and supervision of the work process provides CCS customers with tremendous value. In the cleaning business, it's not uncommon for facilities or buildings that are not effectively supervised to become isolated and disconnected; our supervision and communication infrastructure doesn't allow that to happen. Our team approach, checks and balances and open communication within CCS and our clients are key steps for fostering strong connections and quality. We've learned that both significant and even small, seemingly easy measures add up to a big difference.

We ensure full compliance with the requirements of the contract. Our management team is committed to job quality and customer satisfaction.

WHAT TO EXPECT

SUPERVISION & QUALITY CONTROL

No surprise, for CCS quality control goes beyond the basics. We believe clear, timely communications is the key to responsive service—and pride ourselves in providing quick completion of all requests. We have a software-based communication log system that assures our nightly managers are informed of special requests and building issues.

This log is compiled daily and distributed to our managers by the Communication Coordinator in our office each evening. This software and its use by our Communication Coordinator ensures all special requests are responded to immediately. When a customer expressed a desire for added night coverage, for example, we promptly invest in our night operations to ensure that we have the resources to handle floor care, floods, carpet maintenance, special cleaning requests and to provide the highest level of supervision and quality control in the industry.

The performance of these requests and issues are double checked nightly by the Area Manager who ensures a smooth transition and reports any follow-up requests to the Account Managers and Communication Manager in our office early the next day before building operations begin. The Account Manager then follows up to ensure sure all requests were completed.

In addition, CCS Day Porter management staff conducts inspections during their visits with the day staff. These inspections provide another set of “eyes and ears” to assist in the continuous improvement process. Each account management team member also conducts formal and informal inspections based on the needs of the building. All items noted during these inspections are immediately communicated to the night staff for immediate attention.

Our three-fold approach to quality control and communications is designed to ensure timely exchange and responsiveness by all team members.



BUILDING SUPERVISOR (DAY & NIGHT SUPERVISOR)

Real-time supervision of the employees on the job and communications with the Area Manager. Assists the crew with duties and inspects for quality and completeness of work.

AREA MANAGER & DAY SERVICE MANAGER

Ensures work is accomplished and Building Supervisor is performing his/her duties. Visits the site nightly or daily (depending on shift) and serves as liaison between CCS employees and the account management team.

SENIOR AREA MANAGER

Oversees performance and quality of the work. The Director of Operations manages and supports the Area Manager.

WHAT TO EXPECT

STAFFING

BACKUP STAFFING, SPECIAL REQUESTS & EMERGENCY SERVICES

Nothing is more frustrating than a no-show cleaning staff. From our founding days, we realized this and put solutions in place to avoid the issue.

During times of employee illnesses or when extra staffing is needed based on client special requests (like an office move), CCS has the employee base needed to provide all our buildings additional staffing without having to reassign or pull from the building's regular team. In times of worker shortages, creative staffing solutions are needed to maintain exceptional service levels.

Our dedicated pool of “floater” employees work for CCS during day and evening hours—and are available on-demand as needed if scheduled staffing issues arise. Trained, motivated employees and at-the-ready, these team members tackle assigned jobs wherever they are needed. Each Area Manager has a specific source of floater employees they can call upon to provide additional staffing. This allows us to respond to urgent situations and other tasks as needed.

WHAT TO EXPECT

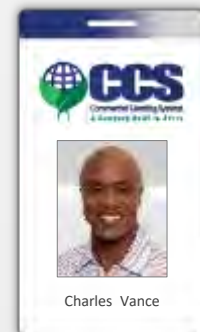
STAFFING: UNIFORM SPECIFICATIONS

Our teams servicing your buildings are a direct representation of CCS and your company. We take great care in the sourcing and upkeep of our uniforms to ensure our team members look professional.

Our standard uniform offering is outlined below. We can also work with you to address any specific uniform requirements outside of our standards.

To meet the uniform appearance standards, the following guidelines are provided:

- All staff must dress in their company issued uniform daily – no exceptions
- Each employee will be responsible for keeping their uniforms/smocks clean and presentable for work
- If any uniform item is damaged, immediately report to your supervisor so a replacement item can be provided
- For safety reasons, no open-ended shoes are permitted
- Employees who arrive to work inappropriately dressed will be relieved of their duties and will not be allowed to return to work until wearing proper attire/uniform
- All employees are expected to look presentable – proper hygiene and grooming are required. Failure to comply will result in your removal from the job location
- For Men: facial hair must be neatly trimmed. Hair should be neatly groomed. Jewelry must be inconspicuous and not create a safety hazard. Jewelry and earrings should be simple, conservative, and inconspicuous and not create a safety hazard.
- For Women: conservative make-up is acceptable. Hair should be neatly groomed and away from the face. Jewelry and earrings should be simple, conservative, and inconspicuous and not create a safety hazard.



EMPLOYEE ID BADGES

Employees are provided an identification badge, which is required to be worn at all times while on duty. The badge includes the individual's photo, full name, and our company name.



EMPLOYEE UNIFORMS

Day Staff

Work Shirt with CCS Logo
Work Pants
Work Jacket
Non-slip shoes

Night Staff

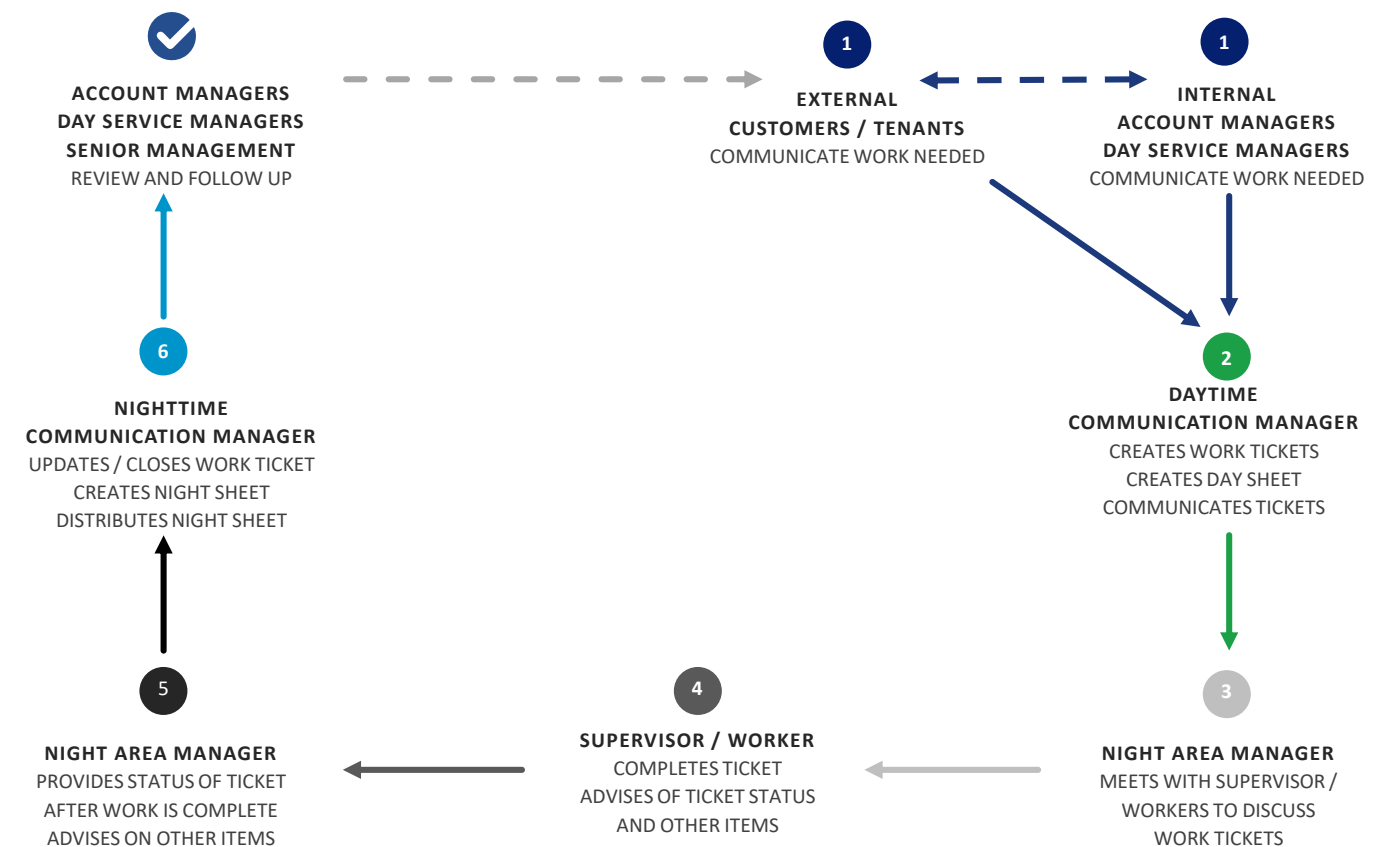
Apron/Smock with CCS Logo
Work pants
Non-slip shoes

WHAT TO EXPECT

COMMUNICATION : THE PROCESS

Clear, timely and open communications is key to every great relationship. Part of our responsibility is to manage the communication process for our customers. From communicating your requests to our team members on the front line, to completing the circle and ensuring you know the item has been completed. Ensuring this process is seamless and consistent helps give you peace of mind. Although we would like to think our buildings sleep quietly through the night, things tend to happen—and those things need to be shared and addressed with a sense of urgency. Outlined below is an overview of the way we communicate—from the initial request through to resolution and follow up with you, we are committed to addressing and following up on every detail.

THE COMMUNICATION PROCESS



All communications through phone, e-mail and internal work order system

WHAT TO EXPECT

COMMUNICATION : LOGS

24/7 COVERAGE

CCS believes that communication is critical to the way we work—both with you and with our own team. We pride ourselves on providing quick completion of all requests. To assist, we have a software-based communication log systems that ensures our nightly managers are informed of special requests and building issues.

Logs are compiled daily and distributed to our managers by a Communications Manager in our office each evening. Execution and follow up on the requests and issues are double checked nightly by the Area Manager who reports any open or follow-up items to your Account Manager and Communication Manager in our office early the next morning, before your building operations begin. The seamless handoff ensures items are not overlooked and that you are aware of what's been completed, and what may be open (and why). Your Account Manager follows up with you and your team to ensure all requests are completed.

In addition, the CCS Day Service management staff conducts inspections during visits with the day staff. These inspections provide another “eye” to assist in our continuous improvement process. If we see an issue, we’ll be proactive and address it and let you know. Your CCS account management team will also conduct formal and informal inspections based on the needs of the building. All items noted during these inspections are immediately communicated to the night staff for immediate attention.

NIGHTLY COMMUNICATION LOGS

TICKET #6747902 JOB #10270	TASK DESCRIPTION STAFF NOTIFICATION	TICKET INFORMATION NOTIFY STAFF: SUPPLIES WERE DROPPED OFF AND PLACED IN OFFICE. PLEASE STORE IN A NEAT AND ORDERLY FASHION. COMPLETION NOTES PERSONALLY INSPECTED AND CONFIRMED. LEAD JANITOR, JOSE M., RECEIVED SUPPLIES AND ORGANIZED IN STORAGE CLOSET.
CUSTOMER ID ABC PROPERTY MGMT	STATUS COMPLETE	
ACCOUNT MANAGER ENRIQUE ALVAREZ	COMPLETION DATE 2/13/17	
JOB SUPERVISOR LILIANA VELAZCO		

WHAT TO EXPECT

TRANSITION PLAN

The transition from one commercial cleaning service contractor to another can be disruptive to owners, managers, employees and tenants—but **it does not have to be**. Commercial Cleaning Systems provides the systems, processes and focus to ensure a seamless transition at your location. We commit the time, effort and resources needed to understand your needs and orchestrate a seamless transition. Our dedicated CCS Transition Team plans, communicates, organizes and executes the following phases with you:

TRANSITION PLAN

<div>1</div> <div>PHASE 1 TRANSITION KICK-OFF MEETING</div>	<ol style="list-style-type: none">1. Review administrative items/details<ul style="list-style-type: none">▪ Finalize pricing▪ Contract preparation▪ Certificate of Insurance requirements▪ Billing information▪ Emergency contact information2. Schedule building/facility walkthrough with CCS transition team
<div>2</div> <div>PHASE 2 BUILDING / FACILITY TOUR</div>	<ol style="list-style-type: none">1. CCS Transition Team tours buildings/facilities and obtains necessary information to develop a full janitorial work plan:<ul style="list-style-type: none">▪ Special tenant requirements▪ Areas not to clean▪ Secured areas▪ Alarm systems2. CCS Transition Team develops a custom work plan and orders necessary equipment and supplies3. Recruitment and hiring of existing staff and new staff
<div>3</div> <div>PHASE 3 INTERNAL CCS TRANSITION MEETING</div>	<ol style="list-style-type: none">1. CCS Transition Team meets with operational team assigned to building/facility to finalize all details of the transition:<ul style="list-style-type: none">▪ Staffing▪ Night work plan, shifts and assignments▪ Day Porter shifts and schedules▪ Training plan▪ Key and access card set-up▪ Supply orders for chemicals, equipment and consumable supplies▪ Delivery instructions to the building/facility
<div>4</div> <div>PHASE 4 FIRST DAY OF SERVICE</div>	<ol style="list-style-type: none">1. If unable to deliver prior to first day, all equipment and supplies are delivered to the building and properly stocked in designated storage areas by the CCS Transition Team2. All Day Porters greeted by the Day Service Manager to answer any questions and ensure all have necessary equipment, supplies and tools3. All nighttime staff greeted by CCS Transition Team and nighttime management/supervision staff to answer any questions and ensure all have the necessary equipment, supplies and tools

SUSTAINABILITY & GREEN CLEAN

OVERVIEW



CCS is recognized in the industry for our green cleaning practices. What started out years ago to reduce occupational hazards and liabilities for both our customers and employees has developed into a comprehensive program and become our standard practice.

With the completion of numerous LEED projects, we continue to refine and expand our sustainable service offerings to stay ahead of the evolving sustainable performance standards. While many service providers use Green Seal Certified products, we have been working in LEED Certified buildings using our comprehensive program to ensure that each project can obtain/maintain the maximum number of points available via our products and processes. Our program incorporates all aspects of sustainable cleaning operations to include equipment, procurement, training, staffing, documentation and procedures. With most our certification projects, we have serviced the property prior to certification. CCS knows all aspects of the process, and what to do along the way.

Since there are various levels of LEED Certification, as well as variations depending upon when a building is certified, we recommend reviewing specifics of your situation to ensure our program is customized to your needs. While every project may not seek LEED Certification, our track record provides you with the confidence that CCS knows what needs to be accomplished to meet your sustainability goals.



SUSTAINABILITY & GREEN CLEAN

GREEN CLEANING PROGRAM

With our Green Cleaning Program, CCS takes traditional cleaning beyond appearances with procedures designed to make each customer's occupancy the safest, healthiest and cleanest environment possible.

Using environmentally friendly, less-toxic products is just one step in the process of setting up and implementing a successful green cleaning program. How the janitorial staff uses cleaning products and equipment also impacts the program's success.

CCS employs our Green Cleaning Program throughout our company to achieve:

- A healthier environment for all occupants in the building
- Reduced absenteeism and higher productivity in the workplace
- The ability for our customers to earn LEED-EB credits toward building certification
- Favorable public relations to tenants and the general public for property owners and managers
- Compliance with governmental requirements
- A reduction in building maintenance and repairs
- A lower impact on the natural environment

Landlords and property owners are supported with best practices and certification programs that position the property with an attractive occupancy package for existing and prospective tenants.

In addition to traditional janitorial processes, Commercial Cleaning Systems' Green Cleaning Program addresses training and procedures specific to the following areas:

- Entryway maintenance and documentation
- Powered floor care equipment use, maintenance and documentation
- Dusting and mopping
- Hard floor care maintenance and documentation
- Carpet floor care maintenance and documentation
- Food areas
- Indoor plants
- Solution dilution, use, spill containment, recycling and disposal
- Trash collection and recycling procedure
- Reduction in solid waste
- Vulnerable populations, communication and procedure
- Hand sanitizing and proper hand hygiene
- Documentation and reporting required for LEED Certification

PROPOSAL

2018 JANITORIAL CONTRACT: PRICING AND NOTES

CLIENT NAME

Somerset Academy

BUILDING LOCATION

Sky Pointe Campus, 7058 Sky Pointe Dr, Las Vegas, NV

SERVICES

COST

Nighttime janitorial
5 nights per week (M-F)

\$9,340.00 per month

Floor Maintenance
*Bi-annual floor care of carpet, VCT, polished concrete
and area rugs*

\$1,090.00 per month

Window Cleaning
Bi-annual interior and exterior cleaning

\$ 195.00 per month

Nighttime janitorial – Summer Hours
5 nights per week (M-F)

\$4,670.00 per month

Lift – if needed for window cleaning

\$ 250.00 per occasion

MONTHLY TOTAL – school months

\$10,625.00 per month

LIFT NOT INCLUDED IN MONTHLY TOTALS

MONTHLY TOTAL – summer months

\$ 5,955.00 per month

ADDITIONAL SERVICES

COST

Strip and wax hard surface flooring

\$ 0.55 per sq. ft. / \$250 minimum charge

Scrub and recoat hard surface flooring

\$ 0.45 per sq. ft. / \$250 minimum charge

Carpet cleaning – extraction

\$ 0.12 per sq. ft. / \$200 minimum charge

CONSUMABLE SUPPLIES

If preferred, Commercial Cleaning Systems can purchase and deliver all building consumable supplies (toilet paper, paper towels, hand soap, trash liners and feminine hygiene products) at our cost without an additional handling charge from our paper supply vendor. These supplies will be billed back to you directly from our paper supply vendor's invoice.

ADDENDUM

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CCS LEADERSHIP TEAM

NEVADA TEAM LEADERSHIP

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ADDENDUM

CUSTOMER REFERENCES

Below are loyal, longtime CCS customers. We encourage you to contact them to discuss our team, services—and value we deliver.



PEPSI BEVERAGES COMPANY

Ms. Jodi Reynolds

M&W Operations Coordinator

6500 W. Sunset Road, Las Vegas, NV 89118

(702) 222-1144



COX COMMUNICATIONS

Mr. Tony Lowrey

Facility Manager

1700 Vegas Drive, Las Vegas, NV 89106

(702) 545-1593



PMB REAL ESTATE SERVICES

Ms. Annette Ahumada

Assistant Property Manager

3394 Carmel Mountain Road, Suite 200, San Diego, CA 92121

(858) 704-7367



AMERICAN NEVADA COMPANY

Ms. Darbie Adams

Senior Property Manager

2360 Corporate Circle, Suite 330, Henderson, NV 89074

(702) 990-2162

ADDENDUM

CCS TEAM LEADERSHIP

“What sets CCS apart is our commitment to customer service. We work tirelessly to serve our customers and earn their business every day. This all-out effort is part of our DNA. It starts with hiring highly passionate individuals who look forward each day to contributing to our company’s customer-focused philosophy, and grows stronger through a unique culture that rewards focus, responsibility and a service-focused mindset.”

TROY COKER | CEO, COMMERCIAL CLEANING SYSTEMS

In the service industry, the leadership and support provided to our front-line employees differentiates good companies from great companies.

TROY COKER

CHIEF EXECUTIVE OFFICER

Troy Coker is CEO of Commercial Cleaning Systems. Troy founded CCS in 1988 and grew the company into the success it is today. CCS has become recognized as the premier provider of quality janitorial services throughout the Southwest region of the United States.

Troy currently oversees all aspects of the company. He utilizes his “ground-up” knowledge and expertise to lead the continued growth and development of the company. Through his leadership and perseverance, Troy continues to emphasize the company-wide focus on customer service and operational excellence. He leads the senior management team as CCS continues to accomplish strategic and long-term objectives.

Prior to the start of his career, Troy earned his BS in Business Administration with majors in Finance and Marketing from the University of Colorado.

TODD VANOPDORP

CHIEF OPERATING OFFICER

Todd VanOpdorp serves as COO. Since joining CCS in 2004, Todd has become instrumental in the growth and development of the business. Todd is involved with all aspects of the business throughout the company. His primary focus is on operations and business development.

Todd spent the past 29 years of his career in various management and leadership positions providing janitorial and private security services to the commercial real estate industry.

Prior to his career, Todd earned a BS from Western Illinois University.

ADDENDUM

CCS CORPORATE LEADERSHIP TEAM

STEVE TESTA

CHIEF FINANCIAL OFFICER

As CFO, Steve Testa manages the financial reporting and accounting departments. In addition, he is responsible for risk management and the human resources department.

Steve began his career in the investment banking department of Wertheim Schroder & Co. He later moved on to become a principal of two private equity firms, where he was involved in all aspects of acquisitions including: sourcing, due diligence, purchase and finance negotiations, raising senior and subordinated debt, and recruiting/replacing of management. Prior to CCS, Steve was an executive at a financial restructuring and turnaround advisory firm.

Steve earned his BS in Business Administration from the University of Southern California.

DANIEL LOWERY

DIRECTOR, CORPORATE SERVICES

Daniel Lowery is Director of Corporate Services for CCS. In 2010, Daniel joined CCS as the Environmental Services (EVS) Director. He advanced to Director of Corporate Services where he works closely with executive staff to achieve and maintain standards of excellence set forth by CCS. Daniel leads the CCS team in development of business practices, policies, and procedures.

Prior to the start of his career, Daniel earned a BS in Economics with a minor in Business Administration from the University of Colorado. Daniel is also a licensed Colorado Real Estate Broker.

MEAGHAN O'BRIEN

VICE PRESIDENT OF BUSINESS DEVELOPMENT

Meaghan O'Brien is the Vice President of Business Development for Commercial Cleaning Systems. Meaghan serves as the company leader of all Business Development Managers with an emphasis on market growth, sales process development and training initiatives. Meaghan works closely with prospective customers to develop value added programs to best meet their specific goals and objectives.

In 2013, Meaghan joined CCS as an Account Manager in San Diego and advanced to Business Development Manager in 2014. In 2016, she took on the additional role as Business Development Sales Trainer. Prior to joining CCS, Meaghan enjoyed over 16 years with a successful career in business development and entrepreneurship.

Meaghan earned her Bachelor of Science in business Administration from Salisbury University.

ADDENDUM

CCS CORPORATE LEADERSHIP TEAM

DON BUFFONI

PROCUREMENT & SUSTAINABILITY, LEED AP O+M

Don Buffoni is the Manager of Procurement and Sustainability for Commercial Cleaning Systems. Don began his career with CCS with a dual role in Business Development and Supply Management. Currently, Don manages and directs product distribution, vendor contract negotiations, manufacturer relationships, and sustainability reporting and compliance.

Prior to his start at CCS in 2005, Don was a manufacturing representative for a cleaning solution company and served nine years in the United States Army as a logistics supply officer.

Don earned his Bachelor's Degree of Industrial Design from North Carolina State University.

ADDENDUM

CCS LOCAL LEADERSHIP TEAM

TODD VANOPDORP

CHIEF OPERATING OFFICER

Todd VanOpdorp serves as COO. Since joining CCS in 2004, Todd has become instrumental in the growth and development of the business. Todd is involved with all aspects of the business throughout the company. His primary focus is on operations and business development.

Todd spent the past 29 years of his career in various management and leadership positions providing janitorial and private security services to the commercial real estate industry.

Prior to his career, Todd earned a BS from Western Illinois University.

BRIJIDA CASTRO

ACCOUNT MANAGER

Brijida serves as the Account Manager for the Las Vegas region of Commercial Cleaning Systems. Her dedication to her employees and customers makes her a huge asset to overall operations. Her hard work and commitment to her duties is truly remarkable.

Brijida's daily duties include responding to customer requests, conducting quality control walks, assisting the day porters with any special needs and communicating with the night operations team to ensure all work is completed and up to company standards.

TERESA GUTIERREZ

NIGHT AREA MANAGER

Teresa serves as Night Area Manager for the Las Vegas region of Commercial Cleaning Systems. Teresa's hard work, dedication and positive attitude make her a valuable asset to any buildings cleaning operations. Teresa's responsibilities include training employees, quality control walk-throughs, inspecting work ticket requests for completion and adherence to the scope of work.

Teresa has worked for CCS for over 4 years. She began as a lead janitor and was promoted to her current position in early 2017.

JUDY PURCELL

BUSINESS DEVELOPMENT MANAGER, NEVADA

Judy Purcell is the Business Development Manager for Commercial Cleaning Systems in Nevada. Judy works closely with prospective customers to develop value added programs to best meet their specific goals and objectives.

Prior to joining CCS, Judy worked for CMS Facilities Maintenance and Legacy Environmental Concepts for over 8 years, where she held various roles such as VP of Sales & Marketing, Executive Assistant to the CEO, and General Manager.

Judy is currently serving on the Nevada Chapter of IFMA board of directors as the President.

SAMPLE CERTIFICATE OF INSURANCE

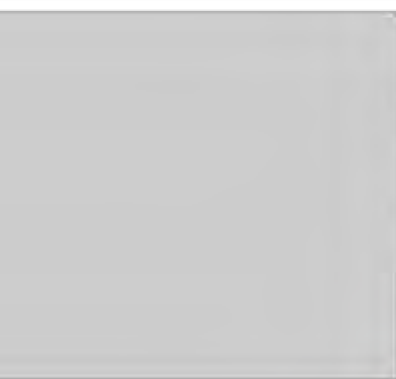
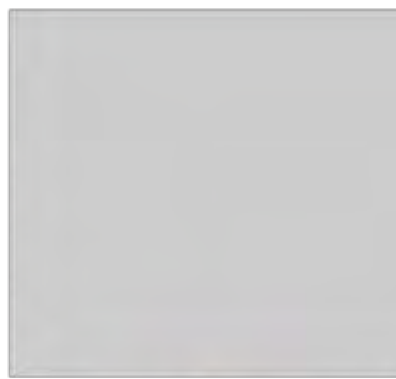
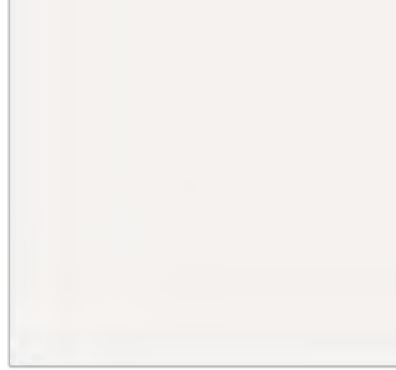
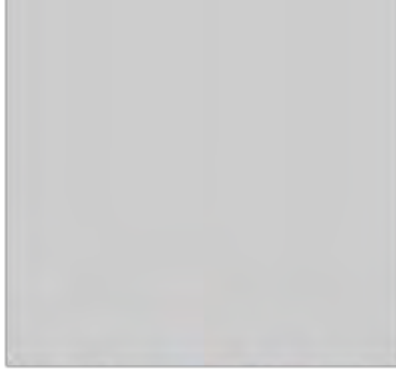
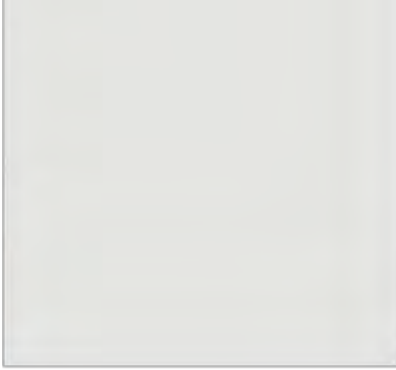


The business of cleaning requires a vigilant focus on training, proper equipment, upkeep, safety and insurance coverage.

CCS invests in comprehensive coverage via trusted and respected underwriters and provides proof of that coverage to our customers. You've put your trust in us—rest assured, we honor that trust every day.



READY TO SERVE



COMMERCIALCLEANINGSYSTEMS.COM



July 18, 2018

Gil Cuevas
Facilities Manager
Academica Nevada
66630 Surrey Street
Las Vegas, NV 89119

Dear Mr. Cuevas,

Thank you very much for the opportunity to participate in the bid for Somerset Sky Pointe School.

Attached is our proposal to fulfill beyond expectations from a family owned and operated janitorial service.

Again, thank you for the opportunity to serve; the experienced JaniCrew team is committed to giving top quality and reliable service.

Please feel free to contact me for any additional information you may need, I can be reached at (800) ElJanitor or directly to my cell phone (702) 689-2784.

Sincerely,

William Mattos
Project Manager
JaniCrew Las Vegas



GENERAL PROCEDURES

It is our commitment to relieve you of your cleaning problems, because quite simply you Pay for it and you should not be “baby sitting” the janitorial service.

JaniCrew will stay in close contact with Management concerning all work performed and meeting goals of cleaning standards and service.

Defective or inoperable building equipment shall be brought to the attention of Management such as:

- Leakage of plumbing
- Defective lights
- Doors and gates not properly secured
- Any unusual circumstances such that might affect the security, maintenance or effectiveness of the facilities, staff, patrons or visitors.

JaniCrew is a full service Maintenance Company that can serve your building maintenance needs like contract cleaning, carpet cleaning, floor care, etc.

Our crews are experienced professional cleaners that will perform the best of their ability in order to accomplish the cleaning and JaniCrew standards you deserve.

Including our working force into shared ownership assure the best service for you and fair treatment of the people that make possible to have a clean and safe facilities.

Any other information deemed necessary in assessing our proposal will be forwarded upon request.



CLEANING SERVICE AGREEMENT

The undersigned hereby accepts the proposal of JaniCrew to supply janitorial services for our premises located at: **7058 Sky Pointe Drive – Las Vegas, NV 89131**

With the following terms:

1. Monthly cleaning service charge will be \$ 0.0988 per Sq.Ft. and will include ALL named services specifications plus our suggested weekly DISINFECTING of Student's desks and tables.
2. The janitorial services are to be performed on a 5 days per week basis.
3. JaniCrew will provide experienced and professional janitors along with the necessary supervision and customer service.
4. All janitorial services to be performed in the manner described on the attached service specifications sent by Academica Nevada and will be done to the standards established by Facilities Management.
5. In the event of non-performance by company, the client shall give first verbal notification followed by written notification to JaniCrew in order to correct any problem. Either party with a 30 days written notice may cancel this agreement.
6. All toiletries/consumables will be provided by Customer.

By: _____

For: _____

Date: _____



1605 Calabria Drive
Las Vegas, NV 891104
(800) 355-2648
Fax (888) 355-2648
www.janicrew.com

REFERENCE FOR WILLIAM MATTOS

Brandon Deroshia

Assistant Director - Facilities
Campus Recreational Services | University of Nevada, Las Vegas
4505 S. Maryland Pkwy | Box 452012 | Las Vegas, NV 89154-2012

T 702.774.7122 | F 702.774.7119 | E brandon.deroshia@unlv.edu

ATTACHMENT FROM HEALTHY SCHOOLS CAMPAIGN AND CERTIFICATE OF INSURANCE

(PDF)

DYNAMIC CLEANING, LLC

1150 Sparkling Crystal Ave, Henderson, NV 89015
(702) 743-2390

BID PROPOSAL

7/17/18

Somerset Sky Pointe

A College and Career Preparatory School

Dynamic Cleaning, LLC is pleased to submit our bid proposal for Monday through Friday, year-round cleaning service for Somerset Sky Pointe located at 7058 Sky Pointe Drive, Las Vegas, NV 89131. A brief description of the work to be performed includes, but is not limited to, the following:

Nightly (At least four uniformed staff: 8 hours each)

- Clean main reception areas (including mopping, vacuuming or wiping down furnishings and dusting window and door frames up to 80 inches).
- Clean all reachable entry doors and glass, inside and out.
- Wipe down all chrome, mirrors and stainless steel in restrooms.
- Refill dispensers and restock all consumables distributed by the client. (Consumables consist of all paper products, plastic liners, urinal screens, soap, waxed paper feminine hygiene liners, deodorizers, cleaning chemicals, etc.)
- Clean all interior office and classroom glass windows and partitions to remove all smudges, fingerprints, etc.
- Sweep, dust and/or mop all tile, rubber, concrete, and vinyl floor surfaces with a sanitizing agent and in accordance with manufacturer's recommendations (when available). Kitchens, common areas tile and restroom floors will be mopped nightly with mops and buckets designated for use in those areas to avoid cross contamination. Blue mops for common areas, red for restrooms. Rubberized floors will be mopped with microfiber mop and hospital-grade broad spectrum disinfectant.
- Use an auto scrubber to deep clean the floors in each lunch and/or multipurpose room and hallway. Move lunch tables to clean entire floor.
- Clean all tables and chairs in employee break room.
- Spot clean walls in kitchen and in break room.
- Remove all trash from designated containers and discard in the dumpster.
- Remove additional trash not in containers, but clearly labeled as "trash".
- Clean and sanitize classroom counters, sinks, door handles, and light switches.
- Vacuum all carpeted areas and walk off mats.
- Clean and sanitize sinks, urinals, toilets, entry doors, stall doors, partitions, switches, and dispensers in the restrooms.
- Clean and sanitize drinking fountains.
- Dust desks in offices as accessible and on schedule to dust all areas by the end of the week (see Weekly duties below). No papers or personal items will be moved.
- Wipe down and sanitize door handles and switches in offices and elsewhere throughout the building.
- Secure each area and turn off lights when done.
- Check for and make entries in log book to respond to and report any observed issues.

Weekly:

- High dusting completed once per week (rotate areas throughout the week).
- Spray buff lobby and hallway floors.
- Clean and disinfect all tables, chairs, counters, sinks and telephones in all applicable offices and classrooms once per week (rotate areas throughout the week).
- Pour water into floor drains of all restrooms to keep trap full and eliminate odors from pipes.
- Dust, polish and/or spot clean all furnishings, baseboards, chairs, bookcases, credenzas, desk tops, picture frames, workstation shelves and file cabinets. Properly reposition furniture upon completion. This will occur throughout the week so that all areas (including offices) are completed by the end of the week.
- Use auto scrubber on hallway floors to complete all areas in a 1-2 week period (depending on condition).
- Auto scrub gym floor using white pads and water only.
- Spot clean carpets on Fridays to remove small stains and dirt and allow for complete drying over the weekend.
- Reorganize and clean janitor's closets and update SDS books as needed.

Monthly:

- Spray buff all hard floor and resilient tile surfaces.
- Dust all window blinds.
- Use vacuum crevice tool in classrooms to clean carpet edges, baseboards and hard to reach areas once per month (rotate areas throughout the month).
- Clean all restroom wall tiles with a broad spectrum disinfectant.

Bi Annually or Tri Annually (varies by area)

- Strip and wax tile and resilient hard floors on schedule agreed upon with client. This service is included at no additional cost unless done outside of schedule and scope, which costs 40 cents per square foot.
- Steam clean, shampoo and extract carpet on client schedule. This service is included at no additional cost unless done outside of schedule and scope, which costs 10 cents per square foot.
- Clean exterior windows twice yearly.
- Clean and seal gym floor once yearly.
- Spin Ray pressure wash tile and grout as applicable and as scheduled with client.
- Scrub and buff concrete floors.
- Clean all baseboards and door jambs.
- Scrub all walls.
- Clean light fixtures
- Wipe down and disinfect all teacher and student desks, chairs, tables, etc.
- Vacuum all ceiling vents.
- Use treated cloth to dust all wood surfaces.

As requested, seasonal, or optional extras:

- Steam clean and extract upholstery (cost varies by material and condition, but should be done on break, if possible).
- Pressure wash sidewalks to remove bird droppings, gum, etc. (10 cents per square foot). Please note that this could easily be accomplished by school maintenance personnel for the cost of a

pressure washer, hose and gasoline. Probably a \$300 to \$500 investment initially, then just gasoline and occasional oil and maintenance.
(Dave Driscoll wanted that last part noted)

Definitions

Clean: Remove all dirt, wet or dry waste, stains, marks, rubs, dust, scuff marks, surface marks blemishes and debris with approved manufacturer's recommended chemical/cleaners.

Dust: Remove and wipe all loose dirt and debris removing any marks, blemishes, or dry waste, foreign matter from surfaces using manufacturer's recommended chemical/cleaners.

Mop: Clean via the following, including, but not limited to: surface dirt, stains, marks, wet or dry waste, blemishes, debris, particles and foreign materials with proper equipment and manufacturer's recommended chemical/cleaners or germicidal disinfectant/s.

Vacuum: Remove all surface and embedded dirt, wet or dry waste, dust, debris, and marks (other than stains) using a Vacuum cleaner

Dynamic Cleaning, LLC will arrange for all work to take place at a specific time to be determined by you or your designee.

Dynamic Cleaning, LLC uses trained, professional, uniformed personnel.

The cost for the above listed services is **\$13,900** monthly (roughly 10 cents per square foot). Payment is due 30 days from the receipt of the invoice.

Thank you for the invitation and opportunity to bid on cleaning the Somerset Sky Pointe campus. I look forward to working with you on this and any future endeavors. I am always available for question or comment at (702) 743-2390.

Sincerely,

Lance S. Mecham

Lance S. Mecham

Owner

Dynamic Cleaning, LLC



Janitorial Service Contract

Somerset Academic 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

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



July 17, 2018

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.

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

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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.

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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 **\$15,143.00 based on 140,000 sqft. at \$0.1079** per month 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 **954 Chestnut Street, San Jose CA 95110** 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.

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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 of 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.

BUILDING MAINTENANCE & FACILITY 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 August 1st, 2018.
- 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 included.
- Window cleaning 2x year.
- Separate line item for floor care maintenance.
 - a) All floors, full floor care 2X (Winter, Summer)
 - b) MP Room gym floor sealant 1X(Summer)
- Reduced scope for summer cleaning
- Provide references.
- Proof of insurance & bonding.

BIDS DUE: July 18th 2018

****Please NOTE****

Contract will begin August 1st

**Board of Directors will award contractor in
July 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 jambs
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.

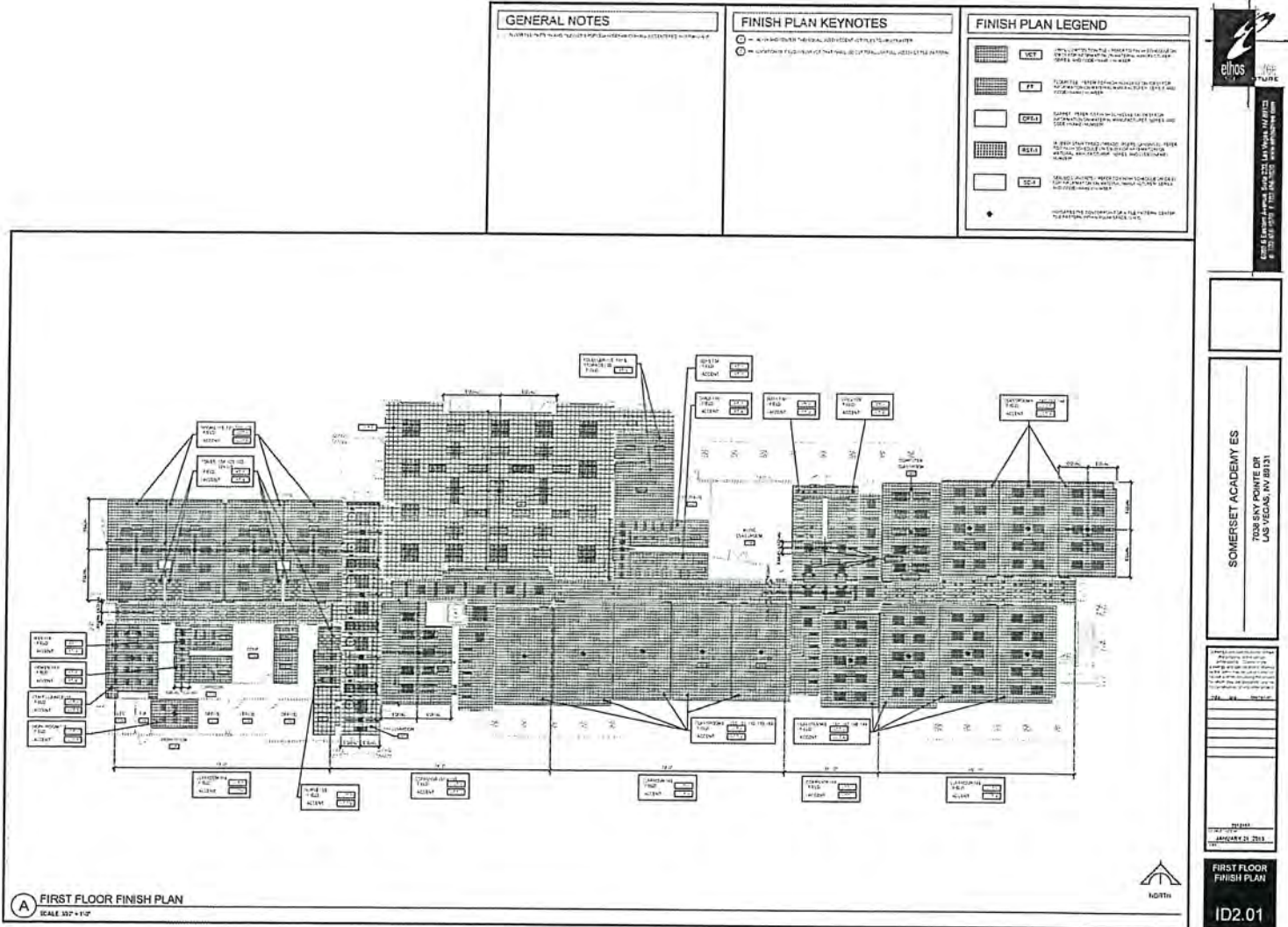
1. Scrub walls in all hallways, classrooms, bathrooms and office areas.
2. Dust baseboards.
3. Vacuum air conditioner/heating vents.
4. Clean light fixtures.
5. Wipe down student and teacher desks, chairs, tables, and additional furniture.

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.

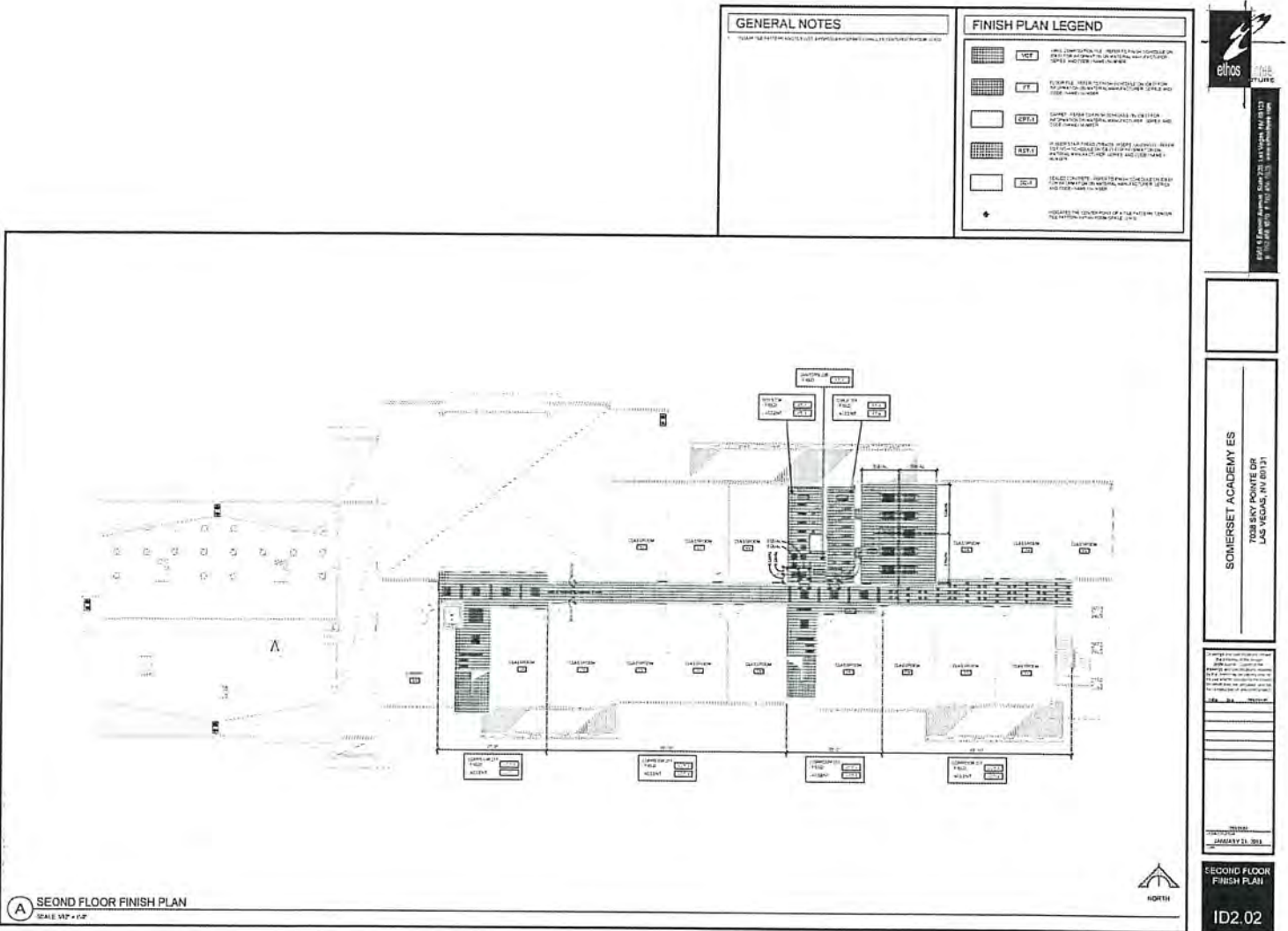
Somerset Sky Pointe Elementary

Floor 1

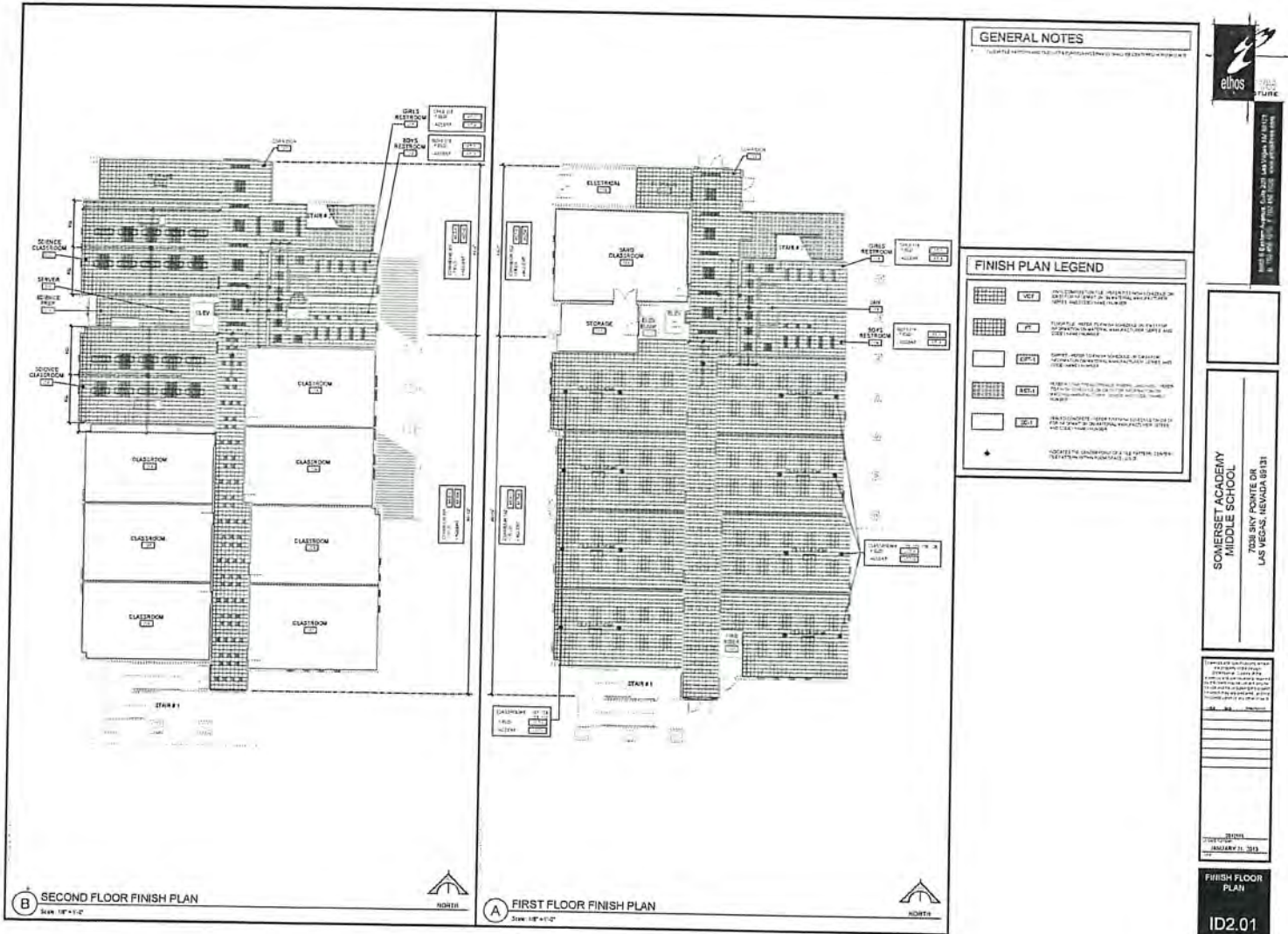


Sky Pointe Elementary

Floor 2



Sky Pointe Middle School

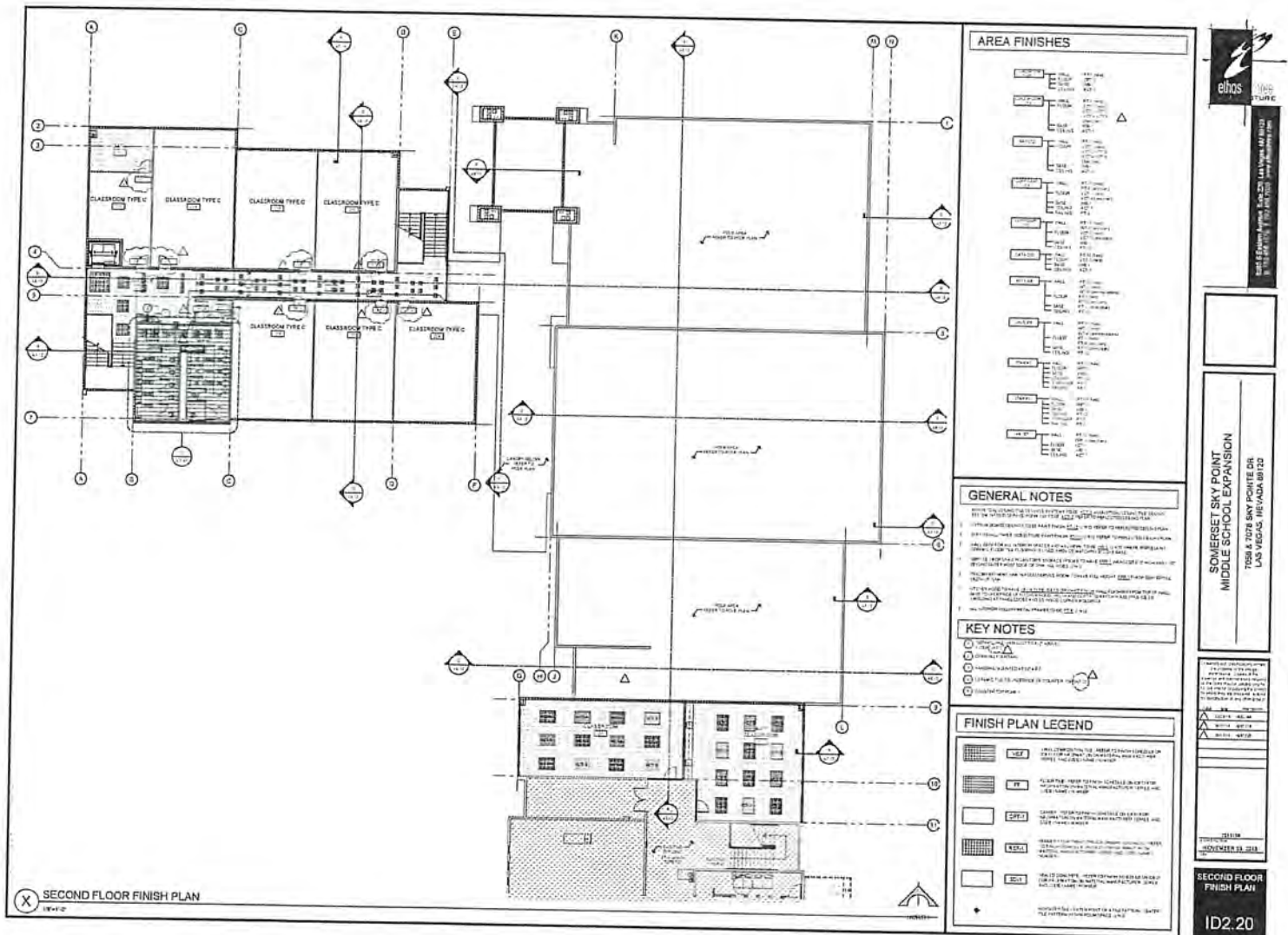


Floor 1



sky point ms/HS

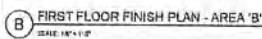
Floor 2



Floor 1 AREA 1



Floor 1 AREA 2



SOMERSET ACADEMY
SKY POINTE CAMPUS H.S. PH. III
7076 SKY POINTE DRIVE
LAS VEGAS, NV 89131



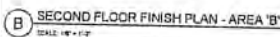
FIRST FLOOR FINISH PLAN - AREA B'

ID2.11

Flour 2 AREA 1



Floor 2 AREA 2

[illegible]



Customer Satisfaction Form

Somerset Academic 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/19/2018

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).

PRODUCER Andreini & Company-San Mateo 220 West 20th Ave San Mateo CA 94403	CONTACT NAME: Rita Shiffer PHONE (A/C, No, Ext): 650-378-4357 E-MAIL ADDRESS: rshiffer@andreini.com FAX (A/C, No): 650-378-4361
INSURED Brilliant General Maintenance, Inc. 954 Chestnut Street San Jose, CA 95110	INSURER(S) AFFORDING COVERAGE INSURER A: Everest National Insurance Co. INSURER B: Travelers Property Casualty INSURER C: INSURER D: INSURER E: INSURER F:
BRILL-1	NAIC # 10120 36161

COVERAGES**CERTIFICATE NUMBER:** 419393363**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		660-5H91380A-TIL-17	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> DESCRIPTION OF OPERATIONS / OWNERS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) <input type="checkbox"/> AUTOS ONLY			810-5H916180-TIL-17	9/1/2017	9/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EX6J5447911743	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	CA10002823171	9/1/2017	9/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

CERTIFICATE HOLDER**CANCELLATION**

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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (CONTRACTORS OPERATIONS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. WHO IS AN INSURED – (Section II) is amended to include any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:
 - a) Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
 - b) If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.
2. The insurance provided to the additional insured by this endorsement is limited as follows:
 - a) In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
 - b) The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:
 - i. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - ii. Supervisory, inspection, architectural or engineering activities.
 - c) The insurance provided to the additional insured does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard".
3. The insurance provided to the additional insured by this endorsement is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover under this endorsement. However, if the "written contract requiring insurance" specifically requires that this insurance apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But the insurance provided to the additional insured by this endorsement still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under such "other insurance".
4. As a condition of coverage provided to the additional insured by this endorsement:
 - a) The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.

COMMERCIAL GENERAL LIABILITY

- b)** If a claim is made or "suit" is brought against the additional insured, the additional insured must:

- i. Immediately record the specifics of the claim or "suit" and the date received; and
- ii. Notify us as soon as practicable.

The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.

- c)** The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d)** The additional insured must tender the defense and indemnity of any claim or "suit" to any provider of "other insurance" which would cover the additional insured for a loss we cover under this endorsement. However, this condition does not affect whether the insur-

ance provided to the additional insured by this endorsement is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured as described in paragraph 3. above.

- 5.** The following definition is added to SECTION V. – DEFINITIONS:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a.** After the signing and execution of the contract or agreement by you;
- b.** While that part of the contract or agreement is in effect; and
- c.** Before the end of the policy period.

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

OTHER INSURANCE – ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV), Paragraph 4. (**Other Insurance**), is amended as follows:

1. The following is added to Paragraph a. **Primary Insurance**:

However, if you specifically agree in a written contract or written agreement that the insurance provided to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- a. The "bodily injury" or "property damage" for which coverage is sought occurs; and

- b. The "personal injury" or "advertising injury" for which coverage is sought arises out of an offense committed

subsequent to the signing and execution of that contract or agreement by you.

2. The first Subparagraph (2) of Paragraph b. **Excess Insurance** regarding any other primary insurance available to you is deleted.

3. The following is added to Paragraph b. **Excess Insurance**, as an additional subparagraph under Subparagraph (1):

That is available to the insured when the insured is added as an additional insured under any other policy, including any umbrella or excess policy.

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR SERVICE INDUSTRIES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|--|--|
| <ul style="list-style-type: none">A. Broadened Named InsuredB. Blanket Additional Insured – Broad Form VendorsC. Damage To Premises Rented To You<ul style="list-style-type: none">• Perils of fire, explosion, lightning, smoke, water• Limit increased to \$300,000D. Blanket Waiver Of SubrogationE. Blanket Additional Insured – Owners, Managers Or Lessors Of PremisesF. Blanket Additional Insured – Lessors Of Leased EquipmentG. Incidental Medical MalpracticeH. Personal Injury – Assumed By Contract | <ul style="list-style-type: none">I. Amended Bodily Injury DefinitionJ. Bodily Injury To Co-Employees And Co-Volunteer WorkersK. Aircraft Chartered With CrewL. Non-Owned Watercraft – Increased From 25 Feet To 50 FeetM. Increased Supplementary Payments<ul style="list-style-type: none">• Cost of bail bonds increased to \$2,500• Loss of earnings increased to \$500 per dayN. Knowledge And Notice Of Occurrence Or OffenseO. Unintentional OmissionP. Reasonable Force – Bodily Injury Or Property Damage |
|--|--|

PROVISIONS

A. BROADENED NAMED INSURED

1. The following is added to **SECTION II – WHO IS AN INSURED**:

Any organization, other than a partnership or joint venture, over which you maintain ownership or majority interest on the effective date of the policy qualifies as a Named Insured. However, coverage for any such organization will cease as of the date during the policy period that you no longer maintain ownership of, or majority interest in, such organization.

2. The following replaces Paragraph 4.a. of **SECTION II – WHO IS AN INSURED**:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, unless reported in writing to us within 180 days.

B. BLANKET ADDITIONAL INSURED – BROAD FORM VENDORS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a vendor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

- a. Is caused by an "occurrence" that takes place after you have signed and executed that contract or agreement; and
- b. Arises out of "your products" which are distributed or sold in the regular course of such vendor's business.

The insurance provided to such vendor is subject to the following provisions:

- a. The limits of insurance provided to such vendor will be the limits which you agreed to pro-

COMMERCIAL GENERAL LIABILITY

vide in the written contract or agreement, or the limits shown in the Declarations of this Coverage Part, whichever are less.

- b. The insurance provided to such vendor does not apply to:
- (1) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (2) Any express warranty unauthorized by you;
 - (3) Any physical or chemical change in "your products" made intentionally by such vendor;
 - (4) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (5) Any failure to make such inspections, adjustments, tests or servicing as vendors agree to perform or normally undertake to perform in the regular course of business, in connection with the distribution or sale of "your products";
 - (6) Demonstration, installation, servicing or repair operations, except such operations performed at such vendor's premises in connection with the sale of "your products"; or
 - (7) "Your products" which, after distribution or sale by you, have been labeled or re-labeled or used as a container, part or ingredient of any other thing or substance by or for such vendor.

Coverage under this provision does not apply to:

- a. Any person or organization from whom you have acquired "your products", or any ingredient, part or container entering into, accompanying or containing such products; or
- b. Any vendor for which coverage as an additional insured specifically is scheduled by endorsement.

C. DAMAGE TO PREMISES RENTED TO YOU

1. The following replaces the last paragraph of Paragraph 2., Exclusions, of SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY:

Exclusions c. through n. do not apply to damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by:

- a. Fire;
- b. Explosion;
- c. Lightning;
- d. Smoke resulting from such fire, explosion, or lightning; or
- e. Water.

A separate limit of insurance applies to such damage to premises as described in Paragraph 6. of Section III – Limits Of Insurance.

This insurance does not apply to damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by:

- a. Rupture, bursting, or operation of pressure relief devices;
- b. Rupture or bursting due to expansion or swelling of the contents of any building or structure, caused by or resulting from water;
- c. Explosion of steam boilers, steam pipes, steam engines, or steam turbines.

2. The following replaces Paragraph 6. of SECTION III – LIMITS OF INSURANCE:

Subject to 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises while rented to you, or temporarily occupied by you with permission of the owner, caused by fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; or water. The Damage To Premises Rented To You Limit will apply to all damage proximately caused by the same "occurrence", whether such damage results from fire; explosion; lightning; smoke resulting from such fire, explosion, or lightning; water; or any combination of any of these.

The Damage To Premises Rented To You Limit will be the higher of:

- a. \$300,000; or
- b. The amount shown on the Declarations of this Coverage Part for Damage To Premises Rented To You Limit.

3. The following replaces Paragraph **a.** of the definition of "insured contract" in the **DEFINITIONS** Section:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage to premises while rented to you, or temporarily occupied by you with permission of the owner, caused by:

- (1) Fire;
- (2) Explosion;
- (3) Lightning;
- (4) Smoke resulting from such fire, explosion, or lightning; or
- (5) Water.

is not an "insured contract";

4. The following replaces Paragraph **4.b.(1)(b)** of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

- (b) That is insurance for premises rented to you, or temporarily occupied by you with the permission of the owner;

D. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of premises owned or occupied by or rented or loaned to you; ongoing operations performed by you or on your behalf, done under a contract with that person or organization; "your work"; or "your products". We waive this right where you have agreed to do so as part of a written contract, executed by you prior to loss.

E. BLANKET ADDITIONAL INSURED – OWNERS, MANAGERS OR LESSORS OF PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a premises owner, manager or lessor and that you have agreed in a written contract or agreement to name as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" that:

- a. Is "bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal injury" or "advertising injury" caused by an offense that is committed, after you have signed and executed that contract or agreement; and
- b. Arises out of the ownership, maintenance or use of that part of any premises leased to you.

The insurance provided to such premises owner, manager or lessor is subject to the following provisions:

- a. The limits of insurance provided to such premises owner, manager or lessor will be the limits which you agreed to provide in the written contract or agreement, or the limits shown on the Declarations of this Coverage Part, whichever are less.
- b. The insurance provided to such premises owner, manager or lessor does not apply to:
 - (1) "Bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal injury" or "advertising injury" caused by an offense that is committed, after you cease to be a tenant in that premises; or
 - (2) Structural alterations, new construction or demolition operations performed by or on behalf of such premises owner, manager or lessor.
- c. The insurance provided to such premises owner, manager or lessor is excess over any valid and collectible other insurance available to such premises owner, manager or lessor, unless you have agreed in a written contract for this insurance to apply on a primary or contributory basis.

F. BLANKET ADDITIONAL INSURED – LESSORS OF LEASED EQUIPMENT

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is an equipment lessor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" that:

- a. Is "bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal injury" or "advertising injury" caused by an offense that is committed, after you have

COMMERCIAL GENERAL LIABILITY

signed and executed that contract or agreement; and

- b. Is caused, in whole or in part, by your acts or omissions in the maintenance, operation or use by you of equipment leased to you by such equipment lessor.

The insurance provided to such equipment lessor is subject to the following provisions:

- a. The limits of insurance provided to such equipment lessor will be the limits which you agreed to provide in the written contract or agreement, or the limits shown on the Declarations of this Coverage Part, whichever are less.
- b. The insurance provided to such equipment lessor does not apply to any "bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal injury" or "advertising injury" caused by an offense that is committed, after the equipment lease expires.
- c. The insurance provided to such equipment lessor is excess over any valid and collectible other insurance available to such equipment lessor, unless you have agreed in a written contract for this insurance to apply on a primary or contributory basis.

G. INCIDENTAL MEDICAL MALPRACTICE

1. The following is added to the definition of "occurrence" in the **DEFINITIONS** Section:

Unless you are in the business or occupation of providing professional health care services, "occurrence" also means an act or omission committed in providing or failing to provide "incidental medical services" to a person.

2. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages;
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances;
- c. First aid; or
- d. "Good Samaritan services".

"Good Samaritan services" means any emergency medical services for which no compensation is demanded or received.

3. The following is added to Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**:

Unless you are in the business or occupation of providing professional health care services, Paragraphs **(1)(a), (b), (c)** and **(d)** above do not apply to any "bodily injury" arising out of any providing or failing to provide "incidental medical services" by any of your "employees", other than an employed doctor. Any such "employees" providing or failing to provide "incidental medical services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the willful violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of, the insured.

5. The following is added to Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in the providing or failing to provide "incidental medical services" to any one person will be considered one "occurrence".

6. The following is added to Paragraph **4.b., Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**.

H. PERSONAL INJURY – ASSUMED BY CONTRACT

1. The following replaces Exclusion e., **Contractual Liability**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY**:

e. Contractual Liability

"Personal injury" or "advertising injury" for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to:

- (1) Liability for damages that the insured would have in the absence of the contract or agreement; or
- (2) Liability for damages because of "personal injury" assumed in a contract or agreement that is an "insured contract", provided that the "personal injury" is caused by an offense committed subsequent to the execution of the contract or agreement. Solely for the purposes of liability assumed in an "insured contract", reasonable attorneys fees and necessary litigation expenses incurred by or for a party other than an insured will be deemed to be damages because of "personal injury", provided that:
 - (a) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same "insured contract"; and
 - (b) Such attorney fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

2. The following replaces the third sentence of Paragraph 2. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**:

Notwithstanding the provisions of Paragraph 2.b.(2) of Section I – Coverage A – Bodily Injury And Property Damage Liability or Paragraph 2.e. of Section I – Coverage B – Personal and Advertising Injury Liability, such payments will not be deemed to be damages because of "bodily injury", "property damage" or "personal injury", and will not reduce the limits of insurance.

3. The following replaces Paragraph 2.d. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**:

- d. The allegations in the "suit" and the information we know about the "occurrence" or offense are such that no conflict appears to exist between the interests of the insured and the interests of the indemnitee;

4. The following replaces the first subparagraph of Paragraph f. of the definition of "insured contract" in the **DEFINITIONS** Section:

- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury," "property damage" or "personal injury" to a third person or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

I. AMENDED BODILY INJURY DEFINITION

The following replaces the definition of "bodily injury" in the **DEFINITIONS** Section:

"Bodily injury" means bodily injury, mental anguish, mental injury, shock, fright, disability, humiliation, sickness or disease sustained by a person, including death resulting from any of these at any time.

J. BODILY INJURY TO CO-EMPLOYEES AND CO-VOLUNTEER WORKERS

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraph (1)(a) above does not apply to "bodily injury" to a co-"employee" in the course of the co-"employee's" employment by you or performing duties related to the conduct of your business, or to "bodily injury" to your other "volunteer workers" while performing duties related to the conduct of your business.

K. AIRCRAFT CHARTERED WITH CREW

The following is added to Exclusion g., **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

This exclusion does not apply to an aircraft that is:

COMMERCIAL GENERAL LIABILITY

- (a) Chartered with crew to any insured;
- (b) Not owned by any insured; and
- (c) Not being used to carry any person or property for a charge.

L. NON-OWNED WATERCRAFT

1. The following replaces Paragraph (2) of Exclusion g., **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

- (2) A watercraft you do not own that is:

- (a) Fifty feet long or less; and
- (b) Not being used to carry any person or property for a charge.

2. The following is added to Paragraph 2. of **SECTION II – WHO IS AN INSURED**:

Any person or organization that, with your express or implied consent, either uses or is responsible for the use of a watercraft that you do not own that is:

- (1) Fifty feet long or less; and
- (2) Not being used to carry any person or property for a charge.

M. INCREASED SUPPLEMENTARY PAYMENTS

1. The following replaces Paragraph 1.b. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** of **SECTION I – COVERAGES**:

- b. Up to \$2,500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

2. The following replaces Paragraph 1.d. of **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** of **SECTION I – COVERAGES**:

- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

N. KNOWLEDGE AND NOTICE OF OCCURRENCE OR OFFENSE

The following is added to Paragraph 2., **Duties In The Event of Occurrence, Offense, Claim or Suit**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

- e. The following provisions apply to Paragraph a. above, but only for the purposes of the insurance provided under this Coverage Part to you or any insured listed in Paragraph 1. or 2. of Section II – Who Is An Insured:

- (1) Notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known to you (if you are an individual), any of your partners or members who is an individual (if you are a partnership or joint venture), any of your managers who is an individual (if you are a limited liability company), any of your trustees who is an individual (if you are a trust), any of your "executive officers" or directors (if you are an organization other than a partnership, joint venture, limited liability company or trust) or any "employee" authorized by you to give notice of an "occurrence" or offense.

- (2) If you are a partnership, joint venture, limited liability company or trust, and none of your partners, joint venture members, managers or trustees are individuals, notice to us of such "occurrence" or offense must be given as soon as practicable only after the "occurrence" or offense is known by:

- (a) Any individual who is:
 - (i) A partner or member of any partnership or joint venture;
 - (ii) A manager of any limited liability company;
 - (iii) A trustee of any trust; or
 - (iv) An executive officer or director of any other organization;

that is your partner, joint venture member, manager or trustee; or

- (b) Any "employee" authorized by such partnership, joint venture, limited liability company, trust or other organization to give notice of an "occurrence" or offense.

- (3) Notice to us of such "occurrence" or offense will be deemed to be given as soon as practicable if it is given in good faith as soon as practicable to your workers' compensation insurer. This applies only if you subsequently give notice to us of the "occurrence" or offense as soon as practicable after any of the persons described

in Paragraphs e.(1) or (2) above discovers that the "occurrence" or offense may result in sums to which the insurance provided under this Coverage Part may apply.

However, if this policy includes an endorsement that provides limited coverage for "bodily injury" or "property damage" or pollution costs arising out of a discharge, release or escape of "pollutants" which contains a requirement that the discharge, release or escape of "pollutants" must be reported to us within a specific number of days after its abrupt commencement, this Paragraph e. does not affect that requirement.

O. UNINTENTIONAL OMISSION

The following is added to Paragraph 6., **Representations**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

The unintentional omission of, or unintentional error in, any information provided by you which we

relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

P. REASONABLE FORCE – BODILY INJURY OR PROPERTY DAMAGE

The following replaces Exclusion a., **Expected Or Intended Injury**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

a. Expected or Intended Injury or Damage

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect any person or property.



Where Clean Begins.®

Hello Gil,

Let me begin with a thank you for this opportunity and hope we can work together in future.

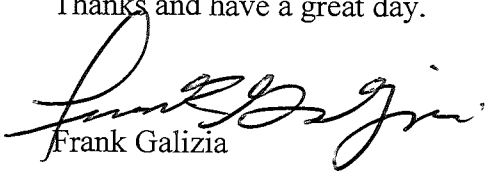
Enclosed please find our contract and necessary information for Sky Point Campus.

Our contracts are never etched in stone. We would appreciate any feedback or changes that you would like to make.

In an effort to gain your business on this 3 year agreement we are offering 5% OFF Year 1 and 2.5% OFF Year 2. Also please note this discount structure and price per sq/ ft can be applied to any additional schools.

Please let me know if you have any questions.

Thanks and have a great day.



Frank Galizia

VP Operations

OMEX

702-217-2104

Galizianyiv@gmail.com

NEVADA
3111 S. Valley View Blvd., Suite A-121
Las Vegas, NV 89102

PHONE
702.940.6639

FACSIMILE
702.940.6641

WEBSITE
www.omexcorp.com/
Independently Owned and Operated

Facts About OMEX

- ❖ **Gali Brothers Inc. DBA OMEX** is an S Corporation, established since April of 2000. *We are a family run business.* **OMEX** is 100% Women owned Company. Sole shareholder is Judy Galizia, President of **OMEX**.
- ❖ Customer Service is Paramount to **OMEX**. We are available 24/7 to our clients by phone or email.
- ❖ **OMEX** employees are pre-screened and background checked before working. They are then fully trained, uniformed, and compensated above minimum wage. We do this to ensure that we get the best possible candidates for each job.
- ❖ **OMEX** has teams of day and night supervisors that we deploy to enhance and ensure the work of our cleaner's is done properly, safely, and efficiently.
- ❖ **OMEX** is an equal opportunity employer, treating all employees, applicants for employment and customers equally and fairly. We do not discriminate against any individual or group of individuals on the basis of; race, color, gender, age, physical attributes, religion, place of origin, disability, sexual orientation, and/or sexual identity.
- ❖ **OMEX** is in compliance with all Federal, State, and local regulations and executive orders regarding employment. We have never had any litigation since our inception.
- ❖ **OMEX** carries all necessary licenses and insurances and has maintained them without lapse since our inception in 2000.



Where Clean Begins.®

OMEX Advantage

OMEX EXPERIENCE

- ❖ OMEX has been servicing Southern Nevada for over 17 years, providing Class A Business to Business janitorial services. We currently service over 6 schools. We began cleaning schools in 2005, and needless to say we have extensive experience.
- ❖ What we learned about cleaning schools, through our experience
 - Schools are typically more work per square foot than general office or other types of businesses.
 - Safety of the children is paramount. Cleaning and sanitizing is needed more than for just aesthetics, it is necessary to stop the spread of germs.
- ❖ Why we are successful at cleaning schools
 - We are a trustworthy company; our clients trust us to carry the burden of keeping their schools clean.
 - We are flexible; schools have a lot of before and after school activities we are able to service around these activities on a day to day basis as best we can.
 - We care about the cleanliness of our clients; we act on the best interests of our clients without being told and when nobody is looking.

OMEX STABILITY

- ❖ OMEX is a stable company; we are not going anywhere.
- ❖ Being a family own and operated business you are assured that management WILL NOT CHANGE.
- ❖ Our staffing of employees is constantly growing and yet we have little turnover in general because of our pre-screening process and our wages we are able to retain strong employees.
- ❖ We are also stable financially, our client base is diverse, and we are constantly growing and seeking out new opportunities.

LAS VEGAS
3111 S. Valley View Blvd.
Suite A-114
Las Vegas, NV 89102

PHONE
702.940.6639

FACSIMILE
702.940.6641

WEBSITE
www.omexcorp.com/lasvegas

Independently Owned and Operated



Where Clean Begins.®

OMEX HIRING

1. We find 30% of our employees from adds placed in local newspapers & internet
2. We find 70% of employees from our current employees & word of mouth.
3. We only move forward if either or 3 criteria's are met,
 - They have fulltime employment
 - Retired
 - Stay at home moms or dads
4. If criteria is met, applicant fills out 1 page application along with ID & SS card.
5. When opening arises, applicant is further interviewed & must fill out a 7 page application.
6. Once app is returned, a full nationwide background check is done.
7. When we receive background, employee starts work in a probation period @ \$9 per hour
8. Once 30 day period is up & our supervisor gives the OK, employee is given \$10 per and become permanent employee.
9. Our average rate of pay is \$11.90

OMEX HIRING PHILOSOPHY

FOR 18 Years we have one basic rule. "*ONE JOB ONE EMPLOYEE.*" We do not rotate people from job to job. They are hired, on a part time basis, for a specific job. Currently we employ 71 people of which 63 are part time. We provide solid P/T employment for those that met our specific criteria.

Example of part time. The Flamingo or Renaissance branch we service for America 1*, is a 5 day per week job. Our employee work 2 hours per day or 10 hours per week. Francisco, our cleaner @ that branch has serviced that location for 15 years. SAME EMPLOYEE SAME JOB!

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OMEX MAINTENANCE PROPOSAL

-FOR-

Somerset Sky Pointe

7058 Sky Pointe Dr.
LV NV 89131

SUBMITTED TO:

Gil Cuevas

702 478 8888

July 17, 2018

PREPARED BY:

Frank Galizia / VP Operations / 702-940-OMEX

**EVENING HOUSEKEEPING
SERVICE SPECIFICATIONS**

SUPPLIES

OMEX shall provide:

All janitorial equipment and cleaning chemicals.

SOMERSET shall provide all other materials, including:

Restroom consumables and plastic liners.

SQUARE FOOTAGE

139000 k

POPULATION

GENERAL NOTES

- Note #1: **OMEX** personnel will not touch or disturb School papers on desks, files, counters, etc.
- Note #2: All Janitor Closets shall be kept clean and in an orderly condition at all times. Trash shall be removed to the designated collection area by **OMEX** personnel.
- Note #3: **OMEX** will leave notice advising of any irregularities noted during servicing (i.e. defective plumbing fixtures doors unlocked or lights burning).
- Note #4: **OMEX** personnel will turn off all lights and secure the building prior to leaving.
- Note #5: **SOMERSET** shall provide 1 speed dial line for **OMEX** personnel. No cost to **SOMERSET**
- Note #6: **SOMERSET** shall provide 3 sets of building keys; 1 cleaner, 1 manager, 1 office.
- Note #7: **OMEX** personnel will not service on HOLIDAYS where the school of **SOMERSET** is closed.
- Note #8: All **OMEX** employees will be uniformed & background check.
- Note #9: All work, floor & windows included in contract price. **NO EXTRA**

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 jambs
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.

SERVICE AGREEMENT

COSTS

OMEX agrees to perform for Owner, as an independent contractor and in a good and workmanlike manner, the services specified in the attached Cleaning Proposal at the facility and in accordance with the conditions specified in the Cleaning Proposal. Monthly prices do not include state sales tax. OMEX will perform its services during the hours designated by Owner and shall, to the extent possible, perform its services so as to avoid inconvenience to Owner. **ALL PAYMENTS ARE DUE & PAYABLE ON OR BEFORE THE 15TH OF EACH MONTH.** Late payment charges are 1 ½ % per month.

OMEX will perform these services for the cost of:

SEE ATTACHED PRICE PAGE

SUPERVISION

OMEX shall maintain a regular, systematic inspection routine of Owner's facility by its supervisory personnel. Owner agrees that during the term of this Agreement and for a period of six months thereafter, it shall not employ or engage as an independent contractor any employee of OMEX. The authorized contact Owner set forth below shall have full authority and shall be available at all times to consult with OMEX personnel should the need arise.

The parties hereby agree that OMEX employees shall not be responsible for cleaning, removing or otherwise handling any object, area or surface which is contaminated by blood, saliva, semen or any other human body fluid that is visibly contaminated with blood including red bag trash or any other container or mechanism marked with biohazardous warning labels. Should an OMEX employee encounter an area contaminated by such materials, he or she may not work in the contaminated area until a qualified individual has disinfected and removed the contaminant from the work area.

TERM OF AGREEMENT

The term of this Agreement shall be for a period of 3 year and shall renew automatically for like periods unless earlier terminated by either party as provided herein.

TERMINATION

Either party shall have the right to terminate this Agreement upon **thirty (30) days** written notice, mailed to said party's address as set forth in this Agreement. Notice shall be deemed provided upon mailing.

PRICE PAGE

*Below is breakdown of what we will bill each month in each contracted year
This helps us with cash flow because our cost is higher during the 10 school months

*\$180,000 is our set price. In order to be competitive we are offering 5% off year 1 and 2.5% off year 2

*This discount structure and price per sq/ft can be applied to additional schools

	8/1/18 - 7/31/19	8/1/19 - 7/31/20	8/1/20 - 7/31/21
YEARLY TOTAL price / sq ft	Year 1 \$171,000 \$0.103	Year 2 \$175,500 \$0.105	Year3 \$180,000 \$0.108
August	\$15,800	\$16,100	\$16,500
September	\$15,800	\$16,100	\$16,500
October	\$15,800	\$16,100	\$16,500
November	\$15,800	\$16,100	\$16,500
December	\$15,800	\$16,100	\$16,500
January	\$15,800	\$16,100	\$16,500
February	\$15,800	\$16,100	\$16,500
March	\$15,800	\$16,100	\$16,500
April	\$15,800	\$16,100	\$16,500
May	\$15,800	\$16,100	\$16,500
June	\$6,500	\$7,250	\$7,500
July	\$6,500	\$7,250	\$7,500
Total of 12 months	\$171,000 Year 1	\$175,500 Year 2	\$180,000 Year3

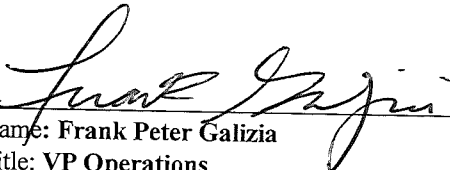
ACCEPTANCE

Our services shall begin with your authorization.

OMEX:

OMEX

3111 South Valley View #A-114
LV NV 89102

By  Date: 7/17/18
Name: Frank Peter Galizia
Title: VP Operations

OWNER:

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

By _____ Date: _____

Print _____

Commencement date: 8/1/2018



OFFICE MAINTENANCE EXPERTS

Where Clean Begins.®

References and Insurance

St. Elizabeth Ann Seton School

Since 2005

Father Bede

228-8311

Bishop Gorman High School

Since 2007

Greg Piot

702 348 3122

Temple Beth Sholom

Since 2016

Jennifer Zukowski

702 804 1333

besides above Omex cleans, BEACON ACADEMY, OUR LADY OF LAS VEGAS SCHOOL, SAINT ANNE SCHOOL.

NOTE: Insurance Certificates - Besides carrying high limits for all policies (see attached) we carry an abuse policy specific for working at schools.

2115 Valley View Blvd.
Suite A-114
Las Vegas, NV 89102

PHONE
702.940.6639

FACSIMILE
702.940.6641

WEBSITE
www.omexcorp.com/lasvegas

Independently Owned and Operated



CERTIFICATE OF LIABILITY INSURANCE

OMEX-01

OP ID: D3

DATE (MM/DD/YYYY)

12/06/2017

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 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).

PRODUCER GLB Insurance Group of Nevada 4455 South Pecos Rd Las Vegas, NV 89121 Ryan Gagnon	CONTACT NAME: Debra Koehler PHONE (A/C, No, Ext): 702-735-9333 FAX (A/C, No): 702-735-6129 E-MAIL ADDRESS: Debra@glbins.com
INSURER(S) AFFORDING COVERAGE	
INSURED OMEX of Nevada Gali Brothers Inc DBA 3111 S Valley View Blvd A-114 Las Vegas, NV 89102	INSURER A: Lloyd's of London INSURER B: The Hartford INSURER C: Financial Pacific INSURER D: Travelers Property Casualty INSURER E: INSURER F:
	NAIC # 30104 31453 36161

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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		1308 01817796	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Pollution \$ 100,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		1308 01817796	12/01/2017	12/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		ZUP-61M88488-17-NF	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	53WECAA7CR8	12/01/2017	12/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Sexual Abuse		498143	08/19/2017	08/19/2018	Occur 1,000,000 Agg 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate issued as proof of liability insurance subject to policy limits, conditions and exclusions.

CERTIFICATE HOLDER**CANCELLATION****EVIDENC****PROOF OF INSURANCE ONLY**

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

This Declaration Page is attached to and forms part of certificate provisions (Form SLC-3).

Previous No. 488708

Authority Ref. No. B6089PRW171861

Certificate No.

498143

**SEXUAL MISCONDUCT AND MOLESTATION LIABILITY INSURANCE POLICY
CLAIMS MADE AND REPORTED COVERAGE**

1. NAMED INSURED:

(a) Named Insured: Gali Brothers, Inc. dba: Omex of Nevada
(b) Named Insured's Address: 3111 S. Valley View Blvd. A121
Las Vegas, NV 89102

2. POLICY PERIOD:

From: August 19, 2017 to August 19, 2018 both days at 12:01 A.M. Local Standard Time at the Named Insured's address shown in Item 1(b) of the Declarations.

3. DESCRIPTION OF OPERATIONS: Commercial Cleaning Company

4. LIMIT OF LIABILITY:

a) Each Victim Limit: \$ 1,000,000.00 each Insured Event
b) Aggregate Limit of Liability: \$ 1,000,000.00

PREMIUM 7000

POLICY FEE 175

BROKER FEE 0

INSPECTION FEE 0

COMMUNICATION FEE 0

STATE TAX 251.13

FINANCIAL FEE 28.70

5. SELF-INSURED RETENTION: \$ 10,000.00 Any One Victim

6. RETROACTIVE DATE: August 19, 2016

7. PREMIUM FOR THIS POLICY: \$7,000.00

8. ENDORSEMENTS ATTACHING TO THE POLICY:

Policy form P1861S-0912 and Application form dated September 6, 2017 and all its attachments are hereby attached and made a part of this policy. Wherever in any of the forms, clauses or conditions of this insurance the word "Policy" appears, this shall be deemed to be "Certificate".

Form Numbers of Endorsements attached at policy issuance: E1861A-0914, E1861B-0914, E1861SMB-0914, E1861SMO-0914, E1861IUS-0315

Insurance is effected with certain UNDERWRITERS AT LLOYD'S, LONDON (100%)

9. NOTIFICATION OF CLAIM TO: NAS Insurance Services, LLC
16501 Ventura Blvd., Suite 200
Encino, CA 91436

COUNTERSIGNED THIS
27 DAY OF September 2017
GLB & AP LLC

10. SERVICE OF SUIT: FLWA Service Corp.
c/o Foley & Lardner LLP
555 California Street, Suite 1700
San Francisco, CA 94104-1520

GEORGE L. BROWN INS. & ASSOC
SURPLUS LINES BROKER #17537


SIGNATURE

Dated September 19, 2017

NAS INSURANCE SERVICES, LLC

By: 

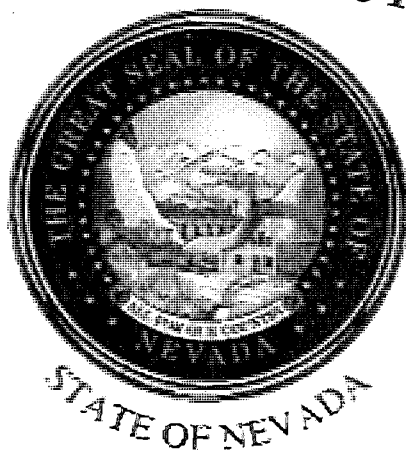
Correspondent

RPSSCOT/SC/2017.09.26

D1861S-0912

To Report a Loss
This insurance contract is issued pursuant to the Nevada Insurance Laws by an insurer neither licensed by nor under the supervision of the Nevada Insurance Division. If the Insurer is found insolvent, a claim under this contract is not covered by the Nevada Insurance Guaranty Association Act.
Nevada toll-free #1 (844)777-8323 or visit our Website: <https://my.rpsins.com/claimsfnol>
Contact Insurer directly (see policy section)

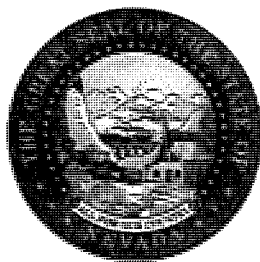
SECRETARY OF STATE



CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, Barbara K. Cegavske, the duly elected and qualified Nevada Secretary of State, do hereby certify that I am, by the laws of said State, the custodian of the records relating to filings by corporations, non-profit corporations, corporation soles, limited-liability companies, limited partnerships, limited-liability partnerships and business trusts pursuant to Title 7 of the Nevada Revised Statutes which are either presently in a status of good standing or were in good standing for a time period subsequent of 1976 and am the proper officer to execute this certificate.

I further certify that the records of the Nevada Secretary of State, at the date of this certificate, evidence, **GALI BROTHERS, INC.**, as a corporation duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since March 13, 2000, and is in good standing in this state.



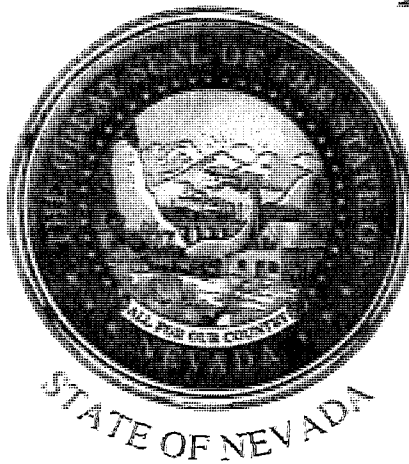
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on February 28, 2018.

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

Electronic Certificate
Certificate Number: C20180228-2284
You may verify this electronic certificate
online at <http://www.nvsos.gov/>

SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

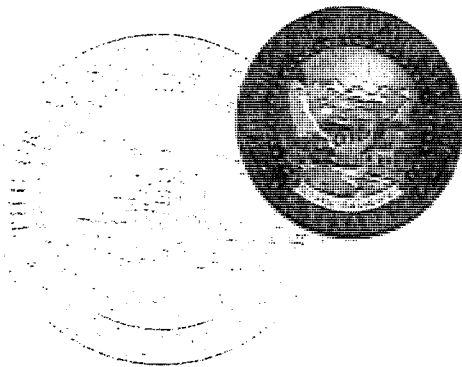
GALI BROTHERS, INC.

Nevada Business Identification # NV20001239605

Expiration Date: March 31, 2019

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on February 28, 2018

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

You may verify this license at www.nvsos.gov under the Nevada Business Search.

License must be cancelled on or before its expiration date if business activity ceases.
Failure to do so will result in late fees or penalties which by law cannot be waived.

BUSINESS LICENSE

City of Las Vegas | Las Vegas, Nevada

IN ACCORDANCE WITH THE PROVISIONS OF THE LAS VEGAS MUNICIPAL CODE, AS AMENDED, LICENSE IS HEREBY GRANTED TO OPERATE THE BUSINESS REFERENCED BELOW.

LICENSE #: G65-08070

RENEWAL DATE: 05/01/2018

EXPIRATION DATE: 11/01/2018

TYPE OF LICENSE: R60 - REPAIR AND MAINTENANCE
JANITORIAL

BUSINESS LOCATION: 3111 S VALLEY VIEW BLVD A114

ISSUED TO:

OMEX OF NEVADA
3111 S VALLEY VIEW BLVD A114
LAS VEGAS, NV 89102



Deputy Director, Planning Department

*Failure to maintain an active state license or SNHD health permit,
if required, renders this business license invalid.*

Post in a conspicuous place.



City of Henderson Finance Department
Business License Division
P.O. Box 95050
Henderson, Nevada 89009-5050
702-267-1730

License No: 2005305044
GALI BROTHERS INC
3111 S Valley View BLVD A114
Las Vegas , NV 89102

BUSINESS LICENSE
CITY OF HENDERSON, NEVADA

EXPIRATION DATE:

September 30, 2018

Scope:

PROPERTY MAINTENANCE

License Class/No.:

PROPERTY MAINTENANCE/2005305044

Business Name:

OMEX OF NEVADA

Business Location:

3111 S Valley View BLVD A114
Las Vegas , NV 89102

A Place To Call Home

Lana Hammond
BUSINESS LICENSE SUPERVISOR

BUSINESS LICENSE

City of North Las Vegas
2250 Las Vegas Boulevard North, Suite 110
North Las Vegas, NV 89030

Mailing Address:

OMEX OF NEVADA
3111 S VALLEY VIEW BLVD
STE A-114
LAS VEGAS, NV 89102

In conformity with and subject to the provisions of the Ordinances of the City of North Las Vegas and the laws of the State of Nevada, license is hereby granted to operate the business described hereon:

License Number: 67896

Period Ending: 08/31/2018

Type of License: T011 TRUCKING

Business Location:

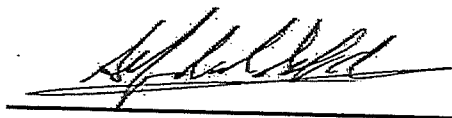
OMEX OF NEVADA
3111 S VALLEY VIEW RD
STE A-114
LAS VEGAS, NV 89102

Owner/Principal(s)

1 VEHICLE
GALI BROTHERS, INC.

Your Community of Choice

This license is **not** transferable
POST IN A CONSPICUOUS PLACE



Alfredo Melesio, Jr.

Director
Land Development & Community Services

CLARK COUNTY BUSINESS LICENSE

LICENSE NUMBER: 2002420-507

LICENSE PERIOD: 03/01/2018 - 02/28/2019

POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION

ISSUED TO:

Omex of Nevada
3111 S Valley View Blvd Suite A-114
Las Vegas, NV 89102

BUSINESS LOCATION ADDRESS:

3111 S Valley View Blvd Suite A-114
Las Vegas, NV 89102

TYPE OF LICENSE: Janitorial/Cleaning Service

All signage must conform to standards set forth in Clark County Codes 30.72 and 30.48. Business owners are responsible to keep business property free of trash and graffiti, conform to all zoning codes requirements and, if applicable, all conditions set forth in a Notice of Final Action issued by Comprehensive Planning.

DISCLAIMER

ISSUANCE OF A BUSINESS LICENSE IS NOT AN ENDORSEMENT OF THE BUSINESS PRACTICE OF THE LICENSEE.
PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Jacqueline R. Holloway

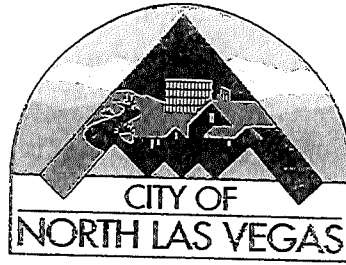
JACQUELINE R. HOLLOWAY
DIRECTOR OF BUSINESS LICENSE

DEPARTMENT OF BUSINESS LICENSE

500 S GRAND CENTRAL PARKWAY
BOX 551810
LAS VEGAS NV 89155-1810
PHONE: (702) 455-4252

Mayor
John J. Lee

Council Members
Anita G. Wood
Pamela A. Goynes-Brown
Isaac E. Barron
Richard J. Cherchio



City Manager
Dr. Qiong X. Liu, P.E., PTOE

Your Community of Choice

Department of the Mayor and City Council

2250 Las Vegas Boulevard, North · Suite 910 · North Las Vegas, Nevada 89030
Telephone: (702) 633-1007 · Fax: (702) 649-1302
www.cityofnorthlasvegas.com

August 27, 2015

Omex Of Nevada
3111 S Valley View Rd Ste A 121
Las Vegas, NV 89102

Greetings Omex Of Nevada,

On behalf of the City of North Las Vegas, I would like to extend greetings and congratulations to the owners and employers of Omex Of Nevada as you celebrate your 15th Anniversary. It is quite an achievement to reach this business milestone and it speaks very highly of Omex Of Nevada and your quality of service over the past 15 years.

The City of North Las Vegas is fortunate to benefit from the service of its local businesses that possess the determination and know-how necessary to succeed in today's constantly evolving marketplace. We look forward to your business continuing to operate in the City and wish you all the success for the future.

Again, thank you and congratulations on this wonderful milestone.

Best regards,

John J. Lee
Mayor

A handwritten signature in black ink, appearing to be "John J. Lee", written over the printed name and title.



ACADEMICA

SKY POINTE CAMPUS

Customizing the jobs to meet your needs



Wednesday, July 18, 2018

Academica Nevada
Gil Cuevas
Re: Somerset – Sky Pointe Janitorial
6630 Surrey St.
Las Vegas, NV 89119

Dear Gil,

Limpio Pro LLC is pleased to present our recommendations for janitorial services for the Somerset Sky Pointe Campus, located at 7038 Sky Pointe Dr., Las Vegas, NV 89131. We look forward to the prospect of working with you and the rest of the staff on campus.

We recognize the importance of ensuring high quality maintenance for your facility, owners and visitors. The following proposal has been specifically developed with your requirements in mind. We are confident that our program will help to achieve your business objectives while providing a level of service that exceeds your expectations.

Our experience has allowed us to understand the different needs different customers have for their facilities. Limpio Pro LLC management team has managed very successfully several of your schools in the past. Additionally, we have a solid background managing projects that require expertise and creativity, such as, the Metropolitan Police Department headquarters, all of the recreational centers for the city of Henderson, multiple schools, municipal buildings for the city of Las Vegas, among many other large and small projects, totaling millions of cleanable square footage. The Hughes Center itself was a project as large as 1.3 million sq ft.

I personally have managed the cleaning in several of your facilities for several years and developed multiple task frequency and execution ideas that are now being using across all of your schools. We have developed and grown as a company and with this, there are new ideas we would like to implement that we feel would be very beneficial at Sky Pointe. We have a high level of initiative and do everything we promise you we will do when we start contractual services in your facility.

Although, we have had a long, professional and fruitful professional relationship with Academica and its schools, upon your request, I would be happy to provide you with any references you may need from any of our previous and current customers.

As you are aware, we have established and proven training programs for our employees, knowledgeable floor crews, an assigned quality control manager who will perform inspections in the school to make sure we are following the contract specifications and that we are doing everything we are supposed to. We always communicate with you as well whenever we find items that need attention like burn out light bulbs, broken furniture, damaged property, etc., as we believe in having a true partnership to ensure your facility always looks its best.

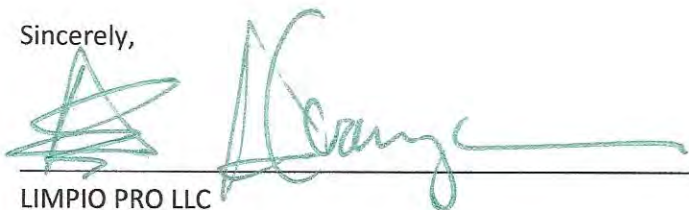
Please call me at (702) 682-4321 if I can be of assistance during your review and evaluation.

Thanks again for your consideration and I sincerely hope that we will have the opportunity to work together again and bring us on as your janitorial service provider !

Pricing

Please see attached.

Sincerely,



LIMPIO PRO LLC

Alex Alvarenga

Business Development Director

702.682-4321 Cell

AlexAlvarenga@limpiopro.com

Somerset - Sky Pointe Pricing

2018-2021 Pricing		Campus Sq. Ft.	Monthly Janitorial Services Cost	Monthly Floor Care Program Cost	Total Monthly Pricing	SQ FT Pricing
Campus	Location					
Somerset Academy Sky Pointe Campus	7038 Sky Pointe Dr. Las Vegas, NV 89131	139,000	\$ 15,450.00	\$ 1,913.00	\$ 17,363.00	\$ 0.12

* Pricing includes all services on specifications provided by Somerset Sky Pointe

REFERENCES

A sincere desire to please and attend to each customer has resulted in many long-term partnerships. We are more responsive, reliable, and consistent than our competition, and we encourage you to verify this with our customers.

Metropolitan Police Department HQ

Adam Whittman
Facilities Director
400 S. Martin Luther King Blvd
Las Vegas, NV
702.306.4435
Since 2011 - 2017
360,444 Square Feet

CBS 1, LLC

Daniel Loera
Facilities Director
10100 West Charleston Blvd.
Las Vegas, NV 89135
702.403.4998
Since 2005 - Now
70,000 Square Feet

Academica
6630 Surrey St.
Las Vegas, Nevada 89119
Since 2011 - 2017
OVER 500,000 Square Fee



July 18, 2018

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,

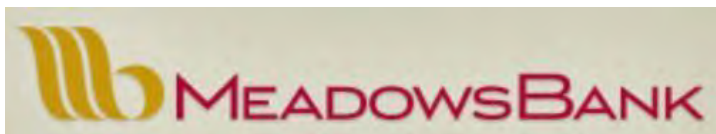
Erik Robertson
Regional Director
(702) 786-4292

Jason Collins
Business Development Manager
(702) 370-4779



Vanguard Cleaning Systems®

Accounts



The Benefits of Contracting with Vanguard®



Our commitment to **Somerset Academy Sky Pointe**

Attentive and Friendly Customer Service

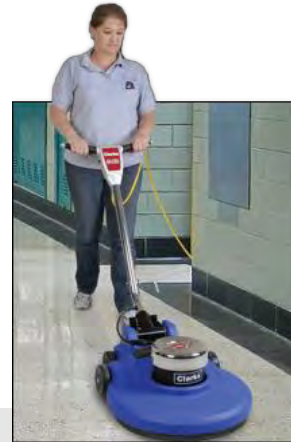
All clients have a Customer Service Manager available during business hours to discuss any issues or requests.

Highly Trained and Experienced Janitors

Vanguard provides extensive in-classroom and hands on certification for all of our providers.

English Speaking

Your main contact will always speak English so that we can communicate effectively with you and your company.



Flexible Schedules

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

24 Hour Access

All providers and crew supervisors carry cell phones for emergency access and to communicate effectively with you.

Paper and Soap Supplies

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

Benefits of the Vanguard Cleaning System

- ✓ We have over 10,000 commercial accounts in the nation
- ✓ We are covered by a \$10,000,000 liability insurance policy and \$1,000,000 bonding policy
- ✓ Vanguard has been operating since 1984

Vanguard Cleans....

General Offices
Multi-Tenant Facilities
Medical Offices
Schools/Preschools
Churches
Fitness Centers



The Benefits of the Vanguard® Program of Green Cleaning Quality Standards



Cleaning For Health

Breathe Healthier Air

High Filtration Vacuums utilize at least 3 separate filters. These filters capture harmful particles and quickly remove them from your environment.

A Cleaner, Healthier Office

Many green chemicals are equally effective as standard commercial cleaning chemicals. They typically have fewer toxins and Volatile Organic Compounds (VOCs).

Microfiber Equipment

Vanguard Cleaning Systems® franchise owners and other select service providers use Microfiber equipment. The result = less chemicals, which reduces waste and exposure. It also means that they clean virtually every room with a clean applicator so that germs don't migrate from one room (the bathroom) into another (your office).

A healthier work environment helps to improve the overall satisfaction and health of both your employees and customers!

Low Environmental Impact

May Reduce Waste

By using safe chemicals and less of them, Vanguard® franchise owners and other select independent service providers assist customers in minimizing their impact on the environment. Overall, waste output is reduced.

Minimize Toxins

Green cleaning products are designed to have minimal impact on the environment. They reduce the amount of harmful chemicals from your building waste water.



Let the Vanguard® program of green cleaning help your company protect ecosystems and conserve natural resources.

Positive Customer Experience

Be proud and display the fact that you care about the health of your customer and the environment.

May Reduce Absenteeism

With a healthier office comes a healthier employee. Reduce absenteeism by bringing in the Vanguard® Program of Green Cleaning.



May Extend the Life of Your Building

Extend the usable life and luster of your building components. By using microfiber and less chemicals you save money both short and long term. Save money by maintaining the expensive parts of your infrastructure.

The Vanguard® franchise system works to ensure the health, safety, and success of your business. Vanguard franchisees and other independent service providers delivers consistent quality cleaning and clear business value.

Vanguard® Green Program Standards

Green Chemicals

Better for you and better for the environment.

Microfiber

Removes more dirt than traditional methods.

High Filtration Vacuums

Remove and capture harmful particles in your office.

Green Replenishment

You can use recycled paper and liner products. These products can be ordered for you upon request!

The Vanguard® Way

The Vanguard Cleaning Systems organization of independent businesses is built on ability of trust, integrity, execution and quality that few can match.

Pricing and Service Areas



Customer	Specifications	
Somerset Academy Sky Pointe 7058 Sky Pointe Dr. Las Vegas, NV 89131	Price	\$18,521 Per Month
	Frequency	5 X Week
	Start Time	After 6:00 pm

Areas to Be Serviced

<input checked="" type="checkbox"/>	Entrance Areas	<input checked="" type="checkbox"/>	Entrance Glass
<input checked="" type="checkbox"/>	Reception Areas	<input checked="" type="checkbox"/>	Offices
<input checked="" type="checkbox"/>	Conference Rooms	<input checked="" type="checkbox"/>	Copy/Printer Areas
<input checked="" type="checkbox"/>	Classrooms	<input checked="" type="checkbox"/>	Hallways
<input checked="" type="checkbox"/>	Stairways/Elevators	<input checked="" type="checkbox"/>	Cafeterias/Multipurpose Rooms
<input checked="" type="checkbox"/>	GYM	<input checked="" type="checkbox"/>	Storage Rooms
<input checked="" type="checkbox"/>	Teacher Lounge	<input checked="" type="checkbox"/>	Restrooms/Locker Rooms
<input checked="" type="checkbox"/>	Kitchens	<input checked="" type="checkbox"/>	Janitors Closets

To get started with Vanguard Cleaning

REVIEW	SIGNATURE	RECOMMENDED	SUBMIT	START
Please review the specifications and pricing presented in this proposal.	Please review and sign the Cleaning Service Agreement on the following page.	We recommend an optional one-time deep clean, to bring your account up to a high standard without delay.	Please fax the signed Agreement to Vanguard.	We will schedule a walk-through with your new Vanguard service provider and start cleaning your facility according to your desired schedule!

Client Initials/Date _____/_____

Vanguard Initials/Date _____/_____

The Vanguard® Quality Standard



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 semi annually...

- 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 _____/_____

The Vanguard® Quality Standard



Restroom 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 _____/_____

The Vanguard® Quality Standard



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 _____/_____

The Vanguard® Quality Standard



Classrooms

Services performed each visit...

- All bare floor areas swept and dust mopped
- 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, 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
- Clean whiteboards on Friday's (unless specified otherwise)

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 _____/_____

The Vanguard® Quality Standard



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 _____/_____

The Vanguard® Quality Standard



GYM (Bathrooms, 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

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
- Wipe down/sweep bleachers
- Spot clean bleacher chairs 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 _____/_____

The Vanguard® Quality Standard



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 _____/_____

Service Agreement



The undersigned Client hereby accepts the proposal of Capstone Services, Inc. dba Vanguard Cleaning Systems of Las Vegas 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 August 1st, 2018 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: **\$18,521.00**.
 - 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 & May) 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 10th 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

Special Services



Vanguard® Special Services Overview

The following services can be arranged upon request at an additional charge.

Hard Surface Floors

Hard surface finished floors can be 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 more costly Strip and Refinish jobs. Also, Scrubbing and Recoating is the environmentally responsible alternative to Stripping and Refinishing, as it minimizes the need for harmful stripping chemicals.

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

Periodically carpet cleaning is advisable to extend the carpet life and keep it looking great. Vanguard franchisees can provide your facility with several carpet cleaning options.

Extraction: Hot water with cleaning solution is sprayed onto the carpets, agitated into the 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 the 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 that have round-the-clock foot traffic.



Other Services...

- Window Washing
- Power Washing
- Periodic Deep Cleaning
- Pre-Cleaning



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				
Softtone Multifold Towels	PC0101	4000	Case	\$32.92
Towel Roll Softtone Deluxe White	PG1000	6/1000	Case	\$68.38
EnMotion Roll Towel	PG2990	6/700	Case	\$100.37
Kitchen Roll Towel	PE8520	30/100	Case	\$32.08
Center Pull	PG6002	6/700	Case	Discontinued
Bathroom Paper Items				
Softtone Bath Tissue 2 ply	PI0626	96	Case	\$51.14
Scott KC Bath Tissue 2 ply	PI0446	80/605	Case	\$94.58
Jumbo Bath Tissue	PK0925	12/1000	Case	\$35.98
Softtone Facial Tissue	PA0680	30/100sht	Case	\$28.44
Can Liners				
24x24 Liners Clear	LB2400	1000	Case	\$18.37
24x33 Liners Clear	LB3330	1000	Case	\$40.56
30x37 Liners Clear	LB3700	500	Case	\$28.59
40x48 Liners Black	LB4851	150	Case	\$29.86
Soap				
Pink Satin Hand Soap	CM0202	4/Gal	Case	\$29.09
KC Hand Soap (Bag in Box)	CM0775	12/800ml	Case	Not Listed
Brady Foam Hand & Body	CM4624	4	Case	\$39.18
Misc.				
Seat Cover	PM0100	5000	Case	\$49.66
Urinal Screen/Block	CJ0040	12	Dz	\$15.42
Waxed Can Liners	PO1260	250	Case	\$20.05
Air Freshener Dispenser	CI8000	1	Each	\$16.58
Apple Fragrance	CI8020	Can	Each	\$4.02
Sassy Citrus Fragrance	CI8022	Can	Each	\$4.02

Below 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

Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

VANGCLE-01

LWHITLOCK

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).

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

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.						
INSTR	TYPE OF INSURANCE	ADDL SUBR WRD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded: \$2,000 <input checked="" type="checkbox"/> Per Occurrence CIVIL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> REQ-TEST <input type="checkbox"/> UDC OTHER:		BKW57253952	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per Occurrence) \$ 500,000 MED/EXP (Any and All Persons) \$ 15,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMPRISAGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED <input type="checkbox"/> 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 (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PRODUCTS-COMPRISAGG \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE		93638689	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY N/A PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS (Sec 9)	N/A				PER STATUTE \$ PER EMPLOYEE \$ E/L EACH ACCIDENT \$ E/L DISEASE - EA EMPLOYEE \$ E/L DISEASE - POLICY LIMIT \$
D	<input checked="" type="checkbox"/> Crime <input type="checkbox"/> Crime		013654154 013654154	05/01/2018 05/01/2018	05/01/2019 05/01/2019	Empl/Theft/Forgery/Alt \$ 1,000,000 Clients Prop \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, 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.

CERTIFICATE HOLDER *For Information Purpose Only*	CANCELLATION 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
---	--

ACORD 25 (2016/03)

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SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26 2018

Agenda Item: 4 – Discussion and Possible Action to Approve the use of Bond Funds for Improvements at the Losee Campus: Dance Room and Middle School Multipurpose Room Flooring

Enclosures:

SUBJECT: Losee Campus Dance Room and Middle School Flooring

☒ Action
☐ Appointments
☐ Approval
☐ Consent Agenda
☐ Information
☐ Public Hearing
☐ Regular Adoption

Presenter (s): Crystal Thiriot/Arthur Ziev

Recommendation:

Proposed wording for motion/action:

Move to approve _____ in bond funds to create a dance studio and _____ to replace the Middle School VCT flooring with sports flooring.

Fiscal Impact: N/A

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

Background: The Losee campus would like to make flooring changes in the middle school multi-purpose room by removing VCT flooring and replacing it with sports flooring. The bid is approximately \$83,000.

The Losee campus is also seeking approval to use bond funds to create a dance studio, up to \$25,000 for dance flooring, mirrors and bars. Additional bids will be forthcoming.

Submitted by Staff



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FSI / Flooring Solutions of NV, Inc.

4275 W. Reno Ave.
Las Vegas, NV 89118
Phone 702.399.9003 Fax 702.399.9004

Nevada Contractors License #'s 52766,55710,67009,72063 & 74635

Submitted To:
NEVADA GENERAL

Attention:
THOMAS

Address:
4121 WAGON TRAIL AVE

City, State, and Zip Code:
LAS VEGAS , NEVADA 89118

Architect:

Date of Plans or Revision:

Phone and Fax:
702-902-5466

Date:
7-12-2018

Project Name:
LOSEE MP ROOM

Project Mailing Address:

Project City and State

Email:

*****Scope of work*****

FURNISH AND INSTALL:

- 1) DEMO: DEMO EXISTING VC TILE AND DISPOSE INTO DUMPSTER \$ 13,846.15
- 2) PREP: \$ 3,607.25
 - A) LIGHT SAND EXISTING CONCRETE SURFACE
 - B) SKIM FLOOR USING SHONEZ SL CEMENT FEATHER FINISH
 - C) FINAL SAND TO INSURE FLOOR IS SMOOTH AND CLEAN
- 3) FLOORING OPTIONS
 - A) OPTION # 1 -MONDO VIRGIN RUBBER 6FT SHEETS COLOR : TBD \$ 64,533.72
 - 1) 4MM PERFORMANCE ROLLED RUBBER COLOR: 92 DARK MAPLE 06 DARK GRAY
 - A) MAIN COURT – 92 DARK MAPLE
 - B) KEYS AND CIRCLE - 06 DARK GRAY
 - C) 6FT SIDE LINE BORDER – 06 DARK GRAY
 - D) 3FT END LINE BORDER - 06 DARKE GRAY
 - E) THE BALANCE TO BE 92 DARK MAPLE
 - 2) ALL RUBBER TO BE ADHERED USING A 2 PART POLYURETHANE
 - 3) INCLUDES ALL BRICKS NEEDED FOR ALL SEAMS
 - 4) SPORT LINES INCLUDED USING ENDURA EPOXY PAINT
 - A) BB COURT - BLACK LINES B) VB COURT - RED LINES
- 4) RUBBER BASE :
 - A) BURKE 4" RUBBER BASE COLOR : TBD \$ 778.16

TOTAL \$ 82,765.28



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FSI IS A CERTIFIED ARDEX/HENRY SYSTEM ONE DEALER
FSI IS A CERTIFIED FORBO INSTALLATION SHOP
FSI IS A CERTIFIED ECO GRIP DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED HUSSEY DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED DRAPER SPORTS EQUIPMENT DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED DRAPER AV SCREEN DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED DRAPER SHADE DEALER & INSTALLATION SHOP
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FSI IS A CERTIFIED LIST / ART METAL LOCKER DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED MONDO RUBBER FLOOR DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED CONNOR SPORTS DEALER & INSTALLATION SHOP
FSI IS A CERTIFIED EA ATHLETIC DEALER & INSTALLATION SHOP
FSI IS A STURDI STEEL OUTDOOR BLEACHER DEALER AND INSTALLATION SHOP
FSI IS A ASTROTURF SPORTS TURF DEALER AND INSTALLATION SHOP
FSI IS A ALL AMERICAN SCOREBOARD / VIDEO SCREEN DEALER AND INSTALLATION SHOP

FSI IS A CERTIFIED LBE and SELF CERTIFIED MBE/WBE BUSINESS

Any operation or product not specifically listed above is not included in price and will be a change order.
Exclusions and clarifications see attached CRI 104 – 2002 sections 7 and 9.2.

We propose hereby to furnish materials and labor,

Complete in accordance with above specifications, for the SUM of: \$ SEE ABOVE

Respectfully Submitted,

Bryan E Price

Signature _____ Vice President



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***** Inclusions, Exclusions and Clarifications *****

Inclusions

1. Proposal includes sales tax, normal job stocking, regular business hours installation and our one year installation warranty.
2. Basic floor prep for **NEW CONSTRUCTION ONLY** is inclusive of expansion joints and holes no bigger than a dime . (see Exclusions Line Item # 9)
 - a) Resilient Products appx 1 bag of Ardex SDF -- 1 man hour @ Appx 250 – 350 sq ft figured
 - b) Carpet Broadloom appx 1 bag of Ardex SDF -- 1 man hour @ Appx 750 – 1,000 sq ft figured
 - c) Remodel , TI or any other type of renovation is to be determined by existing site conditions and scope of work

Exclusions

1. Overtime and/or Premium time.
2. Removal of contaminants from existing substrate (paint , drywall mud etc) . Vacuuming. (See clarifications line item 1,2)
3. **Bonds, Permits and Licensing Fees. Unless noted as a line item on FSI's original proposal**
4. More than one mobilization. Moving of furniture or fixtures
5. Demolition unless noted on original proposal.
6. Washing or waxing of VCT or other resilient flooring.
7. **Moisture testing, moisture protection. Work out of sequence (see clarifications line item # 4).**
8. **Heating and cooling, lighting and floor protection. (see clarifications below line # 3 ,5)**
9. **Major floor prep such as: grinding, leveling, bead blasting, sanding, underlayment, skim floating, or anything bigger than a dime sized hole**
10. **CONCRETE MUST MEET FLATNESS REQUIRED IN SPECIFICATIONS OR MANUFACTURER** FSI is not responsible for determining tolerances
11. Waterproofing, anti-fracture membrane, or scaling
12. No downtime due to any badging, orientation meetings or OSHA
13. Travel time and per diem not included in price unless otherwise stated on proposal.

Clarifications

1. **Per CRI 7.1:** The owner or general contractor is responsible for providing an acceptable substrate for the specified installation.
2. **Per CRI 9.2:** Concrete to be free of cures, retardants, or sealers and to be smooth hard - troweled finish. Floors should be protected prior to our arrival. Any stripping or clean up required prior to the start of work due to negligence or other trades(i.e. paint, drywall, mud, etc.) will be billed on a time and material basis. – **NOTE: While some floor prep is "normal" it is not the floor covering installation contractor's responsibility to correct the deficiencies in the work of other tradesmen.**
3. **Per CRI 7.2:** Carpet ETC must be installed when the indoor temperature is between 65-95 deg F with a maximum relative humidity of 65% If ambient temperatures are outside these parameters, the installation must not begin until the HVAC system is operational and these conditions are maintained at least 48 hrs before, during and 72 hrs after completion.
4. **Per CRI 7.10:** Before making an adhesive - adhered installation, the owner or general contractor, or their designated agent must submit to the flooring contractor a written report on the vapor emission level and the surface alkalinity of concrete subflooring.
5. **JOBSITE CONDITIONS must have an acclimated environment (PERMANENT HVAC) prior to moisture tests or installation of material . Temp heat , A/C is not Accepted according to ASTM Standards**
6. Pricing is predicated on design, scope of work and square footage, as well as consecutive work days, uninterrupted by other trades.
7. The square footage herein is the basis for the cost proposal, any dramatic increase or decrease to the footage will result in a change order increasing or decreasing the contract amount.
8. This project has been bid with union labor rates and work is expected to occur during the regular "work week" Monday thru Friday, 6:00 am to 4:30 pm. If the construction schedule changes requiring unusual work hrs, weekend or overtime work, those additional costs will need to be authorized in writing by the general contractor prior to the work commencing.
9. Excludes permit fees, bonding, traffic control, temporary utilities (including climate control), moisture problems inherent to existing conditions.
10. Material and Labor lead time may be as much as six to eight weeks. All out of town work will require a two week lead time for all travel and freight arrangements. If we do not receive this lead time a change order will be issued to cover additional costs.
11. We expect to be provided the entire work area to perform our work uninterrupted by others from start to finish. If we are required to stop work or are delayed at any time we will expect to be compensated for all cost incurred as a result of work stoppage.
12. Our pricing and manpower schedules have been priced utilizing a union work force and is based upon the international trade agreement. Any special requirements implemented by the local trade unions that effects our costs or ability to perform work will constitute a change order.
13. If deposits are required by any Vendor or Manufacture , then client will pay such amount required.

Labor Rates

- | | | |
|-------------|-----------------|--|
| 1. \$85 | Regular Time | Monday – Friday from 6am to 3pm not to exceed 8 hrs in one shift |
| 2. \$127.50 | Time and a Half | After 8 hrs regular time, after 3pm M-F and Saturday 6am to 3pm not to exceed 8 hrs in one shift |
| 3. \$170 | Double Time | Over 11 hrs M-F from 6am to 3pm, over 8 hrs of time and a half, Saturday nights and Sundays |

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.
Flooring Solutions of Nevada

Authorized Signature_____

Date_____

Printed Name/Title_____

Accepted_____ Approved_____

Silver State Glass & Mirror Co.

Serving Southern Nevada Since 1953

2825 E. Fremont St. Las Vegas, NV 89104

Phone (702) 382-1400 / Fax (702) 382-9308

Emails: ray@silverstateglass.com accounting@silverstateglass.com

Bid Limit: Unlimited / NV Contractors License#: 4490A / C-8 Glass & Glazing

July 24, 2018

Academica Nevada

6630 Surrey St

Las Vegas, NV 89119

Ph: 702.431.6260

Fax: 702.431.6250

Email: Gilberto.Cuevas-Duran@academicanv.com

Attn: **Gilberto**

**Job: Somerset Academy Losee Campus
4650 Losee Rd
North Las Vegas, NV 89081**

DESCRIPTION OF WORK TO BE PERFORMED:

All materials on this proposal are special order. ***Deposit Required for all special orders- Funds due prior to materials being ordered*** Furnish and install mirrors in the dance room, customer supplied dimensions of 29ft 7in x 6ft with (1) electrical outlet cutout. Prices subject to field verification.

Total Price to Complete: \$3,500.00

APPROXIMATE LEAD TIME 3 to 4 WEEKS

Price includes applicable taxes, material and labor.

Payment terms: Net 30 days from date of completion.

*Special order materials may require an extended lead-time and/or a 75% deposit – **No joint checks, or AMEX accepted***

Silver State Glass standard insurance & warranty only applies.

All billing for insurance claims are the responsibility of the customer.

THIS DOCUMENT **MUST** BE SIGNED BELOW & RETURNED PRIOR TO ORDERING OF MATERIALS. **FAX TO: 702.382.9308**

Acceptance: _____ Date: _____

Price includes all applicable taxes. This quote is valid for twenty days only and is subject to the terms and conditions of Silver State Glass & Mirror Co., Inc. Terms and conditions of Silver State Glass & Mirror Co., Inc. are available upon request. This quote is also contingent upon approval and review of any and all contractual conditions that may be required by the customer. Silver State Glass & Mirror Co., Inc. reserves the right to rescind this quote under those conditions. This quote when awarded binds the customer to the terms and conditions of Silver State Glass & Mirror Co., Inc. All deposits on orders are final. NO REFUNDS. All Sales Are Final. Quoted prices are based upon cash payment. Silver State Glass & Mirror and its employees or representatives reserve all rights without prejudice under the Uniform Commercial Code Section 1 Subsection 207. Silver State Glass and Mirror Co., Inc. reserves the right to pre-lien any awarded proposal that is equal to or greater than \$2,500.00.am/hm



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Las Vegas, NV 89118
Phone 702.399.9003 Fax 702.399.9004

Nevada Contractors License #'s 52766,55710,67009,72063 & 74635

Submitted To:

ADCADEMICA

Attention:

GIL

Address:

6630 SURREY STREET

City, State, and Zip Code:

LAS VEGAS , NEVADA 89119

Architect:

FSI

Date of Plans or Revision:

Site visit 7-22-2018

Phone and Fax:

Date:

7-22-2018

Project Name:

LOSEE - DANCE ROOM # 500

Project Mailing Address:

Project City and State

Email:

*****Scope of work*****

FURNISH AND INSTALL:

- 1) DANCE ROOM # 500
 - A) TROUVALIE DANCE SYSTEM - SPRUNG DANCE SYSTEM
 - 1) 1ST LAYER UNDERLAYMENT INSTALLED WITH 3/4 SPRUNG PADS
 - 2) 2ND LAYER UNDERLAYMENT 45 DEGREE CROSS IN SURE BETTER STABILITY
 - 3) 3RD LAYER UNDERLAYMENT (SMOOTH SURFACE TOP) TO BE GLUED AND SCREWED INSURE INSURE STABILITY AND TO INSURE FINISH DANCE SHEET PRODUCT IS SMOOTH
 - 4) INSTALL DANCE / STAGE VINYL --- COLOR: MATTE BLACK - PERMANENT INSTALL
 - A) ALL SEAMS TO BE HEAT WELDED
 - B) BASE TO BE VENT BASE (ALLOWS SPRUNG UNDERLAYMENT SYSTEM TO MOVE AND BREATHE) COLOR: BLACK
 - 5) RAMPING
 - A) SAFEPATH ADA RAMPS FIGURED ON BEING USED IN MAIN ENTRY (APPX 3 FT X 3FT AREA)
 - B) MAIN ENTRY DOORS NEED TO BE CUT SO DOOR CAN OPEN - INGRESS TO ROOM
 - C) STORAGE ROOM - WILL NOT HAVE ANY FLOOR FIGURED AND EDGE WILL BE CAPPED WITH MAPLE EDGE

TOTAL \$ 17,924.37

NOTES: TOTAL THICKNESS TO BE APPX 2 1/4 +/-



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FSI IS A CERTIFIED TARKETT SPORTS , DANCE DEALER AND INSTALLATION SHOP
FSI IS A CERTIFIED ARDEX/HENRY SYSTEM ONE DEALER
FSI IS A CERTIFIED FORBO INSTALLATION SHOP
FSI IS A CERTIFIED ECO GRIP DEALER & INSTALLATION SHOP
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Exclusions and clarifications see attached CRI 104 – 2002 sections 7 and 9.2.

We propose hereby to furnish materials and labor,
Complete in accordance with above specifications, for the SUM of: \$ SEE ABOVE

Respectfully Submitted,

Bryan E Price

Signature _____ Vice President



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 - b) Carpet Broadloom appx 1 bag of Ardex SDF – 1 man hour @ Appx 750 – 1,000 sq ft figured
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Exclusions

1. Overtime and/or Premium time.
2. Removal of contaminants from existing substrate (paint , drywall mud etc) . Vacuuming. (See clarifications line item 1,2)
3. Bonds, Permits and Licensing Fees. Unless noted as a line item on FSI's original proposal
4. More than one mobilization. Moving of furniture or fixtures
5. Demolition unless noted on original proposal.
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7. Moisture testing, moisture protection. Work out of sequence (see clarifications line item # 4).
8. Heating and cooling, lighting and floor protection. (see clarifications below line # 3 ,5)
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11. Waterproofing, anti-fracture membrane, or scaling
12. No downtime due to any badging, orientation meetings or OSHA
13. Travel time and per diem not included in price unless otherwise stated on proposal.

Clarifications

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3. Per CRI 7.2: Carpet ETC must be installed when the indoor temperature is between 65-95 deg F with a maximum relative humidity of 65% If ambient temperatures are outside these parameters, the installation must not begin until the HVAC system is operational and these conditions are maintained at least 48 hrs before, during and 72 hrs after completion.
4. Per CRI 7.10: Before making an adhesive - adhered installation, the owner or general contractor, or their designated agent must submit to the flooring contractor a written report on the vapor emission level and the surface alkalinity of concrete subflooring.
5. **JOBSITE CONDITIONS must have an acclimated environment (PERMANENT HVAC) prior to moisture tests or installation of material . Temp heat , A/C is not Accepted according to ASTM Standards**
6. Pricing is predicated on design, scope of work and square footage, as well as consecutive work days, uninterrupted by other trades.
7. The square footage herein is the basis for the cost proposal, any dramatic increase or decrease to the footage will result in a change order increasing or decreasing the contract amount.
8. This project has been bid with union labor rates and work is expected to occur during the regular "work week" Monday thru Friday, 6:00 am to 4:30 pm. If the construction schedule changes requiring unusual work hrs, weekend or overtime work, those additional costs will need to be authorized in writing by the general contractor prior to the work commencing.
9. Excludes permit fees, bonding, traffic control, temporary utilities (including climate control), moisture problems inherent to existing conditions.
10. Material and Labor lead time may be as much as six to eight weeks. All out of town work will require a two week lead time for all travel and freight arrangements. If we do not receive this lead time a change order will be issued to cover additional costs.
11. We expect to be provided the entire work area to perform our work uninterrupted by others from start to finish. If we are required to stop work or are delayed at any time we will expect to be compensated for all cost incurred as a result of work stoppage.
12. Our pricing and manpower schedules have been priced utilizing a union work force and is based upon the international trade agreement. Any special requirements implemented by the local trade unions that effects our costs or ability to perform work will constitute a change order.
13. If deposits are required by any Vendor or Manufacture , then client will pay such amount required.

Labor Rates

- | | | |
|-------------|-----------------|--|
| 1. \$85 | Regular Time | Monday – Friday from 6am to 3pm not to exceed 8 hrs in one shift |
| 2. \$127.50 | Time and a Half | After 8 hrs regular time, after 3pm M-F and Saturday 6am to 3pm not to exceed 8 hrs in one shift |
| 3. \$170 | Double Time | Over 11 hrs M-F from 6am to 3pm, over 8 hrs of time and a half, Saturday nights and Sundays |

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.
Flooring Solutions of Nevada

Authorized Signature _____

Date _____

Printed Name/Title _____

Accepted _____ Approved _____

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018 Agenda Item: 5 – Discussion and Possible Action Regarding the Proposed Licensed Employee Evaluation and Discipline Policy Number of Enclosures: 1
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SUBJECT: Licensed Employee Discipline and Evaluation Policy
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<input checked="checked" type="checkbox"/> Action <input type="checkbox"/> Appointments <input type="checkbox"/> Approval <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Information <input type="checkbox"/> Public Hearing <input type="checkbox"/> Regular Adoption
--

Presenter (s): Michael Muehle/Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Move to approve the proposed licensed employee discipline and evaluation policy.
--

Fiscal Impact: N/A

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

Background: Nevada Revised Statute 388A.533(2) states that a charter school may make all decisions concerning the terms and conditions of employment with the charter school and any other matter relating to employment with the charter school. Additionally, the charter school may choose whether to follow NRS 391.650 to 391.830, which statutes govern the evaluations, discipline, and probationary/post-probationary status of licensed teachers and administrators. The attached proposed Policies and Procedures have been prepared with input from John Barlow and the Academics legal department and would replace NRS 391.650 to 391.830.

Submitted By: Staff



Somerset Academy Of Las Vegas

LICENSED EMPLOYEE EVALUATION & DISCIPLINE POLICIES & PROCEDURES

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CHAPTER 1 INTRODUCTION

INTRODUCTION

This chapter serves as the introduction to this Licensed Employee Evaluation & Discipline Policies & Procedures Manual.

- 1.1 Purpose of this Manual
- 1.2 Applicable Laws
- 1.3 Definitions

1.1 PURPOSE OF THESE POLICIES AND PROCEDURES

The purpose of this manual is to supplant Nevada Revised Statutes (NRS) sections 391.650 through 391.830, which govern the evaluations, disciplinary action, and classification of licensed teachers and administrators in Nevada public schools.

If the charter school personnel have any questions regarding the use or interpretation of this manual or any legal or other issues affecting students with disabilities, they should contact their Site Administrator or Academica Nevada.

1.2 APPLICABLE LAWS AND REGULATIONS

1.2.1 NRS 388A.533(2)

- a. NRS 388A.533(2) states:
Except as otherwise provided in NRS 388A.5342, the governing body of a charter school may make all decisions concerning the terms and conditions of employment with the charter school and any other matter relating to employment with the charter school. In addition, the governing body may make all employment decisions with regard to its employees pursuant to NRS 391.650 to 391.830, inclusive, unless a collective bargaining agreement entered into by the discipline of licensed employees of a school.

1.2.2 NRS 388A.5342

- a. NRS 388A.5342 states:
Termination of employment upon conviction of certain crimes. The governing body of a charter school shall terminate the employment of any teacher or administrator who is employed by the charter school but is not licensed pursuant to chapter 391 of NRS upon his or her conviction of a: 1. Felony or crime involving moral turpitude; or 2. Sex offense pursuant to NRS 200.366, 200.368, 201.190, 201.220, 201.230, 201.540 or 201.560.

1.2.3 NRS 391.465

- a. The policy governing evaluations must comply with NRS 391.465.
 - 1. NRS 391.465(2) states, in part, that the evaluation must rate an employee's overall performance as:
 - i. Highly effective;
 - ii. Effective;
 - iii. Developing; or
 - iv. Ineffective.

1.3 DEFINITIONS

As used in these policies and procedures, unless context otherwise requires:

- a. **"Administrator"** means any employee who holds a license in the State of Nevada as an administrator and who is employed in the capacity of, or is required to perform the duties of, an administrator.
- b. **"Board"** means the board of directors of the charter school in which a license employee affected by these policies and procedures is employed;

- c. **“Postprobationary employee”** means an administrator or a teacher who has completed the probationary period as provided in section 4.1 of these policies and procedures and has been given notice of reemployment. The definition of “Postprobationary employee” does not include a licensed employee who has lost their postprobationary status under sections 2.2.4 or 2.3.3 herein.
- d. **“Probationary employee”** means a licensed teacher or administrator who is employed for the period set forth in section 4.1. It also includes those licensed teachers or administrators who have lost their postprobationary status under sections 2.2.4. and 2.3.3 herein.
- e. **“Teacher”** means any employee who holds a license in the State of Nevada as a teacher and who spends the majority of their working time devoted to the rendering of direct educational service to pupils of the charter school.
- f. **Other Terms Defined in these Policies and Procedures.** Many other important terms are used routinely in connection with the evaluation, discipline and employment status of licensed employees. These terms are defined and discussed in context, in the chapters covering the related areas.

CHAPTER 2 EVALUATIONS

INTRODUCTION

The charter school is required to evaluate its teachers and administrators on a yearly basis as described in this Chapter. This chapter describes:

- 2.1 Other Licensed Educational Personnel
- 2.2 Evaluation of Teachers
- 2.3 Evaluation of Administrators

2.1 OTHER LICENSED EDUCATIONAL PERSONNEL.

The manner of evaluations of counselors, librarians, and other licensed educational personnel, except for teachers and administrators, is not part of these policies and procedures. However, the administrator may choose to conduct evaluations on counselors, librarians, and other licensed educational personnel, except for teachers and administrators, in the same manner as provided in these policies and procedures.

2.2 EVALUATION OF TEACHERS

2.2.1. Evaluation of Probationary Teachers

- a. A probationary teacher must receive one evaluation during each school year of his or her probationary employment, which evaluation must be based, in part, on a number of scheduled observations as determined below:
 - 1. Teacher must have a minimum of three (3) scheduled observations, scheduled as follows:
 - i. The 1st observation must occur within the first 40 days of school;
 - ii. The 2nd observation must occur between the 40th and 80th days of school;
 - iii. The 3rd observation must occur between the 80th and 120th days of school.
 - 2. If a probationary teacher receives an evaluation designating his or her performance as effective or highly effective (the two highest ratings):
 - i. During the first year of probation, the evaluation during the second year of probation must be based upon a minimum of two (2) scheduled observations, which must occur during the time designated for the 2nd and 3rd observations of the first year of probation, above.
 - ii. During the first and second years of probation, the evaluation during the third year of probation must be based, in part, on a minimum of one (1) scheduled observation that must occur between the 80th and 120th days of school.

3. If a probationary teacher receives an evaluation designating his or her performance as developing or ineffective during the first or second year of probationary employment, the evaluation in the next school year must be based on a minimum of three (3) scheduled observations. The observations must occur in accordance with subsection one (1) above.
- b. Administrators may perform more observations than the minimum required under these policies and procedures.
- c. Administrators may perform multiple unscheduled observations outside of the time periods set forth in subsection (a) above.
- d. The person charged with the evaluation of a teacher under these policies and procedures shall hold a conference with the teacher after each of the scheduled observations required in subsection (a) above. Conferences after any extra observations, beyond those that are required in subsection (a) above, are not mandatory.
- e. The teacher must sign a copy of the results of each observation.

2.2.2. Evaluation of Postprobationary Teachers

- a. A postprobationary teacher must receive one evaluation during each school year of his or her postprobationary employment, which evaluation must be based, in part, on a minimum of one (1) scheduled observation, which must occur before 120th day of school, unless:
 1. The postprobationary teacher receives an evaluation designating his or her overall performance as developing or ineffective (the two lowest ratings). In this case, the postprobationary teacher's evaluation must be based upon a minimum of three (3) scheduled observations, which must occur in the same time periods prescribed under section 2.2.1(a)(1).
 - i. If a postprobationary teacher, who is required to receive three (3) observations, receives evidence from the first two observations during the school year indicating that, unless his or her performance improves, his or her overall performance may be rated in the two lowest ratings on the evaluation, the postprobationary teacher may request that the third observation be conducted by another administrator within the same charter. The executive director will choose the administrator to perform the third observation.
- b. Administrators may perform more observations than the minimum required under these policies and procedures.
- c. Administrators may perform multiple unscheduled observations outside of the time periods set forth in subsection (a) above.
- d. The person charged with the evaluation of a teacher under these policies and procedures shall hold a conference with the teacher after each of the scheduled observations required in subsection (a) above. Conferences after any extra observations, beyond those that are required in subsection (a) above, are not mandatory.
- e. The teacher must sign a copy of the results of each observation.

2.2.3. Requirements for Evaluations of All Teachers

- a. The evaluation of a probationary or a postprobationary teacher pursuant to these policies and procedures must comply with the regulations of the State Board adopted pursuant to NRS 391.465.
- b. The evaluation system used to evaluate all teachers will be provided to each teacher at the beginning of each school year.
- c. The evaluation of a probationary teacher in his or her initial year of employment as a probationary teacher must not include an evaluation of the performance of pupils enrolled in the school. This subsection does not apply to a postprobationary teacher who is deemed to be a probationary teacher under section 2.2.4 of these policies and procedures.
- d. The evaluation must include the following statement:
 1. "Please be advised that, pursuant to Nevada law, your contract may not be renewed for the next school year. You may request, to the administrator who conducted the evaluation, reasonable assistance in improving your performance based upon the recommendations reported in the summative evaluation, and upon such a request, a reasonable effort will be made to assist you in improving your performance."
- e. The teacher must receive a copy of the summative evaluation no later than two weeks prior to the last day of the school year. A teacher may provide a written response to the summative evaluation, which will be permanently attached to the teacher's personnel file.

2.2.4 Postprobationary teacher whose performance is designated as minimally effective or ineffective deemed probationary in certain circumstances.

- a. A postprobationary teacher who receives an evaluation designating his or her overall performance as developing and/or ineffective for two consecutive school years shall be deemed to be a probationary employee in their last year of probationary employment.

2.3 EVALUATION OF ADMINISTRATORS

This section does not apply to the evaluation of the Executive Director. The evaluation of the Executive Director will be performed by the Board.

2.3.1. Evaluation of Probationary Administrators

- a. A probationary administrator must receive one evaluation during each school year of his or her probationary employment, which evaluation must be based, in part, on a number of scheduled observations as determined below:
 1. Probationary Administrator must have a minimum of three (3) scheduled observations, scheduled as follows:
 - i. The 1st observation must occur within the first 40 days of school;
 - ii. The 2nd observation must occur between the 40th and 80th days of school;
 - iii. The 3rd observation must occur between the 80th and 120th days of school.
 2. If a probationary administrator receives an evaluation designating his or her performance as effective or highly effective (or the two highest ratings on the school's rubric):
 - i. During the first year of probation, the evaluation during the second year of probation must be based upon a minimum of two (2) scheduled observations, which must occur during the time designated for the 2nd and 3rd observations of the first year of probation, above.
 - ii. During the first and second years of probation, the evaluation during the third year of probation must be based, in part, on a minimum of one (1) scheduled observation that must occur between the 80th and 120th days of school.
 3. If a probationary administrator receives an evaluation designating his or her performance as developing or ineffective during the first or second year of probationary employment, the evaluation in the next school year must be based on a minimum of three (3) scheduled observations. The observations must occur in accordance with subsection one (1) above. The Executive Director will choose the administrator to perform the third observation.
- b. The person charged with the evaluation of a probationary administrator may perform more scheduled observations than the minimum required under these policies and procedures.
- c. The person charged with the evaluation of a probationary administrator may perform multiple unscheduled observations outside of the time periods set forth in subsection (a) above.
- d. The person charged with the evaluation of a probationary administrator under these policies and procedures shall hold a conference with the probationary administrator after each of the scheduled observations required in subsection (a) above. Conferences after any extra scheduled observations, beyond those that are required in subsection (a) above, are not mandatory.
- e. The administrator being evaluated must sign a copy of the results of each observation.

2.3.2 Evaluation of Postprobationary Administrators

- a. A postprobationary administrator must receive one evaluation during each school year of his or her postprobationary employment, which evaluation must be based, in part, on one (1) scheduled observation, which must occur before 120th day of school, unless:
 1. The postprobationary administrator receives an evaluation designating his or her overall performance as developing or ineffective (or the two lowest ratings in the school's rubric). In this case, the postprobationary administrator's evaluation in the succeeding year must be based upon a minimum of

three (3) scheduled observations, which must occur in the same time periods as the first year of a probationary administrator.

- i. If a postprobationary administrator, who is required to receive three (3) observations, receives evidence from the first two observations during the school year indicating that, unless his or her performance improves, his or her overall performance may be rated in the two lowest ratings on the evaluation, the postprobationary administrator may request that the third observation be conducted by another administrator within the same charter. The Executive Director will choose the administrator to perform the third observation.
- b. The person charged with the evaluation of a postprobationary administrator may perform more scheduled observations than the minimum required under these policies and procedures.
- c. The person charged with the evaluation of a postprobationary administrator may perform multiple unscheduled observations outside of the time periods set forth in subsection (a) above.
- d. The person charged with the evaluation of a postprobationary administrator under these policies and procedures shall hold a conference with the teacher after each of the scheduled observations required in subsection (a) above. Conferences after any extra scheduled observations, beyond those that are required in subsection (a) above, are not mandatory.
- e. The administrator being evaluated must sign a copy of the results of each observation.

2.3.3. Requirements for Evaluations of All Administrators

- a. The evaluation of a probationary or a postprobationary administrator pursuant to these policies and procedures must comply with the regulations of the State Board adopted pursuant to NRS 391.465.
- b. The evaluation system used to evaluate all administrators will be provided to each administrator at the beginning of each school year.
- c. The evaluation of a probationary administrator in his or her initial year of employment as a probationary administrator must not include an evaluation of the performance of pupils enrolled in the school. This subsection does not apply to a postprobationary administrator who is deemed to be a probationary administrator under section 2.3.3 of these policies and procedures.
- d. The evaluation must include the following statement:
 1. "Please be advised that, pursuant to Nevada law, your contract may not be renewed for the next school year. You may request, to the administrator who conducted the evaluation, reasonable assistance in improving your performance based upon the recommendations reported in the summative evaluation, and upon such a request, a reasonable effort will be made to assist you in improving your performance."
- e. The administrator must receive a copy of the summative evaluation no later than two weeks prior to the last day of the school year. An administrator may provide a written response to the summative evaluation, which will be permanently attached to the administrator's personnel file.

2.3.4 Postprobationary Administrator whose performance is designated as minimally effective or ineffective deemed probationary in certain circumstances

- a. A postprobationary administrator who receives an evaluation designating his or her overall performance as developing and/or ineffective for two consecutive school years shall be deemed to be a probationary employee in their last year of probationary employment.

CHAPTER 3 DISCIPLINARY ACTION

INTRODUCTION

Discipline, up to and including termination, of Somerset Academy of Las Vegas employees is governed by this chapter. This chapter describes the following:

- 3.1 Grounds for Disciplinary Action
- 3.2 Dismissal of Teacher
- 3.3 Dismissal of Administrator
- 3.4 Licensed Employee's At-Will Status.
- 3.5 Discipline Procedures

3.1 GROUNDS FOR DISCIPLINARY ACTION

- a. A licensed teacher or administrator may be disciplined for the following reasons (which list is not exhaustive):
 - 1. Inefficiency;
 - 2. Immorality;
 - 3. Unprofessional conduct;
 - 4. Insubordination;
 - 5. Neglect of duty;
 - 6. Physical or mental incapacity;
 - 7. Conviction of a felony or of a crime involving moral turpitude;
 - 8. Inadequate performance;
 - 9. Evident unfitness for service;
 - 10. Failure to comply with such reasonable requirements as the administration or board may prescribe;
 - 11. Failure to show normal improvement and evidence of professional training and growth;
 - 12. Advocating overthrow of the Government of the United States or the State of Nevada by force, violence or other unlawful means, or the advocating of communism with the intent to indoctrinate pupils to subscribe to communistic philosophy;
 - 13. Any cause which constitutes grounds for revocation of a teacher's or administrator's license;
 - 14. Willful neglect or failure to observe and carry out the requirements under the teacher's or administrator's contract;
 - 15. Dishonesty;
 - 16. Failure to observe and carry out the requirements of a plan to ensure the security of examinations and assessments adopted pursuant to NRS 390.270 or 390.275;
 - 17. Violation of NRS 388.497, which prohibits the use of aversive intervention on a pupil with a disability;
 - 18. Violation of NRS 388.499, which governs the use of physical or mechanical restraint of a pupil with a disability;
 - 19. Knowingly or willfully failing to comply with the bullying reporting and protocol requirements found in NRS 388.135 and NRS 388.1351;
 - 20. Gross misconduct, which includes any act or omission that is in wanton, willful, reckless, or deliberate disregard of the interests of the charter school or a pupil thereof; or
 - 21. Willfully breaching the security or confidentiality of the questions and answers of the examinations that are administered pursuant to NRS 390.105 or 390.600 or the college and career readiness assessment administered pursuant to NRS 390.610.

3.2 DISMISSAL OF TEACHER. Under their contract, a teacher may be dismissed for the following reasons (which list is not exhaustive):

- 1. Breach of their employment contract;
- 2. For a Teacher's failure to maintain proper licensing pursuant to NRS 391.302;
- 3. For a Teacher in the first three (3) years with the School during the Evaluation/Probation period, a decision by the Principal and/or Governing Board to discontinue employment in accordance as a result of the teacher's evaluation;
- 4. An unsatisfactory result of background, fingerprinting, and/or drug screening;
- 5. For failure to perform the duties required of the Teacher, or for a transgression by the Teacher which compromises the safety of anyone at the School or which involves conduct that is disruptive to the operation of the School or the academic advancement of the School. In such cases, the School may require the Teacher to immediately leave the School premises and cease all activity at the School;

6. For illness, accident or disability that incapacitates the Teacher for a period of more than sixty (60) days, excluding FMLA leave;
7. For cause: The School may terminate the teacher without notice for any of the following acts by the teacher (which list is not exclusive):
 - i. Failure to perform the essential duties as assigned;
 - ii. Dishonesty;
 - iii. Gross misconduct or gross dereliction of duty;
 - iv. Misrepresentation;
 - v. Pilferage or other acts of moral turpitude or criminal conduct;
 - vi. Insubordination;
 - vii. Receiving the lowest rating on a formal teacher evaluation check conducted by the School or by law;
 - viii. Failure to complete daily responsibilities such as lesson plans, grading, parent conferences;
 - ix. Participation in illegal or questionable activities that would reflect poorly on the School; or
 - x. Inappropriate language or conduct within the presence of students.
8. A justifiable decrease in the number of positions due to decreased enrollment or charter reorganization.

3.3 DISMISSAL OF ADMINISTRATOR. Under their contract, an administrator may be dismissed for the following reasons (which list is not exhaustive):

1. For cause: The School may immediately terminate this Agreement, during its term, if the administrator fails to perform essential duties and/or the administrator engages in any of the following:
 - i. Dishonest conduct;
 - ii. Gross misconduct or gross dereliction of duty;
 - iii. Material fraud against the School and/or governing board or material misrepresentations;
 - iv. Violations of any federal or state criminal law;
 - v. Acts of moral turpitude or criminal conduct;
 - vi. Illegal or questionable activities that would reflect poorly on the School and/or Governing Board;
 - vii. Insubordination toward a supervisor or the Governing Board;
 - viii. Failure to perform the duties as prescribed in their contract;
 - ix. Acts which jeopardize the health, safety, or welfare of the students/School;
 - x. Failure to correct any material deficiency of which their supervisor or the Board has given prior written notice of such deficiency;
 - xi. Any other good cause shown.
 - xii. Any illness, accident or disability that incapacitates the administrator, however, no such illness, accident, or disability shall be deemed incapacitating until the administrator has been absent from work and unable to perform her normal duties for a period of sixty (60) days, excluding FMLA.

3.4 LICENSED EMPLOYEE'S AT-WILL STATUS.

A teacher or an administrator has no contractual rights beyond the terms stated in their contract, nor do they have any expectation of, or right to renewal of the employment agreement, or for any monies or benefits beyond those specified in their contract. Nothing in the School's policies, actions, or their employment contract shall be construed to alter the nature of the teacher's or administrator's status with the school. The charter school may terminate a teacher/administrator's employment at any time for any reason, or for no reason, provided it is not terminated in violation of state or federal law.

3.5 DISCIPLINE PROCEDURES.

- a. "Discipline" may consist of the following (which list is not exhaustive and not meant to be progressive in nature):
 - i. Oral admonishment;
 - ii. Written admonishment;
 - iii. Suspension with pay;

- iv. Suspension without pay;
- v. Nonrenewal; or
- vi. Termination of Employment.

CHAPTER 4 PROBATIONARY AND POSTPROBATIONARY EMPLOYMENT

INTRODUCTION

A licensed teacher or administrator at Somerset Academy of Las Vegas will be classified as either a probationary teacher/administrator or a postprobationary teacher/administrator. This chapter defines and describes probationary and postprobationary status at Somerset Academy of Las Vegas.

This chapter describes:

- 4.1 Definitions
- 4.2 Status of Incoming Teachers, Administrators, and Principals
- 4.3 Reemployment of Postprobationary Employees
- 4.4 Reemployment of Probationary Employees

4.1 DEFINITIONS

- a. **“Probationary Teacher”** means any licensed teacher who has been employed on a contract basis for less than three years as a licensed teacher unless otherwise specified in sections 4.2 or 2.2.4 of these policies and procedures.
- b. **“Postprobationary Teacher”** means any licensed teacher who has been employed on a contract basis as a licensed teacher for more than three years and has completed the requirements in section 4.4(e), unless otherwise specified in sections 4.2 or 2.2.4 of these policies and procedures.
- c. **“Probationary Administrator”** means any employee who is employed as an administrator, other than a principal, on a contract basis to provide primarily administrative services at the school level and who does not provide primarily direct instructional services to pupils, regardless of whether the administrator is licensed as a teacher or administrator, and who is in their first, second, or third year of providing such services, unless otherwise specified in sections 4.2 or 2.3.4 of these policies and procedures.
- d. **“Postprobationary Administrator”** means any employee who is employed as an administrator, other than a principal, on a contract basis to provide primarily administrative services at the school level and who does not provide primarily direct instructional services to pupils, regardless of whether the administrator is licensed as a teacher or administrator, and who has been providing such services for more than three years and has completed the requirements in section 4.4(e), unless otherwise specified in sections 4.2 or 2.3.4 of these policies and procedures.
- e. **“Probationary Principal”** means any employee who is employed on a contract basis as a principal for a period of less than 2 years, unless otherwise specified in sections 4.2 and 4.3 of this chapter.
- f. **“Postprobationary Principal”** means any employee who is employed on a contract basis as a principal for a period of more than 2 years and has completed the requirements in section 4.4(e), unless otherwise specified in sections 4.2 and 4.3 of this chapter.

4.2 STATUS OF INCOMING TEACHERS, ADMINISTRATORS, AND PRINCIPALS

- a. **Probationary Teacher, Administrator, or Principal.** If a probationary employee leaves any school district or charter school and is hired by Somerset Academy of Las Vegas, their first year of employment with Somerset Academy of Las Vegas will be their first year of probationary employment under 4.1 of this chapter.
- b. **Postprobationary Teacher, Administrator, or Principal.** If a post probationary employee of a school district or charter school in this state:
 - 1. Voluntarily leaves his or her employment; and

2. Is, within 5 years after the date on which the employee left that employment, employed by Somerset Academy of Las Vegas in a position that is comparable to the position in which the employee attained postprobationary status, he or she must be allowed to continue as a postprobationary employee and must not be required to serve the probationary period under section 4.1. This section does not apply to a postprobationary employee who voluntarily leaves his or her employment during the pendency of a proceeding for the suspension, demotion, dismissal or refusal to reemploy the postprobationary employee.

4.3 REEMPLOYMENT OF POSTPROBATIONARY EMPLOYEES

- a. The school shall notify postprobationary employees in writing, by certified mail or by delivery of the employee's contract, concerning their reemployment for the ensuing year. Such notice must be provided no later than two weeks prior to the end of the school year.
- b. If the school fails to notify a postprobationary employee who has been employed by Somerset Academy of Las Vegas of the employee's status for the ensuing year, the employee shall be deemed to be reemployed for the ensuing year under the same terms and conditions as he or she is employed for the current year.
- c. A licensed employee may be dismissed for grounds set forth in Chapter 3 of these policies and procedures after the employee has been notified that he or she is to be reemployed for the ensuing year.
- d. Any licensed employee who is reemployed pursuant to this section shall notify the school in writing of the employee's acceptance of employment no later than one week prior to the end of the school year.
- e. Failure on the part of the employee to notify the school of his or her acceptance within the specified time is conclusive evidence of the employee's rejection of the employment and any contract thereafter.

4.4 REEMPLOYMENT OF PROBATIONARY EMPLOYEES

- a. The school shall notify each probationary employee in writing during the first, second, and third school years of the employee's probationary employment whether the employee is to be reemployed for the second or third year or for the fourth year as a postprobationary employee. Such notice must be provided no later than two weeks prior to the last day of school.
- b. Failure of the school to provide the notice required in subsection 4.4(a) in the first or second probationary year does NOT entitle the employee to postprobationary status.
- c. Any licensed employee who is reemployed pursuant to this section in their first, second, or third year of their probationary employment shall notify the school in writing of the employee's acceptance of employment no later than one week prior to the end of the school year.
- d. Failure on the part of the employee to notify the school of his or her acceptance within the specified time is conclusive evidence of the employee's rejection of the employment and any contract thereafter.
- e. A probationary employee who:
 1. Completes a 3 year probationary period (for teachers and administrators) or a 2 year probationary period (for principals);
 2. Receives a designation of "highly effective" or "effective" on each of his or her performance evaluations for 2 consecutive school years; and
 3. Receives a notice of reemployment from the school in the last year of the employee's probationary employment,Is entitled to be a postprobationary employee in the ensuing year of employment.
- f. If a probationary employee is notified that he or she will not be reemployed for the school year following the last year of the employee's probationary employment, his or her employment ends on the last day of the current school year. Notice that the employee will not be reemployed must include a statement of the reasons for that decision.

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: July 26, 2018

Agenda Item: 6 – Discussion and Possible Action to Approve a Sponsor for Sky Pointe’s Gymnasium Floor

Number of Enclosures: 0

SUBJECT: Sky Pointe Sponsor for Gym Floor

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

Presenter (s): Lee Esplin/Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

Move to approve the addition of a sponsor logo on the Sky Pointe gymnasium floor.

Fiscal Impact: N/A

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

Background: Sky Pointe has a large donor for their athletics program. Part of this donation would include putting the company’s name on the gym floor. This needs to be done before the Board will have a chance to discuss the greater donation of naming the gym after him. The school would like permission to go ahead with the gym floor portion of the donation.

Submitted By: Staff