

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

Notice is hereby given that the Board of Directors of Somerset Academy of Las Vegas, a public charter school, will conduct a public meeting on June 28, 2019 beginning at 11:30 a.m. 6475 Valley Dr., North Las Vegas, Nevada 89084. The public is invited to attend.

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

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

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

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

AGENDA

June 28, 2019 Annual 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. Discussion and Possible Action Regarding Somerset Academy of Las Vegas’ System-Wide Administrative Structure and Possible Designation of Administrative Positions and Assignments (For Possible Action)
4. 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.)*
5. Adjournment (For Possible Action)

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

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

SOMERSET ACADEMY OF LAS VEGAS

Supporting Document

Meeting Date: June 28, 2019

Agenda Item: 3 – Discussion and Possible Action Regarding Somerset Academy of Las Vegas’ System-Wide Administrative Structure and Possible Designation of Administrative Positions and Assignments

Number of Enclosures:

SUBJECT: System-Wide Administrative Structure

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

Presenter (s): Crystal Thiriot

Recommendation:

Proposed wording for motion/action:

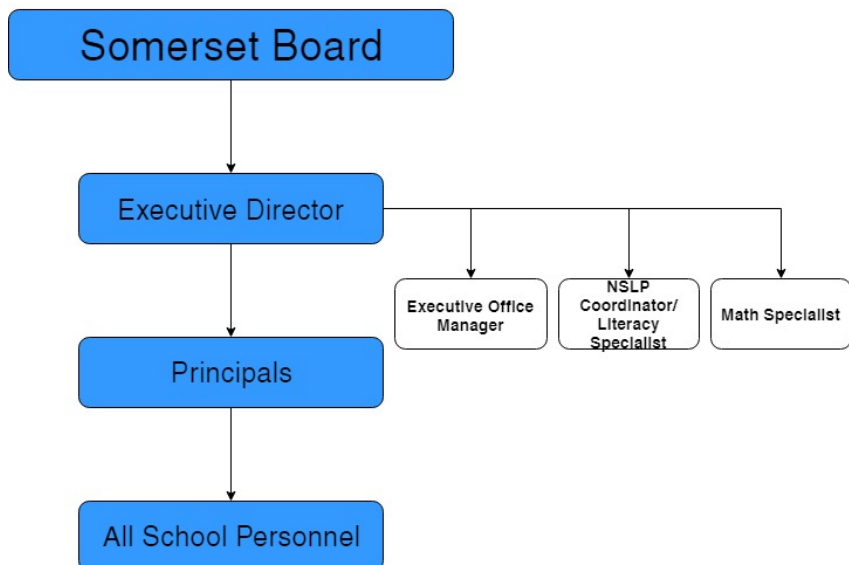
Fiscal Impact: N/A

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

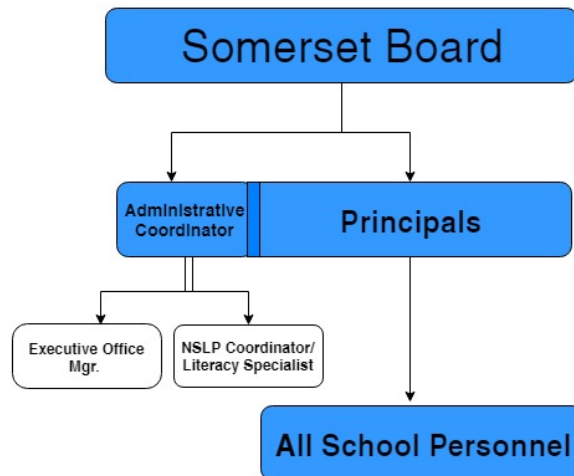
Background: With the resignation of Executive Director Barlow, the Board will need to determine the Somerset Academy of Las Vegas’ system-wide administrative structure. **The attached document will serve as a starting point for the discussion.**

Submitted By: Staff

2018-19 Organizational Chart



2019-20 Organizational Chart



Executive Director Duties (John Barlow)

- Complete Yearly Evaluations for Principals
- Point of Contact for communication with/for:
 - Board of Directors
 - Somerset Inc.
 - State Public Charter School Authority
 - Board agenda
 - School calendar
 - School-wide system initiatives/matters
- Serve as testing coordinator
- Facilitate Principal Meetings, Action Plans, and Monitoring of SIPs
- Seek Resources to Meet the Needs of the System in Meeting the School’s Mission and Board’s Goals
- Send Campus Communications to the Board
- Coordinate system-wide meetings (Counselors, Office Managers, Registrars *See Academics, AP’s, etc.)
- Creation of “Somerset Style” system-wide communication of upcoming events, reports and deadlines
- Monitor performance based compensation for consistency across all campuses
- Assist with Parent Complaints *See Academics
- Coordinate and Facilitate all Board Appeals *See Academics

Administrative Coordinator/Lead SPED Facilitator

- **Salary range between AP and Principal to reflect difference in responsibilities (\$86,000-\$92,500)**
- **Position will be 12 month, Full Time**
- **Foundation Liaison and Operations Manager**
- **SPED Programs Coordinator**
- ~~Complete Yearly Evaluations for Principals *See All Principals~~
- Point of Contact for communication with/for:
 - Board of Directors
 - Somerset Inc.
 - State Public Charter School Authority
 - Board agenda
 - School calendar
 - School-wide system initiatives/matters
- Serve as testing coordinator
- **Schedule and Coordinate** Principal Meetings, Action Plans, and ~~Monitoring of SIPs *See All Principals at the request of the Principal Cohort~~
- Seek Resources to Meet the Needs of the System in Meeting the School’s Mission and Board’s Goals
- Send Campus Communications to the Board
- Coordinate system-wide meetings (Counselors, ~~Office Managers, Registrars *See Academics~~ AP’s, etc.)
- Creation of “Somerset Style” system-wide communication of upcoming events, reports and deadlines
- Work with principal group to calculate performance based compensation for consistency across all campuses
- ~~Assist with Parent Complaints *See Academics~~
- ~~Coordinate and Facilitate all Board Appeals *See Academics~~

Math Specialist

- Coordinate Math PD for all Somerset teachers
- Create Math Pacing guides
- Lend Math support as needed on individual campuses

Executive Office Manager (Sandy Smith)

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

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

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

Math Specialist

(Math Curriculum Leadership to be site based)

Executive Office Manager (Sandy Smith)

- Assist and support all system Office Managers, serve as Lead Office Manager
- Create system wide purchase orders and ensure that they are utilizing correct funding sources
- System wide state reports, ensuring deadlines are met
- Coordinate Expulsion hearings
- Facilitate grant management, including purchases, reimbursement requests, and reporting
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- Assist NSLP coordinator, determine eligibility, compliance, complaints, review of campuses
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NSLP, RBG3, System PD, BOB (Lauren Kohut-Rost)

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

Academica Nevada

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

All Campus Principals

- Complete Mid-Year and End of the Year Self-Evaluation Submitted to Board
- Execute Campus SIP and Board Goals
- **Review State Data with Jessica Barr Following MAP Benchmark 1, 2, and SBAC to Determine Goals and Action Plan**

Principal Cohort may designate additional responsibilities to individual administrators as they determine is needed for:

- **New Principal Mentor POC**
- **High School Programs POC**
- **Leader in Me and Leadership POC**
- **Other Lead Principal POC's as needed**