



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

SOUTHERN NEVADA TRADES HIGH SCHOOL

NOTICE OF PUBLIC MEETING

The Southern Nevada Trades High School (SNTHS) will conduct a virtual public meeting on **Monday, August 12, 2024**, beginning at 5:00pm at our school site 1580 Bledsoe Lane, Las Vegas, NV 89110 and the following Google Meets link:

meet.google.com/kpn-jnnk-pwx

This public meeting will be conducted in accordance with Nevada's Open Meeting Law, NRS 241.020.

Public Comment: Time for public comment will be provided at the beginning of the meeting regarding any agenda items on which action may be taken by the public body and again before the adjournment of the meeting on any matter within the jurisdiction of the Southern Nevada Trades High School Board. See NRS 241.020(2)(d)(3)(I).

Public comment may also be provided telephonically by utilizing the following conference call line: +1 626-346-9543
PIN: 170 687 012#

Finally, public comment may also be submitted in writing via email at snthsinfo@gmail.com and any such public comment received prior to or during the meeting will be provided to the Board and included in the written minutes of the meeting.

A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments in order to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Board. Public comment will not be restricted based on viewpoint.

The Board reserves the right to take agenda items out of order, items may be removed or delayed from the agenda at any time, and two or more items may be combined for consideration.

Board Members:

Officers: Brett Willis, Chair; Rebecca Merrihew, Vice Chair; Lisa Jones, Treasurer; Kelly Gaines, Secretary.

Directors: Kara Arenas, Tina Frias, Amber Hogan, Tina Morgan, Kelly Suiter, Michael Van, Dan Wright & Carlos Zuluaga

Guests:

Bob DeRuse, Advisory Board

Kristin Dietz, EdTec

Nicholas Mawad, EdTec

SNTHS Staff:

Julie Carver, Executive Director

Candi Wadsworth, Principal



AGENDA

- 1) Call to Order & Roll Call.
- 2) Public Comment #1.
Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. See NRS 241.020. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at his discretion. Public Comment #2 will provide an opportunity for public comment on any matter not on the agenda.
- 3) Approval of June 10, 2024, SNTHS Board Meeting Action Minutes. The Board will review and possibly approve the action minutes from the June 10th Board meeting.
Brett Willis, Chair. ***For Possible Action.***
- 4) Introduction and Welcome New Members. Board Chair Brett Willis will introduce our new members.
Information/Discussion
- 5) Committee Reports. ***Information/Discussion***
 - a. Academics, Tina Morgan, Member
 - b. Facilities, Rebecca Merrihew, Vice Chair
 - c. Marketing, Kelly Gaines, Secretary
 - d. Finance, Lisa Jones, Treasurer
 - e. Audit Committee, Lisa Jones, Treasurer
- 6) May 2024 Financials. Kristin Dietz and Nicholas Mawad will present the financials to the Board for approval.
For Possible Action
- 7) Executive Director's Report. Executive Director Julie Carver will provide the Board with information and updates. Julie Carver, Executive Director. ***Information/Discussion.***
- 8) Enrollment. Executive Director Julie Carver will update the board on enrollment numbers for 2024-25.
- 9) Organizational Performance Framework. Executive Director Julie Carver will present the annual SPCSA Self Certification Checklist for review and approval. ***For Possible Action***
- 10) EOP Annual Review. Principal Wadsworth will present changes to the Emergency Operations Plan to incorporate Side B. ***For Possible Action***
- 11) Test Security Plan and Training Annual Review. Principal Wadsworth will review the plan for the board. ***For Possible Action***
- 12) 2024-25 Board Calendar. Board Chair Willis will present the board calendar for discussion and possible adoption. ***For Possible Action.***



13) Tiny Home Licensing. Chair Brett Willis will lead a discussion regarding the requirements for tiny home licensing in Nevada. ***Information/Discussion***

14) Public Comment #2.

Public comment will be taken during this agenda item on any matter not on the agenda. See NRS 241.020(d)(3). No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at her discretion.

15) Adjournment.

Supporting materials for items listed on the above-referenced agenda are available, at no charge, at the Southern Nevada Trades High School website, <https://www.snvtradeshighschool.org/> and by contacting Julie Carver, Executive Director via email at snthinfo@gmail.com, or via phone at 702-758-3512.

In accordance with Nevada's Open Meeting Law, this public notice and agenda has been posted on or before August 6, 2024, as follows:

At the Southern Nevada Trades High School website <https://www.snvtradeshighschool.org/>
and

At the State of Nevada's official website, <https://notice.nv.gov/>



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

DECLARATION OF POSTING

Pursuant to NRS 53.045, I declare under penalty of perjury that the following is true and correct:

That on or before August 6, 2024, this Public Notice and Agenda was posted at the above-referenced websites and locations.

A handwritten signature in blue ink that reads "Julie Camar". The signature is written in a cursive, flowing style.

Southern Nevada Trades High School



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

SOUTHERN NEVADA TRADES HIGH SCHOOL

NOTICE OF PUBLIC MEETING

The Southern Nevada Trades High School (SNTHS) will conduct a virtual public meeting on **June 10, 2024**, beginning at 5:00pm at the following Google Meets link:

meet.google.com/nvf-mamv-pap

This public meeting will be conducted in accordance with Nevada's Open Meeting Law, NRS 241.020.

Public Comment: Time for public comment will be provided at the beginning of the meeting regarding any agenda items on which action may be taken by the public body and again before the adjournment of the meeting on any matter within the jurisdiction of the Southern Nevada Trades High School Board. See NRS 241.020(2)(d)(3)(I).

Public comment may also be provided telephonically by utilizing the following conference call line: +1 626-346-9543
PIN: 170 687 012#

Finally, public comment may also be submitted in writing via email at snthinfo@gmail.com and any such public comment received prior to or during the meeting will be provided to the Board and included in the written minutes of the meeting.

A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments in order to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Board. Public comment will not be restricted based on viewpoint.

The Board reserves the right to take agenda items out of order, items may be removed or delayed from the agenda at any time, and two or more items may be combined for consideration.

Board Members Present:

Officers: Brett Willis, Chair; Rebecca Merrihew, Vice Chair; Lisa Jones, Treasurer; Kelly Gaines, Secretary.

Directors: Amber Hogan, Kent Lay, Tina Morgan, Kelly Suiter, Michael Van & Dan Wright

Guests Present:

Nicholas Mawad, EdTec

Guests not Present:

Bob DeRuse, Advisory Board

Kristin Dietz, EdTec

SNTHS Staff Present:

Julie Carver, Executive Director

Candi Wadsworth, Principal



AGENDA

- 1) Call to Order & Roll Call.
Brett Willis called the meeting to order and began recording at 5:01 PM.
- 2) Public Comment #1.
Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. See NRS 241.020. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at his discretion. Public Comment #2 will provide an opportunity for public comment on any matter not on the agenda.
No public comment.
- 3) Approval of May 13, 2024, SNTHS Board Meeting Action Minutes. The Board will review and possibly approve the action minutes from the May 13th Board meeting.
Brett Willis, Chair. **For Possible Action.**
Dan Wright made a motion to approve. Tina Morgan seconded. All in favor. No one opposed.
- 4) Committee Reports. **Information/Discussion**
 - a. Academics, Tina Morgan, Member
No updates from Tina. Candi provided update on staff, one teacher backed out of offer.
 - b. Facilities, Rebecca Merrihew, Vice Chair
Construction not completed 100%, but close. Still no AC in workshops. Next step Temporary Certificate of Occupancy.
 - c. Marketing, Kelly Gaines, Secretary
Great turnout for the Open House. Decided to not include a fundraising component to the agenda of the Open House. Governor Lombardo presented students with awards. Fundraising efforts will continue to be made after the open house.
 - d. Finance, Lisa Jones, Treasurer
Bank balance is \$537,260. New MMA opened with Genu Bank. Credit card fraud of about \$2400, has been rectified.
 - e. Audit Committee, Lisa Jones, Treasurer
- 5) Audit selection update. Treasurer Lisa Jones will update the board on the firm selected for the SNTHS Audit.
Information/Discussion
Selected Valez & Hardy (local firm) cost \$22,000. Budget is \$20,000. Contracted for three years.
- 6) April 2024 Financials including SPCSA performance metrics. Kristin Dietz and Nicholas Mawad will present the financials to the Board for approval. **For Possible Action**
Nick Mawad reviewed financials to the group. Note \$1M spend crossed on CSP funding. Rebecca Merrihew made a motion to approve. Kent Lay seconded. All in favor. No one opposed. Motion passed.
- 7) CIPA Policy Review. Executive Director Julie Carver will share with the board the CIPA policy as required in order to receive E-rate funding. Executive Director Julie Carver shared finding that no formal policy is required. **Information/Discussion**
- 8) New Board Member Selection. Chair Brett Willis will present the slate of the following candidates for possible board approval: Kara Arenas, Vice President of Associated Builders and Contractors Nevada; Tina Frias, Chief



Executive Officer of Southern Nevada Home Builders Association; Carlos Zuluaga, Vice President of Operations at Tripointe Homes. ***For Possible Action.***

Brett Willis presented the three candidates listed. Discussion was had regarding personal/professional experience of each individual and timing of filling seats. Further clarification to group on terms, open seats, etc. The position to fill Kent Lay's seat, term up in 2026 will be Carlos Zuluaga, motion made by Michael Van, seconded by Kent Lay. All in favor. No one opposed. Motion passed. The position to fill Amanda Moss's seat with term up in 2027 will be Tina Frias, motion made by Tina Morgan, seconded by Kent Lay. All in favor. No one opposed. Motions passed. The position to fill open seat with term up in 2027 will be Kara Arenas, motion made by Kelly Gaines, seconded by Tina Morgan. All in favor. No one opposed. Motion passed. Mentors will be assigned to new board members. Kelly Gaines will mentor Tina Frias and Kara Arenas. Brett Willis will mentor Carlos Zuluaga.

- 9) Executive Director's Report. Executive Director Julie Carver will provide the Board with information and updates. Julie Carver, Executive Director. ***Information/Discussion.***

Julie Carver provided additional recap of Open House. Nine families enrolled in the event. Great media coverage by Las Vegas Review Journal and Channel 13.

- 10) Enrollment. Executive Director Julie Carver will update the board on application numbers for 2024-25.

Information/Discussion

203 students are currently enrolled. Efforts at churches, social media and youth groups, like Boys & Girls club. Some students have been offered summer jobs or opportunities by Red Rock Insulation, Alpha Landscapes, and Silver Lake Construction.

- 11) Public Comment #2.

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No public comment.

- 12) Adjournment.

Brett Willis adjourned meeting at 6:16 PM

Next meeting is Monday, July 8, 2024 at 5:00 PM.

Supporting materials for items listed on the above-referenced agenda are available, at no charge, at the Southern Nevada Trades High School website, <https://www.snvtradeshighschool.org/> and by contacting Julie Carver, Executive Director via email at snthsinfo@gmail.com, or via phone at 702-758-3512.

In accordance with Nevada's Open Meeting Law, this public notice and agenda has been posted on or before June 5, 2024, as follows:

At the Southern Nevada Trades High School website <https://www.snvtradeshighschool.org/>

and

At the State of Nevada's official website, <https://notice.nv.gov/>

DECLARATION OF POSTING

Pursuant to NRS 53.045, I declare under penalty of perjury that the following is true and correct:

That on or before June 5, 2024, this Public Notice and Agenda was posted at the above-referenced websites and locations.



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

Julie Camer

Southern Nevada Trades High School

Southern Nevada Trades HS Financial Update

NICK MAWAD
AUGUST 2024



1. May Revenue Breakdown
2. May Expense Breakdown
3. 2023–24 Cash Projection
4. Balance Sheet as of May 2024
5. CSP Grant Update
6. Items on the Horizon
7. Exhibits

May 2024 Financials



May Revenue Breakdown



Earned \$184k of Revenue in May

Revenue Source	Amount	Description
Local Revenue	\$59,590	Majority is NSA donation
PCFP Base Funding	\$62,730	Updated ADE 83.96
Transportation	\$3,323	Final reimbursement
Title I	\$12,912	Tutoring and Title I stipends
Federal SPED	\$3,258	SPED contractors
CSP	\$38,653	Staff salaries, MT stipends, PD
NSLP	\$3,683	March food reimbursement
Total Revenue	\$184,148	

May Expense Breakdown

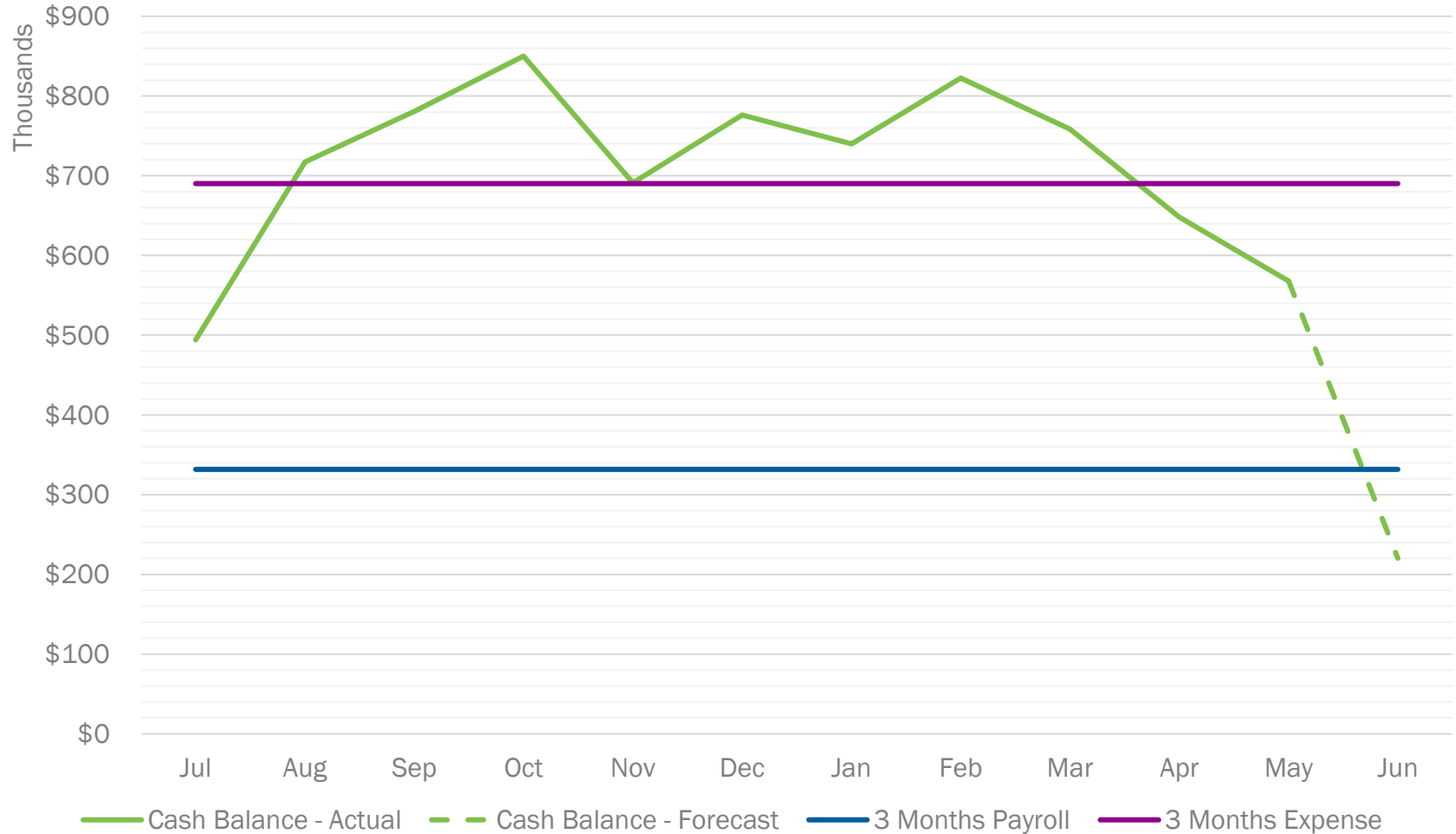


Incurring \$252k of Expense in May

Expense Category	Amount	Description
Salaries & Benefits	\$175,656	Standard pay, bonuses, June salary for departing staff
Property Expense	\$50,625	Rent and utilities
Services	\$13,726	Subs, SPED contractors, marketing, NSLP admin
Supplies	\$10,543	General supplies and student food
Miscellaneous	\$1,134	CC fraud charges
Total Expense	\$251,683	

2023-24 Cash Projection

Ended May with \$568k, lots of purchased planned for June-July



Balance Sheet as of May 2024



Shows what SNTHS owns and owes as of 5/31/24

		June 2023	May 2024	YTD Change
Assets	Cash Balance	676,442	567,977	(108,465)
	Current Assets	438,278	141,776	(296,503)
	Other Assets	41,300	89,932	48,631
	Total Assets	1,156,021	799,684	(356,336)
Liabilities & Equity	Current Liabilities	465,445	101,778	(363,668)
	Beginning Net Assets	106,398	690,575	584,177
	Net Income (Loss) to Date	584,177	7,331	(576,846)
	Total Liabilities & Equity	1,156,021	799,684	(356,336)

Strong cash balance of \$568k
AR balance – April/May CSP, Title funds, and Prepaids
Current Liabilities due to PERS lag time & amount due to ACE HS

CSP Grant Update



As of 5/31/24, SNTHS has spent \$1.1 million (73%)

Account	Description	Total Budget- Current	Total Reimbursement Requests Submitted	Budget Remaining
100	Compensation	347,723	314,499	33,224
200	Benefits	109,257	85,699	23,558
300	Contracted services	227,206	144,826	82,380
345	Marketing	188,000	165,441	22,559
520	Insurance	3,472	3,472	-
600	Curriculum/CTE Supplies	205,848	138,757	67,091
651/734	Tech/IT Equipment/Software	104,081	74,786	29,295
733	Furniture & Equipment	314,413	174,550	139,863
	Totals	1,500,000	1,102,029	397,971

FY25 has begun, but FY24 closeout not complete until September

2023-24

7/1/23-6/30/24

- August/September – work on closing out the year, culminates with Unaudited Actuals
- Audit starts around September, finalized by November

2024-25

7/1/24-6/30/25

- Final budget approved and submitted
- September – have more up to date info on enrollment, staffing, other expenses, etc.

Exhibits



Southern Nevada Trades High School
Income Statement
As of May FY2024

	Actual											YTD	Budget			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Actual YTD	Approved Budget v1	Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY																
Revenue																
Revenue from Local Sources	111,493	285,000	40,000	106,936	27,420	15,000	77,150	100,000	4,175	25,000	59,590	851,764	150,000	853,174	1,410	100%
State Revenue	147,853	38,853	38,853	119,575	54,083	60,683	68,500	57,687	67,887	77,858	66,053	797,887	1,604,460	852,279	54,392	94%
Federal Revenue	28,930	72,950	45,043	34,830	53,044	49,519	83,215	28,666	42,907	38,182	58,505	535,793	1,278,397	899,574	363,781	60%
Total Revenue	288,276	396,802	123,896	261,342	134,548	125,203	228,865	186,354	114,970	141,041	184,148	2,185,444	3,032,857	2,605,027	419,583	84%
Expenses																
Personnel Services-Salaries	37,149	64,024	69,312	69,957	109,798	85,723	72,951	73,671	70,987	75,189	137,294	866,057	957,920	960,962	94,905	90%
Personnel Services-Employee Benefits	12,466	32,447	19,992	30,756	35,357	30,675	30,255	29,503	29,154	28,076	38,362	317,043	460,477	366,265	49,222	87%
Professional and Tech Services	5,360	43,168	38,304	21,400	12,398	8,809	39,863	16,136	15,961	21,333	9,293	232,024	357,594	304,043	72,019	76%
Property Services	-	7,600	25,453	11,474	76,603	45,647	56,199	45,353	48,933	50,928	50,625	418,815	369,945	440,746	21,931	95%
Other Services	486	22,181	17,273	30,186	7,281	11,841	15,072	4,518	14,691	10,548	4,433	138,511	73,956	141,146	2,634	98%
Supplies	-	61,116	18,084	35,632	20,119	19,992	10,276	(1,991)	22,607	7,975	10,543	204,353	758,976	548,044	343,691	37%
Debt Service and Miscellaneous	-	-	-	-	166	10	-	-	-	-	1,134	1,310	1,244	180	(1,130)	728%
Total Expenses	55,460	230,537	188,418	199,405	261,721	202,697	224,617	167,191	202,334	194,050	251,683	2,178,112	2,980,101	2,761,386	583,274	79%
Operating Income	232,816	166,266	(64,522)	61,937	(127,174)	(77,494)	4,249	19,163	(87,365)	(53,009)	(67,535)	7,331	52,756	(156,359)	(163,690)	
Fund Balance																
Beginning Balance (Unaudited)													694,589	690,575		
Operating Income													52,756	(156,359)		
Ending Fund Balance													747,344	534,216		
Total Revenue Per ADE													15,164	32,975		
Total Expenses Per ADE													14,901	34,954		
Operating Income Per ADE													264	(1,979)		

Southern Nevada Trades High School
 Income Statement
 As of May FY2024

KEY ASSUMPTIONS
 Enrollment Breakdown
 Enrollment Summary
 9-12
 Total ADE

Actual											YTD	Budget			
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Actual YTD	Approved Budget v1	Current Forecast	Current Forecast Remaining	% Current Forecast Spent
												200	79		
												200	79		

Southern Nevada Trades High School
Income Statement
As of May FY2024

	Actual											YTD	Budget				
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Actual YTD	Approved Budget v1	Current Forecast	Current Forecast Remaining	% Current Forecast Spent	
REVENUE																	
Revenue from Local Sources																	
1900 Other Local Revenue	100,000	-	-	-	420	-	150	-	175	-	575	101,320	-	100,745	(575)	101%	
1920 Contributions and Donations From Private Sources	11,493	285,000	40,000	105,000	27,000	15,000	77,000	100,000	4,000	25,000	59,000	748,493	150,000	750,493	2,000	100%	
1980 Refund of Prior Year's Expenditures	-	-	-	1,936	-	-	-	-	-	-	-	-	1,936	-	1,936	-	100%
1990 Other Local Revenue-Miscellaneous	-	-	-	-	-	-	-	-	-	-	15	15	-	-	(15)	-	
SUBTOTAL - Revenue from Local Sources	111,493	285,000	40,000	106,936	27,420	15,000	77,150	100,000	4,175	25,000	59,590	851,764	150,000	853,174	1,410	100%	
Intermediate Revenue Sources																	
SUBTOTAL - Intermediate Revenue Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State Revenue																	
3110.201 PCFP - Base Funding	38,853	38,853	38,853	99,775	54,083	54,083	68,500	57,687	57,687	77,858	62,730	648,964	1,604,460	703,356	54,392	92%	
3200 State Funds & Grants-in-Aid	109,000	-	-	19,800	-	6,600	-	-	10,200	-	3,323	148,923	-	148,923	-	100%	
SUBTOTAL - State Revenue	147,853	38,853	38,853	119,575	54,083	60,683	68,500	57,687	67,887	77,858	66,053	797,887	1,604,460	852,279	54,392	94%	
Federal Revenue																	
4500.633 Title I	-	-	-	-	-	-	8,555	-	-	-	12,912	21,467	83,136	21,707	241	99%	
4500.639 IDEA	-	-	-	-	-	1,488	1,038	-	-	-	3,258	5,783	22,384	20,595	14,812	28%	
4500.658 Title III-LEP	-	-	-	-	-	-	-	-	-	-	-	-	7,958	1,770	1,770	0%	
4500.661 CSP	28,930	72,950	45,043	30,327	48,954	34,798	66,943	25,597	31,862	29,710	38,653	453,767	980,176	785,000	331,233	58%	
4500.709 Title II	-	-	-	-	-	-	-	-	-	8,472	-	8,472	24,143	8,472	-	100%	
4500.715 Title IV - Well-Rounded Education	-	-	-	-	-	-	-	-	-	-	-	-	5,799	-	-	-	
4500.802 NSLP	-	-	-	4,503	4,090	13,234	-	3,069	11,046	-	3,683	39,625	154,800	55,350	15,725	72%	
4500.870 Nutrition - Misc Federal Awards	-	-	-	-	-	-	6,679	-	-	-	-	6,679	-	6,679	-	100%	
SUBTOTAL - Federal Revenue	28,930	72,950	45,043	34,830	53,044	49,519	83,215	28,666	42,907	38,182	58,505	535,793	1,278,397	899,574	363,781	60%	
TOTAL REVENUE	288,276	396,802	123,896	261,342	134,548	125,203	228,865	186,354	114,970	141,041	184,148	2,185,444	3,032,857	2,605,027	419,583	84%	

Southern Nevada Trades High School
 Income Statement
 As of May FY2024

	Actual										YTD	Budget				
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Actual YTD	Approved Budget v1	Current Forecast	Current Forecast Remaining	% Current Forecast Spent
TOTAL EXPENSES	55,460	230,537	188,418	199,405	261,721	202,697	224,617	167,191	202,334	194,050	251,683	2,178,112	2,980,101	2,761,386	583,274	79%

Southern Nevada Trades High School
Monthly Cash Forecast
As of May FY2024

	2023-24												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Forecast		
Beginning Cash	676,442	493,978	717,369	780,760	849,952	691,234	776,180	740,059	822,379	758,393	648,172	567,977		
REVENUE														
Revenue from Local Sources	111,493	285,000	40,000	106,936	27,420	15,000	77,150	100,000	4,175	25,000	59,590	1,410	853,174	-
Intermediate Revenue Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue	147,853	38,853	38,853	119,575	54,083	60,683	68,500	57,687	67,887	77,858	66,053	54,392	852,279	0
Federal Revenue	28,930	72,950	45,043	34,830	53,044	49,519	83,215	28,666	42,907	38,182	58,505	363,781	899,574	0
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	288,276	396,802	123,896	261,342	134,548	125,203	228,865	186,354	114,970	141,041	184,148	419,583	2,605,027	0
EXPENSES														
Personnel Services-Salaries	37,149	64,024	69,312	69,957	109,798	85,723	72,951	73,671	70,987	75,189	137,294	52,841	960,962	42,065
Personnel Services-Employee Benefits	12,466	32,447	19,992	30,756	35,357	30,675	30,255	29,503	29,154	28,076	38,362	35,124	366,265	14,098
Professional and Tech Services	5,360	43,168	38,304	21,400	12,398	8,809	39,863	16,136	15,961	21,333	9,293	72,019	304,043	(0)
Property Services	-	7,600	25,453	11,474	76,603	45,647	56,199	45,353	48,933	50,928	50,625	21,931	440,746	(0)
Other Services	486	22,181	17,273	30,186	7,281	11,841	15,072	4,518	14,691	10,548	4,433	2,634	141,146	0
Supplies	-	61,116	18,084	35,632	20,119	19,992	10,276	(1,991)	22,607	7,975	10,543	343,691	548,044	-
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service and Miscellaneous	-	-	-	-	166	10	-	-	-	-	1,134	(1,130)	180	-
Other Items - Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	55,460	230,537	188,418	199,405	261,721	202,697	224,617	167,191	202,334	194,050	251,683	527,112	2,761,386	56,162
Operating Cash Inflow (Outflow)	232,816	166,266	(64,522)	61,937	(127,174)	(77,494)	4,249	19,163	(87,365)	(53,009)	(67,535)	(107,529)	(156,359)	(56,162)
Accounts Receivable - Current Year	(42,049)	89,559	111,054	(18,110)	(3,262)	162,440	(40,465)	(13,747)	78,434	(32,693)	62,587	(217,077)		
Other Current Assets	-	-	-	-	-	-	-	-	-	-	(57,244)	-		
Other Assets	-	(48,631)	-	-	-	-	-	-	-	-	-	-		
Accounts Payable - Current Year	(176,175)	(5,271)	5,271	23,117	(28,388)	-	96	53,083	(53,179)	-	-	-		
Other Current Liabilities	(197,056)	21,468	11,589	2,248	106	-	-	23,822	(1,876)	(24,520)	(18,003)	(23,260)		
Ending Cash	493,978	717,369	780,760	849,952	691,234	776,180	740,059	822,379	758,393	648,172	567,977	220,112		

Southern Nevada Trades High School
Balance Sheet
As of May FY2024

	Jun FY2023	May FY2024	YTD Change
ASSETS			
Cash Balance	676,442	567,977	(108,465)
Current Assets	438,278	141,776	(296,503)
Other Assets	41,300	89,932	48,631
TOTAL ASSETS	1,156,021	799,684	(356,336)
LIABILITIES & EQUITY			
Current Liabilities	465,445	101,778	(363,668)
Beginning Net Assets	106,398	690,575	584,177
Net Income (Loss) to Date	584,177	7,331	(576,846)
TOTAL LIABILITIES & EQUITY	1,156,021	799,684	(356,336)

Nevada State Public Charter School Authority (SPCSA) Organizational Performance Framework

Joe Lombardo
Governor

STATE OF NEVADA

Melissa Mackedon
Executive Director



STATE PUBLIC CHARTER SCHOOL AUTHORITY

1749 North Stewart Street Suite 40
Carson City, Nevada 89706-2543
(775) 687-9174 · Fax (775) 687-9113

2080 East Flamingo Road Suite 230
Las Vegas, Nevada 89119-5164
(702) 486-8895 · Fax (702) 486-5543

STATE PUBLIC CHARTER SCHOOL AUTHORITY ORGANIZATIONAL PERFORMANCE FRAMEWORK

Self-Certification Form

Updated June 2023 for School Year Ending June 30, 2024

Dear Charter School Leaders and Board members:

In addition to the desk audit and regular Site Evaluations pursuant to NRS 388A.223(1)(i), the SPCSA staff also conducts these self-certifications to confirm certain areas of school performance. The self-certification is focused on confirming that schools are consistently in compliance with all applicable federal, state, local and agency requirements. In addition to this certification, SPCSA staff reviews documentation and gathers information from other relevant agencies, such as the Nevada Department of Education (NDE), to confirm compliance with these areas.

Please review and certify the compliance of your school with the following Organizational Performance Framework (OPF) areas.

The period of review being certified is for the School Year ending June 30, 2024. SPCSA staff will confirm compliance in noted areas with NDE, document review, and/or other third-party sources.

Deadline:

These self-certification forms must be returned to the SPCSA by being posted in Epicenter no later than **August 1, 2024. Prior to the submission of the form, the school’s board shall review and approve the form at a regularly scheduled board meeting.**

References, e.g. “1b”, refer to sections in the [OPF Technical Guide](#). The below items are select—and not all—areas from the OPF requiring self-certification by the school board. See the OPF Technical Guide for all other areas being reviewed by the SCPSA.

Self-Certification List (Select¹ OPF items)	
Indicator 1: Education Program	
1. The school conducted initial evaluations within the 45-day timeline to determine if students had a disability and were eligible for special education services. 1c	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The school only uses Staff (internal or contracted) who hold Nevada licensure in special education to provide special education services, pursuant to NRS 388A.518. 1c	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Evaluations and current, signed IEPs are on file for all special education students and made available upon request. 34 CFR 300.341-350 and 300.531-536 and NAC 388 https://www.leg.state.nv.us/nac/nac-388.html . 1c	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The school ensured that all students with disabilities and all students receiving instruction in a class funded with Gifted and Talented Funds were served at the required student- teacher ratios (NAC 388.150). 1c	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. The school took proper steps to identify all students in need of ELL services as required by law, evidenced by: <ul style="list-style-type: none"> a. Presence of completed, reviewed Home Language Surveys (HLS) of pupil records; b. Screening Tests for pupils identified as having a primary home language other than English and for students who have received ELL services at the charter school; and c. Evidence of Parent Notification for identified pupils. 1d 	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. School staff (internal or contracted) who provide services to English Language Learners hold, as required by law, Nevada licenses with English Language Acquisition and Development (ELAD) endorsements (with or without practicum). 1d	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicator 2. Financial Management and Oversight	

¹ While SPCSA staff will rely on verifications from NDE and PERS for some data, school boards are encouraged to confirm for themselves compliance with the following items which appeared on prior versions of this form: the 95% student testing participation requirement for all mandated statewide assessments; material compliance with student attendance requirements, achieving attendance of 90% or greater; and that the school is current with all PERS obligations.

7. The governing board certifies that it is submitting all required reports in the NDE chart of accounts (COA) format required by the Department. 2c	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicator 3: Governance and Reporting	
8. The Attorney General did not issue findings of fact and conclusions of law that the governing body or any other public body created by the charter school has taken action in violation of any provision of NRS 241.010 et seq. (Open Meeting Law) during the fiscal year. 3a	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. The school received no material governance compliance complaints which were substantiated or if they were substantiated the school board promptly implemented acceptable corrective actions. 3a	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. The school’s governing body certifies that all current board members have completed training in Nevada’s Opening Meeting Law and the State Public Charter School’s Governance Standards. See NRS 388A.224. 3a	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. The school’s governing body certifies that Board Center in Epicenter and the school’s website(s) were updated during the school year as changes in board membership occurred, and that Board Center in Epicenter and the school’s website currently reflect the accurate makeup of the school’s board members and roles. 3a	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. All Governing Body members have completed and signed an Information and Disclosure Form, annually and/or within 10 days of appointment, which was submitted to Epicenter and/or SPCSA staff. 3a	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicator 4: Students and Employees	
13. The school properly collects and protects students' private information pursuant to FERPA and any other applicable requirements. 4a	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. The school’s governing board certifies the school was in compliance with all due process protections, privacy, civil rights, and student liberties requirements, including the First Amendment. 4a	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. The school complies with requirements regarding maintenance of personnel records. 4d	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. The school has no known outstanding obligations with regard to payroll, unemployment, ADA, FLMA, IRS, or other federal, state and local entities. 4e	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. The school timely obtained valid fingerprint clearance for all school employees which have or may have regular contact with children or with student data, all employees and volunteers of the charter school, and all vendor employees situated or regularly on campus NRS 388A.515. 4f	Yes <input type="checkbox"/> No <input type="checkbox"/>
18. All Governing Body members, after being appointed, have met the 10-day law regarding fingerprint submissions, and maintain compliance with fingerprint requirements pursuant to NRS 388A.323. 4f	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicator 5: School Environment	
19. The school complies with all other requirements including providing appropriate nursing services and dispensing of pharmaceuticals, food service requirements, and other health and safety services. 5b	Yes <input type="checkbox"/> No <input type="checkbox"/>

Notes	
Please provide an explanation for each item above that you selected “No.” (Provide the item number and explanation in the table below. Insert rows if necessary.)	
Item Number(s)	Explanation(s)

**School Board Certification of Compliance
with the Organizational Performance requirements of the
SPCSA
For the School Year Ending June 30, 2024**

The Board of the _____ (school) certifies to the State Public Charter School Authority (SPCSA) that, based on its reviews, verifications, and certifications of the compliance of its charter school, that the school, including all of its campuses and support offices, where applicable, to the best of our knowledge, and except as described above, has, from the start of the school fiscal year and throughout the school fiscal and educational year, operated in compliance with all applicable federal, state and local laws, regulations and ordinances as well as with its charter contract obligations with the SPCSA, as indicated in this document.

Signature

Date

Printed Name

Board Chair

Board Meeting Approval Date

Emergency Operations Plan

Southern Nevada Trades High School

2024-2025



SNTHS

SOUTHERN NEVADA
TRADES
HIGH SCHOOL

Signature Page Planning Team



Julie Carver
Executive Director



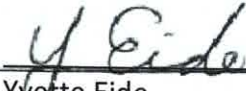
Candi Wadsworth
School Principal

Electronically signed via Email
Email

Brett Willis
School Board President



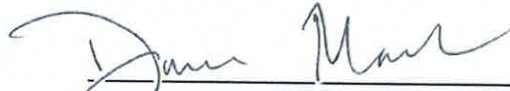
Dr. Jeffery Avants
School Counselor



Yvette Eide
Instructional Staff

Electronically signed via

Karen Wright
Nurse



Dawn Marsh
Non-Instructional Staff



Marcy Olivas
Parent

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Purpose

The purpose of Southern Nevada Trades High School (SNTHS) Emergency Operations Plan (EOP) is to provide guidelines and procedures to ensure the safety and well-being of students, staff, and visitors in the event of an emergency situation. This plan outlines the appropriate actions to be taken by school personnel, emergency responders, and other stakeholders to mitigate risks and facilitate an effective response. Developing, maintaining, training, and exercising the plan empowers everyone involved in an incident to act quickly and knowledgeable. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that SNTHS has established guidelines and procedures to respond to threats and hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and threat/hazard-specific annexes outline an organized, systematic method to address threats, hazards, and vulnerabilities before, during, and after an incident. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. SNTHS regularly schedules in-service training for faculty and staff and provides training for students and parents/guardians throughout the school year.

Additionally, the Plan:

- Empowers employees in an incident to act quickly and knowledgeable;
- Informs students, faculty, and staff, and trains key stakeholders on their roles and responsibilities before, during, and after an incident;
- Provides other members of the community with assurances that the School/District has established policy and procedures to respond to incidents/hazards in an effective way;
- Establishes intra-agency and multi-jurisdictional mechanisms for involvement in, and coordination of, incident response and recovery operations;
- Increase SNTHS legal protections. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

Scope of the Plan

The SNTHS Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific threat/hazard vulnerabilities and responses/recovery.

This plan and all contents contained herein shall apply to all SNTHS students, faculty, staff and visitors, and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. The scope of the EOP applies to incidents and/or events of all sizes, including those that exceed the school response services and capabilities that may result in activation of the local emergency operations center.

The organizational plans described in the following pages are designed to be applied to any emergency. When an emergency begins, the Principal, Ms. Wadsworth (Incident Commander), will activate emergency procedures.

Definitions:

1. **Hazard**- something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
2. **Incident**- An occurrence, caused by either human action or natural phenomena, that may bring about harm and may require action. Incidents can include major disaster, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous material accidents, earthquakes, hurricanes, tornadoes, tropical storms, public health and medical emergencies, and other occurrences requiring an emergency response. The Principal or acting administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.
3. **Threat**- A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
4. **Vulnerability**- Characteristics of the school that could make it more susceptible to the identified threats and hazards.

Situation Overview

A. School Population

SNTHS current enrollment is 250 students located in one, one-story building. The students are supported by a committed staff and faculty consisted of:

- 13 Teachers and specialist
- 5 Administrators
- 1 office/support staff
- 1 Maintenance/ custodial staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in the appendix as a reference.

SNTHS is committed to the safe evacuation and transport of students and staff with access and functional needs, which includes students/staff with:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (Permanent and Temporary)
- Medically fragile health (including asthma and severe allergies)

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. Staff members that have been trained and are assigned to provide assistance during drills, exercises, and incidents are listed in the appendix.

B. Building Information

SNTHS is located at 1580 Bledsoe Ln, Las Vegas, NV 89110. The campus is a single-story building with one parking lot. All classes take place within the building from 8:30 am – 3:10 PM Monday – Thursday and 8:30- 12:50 PM on Fridays. SNTHS is a closed campus during the school day.

A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs is included in the appendix. All staff members are required to know these locations as well as how to operate the utility shutoffs.

C. Threat/Hazard Assessment Summary

SNTHS is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

When the building construction is complete in July 2024 the EOP Team along with the construction management company will perform a detailed inspection of the site to determine if there are any specific areas or circumstances that may present unique problems or threats. Interior and exterior portions of the school will be assessed, and this plan will be updated if necessary. All of the following plans and procedures listed in this EOP have been created using the construction blueprint and prior knowledge of school emergency procedures that the team has acquired over many years of experience.

Below is a list of the High priority threats/hazards that SNTHS may face.

- **Flash Flooding**- flash flood is a rapid flooding of low-lying areas: washes, rivers, dry lakes and depressions. It may be caused by heavy rain associated with a severe thunderstorm, Southern Nevada has many areas and locations that experience flash floods each year.
- **Earthquake**- Southern Nevada often experiences Earthquakes, which is shifting of the earth tectonic plates that causes sudden, sometimes violent shaking of the ground, which can cause damage to buildings and structures.
- **Tornado**- Although rare in southern Nevada Tornadoes can occur. Tornadoes are a vortex of violent wind and can bring with them severe rain and hail.
- **Fire**- Fire is the most prevalent type of threat/hazard in schools often started in science labs or shop classes.
- **Hazardous Material**- Hazardous materials are used for a variety of purposes and are regularly transported through many areas in and around SNTHS.
- **Active Shooter**- Currently all schools can and are vulnerable to the possibility of an active shooter.
- **Pandemic**- A global outbreak of a disease which the nation and world recently experienced in 2020. The effects of a pandemic can be lessened if preparations are made ahead of time. Like any other school SNTHS is vulnerable to a pandemic therefore we must have a plan in place so we can act accordingly to lessen the spread and help keep our students, staff, and community safe.
- **Terrorism**- SNTHS like any other school or business is vulnerable to terrorism.

- **Bullying-** Bullying is an ongoing problem in schools across the United States. SNTHS will use culture and climate surveys along with Social Emotional Curriculum to mitigate.

D. Resources

SNTHS leadership and planning team realize the importance of having agreements in advance to access critical resources in the case of an incident. SNTHS has partnered with the local fire department, Las Vegas Metro Police Department, Latino Outreach, and Southern Nevada Red Cross.

Planning Assumptions

A. Planning Assumptions

SNTHS's EOP is based on the following planning assumptions and considerations.

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazard Assessment Summary, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time, and at any place, in many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g. fires, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Actions taken before an incident, such as creating a positive school environment and conducting fire inspections, will stop or reduce incident-related losses.
- Maintaining the school's EOP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) and improving the school's readiness to respond to incidents.
- Any employee of SNTHS may be tasked by this EOP.
- School officials and representatives recognize their responsibilities for the safety and well-being of students, staff, and visitors; and assume their responsibilities in the implementation of this EOP.
- In most cases, law enforcement or fire service personnel will assume Incident Command, or establish a unified command, depending on the type of emergency.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

Concept of Operations

It is the responsibility of the school to protect life and property from the effects of emergency situations within its own jurisdiction. SNTHS has the primary responsibility for initial emergency management activities. Concept of Operations information located in this section is designed to give an overall picture of incident management. It will primarily clarify the purpose and explain the school's overall approach to an emergency (i.e., what should happen, when, and at whose direction.)

Top priorities for incident management are to:

- Protect and save lives, and protect the health and safety of students, faculty, staff, visitors, responders, and recovery workers.
- Protect property, mitigate damages and its impact to individuals, the community, and the environment.

An emergency, as used in this plan, is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

INCIDENT - An incident is a situation that is limited in scope and potential effects.

EMERGENCY - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

DISASTER - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle available local resources.

This EOP is based on the "all-hazards" concept and is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by school leadership.

The school concept of operations is that the emergency functions of various departments and agencies involved in emergency management will generally parallel normal day-to-day functions or operations.

Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the school.

SNTHS addresses preparedness activities embedded within the key areas of emergency planning.

In the event of an incident SNTHS acknowledges that most responsibilities and functions performed during an emergency are not hazard specific, therefore are 6 key areas of emergency planning and incident management that SNTHS will be implanting. They are:

1. **Prevention** – Consists of actions that reduce risk from human-caused incidents. Prevention planning can also help mitigate secondary or opportunistic incidents that may occur after the primary incident.
2. **Protection** – Reduces or eliminates a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources (CIKR) is vital to local jurisdictions, national security, public health and safety and economic vitality.
3. **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effects of unavoidable hazards.

4. **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
5. **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include evacuation, rescue, and other similar operations.
6. **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the school and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the school to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

1. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly before, during, and after an incident, regardless of cause, size, location, or complexity, in order to protect and mitigate the impact on life or property. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

SNTHS School recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, responders, and emergency managers.

NIMS ensures that those involved in incident response and recovery understand what their roles are and have the tools they need to be effective. Additionally, NIMS:

- Defines incident response organizational concepts and structures.
- Consists of procedures for managing personnel, facilities, equipment, and communications.
- Is used throughout the life cycle of an incident (e.g., from threat to parent/student reunification).

NIMS components include:

- **Preparedness** - Effective emergency management and incident response activities begin with a host of preparedness activities conducted on an ongoing basis, in advance of any potential incident. Preparedness involves an integrated combination of planning, procedures and protocols, training and exercises, personnel qualifications and certification, and equipment certification.
- **Communications and Information Management** - Emergency management and incident response activities rely upon communications and information systems that provide a common operating picture to all command and coordination sites. NIMS describes the requirements necessary for a standardized framework for communications and emphasizes the need for a common operating picture. NIMS is based upon the concepts of interoperability, reliability, scalability, portability, and the resiliency and redundancy of communications and information systems.
- **Resource Management** - Resources (such as personnel, equipment, and/or supplies) are needed to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. NIMS defines standardized mechanisms and

establishes the resource management process to: identify requirements, order and acquire, mobilize, track and report, recover and demobilize, reimburse, and inventory resources.

- **Command and Management** - The Command and Management component within NIMS is designed to enable effective and efficient incident management and coordination by providing flexible, standardized incident management structures. The structures are based on three key organizational constructs: the Incident Command System, Multi-Agency Coordination Systems, and Public Information.
- **Ongoing Management and Maintenance** - Within the auspices of Ongoing Management and Maintenance, there are two components: the National Integration Center (NIC) and Supporting Technologies.

2. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, SNTHS may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management.

The Principal (Ms. Wadsworth), the Registrar (Ms. Marsh) and the Executive Director (Ms. Carver) are typically the responsible authority for directing emergency measures for the school and are provided authority to activate this EOP. The priority is as follows:

Wadsworth- Onsite Incident Commander (IC)- Primary

Marsh- Relocations site- Primary; Onsite campus designee- secondary

Carver- Outside Resources/communication-Primary; Onsite campus IC- secondary

SNTHS will obtain information on the nature of the incident and assessment of the situation and will make the determination of next steps and assume the role of or delegate the role of incident commander if the situation warrants.

An incident warranting multi-jurisdictional resources, emergency response activities will employ the Incident/Unified Command System (ICS) structure.

Timely warnings of emergency conditions are essential to preserve the safety and security of the school or community and critical to an effective response and recovery.

3. Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate. The Principal or her designee is responsible for activating the school EOP, including common and specialized procedures as well as threat/hazard-specific procedures.

Organization and Assignment of Responsibilities

This section will establish the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The Principal is not able to manage all aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

1. Principal/ Building Administrator

The Principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Principal still retains the ultimate responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Principal to focus on policy-level activities and interfacing with the school district, other agencies, and parents/guardians. The Principal shall coordinate between the Executive Director's office and the Incident Commander.

2. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or the fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the Principal and other officials informed of the situation.

3. Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

4. Counselors, Social Workers, and Psychologist

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures on site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid and Psychological First Aid if necessary. Counselors will be trained in Psychological First Aid.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

5. Health Assistants

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

6. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or appropriate supervisor.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of the condition of school.

7. School Secretary/Office Staff

Responsibilities Include:

- Assist in the school site assessments.
- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the Principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts,
- Assist with health incidents as needed, acting as messengers, etc.

8. Bus Driver

Responsibilities Include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new locations when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

9. Students

Responsibilities Include:

- Cooperate during emergency drills and exercises, and during an incident,
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of the high priority threats and hazards and how to take measures to protect against and mitigate those threats and hazards.
- Take an active part in school incident response/recovery activities, as age appropriate.

10. Parents/Guardians

Responsibilities Include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency.

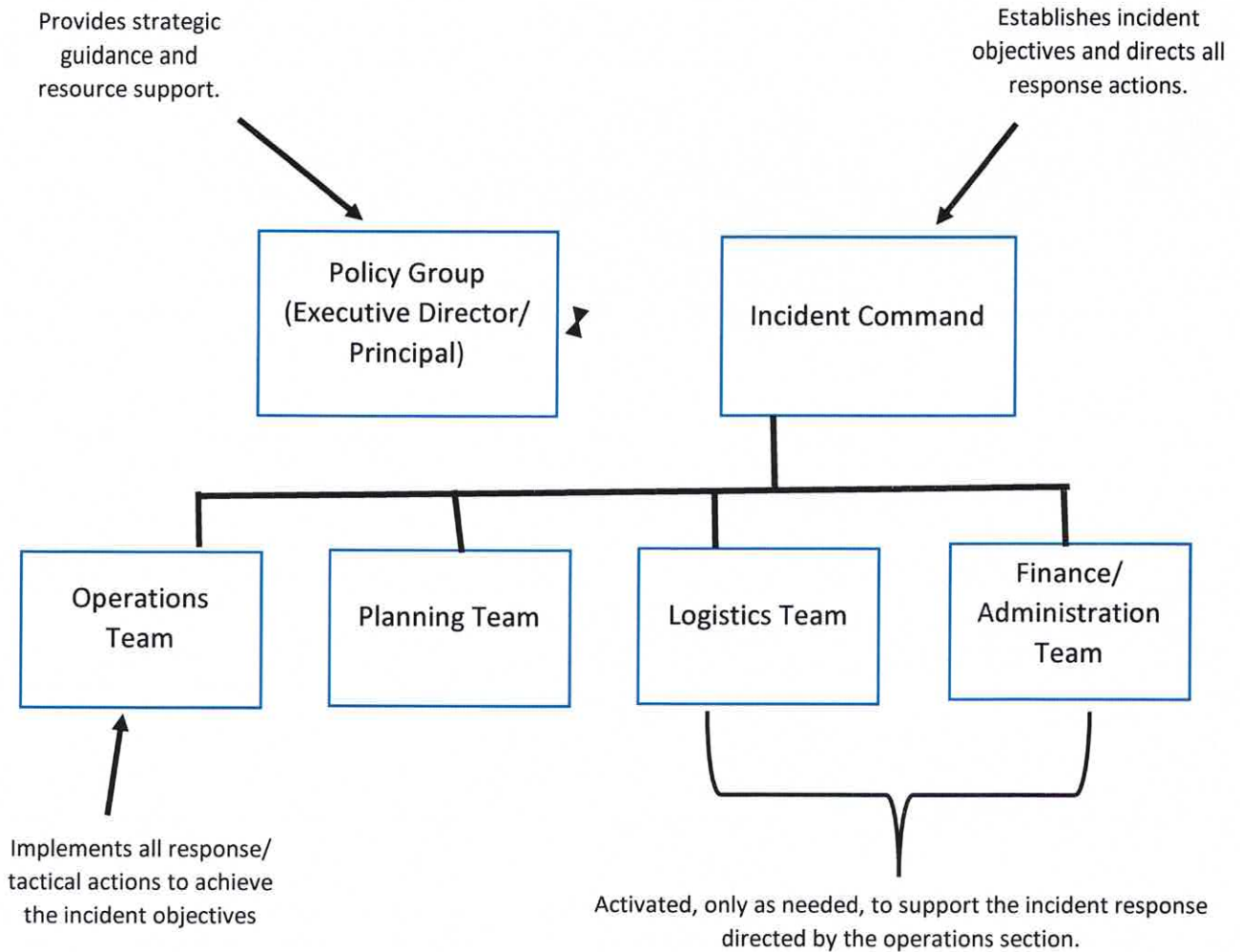
Direction, Control, and Coordination

1. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School EOP will be activated including implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic Guidance, information analysis, and needed resources.

Figure 1 Incident Management Team



The ICS is organized into the following functional areas:

A. Incident Command

Directs the incident management activities using strategic guidance provided by the Policy Group.

Responsibilities Include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the Principal.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

B. Operations Team

Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, Psychological First Aid, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Responsibilities Include:

- Analyze school staffing to develop a Family Reunification Plan and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or is directed by Incident Commander and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access Psychological First Aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

C. Planning Team

Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities Include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

D. Logistics Team

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities Include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone trees for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment.
- Document all activities.

E. Finance/Administration Team

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Responsibilities Include:

- Assume responsibility for overall documentation and record keeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses in accordance with State Public Charter Authority policy, and secure all records.

2. Coordination with Policy/Coordination Team

In complex incidents, a Policy/Coordination Group will be convened. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally through the Joint Information Center.

The Principal and Incident Commander (if different) will keep the Policy/Coordination Team Informed.

3. Coordination with Responders

An important component of the SNTHS EOP is a set of interagency agreements with various county agencies to aid timely communication. Agreements with these agencies and services (including such county governmental agencies as mental health, law enforcement, and fire departments) help coordinate services between the agencies and SNTHS. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school

personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the responder community, command will be transferred upon the arrival of qualified responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

4. Source and Use of Resources

SNTHS will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent volunteers and community members have been trained to assist if called upon and available after an incident occurs.

Information Collection, Analysis, and Dissemination

SNTHS will collect, analyze, and disseminate information before, during and after an incident.

1. Types of Information

Before and during an incident, SNTHS will assign administrative staff to monitor the weather, local law enforcement alerts, and crime reports daily. This information will be analyzed and shared with the Principal with any immediate actions required identified.

After an incident, SNTHS will assign staff to monitor Websites and hotlines of mental health, emergency management, and relief agencies, as well as the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

2. Information Documentation

The assigned staff member will document the information gathered. Information to be documented includes:

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member receives and uses the information.
- The format for providing the information.
- The date and time the information was collected and shared.

Training and Exercises

SNTHS understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that school personnel and community responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur.

Training and exercises will be documented including date(s), type of training or exercise, and participant roster.

1. Training

SNTHS staff and students will receive training during the school year to better prepare them for an incident.

A. Staff Training

Basic training and refresher training sessions will be conducted during the in-service days of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory Staff Trainings will include:

- Threat/hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First aid and CPR for all staff.
- Team training to address specific incident response or recovery activities, such as Family Reunification and Relocation.

B. Student Training

All students will receive age-appropriate training on the importance of preparedness and participate in scheduled monthly exercises to practice how to respond in different situations.

2. Exercises

Drills will be conducted at least once a month.

Administration, Finance, and Logistics

If school resources prove to be inadequate during an incident, SNTHS School will request assistance from local emergency services. Such assistance includes equipment, supplies, and/or personnel.

SNTHS will designate an individual to be responsible for keeping accurate records of costs incurred if applicable. This individual will also keep records of scheduled monthly drills and unscheduled incidents that may occur.

Plan Development and Maintenance

The planning team is responsible for the overall maintenance and revision of the SNTHS EOP and for coordinating training and exercising of the school's EOP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

The SNTHS Board President, Executive Director and Principal are responsible for approving and sharing this plan. Local fire, law enforcement and emergency personnel approval and suggestions will also be requested.

1. Approval and Dissemination of the Plan

The school Principal along with the EOP Team will review, approve and disseminate the plan using the following steps:

- Write, Review and Validate Plan
- Present Plan to EOP Team for comments or suggestions
- Obtain plan approval
- Distribute Plan

A. Records of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change.

B. Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan may be made available to the public and media without the sensitive information if requested.

2. Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the planning team, emergency management representative(s), law enforcement representative(s), and others deemed appropriate by school administration. The Principal will establish a schedule for annual review of planning documents.

The School's EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threats, hazards, resources and capabilities, or school structure occur.

Communication and Procedure

1. Purpose

Communication is a critical part of incident management. This section outlines SNTHS communications procedures and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents/guardians, responders, and media.

2. Scope

The communications procedure outlines the steps to be taken to communicate information before, during, and after an incident.

3. Responsibilities

To implement the communications procedures all staff will be trained on the communications procedures in this plan.

4. Specialized Procedures

A. Before the Incident

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents/guardians, media, and first responders will require clear and concise messages from SNTHS about the incident, what is being done about it, and the safety of the children and staff.

Before an Incident occurs SNTHS will:

- Develop a relationship with parents/guardians so that they trust and know how to access alerts and incident information.
- Inform parents/guardians about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back-to-School Night.

- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- Maintain (by school registrar) a list of contacts for the major television and radio stations and Websites.

B. During the Incident

Internal Communications

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available Through the Raptor app, walkies and cellphones and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Raptor Safety application- will notify teachers when an emergency procedure has been implemented.
- Walkie-Talkies- will be used to give up to date information to teachers and staff during an emergency.
- Faculty Meetings- When appropriate updated information and a review of the events will be presented at a faculty meeting. Staff will also have the opportunity to address any misinformation.
- Email communication- When appropriate, email communication will be sent out to staff to review events and give details that can be shared.

External Communications

SNTHS will communicate with parents/guardians during an incident by:

- Disseminating information via text messages, and emails through the infinite campus messaging system.
- Implementing a plan to manage phone calls and parents who arrive at school.
- Describe how the school is handling the situation and what parents need to do to support the school in its efforts.
- Providing information regarding possible reactions of their child and ways to talk with them.
- Informing families when classes will resume, if applicable

If applicable SNTHS will communicate with the media during an incident. The Executive Director will take the lead with disseminating information to the media.

SNTHS employees are to refer all requests for information and questions by the media and external services to the Executive Director or Principal.

Rumor Control

SNTHS believes that the most effective way to avoid and control rumors is to provide facts as soon as possible to all stakeholders.

To combat rumors SNTHS will:

- Provide appropriate information to internal groups. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

C. After the Incident

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs.

After an incident, SNTHS administrators will:

- Schedule and attend an open question-and-answer meeting for parents and guardians as soon as possible.
- Conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

After an incident, the staff/faculty teams will (if applicable):

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

5. Communication Tools

Some of the communication tools SNTHS may use are:

- **Standard telephone:** SNTHS has designated a school telephone number for parents to call for information during incidents.
- **Cellphones:** cellphones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- **Raptor Emergency App:** this app will notify staff of the start of an emergency and end of an emergency. It will also be used for staff to take attendance and alert administration of missing or injured students.

- **Walkie-Talkies:** Two-way radios provide a reliable method of communication between rooms and buildings. All staff will be trained to understand how to operate the two-way radio.
- **Laptop Computers:** A wireless laptop computer may be used for communication both within the school and to other services. Email may be a useful tool for updating information for staff, other schools in an affected area, and parents/guardians. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school Website.

Types of Drills/Emergency Procedures

There are four basic procedures that can be put in place in the event of an emergency:

1. Evacuation/Relocation/ Fire
2. Earthquake/Tornado/Flash Flood
3. Shelter in Place/ Soft Lock down
4. Hard Lockdown/ Active Shooter

The Primary Command Post is the Principal's Office.

Incident Management Team: Building Administrators, Registrar, School Secretary, Facilities.

General Guidelines

In general, the following steps will take place in the event of an emergency. The first individual discovering or receiving information about the incident should do the following:

1. Take immediate action to protect students, staff, and faculty, which may include:
 - a. Pulling fire alarm to initiate an evacuation.
 - b. Calling a hard or soft lockdown over walkies and school Raptor App.
2. Notify the Principal (or primary admin) by calling, texting, or walkie. If the Principal does not respond, call the main office to explain the situation so they can initiate formal emergency procedures.

THEN:

3. Staff should make sure Walkies are on channel 1 and they have the Raptor App opened on their cell phone.
4. Staff should follow emergency procedures for the specific emergency that was initiated.
(Details in pages below)
5. Teacher should take roll and report missing students to office by using Raptor App

In the event that parents need to be contacted, Ms. Marsh, the School Registrar, will be authorized to send a message through Infinite Campus.

All Teachers should take with them their walkie, cellphone and classroom emergency kit while exiting the building during emergency procedures. Each kit will include a vest. In the event of an actual emergency teachers will be asked to put their vest on so emergency personnel and parents can easily identify them as staff.

If needed the school's reunification location is: New Apostolic Church at 5691 E Owens Ave, Las Vegas, NV 89110.

Soft Lock Down/Shelter in Place Hazardous Material

Purpose

Use when a threat or potential threat is OUTSIDE the school building.

Scope

The lockdown procedure outlines steps to be taken to protect students and staff from injury or death during an incident and ensure the safety of all occupants when necessary.

Responsibilities:

To Implement the procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

- Staff will be notified of Drill or Incident over PA, Walkies, and Raptor App.
- Make sure walkies are on and turned to channel 1
- Any staff or students in the hallways or outside should immediately report to the closest classroom.
- Close and lock all interior doors and windows. Close all shades and blinds.
- Teachers should take attendance using the Raptor App. Reporting any missing or additional students in their classroom.
- Classroom instruction may continue as normal, lights on, smart boards, discussions, etc.
- No one should leave the classroom for any reason.
 - In the event of an emergency resulting in a student needing to leave the classroom teachers should call admin to request an escort
- If an unknown odor or airborne substance is present teachers will be instructed over PA and Walkies to use designated tape to cover openings around doors, windows, and vents.
- Stay in soft lockdown until notified by appropriate authorities that the “all clear” has been given.

Hard Lockdown/ Active Shooter

Purpose

Use when a threat or potential threat is INSIDE the school building.

Scope

The lockdown procedure outlines steps to be taken to protect students and staff from injury or death during an incident and ensure the safety of all occupants when necessary.

Responsibilities:

To Implement the procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

- Staff will be notified of Drill or Incident over PA, Walkies, and Raptor App.
- Make sure walkies are on and turned to channel 1 and cellphones are silent but accessible in case walkies and PA systems cannot be used.
- Any staff or students in the hallways or outside should immediately report to the closest classroom or safest interior location.
- Lock all interior and exterior doors and windows, turn off lights, close blinds and shades, cover classroom door windows if applicable.
- Move all students to the safest wall away from windows and doors- everyone should be silent.
 - Ensure students have silenced all cell phones and instruct them not to call, text or post on social media as any information given out could compromise school safety.
- Teachers should take attendance using the Raptor App. Reporting any missing or additional students in their classroom.
- NO ONE should be allowed in or out of the classroom- Remember if Admin or Emergency personnel need to enter your room they will have keys- **DO NOT OPEN THE DOOR FOR ANY REASON!**
- Stay out of sight, remain calm, silent and wait for further instructions.
- Ignore bells and/or fire alarms.
- Continue lock down until notified by appropriate authorities.

Fire Drill/Evacuation

Purpose

Used when the conditions inside the school may not be safe, due to fire or other hazards. Students and Staff may be instructed to evacuate off school grounds to the reunification site.

Scope

The evacuation procedure outlines steps to be taken to protect students and staff from injury or death during an incident and ensure a safe evacuation of all occupants when necessary.

Responsibilities:

To implement the evacuation procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

- Staff will be notified of Drill or Incident over PA, Walkies, Raptor App and Fire Alarm.
- Make sure walkies are on and turned to channel 1, grab the emergency kit including the folder.
- Students should line up in single file lines and begin exiting the building using the predetermined emergency route heading to the designated area in the parking lot.
 - Teachers should bring up the rear of the line ensuring all students have exited the classroom.
- Teachers should make sure classroom doors are unlocked.
- Students should remain quiet while exiting the building so they can hear any instructions given.
- Once in the designated emergency area, teachers should take attendance using the Raptor App. Reporting any missing or additional students in their classroom.
- Students should stand quietly in line waiting for further instructions.
- If needed, an announcement will be made over walkie and through Raptor app to move students to off campus reunification location.
 - If this occurs students should follow teacher in a silent quiet line to alternate location at New Apostolic Church, 5691 E Owens Ave, Las Vegas, NV 89110

Earthquake/Tornado/ Flash Flood

Purpose

Used when a natural disaster is taking place during school hours. Students and staff should follow the procedures below depending on the disaster that is occurring.

Scope

This plan outlines responsibilities and duties as well as procedures for staff when responding to a natural disaster on or near school grounds.

Responsibilities:

To Implement the procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

- Staff will be notified of Drill or Incident over PA, Walkies, and Raptor App. If possible
- Make sure walkies are on and turned to channel 1

Tornado

- Get away from windows and remain near an inside wall.
- Drop, cover head and hold, wait for the tornado to pass.
- Once the incident has passed, self-assess self and students.
- Teachers should take attendance using the Raptor App. Reporting any missing, additional, or injured students in their classroom.
- Wait for further instructions from Admin.

Earthquake

- Kneel under desks or tables.
 - Bend head close to knees, hold on to table leg.
 - Protect your eyes and face with your arm.
 - If no table or desk is available, use the same position against an interior wall.
- Once an earthquake is felt teachers should immediately drop, cover, and hold position calling out to students "Earthquake- Drop, Cover, Hold!" modeling the correct position while giving directions to students.
- Once the Earthquake has subsided- teachers should check self and students.
- Teachers should take attendance using the Raptor App. Reporting any missing, additional, or injured students in their classroom.
- Wait for further instructions from Admin.

Flash Flood

- Staff should follow shelter in place procedures initially.
- If a classroom begins to flood or becomes unsafe teachers should notify administration immediately so they can be relocated to a safe space.
- It may be necessary to evacuate school if conditions become extreme, If this is needed administration will initiate evacuation using the above evacuation procedures.

Pandemic

Purpose

A pandemic is a global disease outbreak. It is determined by how the disease spreads, not how many deaths it causes. When a new influenza A virus emerges, a flu pandemic can occur. Because the virus is new, the human population has little to no immunity against it. The virus spreads quickly from person to person worldwide and schools are often where disease outbreaks start. The purpose of this plan is to ensure that there are procedures in place to protect staff/students and the community in case there is a pandemic flu outbreak.

During a pandemic SNTHS's main goal will be to limit the number of illnesses and deaths, maintain school functions, and minimize academic disruptions.

Scope

This plan outlines additional responsibilities and duties as well as procedures for staff responding to flu from seasonal flu to mild/ moderate pandemic flu to severe pandemic flu.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

The Principal will determine the need to activate the appropriate EOP procedures based on the severity of the pandemic.

Principal Actions

- Implement procedures for social distancing.
- Work with the community flu-planning team and school board to determine if the school will be closed and/or any additional measures to be taken.
- If school is closed, cancel all extracurricular activities.
- Announce dismissal if school will be closed during the school day.
- Communicate school closure using the communication process.
- Implement daily symptom monitoring and reporting processes and send home anyone who is positive for symptoms.
- Activate continuity of learning procedures with alternate learning strategies and changes to the school calendar.
- Identify chain of command with a minimum of two backups for key administrators.
- Make any necessary updates to procedures for sending ill individuals' home.
- Determine any necessary changes to school cleaning.
- Implement processes for reporting the number of absent staff and students due to illness.
- Document all actions taken.
- Provide information to parents on the status of the pandemic flu within the school and closures.
- Develop a schedule to hold staff meetings.
- Participate in community flu-planning team meetings.
- When reopening the school implements physical recovery procedures.

Staff Actions

- Report any students with signs of illness.
- Communicate with students the importance of social distancing, staying home when sick, covering the nose and mouth when coughing or sneezing, and hand-washing.
- Track students' absences due to illness.
- Provide students with at-home assignments.
- Follow dismissal procedures.

Medical Emergency

Purpose

Used when there is a medical emergency on campus or in a classroom.

Scope

This plan outlines responsibilities and duties as well as procedures for staff when responding to a medical emergency.

Responsibilities:

To Implement the procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

- If warranted, immediately call 911. Then call a notify office that 911 has been dispatched. If 911 does not need to be dispatched, call the front office to notify them of the incident.
- Inform front office :
 - Name of individual
 - Location
 - Details of emergency
- Assess extent of injury or symptoms of illness
- Protect injured from disturbances, reassure injured, and do not move victim unless absolutely necessary
- Acquire additional information such as medical I.D. or witnesses to the incident.
- Provide all information to the administrator so parents/guardians can be notified immediately.
- Any injury occurring in a classroom/shop/jobsite requires the teacher of record to complete an injury report located in the Principal's office that same day. Parents will need to be contacted by the teacher or administrator depending on the severity.

Suicide

Purpose

Used when a suicide threat is made verbally or non-verbally stating that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.

Scope

This plan outlines responsibilities and duties as well as procedures for staff when responding to a suicide threat.

Responsibilities:

To implement the evacuation procedures:

- All staff and students will undergo training and participate in incident management training and drills.
- Staff assigned to work with students with access and functional needs will undergo in-depth training.
- Emergency management and response personnel will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

Staff's Role:

The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision

- The above-mentioned staff member will immediately inform the Principal/designee
- The Principal/designee will interview student and begin "Suicide Prevention Protocols" with school counselor
- The appropriate staff will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.

The Principal/designee will:

- Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.
- Put all recommendations in writing to the parent/guardian.
- Conduct parent conferences with parents and complete/review Prevention forms. Parents must sign off that they are aware of their concern.
- Maintain a file copy of the letter in a secure and appropriate location.
- If the student is known to be currently in counseling, the Principal/designee will attempt to inform their treatment provider of what occurred, and the actions taken.
- If the parent refuses to cooperate, and there is any doubt regarding the child's safety, the school employee who directly witnessed the threat will pursue assistance with Child Protective Services

Suicidal Act or Attempt on School Grounds or During a School- Sponsored Activity

Staff's Role:

The first SNTHS employee on the scene must call for help from another staff member, locate the individual and follow emergency medical procedures, such as calling 911.

- A staff member must notify the Principal/designee.
- Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
- Principal/designee will involve first responders and assist.
- Principal/designee will contact the parent/guardian and ask them to come to the school or hospital. Principal/designee will document in writing all actions taken by staff.
- Principal/designee will involve follow-up with staff and school.
- Principal/designee will request written documentation from any treating facilities prior to a student's return to school.
- Student services staff will promptly follow up with any students or staff who might have witnessed the attempt and contact their parents/guardians.
- staff will provide supportive counseling and document all actions taken.

In the event a suicide occurs among students or staff, the Administration will ask for the assistance of other outside agencies. The school will also use the State of Nevada Guide on Suicide Postvention.

Postvention:

SNTHS will follow psychological healing procedures outlined below.

Psychological Healing Procedures

Purpose

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

Scope

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals such as nurses and school counselor participated in the development, implementation, and evaluation of the school EOP as it relates to this plan.

Responsibilities

To implement the recovery psychological healing procedures:

- All staff will undergo training to learn how to recognize signs of trauma.
- Members of the Crisis Response Team will undergo in-depth training to learn how to assist in managing trauma.
- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will review and provide input into the plan.

Specialized Procedures

The following procedures will be implemented by staff/faculty when directed by the Principal or when deemed appropriate by the situation.

Immediately Following a Serious Injury or Death and/or Major Incident

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all students and staff will be excused from school.

- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.
- Discuss and approve memorials with the School Board's consent.

Reunification Procedures:

In the event that the school needs to use the designated reunification location New Apostolic Church 5691 E Owens Ave, Las Vegas, NV 89110.

The following procedures should be followed:

- Staff should put on their yellow safety vests to be easily identifiable to parents, and emergency personnel.
- Students should be kept in an organized group and quiet.
- Ms. Marsh will take the lead on releasing students, by checking parent ID's and verifying that students are being released to authorized parent/guardians and calling student names over the walkie.
- No student should be released without Ms. Marsh's knowledge or calling for them.
- Teachers should remain calm and patient and keep track of which students are being called for over the walkies to be released.
- Teachers should direct all parents to Ms. Marsh and administration to show their identification.

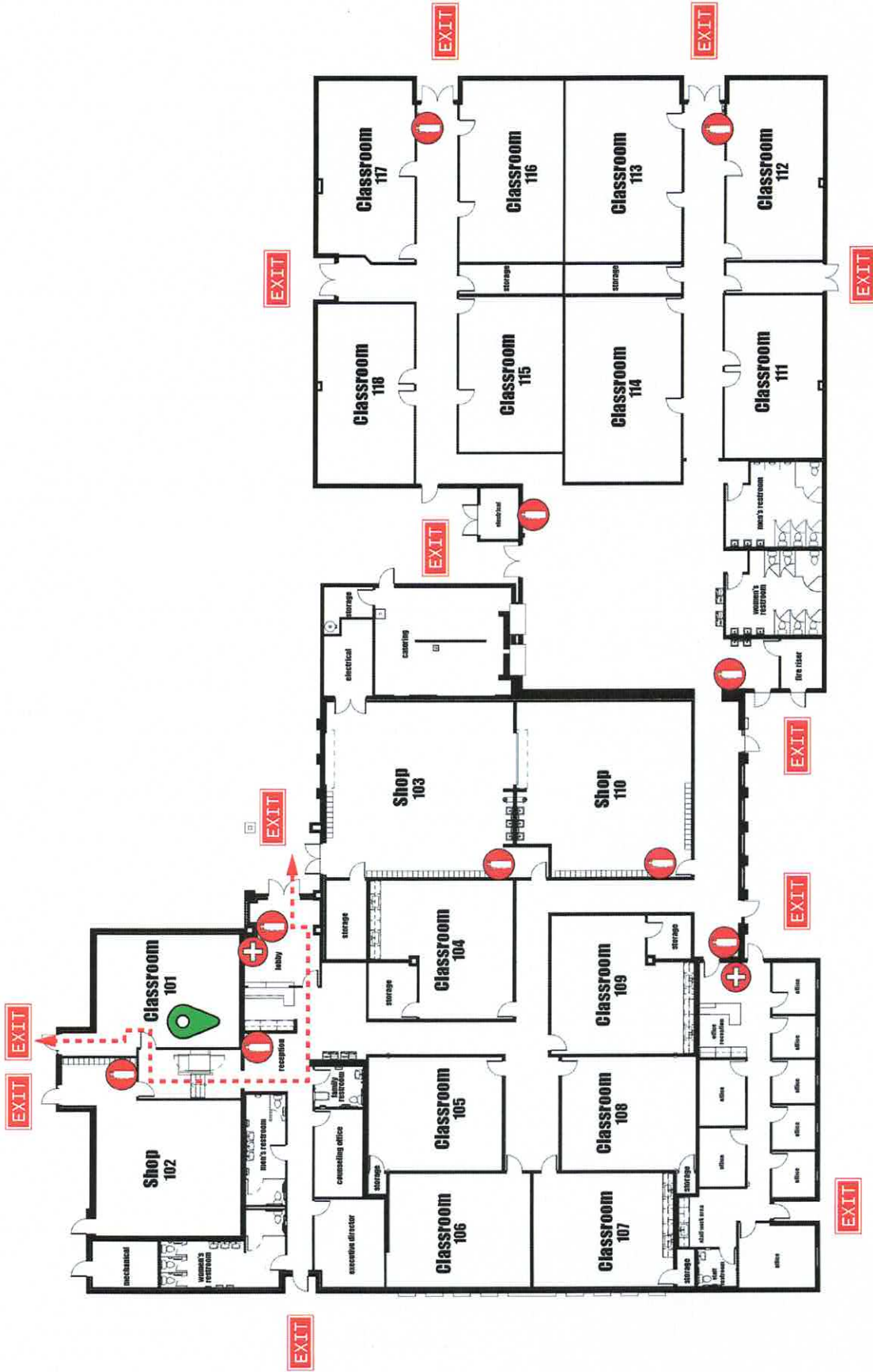
Appendixes

Campus Blueprint



Floor Plan

Evacuation Routes



Evacuation Plan - Classroom 101



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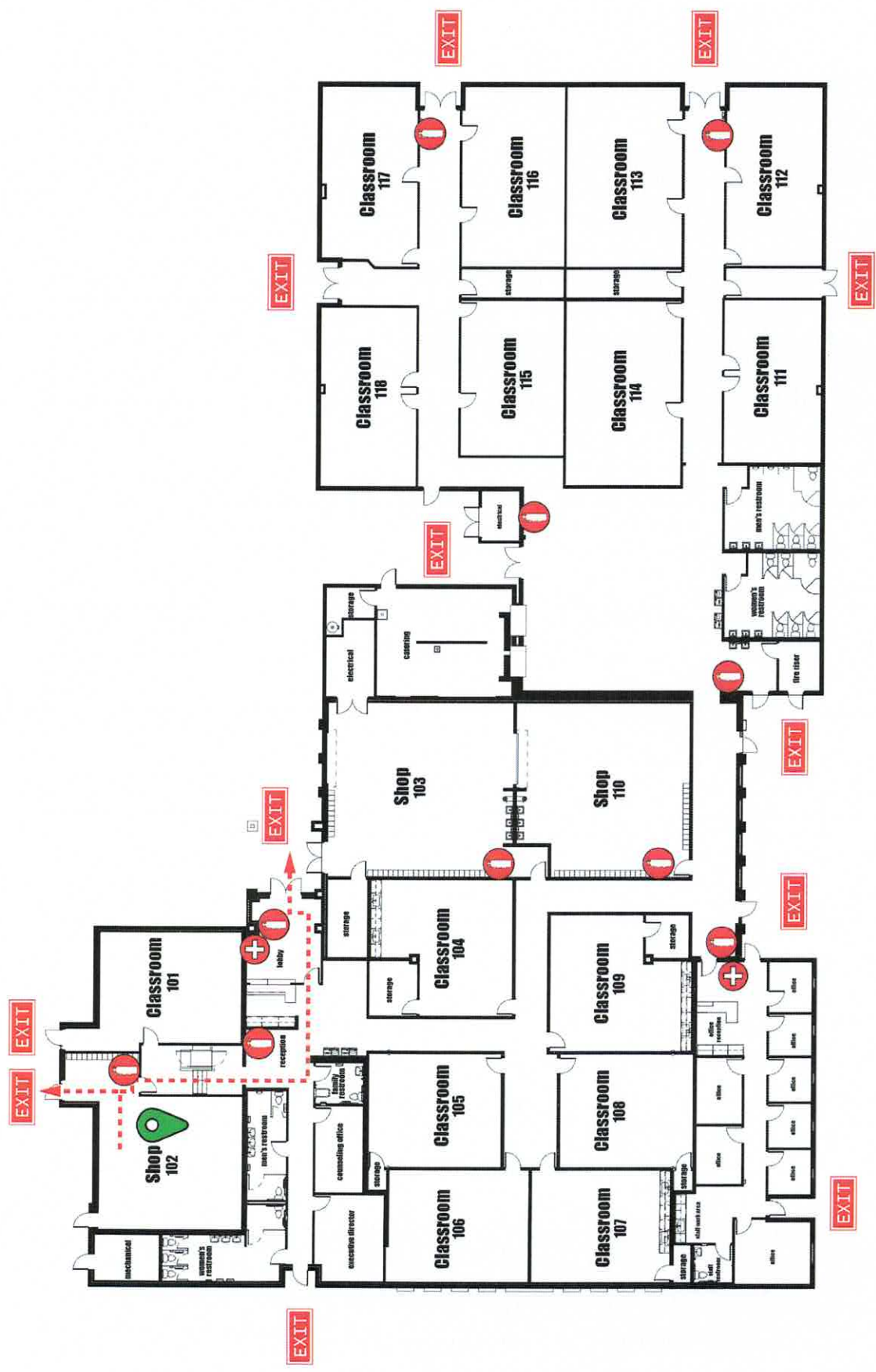
Fire Extinguisher



AED / First Aid



Building Exit



Evacuation Plan - Classroom 117

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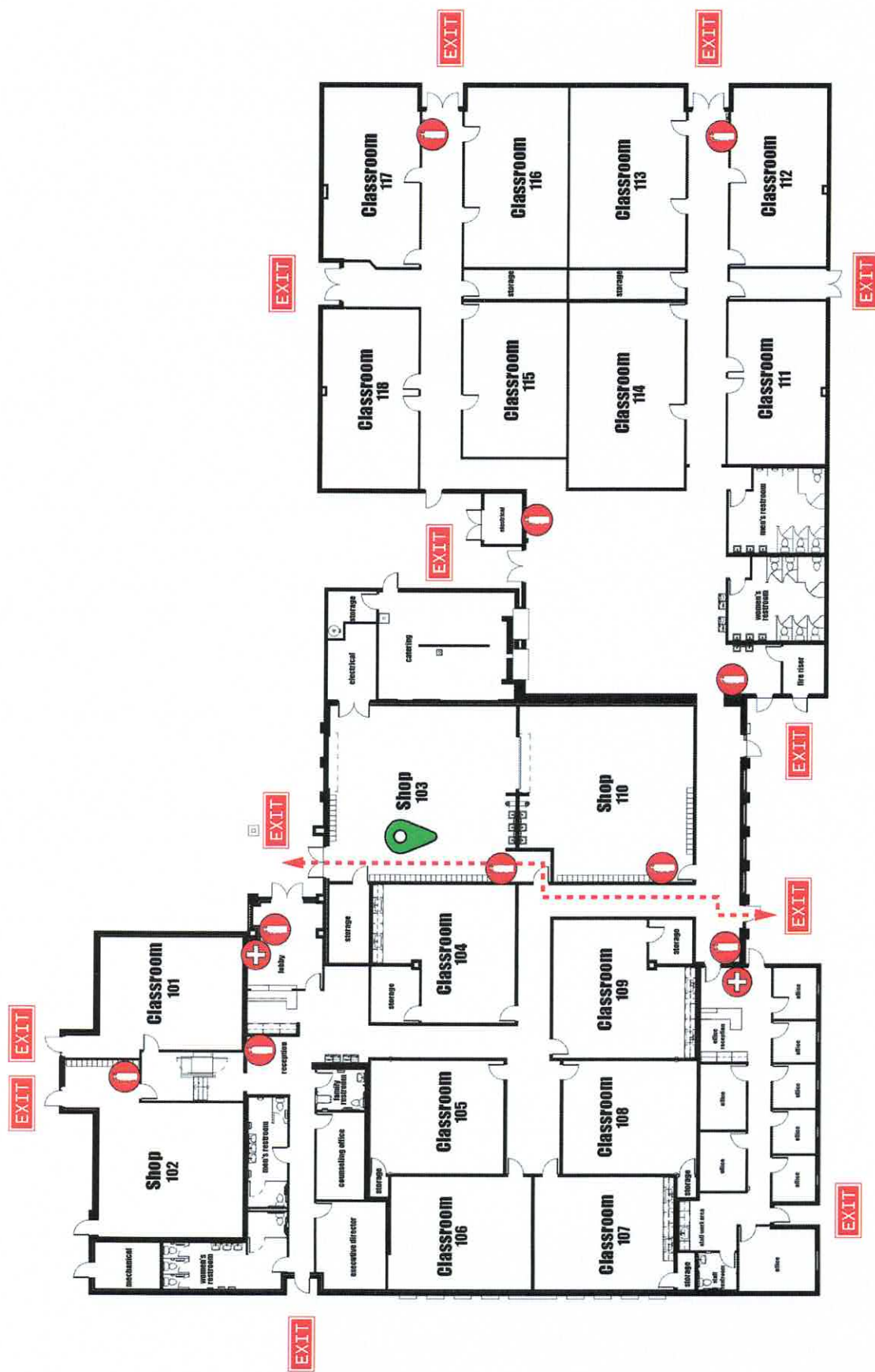
You are here
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Fire Extinguisher
- 

AED / First Aid
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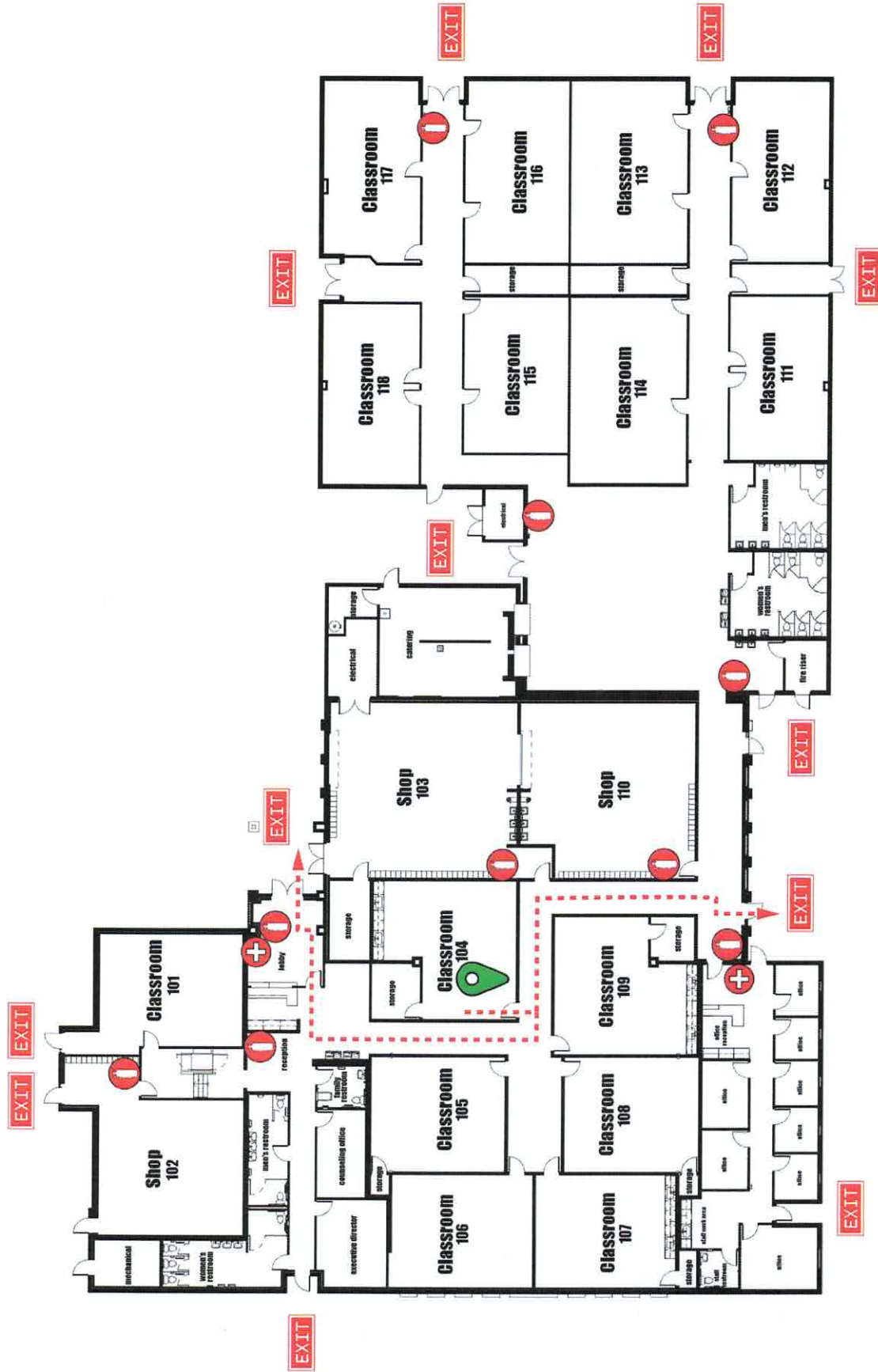
EXIT
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EXIT



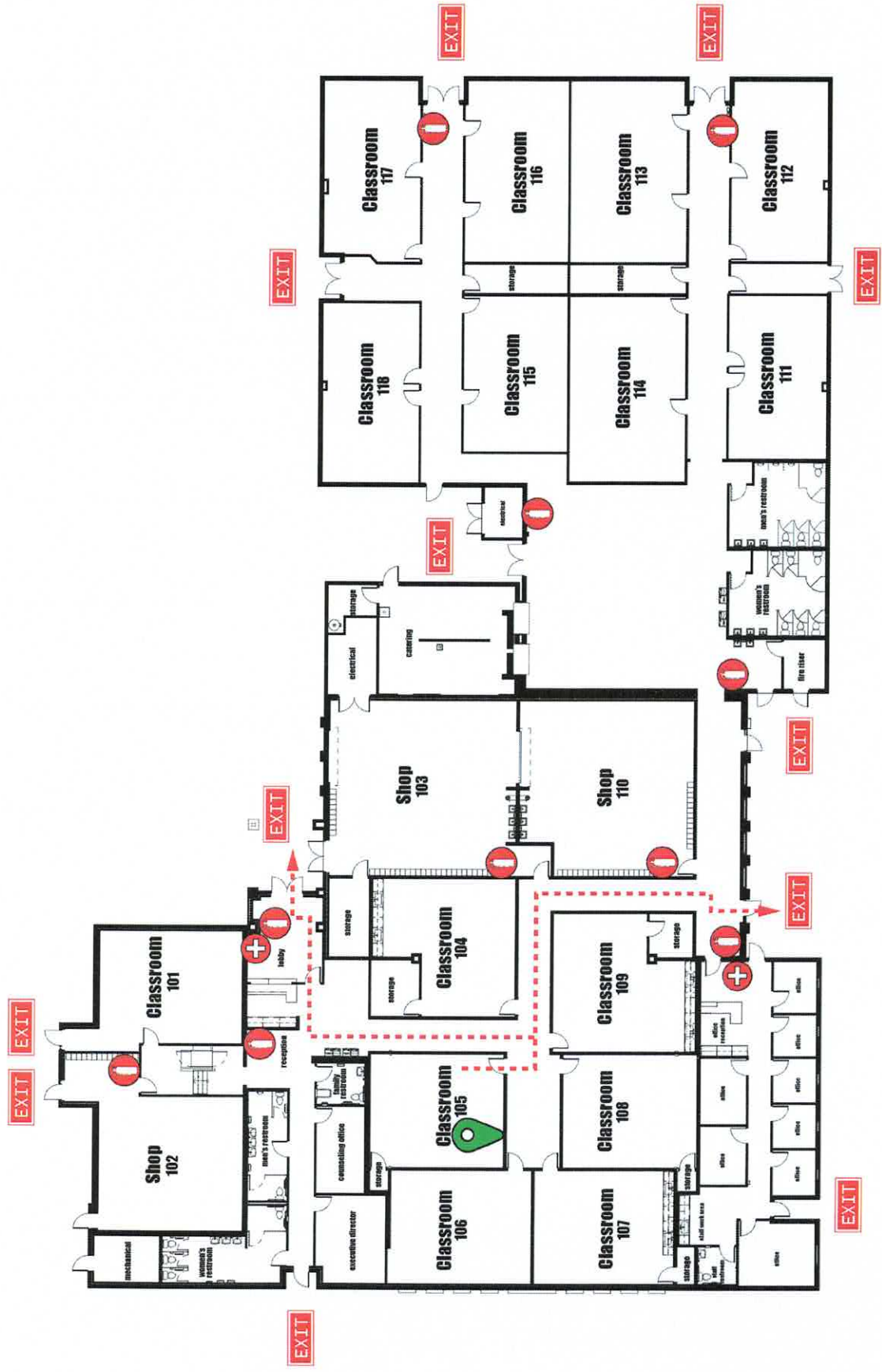
Evacuation Plan - Shop 103

-  **You are here**
-  **Fire Extinguisher**
-  **AED / First Aid**
-  **Building Exit**







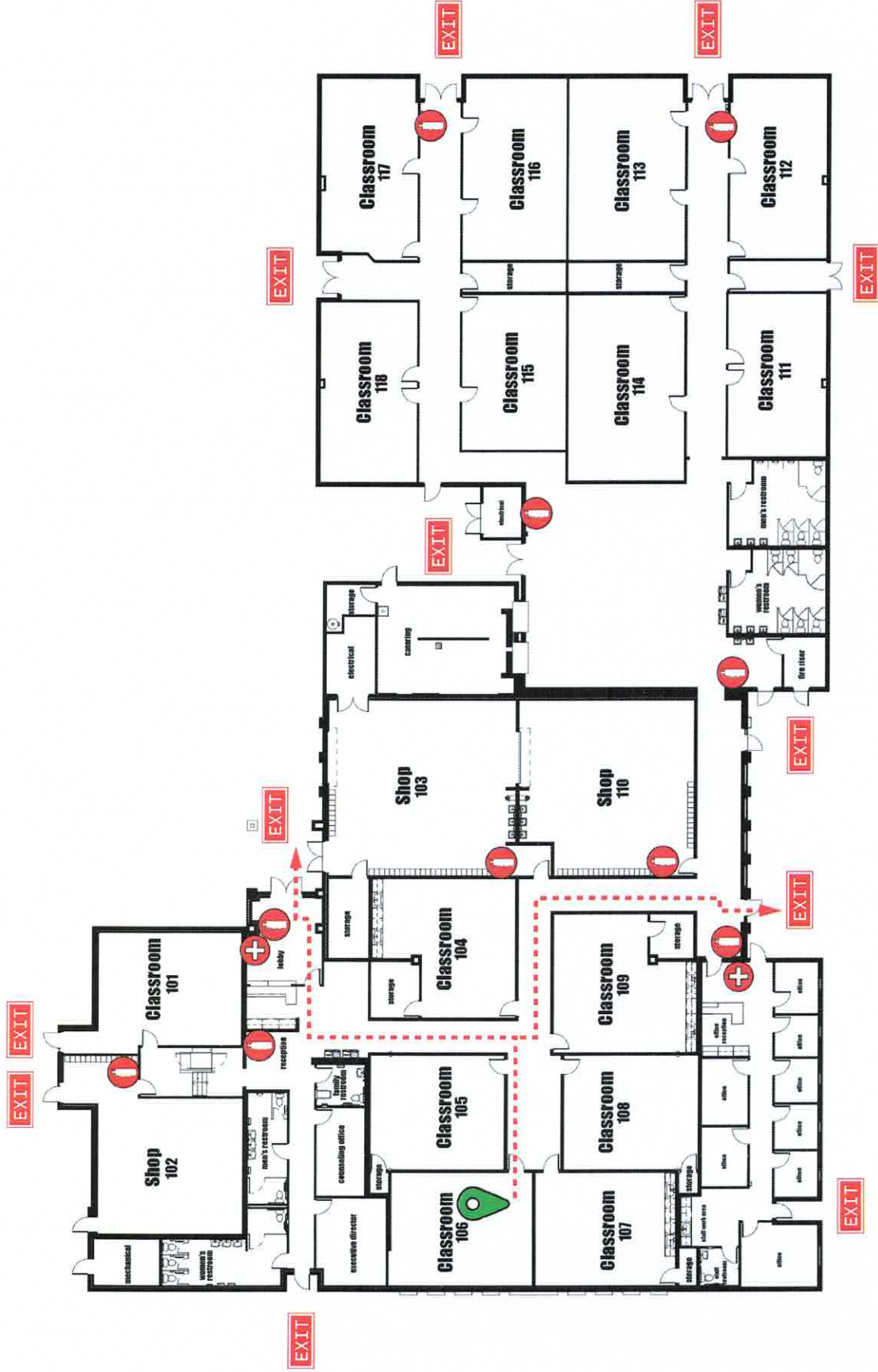
Evacuation Plan - Classroom 104

-  **You are here**
-  **Fire Extinguisher**
-  **AED / First Aid**
-  **EXIT**
-  **Building Exit**



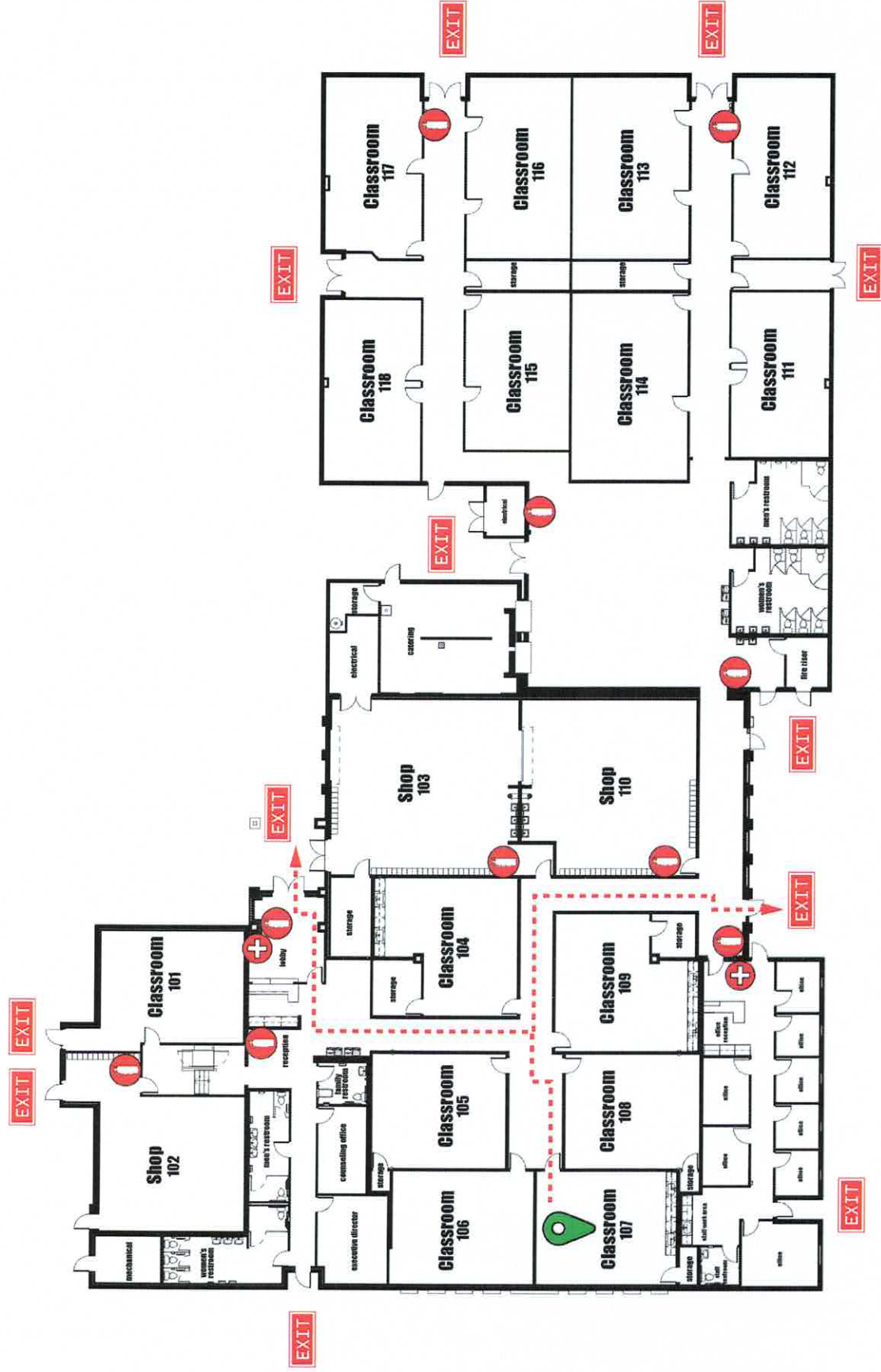
Evacuation Plan - Classroom 105

-  You are here
-  Fire Extinguisher
-  AED / First Aid
-  EXIT
-  Building Exit



Evacuation Plan - Classroom 106

-  **You are here**
-  **Fire Extinguisher**
-  **AED / First Aid**
-  **Building Exit**



Evacuation Plan - Classroom 107



You are here



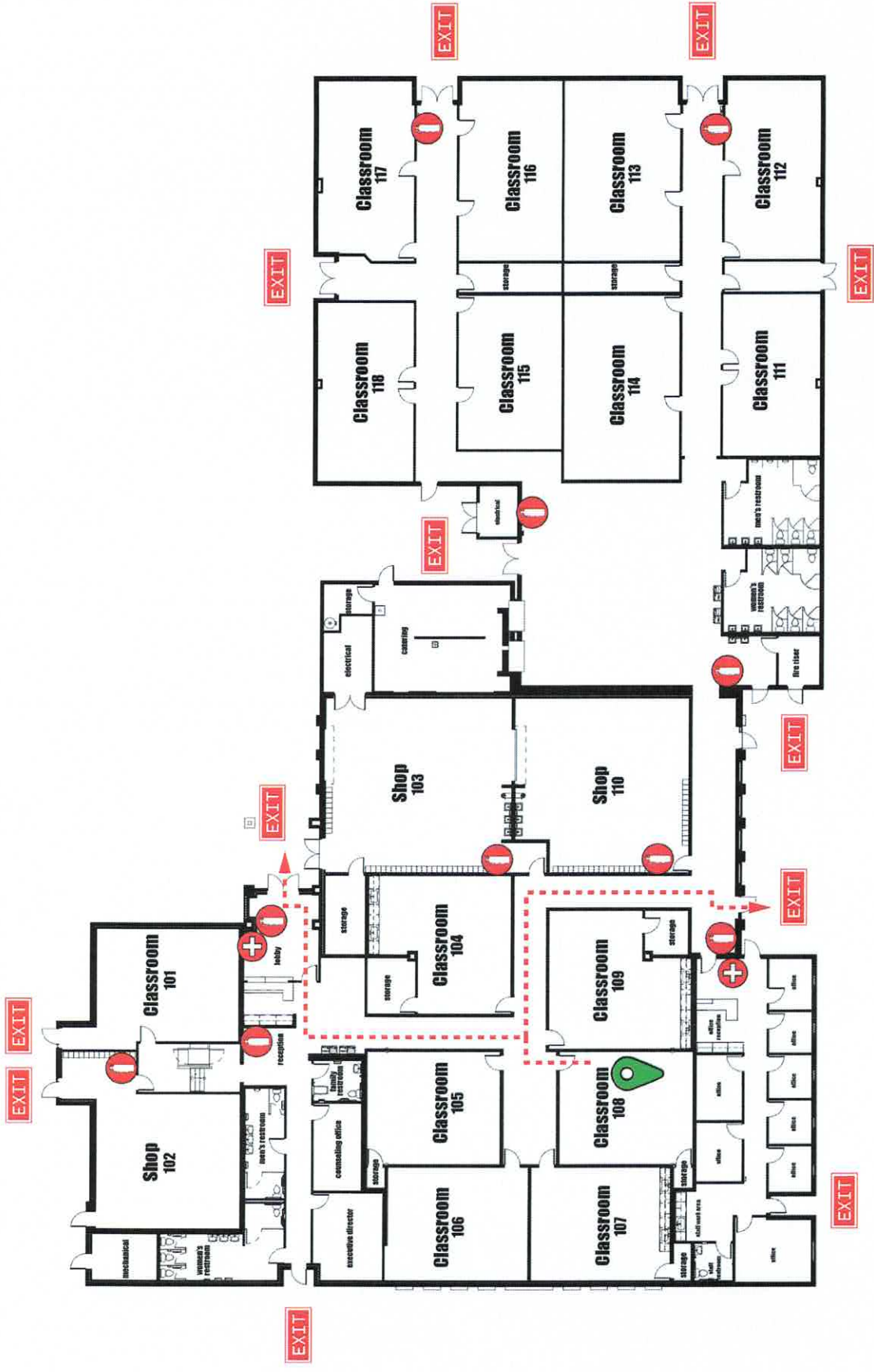
Fire Extinguisher



AED / First Aid

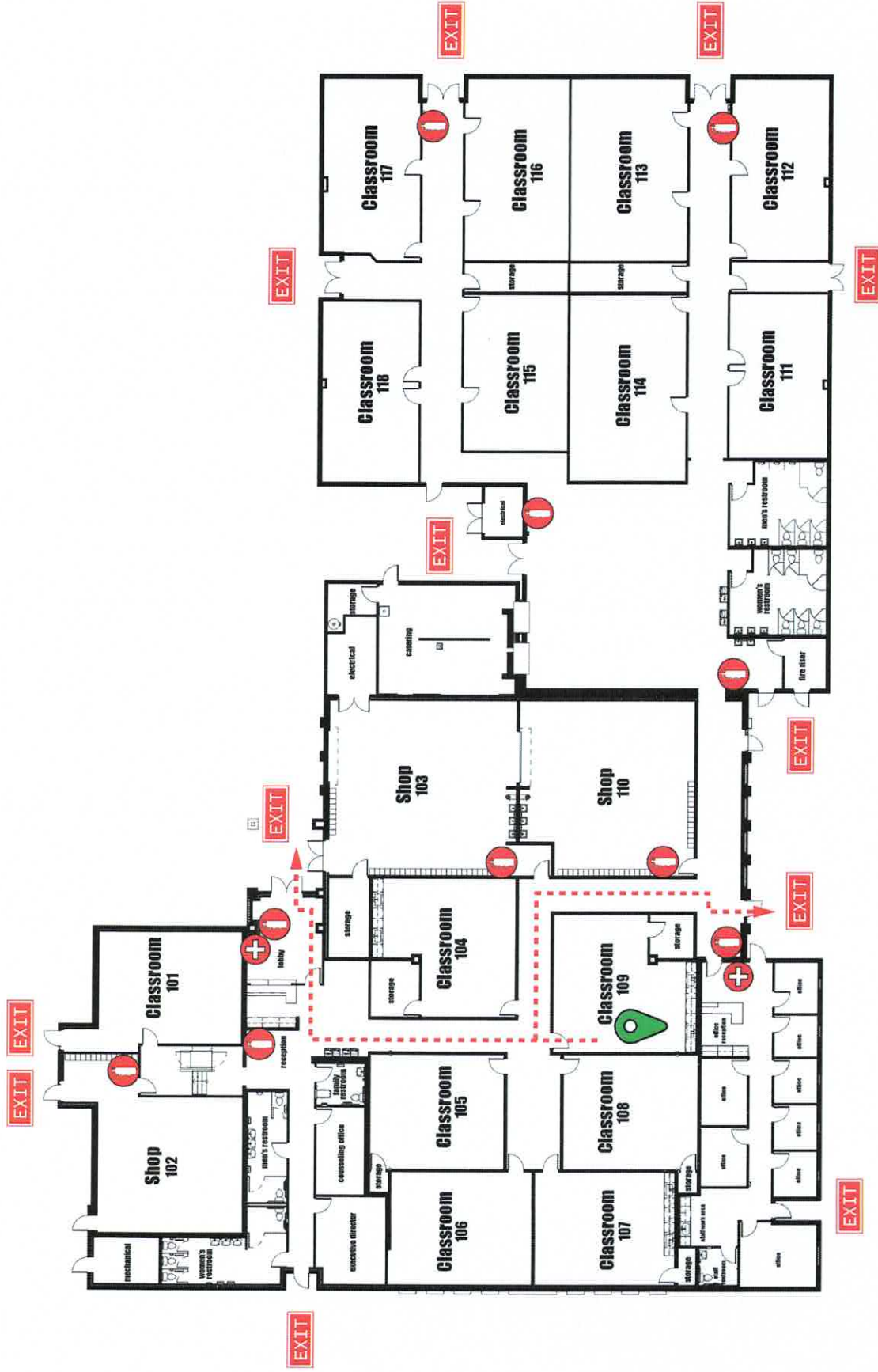
Building Exit





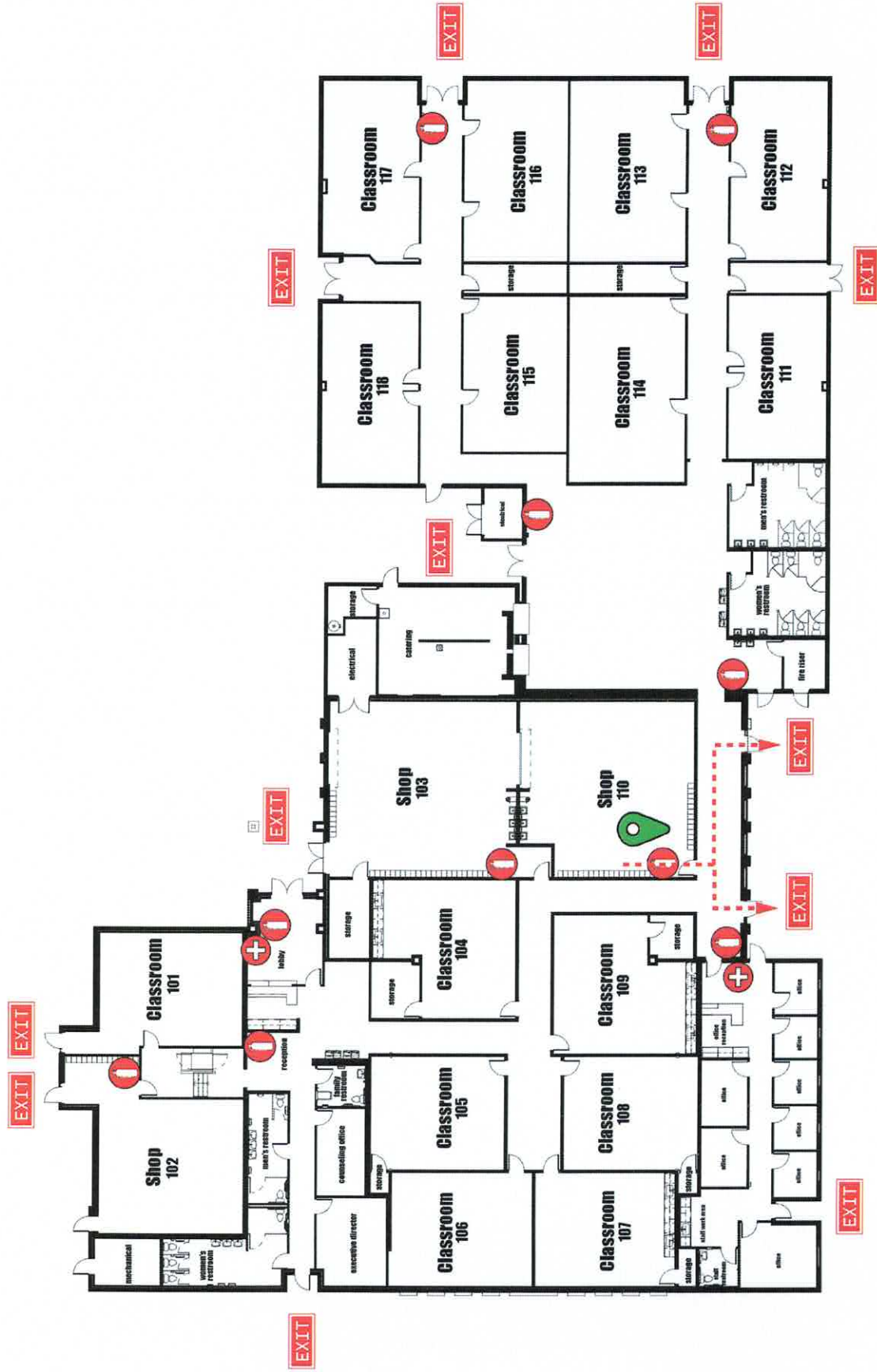
Evacuation Plan - Classroom 108

-  You are here
-  Fire Extinguisher
-  AED / First Aid
-  Building Exit



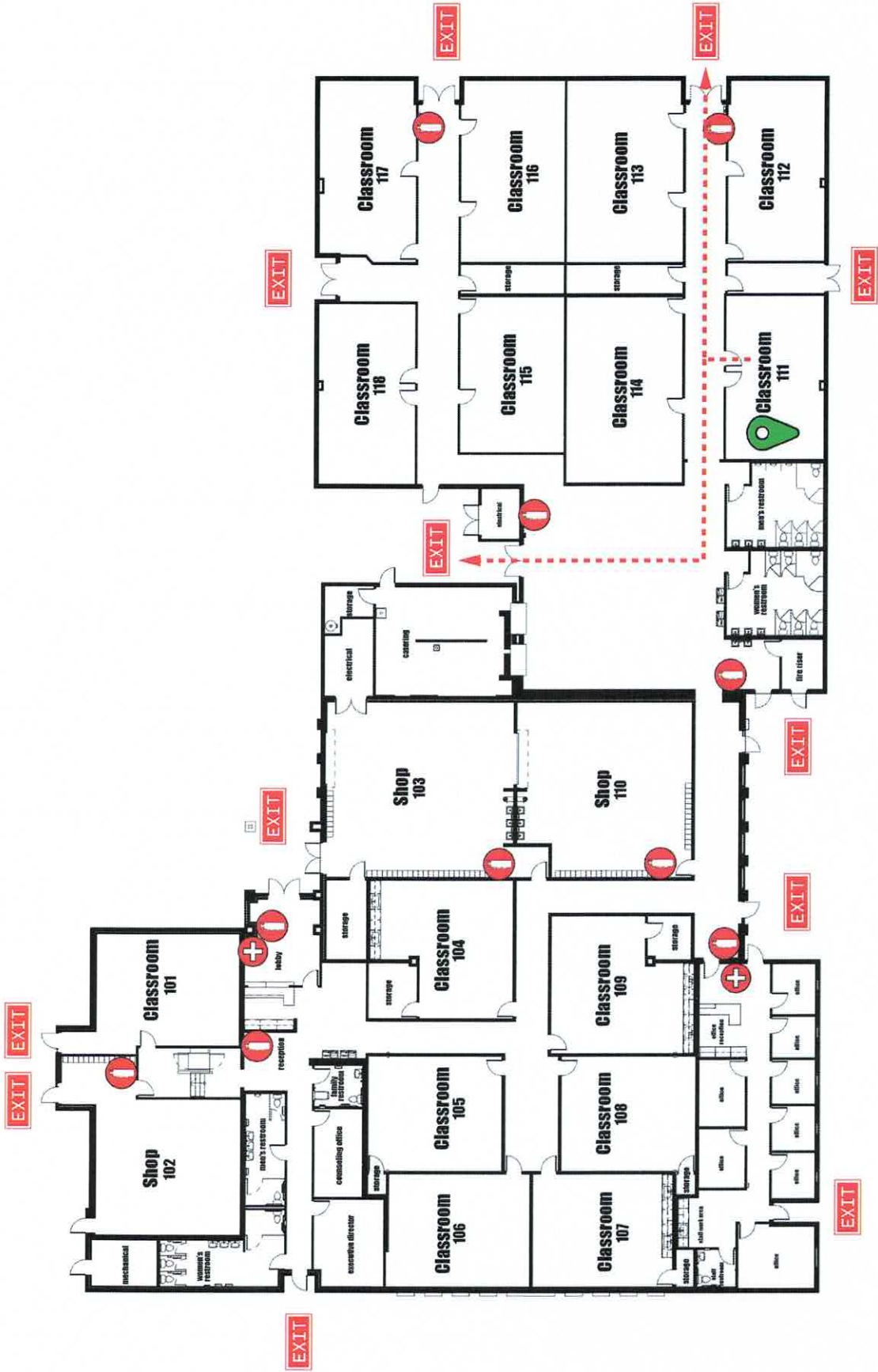
Evacuation Plan - Classroom 109

- 📍
You are here
- 🔥
Fire Extinguisher
- +
AED / First Aid
- EXIT
Building Exit



Evacuation Plan - Shop 110

-  **You are here**
-  **Fire Extinguisher**
-  **AED / First Aid**
-  **EXIT**
-  **Building Exit**



Evacuation Plan - Classroom 111



You are here



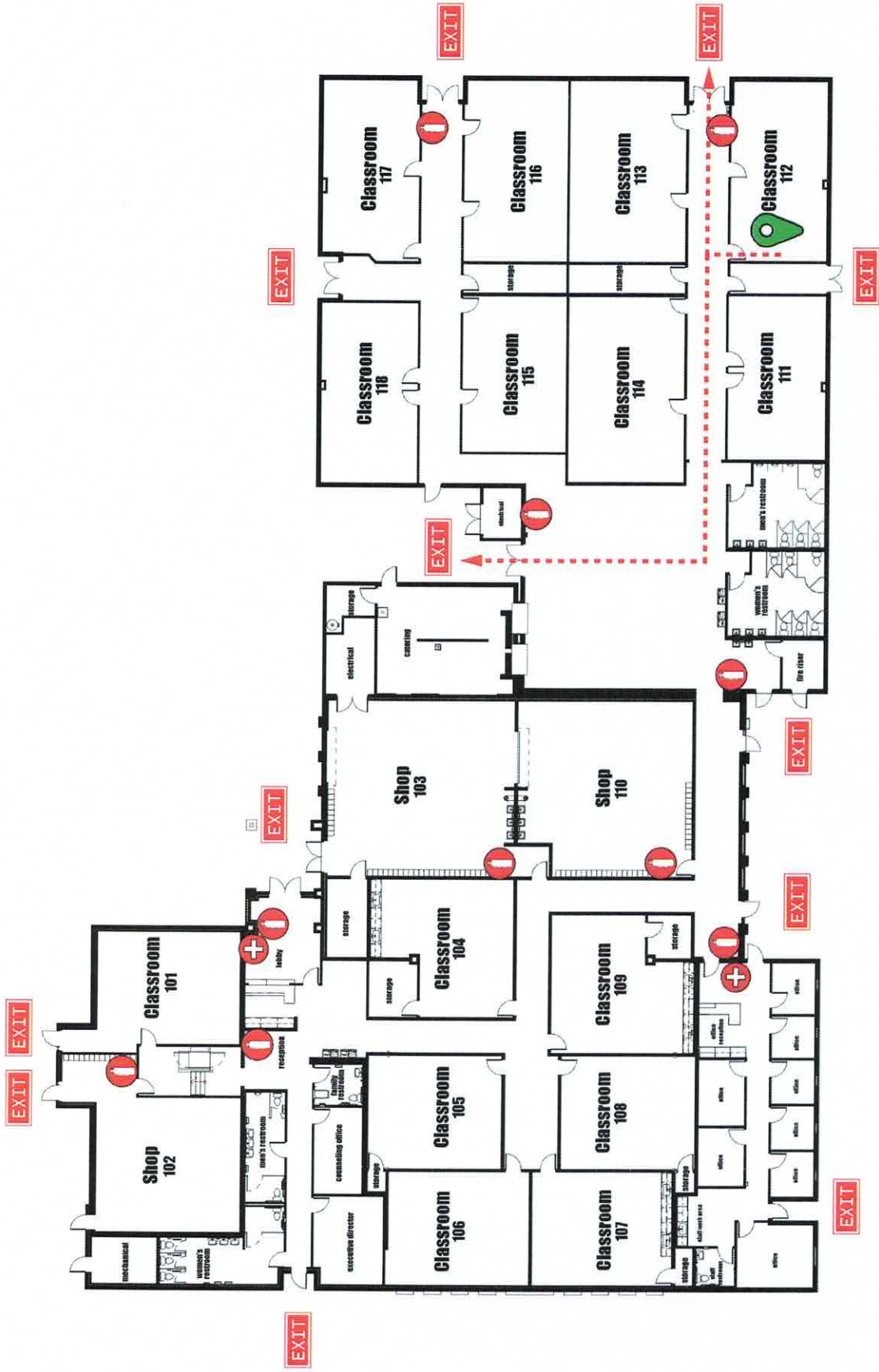
Fire Extinguisher



Building Exit

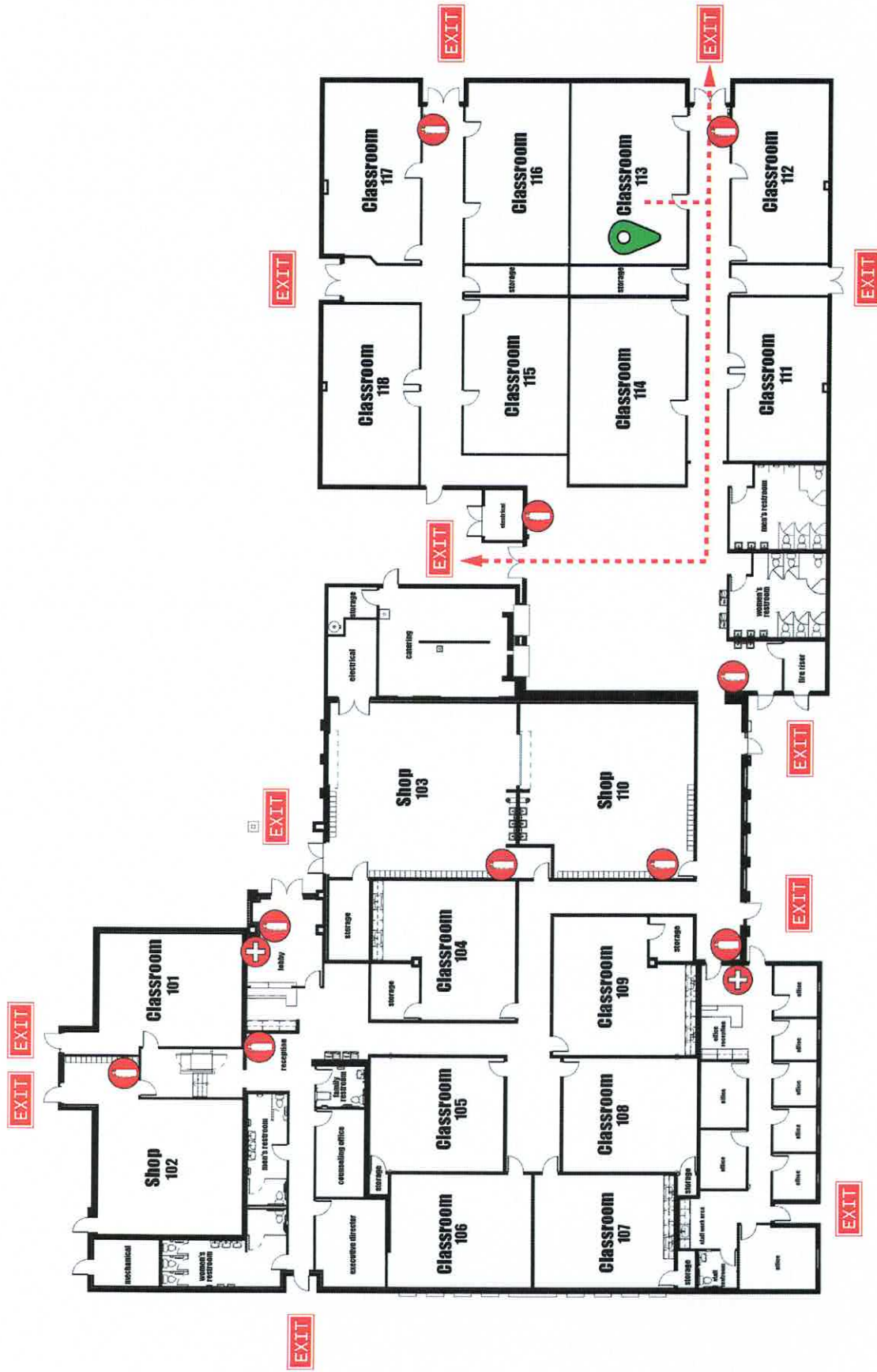


AED / First Aid



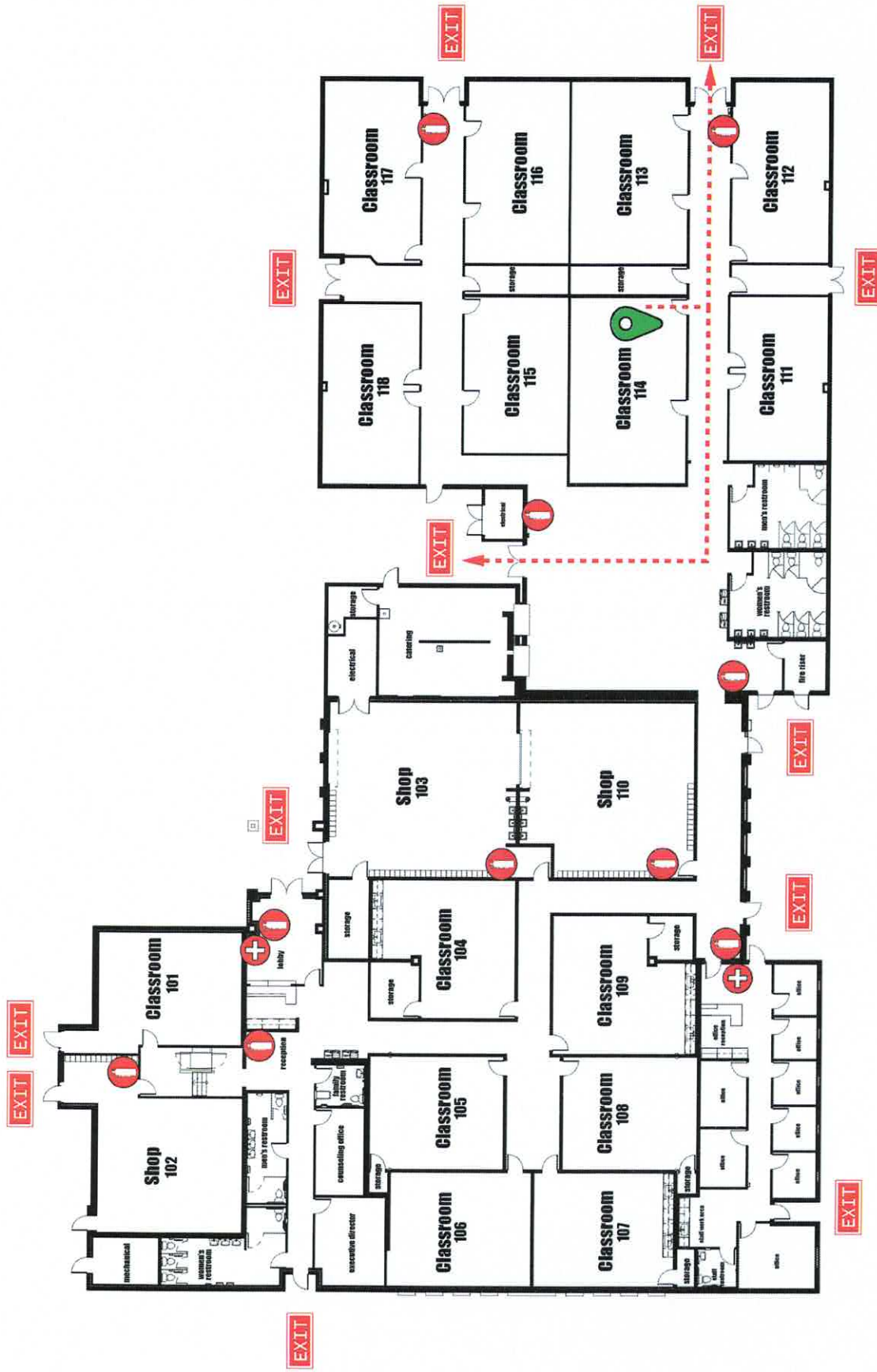
Evacuation Plan - Classroom 112

-  You are here
-  Fire Extinguisher
-  AED / First Aid
-  Building Exit



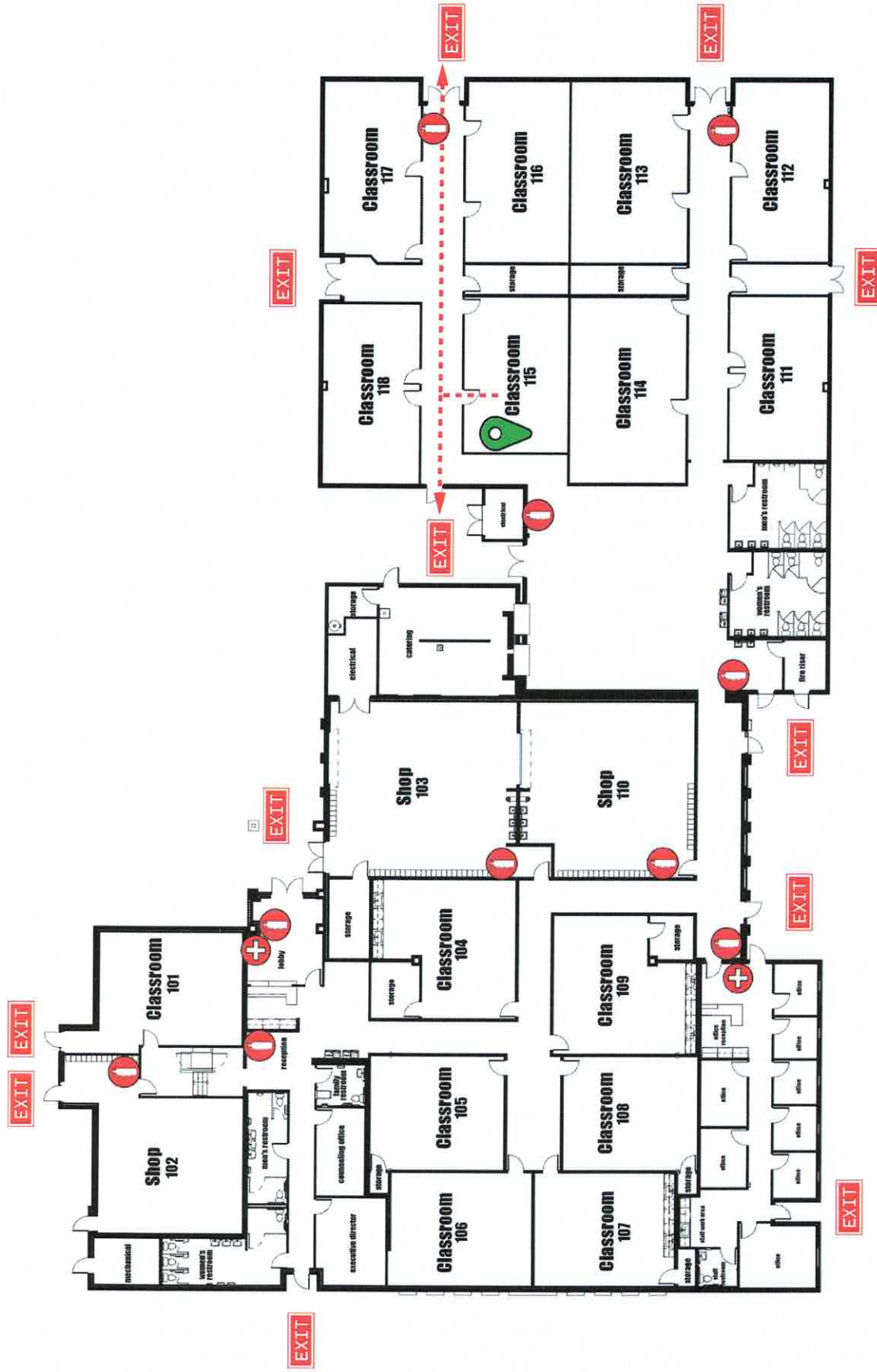
Evacuation Plan - Classroom 113

- 📍
You are here
- 🚒
Fire Extinguisher
- 🚑
AED / First Aid
- EXIT
Building Exit



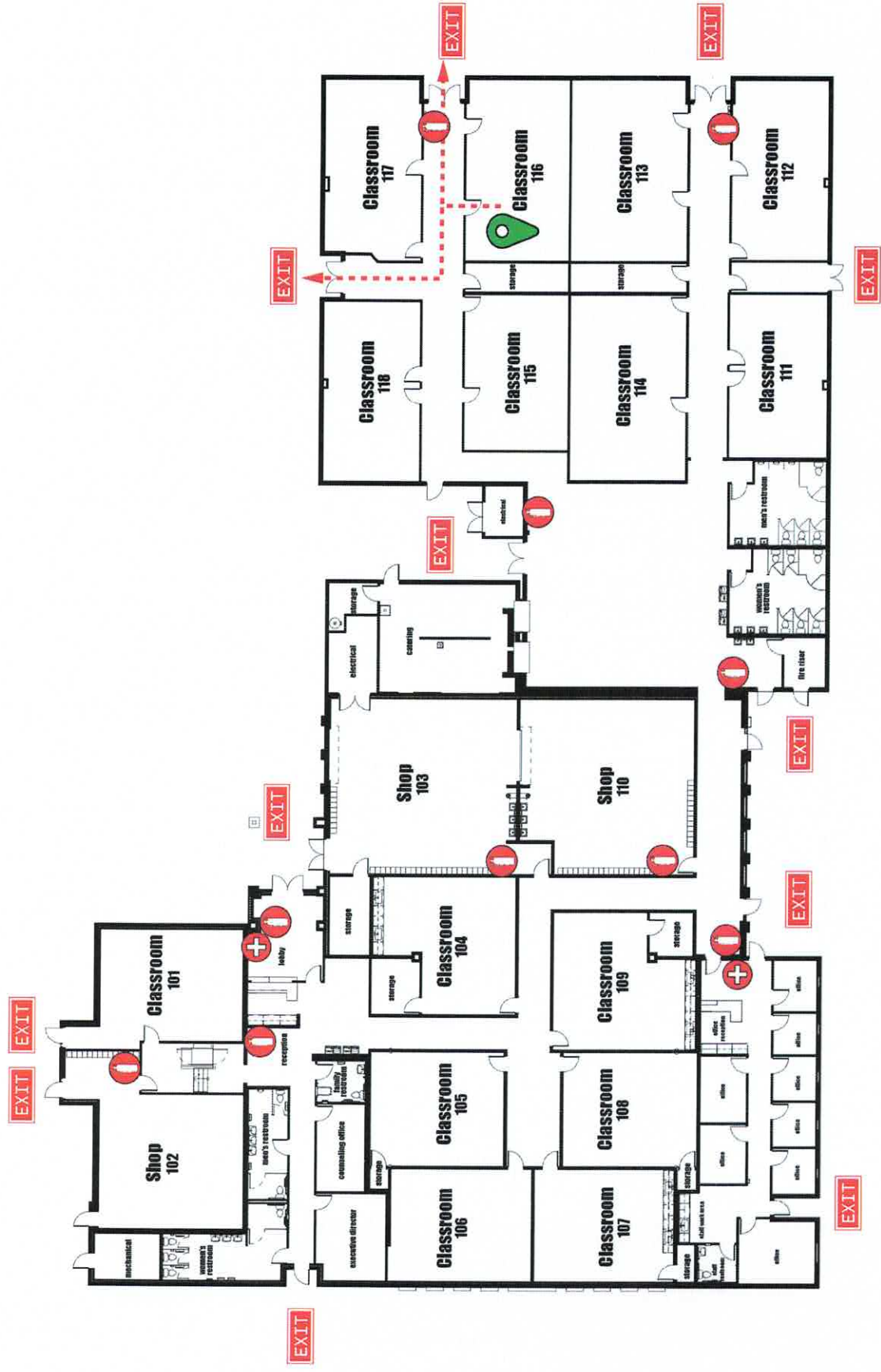
Evacuation Plan - Classroom 114

-  **You are here**
-  **Fire Extinguisher**
-  **AED / First Aid**
-  **EXIT**
-  **Building Exit**



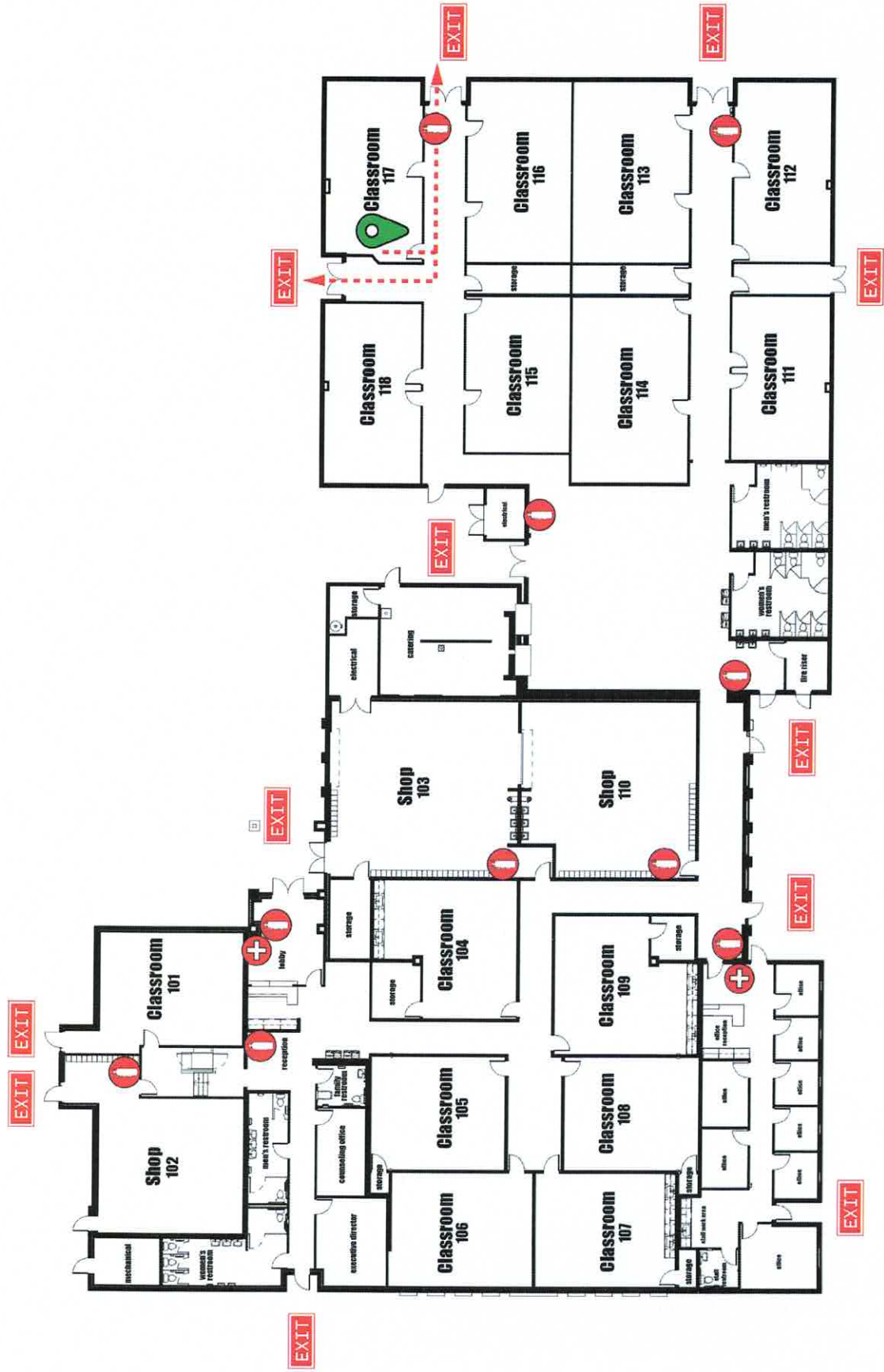
Evacuation Plan - Classroom 115

-  You are here
-  Fire Extinguisher
-  AED / First Aid
-  Building Exit



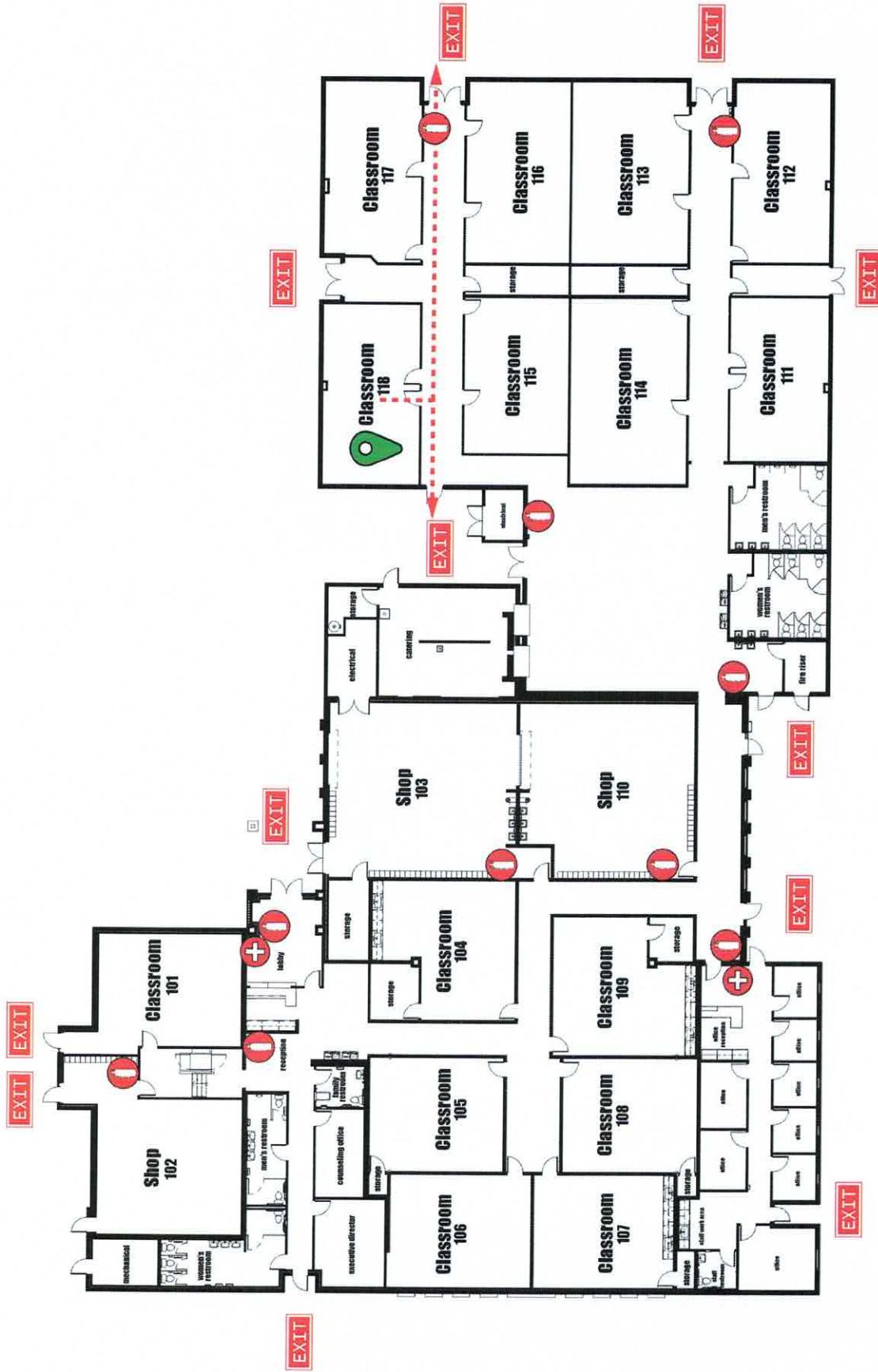
Evacuation Plan - Classroom 116

- 
You are here
- 
Fire Extinguisher
- 
AED / First Aid
- 
Building Exit





Evacuation Plan - Classroom 117

-  You are here
-  Fire Extinguisher
-  AED / First Aid
-  Building Exit

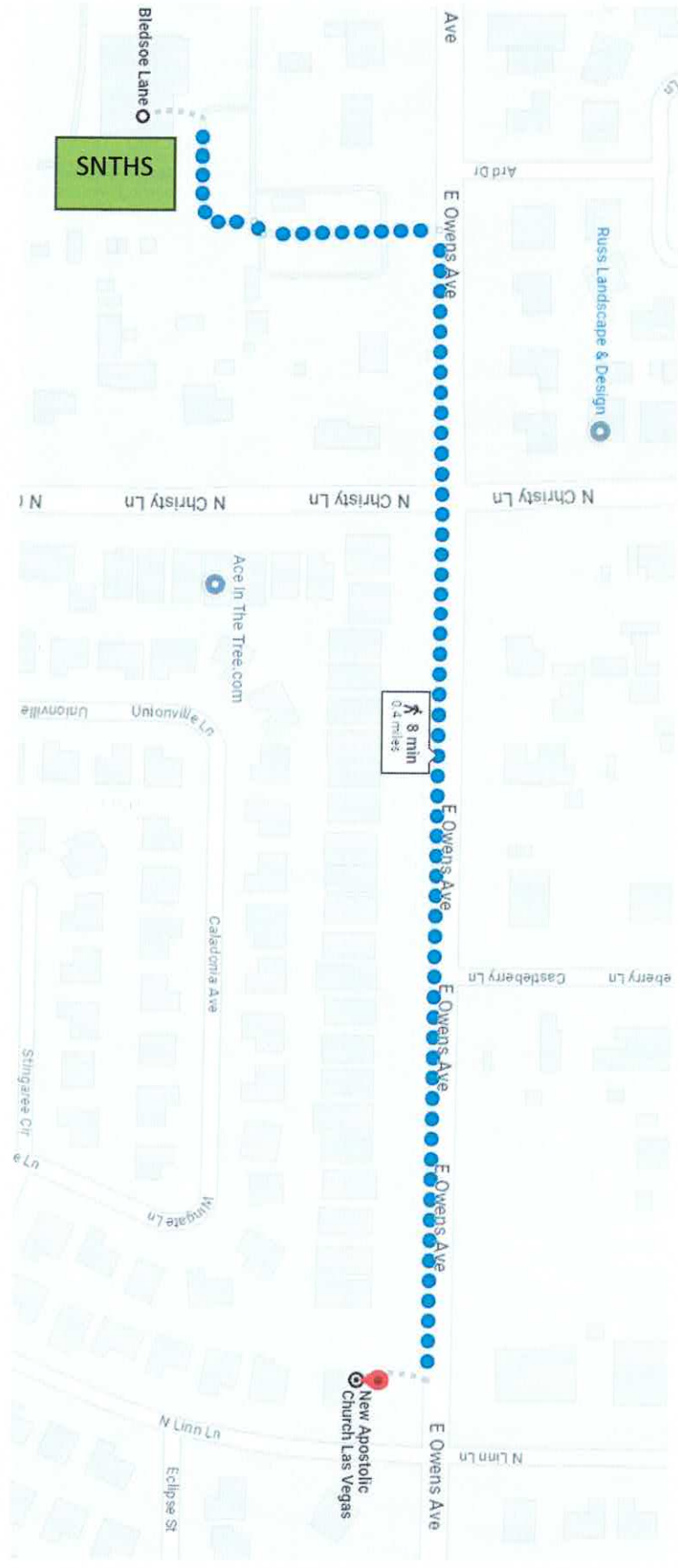


Evacuation Plan - Classroom 118

-  You are here
-  Building Exit

-  Fire Extinguisher
-  AED / First Aid

Reunification Location and Route



Master Schedule

		Monday & Wednesday A-Day														
Teacher	Subject	Kanane	Eide	Fewell	Herrick	Quinn	Rizzo	Coleman	Jesus	Shinnett	Bongaars	Doc	Ruffin	Morris	Maisel	
	1st	8:20 - 9:45	11th Eng 3	9th Eng 1	11th U.S. His	Geometry	11th Env. Sci	10th Phy. Sci	Math/Wheel	ELL/WIN	11th	9th	AP	WIN/ISS	SPEED	SPEED
	2nd	9:50 - 11:15	10th Eng 2	WIN	9th World His	Algebra 2	11th Env. Sci	9th Bio	PreAlgebra	ELL	10th	10th	WIN	WIN/ISS	SPEED	SPEED
	3rd	11:20 - 12:45	11th Eng 3	9th Eng 1	Planning	Geometry	11th Env. Sci	9th Bio	10th Wheel Fina Lit/PE	Planning	10th	10th	WIN	WIN/ISS	SPEED	Planning
	Lunch	12:50 - 1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
	4th	1:35 - 3:00	11th Eng 3	10th World Geo	9th World His	Planning	11 Env/Sci	Algebra 1	ELL	11th	10th	WIN	WIN/ISS	WIN	SPEED	SPEED
Tuesday & Thursday B-Day																
	5th	8:20 - 9:45	10th Eng 2	9th Eng 1	11th U.S. His	Algebra 2	9th Bio	10th Wheel Fina Lit/PE	ELL	11th	9th	WIN	WIN/ISS	SPEED	SPEED	SPEED
	6th	9:50 - 11:15	10th Eng 2	10th World Geo	9th World His	Algebra 2	WIN	Algebra 1	WIN	11th	11th	AP	Planning	SPEED	SPEED	SPEED
	7th	11:20 - 12:45	11th Eng 3	10th World Geo	11th U.S. His	Algebra 2	9th Wheel Fresh Success/PE	10th Wheel Fina Lit/PE	ELL	11th	9th	AP	WIN/ISS	SPEED	SPEED	SPEED
	Lunch	12:50 - 1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
	8th	1:35 - 3:00	Planning	Planning	11th U.S. His	Geometry	9th Wheel Fresh Success/PE	10th Wheel Fina Lit/PE	WIN	11th	11th	AP	WIN/ISS	WIN	SPEED	SPEED
Friday																
	Teacher	Marshall	Eide	Fewell	Herrick	Quinn	Rizzo	Coleman	Jesus	Shinnett	Bongaars	Doc	Ruffin	Morris	Maisel	
	Subject	ELA	ELA/History	History	Math	BS/Wheel	Science	Math/Wheel	ELL/WIN	CTE	CTE	AP/Flex	BS/Flex	SPEED/Flex	SPEED/Flex	
	1st	8:20-8:50	11th Eng 3	9th Eng 1	11th U.S. His	Geometry	11th Env. Sci	10th Phy. Sci	WIN	11th	9th	AP	WIN/ISS	SPEED	SPEED	
	2nd	8:55-9:25	10th Eng 2	WIN	9th World His	Algebra 2	11th Env. Sci	9th Bio	ELL	10th	10th	WIN	WIN/ISS	SPEED	SPEED	
	3rd	9:30 - 10:00	11th Eng 3	9th Eng 1	Planning	Geometry	11th Env. Sci	9th Bio	WIN	Planning	Planning	WIN	WIN/ISS	SPEED	WIN	
	4th	10:05-10:35	11th Eng 3	10th World Geo	9th World His	Planning	11 Env/Sci	Algebra 1	ELL	11th	10th	WIN	WIN/ISS	WIN	SPEED	
	5th	10:40-11:10	10th Eng 2	9th Eng 1	11th U.S. His	Algebra 2	9th Bio	10th Wheel Fina Lit/PE	ELL	11th	9th	WIN	WIN/ISS	SPEED	SPEED	
	6th	11:15- 11:45	10th Eng 2	10th World Geo	9th World His	Algebra 2	WIN	Algebra 1	WIN	11th	11th	AP	Planning	SPEED	SPEED	
	7th	11:50-12:20	11th Eng 3	10th World Geo	11th U.S. His	Algebra 2	9th Wheel	10th Wheel	ELL	11th	5th	AP	WIN/ISS	SPEED	SPEED	
	8th	12:25-12:55	Planning	Planning	11th U.S. His	Geometry	9th Wheel	Algebra 1	WIN	11th	11th	AP	WIN/ISS	WIN	SPEED	

School Test Security Plan

School Site-Specific Information

School Year: 2024-2024

School: Southern Nevada Trades HS

Candi Wadsworth

Individuals responsible for carrying out the procedures of the School Test Security Plan

Name:	Title:
<u>Candi Wadsworth</u>	<u>Principal</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

STORAGE OF TESTING MATERIALS

Test materials are stored in the following secured and locked location:

- Principal's office on campus will store all test tickets and testing materials.

The following individuals have access to the secured testing materials:

Name:	Title:
<u>Candi Wadsworth</u>	<u>Principal</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students are trained in the following manner (when/where/how):

All staff will receive test security training prior to testing beginning in the spring during Staff PD on Jan. 12, 2024 at 1:00pm. Principal will administer training to all staff via in person PowerPoint presentation.

School Test Security Plan

VERIFICATION OF STUDENT IDENTITY

The following procedures are used to verify the identity of secondary students participating in testing:

All students will have their student ID on during testing

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to collect test materials from students after each test administration:

For all tests teachers will collect all student test tickets and scratch paper at the end of each test session. Tickets will be returned to the principal once testing is closed for the day. Principal will count in test tickets to verify all tickets have been returned and then shred them..

All materials are locked in an office until they are shredded to shipped back to vendor for scoring if required (ie. ACCESS and NAA).

The following procedures are used to collect test materials from school personnel administering tests after each testing session: (test administer to test coordinator)

Once the test sessions are completed for the day Teachers will return all testing materials that was checked out that morning to the principal. Tickets will be counted in by the principal to verify all tickets have been returned and then shredded.

The following procedures are used for ordering and returning all testing materials to vendor following each test administration:

The NAA and ACCESS for ELLs are locked in a secure office location until completion of the examination. Once completed, all materials are shipped back to the vendor.

EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

All of the testing materials will be placed in the testing bin and remain in the locked classroom. If it is a classroom specific emergency then the test administrator will immediately contact the testing coordinator.

School Test Security Plan

ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

The testing material is collected and the student will be escorted to a pre-selected location where they will be monitored by the test administrator for the remainder of their testing time.

ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

Special Education Coordinator provides the testing coordinator a list of students who have testing accommodations and that is used to schedule. The students identified test in an alternative test setting based on IEP accommodations.

ON-LINE TESTING

Verification that computers are prepared for online testing

Option 1: Students will be using Chromebooks
Assurance of up-to-date operating system by IT department will be preformed prior to the start of testing

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

on testing days- each teacher will come to the test administrators room (principal) to collect there testing materials teachers will follow the below procedures:

- count the number of test tickets they were given compared to their testing roster
- sign out test tickets listed the time and number of tickets
- fill out a seating chart and hard copy attendance sheet for each test session every day
- Maintain a log of all adults that have entered the testing environment during testing
- Maintain a log of student restroom breaks during testing.
- at completion of testing- return all materials/testing binder to testing administrator who will then verify count and that all materials are return



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

Southern Nevada Trades High School Board Meetings

The board will meet in person at the school on the second Monday of the month at 5:00PM from August through May. The June and July meetings will be online.

Dates:

August 12, 2024

September 9, 2024

October 14, 2024

November 11, 2024

December 9, 2024

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2024

June 9, 2025

July 14, 2025