



SOUTHERN NEVADA TRADES HIGH SCHOOL

NOTICE OF PUBLIC MEETING

The Southern Nevada Trades High School (SNTHS) will conduct a virtual public meeting on **Monday, October 9, 2023**, beginning at 5:00pm at our school site 1580 Bledsoe Lane, Las Vegas, NV 89110 and the following Google Meets link:

meet.google.com/mvp-tzah-gvd

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.

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 September 11, 2023, SNTHS Board Meeting Action Minutes. The Board will review and possibly approve the action minutes from the September 11, Board meeting.
Brett Willis, Chair. ***For Possible Action.***
- 4) 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
-
- 5) August 2023 Financials. Kristin Dietz and Nicholas Mawad will present the financials to the Board for approval. ***For Possible Action***
 - 6) Projection based on current enrollment. Kristin Dietz and Nicholas Mawad will present the current projections. ***Information/Discussion***
 - 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 final enrollment numbers. ***Information/Discussion***
 - 9) Board Policies and Procedures. Member Dan Wright and Chair Brett Willis will present revised policy and procedures. ***For Possible Action***
 - 10) Fingerprints. Executive Director Julie Carver will provide a follow-up report on fingerprinting services for the board. ***Information/Discussion***
 - 11) CSP End of Year Report. Executive Director Julie Carver will present the CSP End of Year Report to the Board. ***Information/Discussion***
 - 12) Special Education Policy Revision. Principal Candi Wadsworth will present a revision required by the charter authority. ***For Possible Action***
 - 13) Test Security Plan. Principal Candi Wadsworth will present the school's proposed test security plan. ***For Possible Action***
 - 14) Board Meeting Date November. Board Chair Brett Willis will present a possible change of date to November 6th for the next board meeting. ***For Possible Action***
 - 15) Board Training. Board Chair Brett Willis will update on ongoing trainings. ***Information/Discussion***
 - 16) 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.
 - 17) Adjournment.



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

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 October 4, 2023, 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 October 4, 2023 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

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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.

MINUTES OF THE MEETING

BOARD MEMBERS PRESENT

Chair Brett Willis
Vice Chair Rebecca Merrihew
Secretary Kelly Gaines
Kelly Suiter
Amber Karweick
Dan Wright
Kent Lay

BOARD MEMBER(S) ABSENT

Amanda Moss
Treasurer Lisa Jones
Michael Van
Tina Morgan



ADVISORS

Nat Hodgson – Absent
Bob Deruse – Present
Kristin Dietz, EdTec – Present
Nicholas Mawad, EdTec - Present

SNTHS STAFF

Julie Carver, Executive Director – Present
Candi Wadsworth, Principal - Present

AGENDA

- 1) Call to Order & Roll Call.
Brett Willis called meeting to order and recording began at 5:00 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 August 14, 2023, SNTHS Board Meeting Action Minutes. The Board will review and possibly approve the action minutes from the August 14, Board meeting.
Brett Willis, Chair. **For Possible Action.**
Rebecca Merrihew made a motion to approve. Dan Wright seconded. All in favor. No one opposed. Motion passed.
- 4) Committee Reports. **Information/Discussion**
 - a. Academics, Tina Morgan, Member
Candi Wadsworth gave an update in Tina Morgan's absence. All students have completed the first round of benchmark diagnostic testing in reading and math, except a couple students started today. The scores were very low. Small class sizes help the teachers identify the needs of each student. Some at 3rd/4th grade reading level. Tutoring will begin, and title funds to pay teachers for additional hours tutoring. Special Ed teacher is setting up plans with the individual students. Benchmark testing will be conducted a couple other times thought the school year. Students are wrapping up 10 hours OSHA training. Testing will be conducted the following week. Holding off on staffing a science teacher.
 - b. Facilities, Rebecca Merrihew, Vice Chair
Fencing and landscaping done on West side of building. Waiting for approval for phase B permit and block wall. Cooper Roofing is donating new roof to school. Sierra Air is donating to service all old HVAC units. Pick 2 or 3 per year to replace. Focus Electric is donating all the lighting. The estimated time frame for permit approval and beginning phase B is November 2023.
 - c. Marketing, Kelly Gaines, Secretary
No updates provided by Kelly Gaines. Julie Carver gave fundraising update of KB Home donation of \$25K. Potential school event in October. And general public community event in Spring. SNTHS is participating in the American Cancer Society Construction vs Cancer event on November 4th.



- d. Finance, Lisa Jones, Treasurer
No bank balance available in Lisa Jones's absence
- 5) Bank Authorization. Treasurer Lisa Jones will present a recommendation to add Executive Director Julie Carver as a signer on the Valley Bank of Nevada Account. ***For Possible Action.***
Brett Willis presenting recommendation of Julie Carver be added as signer on banking accounts. Rebecca Merrihew made a motion to approve. Kelly Suiter seconded. All in favor. No one opposed. Motion passed. Julie needs these meeting minutes to show approval.
- 6) July 2023 Financials. Kristin Dietz and Nicholas Mawad will present the financials to the Board for approval. ***For Possible Action***
Nick Mawad went through financials; highlights include initial budget was passed with some unknowns because of first year operations. Passed on 200 students. Budget has been updated with current student enrollment. Further details of financials are provided in the recording and supplemental documents for this meeting.
- 7) Projection based on current enrollment. Kristin Dietz and Nicholas Mawad will present the current projections. ***Information/Discussion*** A current projection was presented that will be updated throughout the year.
- 8) Executive Director's Report. Executive Director Julie Carver will provide the Board with information and updates. Julie Carver, Executive Director. ***Information/Discussion.*** Julie Carver presented some positive feedback received from parents about the school.
- 9) Enrollment. Executive Director Julie Carver will update the board on enrollment numbers and efforts. ***Information/Discussion***
78 students are currently enrolled and attending school. September 15th is the last day of accepting enrollments.
- 10) Faculty/Staff Pay. Executive Director Julie Carver will provide scenarios for a possible increase. ***For Possible Action***
Julie Carver and Candi Wadsworth presented recommendations for bonuses for all SNTHS staff, totaling \$72,500 paid out in November of this year. Questions, clarification, and discussion around expectations, communications, security for positions, payout structure, etc. between Julie, Candi, and board members were had. Kent Lay made motion to approve half proposed bonus amount to be paid out in November, and strong consideration the other half be paid out in second half of school year based on financial strength on school. Nick confirmed this bonus amount is not included in the current forecast. Dan Wright seconded. All in favor. No one opposed. Motion passed.
- 11) Fingerprints. Executive Director Julie Carver will provide a follow-up report on fingerprinting services for the board. ***Information/Discussion***
Board member fingerprints have been submitted for those present except for Dan Wright.
- 12) Board Procedure Manual. Member Dan Wright will review draft procedures. ***For Possible Action***
Dan Wright and Julie Carver created adds to current by laws with review of ACE and review of other by laws. Dan went through the recommended additions for discussion, mainly regarding board terms, absences, and new members and number of members. Group comments were discussed and made. Dan Wright will complete changes for final draft and share with Michael Van for feedback. To be presented for approval at a future meeting.
- 13) Board Training. Board Chair Brett Willis will present for discussion the scheduling of board training. ***Information/Discussion***



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

Discussion on when to have board training before board meetings or separate days. Group decided trainings will be at 3:00 PM on September 25, 2023, and October 23, 2023.

14) Public Comment #2.

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No public comment.

15) Adjournment.

Brett Willis adjourned meeting at 6:34 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 September 6, 2023, 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 September 6, 2023 this Public Notice and Agenda was posted at the above-referenced websites and locations.

Southern Nevada Trades High School

Southern Nevada Trades HS Financial Update

KRISTIN DIETZ & NICK MAWAD
OCTOBER 2023



1. August Forecast vs. Budget
2. 2023–24 Forecast Update
3. 2023–24 Cash Projection
4. Balance Sheet as of August 2023
5. Exhibits

2023–24 Forecast Update



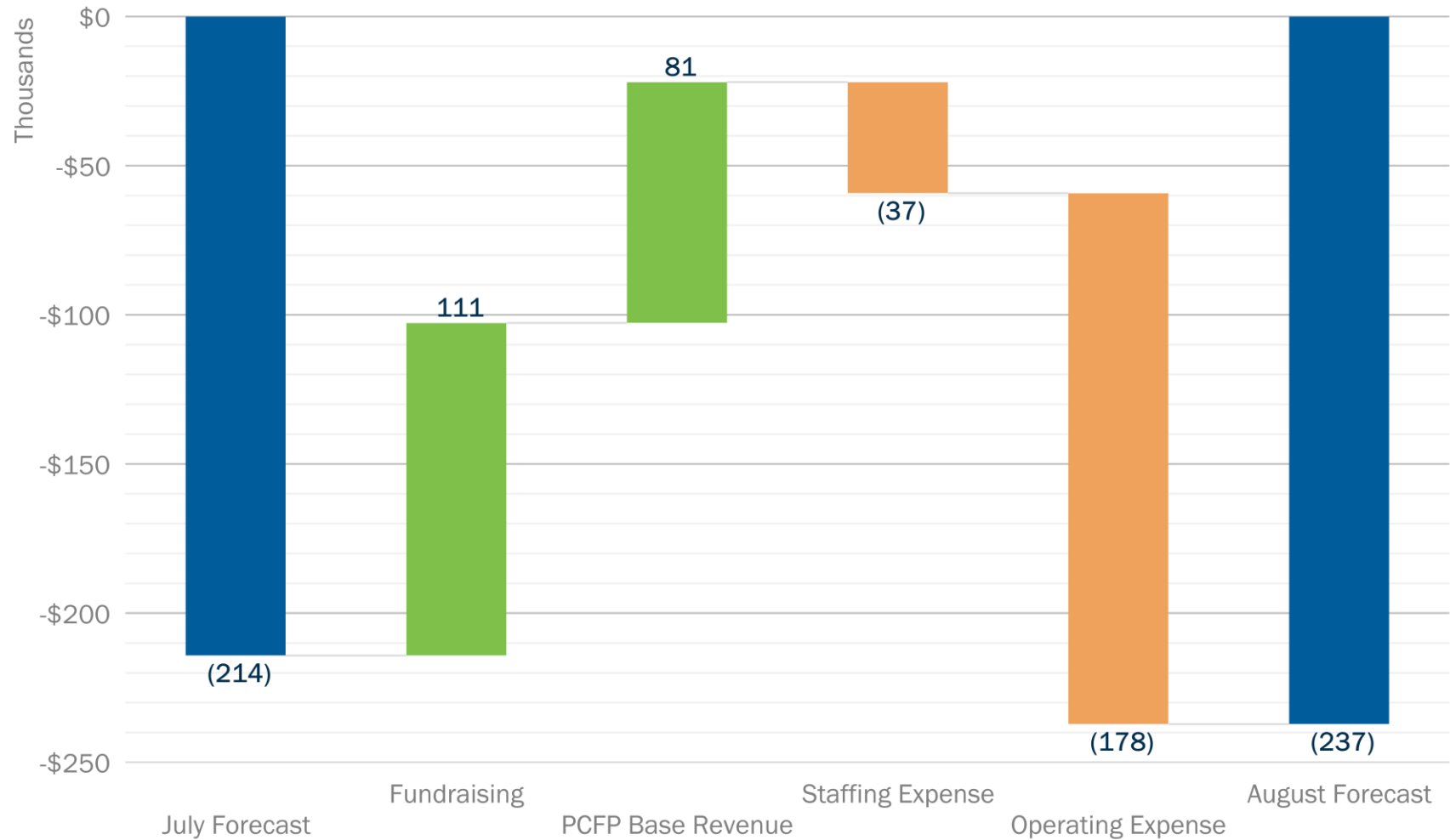
Forecast Update: August Forecast vs. Budget

2023-24 Operating Income projected -\$237k

		200 students	84 students	
		2023-24	2023-24	Variance
		Budget	Current Forecast	
Revenue	Revenue from Local Sources	150,000	670,493	520,493
	State Revenue	1,604,460	753,144	(851,316)
	Federal Revenue	1,278,397	1,001,291	(277,106)
	Total Revenue	3,032,857	2,424,928	(607,929)
Expenses	Personnel Services-Salaries	957,920	809,362	148,557
	Personnel Services-Employee Benefits	460,477	380,812	79,665
	Professional and Tech Services	357,584	408,210	(50,626)
	Property Services	369,945	403,645	(33,700)
	Other Services	73,956	66,415	7,541
	Supplies	758,976	592,417	166,559
	Debt Service and Miscellaneous	1,244	1,244	-
	Total Expenses	2,980,101	2,662,105	317,996
Operating Income		52,756	(237,177)	(289,932)
	Beginning Balance (Audited)	694,589	690,575	(4,013)
	Operating Income	52,756	(237,177)	(289,932)
Ending Fund Balance (incl. Depreciation)		747,344	453,399	(293,946)
Ending Fund Balance as % of Expenses		25.1%	17.0%	-8.0%

2023-24 Forecast Update

Month over month forecast changes shown below



2023–24 Forecast Update

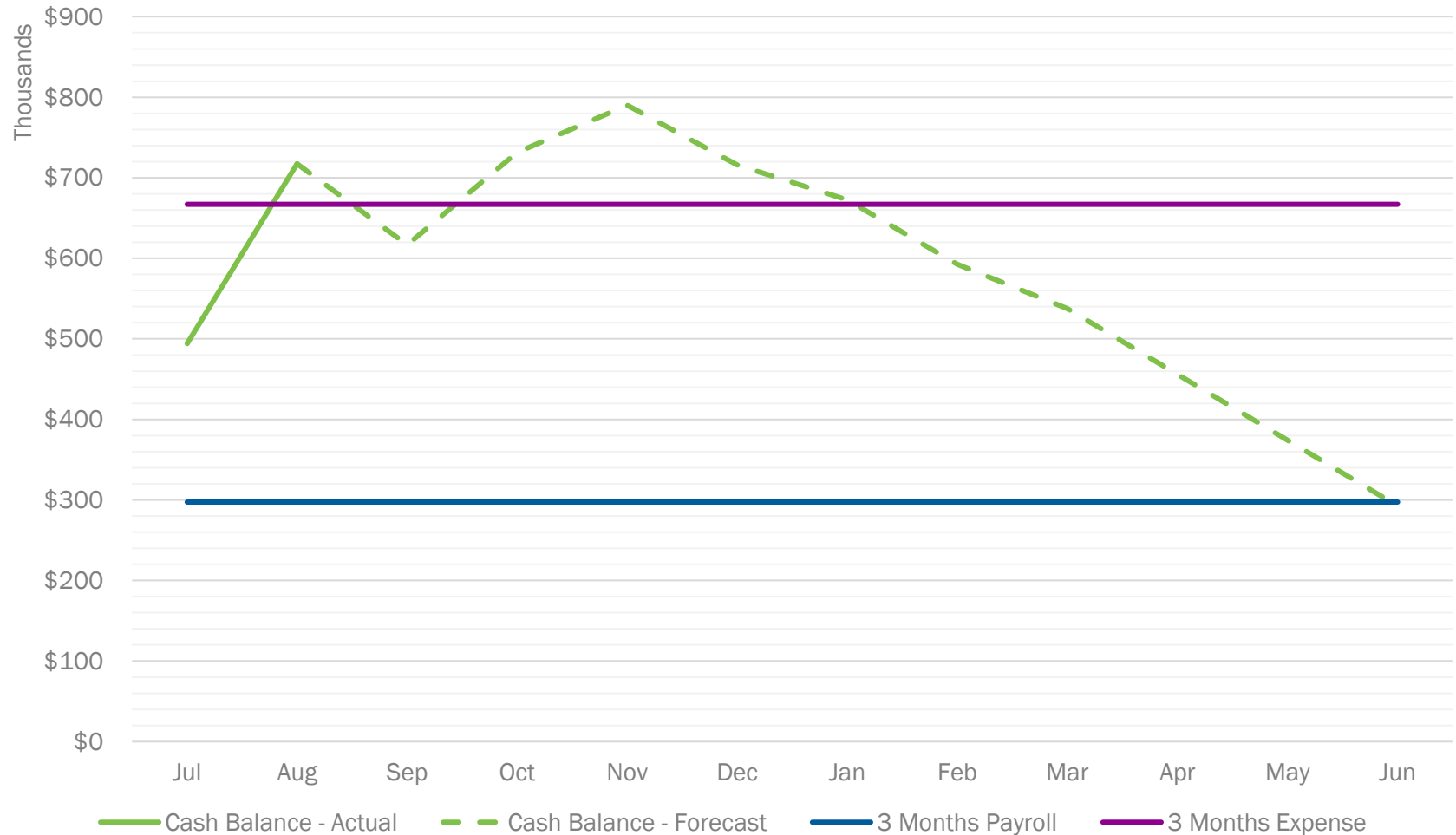


CATEGORY	BOTTOM LINE IMPACT	NOTES
July Forecast	(214,211)	
Fundraising	111,493	Based on YTD Actuals + projections
PCFP Base Revenue	80,694	Enrollment increase 75 --> 84
Staffing Expense	(37,227)	Board approved staff bonuses
Operating Expense	(177,926)	Construction furniture placeholder, substitutes, AC repair, etc.
August Forecast	(237,177)	

2023-24 Cash Projection



Will fluctuate based on timing; stay close to 3 Months Payroll



Balance Sheet as of August 2023



Shows what SNTHS owns and owes as of 8/31/23

		June 2023	August 2023	YTD Change
Assets	Cash Balance	676,442	717,369	40,926
	Current Assets	438,278	396,186	(42,092)
	Other Assets	41,300	89,932	48,631
	Total Assets	1,156,021	1,203,486	47,465
Liabilities & Equity	Current Liabilities	465,445	108,412	(357,034)
	Beginning Net Assets	106,398	690,575	584,177
	Net Income (Loss) to Date	584,177	404,499	(179,678)
	Total Liabilities & Equity	1,156,021	1,203,486	47,465

Cash balance increased due to CSP & Fundraising
Accounts Receivable decreased due to CSP payments
Current Liabilities due to PERS lag time & amount due to ACE HS

Exhibits



Southern Nevada Trades High School
Income Statement
As of Aug FY2024

	Actual		YTD	Current Closed Month			Budget						
	Jul	Aug	Actual YTD	Actual	Budget	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY													
Revenue													
Revenue from Local Sources	220,493	285,000	505,493	285,000	-	285,000	150,000	559,000	670,493	111,493	520,493	165,000	75%
State Revenue	38,853	38,853	77,705	38,853	66,853	(28,000)	1,604,460	672,450	753,144	80,694	(851,316)	675,439	10%
Federal Revenue	28,930	78,367	107,297	78,367	-	78,367	1,278,397	1,001,291	1,001,291	-	(277,106)	893,994	11%
Total Revenue	288,276	402,220	690,495	402,220	66,853	335,367	3,032,857	2,232,741	2,424,928	192,187	(607,929)	1,734,433	28%
Expenses													
Personnel Services-Salaries	37,149	64,024	101,173	64,024	76,770	12,745	957,920	773,173	809,362	(36,189)	148,557	708,189	13%
Personnel Services-Employee Benefits	12,466	32,447	44,912	32,447	35,660	3,214	460,477	379,774	380,812	(1,038)	79,665	335,899	12%
Professional and Tech Services	5,360	43,903	49,263	43,903	11,979	(31,924)	357,584	385,210	408,210	(23,000)	(50,626)	358,947	12%
Property Services	-	9,934	9,934	9,934	30,829	20,895	369,945	376,345	403,645	(27,300)	(33,700)	393,712	2%
Other Services	486	19,170	19,656	19,170	5,146	(14,024)	73,956	62,306	66,415	(4,110)	7,541	46,760	30%
Supplies	-	61,059	61,059	61,059	49,525	(11,534)	758,976	468,900	592,417	(123,517)	166,559	531,358	10%
Debt Service and Miscellaneous	-	-	-	-	104	104	1,244	1,244	1,244	-	-	1,244	0%
Total Expenses	55,460	230,537	285,996	230,537	210,013	(20,524)	2,980,101	2,446,952	2,662,105	(215,153)	317,996	2,376,109	11%
Operating Income	232,816	171,683	404,499	171,683	(143,160)	314,843	52,756	(214,211)	(237,177)	(22,966)	(289,932)	(641,676)	
Fund Balance													
Beginning Balance (Unaudited)							694,589	690,575	690,575				
Operating Income							52,756	(214,211)	(237,177)				
Ending Fund Balance							747,344	476,365	453,399				
Total Revenue Per ADE							15,164	29,770	28,868				
Total Expenses Per ADE							14,901	32,626	31,692				
Operating Income Per ADE							264	(2,856)	(2,824)				
Fund Balance as a % of Expenses							25.1%	19.5%	17.0%				

Southern Nevada Trades High School
 Income Statement
 As of Aug FY2024

KEY ASSUMPTIONS

Enrolment Breakdown
 Enrolment Summary
 9-12
 Total ADE

Actual		YTD	Current Closed Month			Budget						
Jul	Aug	Actual YTD	Actual	Budget	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
						200	75	84	9	(116)		
						200	75	84	9	(116)		

Southern Nevada Trades High School
Income Statement
As of Aug FY2024

	Actual		YTD	Current Closed Month			Budget						
	Jul	Aug	Actual YTD	Actual	Budget	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
REVENUE													
Revenue from Local Sources													
1920 Contributions and Donations From Private Sources	220,493	285,000	505,493	285,000	-	285,000	150,000	559,000	670,493	111,493	520,493	165,000	75%
SUBTOTAL - Revenue from Local Sources	220,493	285,000	505,493	285,000	-	285,000	150,000	559,000	670,493	111,493	520,493	165,000	75%
Intermediate Revenue Sources													
SUBTOTAL - Intermediate Revenue Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue													
3110.201 PCFP - Base Funding	38,853	38,853	77,705	38,853	66,853	(28,000)	1,604,460	672,450	753,144	80,694	(851,316)	675,439	10%
SUBTOTAL - State Revenue	38,853	38,853	77,705	38,853	66,853	(28,000)	1,604,460	672,450	753,144	80,694	(851,316)	675,439	10%
Federal Revenue													
4500.633 Title I	-	-	-	-	-	-	83,136	26,250	26,250	-	(56,886)	26,250	0%
4500.639 IDEA	-	-	-	-	-	-	22,384	22,384	22,384	-	-	22,384	0%
4500.658 Title III-LEP	-	-	-	-	-	-	7,958	1,800	1,800	-	(6,158)	1,800	0%
4500.661 CSP	28,930	78,367	107,297	78,367	-	78,367	980,176	884,642	884,642	-	(95,534)	777,345	12%
4500.709 Title II	-	-	-	-	-	-	24,143	4,615	4,615	-	(19,528)	4,615	0%
4500.715 Title IV – Well-Rounded Education	-	-	-	-	-	-	5,799	3,550	3,550	-	(2,249)	3,550	0%
4500.802 NSLP	-	-	-	-	-	-	154,800	58,050	58,050	-	(96,750)	58,050	0%
SUBTOTAL - Federal Revenue	28,930	78,367	107,297	78,367	-	78,367	1,278,397	1,001,291	1,001,291	-	(277,106)	893,994	11%
TOTAL REVENUE	288,276	402,220	690,495	402,220	66,853	335,367	3,032,857	2,232,741	2,424,928	192,187	(607,929)	1,734,433	28%

Southern Nevada Trades High School
 Income Statement
 As of Aug FY2024

	Actual		YTD		Current Closed Month			Budget					
	Jul	Aug	Actual YTD	Actual	Budget	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
TOTAL EXPENSES	55,460	230,537	285,996	230,537	210,013	(20,524)	2,980,101	2,446,952	2,662,105	(215,153)	317,996	2,376,109	11%

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

	2023-24												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
Beginning Cash	676,442	493,978	717,369	617,288	732,797	791,389	717,251	673,858	593,746	538,634	456,983	375,332		
REVENUE														
Revenue from Local Sources	220,493	285,000	40,000	125,000	-	-	-	-	-	-	-	-	670,493	(0)
Intermediate Revenue Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue	38,853	38,853	38,853	38,853	107,592	56,038	56,038	56,038	56,038	56,038	56,038	56,038	753,144	97,879
Federal Revenue	28,930	78,367	-	88,464	94,269	94,269	111,849	100,129	100,129	73,590	73,590	73,590	1,001,291	84,115
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	288,276	402,220	78,853	252,317	201,861	150,307	167,886	156,167	156,167	129,627	129,627	129,627	2,424,928	181,993
EXPENSES														
Personnel Services-Salaries	37,149	64,024	65,759	65,295	99,045	65,295	65,295	65,295	65,295	65,295	65,295	65,295	809,362	21,022
Personnel Services-Employee Benefits	12,466	32,447	38,410	30,810	42,107	30,810	30,810	30,810	30,810	30,810	30,810	30,810	380,812	8,901
Professional and Tech Services	5,360	43,903	37,842	41,408	41,408	41,408	28,241	28,241	28,241	28,241	28,241	28,241	408,210	27,434
Property Services	-	9,934	38,089	5,920	5,920	48,419	48,419	48,419	48,419	48,419	48,419	48,419	403,645	4,850
Other Services	486	19,170	6,941	4,424	4,424	4,424	4,424	4,424	4,424	4,424	4,424	4,424	66,415	-
Supplies	-	61,059	152,630	106,847	33,985	33,985	33,985	33,985	33,985	33,985	33,985	33,985	592,417	-
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service and Miscellaneous	-	-	311	104	104	104	104	104	104	104	104	104	1,244	(0)
Other Items - Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	55,460	230,537	339,983	254,809	226,992	224,445	211,279	211,279	211,279	211,279	211,279	211,279	2,662,105	62,207
Operating Cash Inflow (Outflow)	232,816	171,683	(261,130)	(2,492)	(25,131)	(74,139)	(43,392)	(55,112)	(55,112)	(81,651)	(81,651)	(81,651)	(237,177)	119,786
Accounts Receivable - Current Year	(42,049)	84,141	194,461	118,000	83,724	-	-	-	-	-	-	-	-	-
Other Assets	-	(48,631)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(176,175)	(5,271)	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Liabilities	(197,056)	21,468	(33,412)	-	-	-	-	(25,000)	-	-	-	-	-	-
Ending Cash	493,978	717,369	617,288	732,797	791,389	717,251	673,858	593,746	538,634	456,983	375,332	293,680		

Southern Nevada Trades High School
Balance Sheet
As of Aug FY2024

	Jun FY2023	Aug FY2024	YTD Change
ASSETS			
Cash Balance	676,442	717,369	40,926
Current Assets	438,278	396,186	(42,092)
Other Assets	41,300	89,932	48,631
TOTAL ASSETS	1,156,021	1,203,486	47,465
LIABILITIES & EQUITY			
Current Liabilities	465,445	108,412	(357,034)
Beginning Net Assets	106,398	690,575	584,177
Net Income (Loss) to Date	584,177	404,499	(179,678)
TOTAL LIABILITIES & EQUITY	1,156,021	1,203,486	47,465

Great Schools for Nevada Charter School Program Grant END OF YEAR PLANNING REPORT

Purpose, Overview, and Expectations of the Report

Opportunity 180 serves as a strategic funder and a strategic thought partner to all recipients of the Great Schools for Nevada Charter School Program Grant (CSP). In order to gain the context necessary to work in a strategic partnership, the team will conduct periodic grant monitoring that includes a comprehensive desktop review of critical documents as well as site visits with interviews. This allows the Great Schools for Nevada CSP team to build a more robust understanding of a school's model in action and helps the team think about how to be the best thought partner for improving student success aligned to the school's CSP project goals.

The following End of Year Planning Report, written by the Great Schools for Nevada CSP Grant Team, is specifically designed for schools that are at the end of their planning period. The report provides headlines following the desktop monitoring analysis and end-of-year planning meeting and serves as a baseline for future periodic grant monitoring. This report was informed by data gained from publicly available and school-provided sources and end-of-year meetings with key school personnel and other stakeholders, all grounded in the data made available through the research on charter school functions, school improvement, and successful school implementation, expansion, and replication. The final report considers SNTHS' work related to indicators in three core areas of charter school functions (Compliance, Fiscal, and Grant Implementation), as well as two areas, focused on the school's progress on project goals and overall high-quality indicators of school-based practice. All these indicators and their criteria are described in detail throughout the [Desktop Monitoring Tool](#).

GOALS AND INDICATORS

With the End of Year Planning Report, the Great Schools for Nevada CSP Grant Team has two goals:

- *Goal 1:* To ensure that the school complies with grant requirements, federal and state mandates, and provides results-driven stewardship of grant funds
- *Goal 2:* To understand how the school is on a path to being a sustainable high-quality school for students.

Goal 1 was assessed on a comprehensive [Desktop Monitoring Tool](#).

Goal 2 was assessed with baseline evidence of the school model and its readiness for pre-opening through the *EOY Planning Update*, the second tab of the [Desktop Monitoring Tool](#). The Great Schools for Nevada CSP Grant Team prioritizes progress over perfection and hopes to operate as a partner in how the team can be supportive of the school's operation and goals in its first year of implementation.

The indicators in the following End of Year Planning Report are organized in five areas that were touched on in both the Desktop Monitoring Tool and the End of Year Update tab:

- 1) *Compliance*
- 2) *Fiscal*
- 3) *Grant Implementation*
- 4) [Progress on Project Goals](#)
- 5) *High-Quality Indicators of School-Based Practice*

Overall, these indicators allow the Great Schools for Nevada CSP team to [assess overall school risk](#) to track the standing of subgrantees, based on signals that indicate the likelihood of success on both the implementation of the grant and on school performance. The Great Schools for Nevada CSP team will

utilize the risk assessment from the End of Year Planning Report to determine the frequency of monitoring and types throughout the following academic school year. The indicators also allow the Great Schools for Nevada CSP team to generate major headlines, and share tips and tricks, and items that will require follow-up within subsequent site visits and desktop monitoring processes. These major headlines, tips and tricks, and follow-up items are shared at the end of the memorandum.

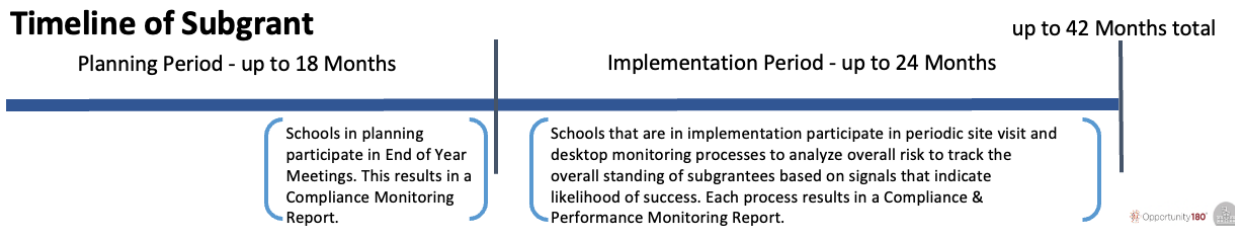


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I. END OF YEAR PLANNING REPORT

A. <u>Scored Desktop Monitoring Tool</u>		
<i>Bright Spots (Keep doing)</i>		
Headlines	Indicator(s)	Tips & Tricks for Implementation Year 1
Almost fully compliant with all Financial Elements	Fiscal	Continue to upload evidence and documentation to Basecamp
<i>Opportunities to Raise the Bar</i>		
Headlines	Indicator(s)	Tips & Tricks for Implementation Year 1
We noticed the desktop monitoring tool didn't indicate any contracts awarded under CSP, however EdTec and LOS are two examples of contract vendors reimbursed by CSP. These could be included.	Compliance, Fiscal	Follow procurement policy for all CSP related expenses.

B. End of Year Meeting		
<i>Bright Spots (Keep doing)</i>		
Headlines	Indicator(s)	Tips & Tricks for Implementation Year 1
Strong board engagement and fundraising	Compliance, Grant Implementation, High Quality Indicators	Continue posting board minutes and video recordings to website
<i>Opportunities to Raise the Bar</i>		
Headlines	Indicator(s)	Tips & Tricks for Implementation Year 1
School should place a greater value on family engagement.	Compliance, Grant Implementation, High Quality Indicators	Instead of maintaining the "cautious approach" to recruiting a parent board member described in the meeting, work to create a culture of belonging where a parent's perspective is valued and viewed as essential to the board.

The implementation of the school model is unclear.		Create a clear plan for PD for teachers or coaching/feedback for teachers
--	--	---

C. Progress on Project Goals

Bright Spots (Keep doing)

Headlines	Indicator(s)	Evidence
Building community and family outreach is in progress.	Progress on Project Goals	Uploaded evidence to Project Goal 3: invoices and quotes. Uploaded evidence of Project Goal 4: agreements with Latino Outreach, fliers and brochures, employment offers, Chavez Radio Group invoice, etc. Uploaded evidence of Project goal 5: financial presentations and reports, employee handbook, policies manual.

Opportunities to Raise the Bar

Headlines	Indicator(s)	Evidence with Tips & Tricks for Implementation Year 1
Project Goals 1 & 2 show no progress and no evidence is uploaded toward those goals	Progress on Project Goals	Creating quarterly metrics for project goals 1 & 2 may help to show progress over time concretely.

D. Overall Risk with Rationale - *Is the school on track to becoming a high quality, sustainable school that serves students of the highest need?*

Moderate risk on the watchlist for High- SNTHS is entering year 1 implementation and while the finances are stable, it is yet to be determined how the school is able to execute their school model. There could also be potential correlation between their lower than planned enrollment and their approach and plan for ongoing family engagement. Corrective actions listed below must be completed by the due dates to maintain moderate risk level.

Road Map for Next Academic School Year

1. Budget revision due September 29, 2023
2. Corrective Action - Share this EOY Meeting Report at a Board meeting and share evidence of where this was agendized with O180. Due September 29, 2023.
3. Corrective Action - What is your community engagement and enrollment plan? Upload evidence to Basecamp due September 29, 2023.

4. Corrective Action - What is your plan for coaching feedback and assessment cycles? Submit your plan or evidence to Basecamp due **September 29, 2023**.
5. Future Action - Have a parent sit on the SNTHS board
6. Site Visits and Interviews - Based on the [Overall Risk with Rationale](#), the Great Schools for NV CSP Team will plan a site visit in **October and April**. The [Frequency of Monitoring Activities](#) is included in the appendix.

Conclusion

The CSP Grant represents significant funds available to help Nevada expand opportunities for students to attend excellent public charter schools that prepare them for both college and career. The Great Schools for NV CSP Team disperses the CSP Grant while embracing the concept of working with the best intention for impact. The Great Schools for NV CSP Team acts as a partner in successful CSP Grant implementation and will continually find ways for the school to utilize the CSP funds meaningfully so that the school successfully reaches its goals.

If the school would like to request a formal follow-up meeting to what is discussed above, please email a request to greatschoolsnavcsp@opportunity180.org.

The Great Schools for NV CSP Team is grateful for the ongoing partnership and what SNTHS means to the community and to students.

Kati Casto

Kati Casto, Federal Grants Manager

9/8/2023

Date

II. APPENDIX

- A. [Blank Desktop Monitoring Tool with Indicators and their Criteria](#)
- B. [School's Project Goals](#)
- C. [Scored Desktop Monitoring Tool](#)
- D. Risk Assessment
 - a. In order to best align monitoring with the individual school's status in grant implementation, the Great Schools for NV CSP team utilizes a red/yellow/green risk assessment that gives guidance on what grant periodic monitoring will look like next in order to avoid a 1-size fits all approach.
 - b. General Risk Rubric to Inform Frequency and Intensity of Subgrantee Monitoring Activities

Low-Risk	Moderate Risk	High Risk
Conditions for Risk Assessment		
<p>Has an existing track record of success, particularly in serving at-risk student populations.</p> <p>Is in good academic, and operational standing with the authorizer.</p> <p>The financial plan demonstrates a long-term, sustainable plan for delivering the full program; After year one audits with no findings and no concerns identified by the authorizer on financial standards.</p>	<p>First-year subgrantee</p> <p>No existing track record of success but has strong plans and evidence-based strategies in place to lead a quality school.</p> <p>Is in good academic and operational standing with the authorizer.</p> <p>Financial plan that shows narrow cash flow margins; After year one audit with no findings and either or non-material changes to financial practices noted in a management letter or a concern identified by authorizer on financial standards.</p>	<p>No existing track record of success.</p> <p>Not in good academic, financial, or operational standing with the authorizer.</p> <p>Receives a Notice of Concern from the authorizer.</p> <p>A financial plan that shows narrow cash flow margins; after year 1 audit with findings and or multiple concerns identified by the authorizer on financial standards</p>

*Please note that the Great Schools for Nevada CSP Team expanded the risk assessment to include information captured through the Desktop Monitoring Tool, Site Visit, and Interviews and overall progress on CSP project goals. The overall risk assessment of each subgrantee is ultimately decided by the Great Schools for Nevada CSP Team.

E. Periodic Grant Monitoring Timeline

a. Frequency of Monitoring Activities

Low-Risk	Moderate Risk	High Risk
<p>[April] Annual Site Visits and Interviews and Data captured through the Desktop Monitoring Tool</p>	<p>[October and April] Biannual Site Visits</p> <p>Annual Data Assessment captured through the Desktop Monitoring Tool with mid-year check-in</p>	<p>[September, December, March, May] Quarterly Site Visits and progress reports</p> <p>Schools that receive a Notice of Concern from the authorizer will receive intervention Technical Assistance (TA) to improve academic achievement. If the school fails to improve within 3-years, all remaining CSP funds will be revoked as the school enters the closure process with its authorizer.</p>

5.4 EVALUATION FOR TRANSFER STUDENTS

The circumstances under which a student enrolls or transfers into the charter school from another school district, will govern which specific special education procedures are applicable. Informed written consent for initial provision of services must be obtained from the parent prior to implementation of special education services.

All transfer students are entitled to the same open enrollment procedures as all other charter school students. All students should be registered and enrolled into the school by the provided deadlines.

5.4.1. Transfers Within Nevada

A current Nevada eligibility from any Nevada school district or charter school can be accepted outright by the charter school and that eligibility may remain in effect for up to 3 years of the date of the last formal eligibility determination. For in-state transfer students, formal evaluation is pursued only when deemed warranted by an MDT/IEP Team. The standard time line of 45 school days for timely completion of these reevaluations would apply.

When the parents register their child for school and indicate that student was receiving special education services at his/her previous school in Nevada, a form indicating the name and location of the previous school will be completed and signed by the parent. The current charter school will send the request to the previous charter school or county school district for confidential records even if the parents submit a copy of their child's current IEP. There are additional documents that need to be acquired such as the most current psychological report among other relevant information. Attempts to locate/obtain records will be documented. If such documentation cannot be obtained, charter school staff should contact the charter school or county school district by phone to follow up on the written request. Records received will be provided to the special education case manager and/or coordinator.

If the student's previous IEP is available, the charter school must provide the student with a free appropriate public education, including services comparable to those described in the previous IEP, in consultation with the parents, for a period no longer than 30 calendar days, until the charter school adopts the previous IEP, or develops a new IEP.

If no IEP is available, the student should be receiving services under a 30-calendar-day interim IEP. Upon the expiration of 30 days after the development of the interim IEP, a complete IEP must be developed. Because the student is already eligible in Nevada, a reevaluation is usually not needed.

5.4.1.a Transfers Within Nevada Between SPCSA Charter Schools

Each SPCSA charter school is an independent operating school within the LEA/SPCSA Authorizer. Each SPCSA charter school has their own governing board and standalone Infinite Campus instance, as such student records transmission between SPCSA charter schools is similar to records transmission for in state transfers between Nevada school districts.

RECORDS:

When parents/guardians register their child at a SPCSA charter school and indicate that the student was receiving special education services at their previous SPCSA charter school, a copy of the IEP will be requested from the parent/guardian upon enrollment.

If the student is a student suspected of being a student with a disability, registration paperwork must collect information regarding the previous SPCSA charter school's name, location, and staff contact information. At registration, a request for the Release of Information (ROI) for special education confidential records, including any Response to Intervention (RTI) and in process special education evaluation documentation, must be obtained.

The current SPCSA charter school will send a records request, including the signed release of information, to the previous SPCSA charter school requesting records before or within 10 days of enrollment, even if the parents/guardians submit a copy of their child's current IEP. At minimum, the records request should include, if applicable, the current psychological/MDT report, current eligibility documents, current IEP document, any behavior related documents (FBA, BIP, data), RTI/intervention documents/data and in process educational assessment documents. All attempts to locate/obtain records must be documented.

The prior SPCSA charter school must provide the student's requested records as soon as possible but no later than 10 days of the receipt of the request. If requested records cannot be obtained, current SPCSA charter school staff must contact the previous SPCSA charter school staff by phone and email to follow up on the written records request. The current SPCSA charter school must also notify the SPCSA of the prior SPCSA's charter school's failure to provide the student's education records and may request SPCSA's intervention. Records received will be immediately provided to the current SPCSA charter school special education case manager and/or coordinator for timely review.

ELIGIBILITY:

A current Nevada eligibility from any SPCSA charter school must be accepted outright by another SPCSA charter school. This eligibility may remain in effect for up to 3 years from the date of the last formal eligibility determination or until the earlier reevaluation of the student in accordance with IDEA, 34 C.F.R. §300.503 to §300.305. For SPCSA charter school transfer students, formal evaluation is pursued only when deemed warranted by an MDT/IEP Team. The standard timeline of 45 school days for timely completion of these reevaluations applies. If the current SPCSA charter school determines that an educational initial evaluation or reevaluation was initiated for the student at the previous SPCSA charter school, the current SPCSA charter school will continue the educational evaluation according to the standard evaluation process and 45 school days timeline per NAC §388.337(1)(a).

IEP:

The student's IEP in effect from the prior SPCSA charter school also remains in effect and must be implemented as written to provide the student a Free Appropriate Public Education (34 C.F.R. 300.15), until and unless the student's IEP is revised. Since each SPCSA charter school is an independent operating school within the LEA/SPCSA Authorizer with its own governing board, it is recognized that the configuration of placement options may differ between the prior and new SPCSA charter school and a student's IEP may not be able to be implemented in conformity with the student's IEP. However, given the transfer is within the local educational agency, SPCSA, rather than between different local educational agencies in Nevada, there is no statutory or regulatory authority that authorizes the new SPCSA charter school to provide different services than those in the IEP.

Therefore, upon enrollment of a student with an IEP in effect at a previous SPCSA charter school, the new SPCSA charter school must review the student's IEP and confirm it can be implemented as written, until and unless the student's IEP Team, including the parent, reviews and revises the student's IEP.

5.4.2. Transfers From Out-of-State

Initial evaluation procedures are required for all out-of-state special education transfer students. This includes transferring from a State where a student was receiving special education services under the Developmentally Delayed classification to the age of nine. The timeline for completing an initial evaluation in Nevada is 45 school days from the date of parental consent for evaluation through formal determination of the student's eligibility for special education in Nevada.

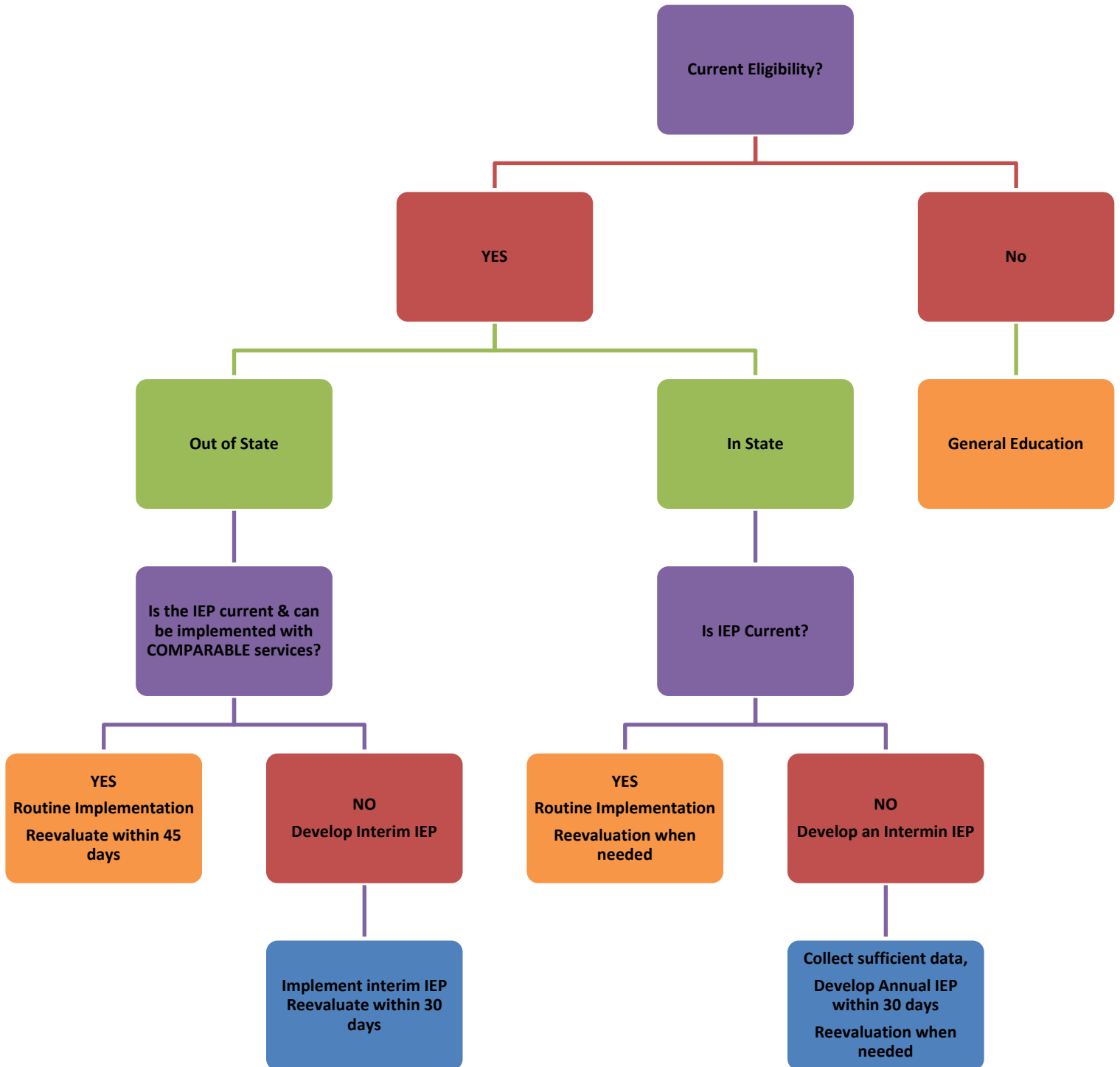
The evaluation coordinator is responsible for coordinating the process needed to ensure that Nevada eligibility is confirmed, whether under the 30-day interim IEP timeline (in circumstances when no IEP is available from the previous charter school or school district), or under the 45-school day timeline when the district is providing services comparable to the services provided under the student's out-of-state IEP.

Parental consent must be obtained using the CONSENT FOR EVALUATION form. If evaluation information is available, the combined members of the eligibility team and IEP Committee must complete the EVALUATION/REEVALUATION REPORT form. If no additional data are needed, provide PARENTAL PRIOR WRITTEN NOTICE of this decision. The eligibility team must meet to determine eligibility within 45 school days of obtaining the parent's written consent.

If the student's previous IEP is available, the charter school must provide the student with a free appropriate public education, including services comparable to those described in the previous IEP, in consultation with the parents, until eligibility in Nevada has been determined and until the charter school develops a new IEP, if appropriate.

If no IEP is available, the student should be receiving services under a 30-calendar-day interim IEP. If a 30-day interim IEP has been developed the student's eligibility must be confirmed and a complete IEP must be developed prior to the expiration of the 30 days. During the 30-day period, the student should be receiving services under an interim Individualized Educational Program.

TRANSFER STUDENTS' FLOWCHART



School Test Security Plan

School Site-Specific Information

School Year: 2023-2024

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

SNTHS – Board Member Procedure Document

Nomination and Board Elections of Officers and Directors

- The Governance Committee, if created, shall present nomination for new and renewing Board members. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by majority of those Board members at a Board meeting at which a quorum is present. If no Governance Committee is created, then this duty shall fall upon another committee created for that purpose or upon the Board of Directors.
- The Nominating committee will nominate one (1) person for each of the available seats to be filled on the Board of Directors by May of each year. New Board members shall be elected by a majority vote by Board members present at said meeting, provided there is a quorum present. Members so elected shall begin their term beginning on the first day of the next fiscal year (July 1st).

Number of Board Members

- The number of Board Members shall ~~not exceed be~~ (13) Thirteen. ~~The number of Board Members and~~ may be increased or decreased without further amendment of the bylaws. At no time may the number of Directors be less than (3) three ~~or an even number~~.

Terms of Board

- Board members shall be elected for a term of three (3) years staggered and may be elected for successive terms. Officers shall be elected for a term of (2) two years and may succeed themselves, for not more than one additional term.
- ~~Certain persons may be elected as Elected~~ Ex-officio Directors (defined as a person holding the position as a result of their status or position) shall be elected for two-year terms and may elect for one additional successive term. By way of example, the School Principal will be designated as ex-officio in that the “Principal” of the school will always have a position on the Board.
- The Board will include a position as an Ex-Officio member for a parent of a child who is then enrolled in the School. This particular board position is limited to being a member and this member cannot hold position on the Board of Directors or as an Officer.
- Once elected, the treasurer may continue in office without term limits at the discretion of the board.
- One Board member must be a parent. The parent board member will be an ex-officio member and will hold a term up to four years, or at the discretion of the board. The parent board member will be excluded from both student discipline and personnel matters.
- In the first year of operation, Board members will be designated as a “two year member” a “three year member” or a “four year member” to allow for the initial staggering as set forth above. This designation will be made either by agreement of the Members or by designation of the Board of Directors.

Attendance

SNTHS – Board Member Procedure Document

- Any Board member who misses (2) two consecutive meetings without prior notice or approved absence or (3) three meetings a year is subject to removal and replacement at the discretion of the Bboard.

Vacancies

- The Board shall have power to fill the unexpired term of any vacancies on the Board caused by death, disqualification, removal, refusal to act or resignation of any member of the Board. The person who replaces the removed Member shall serve the term of the person whom they replaced.

Onboarding

- Governance Committee shall create and maintain a New Board Member Welcome packet to be distributed to all newly elected Board Members. In addition, the Governance Committee will hold a New Board Member Orientation and ensure the SNTHS website is updated with new board members Bio information, fingerprints are documented, signature cards are signed, and meeting calendar invitations are updated.
 - New Member Welcome Packets shall include the following.
 - History – One-page document outlining organizations history
 - Board roles and responsibilities
 - Copy of Bylaws
 - Current year’s budget
 - List of current leadership and board members and contact information
 - Calendar