

NEVADA STATE HIGH SCHOOL
FOR OFFICIAL USE ONLY

PERFORMANCE EVALUATION – EDUCATIONAL CONTRACTS

1. CONTRACT IDENTIFICATION Hawk, Wendi

PART I – GENERAL CONTRACT DATA

2. AGENCY/EMPLOYEE (Name, address and ZIP code) Dr. Wendi Hawk 1704 Choice Hills Drive Henderson, NV 89012	3. TYPE OF CONTRACT (Check One) ⇨	A. EMPLOYEE OF SCHOOL <input checked="" type="checkbox"/> NEGOTIATED AGREEMENT <input type="checkbox"/> PART-TIME STAFF <input type="checkbox"/> OTHER:
	4. TYPE OF WORK: <input checked="" type="checkbox"/> MANAGEMENT <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER:	B. OUTSIDE AGENCY <input type="checkbox"/> MEMORANDUM OF UNDERSTANDING <input type="checkbox"/> OTHER:

PART II – PERFORMANCE EVALUATION OF CONTRACT QUARTERLY ROCK (Check appropriate box)

5. PERFORMANCE INDICATORS	RESULT	DONE NOT DONE
i. Q4 FY1920: Ensure logistics for CSO and site furniture	Operational	DONE
iii. Q1 FY1920: Finalize SPCSA and AdvancED/Cognia site reviews completed	Site Visits	DONE
iv. Q2 FY1920: 90% of students complete and accurate scorecards on February report [ED]	>95%	DONE
v. Q2 FY1920: Create a draft evaluation report for the performance of each site (location)	Tool	DONE
vi. Q2 FY1920: Enroll 122 new spring students [ED]	94 out of 122	NOT DONE
vii. Q3 FY1920: Dual credit course updates (300 & 400 and 1 & 2 credit) sent to Governing Body for April approval [AAD]	List	DONE
viii. Q3 FY1920: Finalize succession plan for Governing Body for possible action	Timeline	DONE
ix. Q3 FY1920: Setup SY2021 calendar with committed times for transitions and introduction courses [AAD]	In Progress	ON TRACK

6. OVERALL EVALUATION
 OUTSTANDING SATISFACTORY UNSATISFACTORY

7. NARRATIVE SUMMARY OF PERFORMANCE

As the Integrator and Chief Executive Officer of Nevada State High School (NSHS), Dr. Wendi Hawk has worked to reinforce the EOS® model and the NSHS core values and mission that leads to a healthy organization. Under this system, leaders and individuals in the organization are open and honest with each other about real issues and everyone is pointed in the same direction. In EOS® each quarter, staff develop rocks or priorities. Over the past year, Dr. Hawk has had multiple rocks and had to take over rocks for a former staff member or vacant staff. She has covered many positions including Meadowwood administration and assuming the function of Executive Director for two months and the role of Academics and Accountability Director, Special Programs Coordinator, and special education/ programs support for another three months. She sponsored performance incentives with staff including FY1819 = 3.34 (17 EE incentives) and currently FY1920 3.44 (17 completed + 2 in progress EE incentives). Dr. Hawk stepped in to prepare and facilitate monthly collaboration trainings with all staff including converting to fully online after the statewide building closures (COVID-19). Her work as the vice-chair of the RPDP State Leaders Council (SLC) brought a hallmark leadership program to Nevada working with partners at NASA and her community connections with the Clark County WorkReady® community has contributed to the betterment of Southern Nevada and NSHS students through the National Career Readiness Certificate® offered by ACT®. Because of this, she was selected to present twice at the National ACT® conference that included the results of a fourth partnership research study conducted with ACT® on NSHS student performance on the WorkKeys® assessment. Through her leadership all NSHS schools continue to be rated the highest levels of academic performance in Nevada by the State Public Charter School Authority (SPCSA) and Nevada Department Education (NDE).

Dr. Hawk had four rocks in which she has already reached three with the last one on track. The first rock was to facilitate the move in the new central office location utilizing the old site furniture from Henderson and Summerlin. Dr. Hawk was able to maximize the use of old furniture and supplies to create a visually pleasing environment, securing space for staff, and saving money. The second rock included two of the biggest accomplishments that were only a few weeks apart in the fall. Dr. Hawk lead NSHS through two on site accreditation review processes – the SPCSA and Cognia. These two major events were very successful and resulted in very good reviews. Another rock for Dr. Hawk was to create a draft school review template to help monitor school performance on meeting NSHS expectations. This template was created and is currently being updated for the 2019-20 school year to analyze results to be able to implement the tool next year by the staff to help drive improvement. Dr. Hawk’s last rock was to give presentation to the governing body on the CEO and COO succession plan. This is on track and has been accomplished by gathering a team of staff, Governing Body members, and consultant who have met multiple times over the past two months to make decisions on hiring timelines, expectations of the position, salary, qualifications and the use of a consulting company to recruit quality candidates. Following the EOS® model, a directive from last year was to ensure Dr. Hawk adopted less rocks to meet the “less is more” criteria of EOS®. As Dr. Hawk had to step into other vacant roles, she ended up taking on new rocks and inheriting rocks from a former staff member. These rocks include two currently under the Academics and Accountability Department with creating an updated dual-credit list for State approval and setting up the calendars and facilities arrangements for next year. Two other rocks including the achievement of portfolio items and 122 new students for enrollment were from another staff member who resigned half-way through the quarter. One of these rocks was met and the other was not met. The complete and accurate scorecard item collection was met with great results that are still impacting the end of the year as the document collection for the annual portfolios. The student enrollment targets were just missed for the spring enrollment and was a clear indication that strong leadership was needed early on in this rock as most the movement for enrollment came the week before the semester started.

Dr. Hawk’s ability to scenario plan was essential this year. Her concept to have the Study Skills classes offered through a consistent, blended learning method helped NSHS make a seamless transition to continue to operate and education students when Nevada schools were shut down due to a pandemic. Dr. Hawk predicted the closures and had a Friday staff development where the plan was unveiled, and tools were provided to continue NSHS classes. Sunday night schools were closed, and Monday morning NSHS classes were in full force. The staff performed amazing during this transition, and it was seamless due to the method classes were already conducted. After the 1st week of virtual classes, Dr. Hawk sent out surveys to staff, students, and parents regarding the transitions. In less than 24 hours 39% of students responded with a 4.42 out of 5 satisfaction; 20% of parents responded with a 4.58 out of 5; and all staff rated 4.75 out of 5 on how NSHS responded to the school closures. Importantly, 99% of students said they had been contacted by staff, 97% of parents felt their children were provided an opportunity to continue their education with minimal interruptions and 100% of the staff felt they had tools to continue working and support students. This kind of action shows the leadership of Dr. Hawk and the ability of charter schools to react quickly without the limitations of bureaucracy.

Overall, Dr. Hawk had a challenging yet successful year achieving her rocks. Dr. Wendi Hawk is valued member of the leadership team and is always direct and forthright with her comments and feedback. As one of the founding members of the school 16 years ago, she has institutional knowledge at the school and working with the state to help Nevada State High School grow and serve more students through a proven process for getting students college ready in a real college experience. Her next year must be focused on building capacity with her team and developing her replacement to ensure the stability and longevity of NSHS.

9. DIRECTION FOR NEXT YEAR

- 1) Working with the SAT team and recruiter on hiring a new CEO and COO | 2) Deploying an internal site evaluation system “scorecard”

11. PROCESSED BY

A. ORGANIZATION (Type or print) Nevada State High School		
B. NAME AND TITLE (Type or print) Dr. Wendi Hawk, Chief Academic Officer	C. SIGNATURE	D. DATE 4/16/2020

12. GOVERNING BODY APPROVAL

A. ORGANIZATION (Type or print) Nevada State High School		
B. NAME AND TITLE (Type or print) Mr. Matthew Fox, Esq., Chair	C. SIGNATURE	D. DATE 4/16/2020

NEVADA STATE HIGH SCHOOL
Contract Between Administrator and Governing Body of Nevada State High School
State of Nevada, County of Clark

Wendi Hawk, Chief Executive Officer of Nevada State High School is the name of the employee and the terms and conditions of this contract follow the Negotiated Agreement contained herein. This is a Twelve-month position with optional benefits and a monthly base compensation of \$135000/year (\$60/hr). This base compensation excludes retirement benefits, performance pay, or reimbursements. This contract is for 7/16/2020 to 6/30/2021. This amount is used to comply with the Public Employees' Retirement System salary reduction filing, and the Employee's declaration of contributions and shall begin with the pay cycle that starts 7/16/2020 and is paid on 8/10/2020 all future cycles will run from the 1st to the 15th paid on the 25th and the 16th to the end of the month paid on the following 10th of the month. The annual salary is conditioned upon the following: 1) student enrollment count on 10/1/2020, 2) respective approved budget at the meeting of the Governing Body on 10/15/2020, and 3) automatically increasing the annual pay to receive \$2000 more than any interim CEO hired above \$135000/year over the period of 7/1/2020 to 6/30/2020. In the case of an adjustment to the proposed budget presented by the school during the April 2020 meeting, an amended contract will be in effect starting 10/1/2020.

The Employee

WITNESSETH: That the Employee and Members do hereby covenant, agree, and contract regarding employment for professional service with the Nevada State High School in accordance with the Laws of Nevada and the rules and regulations prescribed by the State Board of Education and State Superintendent of Public Instruction. This Agreement may be abrogated only as provided by the Nevada Revised Statutes, or by mutual consent, or as provided by the Negotiated Agreement portion of this contract. This contract is subject only to terms and conditions contained herein. The following terms, conditions, and documents referred to herein are made a part of this contract. This contract is the full and complete agreement of these parties.

CONTRACT

Article I: Terms and Conditions

1. The Employee cannot be legally employed in the public schools of Nevada unless the employee holds a valid Nevada License of appropriate classification or endorsement. The responsibility of proper licensing, at all times is the Employee's.
2. The Employee salary is subject to deductions as required by the United States or State of Nevada, and where applicable for group insurance and other deductions.
3. The School agrees to pay the employee the sum stated above in equal twice-monthly installments.
4. The Employee agrees to fully perform professional services in accordance with the terms and conditions of the Nevada State High School Charter Contract, the School's strategic framework, and this Negotiated Agreement of Nevada State High School.
5. The Employee shall not be entitled to receive full payment for his services unless the employee shall have performed this agreement in its entirety. Payment shall be made only for services rendered.
6. Any error(s) made in the compensation of the employee which occurs during the life of the contract may be adjusted at the Employer's complete discretion.
7. This is an **at-will** post probationary licensed employee position and this Employee may be suspended, demoted, dismissed, or not reemployed at any time.
8. The Employee reaffirms the oath to support the Constitution of the United States and the Constitution of the State of Nevada.
9. The terms and conditions of the Nevada Revised Statute, Nevada Administrative Code, and the Nevada State High School regulations, policies, procedures, processes, practices, and strategic framework as adopted and as amended from time to time during the term of this contract, are a part of this Agreement and are incorporated by reference as though fully set forth.

AGREEMENT

Article I. Definitions

1. The term "Members," as used in this Agreement, shall mean the Governing Body and the entity Nevada State High School.
2. The term "Employee" refers specifically to the individual written on the front of this Contract.
3. The term "Charter" is the Contract between the State Public Charter School Authority and the Members.
4. The term "School," as used in this Agreement, shall mean the Nevada State High School.

5. The term "School Year" shall be defined by NRS 388.080 stating the first day of July and shall end on the last day of June.

6. The term "Agreement" refers to the name of this section of the Contract between the Employee and the Members of the school.

7. The term "School Day" shall be defined as a day in which the Employee is required to be present on the job.

8. The term "Contract" refers to the terms and conditions set forth by which the Employee and the Members agree.

Article II. Personnel Information

1. The Employee may renegotiate the status of this Agreement annually by June 15th, but not later than July 10th; otherwise a holdover of the current agreement may be in effect and administration and staff may review budgets to renegotiate on or around October 1st of each year to adjust for higher or lower numbers of students. Annually, there is a standing holdover provision of pay from the previous fiscal year until July 15th. Any negotiated pay increases or reductions will begin starting on the July 16th pay cycle.

2. The School may maintain a personnel file on the Employee.

Article III. Work Schedule

1. The Employee covered by this Agreement shall be required to work at the work location a minimum work day of eight (8) hours excluding breaks and lunches.

2. The Employee covered by this Agreement shall find it necessary to work additional time at or away from School to maintain successful operations. Hourly employees MUST be given permission to log any hours above and beyond their monthly schedule of hours determined by the site administration. For hourly employees, the school administration will determine a monthly work schedule that may increase or decrease the number of hours worked.

3. The Employee covered by this Agreement shall be on an annual **at-will** Contract as specified by the contract as approved by the Members.

4. The Employee is granted Holiday's off including: Independence Day, Labor Day, Nevada Day, Veteran's Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day, Martin Luther King Day, Presidents' Day, and Memorial Day.

Article IV. Professional Compensation

1. The Employee salary is a base compensation and is divided evenly over 24 pay periods for salaried employees and respective for the number of hours worked for hourly employees which may be prorated to reflect actual work completed and/or overtime.

Article V. Benefits

1. The Employee shall receive three (3) PTO days per month of employment for use at the approval of their supervisor and not to interfere with the School.

2. The Employee shall be reimbursed up to the maximum number of PTO days accumulated over 40 days at the rate of \$250/day made on the June 25th paycheck.

3. Under any circumstance of separation, termination or non-renewal of contract, the employee will NOT receive reimbursement for any balance of accrual of time.

4. The Employee shall be offered optional benefits through the School's chosen health care provider under the school's base plan. If chosen, then the employee will see the following payroll deductions each paycheck including: Healthcare: \$20/pay, Dental/Vision: \$5/pay, and LTD/STD/Life Insurance: \$2.50/pay.

5. The Employee may choose to upgrade their plan and the Employee is responsible overage from the base plan amount. This follows if the Employee elects to have coverage through a spousal/similar plan as long as this option is cost neutral and billing is direct to NSHS.

6. The School is a choice agency and offers the option of employer paid or employee/employer paid contributions through the Public Employees Retirement System and as a benefit the school classifies hourly employees as part-time.

Article VI. Course and Scope of Duties

1. The School may progressively deal with incidents of non-serious nature by notifying, explaining, and assisting the Employee.

2. The School may terminate the Employee for incidents of serious nature including, but not limited to: unprofessionalism, felony, immorality, dishonesty, etc.

Article VII. General Savings Clause

1. If any provision of this Agreement or any application thereof of the Employee is found contrary to law, then such provision or application shall be invalid and shall remain in effect only to the extent permitted by law; however, all other provisions or applications shall continue in full force and effect.

Article VIII. Contract of Employment

1. This Agreement when ratified by both parties shall be incorporated by reference and become a part of the Employee's Contract of employment.

Article IX. Terms of Agreement

1. This Agreement, when ratified by both parties, shall become effective and run through the dates of the stated Contract.

2. After ratification, this Agreement revokes and supersedes all prior agreements, including so-called side agreements.

IN WITNESS WHEREOF, the parties have subscribed their names in execution of this contract on the date subscribed by the employee.

Signature of the Employee for Nevada State High School

Date

Signature of the Chair for Nevada State High School Board

Date

NEVADA STATE HIGH SCHOOL
Contract Between Administrator and Governing Body of Nevada State High School
State of Nevada, County of Clark

Johnathan Hawk, Chief Operations Officer of Nevada State High School is the name of the employee and the terms and conditions of this contract follow the Negotiated Agreement contained herein. This is a Twelve-month position with optional benefits and a monthly base compensation of \$135000/year (\$60/hr). This base compensation excludes retirement benefits, performance pay, or reimbursements. This contract is for 7/16/2020 to 6/30/2021. This amount is used to comply with the Public Employees' Retirement System salary reduction filing, and the Employee's declaration of contributions and shall begin with the pay cycle that starts 7/16/2020 and is paid on 8/10/2020 all future cycles will run from the 1st to the 15th paid on the 25th and the 16th to the end of the month paid on the following 10th of the month. The annual salary is conditioned upon the following: 1) student enrollment count on 10/1/2020, 2) respective approved budget at the meeting of the Governing Body on 10/15/2020, and 3) automatically increasing the annual pay to receive \$2000 more than any interim COO hired above \$135000/year over the period of 7/1/2020 to 6/30/2020. In the case of an adjustment to the proposed budget presented by the school during the April 2020 meeting, an amended contract will be in effect starting 10/1/2020.

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WITNESSETH: That the Employee and Members do hereby covenant, agree, and contract regarding employment for professional service with the Nevada State High School in accordance with the Laws of Nevada and the rules and regulations prescribed by the State Board of Education and State Superintendent of Public Instruction. This Agreement may be abrogated only as provided by the Nevada Revised Statutes, or by mutual consent, or as provided by the Negotiated Agreement portion of this contract. This contract is subject only to terms and conditions contained herein. The following terms, conditions, and documents referred to herein are made a part of this contract. This contract is the full and complete agreement of these parties.

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1. The Employee cannot be legally employed in the public schools of Nevada unless the employee holds a valid Nevada License of appropriate classification or endorsement. The responsibility of proper licensing, at all times is the Employee's.
2. The Employee salary is subject to deductions as required by the United States or State of Nevada, and where applicable for group insurance and other deductions.
3. The School agrees to pay the employee the sum stated above in equal twice-monthly installments.
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6. Any error(s) made in the compensation of the employee which occurs during the life of the contract may be adjusted at the Employer's complete discretion.
7. This is an **at-will** post probationary licensed employee position and this Employee may be suspended, demoted, dismissed, or not reemployed at any time.
8. The Employee reaffirms the oath to support the Constitution of the United States and the Constitution of the State of Nevada.
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Signature of the Employee for Nevada State High School

Date

Signature of the Chair for Nevada State High School Board

Date