

**NEVADA STATE HIGH SCHOOL  
Public Board Meeting  
Thursday, April 16, 2020, 6:30 p.m.  
Nevada State High School  
2651 N. Green Valley Pkwy, #106  
Henderson, NV 89014**

**MINUTES OF MEETING (FLAGSHIP)  
DRAFT**

**Members**

**Present:** (By teleconference due to COVID-19 pandemic)

Matthew Fox, Chair  
Michael Pelham, Vice Chair  
Cathy Sterbentz  
Nohemi Garcia  
Luis Maceria  
Saul Wesley  
Barbara Graham  
Kelly Moxley  
Dianna Burns

**Members**

**Absent:**

**Others**

**Present:** (By teleconference due to COVID-19 pandemic)

John Hawk, Chief Operation Officer for NSHS  
Wendi Hawk, Chief Academic Officer for NSHS  
Candyce Farthing, Academics and Accountability Director  
Matthew Iles, Marketing and Engagement Director  
Andrea McDonald, Director of Site Administration  
Danielle Jones, Director of Site Administration  
Jennifer Lewis, Director of Site Administration  
Deborah Whitmoyer, Director of Site Administration  
Erika Capulo, Operations Manager  
Quincy Thomas, Human Resource Manager  
M. Tam Vo, Business Manager  
Dayana Vital, Intern

**1) Call to Order, Roll Call, and Pledge of Allegiance.**

Chair Fox called meeting to order at 6:34 p.m., with a quorum of nine members present.

At this time, agenda item 2 was opened.

**2) Public Comments #1.**

No public comments.

**3) EXECUTIVE UPDATE: An update from members of the executive leadership team on the progress and performance of the school (John Hawk, COO)**

- a. Update on new locations for Northwest, Downtown Henderson, and Henderson**
- b. Employee progress on executing performance incentives**
- c. Update on the SPCSA Financial Framework Results NRS 388A.150**
- d. Student progress on the desired result using student scorecards FY1920**
- e. Update on the SPCSA Academic Framework Results NRS 388A.150**
- f. Update on NSHS responses to COVID-19 crisis**

**NOTES:**

3a) John Hawk presented updates for each school, Northwest (given \$120,000 by board, still waiting for move-in date, expect to have permits and approvals by early part of May, held up because of conditional use permits), Downtown Henderson (up and running for registration, no students assigned yet, also given \$120,000 by board, 106 students were moved to this location, recruiting at 52 new students), and renewal of Henderson Flagship (staying at Henderson campus, landlord came back with a discount), will be presented to State Public Charter School Authority.

3b) John Hawk – We pride ourselves on performance incentives, been doing them since school year 2013-214. For this school year, 2019-2020, paying out average of \$682 per performance incentive, and there are 90 performance incentives that we're tracking right now at a rate of 3.48 out of a 4-point scale.

3c) – Being sent to Chair Fox, we are not being graded yet, just the preliminaries this year, but next year they will be giving an actual grade. Year outlook for Flagship. This is a six-year outlook. Cash on hand - \$122, which is a strong number for any organization. Enrollment forecast accuracy – we have struggled, but we are doing a much better job, and this was added to this year's budget, will be able to track a bit more accurately. Have not received notices of failing to meet standards. Strong numbers for Sunrise. Meadowwood, not meeting standards. Chair Fox - where are falling short for Meadowwood? John Hawk – Flagship and Sunrise, limited to no concern. Meadowwood, not hitting enrollment goal, not enough students, still holding onto full-time salaries, need to catch up with spending. Chair Fox – what are we doing differently to more accurately determine enrollment numbers? John Hawk – we're reporting differently, we're stronger at recruiting as a program, but we need to report higher number to have space and budget. State Authority is aware of this.

3d) Wendi Hawk - adding to the conversation between Chair Fox and John Hawk regarding enrollment, we don't have to turn away kids because we can keep taking them in if we can get them college classes. Meadowwood is different because it struggles with enrollment, new community. Scorecard results: students rated based on data collected before they arrive, while they are attending, and after they leave. Tracking data for years, years of charts. There is a simplified way to compare over the years. Note: comparison to previous year, last year, there was a significant increase in the red category for mid-semester, and from the previous year, that has seen a big increase, 12-17% of [inaudible] last year to 16-28%. Created a rock for these sites to be able to make sure their data was updated. Big shout out to the staff for making a difference. There is a difference from 80% last year to 61% wasn't a student issue,

it was staff collecting proper documentation and backup for that. Charts that compare three locations, areas that deal with communities of lower socioeconomic status need more support, big discrepancy in their red/green scorecards between affluent communities and less affluent communities.

3e) Wendi Hawk – Academic Framework Results: take state performance framework (NFPPF) and are able to evaluate charter schools. Only three of five schools last year were rated. Two were too new to rate. Summerlin campus, Henderson campus, and Downtown exceeded standards. Still collecting last ACT scores from the State test, and we'll be using that data to do predictions for next school year. Points of interest: 1) ELL students rate lower, WH asked for our students to be compared 11<sup>th</sup> and 12<sup>th</sup> graders across the board. Not sure if they have tools to that but would be nice. 2) They pick only one feeder school to compare us to. They used to compare all schools, but now only comparing one. Tool not accurate how they are using it. Still doing really well compared to the traditional schools. Chair Fox – when you say we're doing well compared to traditional schools, we're doing well compared to traditional magnet schools, is that correct? Wendi Hawk – Yes, doing better than magnet high schools, they are comparing us to magnet schools, and we are doing better.

3f) Wendi Hawk – The governor shut down schools. We were already ready for shutdown, use blended learning already and students already have tools to utilize curriculum, access by phone and computer. Classes moved to Zoom. Tracking attendance of students in three ways: through two-way contact with students, through participating in the online classrooms and completing assignments, and also students that are completing homework. Registration is completely online now. Have checked in on college classes, they already had online classes, so our students' college classes went online without skipping a beat. Matt Iles has had students submit videos to further be able to participate in the school community and have some sort of connection. Matt Iles – students are showing great morale, have submitted over 400 videos. One question was, how do you maintain success? Many students reported they felt they were already prepared for this when it happened. Another question was, how do you stay busy, both academically and personally? Wendi Hawk – important to realize the impact that it's having, received word yesterday that our Grad Night Trip to Disneyland was cancelled, so working through those semantics. Traditional graduation ceremony will likely be cancelled, have four backup plans (drive thru, drive-in, racetrack – all taken away by governor). Still working on something for graduation for the students, which is essential. Candy Farthing – confident on the plan we have and proud of our staff. Students are priority. Wendi Hawk - State keeps getting exemptions from federal government on what they can/can't do, yet NSHS is ready and has already done what they need to do. Chair Fox and Saul Wesley – survey was amazing and appreciate parents and everyone who gave feedback.

**4) CONSENT AGENDA: Information concerning the following consent agenda items has been forwarded to Governing Body members for study prior to the meeting. Unless a Governing Body Member has a question concerning a particular item and asks that it be withdrawn from the consent list, items are approved at one time.;**

**(Matthew Fox, Chair) (For Possible Action)**

- a. Approval of the meeting minutes from 1/16/2020**
- b. Approval and ratification of purchase orders PLCY\_03.003 Article I Sec. 1.03**
- c. Approval of dual credit courses under NRS 389.160 (request from NDE)**
- d. Approve NSHS revised school organizational charter and accountability chart**
- e. Approve NSHS school calendar for 2020-2021 school year NAC 387.120;**
- f. Approve NSHS alternative schedule for 2020-2021 school year NRS 388A.366;**
- g. Approve NSHS governing body calendar for 2020-2021 school year;**
- h. Approval that governing body received “Sexual Predators Safeguard” document**

- i. **Approval of NSHS to contract with newly hired staff including Brandi Ziegler (Office Manager)**
- j. **Ratify NSHS request for emergency program of Distance Education**
- k. **Approval of NSHS to contract with newly hired staff including: Shawntece' Washington (Office Manager), Dale Richardson (Office Manager), Tawana Bellamy (Office Manager), Jennifer Lewis (Director of Site Administration), and Jessica Medina (Office Manager)**

NOTES:

John Hawk – two items: 1) information to please review Sexual Predators Safeguard 2) governing body calendar for 2020/2021 school year, still 3<sup>rd</sup> Thursday of the months of August and October and January and then again in April. We do have a May meeting, made a note on that item, May 14<sup>th</sup> is when budget will be reviewed.

Wendi Hawk – Dual credit approved, looking for more advanced classes through the Nevada Department of Education, looking to move forward in increasing opportunities for students, especially with CTE components. Chair Fox- has a question on 4i), has reviewed the document, which looks like a list of best practices. Can JH confirm if we have adopted these best practices and we've considered the questions that are posed under this document? JH cannot confirm, but it will be in our review for next year to ensure that, so will make as a to-do. Chair Fox – monthly rent total in the agenda item, is it more or less than we were paying, what kind of deal are we getting? John Hawk – just a 3% increase. Chair Fox – 3% annually or monthly? JH – it's 3% on a monthly basis.

**Matthew Fox moved to approve agenda item 4a-4k. Michael Pelham seconded the motion. Motion carried unanimously. 9-0-0.**

- 5) **SUCCESSION PLANNING UPDATE: An update on the succession plan for Nevada State High School. This will include a discussion on the work of the school's Succession Advisory Team and any recommendations. (Wendi Hawk, CEO) (*For Possible Action*)**

NOTES:

Wendi Hawk – update on the Succession Advisory Team, aka SAT team, on the succession plan for the CEO and COO. Background – SAT met on following dates – December 30<sup>th</sup>, March 12<sup>th</sup>, March 24<sup>th</sup>, April 7<sup>th</sup>, and April 16<sup>th</sup> so far. Items covered: hired headhunter, used other position postings/ways to advertise and get a bigger reach, established minimum qualifications for positions, determined funding sources to hire interim CEO for a year and an interim COO for six months, created pay range scale for positions, set up general timeline for target hire/start dates, addressed concerns about new leaders basically firing everybody and bringing in their own people and concerns about a new CEO or COO coming in and rejecting our EOS without utilizing and learning the proper implementation without having another system to replace it.

NSHS received unofficial verbal notification on projects of the budget cuts coming up for having the shutdown due to COVID-19. Some cuts coming this year and large ones next year. Don't know how

deep those are going to be, but we know it is interfering with our process to hire new people. Going to hold off on start dates until we know more about the budgets.

Next SAT meeting will be on April 28<sup>th</sup>, were only going to be making decisions on the promotional material, but now we need to look at the timeline for the headhunters and what projected start dates could be. Need a vote on giving SAT authority to adjust the timeline, giving SAT the ability to create a new transition plan for the new hires, giving SAT authority to participate in headhunter's screening of applicants, with top candidates being pushed through to conduct full interview with governing body, putting in new CEO and COO contracts that they must have full implementation of EOS for at least two years, putting in a new CEO or COO contract that they must obtain governing body approval to remove any directors for at least two years, except in the case of gross negligence, any felony or malfeasants, and putting in the CEO/COO contract they must maintain the Nevada State High School's purpose of a real college experience. Members on SAT team that are present – Matt Iles, Candy Farthing, Danielle Jones, and Erika Capulo.

Erika Capulo – adding to info on SAT group, there is a diverse group, represent all the departments and all the sites across network. Meetings are going well, getting good feedback from all positions across network. Praise for decision to hire an outside consultant to find quality candidate.

Chair Fox – We had adopted some parameters for a scale for the salary, with the unofficial information received from the authority, do we need to revise those figures? Wendi Hawk – We're not sure what that will look like. We just know that it's not a financially prudent decision to bring on these positions without knowing what cuts look like. We have built up a reserve to be able to use to open up more facilities and to be able to fund for our retirement. Digging into reserve to help now. Need to explain to State as to why we are using those reserves.

Chair Fox – Is there any concern about a salary reduction for not only new positions but the rest of the positions for administrative staff and teachers? Wendi Hawk – Making sure staff aware that there might be salary reduction, have to have enrollment numbers. April is only a prediction; October is when decisions are made based on numbers. We are holding off on hiring for empty positions (CSO and Sites).

Chair Fox – If there is a directive that we lower salaries or there's a 10% across-the-board cut or a 15% across-the-board cut, how is that implemented, how do we respond to that? Understands that budget is the key but looking for more detail on specific mechanisms and how it will perpetuate in real life. John Hawk – if there is a directive that we must have a reduction, we would have to follow that directive, but in the absence of a specific directive, we may be able to adjust the budget to avoid that. Chair Fox – the reduction would apply to the budget, not necessarily to each employee, and we could make up the budget deficit with increased enrollment? JH confirms yes.

Wendi Hawk – John has highlighted requested items (1-6). Chair Fox requests to verbally read the items. WH reads the items:

1. Give the SAT the authority to adjust the timeline for hiring.
2. Give SAT the ability to create a transition plan for new hires.
3. Give SAT the authority to participate in Rand(?) Associate screening of candidates with the top candidates being moved through to conduct full interviews with the governing body.
4. Put in the new CEO/COO contract that they must have full implementation of EOS for at least two years.
5. Put in the new CEO/COO contract that they must obtain governing body approval to remove any directors for two years, except in the case of gross negligence, felonies, or malfeasants.
6. Put in the new CEO/COO contract that they must maintain the Nevada State High School purpose of a real college experience.

**Matthew Fox moved to approve agenda item 5. Nohemi Garcia seconded the motion. Motion carried unanimously. 9-0-0.**

- 6) **AMENDMENT TO SPCSA: Approval for Nevada State High School to file an amendment with the State Public Charter School Authority for the following:**  
**(John Hawk, Chief Operations Officer) (For Possible Action)**
- a. **Expand one additional location in Henderson, Las Vegas, and/or North Las Vegas. This was part of the amendment the board approved last year to expand into East, West, and Central Henderson that SPCSA delayed West Henderson. (area to be determined in collaboration with the SPCSA)**
  - b. **Consolidate the Sunrise campus into the flagship charter**
  - c. **Annex an additional 550 SF of space at the Sunrise campus**

NOTES:

6a) John Hawk – West Henderson location is not approved by the State Public Charter School Authority, had a good meeting, worked collaboratively, and they asked, if we did want to expand, that we expand into an area that was servicing one- or two-star high schools.

6b) Staff of the State Public Charter School Authority is in support of consolidation, needs approval at their public meeting.

6c) 1000 sq. ft, adding on 550 sq. ft, advantageous for students who want to stay and study at the campus, who might be waiting for rides, and give an overall better feel of the campus. Needs approval, then to fill out paperwork.

**Matthew Fox moved to approve agenda item 6. Saul Wesley seconded the motion. Motion carried unanimously. 9-0-0.**

- 7) **BUDGET WORKSHOP: Approval of an amended final budgets for FY1920 and proposed tentative budgets for FY2021 under NRS 387.720 and scheduling for a public meeting date on May 14, 2020 regarding the possible adoption of final FY1920 and proposed tentative budget for FY2021 under NAC 387.725/NAC 387.720**  
**(John Hawk, COO) (For Possible Action)**

NOTES:

John Hawk – budget workshop, we do not need to make it public, but we would like to let them know. If it is approved, it will be open to the public. Reviews budget summaries. During the spring semester, some students were moved from Henderson to the Downtown Henderson site to create revenue.

Saul Wesley – does the 2021 already include the possible reductions? John Hawk – Cuts are not put in. There is a projected 4% cut for the whole year. We already have 3% projecting for the whole year as the fund balance, Meadowwood is at 6%.

Chair Fox – Requests to add narratives to the projections. John Hawk – Spot-on recommendation and something we can incorporate. Easy fix.

**Matthew Fox moved to approve agenda item 7. Michael Pelham seconded the motion. Motion carried unanimously. 9-0-0.**

- 8) EVALUATIONS AND CONTRACTS: Approval of annual administrative performance evaluations and future contracts in compliance with NAC 386.400 for the following: (Matthew Fox, Chair) (For Possible Action)**
- a. Annual evaluations for FY1920 Wendi Hawk, CEO and John Hawk, COO**
  - b. Contract renewal for FY2021 Wendi Hawk, CEO and John Hawk, COO**

NOTES:

8a) John Hawk – Performance indications changed to rocks that we set every quarter. Focus on rocks. Sites develop their own rocks that tie into the NSHS rocks as a whole. WH is a sponsor of performance incentives, and this year she sponsored 17 completed performance incentives, averaging a 3.44 for her performance incentives overall, with two that are still in progress. WH suggests for next year's directions working with the SAT team and recruiter on hiring a new CEO and COO and deploying an internal site evaluation system, called a scorecard, for each one of the sites.

JH filled in for Finance and Operations Director position. Some rocks completed, struggled with some. Some were not completed because of locations, negotiations of contracts, and then conditional use permits. JH sponsored performance incentives through the year, last year 3.10, this year, has sponsored four, in progress with six, and at a 3.75. Mentions one rock he is working on, the 30-60-90-day training program that's being put together to help onboard some new staff members. Direction for next year is assisting the rest of the organization on EOS and the foundational tools using the EOS language, the Entrepreneurial Operating System language, and number two, acting on the new amendment for opening new locations, consolidating Sunrise campus, and exploring the annex of space at Sunrise campus, and assisting with transition of interim COO.

8b) Comments on salaries, would like \$135,000/yr. Chair Fox - endorses salary increase, feel both Dr. John Hawk and Dr. Wendi Hawk have been underpaid for their skillset and expertise and leadership, deserve more

**Matthew Fox moved to approve agenda item 8. Nohemi Garcia seconded the motion. Motion carried unanimously. 9-0-0.**

- 9) MANAGEMENT DECISIONS: Approval of Nevada State High School administration to purchase items, hire part-time/full-time personnel and/or professional services at the school that include, but are not limited to teacher(s), staff position(s), student worker(s),**

**counselor(s), nurse(s), other professional staff to assist with the efficient or successful operation of the school. Administration will seek ratification of any such major equipment, supplies, position and/or service at a subsequent meeting for final approval**  
**This is notification to indicate that the Governing Body may decide to have certain committees under Article III Section 9 of the Bylaws (3.10\_0R). If requested, the administration will work with such a committee to seek recommendations for effective and efficient operation of the school**  
**(John Hawk, Chief Operations Officer) (For Possible Action)**

NOTES:

John Hawk – would like permission to move forward on the hiring of teachers, staff positions, student workers, counselors, nurses, and other professional staff.

Chair Fox – In the last ten years, has the board ever invoked Article 3 Section 9 of the bylaws? John Hawk – Has never happened. Chair Fox doesn't feel it is necessary now.

**Matthew Fox moved to approve agenda item 9. Saul Wesley seconded the motion. Motion carried unanimously. 9-0-0.**

**10) ELECTION OF OFFICERS: This will be the annual election of officers including Chair, Vice-chair, and Clerk (John Hawk, Chief Operations Officer) (For Possible Action)**

MP nominates Chair Fox for another term.

**Michael Pelham moved to approve agenda item 10. Nohemi Garcia seconded the motion. Motion carried unanimously. 9-0-0.**

Chair Fox nominates Michael Pelham for another term as Vice Chair.

**Matthew Fox moved to approve agenda item 10. Saul Wesley seconded the motion. Motion carried unanimously. 9-0-0.**

Chair Fox nominates Nohemi Garcia for another term as Clerk.

**Matthew Fox moved to approve agenda item 10. Cathy Sterbentz seconded the motion. Motion carried unanimously. 9-0-0.**

**11) Board Member Comments**

No comments.



## **12) Public Comments #1**

John Hawk – update on school movements. Dr. Whitmoyer has agreed to oversee the vacancy of the Director of Site Administration for the downtown campus. Danielle Jones moved from Southwest site to Summerlin site, which is second largest campus and picked up a lot of slack, helped school save money. Dr. McDonald is Regional Director of Site Administration for Downtown Henderson site and overseeing largest campus, Flagship and Henderson. There is a vacancy for the Meadowwood campus. Candy Farthing has been covering Meadowwood and done a terrific job, thinks she has recruited someone that will be a good fit. Southwest campus, Jennifer Lewis, used to be an English teacher and is now the Director of Site Administration for the SW campus.

## **13) Adjournment**

Meeting adjourned at 8:10 p.m.