

NOTICE OF PUBLIC MEETING of the

class=Section2>

SILVER STATE CHARTER HIGH SCHOOL

A Public Meeting of the Governing Body of Silver State Charter High School

Wednesday, July 21, 7:00 PM
Pet Pantry Office Building
3719 N. Carson Street
Carson City, NV 89701

class=Section3>

Below is an agenda of all items scheduled.

Reasonable efforts will be made to accommodate physically handicapped person desiring to attend the meeting. Please contact Steve Knight at 775-882-1488 in advance so arrangements can be made.

Public Comment may be limited to ten minutes.

1. Tour of new School Building (Discussion item)
2. Introduction and presentation by Tom McCormack, Nevada Dept. of Ed. Charter School Consultant (Discussion item)
3. Introduction and Presentation by CFO Lucretia Glidwell (Discussion item)
Report of Grant Monitoring
4. Report to Governing Body by Steve Knight, Administrator. (Discussion item)

Subsection 2

Approval Progress to date on
school opening

State Board of Education

Meeting Technical Assistance

Meeting 7-13/15

Upcoming Interviews for Staff-
Advertisement for Employment

5. Report to Governing Body by Edie Grub, Secretary (Discussion item)
Facility-Leasing information Advertising Activities
Progress to date on school opening

6. Approval of distribution of start-up grant monies. (Grant budget) (Action item)
Lawyer Realtor
Building Lease
Reimbursements
Insurance
Charter School Conference in Florida (June 16-19) 3
members
Recruiting funds (advertising)
Equipment and Supplies

7. Discussion of Employment, Pay Scales (Action
item)
Administration-(Dr.
Haller) Clerical-Proposal of scales
Teachers-(Mr. Knight)

8. Comments from other governing body members, as desired. (Discussion item)

9. Public comments and discussion. May be limited to ten minutes. (Discussion
item)

10. Adjournment (Action item)

This notice and agenda has been posted on or before 9:00 am on the third working day before the meeting at the following locations: *Carson City Community Center, 851 E. Williams; Carson City Library, 900 N.Roop; Carson City Hall, 201 N. Carson Street; 3719 N. Carson St. All in Carson City, Nevada.*

Silver State High School
Board Meeting
July 21, 2004, Held at 3719 N. Carson Street, Carson City, NV 89706

Governing Body Members in attendance were: Pat Haller (PH), Edie Grub (EG), Michael Digangi (MG), Nena Stucki (NS), John Bower (JB), and Steve Knight (SK), contracted administrator. Members not in attendance were Gene Paslov and Eric Antila

Guest who made presentations, Tom McCormack (TM) Nevada Department of Education Charter School Consultant and Lucretia Glidewell (LG) Financial Officer SSSH.

President Pat Haller called the meeting to order at 7:03 pm and asked for approval of the agenda as presented. John Bower made a motion to approve the agenda as written, Nena Stucki seconded and the motion was unanimously approved.

PH asked for approval of the minutes from the last board meeting. SK stated that it was necessary to get the minutes to the NDE 30 days after the meeting and that had been done. SK also stated that the minutes had been and would be e-mailed to all board members as soon as written so they would have time to look them over prior to a meeting. PH asked that the members be mailed the minutes and was told that since we are a cyber school we would use e-mail. JB made a motion to approve the minutes of the last meeting and NS seconded, the motion was approved unanimously.

PH stated that the first item on the agenda was a tour of the building. SK told the board that the E-2 occupancy rating was not approved until 7-21-04 because of the fire in Carson City. SK stated that it was nearly impossible to get an approval because the building had no access during the fire period, Wednesday through Friday of last week. (7-14 - 7-16) SK took the members on a tour of the facility pointing out all the features which make it so conducive to the charter school, distance learning environment. After the tour SK explained all the problems with getting the necessary documents for occupancy, fire, health and city. He explained that John Uhart who is representing SSSH in the lease of the property had been evacuated during the fire, along with board members PH and GP. SK stated that a lot of people had really pushed and came to our aid to try to get the E2 occupancy rating required. SK thanked Edie Grub for the numerous hours she has spent with TM, John Uhart and many others to get the process done.

PH went on to item number 2, introduction of Tom McCormack. SK stated that TM was NDE's charter school consultant. TM stated that SSSH is one of four charter schools asking for sponsorship from the state and that if we do get our subsection 2 granted we would be the first, mainly because we are the first on the July 28, 2004 agenda. TM stated that SSSH and the State Board of Education are breaking new ground and that there are certain advantages and disadvantages to being a pioneer. One of the disadvantages is that sometime SSSH will have questions which NDE does not have immediate answers for i.e. "how will special ed work?" NDE has not worked that out yet said TM. Another question is how might SANE (SMART) work with state reporting. Normally school districts report to SANE and they report to NDE. How would it work for SSSH? TM assured the board that several calls have come in with various questions from other charter schools and that the leadership of NDE is working hard to resolve all questions. TM gave the members a copy of an excerpt from the charter school regulations. TM stated that the first four pages were from Melaney Crossley, former Deputy Attorney General, written in 2001 and revised in 2003, he asked that the board please read these first pages very carefully. Some information in the packet was already being worked on, taxes etc. TM directed the board to look at the last three pages put together by NDE and approved by the AG's office. It answers questions about charter school for example, who does the charter school belong to? The administrator, the donor (if the school has one). Look at the role of the governing body. The governing body runs the school. Not the administrator. In the past on some occasions TM has seen the EMO run the school or the administrator. That some boards thought of themselves as just an advisory board. This is not the case TM reminded

the board. The board is the top of the organizational chart. TM advised the board to read the handout carefully and a lot of their questions would be answered and some things are self-explanatory or they could call or e-mail TM. SK stated that TM was the lone ranger in NDE for charter schools, but that the legislature was looking at another position to help TM. TM stated he was hoping for help. PH asked if there were any questions for TM. None being asked PH moved onto item number 3.

SK introduced LG and stated he had known her for years. That she had been Odyssey's financial officer. LG first came to SK's attention when she was asked to straighten out the records of a charter school who was having problems. LG stated that she had submitted SSHS's budget for the \$100,000. federal start-up grant and that it had been approved on 6-9-04 with a deposit made into our account 6-30-04, with access 7-01-04 for the 2005 school year. EG and LG had a meeting with TM 7-21-04, which TM described as a grant monitoring meeting asking that funds be rolled over into next year's budget. LG reported that some funds were expended in July. LG explained that this is a formation and implementation grant paid by the federal government but comes through and is monitored by the state of Nevada and that this start-up grant is for three years and we are eligible for two more years. LG stated that Nevada has applied for more federal charter school monies, but that while 17 states applied she believed only 10 had been approved and Nevada was not one of them. TM stated, and LG, agreed that SSHS could apply directly to the federal government for a charter school grant. SSHS can apply for another \$100,000. through the state and then can apply for a maximum of \$150,000. though the federal government per year. LG stated that SSHS will pursue federal monies on their own if the state is not approved for any more charter school funds, or through the state if they are approved in the future. LG stated that the charter school conference (which is mandatory if you get charter school funding) was very informative. LG stated there are various sites to seek out grant monies. SK and Eric Antila also attended the conference for three days in Florida. LG stated she would be responsible for all receipts. We will then use the rollover monies for needed equipment etc. LG stated that grant monies are not to be used for on-going expenses (salaries etc). We are allowed to use the grant money for three months lease which is traditionally what is required (deposit and two months lease) we have \$15,000. allotted for that in the budget. The grant also allows SSHS to pay three months of administrative contract for SK or \$15,000. Grant administrators do not want grant monies used for any on-going expenses, but for equipment, hard items that will be an asset to the school. So that SSHS has to be careful how the grant money is spent. LG asked if the board had any questions. PH stated she was a budget type person and wondered what happens if we don't get enough students. PH stated she wouldn't feel comfortable in hiring anyone until we have a student base. SK stated that Odyssey opened with 200 students, and Team Academy opened with 190 or 169. PH stated again what if we don't get enough students, how can we hire teachers with no money. SK stated that we hire them at their own peril. SK stated that all the teachers will hopefully be licensed to teach in different fields. SK said he himself is licensed to teach math and science and will if necessary. SK acknowledged that staff is one of the most important parts of the school. LG stated that Odyssey started with just two people in the office doing everything. LG stated Odyssey worked and it can be done. SK stated he was looking at one support staff member and four core teachers to start which are multi-certified. JB asked what if we get more students than 210? SK replied that if we get too many we conduct a lottery system which is spelled out in detail in our charter school application. PH stated she was very worried about funding and that the count which is the last Friday in September is very important. PH asked if there were any other comments or questions and then moved onto item four.

Item four was a report by SK. SK stated that SSHS holds a subsection 4 approval from NDE and that at the July 9th State School Board meeting we were asking for a subsection 2, full charter approval. SSHS held a B occupancy certificate for the building and that having no money to expend prior to July 1 made it hard to sign a lease and have a contractor do the necessary renovations to bring the building to a E2 occupancy. SK stated that he hoped that since Odyssey and CCTA operates with a B occupancy that SSHS would be allowed to also. SK stated that while the State School Board seemed eager to give

SSHS the subsection 2 the AG in attendance cautioned the State School Board against approval. The State School Board stated that they would hold a special session if SSHS felt they could comply. SK stated the SSHS is in a catch 22 situation, in that SSHS can not apply for tax exempt status until it has a subsection 2 approval and we can't buy necessary items (computers etc) until SSHS is granted the tax exempt status. SK stated that he was sure that Lucretia, Patty (Knight) and EG were driving TM nuts. TM stated that was not so. SK apologized to TM for all the time SSHS organizers were taking. TM and SK stated that the special school board telephone/teleconference call would be on July 28th at 1:30 at the old Fritsch School, the NDE offices in the conference room (old gym). SK stated that NDE had been given the insurance documents they needed for recommendation. TM stated that it was always a good idea for governing body members to show up at all state meetings. That the teleconference was at 1:30. SK stated that MD has shown up at several state meetings. SK pleaded that SSHS needs all it's board members involved. It is summertime and people have off and can help with recruiting. SK again asked that members be involved. PH asked for other comments or questions. SK when asked about the state board of education's agenda stated that it was on-line, just do a Google search for NDE and it would be there. SK reminded the board that SSHS is a technically school and everyone needs to get on board with that concept. PH asked SK about the progress so far. SK stated school starts August 31. That SSHS is advertising and getting lots of calls. The most important hurdle was the E2 occupancy which has taken up a lot of recruiting time. Hopefully SSHS will get a subsection 2 full approval on July 28, SK stated. SK stated that Pet Pantry (Don) indicated that they would not be taking everything with them to their new location which is smaller. SK told Don that he could donate articles to us or we could purchase them at a greatly reduced rate. We need to be tax exempt to offer him donation write-off. SK also stated the SSHS is able to draw items from the state "bone yard". SSHS will attempt to get as much used equipment as possible and feasible. A board member (unknown) asked when the Pet Pantry would be out, and SK replied we could not address that until we had a subsection 2 approval from the board. SK mentioned the Technical Assistance meeting that SK and EG attended, offered by TM. SK stated that Doug Thunder and others offered in depth information. SK stated that Sandy Foster from Washoe County gave a presentation with handouts about reviews which WCSD does for their charter schools. A check list of important information. TM stated he is learning with us. That TM will send out information e-mail to board members. TM stated to remember that this is all new territory for all of us. TM stated he had been working four years as charter school consultant. SK told the board of GP passionate plea to CCSD about embracing charter schools as the wave of the future. SK told the board that 490 charter schools are presently operating and that 135 are due to open this year. SK also stated that Gerry Brown, former governor of California was attempting to open a military charter school in Berkley, but it had been turned down. SK stated that Gerry Brown was very interesting to talk to about the charter school situation. SK also stated that charter schools are very big in the East. SK went on to say that SSHS is an at-risk school. TM stated that he was sure the board new about at-risk schools. A list is in the appendix of the charter school manual. In the application and through either NRS's or NAC (SK didn't know which) lists all at risk student categories. LG stated that she had attended the Technical Assistance Meeting in Las Vegas, the morning session for new charter school applicants, and the afternoon session for those with charters. She stated that she got information from both sessions even though she has been six years in the charter school "business". Things change every year she stated and there is much to be learned with every session. LG stated that anytime training is offered by NDE take advantage of it even if you think it doesn't apply to you. LG stated that the weak point in any charter school is a board that relies too heavily on the administration, that the governing body has to be aware of all rules and regulations regarding the charter school they represent. Any time training sessions are offered to the governing body try to attend. LG stated not to rely on TM for first time special technical assistance for governing body members. SK stated that PH and he were in the hall administrators and that SK welcomed and encouraged board members to come to the school anytime, to get to know the teachers, staff and students. SK stated that GP was concerned about meeting standards,

that coming to school was a good way to find out if concerns were valid. SK stated that several applicants had sent in via e-mail and fax applications. That we were advertising on-line and one week in the Nevada Appeal. No decisions had been made according to SK. He did state that he was very interested in an applicant from WNCC as registrar. Another special education applicant especially interesting. All teaching applicants have approached us. The teaching applicants have been involved and enthusiastic. All teachers under consideration are cross-certified. PH asked if anything was offered yet. SK replied no, that he wanted a team effort for interviews. PH asked to move on to next item. EG stated that a lot of what she was going to report SK had already covered. EG stated that the first call in the morning was going to be to the realtor about the lease. The lease looks very good, she stated. There are a few minor things needing to be done, such as painting touch-up. EG stated the lease is very lengthy and our part is different from other tenants in the building. Our lease does not include ADT and SSSH's CAM charges are estimated at \$500 monthly. At the end of the year the owner will verify our actual charges and will settle with us once a year. SSSH EG reported is paying slightly more per square foot than other tenants because our utilities are paid entirely by the owner. (approximately 10¢ a foot). MD's employer, High Sierra Business Systems donated a copier and received a tax deduction letter from SSSH and a framed certificate of appreciation. SK told the board we will take anything donated and be happy to supply a tax deduction letter. EG stated that if a owner leases a building to a tax exempt organization then the owner does not pay tax on that portion of the building, but by law must refund the amount of savings directly to the tax exempt lessee. According to John Uhart that will be done once a year. EG wished to state that John Uhart, Commercial Realtor and all the Carson City offices we had to deal with were most helpful. Health, Fire Planning and Zoning. We were new territory for them also and they had to make it up as they went along. Mostly to our benefit. SK stated that SSSH's advertising was really important and that we recently had 25000 copies of an informational flyer inserted into the Nevada Appeal and the Record Courier. There were problems with the insertions and currently SSSH representatives are negotiating with the Nevada Appeal on a settlement, perhaps free advertising at a later date. EG asked members to look at an enclosure in their packets about the Farmers Market. She asked for help in attending these affairs and told the members that the success of SSSH must be a global effort. That EG or SK would go along with the member the first time to show them how easy it was. EG also asked members to look at the pictures in their packets of the Virginia City July 4th parade in which SSSH was a participant. The truck was decorated and candy thrown from the bed of the truck by 5 pre-teens with the name and telephone number of SSSH. LG suggested that word-of-mouth is one of the best forms to attract students. Ask parents to share the information about the school when they call to register their students. SK said that Dave Morgan, local TV station producer had scheduled an in depth interview but it was interrupted by the fire. EG reminded the board that if they belonged to any service clubs to please pass out flyers there. EG mentioned that she was on the hospital building board and that she recently ran into Ed Epperson, hospital director and talked to him about the charter school. He asked for some flyers stating that when the hospital recruits doctors they always ask about choices in education and sometimes are not happy with the one high school concept. SK stated that over 1000 flyers are out in direct mailing. That several PSA's have been sent and are appearing such as the "Buck". We are getting a lot of calls and are asking each caller how they heard about the school for tracking purposed. SK stated that EG, SK and MD had already made one presentation to the Wahsoe Tribe and was asked to do another that it had to be postponed due to the fire. They were going to redo that presentation in early August. PH asked for any other comments and stated the need to move on. Item number 6 distribution of the start-up grant. PH asked if it were necessary for the board to approve specific items on the start-up grant. LG explained the items spent so far totaling about \$32000. LG gave the members a chart of what expenditures had been made so far, \$15000. SK, \$5000. LG consulting, \$500 web page design. LG pointed out that some categories were over funded and could be moved, i.e. \$10000. staff development and training. LG reported that the mandatory charter school conference for three was over budgeted by about \$1200. and that she was asking that some of those

funds be moved to advertising. LG and SK have been on the internet with class.com and the contract with them should be less than budgeted. SK explained to the board that class.com needs a platform to stand on to operate. Some charter schools use blackboard but there have been problems. E-classroom out of Florida is the best and the most expensive (Cadillac version). SK has researched a fairly new company which is used by the University of Kansas, u-compass or educator. They are at a good price and seem to have a lot of power. Odessey has gone to u-compass and hopefully SSHS will be teaming up with CCTA to use u-compass. That way u-compass will be providing three charter high schools with a platform.

JB stated that free or cheap is good only when it doesn't result in injury to staff and workman compensation factors, citing the faulty chair he had been sitting in. PH asked for a motion. LG recommended that the board authorize EG to make expenditures. Authorize future expenditures within the categories. LG recommended to approve expenditures already made and to approve future expenditures within the budget. NS asked how do we pay teachers if not out of the \$100000. LG explained that we need to take every registration signed and dated in list form to the state finance department for initial DSA monies. On count day an adjustment will be made on actual students. LG stated that Dr. Doug Thunder works very well with charter schools, knowing and understanding their unique financial problems. We can request money July 31 and we can add substantial, not one at a time, numbers of new students. Majority number increases LG stated. A question from a board member (unknown) how often are payments made to charter schools. LG, quarterly. LG stated that in the first year of a charter the school is allowed to request funds 30 days earlier than a typical district. The first payment will be based on registration one month prior to count day. LG stated to report major number increases to Dr. Thunder. It normally takes four working days to get wired monies into the account. LG stated that school will start August 31, 2004 and that 9/10 will be our first payroll date, PH wondered why two pay dates per month, Lyon County only does one on the 20th. LG thought our first payment from the state would come 20 days prior to count day. LG said our first responsibility is to our teacher's salaries. We need to buy computers for the teachers. Our second funding will be Oct 1, 2004. LG suggested that a motion be made that SK or EG submit to NDE finance that funding be given 30 days early as stated in the NRS's. JB made the motion, NS seconded the motion and it was unanimously approved by the board.

JB had to leave stating he had several patients in serious condition.

Item seven...SK stated that TM had requested certain levels of insurance be carried and that SSHS were taking bids. SK recommended that SSHS adopt the Lyon County pay schedule plus 2%. PH stated why 2%, some districts had not gotten their raise of the state monies yet. That the Lyon County pay schedule was over Carson City's pay scale. EG stated that she personally felt that it was necessary to offer more to get really qualified people who are willing to take a risk in a new venture. NS questioned the health insurance. SK stated that quotes are pending from A&H, Peter Breen and SSHS was looking into State Insurance since the State Board of Education was the sponsor. PH stated that she would like to wait until the entire board was present to do salary approvals. PH stated that health insurance was an extremely important issue included in any employees packet. PH thought that CCSD paid approximately \$500 per teacher, that Lyon was approximately \$320 and that the state was approximately \$390. PH asked what about prescription coverage. SK stated that Clark County School District reimbursed him \$312 per month for coverage he elected not to accept from the county. PH stated that before any salary decisions were made she wanted to see the quotes and benefits of health insurance coverage for both teachers and clerical employees. LG and SK both asked about the level of salaries for clerical personnel. MG stated that our school was unique and that prospective employees were taking a risk and should be compensated. LG went onto explain PERS to the board stating that when SSHS signs up with PERS a representative will come out and explain to the employees that they can elect to have SSHS pay 100% of the PERS contribution or 20.25%, or that an employee could elect to pay half and have SSHS pay the other half. The advantage to half and half is that a new employee who may not get

vested with PERS would have access to his half of the contribution. Should an employee not be vested and have a 100% contribution that money would not come back to him but would stay with PERS. PH asked if the school should choose or does the employee. LG stated that by law with a new “business” signing up with PERS the employees have the choice. There was discussion of two separate pay scales for those with 100% contribution and those with 50 – 50 contributions and it was thought that only one scale would be used regardless of the choice regarding PERS that the employee makes. It was generally felt that most of the people SSHS were looking at had PERS already and probably would choose the 100% option anyway. One board member (unknown) asked how many years from out of state experience do we pay for. PH and SK answered that only 5 years out of state experience was credited to the employee, but by NRS’s all in state experience was credited to the employee for experience.. NS made a motion to table any further discussion and decisions on the salary schedule, MD seconded and it was past unanimously by the board. SK told the board that along with teachers salaries, administrative salaries were to be discussed and that an administrative salary schedule from Douglas County along with a clerical pay schedule was available for them as copies if they would like to see them. SK stated that he needed and would hire a registrar.

PH asked for any comments and then directed the board to move onto item eight. PH cautioned the board about the open meeting laws stating the Eric Antila had sent her an email discussing board matters. She mentioned the difficulties in violating the open meeting laws and how easy it was to do at times. SK stated that SSHS is a technical school and should and will use e-mail as communication, but that only schedules, and need to know information should be passed between board members, not discussions of board business, PH said for example “how do you feel about this.....” LG stated that she had asked Melaney Crossley about the board using speaker phones. The answer was that if the speaker phone was available to the public, if the phone conference was posted as with a regular meeting and that all the members can hear and speak it was alright. LG suggested that once school begins that the board ask a student to be a student representative on the board. Also LG suggested that SSHS have a finance sub-committee with five members, one financial, one board member, one administrator, one teacher and one parent. That they must follow the open meeting laws. It would be a Financial Accountability Committee to advise the board. EG then asked if the board would schedule another meeting soon as there were several issues still unresolved. EG asked for the meeting after July 28. August 9 was suggested. PH asked that SSHS set a calendar of regular meeting dates so that the members could better plan PH asked that the calendar dates for meeting be sent to the board members by e-mail and that SSHS staff made sure they do not conflict with CCSD school board meeting dates. PH asked that all agenda items be sent to her prior to the meeting, before August 2, if possible. LG suggested to only pick two items for the Aug 9 meeting to discuss because they might be lengthily, salaries and calendar dates for meeting. PH asked how the recruiting was going. PH asked for comments or questions. NS stated that she could hear the frustration in SK’s voice over the board not being more involved in the recruiting efforts. She stated that she was not a mind reader and that she would be glad to help, just call her. MD asked if opening day at school would just be a bunch of kids coming in. SK stated he planned to separate groups for an orientation of sorts. He also stated that he had thought of a schedule with Tuesday and Friday blank so teachers could tutor etc. It was pointed out that most holidays fall on Mondays and that it might be better to have a Tuesday, Wednesday, Thursday, Friday schedule.

NS made a motion for adjournment at 9:38 which was seconded by EG and passed unanimously.

Submitted by Edie Grub
Silver State High School Governing Body Secretary

Edie Grub

Date Submitted