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APPROVED MINUTES

CORAL ACADEMY OF SCIENCE LAS VEGAS SPECIAL MEETING OF THE BOARD OF GOVERNORS

Meeting Information

Date: Tuesday, October 30, 2018
Time: 5:30 p.m.
Location: Sandy Ridge Campus, 1051 Sandy Ridge Ave. Henderson, NV 89052

Posting of Agenda:

This agenda was posted at the following locations:

Coral Academy of Science Las Vegas ("CASLV"), Green Valley Library, Enterprise Library, James Gibson Library, Paseo Verde Library, Whitney Library, CASLV website at www.caslv.org, and Nevada Public Notice website at <http://notice.nv.gov>.

Format / Procedures / Rules:

[See Agenda for information regarding format, procedure, and rules governing the meeting]

Agenda

Call to order Ms. Diggins called the meeting to order at 5:34 p.m.

Roll Call Present: Ms. Diggins, Ms. Hayman, Ms. Kazelskis, Dr. Warren, Mr. Tandogan, Mr. Gibson, and Mr. Zhang.

Pledge of Allegiance

A. Public Comment (*Information*)

[Please see the Agenda for the procedures and rules regarding Public Comments.]

A parent, Casey Condron, made comments regarding a student's violent conduct at two school campuses and asked for the board of directors to look into the situation.

B. Consent Agenda (*Possible Action*)

[Please see the Agenda for the procedures and rules regarding the Consent Agenda.]

1. Approval of October 1, 2018 Special Board Meeting Minutes

Motion to approve the October 1, 2018 Special Board Meeting Minutes, by Ms. Diggins, Seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

C. Discussion/Possible Action Items

1. Contracts, Purchases and Procurements below \$50,000

a. Renewal of Henderson Chamber of Commerce Membership and Sponsorship

Ms. Diggins noted we have had the Henderson Chamber of Commerce Membership and Sponsorship for several years now and that this is a straightforward item which the board has approved in the past. Mr. Aydogdu noted that he has personally paid the fees. The board had no questions or comments. Dr. Warren motioned to approve, Ms. Kazelskis seconded.

ACTION: Motion unanimously carried.

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b. Code HS Training for Teachers

The total amount not to exceed \$15,000

Regarding the Code HS training for teachers, Mr. Ercan explained that item 1b. is not to exceed \$20,000 (instead of the \$15,000 indicated in the Agenda). We have a grant in place to cover the fees. \$5,000 is for classroom resources and curriculum and \$15,000 is for professional development. Mr. Gunozu noted this is a part of the SB 200 grant for professional development. Code HS is an approved online curriculum and professional development provider. Mr. Gunozu confirmed we have submitted for the grant to cover this. Once we have board approval we will schedule the training for up to twelve K-12 teachers. Ms. Hayman asked if we have received the grant and Mr. Gunozu explained we will get reimbursed as the grant has been awarded to CASLV.

Mr. Gibson asked legal counsel if the \$5,000 difference is an insignificant enough amount that it wouldn't affect the agenda item and require tabling the discussion—particularly given that the Agenda gave proper notice to the public of the item, sufficient that if they had an objection or consideration they would be here, and yet no one was in attendance to address it. Mr. Gardberg replied that while it is not preferable to adjust Agenda items, given the considerations cited by Mr. Gibson, and given Ms. Diggins' point that the entire amount being expended is covered by grants (rendering it budget-neutral), the risk of a subsequent objection or a finding of impropriety by the authorities is very low.

Ms. Hayman motioned to approve the Code HS training amended amount not to exceed \$20,000, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

c. Purchase and Installment of Sound system in the Gym.

Regarding the Sandy Ridge Gym sound system, Mr. Ercan explained the project is finally completed and we had our ribbon cutting ceremony today. Mr. Ercan noted there is funding for weight room equipment that could be used for the sound system. Ms. Diggins asked what will happen to the weight room and Mr. Ercan noted it will be a year before that equipment is needed. Ms. Flores told the board there is not currently a weight class scheduled so it is not a huge concern at this point. Mr. Ercan mentioned the sound system is needed now as it will be a lot of work to set-up speakers continuously. The lowest bid includes tax so the number will come down to about \$16,000. Ms. Kazelskis asked about a mat or foam on the walls to absorb some of the sound so there is not an echo? Mr. Janga said there will be some echo because of the size of the facility.

Mr. Janga reviewed a change order log with the board. He mentioned a savings of about \$25,000 that will be coming back to CASLV. He is awaiting the final numbers but said it should be about \$25,000 and some change. Ms. Diggins noted this money could be used to offset the sound system, and then we will have the money for the weight room equipment. Dr. Warren asked if there is a screen/projector included in the sound system proposal, and Ms. Flores confirmed that it does not. Ms. Flores said if adding the projector is something the board is willing to add then she will check with the company to find out what the additional cost will be.

Mr. Gardberg asked if the punch list items are completed and Mr. Janga said largely yes, most of them have been completed. He also noted there are very minor things

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and no contractor disputes pending or expected. Ms. Kazelskis asked about the Wi-Fi and if that issue will be coming back again? Mr. Ercan explained the conduit is now being completed at no additional cost to CASLV. Mr. Janga gave further explanation that there is a hardwire being added so we do not need to bring additional Wi-Fi.

Ms. Diggins noted that Ms. Kazelskis was also asking about the discussion regarding the poor quality of the Wi-Fi in the main school building that the board had asked for a proposal to come back to the board. Mr. Ercan confirmed that the IT department and school are working on this and asked Ms. Flores to confirm that most of the building is working, except sometimes when all of the students are testing and the demand exceeds capacity. Ms. Flores confirmed specifically that that's when students are doing MAP testing, and that most of their books are online, especially in English and math.

Ms. Diggins asked for a sense from the board about this and if we want to set a maximum amount that this bid comes in at a certain amount? Maybe it doesn't go above \$20,000? Ms. Hayman noted she thinks this is feasible because we will be receiving enough money back. Mr. Ercan asked for Mr. Janga and Mr. Sarisahin to confirm we can use the \$25,000, and Mr. Sarisahin replied he has not had a chance to check the calculations.

Ms. Diggins said it sounds like the board thinks that adding at a reasonable cost some AV functionality in the gym along with the sound system is a good idea.

Mr. Gibson made a motion to accept the proposal from Elite A/V with the amendment that there be an allowance for audio visual negotiation not to exceed \$20,000 with the caveat that if it does exceed \$20,000, the board president Ms. Diggins is authorized to approve the same unilaterally. Dr. Warren seconded the motion.

ACTION: Motion unanimously carried.

2. Contracts, Purchases and Procurements above \$50,000

- a. Construction Company Contract for New Nellis Campus Construction (DC Building Group, up to \$14 million, inclusive of a \$300,000 Owner's contingency)

Mr. Ercan told the board that DCBG was the winner of the bidding for the Nellis campus construction project. Mr. Gardberg has been working with them on the contract and, as of today, it is 99% complete. Gary Siroky, the owner from DCGB, was present at the meeting to answer questions.

Mr. Gardberg noted he used standardized forms from AIA to draft the contract. These standardized forms are relatively neutral and fair. Mr. Gardberg also mentioned the cost savings to CASLV in avoiding extensive drafting and negotiations. In addition, by using these forms and Mr. Siroky having professional and courteous counsel, they were able to turn this around in record time. There are certain things that are still pending, but they do not rise to the level of board inquiry. Mr. Gardberg noted the biggest changes to this contract are expected to be financial.

The board approved \$13.7 million for the project and an additional \$300,000 contingency. Mr. Janga said they did the value engineering and right now they are still at \$13.7 million. Mr. Janga told the board that no contractor is going to sign a contract until he has a full set of drawings which can take up to four weeks.

Once the structural drawings are complete they need to make sure the savings are correct. Mr. Janga noted it will be impossible to come down to \$13 million or below,

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but they are doing their best to bring it down. In the next week or so they are expecting to bring down the price and there will be more savings, but he won't know for sure until he gets the final drawings, and have subcontractors rebid. Mr. Janga noted this is usually a three to four-month process, being significantly compressed here. Everyone has worked hard to get to the November 1st start date. He mentioned sometimes when they work this fast, they could miss something. They will try to do the November 1st notice to proceed, but still have work to do to get the number lower.

Mr. Tandogan asked what happens if it ends up going over \$13.7 million. Mr. Janga said with any construction project there could be surprises as they can only do so much testing. Mr. Siroky told the board they have been told they must get to \$13.7 million before construction is started, so there are certain things the architect is still working on within the drawings. They are still working on ideas to save more and get the contract finalized. Mr. Siroky also said he is comfortable with where they are and comfortable that they will get the numbers where they need to be.

Mr. Gardberg noted he doesn't consider anything in the documentation to be aggressive or overly risky. Mr. Gibson said Mr. Gardberg is a great attorney and he has faith that if Mr. Gardberg is saying this, it is a solid contract, and Mr. Gibson trusts him.

Mr. Tandogan made a motion to approve the construction company contract with DCBG up to \$14 million (as broken down above). Ms. Diggins included in the motion language that the wording in these documents should not materially change, and with Mr. Gardberg having the authority to negotiate the remaining items that still need to be specifically agreed to. Seconded by Dr. Warren.

ACTION: Motion unanimously carried.

b. Property and General Liability insurance renewal

Mr. Sarisahn informed the board that he received three quotes. The lowest was \$77,580 a year for 6 campuses. This policy includes property insurance, general liability, and professional liability coverage. Mr. Gibson asked if we had any claims. Mr. Sarisahn replied that CASLV did have one claim last year; the process was smooth.

Mr. Gibson made a motion to approve, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

3. Policies and Processes Review

a. Testing Policy

Mr. Ercan explained to the board that the Centennial campus received a warning from the Department of Education due to low participation in a certain subgroup of the state testing consisting of just two students. A student opting out of testing was one of the factors for the low participation. He explained that nationwide, 34 states do not allow opting out. Unfortunately, Nevada is not one of these states. Some other charter schools' governing boards are adopting their own policy and are not allowing opting out. He recommended CASLV adopt this policy as well.

Ms. Hayman said she thought the charter school authority had this policy in place; Mr. Ercan explained that the CASLV board can adopt its own policy as many other charter schools have. Ms. Hayman noted she agrees with this, as low participation will hurt the school ratings.

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The board had some questions and concerns regarding the process and wording inherent in this proposed policy. Ms. Diggins asked that the academic subcommittee have more discussion about this and then bring this back to the board possibly as soon as in January, 2019. Mr. Ercan agreed to update the proposed policy accordingly with the help of the Academic subcommittee and bring it back to Board in January or February, 2019.

b. Whistleblower & Test Security Training

Mr. Ercan explained this is related to state testing. It is the dissemination of the testing security training and protection of school personnel regarding the disclosure of any testing irregularities, which must be provided to all school staff and officials for the 2018-2019 school year.

Ms. Diggins noted this is straightforward. Dr. Warren made a motion that this item has been received for the whistleblower and tests security training and that we approve dissemination to CASLV staff, faculty, and leadership, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

c. Conflict of Interest Policy

Mr. Gibson said this is a great policy. He added that without disclosures (on individual agenda items), it is impossible for him to do his due diligence so he relies on the school to do this. Mr. Gardberg asked whether Mr. Gibson wishes to have a colleague review the policy, and Mr. Gibson said these are very well written. Ms. Diggins noted it would be great if the conflict of interest policy was accessible online.

Ms. Hayman made a motion to approve the conflict of interest policy and stipulate the form will be filled out on a given date that is determined by the Executive Director, seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

d. Code of Conduct Policy

Mr. Ercan explained that this is similar to the conflict of interest policy which needs to be adopted for CASLV's Board. Mr. Gardberg noted the main thrust of these Code provisions is to bring them closer to statute and alerting the board.

Ms. Diggins made a motion to approve the Code of Conduct Policy, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

e. Parent and Student Handbook Amendment

This agenda item was tabled to another upcoming meeting as it relates to the opting out testing policy.

4. Annual Audit to comply with NAC 387.775

Mr. Sarisahin informed the board he just received the draft financials this morning without the auditor's notes, and asked that another board meeting be scheduled for November to approve them. Mr. Sarisahin noted that there will be no adverse findings. Mr. Gibson asked that Mr. Zhang go through the documents as well. Ms. Diggins asked for a meeting to be scheduled in November as this is important and requested Mr. Zhang and Mr. Sarisahin to provide a summary.

5. Contracted Services Performance Reviews

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a. CSMC 2017-2018 Performance Evaluation

Mr. Sarisahin summarized the evaluation of CSMC and he said that there was a payroll issue. The payroll company will resolve that on CASLV's behalf.

Ms. Diggins motioned to approve, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

b. AIM 2017-2018 Performance Evaluation

Mr. Gunozu summarized the evaluation of AIM. This was the company providing special education services and with whom CASLV is no longer working.

Mr. Gibson motioned to approve, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

D. Information/Discussion Items

1. First Quarter Financial Update by CSMC

Christine Saenz with CSMC apologized to the board for the tardiness of the documents and informed the board that the school is in good financial standing. Mr. Gibson asked how much is being spent in the classroom, particularly on teacher salaries, and Ms. Saenz responded that most of the funds are spent in the classroom. She mentioned she will include comparison figures (with other charters) in the next report. Mr. Gibson would like to verify we are competitive. Ms. Saenz said she will research that and include it in the next report.

2. Executive Director's Update (Information)

Mr. Ercan provided the report and discussed among other things, the fact that CASLV senior students Akshatha Narasimhan and Esra Aydogdu received 2018 Congressional Gold Medal Awards and junior student Salomee Levy received 2018 Congressional Silver Medal Award presented by Congresswoman Jacky Rosen. CASLV received the 2018-Silver Best Charter School from *Best of Las Vegas*. The School had a successful ribbon cutting ceremony for the Sandy Ridge Gym opening.

Mr. Ercan also shared with the board a recent positive social media post from a new Eastgate campus parent, notes from the approval of our charter renewal, and gave an update on the 2018 bond. He also informed the board the Nellis campus groundbreaking will take place on Thursday, November 29th at 9:15 a.m., and invited the Board to this ceremony. Ms. Diggins emphasized the importance of this groundbreaking as being Coral's first ground built campus and strongly recommended that the Board members be present at the ceremony.

E. Closed Session pursuant to NRS 241.015(3)(b)(2), re, certain Legal matters (Information, Deliberation)

The closed session took place from approximately 7:15 p.m. – 7:55 p.m.

F. Discussion/Possible Action Items

Potential Action(s) re. legal matters heard during the Closed Session (Item H):

There were no actions proposed.

G. Public Comments (Information)

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[Please see the procedures and rules referenced in item A above.]

Mr. Condrón made further comments about the incidents at the Windmill campus and asked that something be done.

Ms. Diggins asked that Mr. Condrón give the board a month to look further into the incident and potentially take action, and Mr. Condrón agreed.

H. Adjournment *(Action)*

Ms. Hayman made a motion to adjourn, seconded by Ms. Diggins.

Action: Motion unanimously carried.

The meeting was adjourned at 8:15 p.m.