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APPROVED MINUTES

CORAL ACADEMY OF SCIENCE LAS VEGAS FINANCE AND FACILITY SUBCOMMITTEE MEETING

Meeting Information

Date: Monday, April 1, 2019
Time: 4:00 p.m.
Location: 8965 S. Eastern Avenue, Suite 280 Las Vegas, NV 89123

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 Mr. Zhang called the meeting to order at 4:03 p.m.

Roll Call Present: Ms. Diggins and Mr. Zhang. Mr. Gibson was absent

Pledge of Allegiance

A. Public Comment (*Information*)

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

There were no public comments made at this time.

B. Discussion/Possible Action Items

1. Construction of Centennial Hills Campus Playground by Sport Court on Adjacent Lot

Mr. Ercan informed the subcommittee that CASLV Centennial Hills campus administration and Centennial Hills Campus PTO would like to propose this project to add a basketball court and soccer field at the adjacent vacant lot.

The subcommittee agreed to table this item as they would like to see a master plan for the Centennial Hills campus before discussing this further.

2. Purchase of Textbooks for the 19-20 School Year

The subcommittee reviewed the purchase of textbooks from McGraw Hill for the 19-20 school year.

Ms. Diggins motioned to approve the purchase of textbooks for the 19-20 school year and that this be added to the consent agenda for the April 6, 2019, regular board meeting, seconded by Mr. Zhang.

ACTION: Motion unanimously carried.

3. Tamarus Campus Tenant Improvements

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Mr. Ercan explained when the Tamarus Campus purchased with the latest bond there was \$300,000 included in the bond for tenant improvements. Mr. Ercan noted that one of the biggest improvements that needs to be made is for the air conditioning units. Mr. Zhang asked how old are the units and Mr. Ercan and Ms. Diggins explained they are very old. For each proposed items the subcommittee reviewed three bids. Mr. Nick noted that the lowest quote for the air conditioning repairs is Johnson Controls and they are a NJPA/Sourcwell approved vendor, which will allow us to avoid the RFP process. The other bids for the air conditioning repairs are not NJPA/Sourcwell approved and are higher than Johnson Controls. The committee agrees the air conditioning repairs should be done by Johnson Controls and they will be their recommendation to the board.

After reviewing all three flooring bids, Las Vegas Flooring was determined the lowest bid and the committee agrees the flooring project should be done by Las Vegas Flooring which is also the recommendation of the Tamarus Campus principal.

Ms. Diggins asked that these improvements be added to the next board meeting agenda with the subcommittee's recommendations since this is a significant amount and that a discussion with the board takes place regarding consent agenda item amounts. She also wants to find out what amount are the Board members comfortable with approving as consent agenda items from Finance and Facilities Subcommittee meetings.

Mr. Ercan asked if the board would also consider increasing the Executive Director's limit to approve monetary purchases from \$10,000 to \$25,000. The biggest reason is to help with the payments that are processed to cover certain fees like PSAT testing or student trips that are paid already by parents and not coming out of CASLV's funds. This would help a lot for the time sensitive payments. Ms. Diggins said she would like to see a report of these large amount of expenditures for the board to review but supports this being added to the April 6th board meeting agenda. Mr. Zhang also supports this but agrees the board needs to be familiar with all payments and thinks a report to the board explaining the details for each payment would be needed. Mr. Ercan agreed to report at each Board meetings these higher expenses.

4. Basketball Program at Sandy Ridge Campus

The subcommittee discussed information provided by Mr. Ercan regarding the possibility of partnering with Findlay Prep's basketball program. Findlay Prep brought this to Mr. Ercan. The subcommittee requested additional information regarding the possibility of any enrollment issues and determine the benefits of having this program. It was discussed that Mr. Gardberg will investigate this further.

5. Amendment of Consumable Fees

Mr. Ercan explained that he discussed the policy further with the state charter authority and they requested the language on the policy to be revised. Mr. Ercan and CASLV head registrar have made requested changes. Mr. Gardberg will share the updated policy with the authority to get their feedback.

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6. Amendment of Licensed Teachers Salary Scale

Mr. Ercan reviewed the salary scale with the subcommittee and explained that some teacher salaries will be frozen next year for certain steps which is why 3 additional steps proposed to be added.

Mr. Ercan also explained that each teacher has 6 hours of teaching time scheduled but they are required to teach only 5 hours giving them 1 hour of prep time. Mr. Ercan proposed to pay extra 15% of those teachers' base salary who are asked to teach during their prep hours also.

Ms. Diggins moved to approve the salary scale as proposed with additional steps added, the AP teachers compensation and the prep period compensation, seconded by Mr. Zhang.

Action: Motion unanimously carried.

7. Possible Growth Opportunities and Charter Amendment

Mr. Ercan explained that he submitted a letter of intent to amend the CASLV Charter for expansion. He also noted that application should be submitted by April 15th.

Mr. Ercan shared with the committee members couple options. He also noted that school's realtor found a five acre land which is available for purchasing. Ms. Diggins noted this aligns with plans Mr. Ercan had a few years ago. Owners are requiring a letter of intent if school is interested in this opportunity. Mr. Gardberg noted the letter of intent would not be binding.

The subcommittee agreed that they should get more information regarding these opportunities. Mr. Ercan noted the next step will be to have the charter amendment approved at the April 6th regular board meeting.

8. Cleaning Company Request for Proposals

Mr. Ercan informed the subcommittee that school held an open bidding process for the cleaning services and very transparently we asked our principals to grade the proposals we received. Each campus without knowing the others results graded the cleaning company proposals. After reviewing the grading, the subcommittee agrees that ATS is the best option.

9. Back Office Service Request for Proposals

Mr. Ercan explained that school had some issues with the current company who provides CASLV back office services last three years and held an open bidding process to partner with a new company for these back office services.

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Mr. Zhang motioned to approve switching to DMS for Back Office Services to be negotiated by CASLV administration for additional terms, seconded by Ms. Diggins.

Action: Motion unanimously carried.

10. FY 19-20 Tentative Budget

This agenda item was postponed to the April 6th board meeting.

11. Central Office Lease Agreement

Mr. Gardberg is still working on the agreement, but noted there are no deal breakers. None of the business terms have changed, it is just legal information being worked through. He will attempt to have the agreement finalized by the April 6th board meeting, however he is not very confident it will be ready. If it is not ready in time for the next board meeting, the subcommittee agreed to have a telephone conference to review and approve the agreement with Mr. Gardberg.

12. Solution Tree Conference Payment

Mr. Ercan explained that this payment is for a conference which our teachers and administration attended, but the amount is above Mr. Ercan's approval limit.

Ms. Diggins motioned to approve the Solution Tree Conference payment, seconded by Mr. Zhang.

Action: Motion unanimously carried.

13. UNLV Dual Enrollment Payment

Mr. Ercan noted this is similar as the amount exceeds his approval limit. Ms. Diggins explained this is something CASLV does every year.

Ms. Diggins motioned to approve the UNLV Dual Enrollment Payment, seconded by Mr. Zhang.

Action: Motion unanimously carried.

The subcommittee asked for agenda items 2, 12 and 13 from this subcommittee meeting to be added to the consent agenda for the April 6th board meeting.

C. Public Comments (*Information*)

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

D. Adjournment (*Action*)

Mr. Zhang made a motion to adjourn, seconded by Ms. Diggins.

Action: Motion unanimously carried.

The meeting was adjourned at 5:58 p.m.