

PLEASE POST

APPROVED MINUTES

CORAL ACADEMY OF SCIENCE LAS VEGAS REGULAR MEETING OF BOARD OF GOVERNORS

Meeting Information

Date: Saturday, September 14, 2019
Time: 11:00 a.m.
Location: 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 11:01 a.m.

Roll Call Present: Ms. Diggins (left the meeting at 1:13 p.m.), Ms. Hayman, Ms. Kazelskis, Dr. Warren, Mr. Tandogan. Mr. Zhang was absent.

Pledge of Allegiances

A. Public Comment (*Information*)

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

Yusuf Khan, a Sandy Ridge campus student, presented on behalf of the Sandy Ridge Robotics Club. Mr. Khan explained they are a part of a Robotics Club called FRC, which is an international program and includes hundreds of teams. Their club is trying to obtain a diverse set of skills in order to function in the workforce. They are trying to act like a business to help their students prepare for the business world. Mr. Khan informed the board he is here today because their organization is seeking community partnerships.

One of their biggest goals this year is to raise \$5,000 for entry into the FRC competition. The \$5,000 includes the registration fee and a kit of parts that will help them construct a robot to compete in the competition. They will have only 8 weeks to design and build a robot to compete against other robots. A flyer was distributed to the board of directors to review regarding the competition.

Mr. Ercan noted there are new technology companies coming to the Henderson area and there may be new sponsorship opportunities available soon. Mr. Ercan has a meeting with the Henderson Chamber of Commerce's leadership team and intends on discussing these potential opportunities. He also noted a lab or workshop will be needed for the students to design and build the robot, which can be costly; however, this is a great program.

Ms. Diggins asked how CASLV has supported the FRC program in the past financially, and Mr. Ercan said we cannot give a specific club additional funding. We try to assist them in obtaining sponsorships, however, we have too many clubs so these funds need to be raised via their parents and fundraising. Mr. Tandogan noted if we wanted to assist with

PLEASE POST

these great programs, we could make them school programs, to assist with the funding. The board agreed these programs are good for our schools. Ms. Diggins noted if it is affordable maybe we can either have a flat rate donation like \$1,000 for each club or we do a fundraising match up to a maximum amount to help these students get to competitions like this, if this it is affordable for CASLV. This is something we should explore in the future.

Mr. Ercan noted that as of now he is doing his best to receive donations from local companies and he has a meeting scheduled next Tuesday to discuss new potential opportunities. Ms. Diggins added this is an information item today, but that the board is committed to determining adequate support for academic clubs that would be equitable across the board for other organizations as well as affordable within the CASLV budget. Mr. Ercan and the finance department will report to the Board of Directors at the October 30, 2019 meeting for further discussion.

The board thanked Mr. Khan for coming and having a great presentation.

B. Consent Agenda (*For Possible Action*)

1. Approval of June 1, 2019 Regular Board Meeting Minutes (*For Possible Action*)

Motion to approve the Consent Agenda June 1, 2019, Regular Board Meeting Minutes with two minor typo corrections, by Ms. Kazelskis, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

C. Discussion & Possible Action Items – Policy

1. Amendment of Tuition Reimbursement Policy (*For Possible Action*)

Mr. Ercan gave an explanation of this policy and process. Ms. Diggins noted this is a very thorough policy. Ms. Diggins asked for clarification regarding the board's responsibility and involvement in the application process. Mr. Gardberg recommended updating the verbiage in that section of the policy. Dr. Warren recommended we add the Board President, Central Office Executive Committee, or designee.

Ms. Diggins made a motion to adopt the wording recommendation from Dr. Warren, with the following updates under responsibilities; remove Board of Directors and replace with Board President, Central Office Executive Committee, or designee. Moreover, if one of the applicants is a part of the Central Office Executive Committee, then the applicant needs to recuse themselves from the decision-making process involving their own application, to be added. Seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

2. Amendment of Licensed Teachers Salary Scale (*For Possible Action*)

The board reviewed the amendment of the Licensed Teachers Salary Scale. Mr. Ercan noted the update is at the bottom of the page with one deletion and one addition. Mr. Ercan explained that the salary scale was created in 2012. At that time there were teachers who were making more than the salary scale and in an effort not to decrease their salary, we added that wording of "previously negotiated salaries higher than their amount will be frozen until they equal up with or fall behind it". Given the passage of time (and movement of employees through the salary steps), this no longer applies, and it is confusing to new applicants which is why the recommendation has been made to remove it.

PLEASE POST

The addition is regarding the update of step on the salary scale for teachers who complete their Masters or PhD programs over the summer. CASLV Administration would like them to report to HR by July 31st because the school will need to process the first payroll in August and new contract start date is August 1st. Ms. Hayman noted she would like to see the CASLV salary schedule be comparable to CCSD to be competitive in attracting new teachers. Mr. Ercan noted this is exactly what they are working on to bring to the board's approval at the January 2020 meeting. Mr. Ercan said the executive team is working on different options to increase the starting salary from \$36,000 to \$40,000 for the next school year.

Dr. Warren moved to approve the Amendment of Licensed Teachers Salary Scale, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

3. **Written Notice Regarding Examinations Certification (*For Possible Action*)**

Mr. Ercan explained this is presented to the board each year for approval and that we need to communicate this to CASLV parents. The first document shows the NRS requirements, and the second one is regarding state testing. Ms. Diggins asked if there have been any changes to this, and Mr. Ercan confirmed there have not been any material changes made.

Ms. Diggins made a motion to approve the Written Notice Regarding Examinations Certification, seconded by Ms. Hayman and Mr. Tandogan.

ACTION: Motion unanimously carried.

4. **Amendment of Enrollment Policy (*For Possible Action*)**

CASLV currently has an enrollment policy which is similar to the other school districts' enrollment policies. We would like the board to approve this amendment as the school's official enrollment policy. Ms. Diggins asked if this is aligned with federal and state laws. Mr. Gardberg noted he would review and confirm.

Ms. Hayman moved to approve the proposed new enrollment policy with the change that Family Book be replaced with the wording of official documentation from other jurisdictions as well as driver's license or state ID card, and another category to allow for CASLV Executive Director's discretion, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

5. **Amendment of 2019-2020 Student Handbook (*For Possible Action*)**

Mr. Ercan noted this is just an update of three words to the handbook regarding cell phone usage. Dr. Warren noted communication instead of communicate should be also updated on the same page.

Dr. Warren made a motion to approve the Cell Phone and Personal Technology Amendment as is, with the exception of changing the word communicate to communication, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

6. **Amendment to the Kelly Educational Staffing Agreement for Substitute Teachers (*For Possible Action*)**

The board reviewed the amendment. They were informed that substitute teachers are currently making \$95 per hour, however CASLV pays \$133 for short-term

PLEASE POST

substitutes and \$105 per hour for long-term substitutes. CASLV pays \$144 to Kelly Education Staffing. The amendment will increase the short-term substitute teacher rate to \$105 and long-term substitutes to \$110 in an effort to make CASLV more attractive. The new amounts CASLV will pay to Kelly Services are \$149.10 for short-term substitutes and \$152.90 for long-term substitute teachers.

Mr. Tandogan moved to approve the amendment to the Kelly Educational Staffing Agreement for substitute teachers, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

D. Discussion & Possible Action Items – Facilities

1. Phase II Construction of the New Playground and Sports Area for the Centennial Hills Campus (*For Possible Action*)

Mr. Ercan explained that Phase I of the project has been completed. Phase II will address the dirt lot adjacent to the basketball area. Ms. Diggins asked if parents are contributing with fundraising, and Mr. Nick reminded the board that parents contributed around \$38,000 as part of Phase I.

Mr. Nick also confirmed this is in the budget.

Ms. Hayman moved to approve Purchase Green in the amount of \$38,841.30, as the contractor for the construction of the playground and sports area for the Centennial Hills campus for Phase II, seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

2. Eastgate Tenant Improvement Amortization through Monthly Rent (*For Possible Action*)

The board reviewed a list of expenses and amortization chart. The board asked for clarification for some of the expenses listed. Mr. Ercan said he would verify and report back as an information item at the next board meeting.

Ms. Diggins made a motion that we approve the amortization amounts being added to our monthly rent pending a more detailed review of the costs included. If there are any problems that arise, it will return to the board for action or as an information item for clarification on the amounts. Seconded by Dr. Warren.

ACTION: Motion unanimously carried.

3. Ratification of Agreement between CASLV and Neighboring Developer Regarding Cooperation in Future Development of the Centennial Hills Campus (*For Possible Action*)

This is regarding the neighbor parcel, which was sold to a tractor equipment company near our Centennial Hills campus. Mr. Gardberg suggested this is a good deal for us, it's not the most ideal neighbor, but the choice was out of our control. Mr. Gardberg noted the primary bonus for us is the ability to add a fence and eliminate the shared roadway. The neighbor will also support future growth.

Ms. Hayman moved that we approve the ratification of the agreement between CASLV and the neighboring development regarding the cooperation in the future development of the Centennial Hills Campus, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

4. Facility for a New Campus in the Las Vegas/Henderson Metropolitan Area

PLEASE POST

(For Possible Action)

Mr. Ercan noted that CASLV currently has an amendment request in front of the SPCSA, but we currently do not have a building/facility locked in for any expansion. Mr. Ercan explained there was recently a new opportunity presented that would be a great community partnership.

Ms. Diggins noted this should go before the Facilities Subcommittee first as she would like the subcommittee to dig into the details and summarize for the board.

NO ACTION: Information only.

E. Discussion & Possible Action Items – Finance and Governance

1. Dual Enrollment Payment *(For Possible Action)*

Ms. Diggins preapproved this expense, as it is an annual expense. She noted that occasionally there are expenses that come to the Board President between scheduled meetings, which are approved pending final ratification of the expenses by the board.

Ms. Hayman moved to approve the Dual Enrollment Payment to UNLV in the amount of \$33,086.76, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

2. AP Exams *(For Possible Action)*

Ms. Diggins noted this is also something we do every year and Mr. Ercan said the AP Exam fees are collected from parents.

Mr. Tandogan motioned to approve the AP Exam fees in the amount of \$37,220.00, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

3. Purchase of Reading Curriculum for Windmill Campus *(For Possible Action)*

Mr. Ercan noted this came in after our June 1st, 2019, meeting and is in the budget.

Ms. Hayman motioned to approve the purchase of reading curriculum for the Windmill campus from McGraw Hill in the amount of \$36,661.27, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

4. Purchase of Laptops and Carts for Eastgate Campus *(For Possible Action)*

Mr. Ercan explained this also is in our budget and has provided 3 quotes.

Ms. Diggins made a motion to approve this purchase of laptops and carts from EdTech101 in the amount of \$27,764.00 for the Eastgate campus, seconded by Dr. Warren.

5. CSAN Membership Payments *(For Possible Action)*

Mr. Ercan explained agenda items #5. CSAN Membership Payments and #6. CSAN Conference Payments are within his authorized spending limit, however, since he is the treasurer on the CSAN board, he is bringing these items to the board for approval, out of an abundance of caution. This item is for the CSAN annual membership. Ms. Diggins agreed membership to the Charter School Association of Nevada is important.

PLEASE POST

Ms. Hayman made a motion to approve the CSAN Membership payments for all campuses at \$3.00 per student, seconded by Mr. Tandogan. Ms. Diggins added this motion is for agenda items 5. and 6.

6. CSAN Conference Payment (*For Possible Action*)

Mr. Ercan noted he negotiated a good rate for our teachers and administration to attend the annual CSAN conference. The rate includes 206 teachers and 28 administrators to attend for an \$11,000.00 registration fee.

ACTION: Motion unanimously carried.

7. Liability Insurance and Workers Compensation Renewal (*For Possible Action*)

Mr. Ercan explained that this is for the renewal of our liability and workers comp insurance and is above Mr. Ercan's limit. Mr. Ercan added this was pre-approved by Ms. Diggins.

Mr. Tandogan motioned to approve the total insurance payment in the amount of \$115,078 (Great American Insurance \$95,795, Advantage Insurance \$19,283) for the Liability Insurance and Workers Compensation, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

8. New Carpet Installation for Centennial Campus (*For Possible Action*)

Mr. Ercan informed the board there are currently two quotes and a third quote has been requested. CASLV Centennial Hills campus would like to go with the lowest one of \$18,402 unless the third quote is lower and same quality then it might be considered.

Ms. Hayman motioned to approve The Las Vegas Flooring Co. in the amount of \$18,402.50, subject the receipt of the third quote and discretion for CASLV executives to choose between the two companies, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

9. Copier Overages Payment for all Campuses except Eastgate Campus (*For Possible Action*)

Mr. Ercan explained that this overage payment does not include our Eastgate campus since they have a different agreement. These charges are within our agreement as there is an annual allowance. Dr. Warren asked if these costs are because we are going over and Mr. Ercan confirmed the fees are based off negotiations for the lease and service fees.

Mr. Tandogan made a motion to approve the copier overages payment in the amount of \$20,097.37, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

F. Information Discussion Items

1. Report of Purchases Between \$10,000 and \$25,000 (*information*)

Ms. Diggins asked if these items are all in the budget, and Mr. Nick confirmed they are. Ms. Diggins explained the board gave Mr. Ercan authority to approve items between \$10,000 and \$25,000. Mr. Ercan provided the board with a binder of all the supporting documents along with a spreadsheet summarizing each payment for the board to review for each campus. Mr. Ercan answered various questions from the

PLEASE POST

board regarding a few items. The board thanked him for the supporting documents and spreadsheet with detailed information.

2. Financial Update by CASLV's current third-party back-office service provider, DMS (*Information*)

Andy Silvert, who is the main point of contact at DMS, informed the board that DMS is still working with CMSC on the back office transition. DMS intends to have a full set of financials, income statement, balance sheet and cash flow with an analysis moving forward at each board meeting. In October the board will see actuals through September. In October, DMS's dashboard should be online.

Mr. Silvert added CASLV July spending was not over budget in any way. DMS will provide the board with a monthly update/snap shot of the report.

3. Executive Director's Progress Report (*Information*)

Mr. Ercan discussed CASLV's accomplishments and important information regarding students and school clubs with the board. For example:

- Sandy Ridge playground turf extended and outdoor basketball court installed giving students more opportunities to practice.
- Sandy Ridge Weight Room completed which provides access to CASLV sports teams.
- Nellis Construction has had good improvements and progress.
- Enrollment Numbers are about 24 students over budgeted numbers and we have 4,332 students on the current waitlist. Current enrollment is 3,806 pupils.
- NSDA National Speech and Debate tournament was held in Texas. One of our graduates received the National Championship trophy.
- Sandy Ridge student, S. Levy selected to join International Activism Congress.
- Welcome Ms. Andrea Katotakis as the new Principal for our Tamarus campus. Ms. Katotakis replaced Mr. Yutuc who has transferred to our Nellis AFB campus.
- Girl Scouts of Southern Nevada announced that C. Binfield, a 2019 graduate of CASLV, has been named the Veterans of Foreign Wars VFW "Scout of the Year" for the state of Nevada. In its 13th year, Ms. Binfield is the second Nevada Girl Scout to receive this honor.
- C. Dandridge received the Jean Ford Democracy Award. The Nevada Secretary of State's Advisory Committee on participatory democracy gives the award. It is designed to recognize deserving citizens who have benefited their communities, state, and nation through their participation and leadership in furthering the democratic process.
- CASLV Day Proclamation, CASLV was presented with the CASLV Day Proclamation on August 20th by City of Henderson, Mayor Debra March.
- AP Exams Success, Mr. Ercan reviewed the subjects and scores with the board.

PLEASE POST

- Next Board Meeting: October 30, 2019, Mr. Ercan will confirm the start time of the meeting with the board.

Following the Executive Director's Progress Report, the board took a lunch break from 1:23 p.m. to 1:47 p.m.

- G. Privileged & Confidential Attorney/Client Conference** with CASLV Legal Counsel pursuant to NRS 241.015(3)(b)(2) (Information, Deliberation). Note: per the Open Meeting Law ("OML"), this constitutes a non-public meeting that is statutorily exempt from OML.

The Attorney/Client Conference took place from 12:20 p.m. to 1:12 p.m.

- H. Potential Action(s), if any, re. the legal matters heard during the Closed Session** (Item G). (**For Possible Action**) Note: this may consist, for example, of a decision to submit a written demand on a potential litigant (e.g., a cease-and-desist letter), to authorize litigation, to conduct further legal research, to propose a settlement, or to tender a matter to insurance.

Ms. Diggins said as a result of the attorney/client conference she would like to make a motion that the Education Subcommittee is going to serve as a Special Education Task Force for the board, provide additional oversight, and receive additional reports and data on special education issues at all of the campuses that have both legal and educational consequences. This will come back to the board at the next board meeting in October with recommendations and potential action items. Seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

- I. Public Comments** (*Information*)

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

- J. Adjournment** (*Action*)

Ms. Hayman made a motion to adjourn, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

The meeting was adjourned at 1:55 p.m.