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APPROVED MINUTES

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

Meeting Information

Date: October 28, 2020
Time: 4:30 p.m.
Location: 8965 S. Eastern Ave, Suite 280, Las Vegas, NV 89123 [but held electronically, per the Agenda, pursuant to Directive 006 and other Directives of the State of Nevada Executive Department]

Posting of Agenda:

This agenda was posted at the following locations:

Coral Academy of Science Las Vegas (“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 4:30 p.m.

Roll Call

Present: Joined via video and conference call WebEx: Ms. Diggins, Ms. Kazelskis, Ms. Hayman, Dr. Warren (joined at 4:39 pm), Mr. Tandogan, and Mr. Gibson (joined at 4:50pm and departed at 5:50).

Mr. Zhang was absent.

Non-Board Members in attendance, joined via WebEx conference call: Mr. Gardberg, legal counsel, Mr. Ercan, Mr. Nick, Mr. Gunozu, Ms. Peevy, Mr. Vu, Ms. Nixon, Ms. Hanna, and Ms. Shepard. There were approximately 50 attendees, including many members of the public via WebEx, which consisted of CASLV staff, teachers, parents, and all campus principals.

Pledge of Allegiance

A. Public Comment (Information)

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

Ms. Diggins explained public comments would be heard at the start and end of the meeting as well as on certain specific agenda items. The public was advised to email Ms. Shepard their public comments.

Ms. Eaton spoke about the use of medical-grade air purifiers, she has priced them, done backup research, and spoken with the Sandy Ridge campus administration. She has been in touch with a product manufacturer that is willing to give a 10% discount. The board asked about her connection to the manufacturer and she said she found them on Amazon. The PTO for the Sandy Ridge and Windmill campuses is willing to participate if the school contributes. The school noted that the CDC does not recommend these yet, but if this becomes a recommendation, then CASLV will consider the purchase further. Mr. Ercan asked for the information to be passed to the Director of Operations, Mr. Vu, who is researching it. Administration has not decided yet and this was just brought to Mr. Ercan's

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attention. Ms. Diggins noted that the school may have procurement requirements to follow if it decides to purchase.

B. Consent Agenda (For Possible Action)

- 1. Approval of September 30, 2020 Regular Board Meeting Minutes (For Possible Action)**
- 2. Approval of October 14, 2020 Finance and Facilities Subcommittee Board Meeting Minutes (For Possible Action)**

Ms. Kazelskis stated certain minor changes have already been made and there were no questions or comments from the board.

Dr. Warren made a motion to approve the consent agenda, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

C. Discussion & Possible Action Items – Policy

- 1. Distance Learning 30-Day Report (For Possible Action)**

Mr. Ercan thanked students, parents, teachers, and staff for all their hard work during this difficult time. Mr. Ercan gave a status update and informed the board that MAP testing has been completed and quarter 1 report cards are ready. Failing-student numbers have been shared with Mr. Ercan and action plans are being created to help these students. The board reviewed data from last fall's MAP testing results and compared to this year's results.

He also provided updates from the last SPCSA meeting. The SPCSA Executive Director, Rebecca Feiden, noted they had a very positive meeting with the Governor, and her intention is to increase the capacity limit from 25% to 40%, despite COVID-19 numbers increasing. Ms. Feiden said she prefers schools that have no live instruction yet to not go to 40% immediately, but to do piloting.

Mr. Ercan reviewed the school's pandemic-related safety protocols; e.g., everyone wears a mask, social distancing protocols are reviewed with students, etc. If there is a positive case, the entire classroom is quarantined. The Tamarus and Nellis campuses have AM and PM cohorts, which helps to ensure good practices are in place. If the campus has the ability to open windows, then they should open them as well as doors to help with ventilation. The HVAC company has been contacted and cleaning service enhancements are being made. We have all of the necessary disinfection supplies needed at each campus. Community spaces are cleaned after use and cleaning personnel disinfect each campus nightly.

Mr. Ercan proposed continuing with full distance learning for the second quarter. The only difference CASLV would like to propose now is to start limited in-person learning on November 9, 2020 for the following campuses:

- Centennial Hills campus: kindergarten, first and second grade
- Eastgate campus: kindergarten and first grade
- Windmill campus: sixth grade

CASLV Sandy Ridge will add ELL and 504 students as well as special education and struggling students. Dr. Warren asked if we are still under the SPCSA's capacity limit, and Mr. Ercan confirmed we would be sure to stay under capacity.

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Regarding Special Education (SPED) Students, live IEP support is being given, not general education, and has been offered to all SPED students at each campus. Attendance numbers are increasing each week. 40% of SPED students are coming on-campus and 60% are continuing with distance learning, but this is changing/increasing daily. It varies based on the individual circumstances of families. SPED staff are attending general education sessions, some of which is happening in-person. Some interventions are working well and will not be changed. Support to 504 and ELL students as well as struggling students will be the next step for the Sandy Ridge campus. Those students are being closely monitored. ELL students still have their support programs, family outreach, and communication. All accommodations and modifications are being implemented. The communication piece is a big focus with each parent of SPED and ELL children.

Dr. Warren asked if there have been any complaints about odors, ventilation or cleaning at the campuses, and the principals confirmed there have not. Ms. Kazelskis stated she stopped at CASLV Tamarus recently and everything looked great, it was very clean and had no odors.

Ms. Diggins asked about 504 and ELL students at all other campuses, and Mr. Ercan stated that if capacity were increased, we would try and accommodate them.

Public Comment: Ms. Miller: Will families be notified of positive cases via phone call or email? Mr. Ercan explained the communication tools in place and explained the process in detail.

Ms. Diggins made a motion to approve the summary slide shared from Mr. Ercan's screen, with the projected student numbers at Eastgate, Centennial, Windmill, and Sandy Ridge campuses having live education. CASLV will have the following students return to in-person learning; kindergarten, and first grades at Eastgate, kindergarten, first, and second grades at Centennial Hills, and sixth grade to Windmill. The Sandy Ridge campus is expanding to serve its SPED students, ELL, 504, and low performing students. Seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

2. Merit-Based Pay Amendment (*For Possible Action*)

Mr. Ercan explained this was approved at the last board meeting. However, rewording of the amendment is required to avoid confusion. The intention was to cover the 2019-2020 school year as well. The only addition is to add the 2019-2020 and 2020-2021 school years. Ms. Diggins stated this seems routine to her.

Ms. Hayman moved that we approve the rewording of the previously amended Merit-based Pay Policy, seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

3. Renewal of Henderson Chamber of Commerce Membership and Sponsorship (*For Possible Action*)

Mr. Ercan indicated CASLV has been a sponsoring member for many years. CASLV benefits from this membership and sponsorship. Mr. Ercan shared the invoices and described the benefits of the sponsorship with the board.

Ms. Diggins said this is something we always do.

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Ms. Kazelskis made a motion to approve the Henderson Chamber of Commerce Membership and Sponsorship Renewal in the amount of \$3,500, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

4. Homeless and Foster Care Education Policy Amendment (*For Possible Action*)

Our board approved this a few years ago and Mr. Ercan highlighted the changes recommended by the authority. Mr. Gunozu and CASLV's head registrar, Ms. Nixon, worked on the edits. The board reviewed the additions and proposed changes. Ms. Diggins asked if the determinations are made when a student transfers in the middle of the school year, which is a major departure from what we do with other students. Mr. Ercan said he does not think so. This policy is only covering homeless students. In regard to non-homeless students, we can work with our administration.

Mr. Gardberg stated that in 2019 the legislature changed the law so each school has to review a student's academic plan and maximize the student's progress towards graduation. The law does not require these exemptions, but we need to have a policy that addresses these students in particular.

Ms. Diggins would like a condition that the administration provides annual reporting that includes non-homeless students that could also use this type of assistance. There could be other situations where we might want to offer the same type of services. The annual report should include how our homeless population is doing, how these services are implemented, and if there are other students with other circumstances.

Mr. Tandogan made a motion to approve the Homeless and Foster Care Policy Amendment as presented, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

5. School Performance Plan (*For Possible Action*)

Mr. Ercan indicated this is required annually and our Chief Academic Officer, Mr. Gunozu worked closely with our principals and assistant principals. Mr. Gunozu explained this is submitted to the State Public Charter School Authority and it is required by the Department of Education. Each school sets specific goals. Distance learning has been considered as well as student engagement. This is a live document that will be amended and revised. At the end of the year, the Department of Education provides a school report.

Mr. Tandogan asked if the Nellis campus goals and objectives are different from the others. Mr. Gunozu explained one of the considerations is family engagement. The goals are specific to each campus.

Ms. Hayman complemented the report and stated this is routine.

Ms. Hayman made a motion that we adopt the School Performance Plan, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

D. Discussion & Possible Action Items – Facilities and Operations

1. Vulnerability Risk Assessment Report for all Campuses from Las Vegas Metropolitan Police Department (LVMPD) Fusion Liaison Officer Program

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Mr. Ercan stated that the LVMPD visited our campuses with CASLV's Director of Operations, Mr. Vu. All of our campuses were inspected and the officers were impressed with our campuses in comparison to other schools they have visited. The officers were planning to present today but they excused themselves due to a scheduled last minute training.

Mr. Vu said they spent about an hour inspecting each campus and asking questions to staff. All of our campuses were deemed safe, we are ahead of the curve with our safety measures, and it is clear that we place staff and student safety as a priority.

They did make some minor recommendations, which have been shared with each campus principal. There were three recommendations: having all important data available in one place on-site, continually practicing hard and soft lockdowns, and establishing partnerships with nearby CCSD schools and other charter schools, etc. Overall, they were very impressed with our campuses' safety.

Ms. Kazelskis lauded the school's improved safety (as did Ms. Hayman and Ms. Diggins), but said she has a concern about the new gate at CASLV Sandy Ridge, where there is an opening to the parking lot. She would love to see this closed off. Mr. Vu said they reviewed this and it is also an assessment item for Sandy Ridge.

Ms. Diggins asked for the board to receive more information regarding the partnership collaborations as a follow up whenever it is appropriate.

No action: Information only.

2. Champions Before/After School Program Contract Renewal *(For Possible Action)*

Mr. Ercan indicated we are waiting to hear from Champions' legal department. The reason for the amendment is due to CASLV Nellis and CASLV Eastgate campuses being eliminated. Mr. Gardberg explained the details and his rationale on certain points, stating that we will need to act quickly before the next board meeting.

Ms. Diggins asked to clarify that these services are currently only operating for the students attending live instruction, and Mr. Ercan confirmed this is accurate. We only accept staff's students who are also CASLV students and if they are teaching in-person as well.

Ms. Diggins made a motion that we approve the Champions contract renewal with the language highlighted in green by our legal counsel and provide authority for Mr. Ercan and Mr. Gardberg to further negotiate so these services can be implemented as soon as possible, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

3. Kelly Services Contract Renewal *(For Possible Action)*

Mr. Ercan stated the only change is the addition of janitorial and school health aide, if needed, during the pandemic. Additionally, our agreement previously had a different rate when we hire the substitute teachers from Kelly Services as full time teachers for CASLV. The updated lower rates are better. Our counter-offer with the decreased rate was accepted. There were no other changes.

Ms. Kazelskis asked if the substitute teachers are licensed teachers. She has concerns about this for our students, especially for long-term substitutes. Mr. Ercan said typically campuses use long-term teachers from their pool of substitute teachers

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before going to Kelly Services. Ms. Hayman explained the importance of this service to ensure there are no vacancies, so other classes are not affected.

Ms. Diggins asked that an annual report be provided regarding the number of long term substitutes we have by campus and grade level at some point in the spring. Dr. Warren agrees with the review of credentials.

Ms. Diggins made a motion to approve the Kelly Services contract, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

E. Discussion & Possible Action Items – Finance and Governance

1. Annual Audit to comply with NAC 387.775 *(For Possible Action)*

Mr. Ercan thanked Mr. Nick and his team for having a clean audit with no findings. Mr. Nick presented the highlights from the audit report and reviewed the annual audit process details.

Mr. Nick stated that 82% of revenues are DSA funds based on enrollment numbers. Expenditures rose 8%, student support increased 39%, instruction support increased 44%, general administration decreased 18%, school administration increased 38%, central services decreased 18%, operation and maintenance increased 5%, and our food services increased 12%. Mr. Nick also reviewed all federal award amounts.

Mr. Phillip Zhang has reviewed the audit details. The audit report will be posted to www.caslv.org.

Ms. Diggins moved to accept the Annual Audit as presented, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

2. Assurance Payment to the Office and Maintenance Staff of the Campuses that have In-Person Instruction during Distance Learning *(For Possible Action)*

Mr. Ercan stated this assurance payment was discussed at the Finance and Facilities Subcommittee meeting, and based on the subcommittee members' directives, we devised this plan. A campus should offer in-person instruction for a minimum of two grade levels to qualify for assurance pay, except Sandy Ridge and Windmill campuses. Sandy Ridge campus should have a minimum of 50 students each day to qualify, and Windmill campus should offer in-person instruction for one grade level with a minimum of 50 students each day. The assurance amount will be \$40 per day for the campuses that have up to 100 students coming onsite for in-person instruction, and if they have more than 100 students the assurance pay is \$60.

Staff members will fill in time sheets and the assurance pay will be processed with regular payroll. This only applies to CASLV staff including office, maintenance, and cleaning staff.

Ms. Hayman stated she is glad we are offering this. This is for the second quarter only and we will need to revisit our budget if we need to consider this for the third quarter as well. Mr. Gardberg and Ms. Kazelskis recommended two grammatical changes that will be updated on this plan.

Mr. Tandogan made a motion to approve the Assurance Pay Proposal with Mr. Gardberg's and Ms. Kazelskis' recommended changes, seconded by Ms. Diggins.

ACTION: Motion unanimously carried.

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Public Comment: R. Brewer: What if 4 hours is worked at home and 4 on-campus, and Mr. Ercan confirmed it is only if 8 hours are worked on campus.

3. Purchase of Chromebooks, Change Order for Previously Approved Purchase of Chromebooks *(For Possible Action)*

Mr. Ercan indicated there were some delivery challenges due to the pandemic and we were told Edtech cannot deliver the Chromebooks until April. This is a part of the ESSER federal grant and the funds need to be spent by the end of this December. Due to this timeline, we need to change the specs or the Chromebooks.

Mr. Nick stated we need to receive them by December 30th and the order needs to be placed as soon as possible or we will lose the funds.

Ms. Diggins made a motion that we approve this change order for the previously approved Chromebooks, and that we give Mr. Ercan discretionary authority beyond his current monetary limit for decision making if they need to switch to different suppliers in order to satisfy this order within the time constraints of the funds that we have, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

4. Purchase of Online Intervention Curriculum *(For Possible Action)*

Mr. Ercan explained this is also a part of the federal grant and we need to purchase this online intervention program. Mr. Nick stated we are still awaiting the final award letter from the Department of Education.

Mr. Gunozu stated this is an online and blended resource. Some blended schools are using this. This will be for all students. Teachers will be able to use this as a supplementary tool. We can add this to the core curriculum in some cases and we can use this for credit recovery. This will also help to consolidate CASLV intervention services.

Ms. Diggins said this is excellent, but don't overburden teachers and include them in evaluating this. Mr. Tandogan supports this and stated they use this at Coral Reno and like this tool. Mr. Gunozu indicated we would probably start this in third quarter. Mr. Gardberg confirmed if this is a single source provider then we do not need to obtain three quotes.

Ms. Kazelskis added we should ensure students have the technology to use this, including over the summer. Mr. Gunozu said we could allow them to keep their Chromebooks depending on the conditions.

Mr. Tandogan made a motion to approve Edgenuity Inc. online intervention curriculum in the amount of \$40,490.00, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

F. Information/Discussion Items

1. Financial Update by DMS *(Information)*

Mr. Paul Khoury of DMS presented the financial update and stated we have only expended 18% of the budget. Cash is at \$18.963 million and that is pretty healthy. CASLV is a very well-run organization.

Ms. Diggins said it is very straightforward and looks good to her. Mr. Gardberg questioned if the lack of federal revenues received is normal. Mr. Khoury said it

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depends but in his experience, federal revenues tend to lag behind and are not distributed on a monthly basis; they will likely begin flowing in in February.

2. Report of Purchases and Expenses Between \$10,000 and \$25,000 (Information)

Mr. Ercan stated there was only one item purchased which was for a security camera system for CASLV Tamarus campus, in the amount of \$11,783.59.

3. Executive Director's Progress Report (Information)

The next CASLV board meeting will be held on December 16, 2020, at 4:30 pm.

G. Public Comments (Information)

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

No additional public comments.

H. Adjournment (Action)

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

ACTION: Motion unanimously carried.

The meeting was adjourned at 6:41 p.m.