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APPROVED MINUTES

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

Meeting Information

Date: Saturday, May 22, 2021
Time: 11:00 a.m.
Location: 1051 Sandy Ridge Ave, Henderson, NV 89052 (but held electronically in accordance with Nevada law)

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 11:02 a.m. A brief break took place from 1:49 pm to 1:59 pm.

Roll Call

Present: conference call via WebEx Mr. Gibson, Ms. Kazelskis, Mr. Tandogan, Ms. Hayman, and Dr. Warren (joined at 11:10 am).

Mr. Zhang was absent.

Non-Board Members in attendance, joined in-person and via WebEx conference call, included: Mr. Gardberg, legal counsel, Mr. John Phan, financial advisor, Mr. Ercan, Mr. Nick, Mr. Gunozu, Mr. Selim, Ms. Peevy, Ms. Flores, Ms. Nixon, Mr. Ismail, and Ms. Shepard. There were two members of the public via WebEx who are CASLV parents as well as a few members of the CASLV bond team.

Pledge of Allegiance

A. Public Comment (*Information*)

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

No public comment.

B. Consent Agenda (*For Possible Action*)

- 1. Approval of the April 10th, 2021 Regular Board Meeting Minutes (*For Possible Action*)**
- 2. Approval of the April 21, 2021 Special Board Meeting Minutes (*For Possible Action*)**
- 3. NWEA (MAP) Renewal for 2021-2022 for All Campuses (*For Possible Action*)**
- 4. Purchase of Textbook and Curriculum for 2021-2022 (*For Possible Action*)**
- 5. Purchase of Technology and Computers for 2021-2022 (*For Possible Action*)**

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6. **Repair of the Sandy Ridge Campus Entrance Gates** (*For Possible Action*)
7. **Replacement of the Asphalt at Tamarus Campus Parking Lot** (*For Possible Action*)
8. **Nellis Campus Kitchen Repair** (*For Possible Action*)
9. **Report of Purchases and Expenses Between \$10,000 and \$25,000** (*Information*)

Ms. Kazelskis made a motion to approve items 1-8, with a special note on item numbers 4 through 8. The recommendation for items 4, 6, 7, and 8 is to award the contract or order to the lowest bidder. Re. Item 5, the board approves XIT in the amount of \$42,441. No action taken on item 9. Seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

C. **CASLV Executive Director's Update** (*Information/Discussion/For Possible Action*)

1. **COVID-19 Update** (*For Possible Action*)

Mr. Ercan reported on stellar *US News & World Report* rankings, live/blended learning percentages, SBAC test participation rates and scores, WIDA test participation rates and scores, summer school 2021 participation, science fair results, math competition results, debate tournament results, sports results, and the *Las Vegas Review-Journal Excellence* awards.

Mr. Ercan stated that 69% of CASLV staff are vaccinated, and 92% of the unvaccinated staff completed a survey. 27 of 77 unvaccinated staff were due to religious/medical reasons. Next year there will be full day in-person instruction, but distance learning will be offered to quarantined/sick children. Guidance from the Nevada Department of Education (NDE) will be coming over the summer. The State Public Charter School Authority (SPCSA) is still recommending masks and 3' (for students) and 6' (for adults) social distance rules.

Mr. Ercan also discussed CASLV Memorial Scholarships. The annual Eric Lyons Memorial Scholarship winner was announced. Mr. Ercan added that the parents of Adrian B. Ciuca have created a scholarship in his memory and the family will donate the award money annually. Adrian and Eric were loved in the CASLV community, and they are both deeply missed.

The next regular CASLV Board Meeting will be held in-person on September 18, 2021 at 11:00 am at CASLV Eastgate campus.

Ms. Diggins congratulated Mr. Ercan and CASLV staff on all the accomplishments and hard work.

2. **Discipline Reporting** (*Information*)

Mr. Vu indicated there were no major discipline incidents to report except 3 suspensions during the last quarter at CASLV Windmill and Centennial campuses.

3. **College Acceptance and Guidance Report** (*Information*)

Sandy Ridge campus College Guidance Department Chair, Mr. Ismail, presented how he and his staff are guiding all students in preparation for college applications, scholarship opportunities, and college acceptance. This information included the 2019-2020 and 2020-2021 school years.

Ms. Diggins and Mr. Gibson commended CASLV's efforts. Ms. Diggins noted UNLV Medical School had their first CASLV graduate this year.

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4. Financial Update by DMS (*Information*)

Mr. Paul Khoury presented the financial update, noting it is very healthy. Mr. Khoury included year-over-year numbers and indicated the end of year forecast for cash is strong. CASLV is expecting to end the year with 291 days of cash on hand. Everything is on track.

Mr. Gibson would like to start seeing ratios/percentages of cash on hand. Mr. Khoury said he will work with Mr. Nick on adding this to the report. Ms. Diggins added this year is ending more positive than anticipated, in light of the pandemic.

Ms. Diggins also asked if we should invest to get a better rate of return on our reserve funds (compared to bank interest). How much are we earning on the reserve dollars? Mr. Nick stated we do not have an investment policy yet, and we would want to share that with the SPCSA as part of implementation.

Mr. Nick reviewed the balance sheet with the board. Mr. Nick recommends that the Finance and Facilities subcommittee meet to discuss this before the September board meeting. Ms. Diggins commended Mr. Nick and his team and thanked Mr. Khoury.

5. Long term Substitute Teacher Report (*Information*)

In response to a Board request at a prior meeting, Ms. Peevy presented information re. the school's substitute teachers. Ms. Peevy stated CASLV used 33 substitutes from Kelly Services. Each campus also has their own pool of 13 subs which is utilized first. A high percentage of the substitute teachers have a sub license, and approximately 20% had a teacher license. Most Kelly Services substitutes were rated good, whereas most CASLV subs were rated excellent (and 5 were rated good/fair). A few Kelly substitutes were deficient (and 6 were rated good/fair). Mr. Ercan added that these numbers include short-term and long-term substitutes.

Ms. Hayman indicated that the local school district struggles to find substitutes and asked if Kelly Services always responds with available help. Ms. Peevy confirmed there is sometimes a struggle. Ms. Peevy then gathered data regarding the pay disparity between the district and CASLV, noting that the district does pay more (especially for long-term subs), and sometimes Kelly Services' subs decline to help us because they're waiting on a more lucrative district position.

6. Textbook and Curriculum Update (*For Possible Action*)

Mr. Ercan explained this update is in response to the April 10, 2021 board meeting public comment, as a parent expressed concern regarding an outdated 5th grade textbook. Mr. Gunozu presented how the curriculum decisions are determined and how often they are reviewed for each grade level. Mr. Gunozu indicated curriculum is a complex process that involves various CASLV stakeholders. The diversity and needs of our students are considered including SpEd, ELL, and all other groups. CASLV's main partners are Solution Tree and McGraw Hill, and the CASLV math curriculum is produced by the University of Chicago. It is very teacher-centric and need-based.

Parent surveys and administration feedback is considered. Classroom observations and the teachers help decide on the right mix of instruction practices and materials needed to provide learning experiences that meet students' needs. Teachers meet with instruction coaches and department chairs on an annual basis to discuss the effectiveness of the instructional practices, textbook usefulness, and the overall curriculum. These meetings extend to several professional days as well as wrap up meetings at the end of the school year. There is also a checklist for material adoption.

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Mr. Gunozu reviewed the steps taken as well as tools that are used for math, science, language arts, computer, and writing. Mr. Selim added they are evaluating K-5 and K-8 curriculum updates for the next school year.

Ms. Hayman asked how a parent might have cited that a school is using material that is old. Mr. Gunozu explained that textbook is used as a reference and should be supported by other materials. There is not a newer publication of that specific textbook that was referenced.

Mr. Gibson added in every math subject being referenced, he would try to flip the curriculum upside down, go back to problems first, and have the problems motivate discussion. Our students need to come out of high school better prepared. Ms. Hayman added she agrees empowering students with problem solving skills is very important.

Ms. Kazelskis agrees and said she likes the textbooks for reference and that CASLV teachers are very resourceful and offer support.

Ms. Diggins added an annual report of the adoption of these, and any process changes, is useful.

7. Class of 21' Update and Academic Support for Homeless and Foster Students (Information)

Mr. Ercan explained that the board, at a previous board meeting, asked staff to identify what CASLV is doing to help all students graduate on time. Ms. Flores presented and stated 6 students self-reported as homeless, and noted it is probably higher. Separately, 5 of 105 seniors are in danger of not graduating. There are also students experiencing personal hardships. 10% of students are still having difficulties with distance education. Ms. Flores outlined various tools, structure, and methods used to give credit under specialized situations. Example: taking exams in lieu of participating live and providing summer classes to recover credit. This has not impacted students meeting requirements on time as normal. Ms. Diggins thanked Ms. Flores and stated this is great to hear.

D. Discussion & Possible Action Items – Policy

1. Amendment of Student/Parent Handbook and High School Course Catalog for the 2021-2022 School Year (For Possible Action)

Mr. Ercan stated there were no updates to the course catalog. Mr. Vu and Mr. Selim described a few substantive changes that were made to the handbook to align with other policies. The COVID-19 page has been revised to accommodate government guidelines.

Ms. Hayman made a motion to approve the Student/Parent Handbook, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

2. Amendment of the Employee Handbook for the 2021-2022 School Year (For Possible Action)

This was revised to reflect the new Relocation Policy and to incorporate the Vacation Policy changes. Mr. Gardberg added we accidentally omitted the handbook edits that were approved at the April 10, 2021 board meeting and those must be included.

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Ms. Diggins made a motion to approve the Employee Handbook amendment with the condition that amendments approved at the April 10, 2021 board meeting be included, as well as the Vacation Policy. The Relocation Policy amendment is contingent on legal review, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

3. Current Demographics of the Campuses Compared to the Zoned Neighborhood District Schools and Potential Amendment of the Lottery Policy *(For Possible Action)*

Mr. Ercan presented demographic information of all campuses, compared with the neighboring zoned district schools. CASLV must adopt a weighted lottery policy with respect to the Cadence campus, and that may serve as a pilot for other campuses in the future. The policy we proposed to the SPCSA was as presented to the Board (i.e., double the weight for ELL and FRL students residing within two miles). A weighted lottery policy did seem to have significant impacts on two Northern Nevada charter schools.

Mr. Ercan reminded the Board that the Cadence campus will have a community outreach coordinator who will assist families in applying.

The board discussed the admission of new students, given the high rate of siblings/children with priority enrollment entering into our kindergarten programs, taking virtually all available spots. Ms. Diggins asked if we should consider only allowing sibling priority for those that have students attending the specific campus. Dr. Warren said she would like to see more data. We need to see how sibling and staff priority is affecting this overall. She wants to see how many siblings and staff students are automatically filling spots and how many are via the lottery, broken down by each grade level.

Ms. Diggins asked if we need to act today, and Mr. Ercan said we need to have this approved prior to November 1, 2021. Mr. Gibson would like this modeled out and what this will cost. Ms. Diggins would like the current families to have enough input into this as well as the Cadence neighborhood. Ms. Diggins said we will table this until the September board meeting.

4. Amendment of the Relocation Policy *(For Possible Action)*

Ms. Peavy stated the current policy is time-consuming to submit and process receipts for staff that are relocating. She proposed an easier process for faster reimbursement. Both in-state and out-of-state relocated staff will receive up to \$3,000, and receipts will no longer be required.

Ms. Diggins made a motion to approve the amendment for the Relocation Policy, subject to legal review, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

5. Amendment of the Vacation Policy *(For Possible Action)*

Ms. Bridget Peavy presented the Vacation Policy and explained this is for administrators and central office staff, it does not include teachers. This amendment will allow the carryover of 1 week of the 3-week summer vacation to the next year. Each person will be maxed at 4 weeks per year, this time must also be used before accruing another week. It will no longer be a "use it or lose it" policy. Currently, many staff are at risk of losing vacation time due to the pandemic.

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Ms. Diggins made a motion to amend the Vacation Policy, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

6. Amendment to the High School Athletic Coaching Stipend for the Teams Playing at Nevada Interscholastic Activities Association *(For Possible Action)*

Mr. Ercan explained we have regular coaching stipends for all sports on our salary scale, but the NIAA requires more hours. We are recommending an increase from \$1,000 to \$1,800 for NIAA head coaches and will pay \$1,000 for NIAA assistant coaches. Ms. Diggins asked if this will be sufficient, and Mr. Ercan believes it will.

Mr. Tandogan made a motion to amend the salary scale by adding NIAA High School Coaching Stipend to \$1,800 for head coaches and \$1,000 for assistant coaches, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

E. Discussion & Possible Action Items – Facilities and Operations

1. Copier Lease Agreement *(For Possible Action)*

The current lease is expiring at the end of June. We received two responses to the RFP, a summary table was provided to compare. The current company is much lower than the other company and the recommendation is to extend the current company for 5 more years, with the 5-year lease of brand-new machines.

Mr. Tandogan made a motion to approve the current company Elan at \$3,972 for leasing for the machines per month and monthly service fee with the calculation of usage multiplied by overage usage each month and with the terms provided in the supporting materials, seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

2. High School Expansion at CASLV Nellis AFB Campus *(For Possible Action)*

Mr. Ercan explained our current CASLV Nellis campus started as K-5, and we have added Pre-K and middle school grade levels. The base leadership has been asking for a high school. Recently a new charter school committee reached out to them although they are not yet authorized by the SPCSA (and wouldn't be authorized until the end of 2021 at the earliest).

Mr. Ercan met with the Nellis AFB base leadership. The base leadership said they have over 600 students going to different high schools outside of the base. We surveyed our current Nellis campus parents and there were 113 responses, with nearly 90% stating they would like their child to attend a CASLV high school. 20 parents indicated they have high school age children who are attending other high schools in the Valley. Nellis AFB leadership is open to all possibilities. Mr. Ercan suggests we could start with adding a grade level each year.

Mr. Gardberg added the potential charter school has not applied to the SPCSA yet and this will be an incredibly attractive opportunity for CASLV, given the projected lease terms. It is very important to meet with the base and apply to keep this option open. Mr. Gibson supports our showing interest and hopes we will have tight connections and engage the base to teach cyber security for example. Ms. Diggins agreed with Mr. Gibson's recommendation and said we can create a specialized

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program with aeronautics/aviation. The board supports the current goal of expanding at the CASLV Nellis AFB campus.

Ms. Gibson made a motion to approve the administration responding to the Air Force's RFI and expressing our goal of expansion at CASLV Nellis AFB Campus, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

F. Discussion & Possible Action Items – **Finance and Governance**

1. **Budget Hearing Notice** (*For Possible Action*)

Mr. Nick presented the budget, noting we are at full capacity. 86% of our income is DSA funding, federal grants are 10%, 4% is state/local revenues/grants. CASLV's facility spending is excellent; the average charter spends 18% nationwide on those, 15% on average in Nevada, and CASLV's spending is just 10%. Mr. Nick discussed the uncertainties: COVID-19, PPP forgiveness not confirmed yet, and the new K-12 funding formula.

Mr. Gibson asked how we are preparing for uncertainty. Mr. Nick added we have adjusted the budget to be conservative and we can revise it in the fall. Mr. Tandogan added that Clark County is not being affected very much. Mr. Tandogan asked about teacher salary increases, and Mr. Nick said we budgeted based on the regular salary step increases.

Ms. Hayman moved to approve the proposed budget, seconded by Mr. Tandogan.

ACTION: Motion unanimously carried.

2. **CASLV's Articles of Incorporation and Related Incorporated Materials** (*For Possible Action*)

Mr. Ercan stated due to the CASLV bond application, it was requested that we incorporate and apply for this new entity to become a 501(c)(3)-recognized entity by the IRS. Mr. Gardberg said by statute Nevada charters do not have to incorporate but in other states you are required to become a non-profit, and it is the trend here. Mr. Gardberg added there is really no reason not to incorporate and the bond team is de facto requiring it, as it essentially guarantees that the bond issues are tax-exempt. Mr. Gardberg cloned the supporting documents from the existing CASLV by-laws and indicated this is very routine and very non-controversial.

Ms. Diggins made a motion to approve the documents as presented for the agenda items #F2, #F3 and #F4 and, also that Ms. Kazelskis as the board secretary, signs the documents required as part of this process (and providing in the meeting's supporting documents), seconded by Dr. Warren.

ACTION: Motion unanimously carried.

3. **Amendment of CASLV's By-Laws** (*For Possible Action*)

Mr. Gardberg drafted 2 resolutions; the first resolution approves the incorporation and will be effective immediately following board approval. The second resolution is known as organizational and becomes valid the day CASLV incorporates.

As noted in item #F2 above, this item was the subject of a motion, second, and approval under that item.

ACTION: Motion unanimously carried.

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4. **I.R.S. Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code** *(For Possible Action)*

The board reviewed and approved agenda item numbers 2-4 together. Mr. Gardberg added many great thanks to Mr. Nick who made this the smoothest and least expensive of any charter's 1023 applications which his firm has handled.

Ms. Diggins asked if anyone has any questions regarding items 2, 3 and 4, and there were none.

As noted in item #F2 above, this item was the subject of a motion, second, and approval under that item.

ACTION: Motion unanimously carried.

5. **Resolution of the Board Approving Bond Financing for the Cadence Project, Approving Bond Financing Documents, and Ratifying Directors and Officers** *(For Possible Action)*

Ms. Shaham indicated the current round of financing is very similar to CASLV's prior Nellis AFB bond financing. At closing, CASLV will buy property and then fund construction as it progresses. We are planning to close the bond on June 30th and the bond professionals are starting to market the bonds soon. This is substantially the same resolution as before, and similar documents are part of the fuller bond transaction. The resolutions designate a signatory and then they reaffirm the existing board members. Mr. Gardberg added that Ms. Shaham represents CASLV in this process and has provided stellar counsel. Ms. Diggins thanked Ms. Shaham and said everything looks clear. Mr. Gibson had no questions.

Mr. Gibson made a motion to approve the Resolution for Bond Financing for the Cadence project, seconded by Dr. Warren.

ACTION: Motion unanimously carried.

6. **Election of Board Members (for the three Board posts with expiring terms)** *(For Possible Action)*

There are 3 board members that are halfway through their potentially 8-year maximum runs. Dr. Warren said she is very happy with this board and would like to recommend all 3 of them for additional 2-year terms if they will continue. Ms. Hayman stated she would like to continue serving on the board as it is an honor to be a part of this organization. She is retiring this year, but she will maintain her teaching license.

Mr. Gibson said he likes serving on this board if he is adding value. Ms. Diggins added she would also like to remain on the board.

Dr. Warren made a motion to approve the additional 2-year terms for Ms. Diggins, Ms. Hayman, and Mr. Gibson, seconded by Ms. Kazelskis.

ACTION: Motion unanimously carried.

7. **Executive Director's Annual Review (i.e., performance evaluation) and Potential Contract Renewal, with potential terms.** *(For Possible Action)*

Mr. Gibson stated they simplified the process this year by providing a survey with questions, and he recounted the results of the survey and self-evaluation. Among other things, all the categories had a majority "Excellent" ratings from others and himself. The comments were extremely complementary. Mr. Ercan is a great asset to the CASLV community.

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The board asked what key priority they should assist Mr. Ercan with (and vice versa) for the 2021-22 and the answer was agreed by nearly all, including himself, that it is the management of growth of existing and additional campuses.

Mr. Gibson noted that he has seen firsthand situations where Mr. Ercan's communication and messaging saved the school. He has developed great relationships with key community leaders. He is extremely financially savvy. It has been an amazing accomplishment to bring us through the pandemic with the strength and maintenance of standards. Seeing CEOs of big companies on the gaming commission, he would put Mr. Ercan against any of them. Mr. Ercan is always honest.

Ms. Diggins added this is accurate and we are fortunate to have him. Ms. Kazelskis and Mr. Tandogan thanked Mr. Ercan for all his hard work. Dr. Warren added Mr. Ercan is a fantastic leader. Ms. Hayman said she echoes all of this and thanked Mr. Ercan. Ms. Diggins added Mr. Ercan's judgement is impeccable. Mr. Gardberg said Mr. Ercan is a blend of sophistication, initiative, organization, and hard work. He is responsive, informed, and wise.

Mr. Ercan thanked the board and his team for their guidance and support. He is grateful to the CASLV community and is proud of-the CASLV community.

The Board confirmed that if it does not vote on a specific pay increase at this meeting, Mr. Ercan would nonetheless receive the standard 3% salary increase (which was included for all administrative staff in the budget approved at this meeting, with effect as of August 1st). Mr. Gardberg will check and present salary information at the September Board meeting, at which time the Board would consider what additional compensation is appropriate, in light of the outstanding evaluation presented here.

Ms. Diggins moved to approve the evaluation as presented, together with the 3% budgeted salary increase, seconded by Ms. Hayman.

ACTION: Motion unanimously carried.

- 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 the OML.

The closed session took place from 3:14 p.m. to 3:41 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 to a litigant, or to tender a matter to insurance.

No action taken.

- I. Public Comments (Information)**

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

No public comment.

- J. Adjournment (Action)**

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

ACTION: Motion unanimously carried.

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The meeting was adjourned at 3:42 pm.