Coral Academy of Science Las Vegas

Coral Academy of Science Las Vegas Special Board Meeting

Published on August 8, 2025 at 12:47 PM PDT

Date and Time

Thursday August 14, 2025 at 4:30 PM PDT

Location

8985 S. Eastern Ave. #375
Las Vegas, NV 89123

Posting of Agenda: This agenda has been posted at the following locations:

Coral Academy of Science Las Vegas ("CASLV") Central Office, CASLV website at www.caslv.org, and Nevada Public Notice website at http://notice.nv.gov.

Format / Procedures / Rules: This is a notice of a public meeting held pursuant to NRS Chapter 241. Members of the public are invited to be present.

Certain items may be removed from open/public consideration if permitted or required by Nevada law. The Board may also (i) take agenda items out of order; (ii) combine two or more items for consideration; (iii) separate one item into multiple items; (iv) table an agenda item to a future meeting; and/or (v) remove an agenda item.

Reasonable efforts will be made to assist and accommodate persons with physical disabilities desiring to attend the meeting. Please contact Ms. Shepard at ashepard@coralacademylv.org at least 48 hours before the time of the meeting, if possible, so that reasonable arrangements may conveniently be made.

Please also contact Ms. Shepard if you would like a copy of the agenda and any public reference materials relating to agenda items. Those materials will also be available at the meeting location. Those materials would provide you with greater context and clarity as to the matters under discussion.

By law, no one may willfully disrupt the meeting to the extent that its orderly conduct becomes impractical.

All items are action or possible action items if denoted as such.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
A.	Call the Meeting to Order Call to order Roll Call Pledge of Allegiance		Chan Lengsavath	5 m
B.	Public Comment Comments from the public are welcome at this time. You may present your comment during the meeting or beforehand, by contacting Ms. Shepard and relaying the comment to her. No person may sign up for another person, nor yield his/her time to another person. The Board may not deliberate on, or take any action regarding, a matter raised during the public comments sessions, unless the matter itself has already been specifically included on the agenda as an “Action” Item (and then, only at the time such Item is heard). The Board President will limit public comment to 3 to 5 minutes per person to ensure that all participants may speak and the Agenda is not unduly delayed, subject to any brief extension granted by the Board President in his/her sole discretion. No restrictions apply based on the speaker’s viewpoints. If the Board hears public comments which exceed, in total, 20 minutes, the Board may postpone the remainder of the public comments to the same agenda item at the end of the meeting. The Board President may, in his discretion, forego Items I (B) and second-to-last item and instead solicit Public Comments during each individual action item below, as permitted by NRS 241.020(3)(d)(3); or alternatively keep Items I (B) and VII but still permit Public Comments during certain (but not necessarily all) individual action items below. The information above applies to all Public Comment periods.			10 m

		Purpose	Presenter	Time
II.	**Discussion & Possible Action Items**			**4:45 PM**
A.	AB398 Salary Increase for Employees (For Possible Action)	Vote	Dr. Ercan Aydogdu	10 m
B.	Annual Test Security Plan Submission - Charter Holder Level (For Possible Action)	Vote	Dr. Mustafa Gunozu	5 m
III.	**Public Comments (Information)**			**5:00 PM**
	Please see the procedures and rules in item I(B) above.			
A.	Public Comment	FYI		
IV.	**Closing Items**			
A.	Adjourn Meeting (For Action)	Vote		

Coversheet

AB398 Salary Increase for Employees (For Possible Action)

Section:	II. Discussion & Possible Action Items
Item:	A. AB398 Salary Increase for Employees (For Possible Action)
Purpose:	Vote
Submitted by:	
Related Material:	Charter Holder AB398 Allocation Summary.pdf Coral Academy_AB398 Teacher Raise Explanation (2).pdf



Nevada State Public Charter School Authority

3427 Goni Rd, Suite 103 Carson City, NV 89706

Charter Holder AB398 Allocation Summary

Charter contract holder:	**Coral Academy**
Number of campuses:	**8**
LEA:	**SPCSA**

Award amount per FTE across all charter schools under the SPCSA:	$3,314.82
Total eligible staff FTEs based on October 1, 2024 staff census across all charter holder campuses:	452.19
Total AB398 award to charter holder:	$1,498,928.55
Total AB398 utilization by charter holder (total of all campus tabs, cannot be greater than award total):	$1,498,928.55

Allocation methodology narrative:

As part of our continued commitment to aligning compensation with legislative requirements, we have applied the provisions outlined in AB 398. Following a detailed review and in full adherence to AB 398 guidelines, we have implemented a 4.3134710% increase in base salaries for eligible employees. This salary increase is in addition to the regular salary increases that have already been provided.
This increase reflects our ongoing dedication to supporting our workforce and ensuring equitable pay practices across the organization.

Conditions and Requirements:

Pursuant to AB398 Sec.8.7.1 approved during the 2025 Legislative Session, "...allocation to the State Public Charter School Authority to provide money to charter schools for salary increases for teachers and education support professionals...", and, "....money appropriated by subsection 1 must be used to supplement and not supplant or cause to be reduced any other source of funding for the support of charter schools or for the salary and compensation of teachers or education support professionals employed by any charter school."
Funds awarded to each charter holder may only be used for salary increases instituted after the implementation of AB398 in the 2025-26 school year. Funds may also be used for PERS benefits directly associated with said salary increases. However, funds may NOT be used for benefit rate increases or salary increases issued prior to awarding of funds in the 2025-26 school year.

Charter holder agrees to account for funds separately in accordance with SPCSA and NDE approved accounting methodology, including designated funds and account codes. Schools who don't allocate and account for funds appropriately will not be eligible for funds in 2026-27.

By signing this form, the charter holder acknowledges and agrees to the terms and conditions as outlined by the LEA and pursuant to AB398 in the 2025 legislative session:

School Leader:	Dr. Ercan Aydogdu	
	(print)	(sign)
Board of directors chair:	Chan Lengsavath, Esq.	
	(print)	(sign)
SPCSA Director:		

CORAL ACADEMY OF SCIENCE LAS VEGAS

August 14, 2025

AB398 FUND PROCESS DESCRIPTION

Coral Academy of Science Las Vegas (CASLV) will receive a total AB398 allocation of $1,498,928.55 based on a count of 452 eligible employees working for CASLV as of October 1, 2024. Due to CASLV's growth, there are now 478 eligible employees. All eligible employees are considered full-time and work across our seven campuses, including our central office.

The campuses are listed separately on the report. Ineligible employees—such as Principals, Assistant Principals, Managers, and Directors—are not included.

The allocation will be distributed to all eligible employees as an equal percentage (4.3134710%) of their salary. This salary increase is in addition to the regular salary increases that have already been provided. Eligible employees include teachers and support staff such as paraprofessionals, school counselors, social workers, and interventionists. It also includes office staff such as registrars, receptionists, and campus monitors, as well as positions in maintenance, IT, and food service (lunch porters).

The net amount each employee receives depends on the PERS program in which they are enrolled. The per-employee distribution includes CASLV's PERS contribution, so no additional financial requirement will be needed. One hundred thirty-six (136) employees are enrolled in the Employer-Paid Plan (36.75% contribution), and three hundred thirty-nine (339) employees are enrolled in the Employee/Employer Plan (19.25% contribution). Due to Critical Need positions, three (3) employees are not required to enroll in PERS.

Examples are provided showing each employee's title, PERS-adjusted salary, net distribution amount, total salary for the school year, PERS plan, CASLV's PERS contribution, AB398 gross distribution, and the applicable PERS percentage.

Coversheet

Annual Test Security Plan Submission - Charter Holder Level (For Possible Action)

Section:	II. Discussion & Possible Action Items
Item:	B. Annual Test Security Plan Submission - Charter Holder Level (For Possible Action)
Purpose:	Vote
Submitted by:	
Related Material:	25-26 SY CASLV District Test Security Plan.docx

CORAL ACADEMY OF SCIENCE LAS VEGAS

Coral Academy of Science Las Vegas School District

2025-2026 Plan to Ensure the Security of State-Mandated Assessments

Student Participation

- Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in Coral Academy of Science Las Vegas (CASLV) campuses at a grade level where a mandated test is administered statewide are expected to participate.

Procedures for preventing irregularities

- The CASLV Board delegates the responsibility for implementing the Plan and reporting testing irregularities to the CASLV District Test Director. Irregularities in testing administration and security or alleged violations of the test security plan are reported to the Nevada Department of Education (NDE).
- The District Test Director holds primary responsibility for overseeing all state-mandated assessments and ensuring the integrity of test security throughout the district. This role includes ensuring strict adherence to the requirements outlined in Nevada Revised Statutes (NRS 390.275 and NRS 388.293), as well as full compliance with the policies and procedures established by the NDE.

- The District Test Director at CASLV serves as the primary liaison with the NDE Assessment and Accountability Division. The Director oversees the development, dissemination, and annual submission of the District Test Security Plan and ensures the consistent implementation of school-level security protocols. Responsibilities include verifying the training of School Test Coordinators, test administrators, and proctors in standardized testing procedures and security requirements. The Director also ensures that all principals submit the required Test Security Assurances by September 30 of each academic year. The Director investigates reported testing irregularities and submits findings to the NDE. Additional duties include supervising the secure storage, handling, and distribution of test materials, safeguarding student data in compliance with FERPA, and retaining all relevant documentation and evidence for a minimum of three

consecutive school years. In the event of a test security breach, the Director coordinates containment measures, stakeholder notification, and formal reporting.

- The NDE and contracted vendors provide resources for training in test security, test coordination, and administration for each assessment in the Nevada testing program. The school principal and other responsible site administrators must verify in writing that they have participated in training prior to handling secure test materials or administering any state assessment. Principals will submit verification of participation in department-mandated test security and test-specific training to the District Test Director.
- The principal of each school is responsible for providing complete professional learning annually in test security and test administration for all school personnel who will be involved with the testing process. Principals must be able to track school personnel participation, and any others who assist in any way with the administration of state-mandated tests, to ensure that all have been professionally developed on proper administration procedures and security issues.
- Each individual participating in the administration of state examinations will acknowledge, in writing or electronically, that they have participated in the annual and/or refresher training and that they have been informed of and understand procedures and the potential consequences for nonadherence. Professional learning records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years at each site.
- CASLV is committed to the protection of student privacy and ensures that all assessment-related materials and records are maintained in strict accordance with the Family Educational Rights and Privacy Act (FERPA) and NRS 388.293.
- Only authorized staff may access student-identifiable assessment data, test tickets, responses, or digital profiles. All digital student data is accessed via secure platforms protected by unique logins, role-based access controls, and encryption where applicable.
- Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the test tickets be distributed via email or any other non-secure method.
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet, including dates and times, must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in safe storage until the prescribed date for test administration and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).

- Each school principal at CASLV campuses must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Although the principal may assign test scheduling and training responsibilities to a school test coordinator, the principal is ultimately responsible for all testing activities, and must agree in writing to comply with test security and administration procedures; investigations conducted by the state and/or district; and the requirement to provide annual test security training and refresher training.
- Only individuals who have received test security and administration training for the current school year are permitted to administer or proctor an examination.
- Primary responsibility for test administration must only be given to licensed Nevada educators. Administration must occur under the direct supervision of assigned, licensed personnel who are professionally developed in 2025–2026 test security and administration procedures.
- Each school principal will complete the Authorization to Administer Tests form for their campus and submit it to CASLV.
- The annually updated NDE Test Security Procedures (state test security plan) and related forms addressing test security information and general information about each test administered in the state program, and other information provided by the NDE, are provided electronically to campus administrators.
- Security cameras or other classroom monitoring devices must be directed away from student testing devices and materials.
- For paper-and-pencil test materials, school test coordinators must follow the directions in the Test Coordinator’s Manual regarding the receipt and return of materials and the reporting of discrepancies.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating testing room schedule for students. At least one test administrator and a sufficient number of proctors must be provided for each testing room to ensure adequate supervision of testing. A ratio of one test administrator to no more than 30 students is strongly recommended.
- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration. Non-embedded accommodation and designated support information must also be provided to test administrators.
- Instructional materials or any other materials that provide specific factual information or that might assist students in responding to test questions must be removed or covered with blank, opaque material.
- “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents or guardians of students taking the test must not be allowed in the testing room.
- Cell phones and smartwatches are collected and stored before distributing test materials (except for students with a continuous glucose monitor app). Test administrators and proctors should avoid using cell phones and smartwatches unless it is the only means of contacting administration regarding testing issues.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration as indicated in the Test Administrator's Manual, or when the school test coordinator, principal, or district test director is collecting evidence related to a test security investigation.
- All testing materials, including test tickets, must be distributed or accessed prior to the beginning of the testing session and must remain secure at all times. Test tickets must be distributed to the appropriate students; the identity and eligibility of all students taking the test must be verified accordingly. See the Test Administrator's Manual for permissible materials and instructions regarding the distribution and collection of test tickets.
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except Page 9 for student-identifying information. See the Test Administrator's Manual for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the Test Administrator's Manual.
- Students who need additional time will be escorted to a separate room (to be determined for each testing day) to complete their tests. If necessary, the proctor will gather all test tickets or booklets and scratch papers, and answer sheets before moving on to another location.
- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper versions only—no electronic devices). Materials must not be on student desks or table tops while they are testing, but may be stored under desks or in a designated area in the room. Drawing and writing are not permitted.
- All testing materials, including test tickets, scratch paper, and test booklets, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason.
- Printed test items/passages, including embossed Braille printouts, and scratch paper must be collected and inventoried, then immediately destroyed upon a student's completion of the test. Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (e.g., medical caregivers) are not permitted to review test content.
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- All materials containing student identifying information and/or responses are the confidential property of the NDE and not public record. Disclosure is strictly prohibited without written permission from the NDE.
- In the event of an evacuation during testing (e.g., fire alarm, lockdown, natural disaster), test administrators must immediately collect and secure all test materials, including tickets, scratch paper, booklets, and answer documents. These materials must remain in the custody of a licensed educator throughout the evacuation. Testing may not resume until the school principal or test coordinator confirms that conditions are secure. If the interruption exceeds 20 minutes, the school test coordinator must notify the District Test Director, who will determine next steps and report the incident to the NDE, as required.
- If a student becomes ill during testing, the test administrator must immediately secure all test materials and notify the school test coordinator. The student should be removed from the testing room following health protocols. Resumption of testing may occur if permitted, and the incident must be documented.
- For technology malfunctions, the test administrator must secure materials and report the issue to the school test coordinator. If the interruption exceeds 20 minutes or results in a test lock, the school test coordinator must inform the District Test Director, who will determine whether unlocking or test regeneration is necessary and whether to report the incident to the NDE.
- All staff involved in test administration will receive training on this protocol as part of the annual test security preparation.

Procedures for reporting/investigating/responding to irregularities

- If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Schools are required to comply with the NDE’s requests for documentation and information relevant to the investigation.

- A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the school test coordinator and principal. School test coordinator reports the incident to the district test director or their designee.

- If the CASLV District test director has reason to believe a violation of the state or the CASLV District test security plan has occurred, he/she must do the following:
    1. Immediately notify the NDE test security coordinator either orally or in writing.
    2. Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
    3. Begin an investigation of the incident.
- If a potential test security breach occurs and the school possesses video surveillance equipment capable of capturing and storing footage of the incident, the clip of the alleged occurrence must be preserved as evidence for a minimum of three consecutive school years.
- All other evidence related to test security investigations must be retained for three consecutive school years.

The CASLV District test director or designee must submit all investigative findings to the NDE test security coordinator during the investigation.

- The majority of the communication regarding the incident will occur between the CASLV District test director and the NDE test security coordinator.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- In the event of a suspected or confirmed data breach, the breach must be reported immediately to the District Test Director. The District Test Director will notify the NDE, initiate containment protocols, and consult district legal counsel as needed. Affected parties (students and families) will be notified in accordance with FERPA guidelines. All investigation records related to the breach will be securely stored for at least three school years.

- Staff violating FERPA regulations or CASLV student data procedures may be subject to disciplinary action in accordance with district policy and state law.

Procedures for a Possible Test Security Violation

- Any staff member observing or suspecting a test security violation must immediately notify their School Test Coordinator and Principal.
- The School Test Coordinator must notify the CASLV District Test Director within 24 hours of the initial report.
- An internal investigation must begin within three (3) school days of the report being received by the District Test Director. The District Test Director will lead the investigation, including interviews with involved personnel and students (as appropriate). Collection of evidence such as test tickets,

answer documents, seating charts, login reports, and scratch paper. Review of classroom video surveillance, if available. Digital video clips related to the event must be saved and retained for a minimum of three consecutive school years. Coordination with campus administration to determine scope and impact. All related evidence and investigation documentation will be securely retained for at least three school years.

- If applicable, security video clips must be downloaded and preserved in digital storage. The District Test Director must complete and submit a Report of Testing Irregularity to the NDE within 14 school days of the incident.
- The District Test Director will serve as the sole point of contact with the NDE Test Security Coordinator throughout the investigation. CASLV will comply fully with any additional requests for documentation, interviews, or corrective actions issued by the NDE.

All CASLV personnel are required to report suspected testing irregularities or breaches immediately. Prompt and thorough investigations are essential for maintaining the integrity of the testing program.

Reporting follows this hierarchy: school official to school test coordinator/ principal; school test coordinator/principal to district test director. Call the Central Office at (702) 776-6529.

The alleged test security violation will be discussed via telephone. Please do not send any written details unless requested. The district test director will report to the NDE as soon as possible after a test security violation becomes known.

For prompt attention to any test security breaches, irregularities, or concerns, please reach out to the CASLV District Test Director (See Appendix I).

Mine Eraslan, M.Ed.

Director of Accountability and Assessment

8985 S. Eastern Avenue #375

Las Vegas, NV 89123

Phone: (702) 776-6529 Ext. 115

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Appendix

I. CASLV Test Security Violation Procedures

Step	Procedure	Responsible Party	Timeline	Retention Notes
1	Report suspected violation to the School Test Coordinator/Principal.	Any staff member	Immediately upon observation	None
2	Notify the District Test Director of the report.	School Test Coordinator	Within 24 hours of the initial report	
3	Start an internal investigation, including interviews, evidence collection, and review of materials and surveillance video.	District Test Director	Within 3 school days of report receipt	
4	Secure and preserve video evidence if available.	District Test Director (with campus tech/admin support)	As soon as surveillance is reviewed	Retain for 3 consecutive years
5	Document all evidence and findings, including summaries of outcomes and corrective actions.	District Test Director	During investigation	Retain for 3 consecutive years
6	Submit Report of Testing Irregularity to NDE using department-prescribed forms.	District Test Director	Within 14 school days of the incident	
7	Act as liaison with NDE, responding to requests for documentation, interviews, or corrective action.	District Test Director	Throughout the investigation and resolution	