



## Coral Academy of Science Las Vegas

### Minutes

#### Finance and Facilities Subcommittee Meeting

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**Date and Time**

Thursday June 1, 2023 at 5:00 PM

**Location**

8965 S. Eastern Avenue, Suite 280  
Las Vegas, NV 89123

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**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](http://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](mailto: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.

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**Directors Present**

Ann Diggins, Brin Gibson (remote)

**Directors Absent**

Chan Lengsavath

**Guests Present**

Andrea Shepard, CASLV Executive Assistant (remote), Anthony Vu, CASLV Director of Operations, Dr. Ercan Aydogdu, Mark Gardberg, CASLV Legal Counsel (remote), Nick Sarisahn, CASLV CFO, Selim Tanyeri, CASLV Director of Curriculum and Assessment

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**I. Opening Items****A. Call the Meeting to Order**

Ann Diggins called a meeting of the board of directors of Coral Academy of Science Las Vegas to order on Thursday Jun 1, 2023 at 5:02 PM.

No quorum was present so no official business was transacted, and no votes were taken, until Mr. Gibson arrived. Mr. Gibson joined at 5:06 p.m.

**B. Public Comment**

There were no public comments.

**II. Information/Discussion Items****A. School Safety Update (information)**

Mr. Vu gave an update on safety measures as a periodic follow-up to the school's prior analysis of its safety and security plans and procedures (which included feedback from the local police department and an expert school safety consultant. For example, Mr. Vu indicated CASLV Cadence campus has implemented adjusted entries to enforce single points of entry during the school day. Mr. Vu also discussed specific updates for all other campuses while answering questions and listening to safety concerns from the

subcommittee members. Ms. Diggins requested cost estimates for CASLV Tamarus and Sandy Ridge campuses to include architect estimates.

**B. Eastgate Campus Turf Installation (For Possible Action)**

Mr. Ercan explained this is contingent upon the landlord's pre-approval. Mr. Vu added this is needed for P.E. and an added play area. It was discussed that cameras are in this space and more will be added. The campus administration recommends the lowest responsive bidder which is First Choice Tree Service.

Ann Diggins made a motion to approve the Eastgate Campus Turf Installation by First Choice Tree Service the lowest responsive bidder and contingent upon the pre-approval of the landlord in the amount of \$47,162.23.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. Eastgate Campus Painting (For Possible Action)**

It was discussed that this is for the Eastgate campus to finish a partial job that was previously completed. Half of the campus was previously painted so this will complete the painting needed to make the campus more aesthetically pleasing. The lowest responsive bidder is Prime Painting.

Ann Diggins made a motion to approve Prime Painting for the Eastgate campus painting project in the amount of \$39,500.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Eastgate Campus Fence Installation (For Possible Action)**

Ann Diggins made a motion to approve the Eastgate campus fence installation by All-Star Fence Company in the amount of \$36,650 and contingent upon the pre-approval.

Brin Gibson seconded the motion.

The board **VOTED** to approve the motion.

Mr. Vu explained this is for the back fencing to be turned into an iron fence painted blue.

The lowest responsive bidder is from All-Star Fence.

**E. Eastgate Campus Copier Lease Amendment (For Possible Action)**

Mr. Vu indicated we would like the lease to end at the same time as all other contracts except for CASLV Cadence so it was discussed to renew this one for 3 years. This way when it is time to renew we can get a better deal. The Xerox-Service lease payment of \$1,722 per month with black and white copies/prints charges of \$0.0033 and with color copies/prints charges of \$0.035 was presented.

Ann Diggins made a motion to approve the Eastgate Campus copier lease amendment for a 3-year and other presented terms.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F.**

### **A Dental Buy-Up Plan for Employees (For Possible Action)**

Mr. Ercan indicated after the board recently approved this, there were some requests from staff members for some modifications. There is no additional cost to CASLV, it just gives staff members a choice for enhanced coverage at their cost.

Ann Diggins made a motion to approve the change to the dental buy-up plan for employees.

Brin Gibson seconded the motion.

It was discussed that Ms. Diggins did not recuse herself due to her husband's employment with CASLV because she is not covered on her husband's plan, and it's a cost to staff, not a benefit.

The board **VOTED** unanimously to approve the motion.

### **G. Approval AP Exam Fees (For Possible Action)**

Mr. Ercan reviewed the AP exam fees with the committee members indicating this is an annual fee due to the College Board. The amount is \$69,517.

Ann Diggins made a motion to approve the AP exam fees as detailed in the attachment.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **H. Cleaning Quotes for Carpets & Floors at All Campuses (For Possible Action)**

Mr. Vu explained this is for summer floor cleaning but with the Cadence campus, there were some rising costs so 3 quotes were obtained. The lowest preferred bidder is our current cleaning company, CCS at \$63,000.

Ann Diggins made a motion to approve the lowest responsive bidder CCS in the amount of \$63,000 for floor and carpet cleaning at all campuses.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **I. SY 23-24 Textbooks and Online Curriculum Orders (For Possible Action)**

Mr. Selim explained this is for digital resources, nothing is new and these are all renewals. It was discussed that all students now have Chromebooks to access these digital resources.

Ann Diggins made a motion to approve the 2023-2024 school year textbooks and online curriculum orders as proposed.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **J. Kagan Training Approval (For Possible Action)**

Mr. Selim indicated a grant is funding this well-known professional development trainer. It will be used for in-services for teachers and for the campus administration. It is great for engaging lessons and classroom management strategies. The total amount presented is \$19,496 (Training Fee)+ \$11,484.00 (materials Fee), a total of \$30,980.

Ann Diggins made a motion to approve the proposed two dollar amounts for the Kagan training for the teacher in-service training for all campuses.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**K. Go Guardian Renewal (For Possible Action)**

This is a program we are using for Chromebook management. Staff members can monitor students in real time for mass-casualty threats. The total amount presented is \$54,057.00.

Mr. Gibson added that there should be a popup waiver every time a student logs into his/her Chromebook. It was discussed that Mr. Gardberg can assist.

Ann Diggins made a motion to approve the Go Guardian renewal.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**L. SchoolMint Approval (For Possible Action)**

Mr. Vu explained this is for CASLV's enrollment applications and handles the lottery process. This includes the implementation of the weighted lottery. The total amount presented is \$32,095.19

Ann Diggins made a motion to approve the SchoolMint for the lottery and application process.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**M. Nellis Campus Furniture Purchase (For Possible Action)**

Mr. Nick explained this is for the two additional portables. The lowest quote is from School Specialty for \$47,156.44. Some items might be changed but this amount will not change.

Ann Diggins made a motion to approve the Nellis campus furniture purchase in the amount of \$47,156.44 from School Specialty.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**N. Wildflower Agreement Amendment (For Possible Action)**

Mr. Nick indicated the Special Education provider is slightly increasing their fees per hour. The increase is from \$80 to \$85 per hour due to inflation.

Ann Diggins made a motion to approve the amendment to the Wildflower Agreement raising the hourly rate from \$80 to \$85 per hour.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**O.**

**Revolution Foods Service Agreement Amendment(For Possible Action)**

Mr. Nick explained this is another increase in fees due to inflation. Breakfast will increase from \$2.25 to \$2.60, and lunch will increase from 3.35 to 3.85

Ann Diggins made a motion to approve the Revolution Foods Service Agreement Amendment.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**P. DMS Agreement Amendment (For Possible Action)**

Mr. Nick explained we had a 4-year agreement and we would like to extend it for 2 more years. The agreement will expire on June 30, 2025. There are no other edits and there is no price increase. This company provides accounting services and reports to the board.

Ann Diggins made a motion to approve the DMS agreement amendment.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Q. Executive Director Credit Card Transactions Approval (For Possible Action)**

Mr. Nick explained there were 16 months of statements provided. Mr. Gardberg said that some months had no charges. Other months have minimal charges primarily for Reno travel except for a charge in April 2023 for the robotics team to fly to Dallas, Texas to compete. Mr. Nick noted these should be brought to the board on an annual basis. Mr. Ercan provided receipts to CASLV's Accounting Manager regularly.

Ann Diggins made a motion to approve the Executive Director's credit card transactions.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**R. Financial Audit Company Agreement (For Possible Action)**

Mr. Nick indicated the agreement is for 2 years with Velez Hardy in the amount of \$21,000 for audit and \$6,000 for single audit per year plus \$2,500 for form 990 with a total amount of \$29,500 annually. It was discussed that the audit fees are not changing.

Ann Diggins made a motion to approve the Financial Audit Company Agreement.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**III. Public Comments (Information)**

**A. There were no public comments.**

There were no public comments.

**IV. Closing Items**

**A. Adjourn Meeting**

Ann Diggins made a motion to adjourn the meeting.

Brin Gibson seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,

Dr. Ercan Aydogdu