MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

A meeting of the Explore Knowledge Academy Charter School Board of Trustees was held on February 13, 2025 at 4:00 PM in person and virtually at 5871 Mountain Vista Street, Las Vegas, NV 89120

Board president Michelle Alarie calls the regular meeting to order at 04:00 PM

I - GENERAL

Roll Call and adoption of agenda: A quorum is established with the following board members present:

Michelle Alarie – President
Matthew Fitzgerald – Vice-President
Mario Rezai - Treasurer
Edna Elisabeth Colman - Secretary
Pamela Tarkanian - Trustee Not present
Samantha Jorgenson -Trustee Not present
Calvert Webster – Trustee

Ms. Alarie presents a declaration of posting of board meeting agenda.

II - PUBLIC COMMENTS

Public Comments I: No public comments are given.

III - AGENDAS AND MINUTES

Adoption of Agenda: Ms Mattson states she would like to change some things in the agenda. She is requesting that item 4 under business be separated into two items 4A and 4B. Also we'd like to combine items 5 through 11 as one line item and call it Financial Policies and Procedures Manual. Matthew Fitzgerald moves to approve the adoption of agenda as presented with revisions to. Calvert Webster seconds the motion. Michelle Alarie calls for a vote. The vote is unanimous and the motion passes.

Approval of Minutes: Matthew Fitzgerald moves to approve the board minutes from Nov 14 2024 as presented**.** Mario Rezai seconds the motion. Michelle Alarie calls for a vote. The vote is unanimous and the motion passes.

IV - ORGANIZATIONAL

Community Council: Ms Mattson states there was no community council.

Administration: Ms. Mattson discussed the transfer from CCSD to SPCSA sponsorship, highlighting the significant effort required to get the policy to the board. It seems like there is always a report or policy due, along with SPCSA training, Infinite Campus meetings, or training sessions. The administrative and support teams have been working together so that no one person bears the burden alone. She expressed her pride in the staff and their willingness to support this endeavor, noting that getting these reports and policies to the board was a considerable challenge. Regarding projected enrollment, Ms. Mattson mentioned that the current numbers are slightly behind compared to the same time last year. However, several events and plans are in place to try to increase enrollment, especially for K-1. The goal is to stabilize enrollment from the lower grades and grow yearly as these students advance. In other good news, the new bond manager announced a $40,000 refund for overpayment, accumulated over several years. This unexpected refund is exciting for the team. The school is also gearing up for the Optimist Oratorical Contest on the 27th, with 8 to 10 students qualifying at the school level. Members of Optimist International will be judging the contest. Additionally, preparations for Kinder Roundup on April 14th are underway.

Finance: Ms. Rogers states that November though January check registers were sent. Ms Alarie had a question about Watkins Jackson's $27,500 expenditure that was listed twice as both the check and an EFT, the electronic funds transfer. It was actually a cancellation of the check because they didn't receive it. It was also noted in the preview packet that there was the copper theft that was around a $2600 expenditure. Deductible was too high, repair replacement.

Advisors: Ms. Sanders **Kindergarten** General Education We have started early this year, we are learning about 2D and 3D shapes. **1st Grade ELA, Science, Social Studies, Math** First grade is learning economics in Social Studies. They are learning about earning, spending, saving and counting money.**2nd Grade Science and Social Studies** We just completed chapter 3 in the social studies books covering wants and needs, products, producers, consumers, distributors. Now we are finishing unit 3 in their science book s which covers how landscapes change. They change slowly, quickly, and now we are learning how these changes can be prevented and/or slowed. **4/5 Reading/writing** are reading mystery novels for their 3rd quarter book report in addition to their regular reading assignments in Wonders. In writing, we are working on an expository essay about Abraham Lincoln. **4th Grade Math** was on Fractions. We just finished adding, subtracting, and multiplying fractions. Now we did a few mini lessons in Geometry last week, which connected with the chapter we are doing now about measuring angles.**4th Grade Humanities** we are focusing on constructive responses with Word problems. We are killing it in fluency! Students are using the math vocabulary we are learning in humanities more and more in math class as we are learning new concepts. **Fifth grade** is all learning about Abe Lincoln with a 14 page paragraph to read. We are researching in order to write our paragraphs for SBAC practice. **5th Grade** science, we have just started a new unit on space and gravity. We recently completed an experiment that tested how the size of an object affects the size of the crater it creates, which helped students explore the relationship between mass, force, and impact. **5th Grade reading,** we are continuing to develop comprehension strategies and fluency. Currently, we are reading argumentative texts about the ancient Incan city of Machu Picchu and analyzing different perspectives on its purpose. Students are identifying the author's opinion on the topic and gathering supporting evidence to strengthen their understanding of argumentative writing. Additionally, students are working on a mystery book report, which will be due at the end of the month. **6th grade science** is working on states of matter and particle movement. **8th grade science** is studying waves. **7th grade science** we finished a unit on metric measurement and have started chemistry. **Forensic Science** we solved The Case of the Kidnapped Cookies and are starting trace evidence. **Geoscience** we have been exploring feedback loops and the carbon cycle while preparing for the ACT test. **8th Grade English and history** We just finished the story, "Flowers for Algernon," and we shall be writing a compare/contrast essay as well as begin SBAC practice. **8th Grade World Geography:**

We are wrapping up our East Asia unit, where we explored modern history and the diverse issues and challenges faced by people in East Asia. Students completed a project examining how education differs across East Asian countries compared to our own experiences. **10th Grade:** We are concluding our Enlightenment and Revolution unit. Students learned about absolute monarchies and how the Scientific Revolution and Enlightenment influenced the American and French Revolutions. They created trading cards for Enlightenment thinkers, analyzed life under absolute monarchs like King Louis XVI, and discussed the motivations behind the French Revolution. We also compared the American and French Revolutions to determine the success of the French Revolution. **11th Grade:** We are reviewing WWI and the 1920s and 1930s in preparation for our WWII unit. We are examining how both American and world imperialism contributed to the causes of WWI. Students created examples of yellow journalism, similar to modern clickbait. **11th Graders:** have been preparing for the upcoming ACT's in various Math courses. **Junior Studies:** Ms. Abbe Mattson has been reviewing the Science portion, while Mrs. Childers has focused on Math. Mr. Quan has provided insights on using scientific calculators effectively, and Ms. Purtle has guided students through English and Reading test strategies. Ms. Smith has been reviewing key science concepts, and I have been working with students on crafting strong argumentative essays within a 40-minute timeframe. Each Friday, students take practice tests to track their progress. **12th Grade:** We have been covering the basics of economics, focusing on scarcity, efficiency, opportunity costs, and supply and demand. Students are applying these concepts to real-life situations, such as analyzing dialysis machines and city planning for community benefit. **9th - 12th Grades SEL** (Social Emotional Learning): We have been learning about the theme "Everything is Possible." My class dreamed big and created their own playlists to motivate them to reach for their dreams. We are currently presenting these projects, and a few high school SEL classes are collaborating on a film study that applies our learning to popular media, followed by reflections on our own lives.

Students: No students Present

Board Members: No reports are given.

V - BUSINESS

Staffing for FY 25: According to our board packet, there is no new staff to approve.

2nd Qtr FY 25 Financials: Ms. Mattson reported to the board that we have been very conservative with our spending, resulting in an overall expense reduction of approximately $100,000 for the year. An additional $40,000 in savings has just been identified, bringing the total to $140,000. Ms. Mattson believes the initial $100,000 estimate is very conservative and expects the savings to continue growing as we make further adjustments. She expressed confidence in our efforts to achieve our goal of ending the year with a positive financial balance. Ms. Mattson emphasized the importance of financial management and highlighted the $140,000 expense reduction and the positive outlook for the year's budget. She also addressed concerns about potential federal funding changes, particularly related to Title III and IDEA funds, noting that the school primarily relies on state funding. The discussion included the high costs of substitutes due to illnesses and pregnancies, and the strategy to use internal aides to manage these expenses. Additionally, there were questions about cleaning service costs, which are expected to decrease with the transition to ADP management. Future budget adjustments will be made to more accurately project expenses, especially for substitutes and cleaning services. Elisabeth Colman moved to approve the motion as presented. Mario Rezai seconds the motion. The vote is unanimous, and the motion passes.

English Language Learner Policy: Ms. Mattson discussed the introduction of a new 21-page English Language Learner (ELL) policy, which outlines legal mandates and provisions for ELL students. The superintendent provided an overview, emphasizing the policy’s importance despite its extensive length. Board members agreed on the policy's content but highlighted the need for final reviews to correct formatting, spelling, and grammar issues. Specific concerns included a reference to Sage Collegiate and repeated stakeholder listings. No further questions were raised, and the board planned to vote on the policy after addressing these corrections. Elisabeth Colman moved to approve the motion as presented. Mario Rezai seconds the motion. The vote is unanimous, and the motion passes.

Enrollment Policy : Ms. Mattson and board members discussed the new enrollment policy, including a lottery policy section, and reviewed it for clarity and minor grammatical adjustments. Specific changes were suggested to clarify grade enrollment requirements and to specify "previous or current school" in discipline reports. They also noted the benefits of reviewing all policies and procedures, with a focus on incorporating EKAPS into every policy moving forward. Overall, the meeting centered on refining the enrollment policy and ensuring consistency across the board. Elisabeth Colman moved to approve the motion as presented. Calvert Webster seconds the motion. The vote is unanimous, and the motion passes.

Enrollment Lottery Policy: The superintendent addressed the need to comply with charter authority requirements by the following day. The team acknowledged the challenges they faced in creating the lottery policy within a tight timeframe, noting that it was adapted from another school. While the current policy was deemed dense and incomplete, especially regarding the homeless student policy, the board agreed to approve it as-is, with the understanding that it would be refined for readability and completeness before final submission. The administration is tasked with updating the policy and presenting a revised version at the next board meeting. Elisabeth Colman moved to approve the motion as presented. Calvert Webster seconds the motion. The vote is unanimous, and the motion passes.

EKAPS Financial Policies and Procedures Manual : The meeting focused on the review of the Explore Knowledge Academy of Public Speaking Financial Policies and Procedures Manual, where no substantive changes were made, but formatting inconsistencies were highlighted. The superintendent provided an overview, and the board discussed the importance of proper organization and cross-referencing. It was decided to approve the policy on the condition that the final document undergoes one more review for formatting corrections. Mario Rezai moved to approve the motion as presented. Matthew Fitzgerald seconds the motion. The vote is unanimous, and the motion passes.

Fingerprints of Board Members Policy: Ms. Mattson discussed revisions to the fingerprints of board members' policy, clarifying that while the policy exists, updates are needed. There was a suggestion to delete the word "following" from subsection C, given it references another policy's categories. Concerns were raised about the process of removing a board member convicted of a felony, with a proposal to automatically remove such members with notice to the board president rather than requiring a full board meeting. It was agreed to include a clause in board member contracts mandating automatic resignation within 7 days if found ineligible, and to clarify that failure to pass a fingerprint background check results in automatic loss of membership eligibility. The policy language will be updated to reflect ineligibility rather than removal by the governing body.. Mario Rezai moved to approve the motion as presented. Elisabeth Colman seconds the motion. The vote is unanimous, and the motion passes.

Disclosure of Criminal Records Policy: Ms. Mattson covered the disclosure of criminal records policy, requiring staff and board members to report arrests or convictions within 48 hours, excluding weekends. The policy focuses on offenses related to drugs, violence, sexual conduct, or involving minors. Revisions included removing language about grand jury proceedings and clarifying the types of reportable cases. There was discussion about defining "moral turpitude" for inclusion in the policy at a later date. The policy was approved with these changes, pending further updates for the next meeting to comply with charter authority deadlines. Elisabeth Colman moved to approve the motion as presented with the amendment. Mario Rezai seconds the motion. The vote is unanimous, and the motion passes.

Superintendent Contract: Not ready for this item.

Grants: None.

Policies: None

GIfts: $400.00 Donation

VI - PUBLIC COMMENTS II

Public Comments II: No comments are given.

VII - ANNOUNCEMENTS/AGENDA PLANNING

- Next Meeting 03/13/25
- Community Council Meeting

VIII - ADJOURNMENT

Adjournment: Elisabeth Colman moves to adjourn the meeting. Calvert Webster seconds the motion. Michelle Alarie calls for a vote. The vote is unanimous. The meeting was adjourned at 5:35PM.