MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

A meeting of the Explore Knowledge Academy Charter School Board of Trustees was held on Sep 18, 2025, at 4:00 PM, in person and virtually, at 5871 Mountain Vista Street, Las Vegas, NV 89120.

Board President Matthew Fitzgerald called the regular meeting to order at 4:02PM.

OPENING

Call to Order and Flag Salute and Roll Call (For possible action) (Matthew Fitzgerald, Chair)

A quorum was established with the following board members present:

- Matthew Fitzgerald – President
- Michelle Alarie- Vice President
- Mario Rezai– Treasurer
- Edna Elisabeth Nyang– Secretary
- Calvert Webster – Trustee
- Jodie Pisciotti - Trustee present as of 4:04PM
- Vacant

Matthew Fitzgerald presented a declaration of posting of the board meeting agenda.
The meeting was called to order by President Matt Fitzgerald, who confirmed a quorum was present.

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1 - PUBLIC COMMENTS

- No members of the public present; no comments submitted.

ADMIN UPDATES

2. Financial Update (Lori Rogers, Finance Manager) (Information, Discussion, For Possible Action)

- Check Register for August 2025
- Plumbing and HVAC expenses reviewed.
- Michelle Alarie inquired about three stipends listed in the board packet. Abbe Mattson explained the stipends were for summer curriculum work (math and

public speaking), with a correction and reissue for one stipend due to an initial underpayment. The work included aligning elementary fundamentals and ongoing tweaks to the public speaking curriculum.

3. Superintendent's Update (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- Important School Updates
- Four audits conducted by SPCSA:
    - Site Visit Audit: Included classroom visits and focus groups with families, board members, students, and staff. No required improvements; final report expected in four weeks. Auditors requested to present findings at a future board meeting.
    - Special Education Audit: No deficiencies found.
    - Finance Audit: Practices commended, but stronger written policies needed. Auditors will assist in updating policies, to be reviewed at a future meeting.
    - Programs Audit: Covered Title I-IV grants; school performance praised.
- NSPF Data: Release delayed due to a statewide security incident. Star ratings: 3 stars (elementary), 4 stars (high school), 5 stars (middle school). EKA outperformed neighboring schools.
- Community Council (Sept 8): Approved the five-year strategic plan and Title 1A parent/family engagement plan. Discussed funded grants (Title 1A, Title 2).

4. Staff/Teacher's Update (Joanne Sanders, Student Support Advocate) (Information, Discussion, For Possible Action)

Joanne Sanders (Academic Updates)

- Provided detailed grade-by-grade and subject-by-subject updates:
- Kindergarten: Reading comprehension, sight words, blending, math (numbers 0–5), science (plants/animals), social studies (authority, fairness, courage, responsibility), public speaking (eye contact, posture, "All About Me" bags).
- First Grade: Consonant blends, language arts, math, science, and social studies.
- Fourth Grade: Podcast scripts, science (regions, landforms, water types), math (addition methods, regrouping, rounding), humanities, multiplication, subtraction with regrouping.
- Fifth Grade: Personal narratives, historical fiction, multi-digit division, European explorers, physical/chemical changes.
- Secondary: Pre-algebra (exponents), Algebra I (equations/inequalities), Algebra II (complex/imaginary numbers), English (nonfiction, pronouns, compound sentences), science (body systems, energy, geology, Newton's laws, forensic science), math

(fractions, decimals, geometry, probability, pre-calc), geography (North America), world history (Renaissance, Machiavelli), US history (imperialism, yellow journalism), government (legislative branch).
- High School: English (Beowulf, survival themes, punctuation), public speaking (patriotism speeches), hospitality/tourism (customer service skits), world languages (Italy, Mexico), computer science (website creation).
- Science Olympiad club: 13 students practicing for the April contest.

Stephanie Estores (Literacy Specialist)

- Role includes supporting students through testing and interventions, creating testing calendars, and analyzing NWEA/SBAC data.
- Pulls first–fifth grade students scoring at/below the 40th percentile for daily reading interventions.
- Communicates with parents about intervention plans and student progress.
- Organizes NWEA test raffles to encourage student engagement.
- Monitors progress using Aimsweb; reassesses and adjusts groups after each testing cycle.
- Assists with SBAC administration for grades 3–9, including distance learners.
- Provides at-home resources for summer learning and supports retention discussions.
- Also teaches a math/humanities class and first grade language.

CONSENT AGENDA

5. Adoption of September 18, 2025 Agenda (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action)

6. Approval of August 14, 2025 Board Minutes (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action) August 14th meeting minutes moved to new business for correction (errors in who seconded/called votes, misspelling of "Jodie").

7. Approval of FY 26 Staffing (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

8. Acknowledgement of the Code of Ethics (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

Michelle Alarie moved to approve items 5, 7, and 8 on the consent agenda as presented. Mario Rezai seconded the motion. The vote was unanimous, and the motion passed.

NEW BUSINESS

Approval of August 14th Minutes (with corrections) Corrections to be made: accurate attribution of motions/votes, correct spelling of names.

Michelle Alarie moved to approve the August 14th minutes with corrections. Edna Elisabeth Nyang Coleman seconded the motion. The vote was unanimous, and the motion passed.

9. New Board Member Application (Information, Discussion, For Possible Action) Discussion of Matt Gromlich's application. Residency in Louisiana confirmed; virtual attendance permitted due to board requirements and time zone difference.

Michelle Alarie moved to appoint Matt Gromlich to the board of directors. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

10. Approval of Updated Five Year Strategic Plan for 2025 - 2030 (Information, Discussion, For Possible Action) Plan developed over a year, now includes distance learning and unifies K–12 engagement. The board praised the focus on family engagement and school-wide collaboration.

Michelle Alarie moved to approve the updated EKA strategic plan for 2025–2030 as presented. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

11. Revised Grade Scale Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) Policy revised to update terminology ("advisor" to "teacher," "executive director" to "superintendent") and document formatting.

Michelle Alarie moved to approve the revised grade scale policy as presented. Mario Rezai seconded the motion. The vote was unanimous, and the motion passed.

12. Revised Financial Policies and Procedures (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) Item tabled for further revision based on audit recommendations.

Edna Elisabeth Nyang Coleman moved to table the revised financial policies and procedures. Michelle Alarie seconded the motion. The vote was unanimous, and the motion passed.

13. New Suspension Appeals Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) New policy required by law, outlines parent appeal process for suspensions/expulsions. Clarified that appeals do not require full board or open meeting; board president and one other member may suffice.

Mario Rezai moved to approve the suspension appeals policy as presented. Michelle Alarie seconded the motion. The vote was unanimous, and the motion passed.

14. New Board Policy Manual (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) Consolidates existing policies and bylaws, clarifies conflict of interest.

Michelle Alarie moved to approve the EKPS board of trustees policy manual as presented. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

15. New Parent and Family Engagement Plan (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) Title IA requirement, new due to recent funding qualification. Michelle Alarie moved to approve the parent and family engagement plan as presented. Mario Rezai seconded the motion. The vote was unanimous, and the motion passed.

16. New Superintendent Succession Plan (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action) Discussed at length. The Board debated voting authority, roles of committees, and process clarity. Consensus that the final hiring decision should rest with the full board in a public meeting. Suggestions to clarify steps and add language about board president/designee.

Edna Elisabeth Nyang Coleman moved to table the superintendent succession plan pending changes. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

17. Administration notification of any gifts or donations since the last board meeting.(Abbe Mattson, Superintendent) **(Information, Discussion, Acknowledgement)** No gifts or donations reported.

<u>CLOSING</u>

18. Public Comment - No public for comment

19. Board Reflection Period

- Discussion about public attendance at meetings; currently low, possibly indicating family satisfaction.
- It was noted that board meeting announcements are posted but not widely emailed to families; suggestion to monitor attendance at upcoming Title I meetings before changing outreach.
- Reflection on historical attendance patterns (used to be standing-room only when issues arose).

20. Upcoming Calendar Events (Abbe Mattson, Superintendent) **(Information, Discussion, Acknowledgement)**

  - Next Meeting October 16, 2025

21. Adjournment (Action) Michelle Alarie moved to adjourn the meeting. Edna Elisabeth Nyang Coleman seconded the motion. The vote was unanimous, and the motion passed.
