MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

A meeting of the Explore Knowledge Academy Charter School Board of Trustees was held on Nov 20, 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 4:00PM.

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 **Not present**
- Calvert Webster – Trustee
- Jodie Pisciotti - Trustee present as of 4:04PM
- Matt Gromlich * Not present*

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

- Enrollment numbers are better than projected at the start of the year and are aligned with the budget. The check registers for September and October 2025 were reviewed; no unusual items were noted, and all expenditures appeared routine.

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

- Preparations are underway for the last weeks of the semester. Secondary students will begin finals prep after Thanksgiving. The APEX fundraiser was successful, raising $15,786.70 (elementary: $12,074.52; secondary: $3,712.18), with 10% of class earnings going directly to teachers. The Community Council met on Monday, reviewed all documents and policies on today's agenda, and made minor, non-material edits. Revised policies were emailed to the board earlier in the week.

4. Staff/Teacher's Update (Joanne Sanders, Student Support Advocate, delivered by Kyle Dammeir):

Elementary Highlights:

- Kindergarten–1st Grade: Kindergartners are excited for a Humanities popsicle party. First graders are learning high-frequency words and reading about plant growth.
- 2nd–3rd Grade: Students completed a division unit and are exploring multiplication/division strategies in humanities.
- 4th Grade: In math, students are moving into multi-digit multiplication and division. Science covers electricity, while social studies included Nevada Day, government branches, and upcoming lessons on Veterans Day. Students are also preparing for a mock trial in Speaking & Listening.
- 5th Grade: Math focuses on decimals, science on ecosystems and decomposers, and social studies on early English colonies. Reading includes expository texts about oceans, and writing spans descriptive and expository formats.

Secondary Highlights:

- Science: 7th graders are studying the rock cycle; 8th graders are learning about electromagnetism and light waves. Forensics students are analyzing blood spatter and handwriting, with a guest speaker from the Las Vegas crime lab scheduled.
- Chemistry (9–12): Students are mastering chemical nomenclature, including naming acids, bases, and hydrates.
- English: 6th graders are reading *The Cay* and writing narratives; 7th graders are reading *The Giver* and studying grammar structures. 8th graders are reading *The Diary of Anne Frank* and *The Boy in the Striped Pajamas* as part of a Holocaust unit.
- Math: 6th grade is working on unit rates, geometry is covering trigonometry, and pre-calculus is focused on the unit circle.

- Electives: Art students are creating 3D fantasy landscapes. The theater group is preparing for the winter play *Winter's Most Wanted* (Dec. 10). The Student Council is organizing Winter Grams.
- Computers & Languages: 8th grade computer science students coded a robot face. World Languages explored Filipino and Russian culture. Spanish I is on Unit 2, and UNLV Spanish students are preparing for their final quiz.
- Clubs: Dungeons & Dragons Club will meet three more times before winter break.

CONSENT AGENDA

5. Adoption of November 20, 2025 Agenda (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action)

6. Approval of September 18, 2025 Board Minutes (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action)

7. Approval of Current Enrollment as of November 11, 2025 (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

8. Approval of Continuous Improvement Plans First Quarter/School Performance Plans (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

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

Added: Ms Rita Walls EKAPS registrar - guest speaker

- Rita Walls shared her background at EKA since 2007, her roles (health office, front office, registrar), and responsibilities (enrollment, attendance, transcripts, compliance for state reporting). She emphasized her enjoyment in helping families, her pride in accurate records, and the significant transition from CCSD to SPCSA this year, which involved rebuilding Infinite Campus processes. Administration and board members praised her for her critical role in compliance, enrollment, and daily operations.

NEW BUSINESS

9. Final Monitoring and Evaluation Report (Information, Discussion, For Possible Action)

- The report highlighted strengths: academic performance, unique educational model, high staff retention, small class sizes, low absenteeism, strong family/family engagement, field trips, and a safe campus. Challenges included funding, enrollment, math outcomes, and the transition to SPCSA. Minor recommendations were made (SPCSA framework, training, focus on math/enrollment), but no major deficiencies were found. Some minor issues in financial and special ed policies were addressed with corrective action plans (e.g., financial policy detail, IEP translation requirements). The board expressed pride in the positive evaluation.

Mario Rezai moved to approve the report; Calvert Webster seconded. The vote was unanimous, motion passed.

10. FY 25 Draft Audited Financial Statement(Information, Discussion, For Possible Action)

- The board reviewed financials, noting a net increase in assets, improved revenues due to hold harmless funding, and reduced expenses. The school ended $253,090 in the positive, reversing a two-year deficit trend. Pension liability remains significant, but overall financial health is improved.

Mario Rezai moved to approve the FY 25 Draft Audited Financial Statement as presented. Michelle Alarie seconded the motion. The vote was unanimous, and the motion passed.

11. FY 26 Amended Final Budget and AB398 Funds (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- The new reporting forms required by SPCSA were discussed. AB398 salary increases were highlighted in the budget. Enrollment and staffing were adjusted; the board was asked to sign electronically for timely submission.

Calvert Webster moved to approve the FY 26 Amended Final Budget and AB398 Funds as presented. Michelle Alarie seconded the motion. The vote was unanimous, and the motion passed.

12. New Smart glasses Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- Prompted by a student bringing recording-enabled glasses to school, administration developed a new policy for electronic communication devices, specifically smart glasses, to address privacy and FERPA concerns. The policy was reviewed and minor edits were made (grammar, terminology, formatting).

Michelle Alarie moved to approve the new Smart glasses Policy with the changes noted. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

13. Revised Withdrawal Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- Clarifies procedures for withdrawals near the end of a quarter/semester, particularly regarding grades. Language was updated for clarity, with input from Ms. Rita Walls.

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

14. Revised Enrolment Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- Clarifies that records requested from other schools for academic placement are not used for acceptance decisions, addressing concerns raised by another school and SPCSA.

Michelle Alarie moved to approve the Revised Enrolment Policy as presented. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

15. Revisited Financial Policy (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action)

- A new, detailed financial policy was adopted, as required by SPCSA and the corrective action plan. The policy is comprehensive and reflects current practices.

Michelle Alarie moved to approve the Revisited Financial Policy as presented. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed.

16. Superintendent Succession Plan (Abbe Mattson, Superintendent) (Information, Discussion, For Possible Action).

- The plan was updated for grammar and clarity, with corrections to step references and team composition. The board discussed the succession team's structure and responsibilities.

Michelle Alarie moved to table the Superintendent Succession Plan pending changes. Mario Rezai 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)**

- Candy and water were donated for the Autumn Extravaganza, and extra Apex donations were received to support school programs. Parents have been generous this year.

<u>CLOSING</u>

18. Public Comment - No public for comment

19. Board Reflection Period

- Michelle Alarie requested adding an agenda item to formalize the process for notifying families and stakeholders about board meetings, as recommended by SPCSA. The administration acknowledged the need to include meeting notices in weekly communications.

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

    - The next meeting is scheduled for January 15, 2025.

21. Adjournment (Action)

Michelle Alarie moved to adjourn; Calvert Webster seconded. The vote was unanimous, and the meeting adjourned at 5:00PM.
