

NOTICE AND AGENDA OF PUBLIC MEETING (WITH COMMENTS)

Regular Meeting of the Explore Knowledge Academy Charter School Board of Trustees

July 25, 2026 at 12:00 pm – In Person at 552 S. Stephanie Street, Henderson, Nevada 89012

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY

Note: In conformance with the *Nevada Open Meeting Law*, it is hereby noted that the agenda for this regular meeting of the Explore Knowledge Academy Charter School Board of Directors has been posted at the following locations:

- 5871 Mountain Vista Street, Las Vegas, NV 89120
- Whitney Library, 5175 E. Tropicana Ave., Las Vegas, NV 89122 (fax # 507-4026)
- Green Valley Library, 2797 N. Green Valley Parkway, Henderson, NV 89014 (fax # 435-8958)
- <https://notice.nv.gov/>
- www.ekacademy.org

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented, items may be combined for consideration and may be pulled or removed from the agenda at the discretion of the chairperson at any time. Times are approximate. Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend or participate in the meeting. Any persons requiring assistance may contact our team at parentportal@ekacademy.org.

OPENING

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

Matthew Fitzgerald – President
Michelle Alarie- Vice President
Mario Reza – Treasurer
Calvert Webster – Trustee
Jodie Pisciotto - Trustee
Matthew Gromlich - Trustee
VACANT

1. **PUBLIC COMMENT** (No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item in which action will be taken. Comments limited to 3 minutes/person and 10 minutes/topic. There will be a limitation of 30 minutes total for any items on the agenda.) **(Information, Discussion)** Comments may be made in person or via teleconference. To make a Public Comment via teleconference, please join us <https://ekacademy.org/teleconference/>. Password: ekabm2026

ADMIN UPDATES

2. Financial Update (Lori Rogers, Finance Manager) **(Information, Discussion)**
 - a. Check Register for June 2026
3. Superintendent's Update (Abbe Mattson, Superintendent) **(Information, Discussion)**
 - a. School Highlights from the Superintendent for June/July 2026

CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a board member so requests, in which case the item(s) will be removed from the Consent Agenda and considered along with the regular Order of Business

4. Adoption of July 25, 2026 Agenda (Matthew Fitzgerald, Chair) **(Information, Discussion, For Possible Action)**
5. Approval of June 11, 2026 Board Minutes (Matthew Fitzgerald, Chair) **(Information, Discussion, For Possible Action)**
6. Acknowledgement of Projected Enrollment FY 27 as of July 16, 2026 (Abbe Mattson, Superintendent) **(Information, Discussion, for Possible Action)**
7. Approval of new Teaching Staff FY 27 **(Information, Discussion, for Possible Action)**
8. Reaffirmation of Evaluation of Contractors for FY 26 **(Information, Discussion, for Possible Action)**
9. Reaffirmation of Accountant Engagement Letter from Watkins Jackson CPA Accounting Firm **(Information, Discussion, for Possible Action)**

NEW BUSINESS

10. Appointment of New/Incumbent Board Members (Matt Fitzgerald, Board President) **(Information, Discussion, for Possible Action)**
11. Election of Board Officers for FY 27 (Matt Fitzgerald, Board President) **(Information, Discussion, for Possible Action)**
12. Review and Adoption of Revised Board By-Laws (Matt Fitzgerald, Board President) **(Information, Discussion, for Possible Action)**
13. Approval of 4th Quarter Financials (Abbe Mattson, Superintendent) **(Information, Discussion, for Possible Action)**
14. Approval of Revised Emergency Operations Plan FY 27. (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
15. Approval of Revised Written Notice of State Examinations. (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
16. Approval of Revised Parent/Student Handbook FY 27 (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
17. Approval of FY 27 Test Security Plan (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
18. Approval of New Adversive Intervention Plan (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
19. Approval of Revised Fiscal Policy (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
20. Approval of Superintendent Grants Authorization for FY 27 (Abbe Mattson, Superintendent) **(Information, Discussion, For Possible Action)**
21. Administration notification of any gifts or donations since the last board meeting. (Abbe Mattson, Superintendent) **(Information, Discussion, Acknowledgement)**

CLOSING

22. Public Comment (No action or discussion) *This item is for public comments on items that are not included on this agenda. Comments limited to 3 minutes/person and 10 minutes/topic. There will be a limitation of 30 minutes total for this item on the agenda. Comments may be made in person or via teleconference. To make a Public Comment via teleconference, please join us <https://ekacademy.org/teleconference/>. Password: ekabm2026 **(INFORMATION)***
23. Board Reflection Period - This agenda item is to provide time for the board to reflect on items of concern addressed by public comment and or items that need to be set on the agenda for future meetings. **(Non-Action Item)**
24. Upcoming Calendar Events (Abbe Mattson, Superintendent) **(Information, Discussion, Acknowledgement)**
 - a. Next Meeting August 20, 2026
25. Adjournment **(Action)**

THIS IS A DRAFT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

A meeting of the Explore Knowledge Academy Charter School Board of Trustees was held on June 11, 2026 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 4:02 PM.

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 *Not Present
- Mario Rezai– Treasurer *Not Present*
- Secretary - Open
- Calvert Webster – Trustee
- Jodie Piscioti - Trustee
- Matt Gromlich - Trustee

President Matthew Fitzgerald called the regular meeting of the Explore Knowledge Academy Charter School Board of Trustees to order on June 11, 2026. He presented a declaration of posting, noting that the meeting agenda was posted at the school location at 5871 Mountain Vista, the Whitney Library, the Green Valley Library, and online at notice.nv.gov and ekacademy.org, in accordance with the Nevada Open Meeting Law. Following the call to order, the Pledge of Allegiance was recited. A roll call was conducted, which confirmed a quorum was present with Trustees Calvert Webster, Jodie Piscioti, and Matt Gromlich in attendance alongside President Fitzgerald. It was noted that Vice President Michelle Alarie and Treasurer Mario Rezai were absent. The Secretary position was noted as vacant.

1 - PUBLIC COMMENTS

President Fitzgerald introduced the first opportunity for public comment. It was noted that no members of the public were present in person or via the teleconference link provided at ekacademy.org/teleconference.

ADMIN UPDATES

2. Financial Update

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President Fitzgerald proceeded to the administrative updates, beginning with the financial update. The check register for May 2026.. President Fitzgerald asked if there were any questions regarding the register. No board members had questions or saw any unusual items, so the board moved to the next agenda item.

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

Superintendent Abbe Mattson provided the Superintendent's Update, reporting on school highlights for May and June 2026. She stated that the school year concluded without any issues and the transition into summer operations is now in full swing. Superintendent Mattson confirmed that all necessary teaching positions for the upcoming school year have been filled, though she acknowledged that last-minute changes are always a possibility. She also mentioned that the hiring process for new teacher aides will take place in July, as some aides from the previous year are not returning. The board had no questions for the superintendent following her update.

CONSENT AGENDA

4. Adoption of June 11, 2026 Agenda (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action)

5. Approval of May 19, 2026 Board Minutes (Matthew Fitzgerald, Chair) (Information, Discussion, For Possible Action)

6. Acknowledgement of Projected Enrollment FY 27 as of June 10, 2026 (Abbe Mattson, Superintendent) (Information, Discussion, for Possible Action)

7. Approval of new Teaching Staff FY 27 (Information, Discussion, for Possible Action)

President Fitzgerald presented the consent agenda, which included the adoption of the current meeting's agenda, the approval of the May 19, 2026 board minutes, the acknowledgement of projected enrollment for fiscal year 2027, and the approval of new teaching staff for fiscal year 2027. He asked if any board member wished to pull an item for separate discussion. With no requests to separate any items, Jodie Piscioti moved to approve all items on the consent agenda. Calvert Webster seconded the motion. The vote was unanimous among the board members present, and the motion passed.

NEW BUSINESS

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8. Approval of Dual Enrollment Courses for FY 27 (Abbe Mattson, Superintendent) (Information, Discussion, for Possible Action)

Superintendent Abbe Mattson presented the proposed list of dual enrollment courses for fiscal year 2027, explaining that this approval is a new state requirement. The list was compiled based on courses students have taken previously and those scheduled for the upcoming fall semester. She clarified that the state requires the board to approve each individual course on the provided list, which will then be sent to the state for final approval. President Fitzgerald inquired whether all listed courses were taught on the EKA campus. Superintendent Mattson clarified that while some courses, particularly three from UNLV, are taught on campus, most of the courses from CSN and UNLV are taken by students virtually or in person at the respective college campuses, for which they receive both high school and college credit.

Following the clarification, President Fitzgerald called for a motion to approve all courses on the Dual Enrollment Course list as presented. Matt Gromlich moved to approve the Dual Enrollment Courses for FY 27 as presented. Jodie Piscioti seconded the motion. The board voted unanimously in favor, and the motion passed.

9. Approval of New Bank Signatories. (Matt Fitzgerald, Board President) (Information, Discussion, For Possible Action)

The board next considered the approval of new bank signatories. Superintendent Mattson explained that since Imelda Keyer, a previous signatory, has retired, a replacement is needed. The administration proposed adding Wil Jones as a new signatory. She noted that Mr. Jones is a twelve-month employee who works similar hours to the business manager, Lori Rogers, which ensures his availability to sign checks when needed. The official request was to remove Ms. Keyer and add Mr. Jones to the school's bank account. After confirming there were no questions, Jodie Piscioti moved to approve the new bank signatories as requested. Calvert Webster seconded the motion. The vote was unanimous, and the motion passed. President Fitzgerald will sign the completed form on behalf of the board.

10. Approval of revised Fiscal Policies and Procedures (Matt Fitzgerald, Board President) (Information, Discussion, For Possible Action)

President Fitzgerald introduced the agenda item for the approval of revised fiscal policies and procedures. Superintendent Mattson provided an overview of the three major revisions. The first was the addition of a Title I fund policy, which is now necessary as the school qualifies for Title I funding. This policy ensures that these funds are used to supplement existing programs, such as for tutoring and a new reading initiative, rather than supplanting, or replacing, current funding. The second revision was a new fringe benefits policy, which formally lists the benefits, rules, and processes for staff to ensure equitable offerings for all employees. The final revision was the inclusion of wording for the disposal of equipment, which establishes a formal process to document the disposal of broken, damaged, or obsolete equipment that is removed from the school's inventory. No questions were raised by the board.

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After the explanation, Jodie Piscioti moved to approve the revised Fiscal Policies and Procedures as written. Matt Gromlich seconded the motion. The vote was unanimous, and the motion passed.

11. Approval of Summer Renovations/Repair and Replacement Funds (Matt Fitzgerald, Board President) (Information, Discussion, For Possible Action)

The board addressed the request to approve the use of bond and Repair and Replacement funds for summer renovations. Superintendent Mattson detailed the proposed projects, which include \$34,500 for carpeting in Building A and \$6,858 for re-tinting windows. She also requested authorization to spend a maximum of \$60,000 on replacing the grass field with synthetic turf. She explained that while the administration is actively seeking grants from sources like the local water district, which offers incentives for replacing grass, and is exploring a potential donation from a contractor, she needed pre-approval to spend the funds to avoid delays. Waiting until the next board meeting in July would not leave enough time to complete the field replacement before the new school year begins. The new turf cover product being considered is designed to be up to twenty degrees cooler than standard turf.

Trustee Calvert Webster shared his recent experience with turf replacement incentives, noting the water district was offering significant rebates per square foot and mentioned he had a company name to recommend. President Fitzgerald asked for any further questions. With none forthcoming, Calvert Webster moved to approve the use of summer renovations and repair and replacement funds as presented, including the maximum expenditure of \$60,000 for the turf project. Matt Gromlich seconded the motion. The board voted unanimously in favor, and the motion passed.

12. Administration notification of any gifts or donations since the last board meeting.(Abbe Mattson, Superintendent) (Information, Discussion, Acknowledgement)

President Fitzgerald asked for the administration's notification of any gifts or donations received since the last board meeting. Superintendent Mattson reported that while there were no new donations to officially acknowledge at this time, there was a potential donation related to the athletic field renovation project that the administration is actively working on.

CLOSING

13. Public Comment

A second opportunity for public comment was offered. It was confirmed that no members of the public were present in person or had joined the meeting via the teleconference call.

THIS IS A DRAFT

14. Board Reflection Period

President Fitzgerald opened the floor for the board reflection period, inviting trustees to bring up any topics for discussion. No board members had any items to discuss.

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

For upcoming calendar events, President Fitzgerald announced the annual Board Retreat, scheduled for Saturday, July 25, 2026, at 9:00 AM at the Dragon Ridge Golf Club. Superintendent Mattson added that the first day of school for the new academic year is August 11, 2026.

16. Adjournment (Action)

With no further business to discuss, Jodie Piscioti moved to adjourn the meeting. Matt Gromlich seconded the motion. The vote was unanimous among the board members present, and the meeting was adjourned at 4:17 PM.

Explore Knowledge Academy

Voucher by Check with Date Range Report

Voucher Number	Check Number	Payment Vendor	Amount
High Desert - 5-26 - 1		High Desert Landscape & Design	\$1,698.00
Vendor	PO Number	Issue Date	Invoice
High Desert Landscape & Design			0526042
Sub Total			\$1,698.00

Voucher Number	Check Number	Payment Vendor	Amount
High Desert - 5-26 - 2		High Desert Landscape & Design	\$2,840.00
Vendor	PO Number	Issue Date	Invoice
High Desert Landscape & Design			0226145
Sub Total			\$2,840.00

Voucher Number	Check Number	Payment Vendor	Amount
High Desert - 5-26 - 3		High Desert Landscape & Design	\$1,155.00
Vendor	PO Number	Issue Date	Invoice
High Desert Landscape & Design			0426102
Sub Total			\$1,155.00

Voucher Number	Check Number	Payment Vendor	Amount
Computershare - 6-2026		Computershare	\$53,848.93
Vendor	PO Number	Issue Date	Invoice
Computershare			Bond - 6-2026
Computershare			Bond - 6-2026
Computershare			Bond - 6-2026
Computershare			Bond - 6-2026
Sub Total			\$53,848.93

Voucher Number	Check Number	Payment Vendor	Amount
All4Kids - 6-2026 - 1	19949	All4Kids, LLC	\$2,662.50
Vendor	PO Number	Issue Date	Invoice
All4Kids, LLC			6.1.26 - 6.15.26
Sub Total			\$2,662.50

Voucher Number	Check Number	Payment Vendor	Amount
AKA - 6-2026 - 1	19850	AKA Education Services, LLC	\$4,755.00
Vendor	PO Number	Issue Date	Invoice
AKA Education Services, LLC			6.1.26 - 6.15.26
Sub Total			\$4,755.00

Voucher Number	Check Number	Payment Vendor	Amount
Rhino Roofing 6.15.26	19851	Rhino Roofing LLC	\$1,630.00
Vendor	PO Number	Issue Date	Invoice
Rhino Roofing LLC			2851
Sub Total			\$1,630.00

Vendor	PO Number	Issue Date	Invoice	Amount
Wells Fargo Bank		Amazon (IT Supplies, Curriculum, Maintenance Supplies, Atixa (Title I Admin Course), Centurylink, Desert Design, (Banners), Senya, ABS, High Desert Landscape, Pitney Bowes, Reddit, Maverick Label, GoDaddy, Fingerprinting Pros, Stimulus Technologies, Verizon, Tmobile		\$20,094.14
Sub Total				\$20,094.14
Voucher Number	Check Number	Payment Vendor	Amount	
Wells Fargo XXXX0741		Wells Fargo Bank	\$5,778.67	
Vendor	PO Number	Issue Date	Invoice	Amount
Wells Fargo Bank		McGraw Hill, Sherwin Williams, Larkin Plumbing, Amazon Web, Adobe, ET&M Refrigeration, LegalShield		\$5,778.67
Sub Total				\$5,778.67
Voucher Number	Check Number	Payment Vendor	Amount	
Wells Fargo XXXX8271		Wells Fargo Bank	\$427.14	
Vendor	PO Number	Issue Date	Invoice	Amount
Wells Fargo Bank		Home Depot, Clean-Mart		\$427.14
Sub Total				\$427.14
Voucher Number	Check Number	Payment Vendor	Amount	
Pearson - Aimsweb 2026	19854	NCS Pearson	\$975.00	
Vendor	PO Number	Issue Date	Invoice	Amount
NCS Pearson			29187954	\$975.00
Sub Total				\$975.00
Voucher Number	Check Number	Payment Vendor	Amount	
HPN - Jun 2026		United Healthcare	\$30,895.61	
Vendor	PO Number	Issue Date	Invoice	Amount
Health Plan of Nevada			261600001689	\$13,926.65
Health Plan of Nevada			261600001689	\$707.48
Health Plan of Nevada			261600001689	\$1,509.46
Health Plan of Nevada			261600001689	\$1,414.96
Health Plan of Nevada			261600001689	\$707.48
Health Plan of Nevada			261600001689	\$4,244.88
Health Plan of Nevada			261600001689	\$468.48
Health Plan of Nevada			261600001689	\$1,977.94
Health Plan of Nevada			261600001689	\$1,977.90
Health Plan of Nevada			261600001689	\$520.49
Health Plan of Nevada			261600001689	\$1,485.71
Health Plan of Nevada			261600001689	\$1,485.70
Health Plan of Nevada			261600001689	\$468.48
Sub Total				\$30,895.61
Voucher Number	Check Number	Payment Vendor	Amount	
Optum 6.8.26		Optum	\$812.00	
Vendor	PO Number	Issue Date	Invoice	Amount
Optum			6.8.26	\$812.00
Sub Total				\$812.00

KAP Board of Trustees

Voucher Number	Check Number	Payment Vendor	Amount
Principle Insurance		Principle Insurance	\$1,626.80
Vendor	PO Number	Issue Date	Amount
Principle Insurance			\$1,626.80
Sub Total			\$1,626.80

Voucher Number	Check Number	Payment Vendor	Amount
Philadelphia 6.10.26		Philadelphia Insurance Companies	\$5,002.05
Vendor	PO Number	Issue Date	Amount
Philadelphia Insurance Companies			\$5,002.05
Sub Total			\$5,002.05

Voucher Number	Check Number	Payment Vendor	Amount
United Healthcare - June 2026		United Healthcare	\$2,402.27
Vendor	PO Number	Issue Date	Amount
United Healthcare			\$1,253.15
United Healthcare			\$43.28
United Healthcare			\$79.31
United Healthcare			\$82.23
United Healthcare			\$2.97
United Healthcare			\$82.15
United Healthcare			\$374.91
United Healthcare			\$40.43
United Healthcare			\$2.56
United Healthcare			\$141.98
United Healthcare			\$44.96
United Healthcare			\$41.00
United Healthcare			\$87.12
United Healthcare			\$87.11
United Healthcare			\$39.11
Sub Total			\$2,402.27

Voucher Number	Check Number	Payment Vendor	Amount
All4Kids LLC 1 - 6-2026		All4Kids, LLC	\$1,350.00
Vendor	PO Number	Issue Date	Amount
All4Kids, LLC			\$1,350.00
Sub Total			\$1,350.00

Voucher Number	Check Number	Payment Vendor	Amount
AKA - 2 - 6-2026		AKA Education Services, LLC	\$4,755.00
Vendor	PO Number	Issue Date	Amount
AKA Education Services, LLC			\$4,755.00
Sub Total			\$4,755.00

Voucher Number	Check Number	Payment Vendor	Amount
Waxie 6-2026		Waxie Sanitary Supply	\$2,670.53
Vendor	PO Number	Issue Date	Amount
Waxie Sanitary Supply			\$525.44
Waxie Sanitary Supply			\$1,064.15

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July 25, 2026

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Waxie Sanitary Supply				83957167		\$1,080.94
Sub Total						\$2,670.53
Voucher Number	Check Number	Payment Vendor	Amount			
ET&M - 6/26	19853	ET&M Refrigeration	\$2,291.78			
Vendor	PO Number	Issue Date	Invoice			
ET&M Refrigeration			i10769			\$2,291.78
Sub Total						\$2,291.78
Voucher Number	Check Number	Payment Vendor	Amount			
ET&M - Service Call 6.10.26	19859	ET&M Refrigeration	\$785.38			
Vendor	PO Number	Issue Date	Invoice			
ET&M Refrigeration			i10975			\$785.38
Sub Total						\$785.38
Voucher Number	Check Number	Payment Vendor	Amount			
High Desert June 2026	19861	High Desert Landscape & Design	\$1,698.00			
Vendor	PO Number	Issue Date	Invoice			
High Desert Landscape & Design			626035-2			\$1,698.00
Sub Total						\$1,698.00
Voucher Number	Check Number	Payment Vendor	Amount			
Purchase Power 62026		Purchase Power	\$214.99			
Vendor	PO Number	Issue Date	Invoice			
Purchase Power			june2026			\$214.99
Sub Total						\$214.99
Voucher Number	Check Number	Payment Vendor	Amount			
LV Water 6.2026		Las Vegas Valley Water	\$1,983.12			
Vendor	PO Number	Issue Date	Invoice			
Las Vegas Valley Water			june 2026			\$1,983.12
Sub Total						\$1,983.12
Voucher Number	Check Number	Payment Vendor	Amount			
Wageworks 6.18.26		Wageworks	\$26.09			
Vendor	PO Number	Issue Date	Invoice			
Wageworks			6.18.26			\$26.09
Sub Total						\$26.09
Voucher Number	Check Number	Payment Vendor	Amount			
Wageworks 6.25.26		Wageworks	\$200.00			
Vendor	PO Number	Issue Date	Invoice			
Wageworks			6.25.26			\$200.00
Sub Total						\$200.00
Voucher Number	Check Number	Payment Vendor	Amount			
NV Energy A1 June 26		NV Energy	\$189.63			
Vendor	PO Number	Issue Date	Invoice			
NV Energy			A1 - June 2026			\$189.63

RECAP Board of Trustees

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Voucher Number	Check Number	Payment Vendor	Amount
NV Energy C2 - June 26		NV Energy	\$489.41
Vendor	PO Number	Issue Date	Invoice
NV Energy			C2 - June 2026
Sub Total			Amount
			\$489.41
Voucher Number	Check Number	Payment Vendor	Amount
NV Energy C3 - June 26		NV Energy	\$799.80
Vendor	PO Number	Issue Date	Invoice
NV Energy			C3 - June 2026
Sub Total			Amount
			\$799.80
Voucher Number	Check Number	Payment Vendor	Amount
NV Energy C4 - June 26		NV Energy	\$698.10
Vendor	PO Number	Issue Date	Invoice
NV Energy			C4 - June 2026
Sub Total			Amount
			\$698.10
Voucher Number	Check Number	Payment Vendor	Amount
Cox - 6-2026		Cox Communications	\$240.80
Vendor	PO Number	Issue Date	Invoice
Cox Communications			6.21.26
Sub Total			Amount
			\$240.80
Voucher Number	Check Number	Payment Vendor	Amount
Aflac - 6-2026		AFLAC	\$1,552.78
Vendor	PO Number	Issue Date	Invoice
AFLAC			June 2026
Sub Total			Amount
			\$1,552.78
Voucher Number	Check Number	Payment Vendor	Amount
Vanguard - June 2026		Vanguard	\$1,300.00
Vendor	PO Number	Issue Date	Invoice
Vanguard			June 2026 - 1
Vanguard			June 2026 - 2
Sub Total			Amount
			\$1,300.00

DISTANCE EDUCATION PROGRAM APPLICATION
July 1, 2026 through June 30, 2029

Application: RENEWAL
(New, Renewal, or Amended)

Amended Application Number: _____

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this application is accurate and that the distance education program will be operated as described in the application. As the authorized representative of the school district or charter school submitting the application, assurance is provided to the Nevada Department of Education (NDE) that all persons responsible for program operation will comply with all applicable Nevada Revised Statutes, Nevada Administrative Code, NDE policy and regulations, and all rules and policies of the school district or charter school.

Name and signature of the school district superintendent, charter school principal or appropriate designee of the applicant authorized to submit this application must be provided below:

ABBE MATTSON SUPERINTENDENT [Signature] 3/31/26
Name and Title (Please type) Signature Date

Indicate the date the applicant's board of trustees, governing body, or committee to form a charter school met to approve the submission of this application: 2/26/26

APPLICANT INFORMATION

Applicant (Name of School District or Charter School) <u>EXPLORE KNOWLEDGE ACADEMY</u>	Mailing Address <u>5871 MOUNTAIN VISTA ST</u> <u>LAS VEGAS, NV 89120</u>
Name and Title of Authorized Contact Person <u>ABBE MATTSON</u> <u>SUPERINTENDENT</u>	Telephone Number <u>702 870 5032</u>
	Fax Number <u>702 871 5032</u>
	Email Address <u>amattson@ekacademy.org</u>

FOR DEPARTMENT USE ONLY:

Date Received: <u>3/30/26</u>	Date Received Revisions: <u>4/9/26</u>
Recommend for Approval by the Distance Education Program Review Committee: <u>[Signature]</u> Date: <u>4/15/26</u>	
Verification by Distance Education Program Professional <u>[Signature]</u> Date: <u>7/8/2026</u>	
Approval by State Superintendent of Public Instruction	

EXPLORE KNOWLEDGE ACADEMY CHARTER SCHOOL

ENGAGEMENT LETTER FOR ACCOUNTING SERVICES

JUNE 30, 2026



July 15, 2026

Board of Directors
Explore Knowledge Academy Charter School
950 West Lake Mead Blvd
Las Vegas, Nevada 89106

Dear Board of Directors:

We are pleased to confirm our understanding of the services we are to provide Explore Knowledge Academy Charter School (also referred to as the "Academy") for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Explore Knowledge Academy Charter School, as of and for the year ended June 30, 2026.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Explore Knowledge Academy Charter School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Explore Knowledge Academy Charter School's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of the Academy's Proportionate Share of the Net Pension Liability Public Employee's Retirement System of Nevada
- 4) Schedule of the Academy's Contributions Public Employee's Retirement System of Nevada

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that

includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Explore Knowledge Academy Charter School and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Academy's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or

error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed,

the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of Explore Knowledge Academy Charter School in conformity with U.S. generally accepted accounting principles based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Watkins Jackson CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nevada State Public Charter School Authority or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Watkins Jackson CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Nevada State Public Charter School Authority or its designee. The Nevada State Public Charter School Authority or its

designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jason Watkins is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$32,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Explore Knowledge Academy Charter School's financial statements. Our report will be addressed to the Board of Directors of Explore Knowledge Academy Charter School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Explore Knowledge Academy Charter School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that

an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Explore Knowledge Academy Charter School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



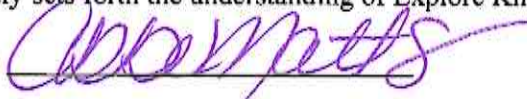
Watkins Jackson CPAs

Jason Watkins, CPA
Engagement Partner

RESPONSE:

This letter correctly sets forth the understanding of Explore Knowledge Academy Charter School.

Officer signature:

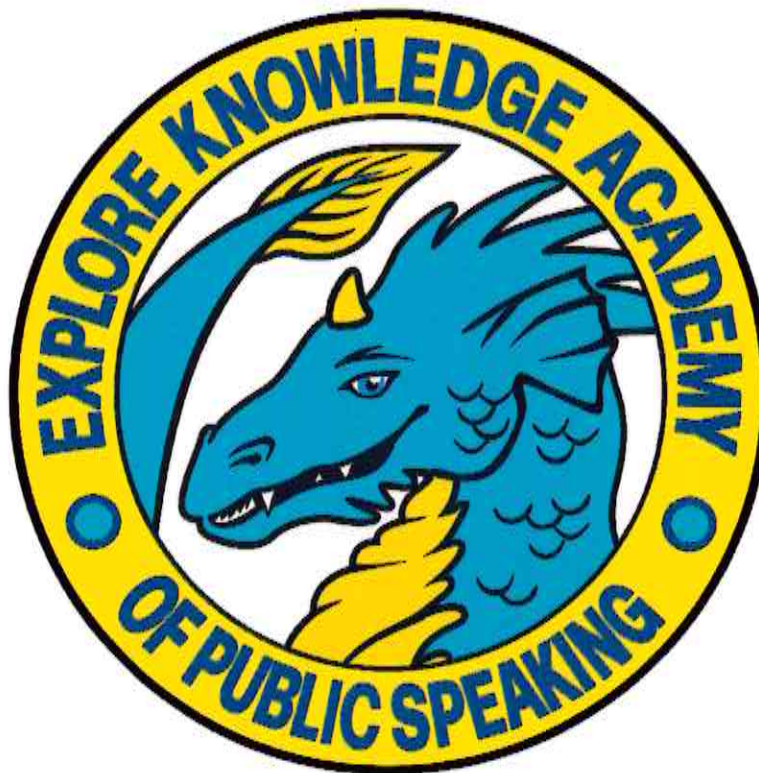


Title:

SUPERINTENDENT

Date:

7/15/26



Explore Knowledge Academy of Public Speaking

Aversive Intervention Policy

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PURPOSE

Explore Knowledge Academy of Public Speaking (EKAPS) has established procedures to maintain internal control over the use of Aversive Interventions on Students.

USE OF AVERSIVE INTERVENTIONS

DEFINITIONS

- A. Use of aversive interventions on students with disabilities is prohibited by the Nevada Revised Statutes. Aversive intervention means any of the following actions if the action is used to punish a pupil with a disability or to eliminate, reduce, or discourage maladaptive behavior:
1. Use of noxious odors or tastes;
 2. Use of water and other mists or sprays;
 3. Use of blasts of air;
 4. Use of corporal punishment;
 5. Use of verbal or mental abuse;
 6. Use of electric shock;
 7. Administration of chemical restraint;
 8. Placement of a person alone in a room where release from the room is prohibited by a mechanism, including without limitation, a lock, device, or object positioned to hold the door closed or otherwise prevent the person from leaving the room;
 9. Requiring a person to perform exercise under forced conditions if:
 - a. The person is required to perform the exercise because he exhibited a behavior that is related to the disability;
 - b. The exercise is harmful to the health of the person because of the disability;
 - c. The nature of the person's disability prevents them from engaging in the exercise; or
 10. Deprivation of the necessities needed to sustain health, including food, liquid, or medication at a time customarily served.

PHYSICAL OR MECHANICAL RESTRAINTS

- A. A person employed by the Board of School Trustees shall not, except as otherwise provided in NRS 388, use physical or mechanical restraints on a pupil with disabilities.
- B. Physical restraint may be used on a person with a disability only if:
1. An emergency exists that necessitates the use of physical restraint;

2. The physical restraint is used only for the period that is necessary to contain the behavior of the pupil so that the pupil is no longer an immediate threat of causing physical injury to himself or others or causing severe property damage; and
 3. The use of force in the application of the physical restraint does not exceed the force that is reasonable and necessary under the circumstance precipitating the use of physical restraint.
- C. Physical restraint may be used on a pupil with a disability and a report is not required if the restraint is used to:
1. Assist the pupil in completing a task or response if the pupil does not resist the application of physical restraint or if the resistance is minimal in intensity and duration;
 2. Escort or carry a pupil to safety if the pupil is in danger in his present location;
 3. Conduct medical examinations or treatments on the pupil that are necessary.
- D. The use of mechanical restraints is limited to the conditions listed below. The use of mechanical restraint is only permitted to:
1. Treat the medical needs of the student as prescribed by a physician;
 2. Protect a pupil who is known to be at risk of injury because of a lack of coordination or frequent loss of consciousness;
 3. Provide proper body alignment;
 4. Position a pupil in a manner prescribed in the IEP.

REPORTING REQUIREMENTS

- A. If the physical or mechanical restraint is used on a pupil with a disability in an emergency, the use of the procedure must be reported in the pupil's confidential file not later than one working day after the procedure is used. A copy of the report must be provided to the Superintendent, who will forward it to the Board of School Trustees. Copies must also be provided to the pupil's individualized education program team and the parent or guardian of the pupil.

The principal or administrative designee who has determined that an aversive intervention or inappropriate physical or mechanical restraint has occurred shall report the violation to the Superintendent within 24 hours of the violation, or as soon thereafter as the violation is discovered. A copy of the report will be immediately provided to the Board of School Trustees. The Superintendent or his designee shall develop a corrective plan within 30 days to submit to the Department of Education to prevent future violations.

- B. For reports made in relation to the emergency use of physical or mechanical restraints, the superintendent or his designee will determine whether a denial of rights has occurred. If a denial of rights is found, or if a violation of prohibited practices described in Section I or if the inappropriate use of physical or mechanical restraints is reported, a full factual account of the circumstances surrounding the denial shall be provided to the board and forwarded to the Department of Education along with a corrective plan.

- C. The Board of School Trustees will be provided reports on the use of aversive interventions, physical restraints, and/or mechanical restraints as an information item. These reports will be provided in addition to any required corrective plan.
- D. An employee of Explore Knowledge Academy shall not retaliate against any person for having reported a violation of this regulation or who has provided information regarding a potential violation.
- E. A person who intentionally uses an aversive intervention on a student, or who intentionally violates the physical or mechanical restraint provisions of this regulation, is subject to disciplinary action pursuant to NRS 391.312 or 391.330 and in accordance with the negotiated agreements.

Written Notification of State Examinations FY 27

Per NRS 390.275, the governing body of each charter school shall provide a written notice regarding examinations to all teachers and educational personnel employed by the governing body who are involved in the administration of the examinations, all pupils who are required to take the examinations, and all parents and legal guardians of such pupils.

Explore Knowledge Academy of Public Speaking students in grades 3-8 will participate in the Nevada Smarter Balanced Assessments (SBAC), students in grades 8 & 9 will participate in State Science Assessments, and students in grade 11 will participate in the ACT College Entrance Exam. These assessments will either consist of a computer adaptive test, performance task, and/or a paper form. The purpose of these assessments is to measure individual student achievement on the Nevada Academic Content Standards (NVACS) for English language arts/literacy (ELA) and mathematics, as well as the Nevada State Content Standards for science in eighth grade. In addition, all students at Explore Knowledge Academy of Public Speaking will participate in the school diagnostic assessments through iReady (K-8), and students identified as English Language Learners will participate in the WIDA assessment. Dates for these assessments are listed on the Explore Knowledge Academy of Public Speaking Test Security Plan 2026-2027, which is available on our school website.

To ensure that we assess your child's performance accurately, we are asking for your assistance. First, it is required that your child attend school during the appropriate testing administration windows (dates). Please be sure students are rested, eat a nutritious breakfast, and arrive at school on time. In addition, students should be in attendance daily in order to be properly prepared for these exams. By encouraging your child to complete homework tasks and study for tests/quizzes in school, you will be helping to prepare your child to perform well on these exams. Test results do become a part of your child's school records.

The following test security procedures are strictly adhered to in accordance with state guidelines for test security. Proctors verify student eligibility and correct logins prior to student participation in all state-mandated tests. Test materials are secured prior to and during the administration window for each test. Each day, teachers will sign out testing materials and return materials to the testing coordinator to ensure materials are secured. Every staff member assisting with testing must participate in a mandatory test proctoring meeting where security measures and proctoring expectations are reviewed. Students are expected to adhere to Explore Knowledge Academy of Public Speaking's code of honor as referenced in the Parent and Student Handbook. Academic dishonesty committed on state-mandated tests results in the invalidation of the test and possible disciplinary action. Staff proctors must follow all testing guidelines and mandates and are subject to corrective action if testing procedures and guidelines are not adhered to.

If you have any questions, please feel free to contact the school office at (702) 870-5032.

Thank you,
Abbe Mattson
Superintendent, Explore Knowledge Academy of Public Speaking

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Thank you,

Abbe Mattson

Superintendent, Explore Knowledge Academy of Public Speaking



Plan for

Test Administration

and

Test Security

2026–2027

August 1, 2026

Explore Knowledge Academy of Public Speaking
5871 Mountain Vista Street
Las Vegas, NV 89120
Phone: 702-870-5032
Fax: 702-871-5032

Approved by the Explore Knowledge Academy of Public Speaking (EKAPS) Governing Body.

This plan is subject to change based upon the Nevada Department of Education and the State Board of Education's policies and procedures.

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Introduction

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for the EKAPS test directors, school principal, and school test coordinators. Test security procedures must be understood and adhered to by all school personnel involved in test administration or the handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live), as well as field and pilot tests.

Strict adherence to procedures protects the integrity of the state assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including but not limited to, invalid scores and/or licensure sanctions.

All inquiries regarding test security must be directed to the Nevada Department of Education (NDE) test security coordinator through the Principal.

Dawn Gustafson, Principal
5871 Mountain Vista Street
Las Vegas, NV 89120

Assurances from Principal

The principal 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 professional learning 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 EKAPS; and the requirement to provide annual test security professional learning and refresher professional learning. The principal must certify, on an annual basis, that these procedures will be followed at the school.

Before September 15 (Nevada Academic Code 389.054) of each year, the principal will submit to the SPCSA an Authorization to Test form, which ensures compliance with regulations and statutes related to confidentiality of testing materials, proper administration of the state-mandated tests, and provisions for annual and refresher test security professional learning prior to each specific test administration. The EKAPS test director is responsible for collecting these forms and submitting them to NDE. If a new principal joins the school after the original submission, the school must submit a replacement form with an updated signature.

Reporting Student Test Results

Not more than 15 working days after student test results have been uploaded to the testing vendor's secure website and/or paper copies have been delivered to the school, the principal shall ensure that the results for each student have been provided to the parent/guardian of the student.

Nevada Department of Education

Assessment Calendar for the 2026-2027 School Year

Student Assessments – All Students	Grades	Testing Windows
Smarter Balanced Summative Assessment English Language Arts and Mathematics	3 - 8	March 9 – May 4
Science Assessments	5, 8, and high school	March 9 – May 4
ACT College & Career Readiness Assessment English Language Arts and Mathematics	11	<i>Paper/Pencil: February 23, 2027</i> Accommodated & Online: February 23-26 & March 1-5 <i>Make-up 1: April 6, 2027</i> Accommodated & Online: April 6-9 & April 12-16 <i>Make-up 2: April 20, 2027</i> Accommodated & Online: April 20-23 & April 26-30
Teaching Strategies GOLD Kindergarten Entry Assessment (KEA)	K	<i>Intake assessment:</i> No earlier than 15 calendar days prior to the start of school or within 45 instructional days of the start of the school year.
i-Ready Inform, Reading i-Ready Inform Reading i-Ready Inform Reading	K 1 – 3	<i>2 Testing Seasons: Winter & Spring:</i> Nov. 16 – Feb. 12, March 8 – May 28 <i>3 Testing Seasons: Fall, Winter, & Spring:</i> Aug. 10 – Oct. 23, Nov. 16 – Feb. 12, March 8 – May 28

Student Assessments – Select Populations	Grades	Testing Windows
NAA – Nevada Alternate Assessment English Language Arts & Mathematics Alternate Assessments	3 - 8, 11	March 9 - May 12
Science Alternate Assessment	5, 8, 11	March 9 - May 12
WIDA – Students Identified as English Learners English Language Proficiency Assessment in Speaking, Listening, Reading, and Writing	K 1 - 12	January 4 - February 26 January 11 - February 26
CTE – Career & Technical Education Workplace Readiness Skills & End-of-Program Technical Skills	CTE Program Completers	February 8 - March 19
Workplace Readiness Skills & End-of-Program Technical Skills Retakes	CTE Program Completers	April 12 - 23
NAEP – National Assessment of Educational Progress Grade 8 Science	Selected students from selected schools	January 25 – March 19

Annual Requirements

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 public schools, including charter schools, at a grade level where a mandated test is administered statewide are expected to participate. For information regarding testing students with special needs, the *2026 - 2027 Usability, Accessibility, and Accommodations Guide* is available at nv.drcedirect.com > My Applications > General Information > Documents.

EKAPS Test Security Plan

The EKAPS Governing Body shall adopt and enforce a plan setting forth procedures to ensure the security of all state and EKAPS-mandated tests (NRS 390.275).

The EKAPS plan is consistent with the procedures outlined in the NDE Test Security Procedures Manual and includes the following criteria:

- Procedures by which students and other individuals may report irregularities in test security and administration.
- The manner in which school officials will contact the Governing Body regarding reports of testing irregularities and how the Governing Body will, in turn, notify NDE (includes the Governing Body identifying the EKAPS test director or designee for reporting purposes).
- Procedures necessary to ensure security of test materials and consistency of test administration.
- Procedures that each school will use to verify the identity and eligibility of students testing.
- Procedures for online test administration.
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category.

On or before September 30 of each year, the governing body shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and education personnel employed by EKAPS or governing body.
- All employed personnel who are involved in test administration.
- Students who are required to take the examinations.
- The parents/guardians of these students.

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The EKAPS Plan for Test Administration and Test Security.
- Potential consequences for violations of the plan or for other testing irregularities.

EKAPS Administration and/or NDE assessment personnel may conduct unannounced, on-site observations or audits to verify implementation of school test security plans.

Testing Locations and Prescribed Dates

NDE prescribes the specific date, or range of dates, on or during which examinations will be administered. Each test must be given in a public facility approved by the governing body. EKAPS Distance Learning program using online coursework as the primary mode of instruction, must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations.

Professional Learning Requirements

NDE provides a required annual program of education and professional learning regarding the administration and security of state-mandated examinations (NRS 390.300). The EKAPS test director must certify that all test coordinators and appropriate personnel have participated in NDE's program of professional learning. NDE may request proof of professional learning as part of the investigative process.

The principal 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. The 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. The principal of each school is also responsible for tracking participation in refresher professional learning prior to each state-mandated test administration, focusing on specific requirements of the test being administered, as well as an overview of test security procedures, taking into account the following requirements:

- 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 2026 - 2027 test security and administration procedures.
- Only individuals who have received test security and administration professional learning for the current school year are permitted to administer or proctor an examination.

Professional learning must address the following practices:

- All information related to proper test security and potential consequences for failure to observe and carry out the requirements of the state and EKAPS test security plans.
- Instructions in proper handling of test materials, including test tickets.
- Instructions in proper test administration.
- Information regarding protection of personnel regarding the disclosure of testing irregularities.
- Conditions related to testing under which a teacher/administrator may be suspended, dismissed, or not reemployed.
- Conditions related to testing under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee.

The governing body of EKAPS shall ensure that the state-established program of education and professional learning is provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations.
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing.
- All other school personnel, as necessary.
- Student teachers, teacher's aides, emergency substitute teachers, parents/guardians, and community volunteers who may assist with proctoring an examination or who must be present in the testing environment for other reasons (i.e., medical caregivers).

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

understands 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. A list of definitions and responsibilities for school personnel involved in test administration is included in the Terms and Definitions section.

Security of Test Materials

- 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 secure 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).
- School test coordinators must follow the directions in the *Test Coordinator's Manual* regarding the receipt and return of paper/pencil test materials and the reporting of discrepancies.

Before Testing

- The school principal must ensure that all personnel who will be participating in assessment-related activities receive refresher professional learning prior to the beginning of the school's testing window.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing adequately. A ratio of one test administrator to not 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.

During and After Testing

Testing Environment

- The testing environment must be quiet and free of distractions.
- The test administrator's computer must be secured and monitored throughout the testing session.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents/Guardians of students who are testing must not be allowed in the testing room (EXCEPTION: See Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the *Test Administrator's Manual*. Students

may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.

- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored prior to distributing test materials (EXCEPTION: Students with a continuous glucose monitor application). Test administrators and proctors should avoid cell phone and smart watch use 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 the test director is collecting evidence related to a test security investigation.
- Food and beverages are **only** permitted during a supervised break. Procedures for breaks are included in the *Test Administrator's Manual* and must be followed explicitly.

Testing Materials

- 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. See the *Test Administrator's Manual* for permissible materials.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the *Test Administrator's Manual* for 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 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*.

Monitoring Students

- Students must be supervised by **licensed personnel** while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activities (i.e., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
 - Cheating threats:
 - Colluding with others.
 - Using cheating aids.
 - Using a proxy test taker.
 - Copying responses from other students.
 - Stealing threats:
 - Capturing content by digital photography devices.
 - Transcribing questions verbally (on paper or recording device).
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the *Test Administrator's Manual*.
- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific permissible device, or the device is required for test administration as indicated in the *Test Administrator's Manual*. Unauthorized possession of electronic devices may result in invalid scores.
- The test director or designee is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be addressed in accordance with EKAPS and/or school

disciplinary procedures.

English Learners

- Assessments are administered in English. See the *2026 - 2027 Usability, Accessibility, and Accommodations Guide* available at nv.drcedirect.com > My Applications > General Information > Documents for information regarding designated supports for English learners.
- The test administrator or proctor of the WIDA ACCESS *Speaking* test (all grades) and *Kindergarten* test must have native English fluency.

Unlocking Tests

Online Science Assessments and Summative Performance Tasks (PTs) lock each night or once a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted. Tests lock for security reasons and should not be unlocked except in rare cases of unforeseen and unavoidable errors during testing.

If a test in progress (i.e., not submitted) is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but cannot return to previous segments.

- If a submitted test is unlocked, the test will reopen at the last page of the test.
- For interruptions in testing occurring for more than 20 minutes, NDE grants permission to district test directors or their designees to unlock tests for the following:
 - A student has completed five or fewer responses and is unable to complete a test due to a technological difficulty that results in the locking of the test (must be reported as a testing irregularity).
 - A student has completed five or fewer responses and is unable to complete a test before it locks due to a sudden illness or unanticipated school closure/evacuation (must be reported as a testing irregularity).
- For instances of human error, when discovered on the day of testing, NDE grants permission to district test directors or their designees to unlock tests if:
 - A student begins a part of the test unintentionally. The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee may unlock the test part that was begun erroneously prior to administration of that part if the student had completed five or fewer responses (must be reported as a testing irregularity).
 - A student has completed five or fewer responses and unintentionally submits a test—if the incident is reported immediately and the test is unlocked and completed the same day (not reported as a testing irregularity).
- In certain circumstances, unlocking a test will not correct a situation or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, district test directors or their designees must obtain permission from NDE to have the testing vendor regenerate the test ticket for the following:
 - A student begins a part of a PT or CAT using another student's test ticket or log in information and has completed five or fewer responses (must be reported as a testing irregularity).
 - A student begins a part of a PT or CAT without having an accommodation or designated support activated and has completed five or fewer responses (must be reported as a testing irregularity).

Testing Homebound Students

School test coordinators must obtain protocols from the test director for homebound test administration and must adhere to the following procedures (NOTE: Does not apply to the remote administration of the MAP Growth Reading assessment):

- Tests must be administered in accordance with NDE test security procedures.

- A licensed Nevada educator who has received professional learning in test security and administration for the current school year must administer the tests.
- Materials must be transported securely to and from the student's home.
- The test administrator is responsible for all assessment-related activities in the testing environment.
- If the student's Individualized Education Program (IEP) or 504 testing accommodations require the test administrator or American Sign Language (ASL) interpreter to read or sign test content, or transcribe responses, that individual must sign a confidentiality agreement prior to testing.
- All individuals present in the testing environment must be documented.
- Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
- Medical caregivers required to be present must sign a confidentiality agreement prior to testing and are **NOT** permitted to assist with test administration. The signed confidentiality agreement must be retained with the school's test security documentation for three consecutive school years.

Disclosure of Test Content

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- The material contained in state-mandated examinations is the property of NDE and is confidential. Disclosure is unlawful except under the following circumstances:
 - To the extent necessary for administering and evaluating the examinations.
 - When it is necessary for the performance of the duties of a:
 - State officer who is a member of the executive or legislative branch.
 - Superintendent of a school district.
 - Director of curriculum of a school district.
 - Director of testing of a school district.
 - Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
 - NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (i.e., medical caregivers) are not permitted to review test content. EXCEPTION: When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing) or as needed for administration of the Nevada Alternate Assessment (NAA) or WIDA. A confidentiality agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- 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 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 NDE, and not public record. Disclosure is strictly prohibited without written permission from NDE.

Reporting and Investigating Testing Irregularities

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

- If the test director has reason to believe a violation of the state or the EKAPS test security plan has occurred, they must do the following:
 - Immediately notify the NDE test security coordinator either orally or in writing.
 - Ensure that a *Report of Testing Irregularity* is submitted within 14 school days after the incident occurred.
 - Begin an investigation of the incident.
 - If a potential breach in test security has occurred and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - The test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.
 - A school official who has reason to believe that a violation of the state or the EKAPS test security plan has occurred must immediately notify the school test coordinator, principal, and the test director or designee.
- All evidence and documentation related to test security investigations is confidential.
- NDE may choose to conduct an investigation separately or in conjunction with EKAPS.
- The majority of the communication regarding the incident will occur between the EKAPS 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.
- Depending on the severity of the incident, and the potential impact to the state assessment program, NDE's determination may include, but is not limited to:
 - No further action.
 - Invalidation of student scores.
 - A requirement, including NDE's recommendations, for the school to complete a corrective action plan (NRS 390.295) if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures.
 - A requirement for the school to conduct an additional administration of the examination (NRS 390.290).
 - Licensure sanctions administered by the State Board of Education (NRS 391.330).

After Testing

- 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 materials 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. See the *Test Coordinator's Manual* for instructions regarding the return of materials to the testing vendor.
- 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.

Assessment Investigation Plan

Purpose

The EKAPS Investigation Plan details the overall strategy for managing investigations when test irregularities are

reported to the test director or designee. This plan outlines the testing irregularities required for an investigation, responsibilities of personnel, procedures for reviewing available information, conducting interviews, and developing a report with the evidence.

Investigation

EKAPS completes a testing irregularity report in the NDE online system, Caveon Core.

Testing Irregularities

Testing irregularities that are considered to be a failure of process do not merit an investigation. These process irregularities generally include mistakes in administration. Testing irregularities that arise due to cheating, accusations of purposeful misconduct by personnel, large increases in scores from one year to the next, or high levels of incorrect to correct answer changes will trigger an investigation.

Role Responsibilities

EKAPS staff will be responsible for the following duties: School official is Abbe Mattson, Superintendent for the overall school. Test Directors are Dawn Gustafson, Principal for the elementary campus and Imelda Keyer, Counselor for the secondary campus. Our Classroom Test Administrator is our Literacy Specialist, Stephanie Estores. All of our licensed teachers are classroom proctors. In cases in which school level investigation(s) of testing irregularities are necessary, an investigation will be conducted. The investigative team may include, but is not limited to, the EKAPS test director or designee, EKAPS Human Resources manager, or the EKAPS school attorney, in conjunction with the school Superintendent.

Reviewing Available Information

The investigation will include a checklist of available information during the site visit. This will include observations, such as proper test handling, storage, and check in/out logs.

Planning and Conducting Interviews

Part of the investigation may include interviewing personnel at the site in question. The following questions will be used, when applicable, during an investigation:

- Were you asked to read the manual for administering the test?
- Were you provided with test security professional learning? When and by whom?
- When did testing materials arrive at the school?
- In the case of computer-based tests (CBTs), when did you first have access to the examination questions?
- Where were physical test materials stored?
- Who had access to the test materials in both paper/pencil and CBT-delivered exams?
- Describe the process on test day for the school as a whole and for each testing room.
- How were test materials collected and mailed from the school when testing was complete? Did you observe any testing irregularities in your school on any of the testing days?
- Are there ways you would like to see test security practices enhanced?

Compiling a Report

The final report of the investigation will be a culmination of the site visit checklist and personnel interviews. It will highlight key findings with an analysis of the observations, interviews, and the original irregularity report.

Recommendations for prevention or corrective action may also be included in this report.

- Conduct a thorough review of the information contained in the *Report of Test Irregularity*.
- If necessary, request additional information to assist in the review process from the principal, and any other school staff members or students involved in the reported test irregularity.
- Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were intentional.
- Determine whether evidence exists to indicate that consequences associated with the testing irregularity have

resulted in, or will result in, significant damage to the state-mandated assessment.

- Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- Notify the EKAPS Governing Body and test director, in writing, indicating the results of the findings.
 - If the findings indicate that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damages to the state-mandated assessment, the investigative team may determine:
 - Whether an additional administration of the test is necessary.
 - Whether the school is required to file a corrective action plan.
 - Recommendations and/or other remedial courses of action to be taken by the school.
 - If it is determined that there is sufficient evidence that an **intentional** irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity resulted in, or may result in, significant damages to the state-mandated assessment, the investigation may:
 - Require the school to conduct an additional administration of the test.
 - Require the school to file a corrective action plan.
 - Specify NDE's recommendations and/or requirements for corrective action.
 - Begin an investigation, or require the test director to begin an investigation to obtain further information regarding the testing irregularity.
 - Invalidate student test scores, as indicated.
 - If, after longitudinal review of EKAPS' and NDE records of testing irregularities, it was determined that at least one testing irregularity occurred at a school during one school year, and in the immediately preceding school year, at least one additional irregularity had occurred, a determination will be made as to whether the irregularities warrant an additional administration of the examination.
 - If it is determined that an additional administration of the examination is required, the school principal shall be notified of this determination. The additional administration may include an entire grade, or merely specific pupils, as determined by the investigative team.
 - When determining the need for an additional administration of an examination, the investigative team must consider the effect of each testing irregularity on the scores of pupils and whether sufficient time remains in the school year.
 - The additional administration must occur in the same school year in which the additional irregularity occurred, if feasible. EKAPS is responsible for paying all costs related to the additional administration.
 - Unless determined otherwise, the test director will coordinate the additional test administration, with the assistance of school administrators, as deemed necessary.
 - If it is found that the test irregularity resulted from inadequate or insufficient school and/or test administration and security protocol, the principal or the test director will be required to file a corrective action plan with NDE.
 - If it is found that school personnel were not adequately or sufficiently professionally developed in school and/or test administration and security protocol, the principal or the test director will be required to file a corrective action plan with NDE.
 - If it is determined that the evidence is insufficient to issue a charging document of violation of test security against an individual, and the evidence does not indicate a significant consequence as related to the breach, NDE will write a letter indicating this to the EKAPS Superintendent and the test director. No disciplinary action will be taken by NDE, but **this does not preclude EKAPS from taking disciplinary action.**
 - If the evidence is sufficient to support charging a violation of test security against an individual, and the Superintendent decides to take action for the suspension or revocation of the license, a notice of complaint will be issued to the licensee.

- When there is sufficient evidence to take action against an individual's license, the significance of the consequence of the violation of test security is a factor considered in evaluating the appropriateness of suspension or revocation of license.
- If a notice of complaint is issued, the individual against whom it is issued has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.
 - If the individual does not request an impartial hearing, a hearing before the State Board of Education will be conducted.
 - If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.

In addition to disciplinary action that may be taken against a licensed counselor, teacher, or school administrator, breaches in security that impact the reliability and validity of student scores may result in the invalidation of student scores.

Protection of EKAPS Personnel Regarding the Disclosure of Testing Irregularities

2026--2027 School Year

NRS 390.350 through 390.430 provides for specific rights and responsibilities of EKAPS personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and EKAPS -mandated examinations. NRS 390.425 also requires NDE to annually submit a written summary of these rights and responsibilities to the governing body of the charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use, or attempt to use, his/her official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. "Official authority or influence" includes taking, directing others to take, recommending, processing, or approving any personnel action, such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities, within two years after the information is disclosed, the school official may file a written appeal with the State Board of Education for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness, or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and

- Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the governing body shall provide a copy of the written summary to all school officials within the charter school.

Terms and Definitions

The following terms and definitions will be used when referring to the NDE assessment program:

- **“Examination”** means achievement and proficiency examinations that are administered to pupils pursuant to NRS 390.105, 390.600, and 390.610, and includes the following:
 - English language arts (ELA) and mathematics in Grades 3–8
 - Science assessments in Grades 5, 8, and High School
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in Kindergarten–Grade 3
 - Any other examinations that measure achievement and proficiency of pupils, and are administered to pupils on a districtwide basis.
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the school district, person, or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination including, but not limited to, the following:
 - Failure to comply with state or EKAPS security procedures.
 - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- **“School official”** means the following:
 - A member of the governing body of EKAPS.
 - A licensed or unlicensed person employed by the governing body.
- **“School test coordinator”** or **“test coordinator”** is the school principal, or a licensed individual appointed by the school principal, and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:
 - Assisting the school principal in the development of school test administration procedures.
 - Assisting the school principal in providing annual professional learning for school officials involved in test administration.
 - Assisting the school principal in organizing the test schedule.
 - Assisting the school principal in the dissemination and collection of test materials.
 - Assisting the school principal in assigning school officials to administer or proctor the assessments.
- **“Reprisal or retaliatory action”** is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - Frequent or undesirable changes in the location of an office;
 - Frequent or undesirable transfers or reassignments;
 - The issuance of letters of reprimand, letters of admonition, or evaluations of poor performance;
 - A demotion;
 - A reduction in pay;
 - The denial of a promotion;
 - A suspension;
 - A dismissal;
 - A transfer; or

- Frequent changes in working hours or workdays.

Although the school principal may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper professional learning and administration of all state-mandated testing.

- **“Classroom test administrator” or “test administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures.
 - Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment in accordance with procedures outlined in the test security plan.
 - Assuming primary responsibility for the dissemination and collection of each student’s test materials.
 - Assuming primary responsibility for the supervision of students during their participation in the assessment.
 - Ensuring that students are taking the assessment in accordance with test security and test administration procedures.
 - Following up on unusual behavior or activity on the part of the students.
 - Assuming primary responsibility for ensuring that applicable time limits are being adhered to during the testing session.
- **“Classroom proctor” or “proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Assisting the classroom test administrator in supervising students during their participation in the assessment.
 - Ensuring students are taking the assessment in the manner in which they were instructed by the classroom test administrator.
 - Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students.
 - Assisting the classroom test administrator in the dissemination and/or collection of test materials.
 - Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to during the testing session.

Explore Knowledge Academy of Public Speaking

Assessment Observation and Security Checklist

School:	Location:
Contact:	Position:

Yes	No	Expectation: Preparation, Materials Management, and Recordkeeping
		1. School Test Security Plans on file.
		2. Training Logs on file.
		3. Acknowledgement of Training Forms on file.
		4. Confidentiality agreements on file for all personnel who will engage with test content.
		5. Identification of School Site Test Coordinator(s).
		6. Locked storage for test materials.
		7. Secure procedures for management of test tickets.
		8. Sign-in/Sign-out and/or Chain-of-Custody Documentation.
		9. Student test accommodations and supports documented.
		10. Materials distributed to personnel ONLY for assessment date.
		Expectation: Testing Environment and Administration
		11. Coordinator has a schedule of assessments with locations, times, and staff assignments.
		12. Doors are marked and/or signage posted to prevent interruption.
		13. Certified test administrator plus appropriate number of proctors present (personnel: student < or = 1:30).
		14. Documentation of all individuals present (personnel, students, observers, administrators, etc).
		15. Classroom instructional materials covered or removed.
		16. Seating arranged and a quiet environment maintained for students to produce independent work.
		17. Appropriate technology available and utilized.
		18. Student test accommodations implemented by test administrators.
		19. Materials appropriately distributed and collected (scratch paper, test booklet, etc).
		Expectation: Awareness and Reporting of Irregularities
		20. Unapproved digital devices are inaccessible to students.
		21. Breaks are only provided according to instructions in the Test Administrator's Manual.
		22. Test administrator/proctor engaged in student observation during assessment.
		23. Communication available from the testing environment to administrators.
		24. Communication regularly checked by administrators or designated relief personnel.
		25. Extra time procedures and placements meet the same expectations as initial administration.
		26. Coordinator/contact can describe procedures for errant administration (wrong student, ticket, or test).
		27. Coordinator/contact can describe procedures for interruptions, cheating, and other security breaches.

Notes: _____

Observed by: _____

Assessment Department Signature: _____ Date: _____

School Signature: _____ Date: _____



Bylaws of the Board of Trustees

a) ADD ADDRESS

Explore Knowledge Academy of Public Speaking, a Charter School in Nevada, will be governed by a Board of Trustees per NRS 388A and NRS 82 as described herein. Explore Knowledge Academy of Public Speaking's mission is 'Personalizing Education - Challenging Minds'. At Explore Knowledge Academy of Public Speaking, we provide a rigorous K-12 academic program that empowers students by personalizing the student learning experiences. Our interactive, accessible curriculum platforms use technology to inspire teachers and enhance student engagement in ways that they can achieve optimal learning. Our public speaking program empowers students to develop leadership, creativity, and strong organizational skills. Our program is in alignment with our approved charter contract with the State Public Charter School Authority (SPCSA) and within the framework of applicable law.

1. Members:

d) The Board will consist of (seven) people representing a variety of professions to accommodate the needs of the charter school. The board will consist of (a) One member who is a teacher or other licensed person or who previously held such a license and is retired, as long as his or her license was held in good standing; (b) One member who: (1) Satisfies the qualifications of paragraph (a); or (2) Is a school administrator with a license issued by another state or who previously held such a license and is retired, as long as his or her license was held in good standing; (c) One parent or legal guardian who is not a teacher or employee of the charter school; and (d) Two members who possess knowledge and expertise in one or more of the following areas: (1) Accounting; (2) Financial services; (3) Law; or (4) Human resources. It is agreed that should the requirements for board members change; Explore Knowledge Academy of Public Speaking will adjust its board membership accordingly. It is acknowledged that membership on the board is voluntary and at no time will it be considered a paid position. No single organization will be represented by more than two members. The majority of the board members must reside in Clark County per NAC 388A.525. The Superintendent and Finance Manager, or their designees, shall attend all board meetings in an informational role, and shall not have a vote on official decisions.

TERMS

f) Terms of the trustees will be for three years and will be staggered so that all members cannot be replaced at any one election starting for FY 26. Four of the seven members may be replaced one year and three members, the next year. There will be a term limit for each board member of five consecutive elected terms in succession, followed by one year of ineligibility before re-election is possible. Terms will begin at the summer training retreat and board meeting in late July or early August.

h)



SELECTION OF NEW BOARD MEMBERS AT THE END OF A TERM:

e) Nominations for any open positions will be collected in April of each year by the school administration and the final vote will be determined at the May board meeting, following all Nevada Open Meeting Laws. Administration will give the board the application, resume and any other pertinent information to the board prior to the meeting so the board can make an informed decision at the meeting. Prospective board members will be invited to the meeting, but it is not a requirement for board selection.

VACANCIES DURING A TERM:

A board member may resign by notifying the Board in writing and must continue serving at least one month from the date of resignation or until another board member can be appointed by a majority vote from the board. If any of the board members leave before the end of their term, due to circumstances such as becoming employees, having a conflict with the bylaws or charter regulations, or asking to be removed from the board before their term expires, the majority vote of the remaining board members will appoint a replacement to complete that term of office. In the event that an opening occurs between elections, the procedures for appointing new board members will be as follows:

- Board members and the administration are responsible for recruiting applicants for the open positions. The opening will be advertised on the web site and other communication methods. Community members and parents will be invited to apply.
 - The advertisements for the opening will state a due date and time by which completed applications and resumes must be delivered to the business office.
 - The charter school administrators will submit all applications of all applicants to the President of the Board as they are received and then sent to the remaining board members before the next board meeting to ensure transparency and balanced oversight.
 - The Board will vote to appoint the candidate(s).
 - If no candidate is appointed, the open position(s) will be advertised again, and the same process will be repeated until the position is filled.
 - Newly appointed board members shall serve out the duration of the term of the member being replaced.
- a. The members of the board will select the officers of the board, which will be President, Vice President, Secretary and Treasurer which will also be the Finance Committee



Representative. Terms for all offices will be one year and the board will reorganize after the annual election at the annual retreat in late July or early August of each year.

- b. Attendance of members at all regularly scheduled meetings (minimum of once each calendar quarter) and the annual retreat is mandatory. Attendance of members at technical assistance meetings provided by the Nevada Department of Education is strongly encouraged. Missing three sequential meetings may result in dismissal from the board by a majority vote of the remaining members.

Dismissal procedures of board members for just cause

- The member in question shall be notified in writing by the President if dismissal procedures are being considered by the board and the reasons for the discussion.
- The member shall be notified at least five days in advance of a meeting of the board at which the issue of dismissal will be discussed.
- The person(s) recommending dismissal must show just cause for their recommendation.
- The decision will be determined by a vote of the majority of the board at a regularly scheduled board meeting for which the agenda has been posted at least three working days before the meeting, as required by the Open Meeting Laws of NV.
- The member being dismissed may appeal the decision by requesting reconsideration by the board within one month of the decision.

c) **2. Duties of Officers.**

f) President:

- Preside at meetings
- Collaborate with Superintendent on preparing agendas for meetings
- Represent the Board of Trustees at official meetings with the State Board of Education and the charter sponsor.
- Act as the official representative for the business of the board for purposes such as signing documents and appointing committees. The President of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.



- The President shall be the official voice of the board.

Vice President:

- Substitute for the President at any time the President is unable to assume the duties of that office.
- Act as parliamentarian for following the policies and guidelines of the charter contract and the bylaws of the Board of Trustees.

Treasurer/Finance Committee Representative

The Treasurer/Finance Committee Representative will be a member from the Board of Trustees and a member of the EKA Community Council. This committee shall meet at least once each quarter to monitor the budget. The Finance Committee has the responsibility to provide accurate information to the board, the parents, the staff, the students, and community members.

Secretary

The secretary may also be a member of the Finance Committee and a back up for the Community Council when the Treasurer is unavailable.

Trustee (All Members):

- Keep informed of all policies and regulations of the charter.
- Be familiar with and able to reference Nevada Revised Statutes, Nevada Administrative Code, and all applicable state and federal laws, statutes, and regulations regarding charter schools.
- Be responsive to the parents, staff, and students in making decisions regarding the charter school operations.
- Maintain the core ideology of Explore Knowledge Academy of Public Speaking by making decisions based on the values, mission, goals, and objectives described in the charter contract.
- Trustees are required to attend at least one meeting per quarter each school year. If a trustee misses four meetings in a year, they will be removed from office by a majority vote of the remaining trustees.

3. Responsibilities of the Board of Trustees

- c) a. The Board of Trustees of Explore Knowledge Academy of Public Speaking, a charter



school in Nevada, shall be responsible for the policies and regulations regarding the organization of the school in accordance and compliance with all provisions of Nevada Revised Statutes, Nevada Administrative Code, the charter contract and all other applicable state and federal laws, statutes, and regulations.

- b. The Board of Trustees shall adopt bylaws, which designate roles and responsibilities of members. The bylaws will be reviewed and revised, as appropriate, at least once each year. The Board of Trustees shall operate as a public body and comply with applicable Nevada statutes on open meetings per NRS 241, Nevada Open Meeting Law following all requirements for notice, agendas, minutes. Per NAC 388A.340, Explore Knowledge Academy of Public Speaking will notify the SPCSA within 10 days of any amendments to the bylaws that have been approved by the Board. The Board of Trustees shall meet at least once each calendar quarter to discuss operations, receive up-to-date information from staff and students, and to consider or adopt policies and regulations according to the bylaws and the approved charter contract. No official decisions will be made without a quorum of members present. A majority vote of all members will be required for official action by the board.

- c. The Board of Trustees, within the limitations of any funding provided by the State of Nevada and other revenues derived by the school consistent with the law, shall have authority to independently exercise, also consistent with state and federal law, the following powers:

- Appoint one employee to function as the administrator of the school, including the authorization to sign checks and other documents for the Board.
- Develop and monitor the annual budget
- Develop and monitor the annual attendance calendar
- Contract for goods and services
- Ensure that the school meets the minimum requirements for insurance
- Approve leases for facilities
- Ensure that the school has up-to-date special use permits and health permits for all facilities.
- Accept and expend gifts, donations, or grants of any kind in accordance with such conditions as are consistent with law and not contrary to any of the terms of the charter.



- d. The Board of Trustees shall provide written notice to the charter sponsor of all accepted gifts, donations, and grants, and any conditions thereof, on an annual basis.
- e. The EKA Board of Trustees shall make available to the charter sponsor, copies of all written policies or procedures it may develop with respect to any matter relating to its operations and educational program during the annual compliance review by the sponsor.

i) If the governing body of a charter school wishes to amend its written charter contract to occupy a new or additional facility, the governing body of the charter school must submit to the sponsor of the charter school a written request for such an amendment. If the governing body of a charter school requests an amendment to its written charter contract, the sponsor of the charter school may authorize its staff to approve the amendment to the charter contract as the sponsor deems appropriate.

- a. The Board of Trustees will employ a Nevada licensed administrator to manage the day-to-day operations of the charter school, including supervision of personnel and instruction, communications with parents and community, maintenance and operations of facilities, development of budgets, and maintenance of records. This administrator, or his/her designee, will represent the school in official business with the sponsor and the Nevada Department of Education. The administrator will report directly to the Board of Trustees and will be responsible for administering the policies and regulations adopted by the Board.
- b. The governing body, and its employees, shall adopt policies to:
 - Comply with all laws and regulations relating to discrimination and civil rights, and inform parents and students of their rights.
 - Remain nonsectarian in policies for admission and employment.
 - Refrain from charging tuition, (except for summer school or special sessions, as per state regulations), or levying taxes.
 - Schedule and provide annually at least as many days of instruction for each student as are required of other public schools in Clark County.
 - Cooperate with the sponsor in the administration of the achievement and proficiency examinations to the pupils enrolled in the charter school.
 - Provide instruction in the core academic subjects as applicable for the grade levels of pupils who are enrolled in the charter school, and provide at least the courses of instruction that are required of pupils by statute or regulation for



promotion to the next grade or graduation from a public high school. The Board of Trustees shall require the pupils who are enrolled in the charter school to complete the goals and objectives of those courses of study and to pass proficiency standards that are covered by those courses. All of these records will be forwarded to the new school if a student transfers to that school.

- Refrain from using public money to purchase real property or buildings without the approval of the sponsor.
- Hold harmless, indemnify and defend the sponsor against any claim or liability arising from an act or omission by the governing body of the charter school or an employee or officer of the charter school
- Provide written notice to the parents or legal guardians of pupils in grades 9-12, inclusive, who are enrolled in the charter school of whether the charter school is accredited by COGNIA.
- Adopt a final budget in accordance with the regulations adopted by the Department of Education.
- Designate one employee to draw all orders for the payment of money belonging to the charter school.
- Prescribe the procedures by which orders for payment for money must be approved.
- Enroll students who are eligible for enrollment, in the order in which the applications are received, if the parents/guardians agree that this is the best placement for their child. If more students who are eligible apply than the spaces available, a lottery system will be used to determine which students to enroll.
- Adopt written rules of behavior for students attending the charter and appropriate punishments for violations of the rules.
- Employ licensed teachers.
- Employ a licensed guidance counselor
- Ensure pupils who earn academic credits at the charter school can transfer the credits to comparable schools without penalty.



- Ensure that the services provided by the school to pupils who are disabled comply with the requirements as they exist in the State of Nevada.
- Ensure the Department of Education receives, within 30 days after the first day of school, a list of names and qualifications of all persons who will be employed by the charter school.
- Ensure that copies of the policies of the charter school concerning the attendance of pupils are:
 - a. Distributed to students at the beginning of the school year and to each new pupil when they enroll, and
 - b. Are available for public inspection at the school during hours of operation.
- Ensure that students receive the minimum number of minutes of instruction per day, with the option to average the number of minutes/day to comply with the required number of minutes/week:
 - Maintain a permanent record for each pupil in a separate, secure file. The permanent record must contain: a) record of attendance, b) grades or other means to indicate the quality of a student's work, c) immunization records, d) records on academic progress of the pupil.
- c. The governing board shall adopt an annual calendar for student attendance by May 1 of each year, including instructional days, school holidays, and school wide activities.

The governing board along with school stakeholders will develop school wide goals and objectives for the charter school each school year.
- d. The governing board shall adopt its final budget for the charter school no later than May each year. Within 30 days thereafter, they shall submit final copies of the budget to:
 - Department of Education
 - Department of Taxation
 - Legislative Counsel Bureau
 - The sponsor



- e. The governing body shall adopt a financial plan for the operation of the school that includes procedures for an annual audit of the programs and finances of the charter school and guidelines for determining the financial liability if the charter school is not successful.
- f. The governing board of Explore Knowledge Academy of Public Speaking Charter School shall submit reports to the sponsor, the Superintendent of Public Instruction, and the Director of the Legislative Counsel Bureau for transmission to the majority leader of the Senate and the Speaker of the Assembly as required.

4. Governance and Liability

The Members of the Board of Trustees of Explore Knowledge Academy of Public Speaking Charter School shall understand:

9) The governing body is a public body, subject to the Nevada open meeting law.

If a bankruptcy is filed or the school is declared bankrupt, the Nevada Department of Education and sponsor are not liable for any claims.

Explore Knowledge Academy of Public Speaking Charter School must hold the sponsor harmless and indemnify and defend it against any claim arising from an act or omission of the governing body of the charter school.

The charter school has no authority to enter a contract that would bind the sponsor. As such, Explore Knowledge Academy of Public Speaking acknowledges that it will inform all vendors and entities with whom it contracts for goods and services that the obligations of Explore Knowledge Academy of Public Speaking are solely the responsibility of the charter school and not the responsibility of the sponsor.

Personal Liability of Persons serving as the Board of Trustees of the charter school;

In general, charter school governing body members receive the same protection from personal liability that school district boards of trustees members receive. These protections are stated in Chapter 41 of the Nevada Revised Statutes (NRS).

Compliance with the Local Government Purchasing Act and Avoidance of Conflict of Interest

A conflict of interest is defined as an actual or perceived interest in an action that results in, or has the appearance of resulting in, personal, organizational or professional gain. A conflict of interest occurs when a governing body member acts on a school matter that could benefit or harm him or his immediate family members personally. This means:



- No employees of the school or their spouse may serve on the governing body of the school;
- No contractors with the school or their spouse may serve on the governing body of the school;
- The school may not purchase anything from a governing body member, and may not lease a facility from a governing body member.

Furthermore:

- There may be no more than two persons representing any particular organization or business on the governing body of the school;
- No governing body may serve more than one charter school. There may be no more than one person who serves on the governing body of two or more charter schools.

h)

Use of Advisory Committees

EKA may have advisory committees that are appointed by the governing body. Such committees will make recommendations to the governing body and will abide by the Open Meeting Law. There is nothing prohibiting any employee from being on an advisory committee. It is irrelevant whether all the persons on any advisory committee are affiliated with the same business or organization.

Dispute Resolution

Concerns between the charter school and the sponsor.

In the event any dispute arises between the sponsor and Explore Knowledge Academy of Public Speaking Charter School, such dispute shall follow the process outlined in the charter contract.

Concerns between the public and the charter school

The Board of Trustees of Explore Knowledge Academy of Public Speaking Charter School recognizes the responsibility to encourage involvement of parents and community members in ongoing efforts to improve the quality of education for students while protecting the rights of students, parents, and employees of the school. Therefore, the following policies and procedures have been developed to respond to the questions and concerns of the parents or the public.

Any concern that deals with an employee or a member of the Board of Trustees should be



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HOME OF THE SEA DRAGONS

presented in writing to the Superintendent or the President of the Board of Trustees. (Forms are available in the office of each site and in the business office and on the school's website.)

Concerns expressed by the community should be kept in confidence and the names of students and parents and the circumstances of the concern shall not be discussed with individuals not directly involved in the concern.

Disciplinary actions for students and employees, if any, are personnel matters and should not be topics for public discussion.

In order to avoid potentially litigious situations, both employees and concerned citizens should exercise discretion in discussing matters that may be potentially litigious or slanderous in nature.

Parents of special education students are encouraged to follow the charter school procedures before employing other complaint procedures guaranteed under federal and



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fix spacing

state laws for parents of children with disabilities.

ADOPTED AND APPROVED by the Board of Directors on this 13th day of April, 2026

Matthew Fitzgerald, President – Explore Knowledge Academy of Public Speaking

ATTEST: Edna Elizabeth Nyang Coleman, Secretary – Explore Knowledge Academy of Public Speaking



APPLICATION FOR BOARD OF TRUSTEES

Name Matthew Fitzgerald

Address 1150 Enzo Ave, Henderson NV 89052

Phone number(s) 702-343-4710

Email address trickeyfitz@gmail.com

1. ☐ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

I would like to continue serving the broader school community, feel that I have more to be done with my current role on the board.

3. If I am elected to the EKAPS Board, I will:
(please initial)

MF work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

MF help maintain compliance with our charter contract with SPCSA

MF keep informed of charter school laws,

MF keep informed of EKAPS board business and

MF attend the meetings of the board, (at least quarterly)

MF attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. MF I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE

DATE 5/14/2026

Matthew Fitzgerald

Henderson, NV • trickeyfitz@gmail.com • (702) 343-4710

EDUCATION

Western Governors University (WGU)

Master of Business Administration

Salt Lake City, UT

May 2019

WORK EXPERIENCE

Gaming Analytics

ETL Developer

Las Vegas, NV

Feb 2024 - Present

- Utilize SQL to extract data from a variety of Casino Management Systems and Vendor databases
- Build and maintain ETL pipelines to design a smooth data flow, and troubleshoot issues for accuracy
- Use analytical skills to determine data structures and extract meaningful data
- Worked with multiple executives at client casinos to ensure data needs were exceeded

OPTX

Senior Systems Analyst

Las Vegas, NV

Aug 2023 - Dec 2023

- Work with multiple casino partners to transform and present their gaming and player data
- Assist with ongoing onboarding projects to implement reporting for new casino partners
- Troubleshoot backend data issues and ensure system upgrades do not negatively impact performance

Palms Casino Resort

Senior Database Analyst

Las Vegas, NV

Mar 2022 - Aug 2023

- Write complex SQL queries to analyze gaming data for over 100K guests
- Supply technical and data support to Finance departments to ensure proper reporting and analysis
- Manage a reopening team of analysts and coordinators within DM team, increasing foot traffic by 50% since opening.
- Visualize data for V-level management on Excel, PowerPoint, and Power BI to present KPI and marketing trends.

Golden Entertainment

Business Intelligence Analyst

Las Vegas, NV

Mar 2020 - Mar 2022

- Gathering and analyzing business requirements for marketing products
- Partner with development teams to verify marketing products meet the needs of customers
- Executed corporate database maintenance and general Business Intelligence functions
- Managed an analyst team of 3 to ensure data needs were met and projects were completed in a timely manner

Bit Fry Games Studio

Senior Business Analyst

Portsmouth, NH

Aug 2019 - Jan 2020

- Developed all initial analytics to support marketing, finance, and technical decision-making
- Identify and document user stories
- Collaborated with a team of 40 people to launch Ultimate Rivals: The Rink on Apple Arcade, achieving over 100k downloads
- Reported on analytical findings through Tableau, supporting the overall adjustment of game functionality

TECHNICAL SKILLS

- Query Languages: T-SQL, PostgreSQL, Teradata SQL, neo4j Cypher
- Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, SharePoint)
- Data Visualization (Tableau, Power BI)
- KNIME ETL workflow development



APPLICATION FOR BOARD OF TRUSTEES

Name Jodie Pisciotit

Address 844 Sweetbriar Rose Pl

Henderson, NV 89015

Phone number(s) 760 912 7093

Email address joluvskev@aol.com

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

I believe that parent involvement is essential in supporting the success of my child as a student as well as for the staff. My mom was very involved with my school as a child and it had a positive impact on my educational success. I believe it's vital to know and understand the things that are impacting the school and to be able to help support as needed and also hold the school accountable as well.

3. If I am elected to the EKAPS Board, I will:
(please initial)

jp work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

jp help maintain compliance with our charter contract with SPCSA

jp keep informed of charter school laws,

jp keep informed of EKAPS board business and

jp attend the meetings of the board, (at least quarterly)

jp attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. jp I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE Jodie Pisciotti Digitally signed by Jodie Pisciotti
Date: 2026.05.19 14:53:02 -07'00'

DATE 05/19/2026

Jodie Pisciotti

Jodie Piscioti

844 Sweetbriar Rose Place

Henderson, Nevada 89015

(760) 912-7093

Objective:

I am seeking an open student parent position on the school's governing board. I am looking forward to collaborating, offering support and actively working to contribute to the success of EK Academy, its students, and staff.

Relative Experience:

In my child's educational journey for the past 10 years, I have supported a strong and consistent presence on the PTO/PTA and in the classroom as needed. This has included working with teachers, administrators, parents and students. I have been involved not only in planning and execution, but have also volunteered my time to fundraising events, school activities and field trips. In my last couple of years with my child's PTO, I was voted onto the board as secretary. Being an active parent on the PTO also allowed me to be involved in motions to allocate funds for necessities--everything from overhead projectors and new library books to costume purchases needed for the school play or adding a bounce house to the Fall carnival.

Skills:

In my professional work, I have held manager and supervisor positions and have trained many people over the years. Teamwork, problem solving--as well as being active and present, have been integral in my success. For the past 20 years I have lived in Las Vegas, my professional career has spanned across the combination of gaming, accounting, auditing and compliance.

I believe that I can offer the support, time and integrity needed to fulfill this role successfully. Thank you for your consideration and look forward to the new school year!

letter of recommendation

From: cwassell@aol.com (cwassell@aol.com)

To: joluvskv@aol.com

Date: Friday, August 1, 2025 at 08:11 PM PDT

To whom it may concern:

Jodi Piscioti had her son Mark attend our school for four and a half school years. Her involvement with our school was exceptional.

Jodi eagerly participated in multiple school events including fundraising. She became a member of our Parent Teacher Organization eventually taking on a leadership position including secretary. She was there to help us develop schoolwide resolutions that benefited all students, not only her own son. She made fair decisions in all matters.

Jodi was a parent that we could count on to always be there. She gave valuable input on frequent choices that we had to make. In short, I would not hesitate to recommend Jodi for any school position she is applying for. Please contact me if you have any questions.

Sincerely,

Ms. Carolyn Wassell, Principal/Educator

Las Vegas Enrichment Academy
3216 West Charleston Blvd., Suite B
Las Vegas, NV 89102

"Guiding students on an educational journey in an enriching community that fosters accountability, celebrates individuality, and promotes wise decision making."



APPLICATION FOR BOARD OF TRUSTEES

Name Calvert H. Webster
Address 4627 Belcolla Ln
Las Vegas, NV
Phone number(s) C(702) 533-8627
Email address letsplaybb@aatt.net

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

I am an excellent designated driver!

3. If I am elected to the EKAPS Board, I will:
(please initial)

CW work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

CW help maintain compliance with our charter contract with SPCSA

CW keep informed of charter school laws,

CW keep informed of EKAPS board business and

CW attend the meetings of the board, (at least quarterly)

CW attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. CW I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE [Signature] DATE 5/21/26

July 18, 2022
Calvert H. Webster
4627 Belcolla Ln
Las Vegas, NV 89122
Cell: 702-533-8627

To whom it may concern:

Work History:
Advisor/Teacher
Explore Knowledge Academy
September 2003 to December 2021

Retired:
EKA following semester one, December, 2021.

Calvert H. Webster

State of Nevada

License for Educational Personnel

License No. 54153

This License Certifies That

Calvert H Webster

Has complied with the prescribed rules and regulations of the Commission on Professional Standards in Education and that the Superintendent of Public Instruction has granted this license which authorizes the holder to provide service in the schools of the State of Nevada in the following areas :

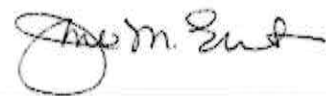
License	Grade Level	Original Endorsement Issue Date	Endorsements	License Issue Date	Expiration Date
Standard - Elementary	K-8	05/29/2008	All Elementary Subjects	12/28/2018	12/31/2024
Standard - Secondary	7-12	02/01/2008	Physical Education and Health	12/28/2018	12/31/2024

Provisions to be satisfied

Provisions	Required Due Date
All provisions have been satisfied.	

Renewal Requirements

Renewal Requirements	Required Due Date
Must complete six (6) semester credits of college/university coursework, or the equivalent in professional development, which is related to the licensee's area of endorsement.	12/31/2024



State Superintendent of Public Instruction



APPLICATION FOR BOARD OF TRUSTEES

Name Donna Steward-Childers

Address 1350 W Horizon Ridge Parkway, Apt 524, Henderson NV 89012

Phone number(s) (702)756-6849

Email address donnachil@gmail.com

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

I wish to serve as a board member for Explore Knowledge Academy of Public Speaking after my retirement because I deeply value the school's mission, students, and community. Having dedicated many years to supporting EKAPS, I would welcome the opportunity to continue contributing my experience, leadership, and commitment to student success in a new capacity while helping support the school's continued growth and positive culture.

3. If I am elected to the EKAPS Board, I will:
(please initial)

DC work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

DC help maintain compliance with our charter contract with SPCSA

DC keep informed of charter school laws,

DC keep informed of EKAPS board business and

DC attend the meetings of the board, (at least quarterly)

DC attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. DC I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE Donna Steward-Childers DATE 5/21/2026

Donna S. Steward-Childers

Chicago, Illinois

Phone: (702) 759-6849 | Email: donnachil@gmail.com

Professional Summary

Dedicated and student-centered educational leader with nearly 20 years of experience in elementary education and school administration. Proven success in instructional leadership, curriculum implementation, staff development, student support, and school operations. Recognized for fostering positive school culture, supporting academic achievement, and building strong relationships with students, staff, and families. Seeking opportunities in educational leadership, consulting, mentoring, teaching, or related professional roles following retirement from full-time administration.

Education

Grand Canyon University (GCU)

Master of Education in Educational Administration — 2018

Grand Canyon University (GCU)

Master of Education in Curriculum and Instruction: Reading with an Emphasis in Elementary Education — 2016

University of Nevada, Las Vegas (UNLV)

Bachelor of Arts — 2006

Professional Experience

Assistant Principal

Explore Knowledge Academy of Public Speaking

2019 – Current

- Supported daily school operations for a public charter school serving elementary and middle school students.
- Served as the school's Title IV Coordinator, supporting compliance and student support initiatives.
- Supervised all support staff, including paraprofessionals, aides, campus support personnel, and substitute staff.

- Managed and created all 504 Plans, ensuring accommodations and services were implemented effectively to support student success.
- Coordinated all substitute teacher coverage and daily staffing assignments to maintain continuity of instruction and campus operations.
- Led teacher evaluations, instructional coaching, and professional development initiatives to improve classroom instruction and student outcomes.
- Managed student discipline, parent communication, behavior intervention plans, and restorative practices.
- Collaborated with administration and staff to strengthen school culture, academic achievement, and family engagement.
- Coordinated school events, testing procedures, staffing support, scheduling, and compliance requirements.
- Built strong relationships with students, families, and staff through consistent communication and collaborative problem-solving.

Assistant Principal

Discovery Charter School
2018 – 2019

- Assisted in overseeing instructional programs, school operations, and student services.
- Supported teacher growth through classroom observations, feedback, and mentoring.
- Helped implement academic initiatives and school-wide behavior expectations.
- Worked closely with families and staff to promote a positive and supportive learning environment.

Elementary School Teacher (Kindergarten, 3rd Grade, and 4th Grade)

Clark County School District
August 2006 – 2018

- Designed and delivered engaging standards-based instruction for diverse elementary student populations.
- Specialized in literacy instruction, reading intervention, and differentiated learning strategies.
- Created positive classroom environments focused on academic growth, student engagement, and social-emotional development.
- Collaborated with grade-level teams, support staff, and families to support student success.
- Utilized assessment data to drive instruction and improve student performance.
- Mentored students while fostering strong classroom management and communication skills.

Certifications & Licensure

- Nevada Educator Licensure
- Administrative Licensure
- Elementary Education Licensure

Professional References

Abbe Mattson

Superintendent, Explore Knowledge Academy of Public Speaking
amattson@ekacademy.org
Phone: (702) 870-5032 ext. 310

Dawn Gustafson

Principal, Explore Knowledge Academy of Public Speaking
dgustafson@ekacademy.org
Phone: (702) 870-5032 ext. 210

Addison Moses

Social Worker, Explore Knowledge Academy of Public Speaking
amoses@ekacademy.org
Phone: (702) 870-5032 ext. 314



APPLICATION FOR BOARD OF TRUSTEES

Name Kimberly Soriano

Address 6830 Stagehand Ave

Las Vegas, NV. 89156

Phone number(s) 702-354-3097

Email address kimmy806@gmail.com

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

As a new parent whose child started in kindergarten this past school year, I'm eager to contribute to EKAPS future as a member of the Board of Trustees. With over 10 years of experience in Human Resources as an HR Manager, I bring a full circle HR perspective. I believe my professional insights and practical approach can help guide sound governance, support success, and foster a strong and positive school climate.

3. If I am elected to the EKAPS Board, I will:

(please initial)

KS work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

KS help maintain compliance with our charter contract with SPCSA

KS keep informed of charter school laws,

KS keep informed of EKAPS board business and

KS attend the meetings of the board, (at least quarterly)

KS attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. KS I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE

K. Soriano

DATE

6/17/2026

Las Vegas, NV 89123

702.354.3097

Kimmy806@gmail.com

www.linkedin.com/in/kimberlysoriano



Kimberly Soriano

Bilingual Human Resources Professional with combined 10 years of combined experience in HR and Payroll. Experience in full circle HR including, talent acquisition, HRIS, New Hire Orientation, Labor Relations, Training and developing, Policy Enforcement, Multi State- Payroll Processing, employee recognition, Benefits and LOA administration with and fulfilling organization staffing needs and requirements.

Experience

SEPT 2021-PRESENT

Human Resources Manager -Gategroup [McCarran Int Airport- LV. NV]

Act as human resources business partner to the General Manager of a single unit. I manager a team of two with a 200-union employee Facility. Serve as the primary employee and labor relations manager to mediate and resolve employee disputes and union grievances for the unit. Responsible for full circle HR including, talent acquisition, HRIS, New Hire Orientation, Labor Relations, Training and developing, Policy Enforcement, employee recognition, Benefits and LOA administration Also, inherited full duties and responsibilities of the Human Resource Generalist duties.

August 2019-September 2021

Human Resources Generalist -Gategroup [McCarran Int Airport- LV. NV]

Review, update, and revise company hiring practices, recruit hourly union and nonunion employees, worked with community outreach resources and organized job fairs onsite and offsite. Partnered with local Veteran Employment Representative (LVER) for recruiting veterans and their spouses. Worked closely with internal Recruiting team for ATS purposes, review and revise other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations also maintaining compliance with Union Bargaining agreements. By creating and maintaining a positive and responsive work environment, raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period. Developed recruitment strategies to successfully increase minority recruitment and meet affirmative action requirements. Conduct all onboarding, delivering new hire orientation and all other HR administrative tasks as assigned.

June 2018-August 2019

Food & Beverage Executive Admin, Caesars Entertainment [Las Vegas, NV]

Manage and prioritize for the Director of Food and Beverage calendar schedules to ensure time is focused on critical and strategic issues in day-to-day operations. Performed a variety of HR Administrative tasks such as managing departmental management payroll, tracking, and entering PTO in payroll system, data entry duties establishing and maintain a variety of confidential files and records to include all departmental files for F&B employees and management. Perform a variety of accounting activities such as maintaining office supplies orders Reconciling all CAPEX invoices and approving all Food &Beverages invoices. reconcile monthly P&L's P-card purchases & Management- monthly submissions.

April 2014- September 2018

Payroll Specialist, Gategroup [McCarran International Airport Las Vegas, NV]

Conducted weekly payroll processing for 200 employees, including timekeeping & audit processes providing all documents relative to processing and balance, deductions, garnishments, rate changes, for all employees. Daily payroll timecard maintenance inquiries and reconciliation for management and employees, review wages, handle and resolve employee disputes, provide employees with information pertaining to hours worked, deductions, Vacation hours, benefits and direct deposits. Prepare and issue checks for terminations, replace lost/and or stolen checks. Weekly input employee schedules on workforce scheduling system.

June 2012-December 2012

Human Resources Rep Clerk, Golden Entertainment, Inc. [Las Vegas, NV]

Provided clerical and administrative support to the Human Resources department including but not limited to recruitment/employment, HRIS, compliance and shared services. Enter all new hire information in ABRA/create new employee files. Service employees at the front counter as well as applicants applying for a job. Printed current and new employee badges and ensure that the Human Resources forms are stocked at all locations maintained the termination log and termination checks. Processed unemployment claims, employment verifications as needed. Coordinated file storage and retrieval with off-site storage company. Assisted employees with obtaining or renewing required work cards and performed other administrative duties as assigned.

Feb 2010- Apr 2014

Accounts Payable Specialist, Gategroup [McCarran Int Airport Las Vegas, NV]

Handle billing discrepancies and reconciliations issued debits and credits as needed. matched purchase orders by confirming prices and quantity to vendors' invoices. Verified receipt of materials or services/confirmations of receipt of material or services. Entered invoices in accounting system for payments ensuring correct approval, coding and matching. Coordinated with vendors regarding invoicing and payment inquiries and discrepancies. Responded to vendors inquiries in a timely and professional manner. Processed check runs and set up on-line payment batches for the accounting team. Ensured all compliance to Company policies and procedures.

Skills

•Bilingual fluent in Spanish •Proficient with Workday • Proficient with UKG (UltiPro, Kronos) • Team player • Excellent time management skills • Conflict Management • Public Speaking • Data analytics •Multi-State Payroll Processing

Education

Bachelor of Arts Human Resources Management /UNLV

2021-2021

Human Resources Remote Intern- The Borgen Project [Washington D.C]

12-week (Sep- Nov) unpaid internship program focusing on Remote National Recruitment, Basic HR management, Selection and Staff Training & development. Updated job postings using various platforms on universities job forums nationwide. Assisted in recruiting for all positions, conducted interviews via Teams. assisted in all HR related job duties as assigned.



APPLICATION FOR BOARD OF TRUSTEES

Name Tiffany Fuller

Address 6812 Chargehand Ave Las Vegas, NV 89156

Phone number(s) 702-349-1210

Email address Tiffany.Fuller@CLarkcountynv.gov

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.

2. Reason you are interested in serving on the EKAPS Board of Trustees:

I am interested in serving on the EKAPS Board of Trustees because I am passionate about supporting students, families, and staff while helping create positive opportunities for growth within the school community. As a current PTO member and someone who works in recreation and youth development with Clark County Parks and Recreation, I have experience building programs, encouraging community involvement, and advocating for children and families.

I value the mission of Explore Knowledge Academy and would be honored to contribute my time, leadership, and perspective to help support student success, strengthen family engagement, and continue creating a safe and positive learning environment for all students.

3. If I am elected to the EKAPS Board, I will:
(please initial)

TF work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

TF help maintain compliance with our charter contract with SPCSA

TF keep informed of charter school laws,

TF keep informed of EKAPS board business and

TF attend the meetings of the board, (at least quarterly)

TF attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. TF I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE

DATE

5-21-20

Tiffany Fuller

Las Vegas, NV
702-349-1210 | Tifful@gmail.com

Professional Summary

Dedicated and personable professional with extensive experience in recreation services, community engagement, customer service, leadership, and office management. Skilled in program coordination, event planning, marketing, administrative support, and team collaboration. Strong communication abilities with a background in business administration and medical-focused education. Experienced working in fast-paced environments while maintaining professionalism and exceptional customer service.

Education

Southern New Hampshire University

Bachelor's Degree in Business Administration
Graduated: June 2025

Nevada State University

Nursing Studies
GPA: 3.8

University of Nevada, Las Vegas

Pre-Nursing Studies (2 Years Completed)
GPA: 3.4

Las Vegas Academy of the Arts

High School Diploma – Theatre Major
Graduated: June 2006
GPA: 3.1

Professional Experience

Clark County Parks and Recreation — Recreation Specialist

Las Vegas, NV | July 2021 – Present

- Coordinate and oversee community recreation programs, events, and activities
- Assist with program planning, marketing, registration, and participant engagement
- Build positive relationships with community members, staff, and local partners
- Support facility operations, customer service, and event logistics
- Create promotional materials, newsletters, and social media content for programs and events
- Manage multiple projects while maintaining organization and professionalism in a fast-paced environment

Clark County Parks and Recreation — Recreation Assistant

Las Vegas, NV | 2017 – 2021

- Assisted with daily recreation center operations and community programming
- Supported youth, teen, and community events and activities
- Provided excellent customer service to participants and families
- Assisted with registrations, facility rentals, and front desk operations
- Helped maintain safe and welcoming environments for community members
- Supported administrative tasks, event setup, and program coordination

Sephora — Cash Wrap Coordinator / Makeup Artist

Las Vegas, NV | October 2011 – Present

- Managed high-volume cash wrap operations while delivering exceptional customer service
- Assisted clients with beauty product recommendations and makeup application
- Handled transactions, returns, and customer concerns efficiently
- Supported team operations and maintained organized front-end workflow
- Built strong relationships with clients through professionalism and communication

Leadership & Community Involvement

Nevada Parks and Recreation Association — Member at Large

2024 – Present

- Serve as a Member at Large supporting the mission and initiatives of the Nevada Parks and Recreation Association
- Collaborate with recreation professionals across Nevada to support community programming and professional development
- Participate in meetings, outreach efforts, and statewide recreation initiatives

Explore Knowledge Academy — PTO Member

Current

- Support school events, family engagement activities, and community outreach initiatives
- Collaborate with school staff and parents to help create positive educational experiences for students
- Assist with volunteer coordination, fundraising efforts, and special events

Qualifications & Skills

- Community Recreation Programming
- Event Planning & Coordination
- Customer Service & Client Relations
- Office Administration
- Team Leadership & Training
- Marketing & Social Media Content
- Microsoft Word & Office Programs
- Organization & Multitasking
- Communication Skills
- Administrative Support
- Cash Handling & POS Systems
- Typing Speed: 36 WPM



APPLICATION FOR BOARD OF TRUSTEES

Name Mysha McClain

Address 7824 Pinnochio Ave

Las Vegas NV 89131

Phone number(s) 7025045318

Email address myshamcclain@yahoo.com

1. ☒ Attached is a brief resume, evidence of two years of full-time teaching experience and a copy of my teaching license, if applicable.
2. Reason you are interested in serving on the EKAPS Board of Trustees:

3. If I am elected to the EKAPS Board, I will:
(please initial)

MM work collaboratively with the other board members and the administration to implement the vision, mission, and goals of EKAPS as specified in our strategic plan,

MM help maintain compliance with our charter contract with SPCSA

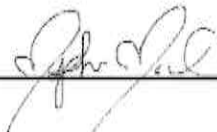
MM keep informed of charter school laws,

MM keep informed of EKAPS board business and

MM attend the meetings of the board, (at least quarterly)

MM attend the annual retreat and other board training events as scheduled by the board and administration of EKAPS.

4. MM I have never been convicted of a felony, or any offense of moral turpitude and there are not any such charges pending to the best of my knowledge.

SIGNATURE  DATE 06/17/2026

Mysha McClain, Ed.D.

Las Vegas, Nevada
(702) 504-5318 | myshamcclain@yahoo.com

Professional Profile

Experienced educator, instructional leader, and administrator with nearly 20 years of experience in K-12 education, special education, school operations, and leadership development. Demonstrated success in building systems that improve student outcomes, strengthen school culture, ensure regulatory compliance, and build educator capacity. Skilled in data analysis, strategic planning, MTSS/RTI implementation, special education leadership, and fostering equitable access to high-quality educational opportunities.

Education

Doctor of Education (Ed.D.) in Administrative Leadership

Touro University | Henderson, NV | November 2023

Master of Education (M.Ed.) in Administration

Sierra Nevada College | Las Vegas, NV | December 2019

Bachelor of Arts (B.A.) in Education

Nevada State University | Las Vegas, NV | December 2015

Certifications

- ☐ State of Nevada Teaching License
- ☐ Elementary Education Endorsement
- ☐ Special Education Generalist Endorsement
- ☐ Administrator Endorsement

Professional Experience

Special Education Instructional Facilitator | Vegas Vista Academy | Las Vegas, NV

August 2025 – Present

- ☐ Provide leadership and oversight of the Special Education Department to ensure equitable access to high-quality educational services.
- ☐ Lead and support the Special Education team through coaching, collaboration, and professional development.
- ☐ Oversee schoolwide MTSS and RTI systems and intervention processes.

- ☐ Monitor and maintain compliance of special education files in accordance with IDEA and Nevada regulations.
- ☐ Analyze academic, behavioral, and compliance data to improve student outcomes.
- ☐ Collaborate with administrators, teachers, related service providers, and families to support student success.
- ☐ Develop systems that strengthen special education programming and intervention practices.

Owner/Director | Prestigious Academy of Las Vegas | Las Vegas, NV

August 2022 – Present

- ☐ Supervise students and staff to ensure quality care and educational programming.
- ☐ Establish trainings, policies, procedures, and operational systems.
- ☐ Lead family engagement and organizational development initiatives.

Special Education Teacher | Somerset Academy - Stephanie | Henderson, NV

August 2019 – June 2022

- ☐ Designed and implemented standards-based instruction.
- ☐ Developed behavior intervention plans and facilitated IEP meetings.
- ☐ Collaborated with multidisciplinary teams to support diverse learners.

Special Education Facilitator | Rainbow Dreams Academy | Las Vegas, NV

August 2016 – June 2019

- ☐ Oversaw special education programs and staff across two campuses.
- ☐ Led RTI systems and ensured compliant implementation of IEPs.
- ☐ Managed special education budgets and resources.

Leadership Experience

- ☐ Lead Special Education teams and facilitate multidisciplinary collaboration.
- ☐ Develop and implement MTSS and RTI systems.
- ☐ Provide coaching and mentoring to teachers and instructional staff.
- ☐ Lead compliance initiatives and continuous improvement efforts.
- ☐ Build partnerships with families and community stakeholders.

Presentations & Professional Development

- ☐ Developed and facilitated Special Education professional development sessions.
- ☐ Provided MTSS and RTI training for educators and support staff.
- ☐ Created onboarding and compliance resources for special education teams.

Awards & Honors

Nevada's Educator of the Year | National Celebrity Educator | 2019

Community Leadership

- ☐ Chapter Vice President, Iota Phi Lambda Sorority, Inc.
- ☐ Board Member for two nonprofit organizations.
- ☐ Co-Founder, Perfectly Purposeful Relationship Coaching.

Public Speaking & Authorship

- ☐ Best-selling author.
- ☐ Keynote and graduation speaker.
- ☐ Educational trainer and motivational speaker.

Research & Academic Interests

- ☐ Educational Leadership
- ☐ School Improvement
- ☐ Special Education Systems
- ☐ Educational Equity
- ☐ Teacher Development
- ☐ Inclusive Practices

State of Nevada
License for Educational Personnel

License No. 96112

This License Certifies That

Mysha D McClain

Has complied with the prescribed rules and regulations of the Commission on Professional Standards in Education and that the Superintendent of Public Instruction has granted this license which authorizes the holder to provide service in the schools of the State of Nevada in the following areas :

License	Grade Level	Original Endorsement Issue Date	Endorsements	License Issue Date	Expiration Date
Professional - Elementary	K-8	01/29/2016	All Elementary Subjects	01/12/2021	02/04/2027
Professional - Special Education	K-12	01/29/2016	Generalist	01/12/2021	02/04/2027
Professional - Special	K-12	02/06/2020	School Administrator	01/12/2021	02/04/2027

Provisions to be satisfied

Provisions	Required Due Date
All provisions have been satisfied.	

Renewal Requirements

Renewal Requirements	Required Due Date
Must submit proof of annual professional development activities pursuant to Revised Regulation Document R088-23.	02/04/2027



State Superintendent of Public Instruction