MINUTES
of the meeting of the
BOARD OF DIRECTORS of PINECREST ACADEMY OF NEVADA
November 19, 2019

The Board of Directors of Pinecrest Academy of Nevada held a public meeting on November 19, 2019, at 5:30 p.m. at 655 E. Dale Ave, Henderson, NV 89044.

1. Call to Order and Roll Call

Board Chair Kacey Thomas called the meeting to order at 5:35 p.m. with a quorum present. In attendance were Board members Marni Watkins, Travis Keys, Kacey Thomas, and Jeff Cahill (5:44 p.m.).

Member Craig Seiden was not present.

Also present were Lead Principal Lisa Satory, Principal Jessica LeNeave, Principal Jon Haskel, Principal Michael O'Dowd, and Assistant Principal Flynn Stern; as well as Academica representatives Trevor Goodsell, Melissa Ventura, and Butch Tomasetti.

2. Public Comment and Discussion

There was no public comment.

3. Recognition of Outstanding Support Staff: Tiffany Fagan (Cadence), Annette Graunke (Horizon), Lokelani Rosehill (Inspirada), Melissa Bottego (Sloan Canyon), Shauna Watkins (St. Rose)

Member Thomas recognized the outstanding support staff nominees and presented each with a $100.00 bonus as a token of appreciation for their service. A correction was noted that the recipient for St. Rose was Shauna Watson.

4. Approval of Minutes from the October 16, 2019 Board Meeting

Member Keys moved to approve the minutes for the October 16, 2019 Board meeting. Member Watkins seconded the motion, and the Board voted unanimously to approve.

5. Approval and Acceptance of Grant Funding Awarded to Pinecrest Academy of Nevada for the 2019/2020 School Year:

a. **Title II Grant: $118,479.98**
b. **Perkins Local Formula Grant (Cadence CTE): $1,098.90**

c. **McKinney-Vento Competitive Grant: $10,000**
d. **SPED Grant: $441,406.33**

Mr. Trevor Goodsell addressed the Board and stated that the SPED Grant funding amount would need to be amended from $444,406.33 to $470,206.33 due to additional funds that had been received.

Member Keys moved to approve and accept the grant funding awarded to Pinecrest Academy of Nevada for the 2019/2020 school year, including the SPED amended amount. Member Cahill seconded the motion, and the Board voted unanimously to approve.

6. Lead Principal and Principal Reports and Update on Academic Performance

Lead Principal Lisa Satory, Principal Jon Haskel, Principal Michael O'Dowd, Assistant Principal Flynn Stern, and Principal Jessica LeNeave addressed the Board and provided updates on campus events and current student enrollment, as well as updates regarding Federal and State correspondence, strategic planning, college and career initiatives, communication and marketing, special programs, instructional technology, school improvement, STEM, and professional development.

7. Update and Discussion Regarding Campus Fundraising Efforts

Principal LeNeave stated that a system-wide partnership had been established with Our Campus, a fundraising company, to help off-set the needs of the school. She explained that Our Campus had contracted individually with the Pinecrest Academy of Nevada campuses to give 25% back to the school on all purchases made through monthly product subscriptions, community partnerships, and general purchases. Principal LeNeave noted that the pricing for most of the available items was competitive with Amazon and grocery store prices. Further discussion took place regarding the additional savings for staff members and the challenges working with Our Campus at St. Rose and Horizon campus.

Member Keys asked whether or not there had been push-back from the parents regarding the promotion of various businesses on the advertising kiosks that Our Campus had installed. Principal LeNeave replied in the negative. Member Thomas recommended that discussions regarding Our Campus continued in the principal's meeting to ensure each campus was benefiting.

8. Review and Discussion of Current Year Financial Performance

Ms. Melissa Ventura addressed the Board and reviewed the current year financial performance as contained in the support materials; adding detail to the positive and negative variances presented in the report. Ms. Ventura noted that the financials were for the first quarter of the fiscal year, beginning September 30, 2019. As a system there was a $701,257 surplus with a budgeted deficit of $396,962 due to the entire consumables budget being front-loaded. Ms. Ventura stated that the most notable items

responsible for the surplus were the health benefit savings within the personnel costs and SPED salaries/benefits and contracted services.

Member Thomas inquired as to why the SPED category was under budget when SPED numbers were significantly increasing. Mr. Goodsell replied that the surplus was a result of timing; adding there were no SPED services for June or July, and very little service in August due to school starting for the year. The budget would reflect a more accurate amount for SPED in the next current year financial performance. Ms. Ventura continued to note that the management fees were also under budget by $194,758 due to fourth quarter enrollment; adding that a true-up was expected and would correct the amount.

Ms. Ventura stated that the most notable over budget item had been instructional supplies; adding that the City of Henderson funding for Cadence, Horizon, and Sloan Canyon had not backed up the iReady expenses. Again, a true-up was expected in the amount of $213,000 to offset the overage. Member Thomas asked how the system looked for the projected budget. Mr. Goodsell replied that the projected budget was looking good due to the strong enrollment at all the campuses.

9. Discussion and Approval for Inspirada Campus Facility Classroom Expansion

Principal O'Dowd stated that, when Inspirada went through the bonding processes, he had expressed a desire to be able to expand from the back of the elementary building to add two classrooms on the bottom floor and one large room on the second floor. The addition of the three classrooms was not intended to increase enrollment, but to better serve the current students. Principal O'Dowd stated that the two smaller rooms would be designated for GATE and SPED, while the larger room on the second floor would be used as a mini muti-purpopse room.

Mr. Butch Tomasetti addressed the Board and reviewed the contract proposal and floor plan diagrams from Ethos Three Architecture. Mr. Tomasetti stated that approval was being sought from the Board to retain Ethos Three as the architect for the Inspirada classroom expansion project. Member Watkins inquired about the installation of the items that had been identified as exclusions in the proposal, and whether or not those items would be completed. Mr. Tomasetti replied that the excluded items would be contracted out separately through another vendor for their installation; adding that there would be an additional cost for the installation of those items. The cost of the installation for the additional items was not known at this time.

Mr. Tomasetti stated that Ethos Three had provided the design in order for bids to be obtained for the project; adding that, once approval was given to continue with Ethos Three Architecture, at least three bids would be obtained for the project and brought back to the Board for approval. Further discussion ensued regarding the projected overall cost for the project, and Mr. Tomasetti estimated that the overall cost would be around $600,000 to $700,000. Member Thomas asked if that amount was in the bonding budget, to which Mr. Goodsell replied that it was.

Member Watkins moved to approve using Ethos Three Architecture for the Inspirada campus facility classroom expansion project as presented. Member Keys seconded the motion, and the Board voted unanimously to approve.

10. Review and Approval of Final Revised Budget for the 2019/2020 School Year

Mr. Goodsell reviewed the final revised budget for the 2019/2020 school year; adding that most of the changes made were related to SPED. Mr. Goodsell stated that there had been a last-minute request to move a portion of money from SPED contracted services back into salaries on the Inspirada line for the share facilitator. Horizon and Inspirada had decided to share a SPED contracted employee instead of each campus paying for their own. Mr. Goodsell was happy to report that funding had increased by $30 per student from the last budget, and that the State Charter Authority would only be charging 1.25% for the next two years instead of the anticipated 1.5%; adding that the final budget was running at 98% and would end on a 3% contingency. Mr. Goodsell concluded that a graduation budget and a dual enrollment budget had been created from the savings to help off-set the costs for the upcoming graduation and continued dual enrollment incentive.

Member Keys moved to approve the final revised budget for the 2019/2020 school year. Member Watkins seconded the motion, and the Board voted unanimously to approve.

11. Review and Approval of Teacher and Staff Holiday Bonuses

Mr. Goodsell reviewed the teacher and staff holiday bonuses as presented in the support materials; adding that he would like to increase each amount by $25 since the amounts had not been changed in three years.

Member Watkins moved to approve the holiday bonuses for the 2019/2020 school year with the caveat that each line item was increased by $25. Member Cahill seconded the motion, and the Board voted unanimously to approve.

12. Discussion and Possible Action to Determine Grade-Level Maximum Enrollment for the 2020/2021 School Year

Mr. Goodsell reviewed the 2020/2021 enrollment projections for each campus as found in the support materials; adding that, as a whole, the system would have just under 6,500 students. Mr. Goodsell noted that Horizon and Sloan Canyon would have more than a 10% increase in students due to kindergarten enrollment at Horizon and the addition of 10th grade at Sloan Canyon. Further discussion ensued regarding enrollment and the distribution of recruitment mailers to the surrounding neighborhoods. Member Watkins asked if the budgets could sustain themselves if enrollment came in lower than projected. Mr. Goodsell replied that he would be able to make the budgets work. Member Keys asked if the proposed enrollment numbers brought the student to teacher ratios back in range. Mr. Goodsell replied that they would give a 25:1 ratio in kindergarten through 1st grade and a 26:1 ratio in 2nd through 5th grade. Discussion ensued regarding the increased number of discipline issues and the need for more parent involvement.

Member Watkins moved to approve the grade-level maximum enrollment for the 2020/2021 school year. Member Keys seconded the motion, and the Board voted unanimously to approve.

13. Discussion and Approval of 2018/2019 School Year Financial Audit

Mr. Goodsell reviewed the completed 2018/2019 school year financial audit as found in the supporting materials, noting that there were no findings to report. Mr. Goodsell noted that the net pension liability, even though a low amount in comparison to the overall amount for the State of Nevada, continued to be included in the system's financials. He also noted that the assets and liabilities were high due to building purchases, but the payments were also included on the balance sheets. The income statement showed that there was a deficit of over $6,000,000 of which $3,000,000 was for PERS liability adjustments and an additional amount of non-cash items that did not interfere with the system's cash. Member Thomas asked if member Seiden had seen the final audit, to which Mr. Goodsell replied that he would meet with member Seiden and review the report together.

Member Keys moved to receive and approve the 2018/2019 school year financial audit. Member Watkins seconded the motion, and the Board voted unanimously to approve.

14. Annual Performance Review of Lead Principal Lisa Satory, Principal Jessica LeNeave, Principal Michael O'Dowd, and Principal Wendy Shirey

Member Keys moved to adjourn to a closed session. Member Thomas seconded the motion, and the Board voted unanimously to approve.

Member Thomas stated that the meeting was now back in open session.

15. Discussion and Possible Action to Approve Principal Pay Increases and/or Bonuses

Mr. Goodsell stated that the recommendation would be to award a $3,000 raise to Principal Satory, Principal LeNeave, and Principal Shirey, and to award a $3,000 bonus for Principal O'Dowd. He also recommended forming an ad hoc committee to research more into the State salaries and to determine and calculate future pay increases. Mr. Goodsell stated that the Principal Evaluation Committee could take the place of an ad hoc committee if needed.

Member Keys stated that, when it came to determining raises, the Board would like to pay each principal enough to keep them happy. He also recognized that salaries needed to stay within the boundaries that the school district had set. Member Keys stated his concern was that the Pinecrest system had an unsustainable raise pattern and the caps of the other high-paid principals within Clark County were being met. Member Keys acknowledged that forming a committee to create a more sustainable path, in regards to raises and bonuses, would allow the principals to know what to expect in the future.

Member Keys stated that the Board recognized the amount of additional work that the principals had been putting into their individual roles within the new structure and that they should be compensated appropriately; adding that a committee would help formalize the process for raises, bonuses, and stipends. Member Thomas asked if a committee could be formed before the next Board meeting, to which Mr. Goodsell replied affirmatively. Member Watkins asked if the primary issue in researching the stipend was to determine if it was within the salary cap for legal purposes. Mr. Goodsell replied affirmatively; adding

that he would like to verify that the additional duties being performed by the principals were beyond their contracts and would therefore qualify for a stipend compensation.

Member Thomas stated that she would like to provide a substantial stipend at this time for each principal due to the amount of work they had done and were currently doing; adding that she would also like to see the principals receive at least a $5,000 raise over the intended $3,000 raise. Member Keys asked if the current budget could support a $5,000 raise and stipends. Mr. Goodsell replied that he could make that work.

Member Keys moved to approve a $5,000 bonus for Principal O'Dowd, a $5,000 raise to the base salary for Principal's Satory, LeNeave, and Shirey, adding Principal Haskel to next year's set of raises due to his recent promotion as Principal, and the formation of a committee to formalize a process for future raises and bonuses, making sure Pinecrest was within the legal limits and to discuss a stipend for principals who had additional duties based on the new structure of not having an Executive Director.

Member Watkins asked if there was a way to determine an amount for a stipend before January 1, 2020. Mr. Goodsell replied that, due to the upcoming holidays, there would not be enough time; adding that a committee would need to be formed and their recommendation approved by the Board first. Discussion was had regarding the formation of a committee, and it was determined that the Principal Evaluation Committee would be used to formalize the processes and would meet in December.

Member Keys moved to approve a $5,000 bonus for Principal O'Dowd, a $5,000 raise to the base salary for Principal's Satory, LeNeave, and Shirey, adding Principal Haskel to next year's set of raises due to his recent promotion as Principal, and tasked the Principal Evaluation Committee with formalizing a process for future raises and bonuses, making sure amounts were within the legal limits, and to discuss a stipend for principals who had additional duties based on the new structure of not having an Executive Director. Member Watkins seconded the motion, and the Board voted unanimously to approve.

Member Keys asked when the raises and bonus would take effect, to which Mr. Goodsell replied that they were retro-active and would be distributed with the next payroll.

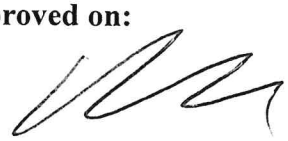
16. Public Comments and Discussion

There was no public comment.

17. Adjournment

The meeting was adjourned at 9:12 p.m.

Approved on:



2/5/20

Secretary of the Board of Directors

Pinecrest Academy of Nevada