

MINUTES
of the Annual meeting of the
BOARD OF DIRECTORS of PINECREST ACADEMY OF NEVADA
January 12, 2021

The Board of Directors of Pinecrest Academy of Nevada held a meeting on January 12, 2021 at 12:00 p.m. via Zoom.

1. Call to Order and Roll Call

Board Chair Kacey Thomas called the meeting to order at 12:10 p.m. with a quorum present. In attendance were Board members Kacey Thomas, Marni Watkins, Coby Sherlock, and Travis Keys.

Board members Jeff Cahill and Craig Seiden were not present.

Also present were Lead Principal Lisa Satory, Principal Jessica LeNeave, Principal Jon Haskel, Principal Michael O'Dowd, and Principal Wendy Shirey; as well as Academica representatives Trevor Goodsell, Nicole Gerhardt, Gary McClain, Arthur Ziev, Colin Bringhurst, and Jen Ranney.

2. Public Comment and Discussion

There was no public comment.

3. Re-election of Pinecrest Academy of Nevada Governing Board Member Craig Seiden for Second Term

Member Watkins moved to re-elect Craig Seiden as a Pinecrest Academy of Nevada Governing Board member for a second five year term. Member Keys seconded the motion, and the Board voted unanimously to approve.

4. Interview of Board Member Candidate Jennifer Williamson

Mr. Trevor Goodsell addressed the Board and stated that Ms. Williamson came highly recommended as a seasoned educator with high school experience, and would be able to fill the second educator vacancy on the Board. The Board asked Ms. Williamson a series of questions, which included the following topics:

- Brief introduction and desire to serve on the Board
- Time commitment and availability

Ms. Williamson addressed the Board and relayed the following:

- Currently an Assistant Principal at SLAM Academy of Nevada; life-long educator.
- She felt that serving as a Board member would allow her to give back to her community through education.
- She was impressed with Pinecrest schools, and had worked with several of the Pinecrest administrators in the past.
- Looked forward to working with Pinecrest and moving them forward into the future.
- As a current administrator, she was very aware of the time commitment; adding that her current principal was also a member of a school board, and supported her and the time it would take to serve effectively.
- She was committed for a long-term service, and was getting ready to retire and work on a part-time capacity.

5. Nomination and Election of New Board Member

Member Keys moved to nominate and elect Jennifer Williamson as a new Board member to the Pinecrest Academy of Nevada Governing Board. Member Watkins seconded the motion, and the Board voted unanimously to approve.

6. Annual Nomination and Election of Pinecrest Academy of Nevada Governing Board Officers

Member Thomas nominated Travis Keys for the position of Board Chair. The Board voted unanimously to elect Travis Keys as Board Chair.

Member Keys nominated Kacey Thomas for the position of Board Vice-Chair. The Board voted unanimously to elect Kacey Thomas as Board Vice-Chair.

Member Thomas nominated Marni Watkins for the position of Board Secretary. The Board voted unanimously to elect Marni Watkins as Board Secretary.

Member Thomas nominated Craig Seiden for the position of Board Treasure. The Board voted unanimously to elect Craig Seiden as Board Treasure.

7. Approval of Minutes from the November 30, 2020 Board Meeting

Member Thomas moved to approve the minutes from the November 30, 2020 Board meeting. Member Watkins seconded the motion, and the Board voted unanimously to approve.

8. Lead Principal and Principal Reports and Updates on Academic Performance and School Initiatives

Member Keys stated that, since the Board had been provided with the principal's report, he would like the principals to present on the more major school initiatives that were taking place within each campus.

Lead Principal Lisa Satory, Principal Jon Haskel, Principal Wendy Shirey, Principal Michael O'Dowd, and Principal Jessica LeNeave addressed the Board and provided 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, as well as the following major campus events and school initiatives:

- 40% occupancy requirements
- Math data results
- 20 8th graders earning high school foreign language credit with Spanish I
- Virtual winter concert video
- Angel Tree needs and donation results
- Speedway Children's Charities Grant awarded
- Staff appreciation gift and Board bonus distribution
- iReady proficiency growth and Data Chats with Jessica Barr
- Teacher training for Pinecrest Academy of Idaho
- Anticipated "close contact restriction" procedures
- \$22,000 in scholarships awarded to Dual Enrollment students
- High school sports
- Highly attended secondary campus tours for future 6th and 9th graders

9. Approval and Acceptance of the CSP Grant Awarded to Pinecrest Academy of Nevada Sloan Canyon Campus

Ms. Jennifer Ranney addressed the Board and stated that the Sloan Canyon campus had been awarded additional CSP funding to support several different initiatives, including a Dual Enrollment Coordinator, software, social distancing supplies, and furniture for the new high school.

Member Keys moved to approve the CSP grant that was awarded to Sloan Canyon. Member Sherlock seconded the motion, and the Board voted unanimously to approve.

10. Review and Discussion of Current Year Financial Performance

Ms. Nicole Gerhardt 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. Gerhardt stated that, while reviewing the P&L, a shortage had been detected due to unposted revenue and a true-up that should have been received in November; adding that, as a result, the State had increased the DSA amount to compensate for the un-received funds. She also reported that insurance and technology were over budget due to startup costs for the beginning of the year, and that the overages would decrease as the items were allocated. Ms. Gerhardt stated that the most notable items under budget were found in benefits, PERS, and salaries; adding that janitorial was working under budget as well.

Mr. Trevor Goodsell addressed the Board and explained that most of the janitorial savings were from unused, budgeted Covid cleanings; adding that there had not been the anticipated costs for shut downs and the deep cleanings to go with them. Mr. Goodsell also stated that the unused cleaning budgets were actually turning into true savings for the school. Ms. Gerhardt then stated that the school was on par and that they would continue to go through each line item to clean up any coding errors.

Member Keys asked how much of the funds had gone to substitutes, since the salary line item was working under budget. Ms. Gerhardt replied that she would need to review the SSS invoices to calculate the exact amount that had been paid for substitutes. Mr. Goodsell replied that there had been purposeful savings from the principals that had also contributed. Member Keys asked if there were any additional items that the Board should be made aware of. Ms. Gerhardt replied that there were not.

11. Review and Discussion for Theater Building and Sports Field Bleachers for Pinecrest Academy of Nevada Cadence Campus

Mr. Goodsell stated that, since the Pinecrest Foundation was the owner of the Cadence building, any additional building items would need to be approved by them; but, as a courtesy to the Board, the design plan was being presented to them before its' submission to the Foundation for approval. Mr. Arthur Ziev addressed the Board and stated that, when the Cadence campus was purchased by the Pinecrest Foundation, the bond issue included \$5 million to go towards other projects; adding that a classroom addition had been included in that component. After speaking with Principal LeNeave about the Sloan Canyon theater building, Mr. Ziev stated that she had expressed her interest in building a theater at the Cadence campus as well.

Mr. Ziev explained that the plans for the Cadence theater had been modified to include three classrooms and a few smaller rooms; adding that the cost for the Cadence theater project had been conservatively estimated at \$3.9 million. Once approval had been granted by the Foundation, Mr. Ziev anticipated the building being up and operating by the first week of January of 2022.

Principal LeNeave stated that the project would be a suitable addition to the Cadence campus in lieu of a standard block of classrooms; adding that the theater would seat around 450 people, which would allow the campus to host college seminar style classes if needed. She also stated that the seating would be retractable to allow for even more classroom space for their drone technology class, color guard classes, etc. Overall, the building would present a versatile space for the Cadence campus and supported the long-term growth targets of the school.

Principal LeNeave stated that the next project would be to secure appropriate outside seating for the athletic fields. She explained that she would like a large, more permanent structure for seating purposes to separate the home team from the visiting team and to increase the rent ability for the field. Once the athletic seating was completed, Principal LeNeave stated that the next priority would be to install outdoor lockers for secondary students followed by shade structures, which would conclude the build outs to their capital investment and anything moving forward would be small enough to attain through fundraising efforts.

Member Thomas stated that she was happy that the expansion included a theater building; adding that other programs, including dual enrollment, would be able to utilize the additional space when athletic programs were running. She was also pleased with the retractable seating option, which would create a multi-purpose facility. Member Thomas continued that, once the outside bleachers were established, the athletic fields could be rented, which would be a great marketing opportunity for the school. Member Keys asked whether or not the current enrollment targets would support the debt service on the additional buildout without additional classrooms. Mr. Goodsell replied affirmatively; adding that the space could still be used during the day and the dual enrollment students would continue to be counted in the total enrollment.

12. Discussion and Possible Action to Approve a Vendor for the Pinecrest Academy of Nevada Horizon Campus Turf Replacement Project from the Following: 1) Green Living Services and 2) Flooring Solutions of Nevada

Mr. Gary McClain addressed the Board and stated that the bidding process for the turf replacement project at Horizon had gone through the newspaper; adding that he would have liked to present the Board with more than two bids. Mr. McClain reviewed the two bids from the vendors, which also addressed the drainage concerns; adding that the recommendation from staff was to move forward with Green Living Services as the vendor based upon their bid of \$92,000 as opposed to the bid of \$168,000 from Flooring Solutions of Nevada. Member Keys asked if Mr. McClain was comfortable with Green Living Services since there were only two bids. Mr. McClain replied affirmatively; adding that they had performed fields for all of the systems with Academica and that they had a good line to AstroTurf the manufacture the product they used. He also reported that Green Living Services had completed over a million square feet of turf for charter schools in the valley. Further discussion pursued regarding the number of bids that had been submitted.

Member Watkins moved to approve Green Living Services as the Vendor for the Pinecrest Academy of Nevada Horizon campus for the turf replacement project. Member Thomas seconded the motion, and the Board voted unanimously to approve.

13. Approval of the Restorative Justice Policy

This item was tabled.

14. Discussion and Possible Action to Approve the District Membership Agreement with Pinecrest Academy Inc.

Mr. Colin Bringhurst addressed the Board and reviewed the proposed District Membership Agreement with Pinecrest Academy Inc.; adding that the agreement would replace the old affiliation agreement and was more robust regarding different aspects of the relationship between Pinecrest Academy Inc. and Pinecrest Academy of Nevada. He continued that the agreement had gone through several iterations; adding that the first form had been returned with several changes in order for the agreement to be legal under Nevada Charter School law. The agreement had most recently been sent to the Board's council, and was returned with certain notes that were not substantive; adding that Academica was in communication with the attorney from Pinecrest Inc. at this time. Mr. Bringhurst stated that his recommendation would be to approve the agreement pending final approval from the Board's council and then a signature from the Board Chair.

Member Keys asked if Mr. Bringhurst could highlight a few of the bigger changes in the current agreement versus the affiliation agreement. Mr. Bringhurst replied that they had made robust changes to the Intellectual Property (IP); adding that the agreement defined, more thoroughly, the relationship in oversight that Pinecrest Academy Inc. would have. Mr. Bringhurst reviewed the notes that the Board's council had made and reiterated that there had not been anything substantive; adding the majority of the notes were for clarification purposes.

Member Watkins asked if she could obtain a copy of the affiliation agreement in order to better compare with the membership agreement. Mr. Bringhurst replied affirmatively, and suggested that Board members meet with Board council to discuss their questions and/or concerns. Member Keys asked if the membership agreement would restrict the school from creating their own materials using the Pinecrest mark. Mr. Bringhurst replied that, as long as the mark was being used as was given, the school should be fine; adding that a notice would need to be sent to Pinecrest Inc. for approval if the mark was changed and/or used in a different way. Mr. Bringhurst was unsure if there was a brand guide for usage of the logo.

Principal LeNeave stated that they had created their own logos here in Nevada; adding that the only time they used the national logo was on official letter head. She asked if the agreement

was referenced the national Pinecrest Inc. logo or the branding that was specifically created in Nevada; adding that each charter there had their own seal as well. Mr. Bringhurst replied affirmatively; adding that each charter created, as part of the district, would be classified as a district mark. As long as the school was using the mark that had been approved by Pinecrest Inc., which they were, then they would not be in violation of the agreement. After further discussion regarding the brand guide and protocols within the agreement, as well as the question of whether or not the Nevada logos could be used without violating the agreement, the Board requested to table this item; adding that they would like to meet separately with Board council to discuss the agreement further for clarification.

This item was tabled.

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

Mr. Goodsell reported that he had sent an analysis to the principals showing the CCSD principal salaries; adding that, by law, charter principal salaries could not be above the market of the local school district salaries. He reminded the Board that principal evaluations had been conducted at the previous board meeting and that he had sent each principals current pay to the Board. Mr. Goodsell reviewed the principal's current salaries and stated that the recommendations for increases were based upon true-ups and the current market.

Member Keys also explained that the system had been built quickly, and that every principal had been brought in on varying salaries; adding that the Board had been trying to standardize the salaries in order to level the playing field for all principals involved. He also stated that the Board was aware of the difficulty that came with managing each particular school and the years of service and experience each principal brought to their position; adding that the Board had a desire to increase all principal salaries for this year.

Mr. Goodsell stated that the recommended salaries for each principal included an increase of \$8,500 for Principal LeNeave; \$3,000 for Principal Shirey; \$3,000 for Principal O'Dowd; \$5,000 for Principal Haskel; \$3,000 for Principal Satory. Member Thomas expressed her appreciation for the extensive research that had been initiated in order to true up the salaries; adding that it was important to stay competitive within the market place while continuing to reward the principals for their hard-earned efforts. Member Watkins stated that she would have given the principals more had it not been for the current financial situation that the State was in due to the pandemic; adding that the increases were a conservable approach for now. Member Williamson stated that she also agreed with the increases based upon her first hand experience as an assistant principal and knowing how hard the principal works. Member Keys expressed his appreciation to the principals and his desire for the principals to continue to grow professionally with Pinecrest; adding that he hoped the Board could continue to reward salary increases in the future.

Member Thomas moved to approve the pay increases that Mr. Goodsell had previously mentioned under this agenda item for all the principals. Member Williamson seconded the motion, and the Board voted unanimously to approve.

16. Public Comment and Discussion

There was no public comment.

17. Adjournment

The meeting was adjourned at 1:37 p.m.

Approved on:

Mar 23, 2021


Marni Watkins (Mar 23, 2021 15:18 PDT)

Secretary of the Board of Directors

Pinecrest Academy of Nevada

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Final Audit Report

2021-03-23

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