



**APPROVED 06/18/2019**  
**NEVADA CONNECTIONS ACADEMY (NCA)**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Tuesday, May 21, 2019 at 6:30 p.m. PT

**Held at the following location and via teleconference:**  
Nevada Connections Academy  
555 Double Eagle Court, Suite 2000  
Reno, NV 89521

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**I. Call to Order**

Dr. Harrington called the meeting to order at 6:33 p.m. when all participants were present and able to hear each other. The school was open for the public to attend the meeting.

**II. Review and Consideration of Potential Board Member: Tom Prutzman**

Dr. Harrington reviewed Board member candidate Mr. Tom Prutzman's background and experience with the Board. He further discussed the process that was completed to identify, recruit and interview the candidate before Board consideration, including a successful background check clearance. The Board reviewed the candidate's qualifications and discussed the consideration and appointment of Mr. Tom Prutzman pending successful completion of background check requirements. There being no further discussion, Mr. Arnold made the following motion and it was seconded by Ms. Jackson as follows:

RESOLVED, that the appointment of Tom Prutzman to the Nevada Connections Academy Board of Directors, pending successful background check completion and subject to all necessary notifications to the Nevada Department of Education, as discussed, is hereby approved.

The motion passed unanimously.

**III. Roll Call**

Board Members Present: Scott Harrington (in person); Kelly McGlynn, Naima Benjelloun, Morgan Jackson and Kevin Arnold (via phone);

Board Members Absent: Amy Cook and Mindi Dagerman;

Guests Present: Tom Prutzman, Potential Board Member (in person); Chris McBride, School Leader; Andrew Campbell, Potential Board Member; Brian Rosta, Jay W. Ragley, Eileen Sigmund, Tracey Gianoni, and Laura Coleman, Pearson Online & Blended Learning (POBL) staff (via phone).

**IV. Public Comment**

There were no public comments at this time.

**V. Audit Committee, Committee of the Entire Board**

a. Approval of Audit Firm Engagement for the 2018-2019 School Year Financial Audit

Ms. Gianoni reviewed the audit firm engagement letter, as included in the Board materials. She reviewed the estimated charges and scope of services. There being no further discussion, Ms. McGlynn made a motion and it was seconded by Ms. Benjelloun as follows:

RESOLVED, that the engagement of Eide Bailly LLP for the 2018-2019 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

**VI. Routine Business**

a. Approval of Agenda

Dr. Harrington asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, Ms. Jackson made the following motion and it was seconded by Ms. McGlynn as follows:

RESOLVED, that the Agenda for the May 21, 2019 Meeting of the Board of Directors of the Nevada Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

**VII. Oral Reports**

a. School Leader's Report

i. School Updates

Dr. McBride provided the Board with school updates on behalf of the Principals.

[Ms. Benjelloun left the meeting at 6:43 p.m.]

Dr. McBride reviewed the upcoming promotion and graduation ceremonies.

[Ms. Benjelloun rejoined the meeting at 6:45 p.m.]

Dr. McBride further reviewed the staffing structure changes for next school year, including Ms. Engelhardt's promotion to K-12 Principal and creation of three Assistant Principal positions.

ii. State Testing Update

Dr. McBride reviewed the ongoing state testing participation rates and expectation to meet participation goals.

iii. Graduation Plans and End of Year Activities Update

Dr. McBride reminded the Board of the school's upcoming high school graduation and promotion ceremonies and encouraged Board members to attend. He further reviewed end of year activities, including the staffs' reflection on the current school year and preparations for the upcoming school year.

iv. Charter Renewal Update

Dr. McBride and Dr. Harrington provided the Board with an update on the meetings and progress made to date with the Nevada Charter Authority on the upcoming Charter Renewal.

v. Nevada Charter Authority Update

Dr. McBride provided the Board with a timeline of upcoming quarterly status updates to the Nevada Charter Authority.

Additionally Dr. McBride sought Board member feedback on the scheduled Strategic Planning session on Tuesday, July 2, 2019 in Las Vegas. The Board discussed their availability. Ms. Coleman advised she would follow up with Ms. Heather Woodward on potentially rescheduling.

[Mr. Campbell joined the meeting at 6:58 p.m.]

The Board discussed the Monthly School Report in detail with Dr. McBride. Dr. Harrington introduced Mr. Campbell as a potential Board member.

b. Financial Report

Ms. Gianoni reviewed the financial materials included in the Board materials. She reviewed the changes in the financial and forecasted expenses since the last meeting's statements in detail. She further reviewed the balance sheet and the school's revenue statements with the Board.

i. Cash Deposits Update

Ms. Gianoni reviewed with the Board the cash deposits to date for the current school year, as included in the meeting materials.

### **VIII. Consent Agenda**

Dr. Harrington asked the Board members whether there were any Consent Items they wished to have moved to Action Items for discussion, or tabled. There being no changes, Ms. McGlynn made the following motion and it was seconded by Ms. Benjelloun as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 9, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice for April;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2019-2020 School Year;
- f. Approval of Employee Handbook Revision(s); and
- g. Approval of Supplemental Education Products and Services for the 2019-2020 School Year: Case Management Contract; are hereby approved.

The motion passed unanimously.

## **IX. Action Items**

- a. Hearing on 2019-2020 Tentative Budget Prepared in accordance with NAC 387.720 and Submitted to the Department of Education and Adoption of the Final Budget and Fee Schedule for the 2019-2020 School Year

Dr. Harrington opened the hearing and reviewed this item with those in attendance. Ms. Gianoni reviewed the proposed 2019-2020 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the School Leader, Board Treasurer, POBL staff and the Board's review and approval of the tentative budget at the last Board meeting. She further reviewed the accompanying fee schedule from the school's primary service provider (POBL) with the Board. She advised the Board that the 2019-2020 Fee Schedule being presented summarizes the basis for all charges from Pearson Online & Blended Learning (POBL) to the school under the Educational Products and Services Agreement (EPSA), and that the basis for all charges is drawn directly from the Budget. Ms. Gianoni reviewed the changes reflected in the final budget from the tentative budget the Board approved during the previous month's meeting. Board members discussed the Budget in detail, including Title I federal funding. There being no further discussion, Ms. Benjelloun made the following motion and it was seconded by Mr. Arnold as follows:

RESOLVED, that the Tentative Budget prepared in accordance with NAC 387.720 and submitted to the Department of Education and adoption of the Final Budget and Fee Schedule for 2019-2020 school year, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of School Facility Lease

Dr. McBride reviewed with the Board the school facility lease extension as included in the Board meeting materials. There being no further discussion, Ms. McGlynn made the following motion and it was seconded by Ms. Benjelloun as follows:

RESOLVED, that the School Facility Lease, as presented, is hereby approved.

The motion passed unanimously.

- c. Ratification of the Distance Education Program Renewal

Mr. Ragley reviewed with the Board the Distance Education Program renewal as included in the Board meeting materials. There being no further discussion, Ms. McGlynn made the following motion and it was seconded by Ms. Jackson as follows:

RESOLVED, that the ratification of the Distance Education Program Renewal, as presented, is hereby approved.

The motion passed unanimously.

## **X. Information Items**

- a. State & Strategic Client Relations Update

Mr. Ragley introduced Ms. Sigmund to the Board as their new State & Strategic Client Relations representative. Ms. Sigmund reviewed her experience and background with the Board. Mr. Ragley further provided the Board with an update on recent legislative activities in the state, which may impact the school. The Board reviewed potential legislation in detail with Mr. Ragley and Dr. McBride.

b. Partner School Leadership Team (PSLT) Update

Dr. Rosta presented an update to the Board on behalf of the Pearson Online & Blended Learning (POBL) Partner School Leadership Team. He reviewed the strong efforts by Dr. McBride and school staff members to ensure high state testing participation rates.

i. School Leader Performance Review Planning

Dr. Rosta outlined the annual School Leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Dr. Rosta further reminded the Board that Dr. McBride's final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of Board member participation in the review process.

c. NCSC and Strategic Planning Session Reminder

Ms. Coleman reminded the Board of the upcoming National Charter Schools Conference and previous conversation regarding the Strategic Planning Session.

**XI. Public Comment (as detailed previously in agenda)**

There were no public comments.

**XII. Adjournment and Confirmation of the Annual Meeting – Tuesday, June 18, 2019 at 6:30 p.m. PT**

Dr. Harrington noted that the Board was at the end of its agenda and that the annual meeting is scheduled for Tuesday, June 18, 2019 at 6:30 p.m. There being no further business, the meeting was adjourned at 7:33 p.m.