

**Minutes of the Meeting of
The Davidson Academy of Nevada
Governing Board
May 25, 2015**

Call to Order

The regular meeting of the Governing Board was called to order at 2:06 p.m. in the Tahoe Room of The Davidson Academy of Nevada located at 1164 N. Virginia St., Reno, Nevada, 89503.

A. Roll Call

Roll call was completed by Bob Davidson. Roger Davidson, Mark Herron, Bruce James, Brian Krolicki, Annette Whittemore and Colleen Harsin were present. Ms. Patricia Richard, Marc Johnson's Chief of Staff, attended in his absence. Traci Davis and Dale Erquiaga were not present.

B. Welcome and Introductions

Bob Davidson and Colleen Harsin welcomed those attending the meeting including Ms. Richard, Melissa Reed, Director of Communications for The Davidson Academy of Nevada, who attended the meeting in place of Julie Dudley, to report Media and Outreach Updates, and those attending from the public.

C. Public Comments

There were no public comments at this time.

D. Approval of Minutes for Meeting of March 2, 2015

Bob Davidson requested approval of the minutes for the meeting of March 2, 2015; under Tab 1 of the Board books (incorporated herein by reference). Motion was made and seconded for approval of the minutes as submitted. There was no discussion and the motion carried unanimously.

E. Approval of Agenda

Bob Davidson requested approval of the Agenda. Motion was made and seconded for approval of the meeting Agenda as submitted. There was no discussion and the motion carried unanimously.

F. Reports

1. Academy Director

a. General Program Updates

Colleen Harsin began her report by referring Board members to their Board books for a copy of the current Calendar of Events for the Academy (included herein by reference). Recent events included state testing, senior student activities including graduation as well as other year end events.

Board members had a brief discussion concerning age-grade placement for state testing purposes and the implications of that placement on expected graduation year.

Ms. Harsin advised that total student enrollment at the Academy was 137 for the 2014-2015 school year. Fifteen students graduated in 2015 and four withdrew from the Academy and will not be returning for the next school year. She indicated that the admissions review process for the 2015-2016 school year was coming to a close with one remaining applicant readiness assessment. She estimated a student enrollment between 150-160 for the 2015-2016 school year. Through the admissions process a number of students were accepted who will be placed in a new English course option to meet student needs.

Board members discussed the need to look at potential growth of the Academy and start considering options for the Academy campus. Bruce James and Brian Krolicki suggested opening

discussions with the University about their master and strategic plans for growth and how the Academy may fit in those plans. Ms. Richard confirmed that these plans were being worked on and that it was her impression that the relationship between the University of Nevada, Reno and The Davidson Academy was viewed positively. Ms. Harsin agreed this was the Academy's impression as well.

Under Tab 2 of their Board books Ms. Harsin provided the board members with a copy of the Accreditation Summary (incorporated herein by reference). Additionally, at the beginning of the meeting she provided the report from the accreditation External Review Team (incorporated herein by reference) as that report had not been received in time to be included in the Board books. She confirmed that the accreditation visiting team concurred with the Academy's overall self-assessment and suggestions for improvement which focus on increased communication among stakeholders and increased opportunities for professional development. Bruce James asked Ms. Harsin for an estimate of work hours spent on preparing for the accreditation process. She advised that it would be difficult to estimate but included all staff, students and parents and a large number of hours dedicated to the process. She confirmed that the Academy's Certificate of Accreditation should be received soon.

Under Tab 3 of their Board packets Ms. Harsin provided a copy of the required annual report to the University of Nevada, Reno (incorporated herein by reference).

Under Tab 4, Ms. Harsin included several Academy and individual student accomplishments for the 2014-2015 school year (incorporated herein by reference). Among them were, the first year of competition for the Northern Nevada Lego Robotics Team of which several Academy students were part of, a Certificate of Commendation from Senator Harry Reid, a summary of Davidson Academy Student involvement in the Northern Nevada Scholastic Arts Awards as well as Exemplary Student Awards.

b. College Planning Updates

Under Tab 5 of their Board books Ms. Harsin provided a summary of 2015 Davidson Academy Graduate post-secondary plans and college/university acceptance list (incorporated herein by reference).

2. Media and Outreach

Under Tab 6 of their Board books Melissa Reed referred Board members to a summary of Media Outreach Updates as of May 25, 2015 (incorporated herein by reference). She advised the Board that recent media impression include Davidson Academy student radio appearances, an article in The Washington Post of April 19, 2015, titled, Top Performing Schools with Elite Students and a Reno-Gazette Journal article of May 6, 2015, that included Academy student Grace Hong and her accomplishment of being named a National Merit Scholar. She confirmed that subscribership to the Academy's e-Newsletter continues to increase.

G. Correspondence

There was no correspondence received by the Board for this meeting.

H. Public Comments

Ms. Nanda, Academy parent attending the meeting, commented that with the development of the Academy's Online School option that distance learning isn't the best choice for all students and that it will need to be observed how the online option may affect numbers at the (brick and mortar) school.

I. General Business

Vice President and Chief Financial Officer Mark Herron confirmed that there were three action items that needed to be considered by the Board.

1. Approved 2014-2015 Revised Fiscal Budget

Mr. Herron referred Board members to Tab 7 of their Board books for a copy of the Revised Fiscal Budget for 2014-2015 (incorporated herein by reference). He indicated that the first revision was submitted to and approved by the Board at the November 2014 meeting. This revision shows a savings of approximately \$100,000 from variously categories, most significantly a decrease in spending for group medical insurance and no increase in premium. Also included is an increase in revenue of approximately \$9500 for student activity fees not collected in previous years.

Mr. Herron motioned for approval of the 2014-2015 revised fiscal budget as submitted, which was seconded. There was no discussion and the motion carried unanimously.

2. 2015-2016 Fiscal Budget

Mr. Herron referred Board members to Tab 8 of their Board materials for a copy of the Minutes from the Public Hearing for presentation of the 2015-2016 Fiscal Budget completed on May 11, 2015 and a copy of the 2015-2016 Fiscal Budget (included herein by reference). He complimented and thanked Karin Dixon, Controller for The Davidson Academy, for her thorough work in preparing the budget. He advised the Board that an estimated student enrollment of 150 was used to prepare the budget. The budget includes an approximate \$2.62 million dollars in expenses and reflects an increase of \$5700. Per student expenses have decrease by \$1000. Expense changes are primarily due to staff reallocations.

On the revenue side Mr. Herron advised that an estimate of \$6,821 was used for per student Distributive Student Account funding. Other revenue increases were realized due to gifts, testing and student fees. The budget also includes a cash surplus of \$11,000.

This budget will be revised and submitted to the Board in November 2015 and will include an increase in staff members, actual student enrollment and DSA funding.

Mr. Herron motioned for approval of the 2015-2016 fiscal budget as submitted, which was seconded. There was no discussion and the motion carried unanimously.

3. Approve Engagement of Independent Auditors for Fiscal Year Ending June 30, 2015

Mr. Herron referred Board members to Tab 8 of their Board materials for a copy of the Letter of Engagement from the accounting firm of Holthouse, Carlin and Van Trigt LLP. He confirmed that the substance of the letter is essentially the same as received in previous years but references government accounting standards as well as tax services included for the Academy. The fee of \$25,250 has not changed and he has been pleased with their work in the past.

Mr. Herron motioned to engage Holthouse, Carlin and Van Trigt LLP which was seconded. Bruce James concurred that they have done a good job with the audit in the past but questioned why an out of state firm was being used. Mr. Herron advised that initially local firms were interviewed but not interested in the work. With limited instate options for this type of audit he went out of state to consider other firms. The motion carried unanimously.

J. Adjournment

There being no further business to come before the Board in public meeting, motion was made and seconded for adjournment; motion carried unanimously. The meeting adjourned at 3:25 p.m.



Respectfully submitted by Colleen Harsin, Clerk of the Board