

**Minutes of the Meeting
The Davidson Academy Governing Board
September 16, 2019**

Call to Order

The regular meeting of the Governing Board was called to order at 2:10 p.m. in the Tahoe Room at the Davidson Academy located at 1164 N Virginia St, Reno Nevada 89503.

A. Roll Call

Roll call was completed by board member Mark Herron. Board members Richard Trachok, Brian Krolicki, Lauralyn McCarthy Sandoval, Marc Johnson, and Mark Herron were present. Board members Annette Whittemore and Kristen McNeill joined the meeting by conference call. Roger Davidson was not present. Deputy Superintendent Jonathan Moore was present in place of Nevada Department of Education Superintendent Jhone Ebert. Academy Director Colleen Harsin and controller Karin Dixson were present. Academy legal counsel, Ann Alexander, was also present.

B. Welcome and Introductions

Mark Herron welcomed the Board members present. No individuals from the public attended. Director Colleen Harsin introduced the new Clerk of the Board, August Reich.

C. Public Comments

There were no comments from the public.

D. Approval of Minutes for Meeting of May 13, 2019

Bob Davidson requested approval of the minutes for the meeting of May 13, 2019, under Tab 1 of the Board book. 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 as submitted to the Board. Motion was made and seconded for approval of the meeting Agenda. There was no discussion and the motion carried unanimously.

F. Reports

1. Vice President and Chief Financial Officer

a. Presentation of independent auditor's report for the fiscal year ended June 30, 2019

Mark Herron, Vice President and Chief Financial Officer, referred to the back pocket of the Board book with the audit letter and audit report, and introduced Morris Zlotowitz and Kimberly Hastings of the accounting firm Holthouse, Carlin & Van Trigt LLP (HCVT).

Mr. Zlotowitz began by introducing himself as the audit partner and explained that this is his second year on this account after being rotated in last year. Mr. Zlotowitz provided a summary of the meeting agenda stating that the auditors will address the financial statements, the audit results letter, and the audit representation letter. Prior to providing the auditors opinion, Mr. Zlotowitz explained that the two deliverables they provide are the audit results letter and auditor's opinion. Everything else that was provided comes from the management team.

Mr. Zlotowitz stated that their audit opinion is unmodified, and the report is clean. The audit report had no significant findings, and the most significant estimates are related to the pre-paid lease for the Jot Travis building space. Mr. Zlotowitz recognized that this finding had already been presented to the board but wanted to address it again since this was the most significant finding in this report. There were no difficulties or disagreements with management when conducting the audit, and the management representation letter was delivered to the auditors. Mr. Zlotowitz thanked Karin and Mark.

Ms. Hastings referred to the copy of the financial statements and the AU260 letter. Ms. Hastings stated that there were no significant changes to the financial statements. The management discussion analysis and the budget comparison were provided by management. Ms. Hastings stated that the documents were clear for the reader and there were no issues found. Ms. Hastings also explained that there were post-closing adjustments that were not audit related. The adjustments were primarily made for disclosure purposes and to adhere to GAAP standards. Ms. Hastings then provided information to the board regarding upcoming changes. The first change requires the student activities fund to provide an additional statement to be submitted with the statement for net position. This addition does not change the function of the fund, rather it provides further documentation. The second upcoming change is that there will be new guidance, time frame, and changes to presentations due to GASB. Ms. Hastings stated that these changes to GASB will not cause a significant effect, but in the future, there will be changes to financial statements.

Mr. Zlotowitz concluded the presentation by stating that sound accounting practices start at the top. These strong practices will ensure the long-term financial health of the Academy while also meeting program goals. Mr. Zlotowitz mentioned that if important changes occur to the financial world of accounting, they will work with Karin and Mark to see how the changes affect this organization.

Governing board member, Richard Trachok, asked if there were any concerns for how similar the total expenses are for regular instruction and general administration. Karin Dixson explained that regular instruction only refers to those who are working in the classroom and that general administration covers a broader range of job duties such as counseling services, human resources, the office of the principal, and other school related roles. Mr. Trachok followed this by asking how these numbers compared to similar schools. Karin Dixson explained that they do not currently have any comparisons to share, but that she can look into these numbers to be shared at a later date.

Motion for acceptance of the audit report was made and seconded. There was no further discussion, and the motion carried unanimously.

Mr. Herron thanked the auditors and Ms. Dixon.

2. Academy Director

a. General Program Updates

Davidson Academy Director, Colleen Harsin, referred to Tab 2 for the final report of the Pupil Enrollment and Attendance Audit for the school year 2018-2019. The Reno campus has a total enrollment of 140 students for the 2019-2020 school year. Ms. Harsin stated that this number is lower than expected but explained that there were no concerns regarding the decrease in student enrollment. For the 2020-2021 school year, the Davidson Academy has already accepted 6 new students who deferred this school year so their families can move to Reno. The application for the Reno campus opened on September 16, 2019, and will remain open until January 31, 2020.

Mr. Davidson asked how many students is the Academy planning to graduate this year. Ms. Harsin explained that we have 23 students who will graduate this school year which has remained rather consistent.

Ms. Harsin referred to Tab 3 with the Davidson Academy calendar for 2019-2020 school year. The schedule follows the University of Nevada Reno's calendar and has worked well for the Davidson Academy. The calendar has a total of 153 days in session, with longer than average school days. This combination makes the total hours at school for students similar to a typical public school.

Ms. Harsin referred to Tab 4 with the Academy's Reno campus weekly course schedule. The classes are listed by subject areas and the numbers listed after the course are the class periods in which that class is taught. Ms. Harsin explained that some courses are middle school only, but in general students are eligible to take high school level courses. Friday elective courses differ from the Monday through Thursday schedule because on Fridays the school operates on two-hour blocks. Many of the Friday elective options are led by students with oversight from Academy staff. Some of the student led electives that are currently offered are Zumba, Rock Climbing, and Mindfulness.

Ms. Harsin referred to the front pocket to display a handout for a new program called Safe Voice. Safe Voice is an anonymous reporting application that allows students and families to report problems they see in the community. Davidson Academy students were trained on how to use the program and the importance of reporting. Ms. Harsin also noted that there is a small team of staff members at the school who have been trained to address tips that are associated with the Academy.

Bob Davidson asked Mark Johnson if the University of Nevada Reno uses Safe Voice. Mark Johnson responded that the university has their own reporting system call Safe Pack. Ms. Harsin stated that she will include an announcement about Safe Pack in the

weekly dispatch to remind returning students and to notify new students about the Safe Pack application.

Ms. Harsin referred to Tab 5 with a list of National Merit Scholarship Semifinalist from the Davidson Academy. There is a total of 14 students who have been selected as semi-finalists. These individuals are currently preparing their finalist applications.

Mr. Trachok asked of the 23 students graduating, do all student take the test. Ms. Harsin explained that not all students took the exam, and some students may have not scored high enough to qualify.

3. Director of Online Learning

a. General Program

Stacy Hawthorne, Director of Online Learning, referred to Tab 6 with a 2019-2020 Enrollment report, including a map of where the 48 Online students live throughout the U.S. One online student relocated to Nevada this past summer to attend the Reno campus. There are two students who are expected to graduate from the Davidson Academy Online program this year. These students are not eligible for the National Merit Scholarship application because they did not take the PSAT exam. Ms. Hawthorne explained that the lack of online campus students taking the PSAT is often due to local schools not allowing non-enrolled students to register for the PSAT.

Deputy Superintendent, Jonathan Moore, asked Ms. Hawthorne if they have contacted those local school boards. Ms. Hawthorne responded that they have not, but that is something to consider for the future.

Ms. Hawthorne stated that the First-Year Seminar is a new, two-week orientation session that teaches new students how to utilize and access all of the materials needed for the Davidson Academy Online campus. This addition has made the start of this school year the best start the program has seen thus far.

There are 44 online courses currently available and some online campus students are taking courses at the Reno campus using telepresence robots. Ms. Hawthorne explains that, when appropriate, online campus students have the ability to use a robot that is located at the Reno campus to electronically attend class. Online Technology Manager, Ben Brown, provided a brief demonstration of one of the telepresence robots in action. Mr. Davidson explains that these robots provide more opportunities for online students to interact with their peers.

Ms. Hawthorne referred back to Tab 6 stating that this year the recruiting for the 2020-2021 school year will focus on 250 U.S. schools offering K-8 gifted education that are not affiliated with a high school.

4. Media and Outreach

Ms. Hawthorne referred to Tab 7 with Media and Outreach report, which included: recent media reports, social media links, upcoming on-site tours, and conferences. The

Davidson Academy received the Blackboard Catalyst Award for the second year in a row.

Mr. Krolicki asked if the online program has an enrollment goal, to which Ms. Hawthorne responded they target 25 new students each year. She added that there is no physical space limitation to the maximum number of students that attend the Online campus. Mr. Davidson asked if any Online campus students did not return from last year. Ms. Hawthorne indicated that nine students did not return. Many of these students enrolled in local schools as the online format was not a good fit.

G. Training on Requirements of Nevada's Open Meeting Law Under Nevada Revised Statutes, Chapter 241

Legal counsel for the Davidson Academy, Ann Alexander, provided members a slide show presentation to fulfill the required training on open meeting law. This training was required by the Office of the Attorney General to correct a violation that was made in preparing the governing board meeting on February 19, 2019. The violation committed was the failure to provide notice at least 3 business days before the meeting date to an individual who requested notification.

H. Correspondence

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

I. General Business

The following 2020 proposed meeting dates with meetings at 2 p.m. were reviewed and will be confirmed on the next meeting date.

Proposed meeting Dates for 2020

- February 10, 2020
- May 11, 2020- Public Hearing (at KNPB)
- May 26, 2020 (Tuesday)
- September 21, 2020
- November 9, 2020

J. Public Comments

There were no comments from the public at this time.

K. 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 4:13 p.m.

August Reich

Respectfully submitted by August Reich, Clerk of the Board