

**MINUTES
of the meeting of the
CIVICA Collegiate & Career Academy
Board of Directors
March 26, 2026**

The Board of Directors of CIVICA Collegiate & Career Academy held a public meeting on March 26, 2026 at 1:00 p.m. at 2340 Corporate Circle, Henderson, NV 89074.

1. (a) Call Meeting to Order and Roll Call, and (b) Pledge of Allegiance

The meeting was called to order by Board Chair JC Flowers at 1:01 p.m. Present were Board members JC Flowers, Jessica Scobell (online), Rachel Tory, David Salmon (online), and Robert Eliason (online).

Board member Alex Prieto was not present.

Also present was Principal Richard Santigate. Academica representatives Marla Devitt from Florida, and Colin Bringham, Matt Tuttle, Matt Padron, Trevor Goodsell, Travis Keys, Ryan Reeves, and Annette Christensen were also in attendance.

Pledge of Allegiance

2. Public Comment

There was no public comment.

3. Consent Agenda

a. Approval of Minutes of the February 26, 2026 Board Meeting

Member Scobell moved to approve the consent agenda as presented. Member Salmon seconded the motion, and the Board voted unanimously to approve.

4. Action and Discussion Items

a. CIVICA Educational Foundation Professional Services Report

There was no report presented.

b. CIVICA Nevada School Initiatives Report by Principal Richard Santigate Jr.

Principal RJ Santigate provided a comprehensive update on school activities and initiatives, reporting that the February 28 academic hiring event successfully resulted in full staffing for the upcoming year. He shared that the school administered its first ACT test to eleventh graders on March 3, with confidence in student preparation, and conducted CTE assessments on March 4–5, where several students earned certifications and others

qualified for school-funded retakes. Saturday boot camp began March 7 with strong attendance, and Nevada Reading Week featured guest readers and school-wide engagement.

He noted that spring sports teams were fully rostered, the Parent Involvement Committee met, and key assessments—including ELA diagnostics and upcoming SBAC testing—were on track. The school also celebrated International Women’s Day, held a lighter professional development day, hosted visiting groups, and continued student and staff engagement through events like the Wolfpack Showdown and Pack Leader awards.

Additionally, ninth and tenth graders completed CERT assessments with strong results, the third quarter concluded with staff appreciation activities, and post-spring break programming included data review and CTE exploration for eighth graders. Upcoming events included CTE Parent Night, the Spring Extravaganza, and scheduled NAT testing for SPED students.

c. Review of Current Year Financial Performance

Mr. Matt Tuttle presented the financial performance statement, noting that grant funding and average daily enrollment remained largely unchanged, with plans to fully expend grants before expiration and Q3 enrollment data pending. The budget versus actual report showed the school at 67% of the fiscal year, with income slightly ahead at 69%, payroll expenses at 65% reflecting modest savings, and overall expenses at 72% due to timing of upfront costs and professional service fees expected to normalize.

Mr. Tuttle highlighted the inclusion of Phase 3 building interest and principal payments, improving the accuracy of reported figures, and confirmed the school maintained a positive net income through February 2026. In response to Board questions, it was clarified that a state and sponsorship fee refund was a one-time return of excess reserves from the charter authority after planned staffing expansions were not approved.

d. Review and Approval of the Initial Budget for the 2026/2027 School Year

Mr. Matt Padron presented the initial budget for the upcoming school year, noting it was the first of three iterations developed in collaboration with school leadership. He reported a modest per-pupil funding increase of \$70 (0.74%), while overall financial flexibility improved due to projected enrollment growth to 1,607 students.

The budget included the addition of 19 staff positions, bringing total staffing to 146, and reflected a shift from contracted services to in-house staffing for custodial, security, and transportation roles. Revenue projections were slightly higher than expected due to

updated federal and title funding, though CTE grant funding had concluded, with only a small state allocation remaining.

Salary increases averaged 1–2%, with stable retirement rates and a projected 5% rise in medical insurance. The budget assumed \$200,000 in borrowing for capital purchases, a reduction from the prior year, and incorporated a major capital project for field lights and a scoreboard funded through cash reserves. Transportation costs were restructured, and the academic management fee increased proportionally with funding.

Overall, the budget projected a \$289,000 surplus with a 2% contingency, reflecting a strong financial outlook. Board discussion centered on expediting the lights and scoreboard project due to summer heat concerns, with no objections to proceeding with the bid process and preliminary cost estimates provided.

Member Tory moved to accept the initial budget for the 2026/2027 school year. Member Salmon seconded the motion, and the Board voted unanimously to approve.

e. Approval of the Proposed Board Meeting Calendar for the 2026/2027 School Year

Mr. Colin Bringhurst presented the proposed board meeting schedule as found on page 28 of the supporting materials, maintaining the same schedule of fourth Thursday meetings each month as the previous year.

Member Salmon moved to approve the calendar as proposed. Member Tory seconded the motion, and the Board voted unanimously to approve.

f. Discussion and Possible Action to Approve a Dual Enrollment Program Affiliation Agreement with Western Nevada College

Principal Santigate introduced the need to establish a new dual enrollment partnership, explaining that a four-year institution could not support associate degree pathways and identifying Western Nevada College as a strong partner based on prior collaboration and its supportive, hands-on program. He shared that current tenth graders were on track to begin the AA program, supported by a developed credit correlation guide outlining coursework and timelines to meet the 60-credit requirement, which would be submitted for state approval.

The program was designed with safeguards to ensure students could withdraw if needed while still meeting high school graduation requirements. In response to Board questions, Principal Santigate confirmed that the partner institution was fully accredited and that

credits would transfer within the Nevada system, with out-of-state transfer dependent on individual institutions.

He also explained that teacher qualifications were thoroughly vetted by the college based on transcripts, certifications, and experience, with varying requirements depending on the course. To address potential staffing changes, he noted that the college could provide qualified instructors if needed and emphasized the importance of ongoing coordination and supervision to ensure program continuity.

Member Tory moved to approve the dual enrollment MOU with WNC. Member Salmon seconded the motion, and the Board voted unanimously to approve.

5. Board Member Closing Comments and Feedback

The Board made no closing comments.

6. Announcements and Notifications

Mr. Bringhurst noted that the next meeting was scheduled for Thursday, April 23 at 12:00 p.m.

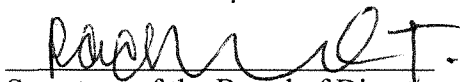
8. Public Comment

There was no public comment.

9. Adjourn Meeting

The meeting was adjourned at 1:38 p.m.

Approved on: 09.23.24


Secretary of the Board of Directors
CIVICA Nevada