

**Mariposa Dual Language Academy
3875 Glen Street
Reno, Nevada**

MINUTES

June 18th, 2018 Board Meeting

MEETING CALLED TO ORDER AT 5:32 PM.

1. ROLL CALL/DETERMINATION OF QUORUM

*Board Members Present: Arturo Garzon, Rick Borba, Wendy Mueller, Jesse Gutierrez, Philip Ramirez, Ed Miller - **Quorum Established.***

Staff Present: Jenni Hunt, Director, Rick Harris, Consultant

Guests Present: None.

2. ADOPT THE AGENDA FOR THE JUNE 18th, MEETING

*Motion by Rick Borba to adopt the agenda. Motion seconded by Arturo Garzon.
Motion passed – Agenda adopted.*

3. APPROVAL OF THE MAY 23rd, 2018 BOARD MEETING MINUTES

*Motion by Arturo Garzon to adopt the May 23, 2018 Board meeting minutes.
Motion seconded by Rick Borba, Motion passed – Minutes approved.*

4. PUBLIC COMMENT

None.

5. DISCUSS/APPROVE FINANCIAL REPORT

Ms. Mueller reported that Cheryl is working with Estella on financial books and records. Ms. Mueller shared the Augmented Budget for the 2017 – 2018 school year. The budget reflects \$2M in revenue, \$1.8M in expenses, and a \$200K surplus. The goal is to operate with a surplus; this was accomplished in large part due to Mr. Harris's efforts to secure grants. Ms. Mueller commented that she was unsure if the revenue surplus, while good news, means that the school must "use it or lose it" or if the revenue surplus may be allocated to current students. Mr. Gutierrez replied that the "use it or lose it" only applies to certain grant funds.

Ms. Hunt commented that fluctuations in the Nevada Ready grant have allowed the school to have access to funds that were not planned; therefore, the budget has been adjusted. Ms. Hunt further stated that the school is not in a "use it or lose it" situation with

regard to any grant funds in the budget and the budget has been prepared to project expenses until end of June 2018 based on historical expenditures.

Ms. Mueller reported that there are other school construction expenses that will overlap the 2018 school year budget which will require the Board to approve the finalized budget in August/September. Ms. Hunt stated that the budget will also need to consider funds for the revitalization of the dual-language program. Mr. Gutierrez asked if funds should also be set aside to hire a full-time Spanish teacher. Mr. Harris responded that the plan is to continue with the current Spanish instruction model and that he does not recommend using funds for a Spanish teacher at this time. Mr. Gutierrez suggests funds be used to support a Board workshop in August. Mr. Gutierrez also recommends that a plan be drafted to detail timeframes and structure to prioritize hiring a full-time Spanish teacher by 2020.

Mr. Gutierrez inquired about the \$0 line item on the budget for the lunch program. Ms. Hunt replied the school lunch program is fully-subsidized as a Provision 2 school. The Lunch Program line item is typically reserved for catering special events for staff/parents, such as a barbeque.

Ms. Hunt said that the school will not know the full amount of the projected ZOOM (SB504) funding until July; the amount of the Title 1 Little A grant funding is still unknown at this time. Director awaiting confirmation of grant funding before planning for end of year activities. Ms. Mueller suggests planning for board retreat/workshop for end of year activities; Mr. Gutierrez agrees with Ms. Mueller. Ms. Hunt says that retention incentive bonus initiatives are also a priority; Mr. Harris agrees. Mr. Harris suggests that the Board consider August to schedule the workshop and volunteers to coordinate date, time, location of workshop; Mr. Garzon volunteers to host a meeting at his offices.

Mr. Ramirez moved to approve the Augmented Budget for the 2018-2019 school year, Rick Borba seconded. Motion carried.

6. DIRECTOR'S REPORT (JENNI HUNT/RICK HARRIS)

Mr. Harris reported that the transition from him to Ms. Hunt is going amazing; she has set clear expectations with the instructional staff for high achievement. Mr. Harris provided an update on the Bungalow renovations that the project is on schedule. The Bungalow will be used for multipurpose and small group instruction.

Ms. Hunt provided an update on the meet and greet with staff and that she will begin to schedule one-on-one meetings with staff. She also met with parents and families during a coffee and muffin breakfast to which approximately 30 parents attended. Ms. Hunt discussed the summer program for kids to reinforce skills learned during the school year. Each student received a "keep up book" to record summer learning activities and received books to take home for summer reading. Ms. Hunt introduced the partnership with the University of Nevada, Reno to pair university students with Academy students for individualized tutoring and to incorporate Lego robotics activities. This initiative has been well received by students and the university participants. Mr. Gutierrez requested that Ms. Hunt and Mr. Miller work together to publicize

this work via the Mariposa Academy web site and the Amigos de Mariposa Giving Trail newsletter. Mr. Miller and Ms. Hunt committed to completing this work by next Board meeting.

Ms. Hunt shared an update regarding the staff visit to Kings Beach Elementary School to learn about the dual-language program. Mariposa staff shared feedback from the visit and will implement dual-language tools in the classroom to demonstrate compliance with the corrective action plan and improve dual-language instructional processes. Ms. Hunt discussed her plan to refine the incentive bonus structure in employment contracts to reward instructors who demonstrate competency with dual language instructional methods.

Ms. Hunt announced the selection of a new music teacher. Through its partnership with the Sierra Arts Foundation, Barbara Meyers will be joining school next year to provide music instruction, lead Christmas pageant and the holiday show, and she expressed interest in providing dual language instruction.

Ms. Hunt reported the new structure of the pre-school program and the ZOOM (SB504) funding. Historically, the school used for ZOOM funding to pay for pre-school program expenses (teacher and aide); however, for the next school year, pre-school programming will be allocated under NV Ready grant and the ZOOM funding has been used to hire Lucy Land who will serve as a full-time Interventionist/STEAM instructor and oversee two long-term substitute teachers.

Ms. Hunt announced the selection of a Data Specialist will not be made until the amount of the Title I Little A grant is known. She stated that she is also looking to hire a school-wide science or social studies teacher. Regarding the dual-language program, her focus will be to improve writing, reading, and speaking competencies using the Scholastic Spanish language magazine and encourage staff to promote writing, reading, speaking Spanish in the classroom to empower students and teachers to incorporate dual-language methods. Mr. Gutierrez requests that the new music teacher teach mariachi music.

Ms. Mueller expressed gratitude to Ms. Hunt and Mr. Harris for their work to ensure a stable transition. Mr. Borba added that it will be important to document the improvement efforts to demonstrate year-over-year improvement to the state, especially regarding grant funding. Mr. Borba expressed the need for the Board to develop a vision, short- and long-term goals, Board onboarding materials, and to complete a Board survey. Ms. Hunt shared that she will be publishing a Google calendar to invite Board to school events.

7. REVIEW BYLAWS/ADOPT REVISIONS (COURTNEY FORSTER)

Mr. Gutierrez reported that the review of bylaws/adoption of revisions will be postponed for the Board workshop.

8. NEW BUSINESS/ISSUES DISCUSSION (ALL)

Mr. Gutierrez discussed an opportunity to invite a guest speaker to speak with the students. Brizeth Castellanos migrated to the United States four years ago, demonstrated high

academic achievement in high school, and was admitted to the University of California, Berkeley. The Board unanimously agreed that she will serve as a terrific role model for the students.

Mr. Gutierrez discussed an opportunity to purchase the Mariposa Academy property and land from the current owner, Jim Clark. Mr. Gutierrez shared that Davidson and Co. is interested in financing a bond to fund the purchase of the school; Mr. Gutierrez recommends purchasing land so that the Board has greater control regarding the future of Mariposa. Ms. Mueller expressed that the Board needs to ensure financial reports are in order to underwrite any funding proposal. The Board unanimously agreed that this would be in the best interest of the school.

9. AMIGOS DE MARIPOSA REPORT (ED MILLER)

Mr. Miller reported that he would like to invite Dr. Vivian Leal, a Puerto Rican doctor, to tour the school in advance of soliciting a charitable contribution from her. Mr. Miller emphasized that while there are several efforts underway to improve the school, there is work to be done to prepare the school for a visit from Dr. Leal. Mr. Miller expressed interest in working with the State of Nevada Senate and Assembly to speak on behalf of Mariposa. It is his expectation that Southern Nevada will make significant efforts to capture available grant funding in the next legislative session.

NEXT MEETING

The Board did not make a decision regarding the date, time, and place of the next meeting. The President of the Board will coordinate the scheduling for the next meeting via e-mail.

HEARING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT APPROXIMATELY 7:05 PM.