

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

March 21, 2018 Board Meeting

**CALL TO ORDER at 5:44 PM**

**1. ROLL CALL/DETERMINATION OF QUORUM**

*Board Members Present: Jesse Gutierrez, Wendy Mueller, Courtney Forster, Michael McKemy, Niviam Lucas, Rick Borba - **Quorum Established.***

*Staff Present: Rick Harris, Director*

*Guests Present: Ed Miller, Amigos President; Jessica Contreras; Potential Board Member Philip Ramirez*

**2. ADOPT THE AGENDA FOR THE MARCH 21, 2018 MEETING**

*Motion by Courtney Forster to adopt the agenda. Motion seconded by Wendy Mueller. Motion Passed – Agenda adopted.*

**3. APPROVAL OF THE February 21, 2018 Board Meeting Minutes**

*Motion by Rick Borba to adopt the February 21, 2018 board meeting minutes. Motion seconded by Michael McKemy. Motion passed – Minutes approved.*

**4. PUBLIC COMMENT**

*None.*

**5. PRESIDENT’S REPORT – Jesse Gutierrez**

*Mr. Gutierrez introduced Mr. Ramirez as a potential board member. If Mr. Ramirez joins the Board, we will have the full nine Board members intended. Mr. Ramirez introduced himself, described his background, and why he is interested in joining the Board. Guests and staff left for a closed session. After discussion and a vote, Mr. Ramirez was approved as a Board member and rejoined the meeting as such.*

**6. DIRECTOR’S REPORT - Rick Harris**

*Mr. Harris distributed a proposed calendar for the 2018-2019 school year. This new calendar will be essentially identical to the school district’s calendar and last year’s calendar. Mr. Harris clarified that the 179 days per school year meet the District’s requirements because the school is open an hour longer per day than the school district’s schools. Snow days get added to the calendar, usually in June, depending on how many there are. Motion to approve the calendar by Mr. McKemy; seconded by Mr. Ramirez. Motion passed.*

*Mr. Harris continued his report. With recent school shootings, there have been certain safety improvements at the school including measures to secure classroom doors. Mr. Harris is also obtaining estimates to further secure the front entrance and increase monitoring of the*

*exterior. Mr. Harris also confirmed that the school performs numerous safety drills throughout the school year, including lockdown drills.*

*There have been interviews for new directors to replace Mr. Harris, though Mr. Harris is willing to stay on as a consultant for next year on a limited basis if appropriate. The committee to interview the new director will be Mr. Gutierrez, Mr. Palacios, Mr. McKemy, and Ms. Lucas.*

*The school has implemented new high need personalized programs for certain students. The new PE program is very well-received, dual language is improving and we are hoping to start music classes after spring break. There will also be a student council starting next year.*

#### **7. DISCUSS/APPROVE PURCHASE OF STORAGE TRAILER (Action Item)**

*Mr. Harris and Ms. Mueller discussed the planned purchase and refurbishment of a 8' x 32' construction trailer. The trailer will be donated from the school district and will be refurbished by a construction company. It will be used for small group instruction. Cost for refurbishment should be \$20,000-\$25,000. Need approval for the executive committee to enter into loan negotiations for the money to have this refurbishment performed.*

*Motion to have the executive committee be authorized to enter into financing agreement with the landlord and then have that agreement ratified by the Board at the next meeting is made by Ms. Mueller, seconded by Mr. Borba. Motion carries.*

#### **8. DISCUSS/APPROVE FINANCIAL REPORTS / BUDGET (Action Item)**

*Ms. Mueller reviewed certain issues and concerns that have arisen over the past year regarding bookkeeping and the impact those issues are having on audits and school operations. Mr. Harris has addressed these issues and will bring on a new bookkeeper in the near future.*

#### **9. AMIGOS DE MARIPOSA REPORT - Ed Miller**

*Mr. Miller presented the Amigos bank statement for the month. Mr. Miller has been talking to the Giving Trail about the upcoming fundraising drive. With the purchase of the new small group instruction building, the plan will be to do a number of fundraising drives in smaller, targeted amounts focused on the cost of refurbishing that building. Mr. Miller will have a follow-up meeting next week to nail the issue down. Mr. Miller also asked everyone to get an email list together for sending the fundraising emails to.*

*Mr. Borba noted that there have been problems nationwide with fundraising companies who get email lists from fundraisers like this and then sell the mailing lists to other companies. Mr. Miller has not yet seen the contract from the Giving Trail but we will want to review it for that issue before it is signed.*

#### **10. Meeting Adjourned at approximately 6:44 PM**

**Next Meeting April 25, 2018 @ 5:30 PM**