

Mariposa Dual Language Academy
3875 Glen Street
Reno, Nevada
Notice of Board Meeting
MINUTES

January 28, 2019 Board Meeting

CALL TO ORDER at 5:30 pm.

1. ROLL CALL/DETERMINATION OF QUORUM

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

Staff Present: Jenny Hunt, Director; Rick Harris, Consultant; Michelle Wise Bellard

Guests Present: None.

2. ADOPT THE AGENDA FOR THE JANUARY 28, 2019 MEETING

Motion by Rick Borba to adopt the agenda. Motion seconded by Juan Palacios, Jr. Motion passed – Agenda adopted.

3. APPROVAL OF THE NOVEMBER BOARD MEETING MINUTES

Motion by Michael McKemy to adopt the November 2018 Board meeting minutes. Motion seconded by Wendy Mueller. Motion passed – Minutes approved.

4. PUBLIC COMMENT

None.

5. FINANCIAL REPORT

Ms. Mueller presented the financial report and noted that we now have a full-time bookkeeper. The balance sheet from December 31, 2018 was presented along with several other financial reports from December 31, 2018. The Combined Statement of Revenues, Expenditures, and Fund Balance for the six months prior to December 31, 2018 showed an excess of revenues of just under \$58,000 compared to the annual budget. The goal is to have an excess of \$60,000 to ensure that we have a reserve for any unexpected expenses. Mr. Gutierrez questioned whether this excess would cause us to lose any funds from grants. Ms. Hunt confirmed that there would not be a problem with this excess as they were tracking money carefully for the grants and ensuring that appropriate costs were being correctly tracked. Ms. Mueller agreed and said they are getting increasingly precise to ensure the bookkeeping is accurate and up-to-date. Following a question from Ms. Forster, Ms. Mueller and Ms. Hunt stated that the excess \$58,000 essentially comes from DSA funding, which is allocated per student rather than being tied to a specific expenditure. Because it is a general funding source, we can allocate that excess to ensure that there is room in the budget for unexpected costs or to address other needs that may come up during the school year. Mr. Gutierrez thanked the finance committee for their excellent work and expressed how much he appreciates how far this has progressed.

6. DIRECTOR'S REPORT

Mr. Harris discussed the two invoices he received on the bungalow. There is a tentative delivery date between Feb. 15 and March 1, after which it should be installed fairly quickly. There was originally an allocation of \$20,000 for the work, but the overall cost for repairs, installation, engineering, permits, etc. is now around \$3,000-\$5,000 over that budget. Ms. Mueller confirmed that there was room in the budget for the excess and that the extra space is necessary for school operations. Ms. Hunt said the bungalow will include an office space and a computer for teachers to use when their classrooms are being used for other programs. There will also be room for the Read with Me program.

Ms. Hunt discussed Washoe County's new attendance policy. We have chosen to follow their policy, but we will also continue our policy of following up with parents when there are excessive absences and we have a system to ensure that students are making up the work that they are missing. We also ensure that there is tutoring available for students who need it to make up missed work. Ms. Hunt is also meeting with families when there are more than 8 days missed. The new Washoe County policy doesn't trigger chronic absenteeism when students make up the missed work (chronic absenteeism is missing 8 days), but we don't believe that students can realistically make up the missed work when they are gone that long. Ms. Hunt meets with the families to try to address those absences and prevent them when possible.

Ms. Hunt is continuing to revise the Parent/Staff Handbooks. This is an ongoing process and a final version will be brought to the Board when ready. She also discussed the Safe Schools policy. We do not have a safety or HR training course, so she has signed up with the same vendor that Washoe County uses to train up to 50 employees. They address issues like child abuse, blood borne pathogens, anything that is relevant to our issues. These are online training systems. We also don't have a school nurse on site, which makes it difficult to address children with needs like asthma who have an inhaler; currently, we cannot keep the inhaler at school. We are meeting with a consultant who works with other charter schools and she can advise on issues like immunizations, medication, etc. With her on call and on contract, we will be able to handle medication and have those medications (like an inhaler) on site. We have also had a doctor who has been able to assist and consult on these issues to date, but we would like to have both him and this nurse consultant available.

Ms. Hunt also went to the CSAN regional meeting in Las Vegas last month. She found it to be very helpful and got some great ideas; she also visited some charter schools down there and got ideas from there as well. February 27-28 is charter school day at the capitol, so Ms. Hunt will be going to that and taking some students as well. They will be meeting with lawmakers during that time. Pat Hickey has been a big help in connecting us there and wants to make sure that Mariposa is represented there as well. Anyone from the Board who would like to attend is invited. CSAN has lobbyists at the capitol for charter school issues: Sarah and Ernie Adler. Ms. Hunt has had discussions with those lobbyists about issues that are key to Mariposa and about how budget issues for this next year would impact charter school funding overall.

For family engagement, we tried a new model of having parents RSVP and come with their students at Parent University. That would allow the parents to hear directly from Parent University about what they can do to support their students and allow the students to work immediately with their parents on those issues. Ms. Hunt is also having a parent event on Feb. 8 to talk to parents about mid-year progress.

The 2019-2020 school year is currently open for registration. We are hoping to have registration closed by Feb. 17, 2019. Then we will move to the waiting list for anyone who wants

to fill an open spot. The *Preschool Ready* program is coming to an end this year; it is being rewritten as a state program instead of as a federal program, so Ms. Hunt has already been in contact with the grant department of our sponsoring agency to get those funds as necessary. We are planning to have the program to continue as two full-day preschool classrooms, but if there is an issue with funding we may have only one class. It will just depend on how the grant funding comes through. We anticipate that this next school year will remain full. The goal is 28 students per classroom.

Ms. Hunt noted that we do not have a candidate pool if we were to have a sudden unexpected opening in the teaching staff. Ms. Hunt is putting together a summary of who Mariposa is and what we offer to teachers; they will post that with Washoe County and at UNR and Sierra Nevada College to have a pool of candidates available if that becomes necessary. Mr. Palacios, Jr. asked if there would be an induction program. Ms. Hunt said there isn't currently, but she is working on developing a mentoring program. She would like to add 3-4 professional development days at the beginning of the year to ensure that there is enough time spent on mentoring new teachers.

Ms. Hunt also presented the 2019-2020 calendar. She noted that we are still planning three weeks for Christmas, but we will be moving the break up from Dec. 16, 2019 to Jan. 3, 2020. The week before Christmas had very low attendance this year and Ms. Hunt is hoping that this calendar will be better for students not missing as many days. Ms. Lucas noted that this does not track Washoe County exactly, so it could be difficult for parents who have students in both Mariposa and other Washoe County schools. Ms. Hunt noted that we have one extra week that Washoe County does not have, so two weeks of break will still overlap. Mr. Palacios, Jr. and Mr. McKemy noted that they see absences on both sides of Christmas break, before and after the holidays.

Ms. Hunt introduced Ms. Wise Bellard. She is an intervention specialist. Ms. Wise Bellard noted that Mariposa's website is now live and recommended we look at it because teachers are uploading a lot of information there; we also have an app to communicate with parents. Ms. Wise Bellard discussed the implementation of *Walk to Learn*, a daily program that focuses on small groups so instructors can work more directly with the kids. She is seeing excellent growth from these students because of the intense, thirty-minute sessions focusing on reading and math. She also discussed the *Accelerated Reader* program and said that the response has been extremely positive. The kids talk about how far along they are in their goals, what books they are reading, and their goal prizes. Ms. Wise Bellard also discussed the *Accelerated Reader* student growth percentile median by class. The 4th grade has a 65% growth percentile median; average is 50%, but our school's average is typically 16%-20%. Ms. Hunt said that the *Accelerated Reader* assessment is relatively simple so we shouldn't necessarily expect that level of growth across all assessments, but it is an excellent indicator of how well the program is working and we will be closely monitoring the other assessments to see how well it tracks.

7. AMIGOS REPORT

None.

8. REVIEW BYLAWS / ADOPT REVISIONS

The Board's attorney Kerry Eaton had provided redline revisions to our draft Bylaws. She also had suggested that we have a written conflict of interest plan in the Bylaws. Following discussion, the Board agreed to accept the redline changes and ask Ms. Eaton to prepare a conflict

of interest policy to put into the Bylaws as well. Ms. Forster plans to bring the revised Bylaws to the next meeting for discussion and a vote.

9. COMMITTEE REPORTS

Personnel Committee: Mr. Borba reported on the meeting that the committee had with Ms. Hunt. We discussed staffing matters, including that Ms. Hunt will be sending out a request for intent from teachers for the next year to make staffing plans in the next few days. She has also been working with a few teachers on performance improvement plans. Ms. Hunt has also identified a plan to have a qualified teacher who may be able to teach Spanish in the afternoons next school year.

10. DOCUMENT STORAGE / ACCESS / ORGANIZATION (ELECTRONIC) FOR ALL BOARD DOCUMENTS

Ms. Mueller suggested that we move our documents to electronic storage. This will allow us to avoid printing paper copies of everything and will give all Board members the ability to access the important documents.

9. Meeting adjourned at approximately 7:00 pm.

Next Meeting is February 25, 2019 at 5:30 pm.