

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

October 22, 2018 Board Meeting

**CALL TO ORDER at 5:30 pm.**

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

*Board Members Present: Arturo Garzon, Courtney Forster, Wendy Mueller, Rick Borba, Michael McKemy, Philip Ramirez - **Quorum Established.***

*Staff Present: Jenny Hunt, Director; Rick Harris, Consultant; Estela Tagle, Bookkeeper*

*Guests Present: Bill Saylor with Kohn & Company; Cheryl Miller-Mintz; Michelle Amaya*

**2. ADOPT THE AGENDA FOR THE OCTOBER 22, 2018 MEETING**

*Motion by Mr. Ramirez to adopt the agenda. Motion seconded by Mr. Borba. Motion passed – Agenda adopted.*

**3. APPROVAL OF THE SEPTEMBER 24, 2018 BOARD MEETING MINUTES**

*Motion by Mr. Ramirez to adopt the Sept. 24, 2018 Board meeting minutes. Motion seconded by Mr. McKemy. Motion passed – Minutes approved.*

**4. PUBLIC COMMENT**

*None.*

**5. DISCUSS/APPROVE AUDIT**

*Mr. Saylor presented drafts from the audit. This is a clean, unmodified opinion. There is one note: last year, we were required to implement GASB 82. It specifically deals with pensions, and this is a regulation we are required to adhere to. We have now adopted this new accounting guidance and this note recognizes that the change occurred. Implementing this change caused a financial impact last year.*

*Looking at this fiscal year, it was a good year. The revenue increase was due to increased enrollment and grants. We were growing last year so that also increased the expenses. Headcount went up from 145 to 175 kids.*

*Total net position for the end of this fiscal year shows a negative due to pension obligations. Statement of net position also shows that we are still owed funds from government sources. There is also a \$20,000 loan we took out to remodel the bungalow last year. On the balance sheet, we show significantly more cash on hand than last year though Mr. Saylor recommends trying to get another month or two in cash reserves. This could be especially critical if there was a government shutdown or something that caused delay in grant distributions from the government.*

*Note 2 to the audit had some compliance issues with the NRS and the NAC. We conformed with the NRS for financial administration, but there were some areas where we overspent our budgeted amounts. Mr. Saylor recommends adjusting the budget in June, at the end of the fiscal*

year, to make sure the final budget matches actual expenditures as closely as possible. There was underspending in other categories, but the overspending is still a required disclosure in the audit notes. This was not a significant overspending, just an issue that they need to note. Note 2 also points out that we did not spend the same amounts we had spent over the past three years, which we are supposed to do. More critically, there were three teachers who did not possess Nevada Teaching Licenses and therefore could not be verified as highly qualified. (They were substitute teachers who were teaching on a longer-term basis.) This has been noted by Washoe County as a problem and is therefore noted in this audit as well.

The audit included a report on internal control over financial reporting and on compliance and other matters. Mr. Saylor noted that the opinion was clean and unmodified. No FYI items and no material weaknesses. The lack of FYI items is a big improvement on last year's audit.

Mr. Borba asked Ms. Hunt about the substitute teacher issue. This issue was previously raised by Mariposa with Washoe County and was told that it would not be a problem. It will also not be an issue for the upcoming year. There is only one person who will be a long-term substitute and her contract confirms that.

Mr. Borba moved to approve the audit. Ms. Mueller seconded. Motion passed - audit approved.

## **6. DISCUSS/APPROVE FINANCIAL REPORT**

Ms. Mueller discussed the 2018-2019 revised final budget. She discussed ensuring we maintain our \$50,000 excess funds for emergencies. Right now, the budget shows a \$58,000 overage from the budget to create that emergency fund. This can go towards creating that cash cushion that Mr. Saylor recommended during the audit review.

Ms. Mueller also presented the check register for Sept. 2018 so we could review the cash disbursements. Ms. Hunt confirmed that she is happy with the budget as it has been presented.

Mr. Ramirez moved to approve Ms. Mueller's financial report. Mr. McKemy seconded. Motion passed - financial report approved.

## **7. DIRECTOR'S REPORT**

Ms. Hunt and Mr. Harris presented the Director's Report. Mr. Harris presented an update on the building and grounds. When they went to permit the bungalow, they found out that it had to be engineered. All the improvement works that were done needed to have plans developed by an engineer so they could be approved by the City. We had the stairs moved as well. The playground needs to be sealed, though that will have to wait for the weather, but the company who does the sealing did some patchwork after moving the stairs and donated those services and materials.

Community events: Ms. Hunt discussed that we held a salsa making contest in the garden. Dental van came to visit and checked many students over the course of two days. On Wednesday there will be a magic math night for students and their families.

Ms. Hunt stated that we've implemented "Walk to Learn" throughout the school. Small groups to focus on supporting individual student needs. This will continue throughout the year. For instructional practices, she's visited each classroom multiple times this year already and is helping it reinforce the practices we've been discussing. We are also tracking schoolwide reading goals with rockets in the ceiling of the lunchroom, moving the rockets for kids who are meeting their goals. GLAD/ELL training for English-language learners and other students. All teachers will be GLAD trained by the end of the year. Training is already happening and teachers are implementing that training.

*Teacher guest Michelle Amaya attended the meeting. This is her second year at Mariposa. Ms. Hunt introduced her and said that she's an excellent teacher recognized by her students and colleagues. Ms. Amaya teaches first grade. She discussed one of the school goals, maintaining or increasing achievement levels. Ms. Amaya stated that one of those difficulties is consistency across grades. She has been working on goal setting for her students for MyOn and Accelerated Reader. Each student has their own goal and a classroom goal. The kids are excited about it and get empowered when they see the goals that they're achieving and how their hard work contributes to the class as a whole.*

*Ms. Hunt confirmed that AR and MyOn are part of the goal for having consistency across grades, since those programs are school-wide. Ms. Hunt confirmed that she also uses a standard checklist when she visits each class to make sure that all classes are being held to the same standards. Ms. Hunt also stated that the students have one hour each week in academic Spanish.*

## **8. REVIEW BYLAWS/ADOPT REVISIONS**

*Ms. Forster presented the redline version of the Bylaws. She said that these revisions are relatively minor but were cleaning up issues like Board terms and committee definitions. No Board members had any comments or revisions. Ms. Mueller moved to approve the tentative Bylaws pending review by Board counsel (Drinkwater Eaton Law). Mr. Ramirez seconded. Motion approved - Bylaws are approved pending final review by Board counsel. Ms. Forster will send the draft Bylaws to the attorney for final review. If there are no further changes, Ms. Forster will finalize, sign, and distribute. If the attorney does have changes, Ms. Forster will distribute those for further discussion at the next Board meeting.*

## **9. Meeting adjourned at approximately 6:40 pm.**

**Next Meeting is November 5, 2018 (Board Workshop) 4:30 - 6:30 pm.**