

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

July 17, 2018 Board Meeting

CALL TO ORDER at 5:35 pm.

1. ROLL CALL/DETERMINATION OF QUORUM

Board Members Present: Jesse Gutierrez, Courtney Forster, Wendy Mueller, Rick Borba, Philip Ramirez - Quorum Established.

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

Guests Present: Ed Miller, Amigos de Mariposa; Cheryl Miller Mintz, Consultant.

2. ADOPT THE AGENDA FOR THE JULY 17, 2018 MEETING

Motion by Rick Borba to adopt the agenda. Motion seconded by Philip Ramirez. Motion passed – Agenda adopted.

3. APPROVAL OF THE JUNE 18, 2018 BOARD MEETING MINUTES

Motion by Wendy Mueller to adopt the June 18, 2018 Board meeting minutes. Motion seconded by Philip Ramirez. Motion passed – Minutes approved.

4. PUBLIC COMMENT

None.

5. DISCUSS/APPROVE FINANCIAL REPORT

Wendy Mueller presented the financial report. Ms. Mueller noted that there needed to be an update to the persons with authority to sign checks on behalf of Mariposa. Jesse Gutierrez, Philip Ramirez, Rick Harris, and Jenny Hunt would all be authorized signatories. Chris McBride would be removed as a signatory. Motion by Rick Borba to authorize these changes to the signatories on the bank account for Mariposa. Motion seconded by Courtney Forster. Motion passed.

Consultant Cheryl Miller Mintz was introduced by Ms. Mueller. Ms. Miller Mintz has a long history as a bookkeeper specializing in charter schools. She has been recently working with Mariposa to get its books in order and assist with grants. She is working closely with Estela Tagle, the bookkeeper for Mariposa. The goal is to have Ms. Tagle handling most bookkeeping issues with Ms. Miller Mintz coming in only a few times a month to reconcile the books and assist with the budget.

Ms. Mueller noted that we currently have a \$200,000 budget excess due to the recent process of better organizing Mariposa's books. Until that process was completed, Mariposa was uncertain of its budget excess and did not want to overspend. This should be resolved in the near future.

Ms. Miller Mintz presented draft financial report for initial review, but noted that none of them were finalized. She expected to have a revised budget presented at the September meeting. At the August meeting, she will give the Board a cash expenditures report; these will be presented monthly going forward. Once the financial reports are ready, we will be receiving monthly financial reports as well.

Philip Ramirez asked who performs audits for Mariposa. Ms. Mueller and Ms. Miller Mintz confirmed that Washoe County and the City of Reno perform compliance audits, while Kohn performs an outside financial audit which includes federal grants.

6. DIRECTOR'S REPORT

Rick Harris informed the Board that the school had recently discovered that there had been a problem with deducting health insurance payments from employees' paychecks last year. Specifically, health insurance payments were not deducted from five employees' paychecks last year, and nearly all of the employees who signed up for supplemental insurance did not have those payments deducted either. The insurance companies were being paid on behalf of the employees, but the school was paying that money out of pocket instead of having the employees pay through paycheck deductions. There were no issues with insurance coverage. Mr. Harris will be meeting with the affected employees and working out some sort of payment plan over the course of the upcoming year to ensure that those employees are repaying the school for the insurance coverage. The error has been corrected moving forward for upcoming paychecks and Jenny Hunt will be notifying the school's district representative of the issue.

Cheryl Miller Mintz also noted that there needs to be a PERS reconciliation performed. There may have been an overpayment by the school which would entitle the school to a refund. This overpayment does not affect teacher retirement and was not made by any teachers, just by the school.

Ms. Harris updated the Board on the status of the bungalow. They hope to have it ready by the time school starts. There is also some building and grounds maintenance related to new paint and ADA ramps.

There was a discussion of an upcoming Board retreat. The Board would like to finish its Bylaws, establish goals moving forward, and perform a self-evaluation. There should also be an orientation for new Board members.

Jenny Hunt stated that the school had applied for a data specialist grant but did not receive it. She is disappointed by this setback and is trying to find alternatives to hire a data specialist who could provide live data on student achievement and help students and teachers focus better on areas that students need help with.

7. COMMITTEE REPORTS

Bylaws: The Board reviewed a draft of the Bylaws. There was a suggestion that language regarding grant compliance be added to the policies and procedures for the school, though this would not be relevant to the Bylaws. There was also a suggestion that we add a provision about conflicts of interest. Wendy Mueller will provide the committee description for the finance committee, Rick Borba will provide the description for the academic committee, and we will ask Bonnie Drinkwater for a description of the executive committee.

Amigos de Mariposa: Ed Miller stated that the Giving Trail website is nearly ready to go live. The fundraising goal is \$100,000 allocated primarily for a Spanish teacher and school supplies. Once the website is ready, Mr. Miller will send the link to all Board members for

distribution to their networks. Board members should prepare a letter to send to their contacts asking for donations to the school. Mr. Miller will review if anyone would like feedback. Mr. Miller also noted that this could be a good time to update the Mariposa website.

8. NEW BUSINESS/ISSUES

Rick Harris will send a draft agenda for the retreat and possible questions for the survey to be sent to the Mariposa community.

9. Meeting adjourned at approximately 7:22 pm.

Next Meeting is August 29, 2018 at 4:30 pm.