

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

September 24, 2018 Board Meeting

CALL TO ORDER at 6:30 pm.

1. ROLL CALL/DETERMINATION OF QUORUM

*Board Members Present: Jesse Gutierrez, Courtney Forster, Arturo Garzon, Niviam Lucas, Juan Palacios, Jr. - **Quorum Established.***

Staff Present: Jenny Hunt, Director; Rick Harris, Consultant

Guests Present: Ed Miller, Amigos de Mariposa

2. ADOPT THE AGENDA FOR THE SEPTEMBER 24, 2018 MEETING

Motion by Arturo Garzon to adopt the agenda. Motion seconded by Courtney Forster. Motion passed – Agenda adopted.

3. APPROVAL OF THE AUGUST 29, 2018 BOARD MEETING MINUTES

Motion by Juan Palacios, Jr. to adopt the August 29, 2018 Board meeting minutes. Motion seconded by Arturo Garzon. Motion passed – Minutes approved.

4. PUBLIC COMMENT

None.

5. DISCUSS/APPROVE FINANCIAL REPORT

Jenny presented the financial report. The budget is nearly completed but still has some errors that need to be corrected and she doesn't want to present a budget that is incomplete/incorrect.

One item that requires a motion: Wants to open a savings account at the bank and move \$50,000.00 into it, with the goal of carrying that forward every year and accruing interest on it. This can be used for emergencies. We could have earned another \$1,000 or so in interest last year if we had that amount in there. The funds would be liquid and Wendy has supported this idea. We do still have a line of credit and it has been fully paid off right now. This money would be coming from the checking account; it's currently there as an excess balance in the checking account. Rather than holding it there, Jenny would like to move it to the checking account. We asked why there was a balance sitting in the account. This is due partly to previous delays in billing, savings arising out of staffing changes, and conservative budgeting that led to an excess. Jenny would like to ensure that we have an excess every year so we can accrue a budget surplus and maybe be able to use that money to hire a master teacher down the road. She is also

consistently looking for ways to save money. Niviam moves to approve this motion; Arturo seconds. All in favor - motion carries.

6. REPORT/UPDATE ON THE FUNDRAISING CAMPAIGN STATUS

Ed Miller's report: Provided a summary of the bank balance, which does not reflect the most recent annual payment made for the annual filing. Insurance premium is coming due soon as well. We have received tentative commitment for a \$20,000 donation to Amigos that should be coming through in the next few weeks.

Ed notes also that the Giving Trail requires people to create an account on their website, rather than just allowing people to donate directly. The website says this is to ensure that the appropriate tax forms are going to be sent to the donors, since the tax forms come from the Giving Trail and not Mariposa. Ed is going to go back to Giving Trail and see if there is an alternative. The Board has experienced other donation sites that do not have that much difficulty getting to the money part and are concerned that this makes it too difficult for our donors to complete the donation. We may look into other options.

7. DIRECTOR'S REPORT

Rick pointed out that the parking lot has been repaved and restriped. Stairs are being moved to bring the bungalow in. Air conditioning has been repaired. Now we should be able to test the electrical load on the bungalow and will have a date within the next few days; hopefully it will be in by October.

Jenny discussed the star rating / Nevada report card framework. She provided both the 2016-2017 year and the 2017-2018 year so we could show the difference. We've been able to improve by adding a social/emotional class and have made a big improvement on chronic absenteeism. Also big improvements in the ELA-AGP (English Language Arts). Last year we only earned a .5%; this year it's up to nearly 46%. Still need to work on math / math curriculum and closing the achievement gap. We need to be better at showing that the students either maintain their position on the testing or that they have improved. Right now, only about 16% of the students are either maintaining or growing, so we need to really improve that.

Jenny had a staff meeting talking to the teachers about how it went and is very proud of the big improvement over last year's scores. The goal for next year is to get up to a 3-star rating. Rick pointed out that, by getting out of the one-star rating, we're moving up and he's very proud of the staff and the projects we've implemented to make those improvements. The Board is also very proud of the work everyone has done to get these improvements over the year, and we've asked Jenny to pass that message on to the staff as well. Jenny: We have 30 points right now. To get up to 50 points (a 3-star school), that's a big 20-point jump. However they are being very focused on teacher feedback, focusing on the issues that need to be addressed to meet those goals. Jenny is also setting up regular meetings with teachers to work on the data we get.

Jenny: School performance planning. This is something that is required by the state. Started the year by focusing on the student data from last year. Then did a needs assessment last week: survey asking the teachers what we need as a school for the upcoming year. Goals: focus on helping students stay at or increase their proficiency. Increase math from 16% to 22%; in ELA increase from 37% to 50%. Also ask staff to identify their own personal goals for the year;

how to improve themselves and support the overall school goals. Jenny is having all the teachers prepare a professional goal-setting worksheet where they identify evaluation standards they want to focus on, identifying their rationale for identifying these areas, describing what success on this goal would look like, what actions will contribute to the success, and identifying areas of support they may need to meet their goals. Jesse asked what Jenny would need from the Board to support her; she said right now she is in the middle of the transition so just knowing that she has the Board's approval and support (and can tell the staff that the Board is behind them and supports what they're doing) is the most helpful.

Jenny also let us know that the school is currently updating their website and creating an app so parents and teachers can communicate through their phones without needing a full computer. There are also home visits and parent conferences this week. The teachers are bringing test results as well so they can discuss them with the parents.

Jenny also talked about a bilingual bonus they are developing. They are setting up an assessment to make sure that the staff is meeting the level of competency that is necessary. TMCC offers an assessment (Level 1 and Level 2) to confirm the appropriate level of competency. This year, Mariposa will continue with past practices that provides the bilingual bonus to those staff members that self-identify as bilingual. However, Jenny would like to start next year with requiring the teachers to take that assessment to ensure that people are being compensated for their true level of ability and also to have a tiered bonus structure that acknowledges that level of ability. The higher competency level would get a higher bonus.

8. REVIEW BYLAWS/ADOPT REVISIONS

Courtney will send out the most recent version of the bylaws for everyone to review and approve at the next Board meeting.

9. NEW BUSINESS/MONTHLY MEETING DATES FOR THE YEAR

Oct. 22, 2018

Nov. 26, 2018

Dec. 19, 2018 (holiday party - no board meeting)

January 28, 2019

February 25, 2019

March 18, 2019

April 22, 2019

May 20, 2019

June 10, 2019

June 7, 2019: Graduation for the whole school. The Board is invited and would be very welcome.

10. NEW BUSINESS/MEETING DATE FOR THE NEXT BOARD WORKSHOP

Tentatively scheduled for Nov. 5, 2018 at 4:30 at Amodei's office. Arturo will double-check the location and Rick will double-check the date with the rest of the Board.

11. Meeting adjourned at approximately 6:55 pm.

Next Meeting is October 22, 2018 at 5:30 pm.