

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

August 29, 2018 Board Meeting

CALL TO ORDER at 4:41 PM.

1. ROLL CALL/DETERMINATION OF QUORUM

*Board Members Present: Arturo Garzon, Rick Borba, Wendy Mueller, Jesse Gutierrez, Philip Ramirez, Niviam Lucas, Michael McKemy - **Quorum Established.***

Staff Present: Rick Harris, Consultant

Guests Present: None.

2. ADOPT THE AGENDA FOR THE AUGUST 29TH, MEETING

Motion by Rick Borba to adopt the agenda. Motion seconded by Michael McKemy. Motion passed – Agenda adopted.

3. APPROVAL OF THE JULY 17TH, 2018 BOARD MEETING MINUTES

Motion by Arturo Garzon to adopt the July 17, 2018 Board meeting minutes. Motion seconded by Wendy Mueller, Motion passed – Minutes approved.

4. PUBLIC COMMENT

None.

5. DISCUSS/APPROVE FINANCIAL REPORT

Wendy Mueller reported to the Board that there is no financial report for the August 29th meeting; the financial report was provided at the July 17th meeting. The next financial report will be to approve the budget after enrollment numbers are finalized at the end of October. Ms. Mueller also reported that the auditors were pleased with the organizational changes made to support the accounting function of the school and with the surplus carryover from prior year.

Philip Ramirez provided an update on the WellsFargo treasury back account. Chris McBride was removed as a signatory on the account and Philip Ramirez was added as a signatory; Jesse Gutierrez remains on the account as a signatory.

Rick Borba requests to add a line item of the budget to account for funds raised/donated to Mariposa Academy for the purpose of the Board to make more informed decisions on long-term goal setting and prioritization. Wendy Mueller asked that this request be made in writing via e-mail to add this information to the budget. Ed Miller stated that funds donated to the Amigos de Mariposa will not be reflected in the school budget; however, funds donated to Mariposa Academy or “in kind” donations, i.e. roof repair services, should be recorded in the school budget.

6. DIRECTOR'S REPORT (RICK HARRIS)

Rick Harris updated the Board that the air conditioner went out in two classrooms which will require both units to be replaced at a cost of approximately \$7,000.00 for each unit. In the interim, temporary air conditioner units were brought in for the comfort of children.

Mr. Harris informed the Board that an electrical engineer will be needed for the electrical work in the bungalow; the load test has been postponed due to the air conditioner unit issue.

Mr. Harris announced that Jenny Hunt hosted a meet and greet fundraising event and raised \$10,000.00 for Mariposa Academy; these funds will be accounted for in the school budget and allocated for the reading program.

Mr. Harris updated the Board regarding the health insurance premium overpayment that was discovered earlier in the year. He and Mrs. Hunt discussed this issue with the eight employees impacted and have initiated the payback of health insurance premium payments; some employees will be paying these amounts spread across the school year and some have elected to payback in a lump sum.

By Mr. Harris's assessment, Mrs. Hunt has been effective in her introductory period. She is "doing the right things," and has hit all the important needs regarding the instructional strategies she has implemented. Niviam Lucas added that parental feedback of Mrs. Hunt's performance has been very positive.

Mr. Harris updated the Board regarding campus improvements – the building was painted, accessibility ramps and stairs are in progress of being refurbished, and security doors and cameras are being added to heighten security at the front entry.

7. REVIEW BYLAWS/ADOPT REVISIONS* (COURTNEY FORSTER)

Review/adoption of Bylaws revisions has been postponed. Mr. Gutierrez stated that once approved, the revisions and final Bylaws will need to be incorporated with the Department of Education and the Washoe County School District.

8. NEW BUSINESS/ISSUES DISCUSSION (ALL)

No new business discussed.

9. AMIGOS DE MARIPOSA REPORT (ED MILLER)

Ed Miller discussed Giving Trail strategy and requested Board members to distribute information to their network connections. Jesse Gutierrez and Mr. Miller will discuss "house party" style event to target key donors. Mr. Miller is in the progress of making changes to www.givingtrail.org website in preparation for Giving Trail campaign.

NEXT MEETING *has been scheduled for September 24, 2018.*

Being no further business, the Board approved adjournment at 5:29 PM.

Please note: items on the agenda may not necessarily be heard in the order they appear.

Members of the public, who are disabled and require special accommodations or assistance at the meeting, are requested to notify the Mariposa Language Academy at 3875 Glen Street Reno, Nevada 89502 or by calling (775) 826-4040 prior to the meeting date.

All items indicated by an asterisk (*) are action items.

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