

ICDA High School Board of Directors

**MEETING MINUTES**

March 17, 2016 \* 1 P.M.

ICDACHS ▪ 1195 Corporate Blvd., Reno NV 89502

- I. Call to Order – Michel Fike call the meeting to order at 1:46 PM.  
\*Note: The late start to the meeting was due to a Board workshop running long
- II. Roll Call
  - a. Board Members Present: Michel Fike, Jessica Rodriguez, Lisa Fitzpatrick, Wendy Liebler
  - b. Student Representative Present: Keeli Rodriguez
  - c. Staff Members Present: Dawn Gilmore, Harlene Shepherd, Gustin Gondoras
- III. Pledge of Allegiance
  - a. Pledge is led by Michel Fike
- IV. Public Comment:
  - a. None

**Comments from the public are invited at this time. The Board is precluded from discussing or acting on items raised by public comment, which are not already on the agenda. Comments cannot be restricted based on viewpoint. Public comments are limited to three minutes per person.**
- V. Routine Business:
  - a. Approval of Agenda: Action to adopt the March 17th, 2016 Meeting Agenda (Items may be called out of order; two or more items may be combined, and items may be removed from agenda or delayed at any time)
    - i. Jessica Rodriguez moves to adopt the March 17<sup>th</sup>, 2016 Meeting Agenda, Wendy Liebler 2nds, motion carries
- VI. Recognition:
  - a. Social Media Presentation – Student Presentation
    - i. Struck from the Agenda
  - b. Community Dance Program
    - i. Struck from the Agenda due to presenter being ill
- VII. Oral Reports:
  - a. Student Representative Report
    - i. Keeli Rodriguez reports on the spring dance on March 10<sup>th</sup>, 2016 – The dance was not as successful as it was hoped (still fun) – The turn-out was due to transportation needs and the next dance will see some improvements in promotion so that students can plan in advance
  - b. Board Member Activity Reports
    - i. Wendy Liebler
      1. Presents information from the March 9<sup>th</sup>, 2016 Progressive Discipline Committee Meeting. Presents the process of stream-lining ICDA's documents and making sure the documents are in alignment with current standards.
    - ii. Jessica Rodriguez-
      1. Marketing- proposes ICDA t-shirt/sweatshirts for the board and for students. Dawn Gilmore discloses that there are some in the works.
      2. Praises One World student presentation and discusses further visits from the school with potential art projects. The potential for other schools and pre-schools to visit is discussed.
      3. Outreach programs are discussed in the art, dance, and robotics programs are discussed
    - iii. Charter Renewal – Jessica Rodriguez praises Mrs. Gilmore for her presentation of the Charter Renewal materials. Jessica attended the meeting with Mrs. Gilmore.
  - c. Principal Report
    - i. Charter Renewal – Dawn Gilmore reports that the Charter Renewal went well and that she presented them with Jessica Rodriguez
    - ii. Data Reports are being reconfigured
    - iii. Staff –
      1. Staff member Pat Penman has announced her retirement
      2. Assistant Principal has been removed due to workforce reduction

- a. Final Evaluations have been completed and letters of recommendation are near completion
  - 3. School audit is still underway
    - a. There were scheduling issues that have been found in Infinite Campus
      - i. Back-up documentation is being presented to address the issue
    - b. The State has reviewed ICDA's attendance – there is an issue with the way attendance is taken for ICDA's distance education students. The state requires attendance to be taken in in the Connector Program and not Infinite Campus. The school District requires that attendance be taken in Infinite Campus and not Connector.
    - c. All other audits of the school have been, so far, been found compliant.
    - d. As the audits progress a meeting with the District's Superintendent could be scheduled for members of ICDA's board – if necessary
- d. Financial Report
  - i. Harlene Shepherd presents that the ICDA has received our DSA allotment on February 1<sup>st</sup>, 2016 and that it has raised the cash balance.
  - ii. Currently ICDA is under budget, however, by year's end ICDA potentially will be over budget.
  - iii. Jessica Rodriguez motions to approve the February 2016 financials, Wendy Liebler 2nds, motion carries

VIII. Consent Agenda:

- a. Approval of February 11<sup>th</sup> 2016 Meeting Minutes
  - i. Wendy Liebler motions to approve the February 11<sup>th</sup> meeting minutes, Jessica Rodriguez 2nds, motion carries

IX. Discussion and Possible Action Items

- a. Board Evaluation- Survey Creation
  - i. The Board presents notes and suggestions for potential items to add and/or change on the proposed evaluation (see artifact)
  - ii. Wendy Liebler presents the preceding workshop and the applicable items and the potential changes to each item.
  - iii. The board praises the 1<sup>st</sup> draft of the evaluation
  - iv. Wendy Liebler motions to adopt and use the Board Evaluation form as amended, Jessica Rodriguez 2nds, motion carries.
- b. Projected Year and Balances for Financials
  - i. Dawn Gilmore – It is unknown the cause of the budget change. Potentially due to the student number changing. The issue is still being looked into.
  - ii. A workforce reduction is necessary with and the following changes have been implemented and/or discussed:
    - 1. Cleaning service have been halted and the faculty and current staff will be responsible for cleaning
    - 2. Rent strategies are discussed and being looked into
    - 3. There must be 250 students per administrator, the administration has been reduced
    - 4. The staff and faculty are aware of the workforce reduction
    - 5. The numbers of students are trending upwards and look positive for the next year
    - 6. Summer recruitment drives are discussed and marketing are discussed
    - 7. Private donors have added funds to the school
    - 8. Advertisement and marketing strategies are discussed
      - a. Digital Marketing and Social Media strategies are discussed at length
  - iii. The rough draft of the budget must be completed and approved by April 15<sup>th</sup>, 2016
    - 1. A budget priority checklist will be completed at the next Budget Committee Meeting
      - a. A tentative list is as follows:
        - i. Building and Facilities
        - ii. Human Resources
        - iii. Curriculum
  - iv. The Budget Committee meeting will be held on March 22<sup>nd</sup>, 2016 at 12 PM.
    - 1. Jessica Rodriguez motions for a Budget Committee meeting to occur on 3/22/16, Wendy Liebler 2nds, motion carries

**Wendy Liebler motion for a break in the meeting at 2:53 PM, Michel Fike 2nds, motion carries**

**Michel Fike calls the meeting to order at 2:59 PM**

- c. Discipline Committee Report
  - i. Wendy Liebler presents the preceding Discipline Committee meeting on March 9<sup>th</sup>, 2016
  - ii. The Progressive Discipline Plan will be presented at the April 21<sup>st</sup>, 2016 Board Meeting.
- d. Fund Raising for Washington Trip
  - i. Jessica Rodriguez discusses marketing and community outreach tie-in for fundraising
  - ii. Wendy Liebler discusses the event center as a potential fund raising opportunity
  - iii. Video production program creating digital year books for preschools and elementary in the area
  - iv. Wendy Liebler motions to create a fundraising schedule to include the Washington D.C. trip, Jessica Rodriguez 2nds, motion carries
- e. Alarm System Update
  - i. The current security company will be used to address alarms for ICDA
- f. Career Readiness Classes – Board Involvement Discussion
  - i. As the curriculum is created it will need to be determined if it will be curricular or extra-curricular
  - ii. Dawn Gilmore presents the current career readiness curriculum for the school
  - iii. Mock interviews are discussed
  - iv. Jessica Rodriguez offers to head Career Readiness program
- g. Closed Session
  - i. Michel Fike calls for a closed session at 3:39 PM
  - ii. Michel Fike calls for an open session at 4:04 PM
- X. Information Items
  - a. None
- XI. Public Comment: (As detailed previously in the agenda)
  - a. None
- XII. New Business – Next Meeting Planning
  - a. Committee Reports
  - b. Fundraising Schedule
  - c. Modified Board Self-evaluation
  - d. Budget Committee Report
  - e. Career Readiness update
  - f. Marketing for ICDA
  - g. Principal Evaluation
  - h. Emergency Meeting for Tentative Budget adoption
- XIII. Next Meeting Confirmation & Adjournment
  - a. The next meeting will be held on April 21<sup>st</sup>, 2016 at 5:30 PM
  - b. Wendy Liebler Motions to adjourn at 4:09 PM, Jessica Rodriguez 2nds, motion carries

MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ACCOMMODATIONS OR ASSISTANCE AT THE MEETING ARE REQUESTED TO NOTIFY GUSTIN GONDORAS BOARD ASSISTANT, AT 1195 CORPORATE BLVD, RENO, NEVADA 89502 OR BY CALLING (775) 857-1544 PRIOR TO THE MEETING DATE.

**This agenda posted at the following locations:** ICDA Charter High School: 1195 Corporate Blvd. Reno NV / ICDA website: [icdachs.com](http://icdachs.com) / Washoe County School District Administration Offices: 425 East Ninth Street Reno, NV / TMCC Meadow Mall Campus 5270 Neil Rd, Reno, NV, 89502