

ICDA High School Board of Directors

Minutes

May 21, 2015 * 6:30 P.M.

ICDA ▪ 1195 Corporate Blvd., Reno NV 89502

- I. Call to Order – Meeting was called to order by President William (Bill) Penn at 6:41pm
 - a. Location – ICDA Library
- II. Roll Call-
 - a. Board Members Present: Bill Penn, Michel Fike, and Jessica Rodriguez
 - b. Staff Members Present: Dawn Gilmore
 - c. Guests Present: Jerome Martinez, Keeli Rodriguez
- III. Pledge of Allegiance –
 - a. Led by President Bill Penn
- IV. Public Comment - 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.
 - a. Keeli Rodriguez – Presents resume for consideration of being student representative.
 - b. Jerome Martinez – Reads letter address to Mr. Bill Penn illustrating the positive changes seen at ICDA and the benefits of ICDA for students.
- V. Routine Business - Approval of Agenda: Action to adopt the May 21, 2015 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)
 - a. Jessica Rodriguez requests to add a Marketing agenda item, Mr. Penn requests to add it to section VIII, item i (approved)
 - b. Requests to remove items b and h from section VII to be discussed in a private session. (Approved)
 - c. Minutes should reflect that the meeting was moved from May 20th, 2015 to May 21st, 2015 in order to achieve a quorum.
- VI. Oral Reports
 - a. Principal reports by Dawn Gilmore
 - i. Explanation that security is present due to a former student's actions on campus earlier this day (May 21st) while attempting to appeal to their withdrawal from ICDA. The student threatened current students on campus and became a potential risk. Student was told to leave campus and could only return if they had a written appeal prepared before returning; student was also told that they will be detained if they return without-written request.
 - b. Budget & Goals –
 - i. Budget and goals are met
 - c. Review Accreditation
 - i. Thank you letter written by the accreditation committee is read for the board
 - ii. Presentation of external review committee's report PowerPoint

- iii. Discussion on standard sample sizes for data collected
 - iv. Digital impact/use in classroom discussed as a limiting factor
 - v. Institution is performing to standards
 - vi. Recommended for accreditation was put forth by external review committee
- d. Communication Plan draft presented to board to highlight future objectives for ICDA
 - i. Bill Penn asks for the timeline for response to the external review committee's findings
 - ii. Dawn Gilmore presents list of issues and a continual action plan to address and meet ICDA's needs
- e. Review 2014-2015 School Achievement Data
 - i. Action plan also addresses achievement data
 - ii. End of Course (EOCs) discussed
 - iii. Graduation Protocols and "walking" protocols discussed based on testing
 - iv. ICDA can allow any student to walk, but may only allow students that have only 1 exam left to pass to be able to walk.
 - v. Students that have not completed their exams but have passed all of their courses will receive a letter of congratulations and their transcript during ceremony
 - vi. Students that need to pass their exams are required to sign contract to attend and complete exams in the summer
 - vii. Board will draft and contribute 2 letters for graduation to be delivered in one week's time by Bill Penn.
 - 1. Letter 1 will be a congratulations letter
 - 2. Letter 2 will be a letter of encouragement
- f. One-star rating discussed - Dawn Gilmore explains that schools are now locked into their star rating she will address the issue with the sponsor.
- g. Senior numbers discussed for graduation:
 - i. 55 seniors are eligible to graduate
 - ii. 32 Have passed everything
 - iii. 78 enrolled seniors for the year. Some have returned to zoned schools.
- h. Distance Education protocols and updates for next year will be presented at the next board meeting.
- i. Attendance and graduation rate of Junior Classed discussed
 - i. Number have decreased due to students returning to their zone schools
- j. Panel Member – discussion tabled
- k. Financial Report-
 - i. Must be acted upon in order to meet deadlines
 - ii. Bill Penn asks if there are any questions:
 - 1. None
 - iii. 10 month financial plan discussed
 - iv. Balance sheets discussed
 - v. Management of the school is lauded by Bill Penn

- vi. No questions or concerns are expressed on the reserve
- vii. Year to Date (YTD) finances discussed
 - 1. Normal and expected
 - 2. Check register is normal
 - 3. No concerns expressed from board
 - 4. Certified staff budget difference discussed
- I. Finances (financial statement) motioned my Michel Fike to be adopted – Jessica Rodriguez seconds – motion carried.

VII. Consent Agenda –

- a. Approval of April 22, 2015 Meeting Minutes
 - i. Edits to April 22, 2015 Meeting Minutes
 - 1. Section V,b: “Bill Penn” is misspelled
 - 2. Section III,a: “how” is misspelled
 - 3. Section I, b: Should reflect that “Harlene Shepard joined the meeting at 6:41 p.m.”
 - 4. Section III, c: Should reflect that the “motion was carried.”
 - 5. Section IV,b: Should strike, “out by the rest of the board.”
 - 6. Section V, c: Should read: “Jessica Rodriguez discussed different advertising ideas.” And strike, “that she talked to her daughter Keeli Rodriguez who is a student at ICDA.”
 - 7. Section IX,a: Should read, “motion was carried.”
 - b. Approval of revised ICDA Board of Directors Meeting dates
 - i. Motion to remove revised ICDA Board of Directors Meeting dates from agenda by Jessica Rodriguez – seconded my Michel Fike – motion carried
 - c. To approve the removal of board member, Reva Rindy
 - i. Motion to remove board member, Reva Rindy, by Jessica Rodriguez – Seconded by Michel Fike – motion carried.

VIII. Discussion and Possible Action Items

- a. Review and possible action regarding New Officers on the Board of Directors
 - 1. Application processes discussed
 - 2. Exit interview discussed by Bill Penn
 - a. Personal responses will be sent to Dawn Gilmore
 - b. Dawn Gilmore presents a draft of the exit interview form for review
 - c. Bill Penn discusses the need to be candid with future applicants on level of commitment needed to perform the duties and responsibilities that comes with being a Board member
 - 3. Jessica Rodriguez presents a resume of an applicant for board membership
 - 4. Bill Penn discusses future board make-up and needs
 - a. Willing to perform interviews if needed

5. Dawn Gilmore discusses recruitment she has done and what her selection process is; making sure that the school's needs will be met.
6. Recruitment letter draft presented to the board for review.
 - a. Edits offered by the board
 - b. Motion by Jessica Rodriguez for an amended copy of the letter and recruitment packet to be completed before Bill Penn exits position – Michel Fike seconds – motion carried
7. Student Representative recruitment and application packet discussed
 - a. Bill Penn commends Dawn Gilmore on creation of student packet
 - b. Motion to adopt student recruitment and application packet by Michel Fike – seconded by Jessica Rodriguez – motion carried
- b. Review and possible approval of Employment Agreement for Principal, Dawn Gilmore, for 2015-2016 school year
 - i. Will be further discussed in a private session.
- c. Review and possible approval of a Student Representative
 - i. See section VIII, 7, b.
- d. Review and possible approval of Final Budget for SY 2015-2016
 - i. Met on May 5th 2015 to start budget process
 - ii. DSA
 1. Potential to change and/or be adjusted
 - iii. Motion to approve 2015-2016 budget by Jessica Rodriguez – Seconded by Michel Fike – motion carried
 - iv. Budget signed by Bill Penn and Dawn Gilmore
- e. Discussion of Alternative Schedule Request
 - i. Alternative calendar presented by Dawn Gilmore and opened for review
 - ii. No questions or concerns
 - iii. Motion to approve alternative schedule and calendar request by Jessica Rodriguez – Seconded by Michel Fike – motion carried
 - iv. Motion to make amendments to 2015-16 ICDA statistical calendar with the alternative schedule by Michel Fike – Seconded by Jessica Rodriguez – motion carried
- f. Presentation, discussion and approval of the April 1-30, 2015 financial statements and ledger-
 - i. During this meeting the financial statements, budget, and ledger needed to be addressed in order to meet deadlines.
- g. Legacy for future ICDA Board & President Road Map (discussion only) – Bill Penn
 - i. Deferred by Bill Penn
- h. Discussion and approval of employee contracts- Dawn Gilmore, Principal
 - i. Dawn Gilmore waives her right to a private session for this discussion.
 - ii. Bill Penn, Michel Fike, and Jessica Rodriguez feel that Dawn Gilmore is performing well and meeting the needs of ICDA.

- iii. All agree that Dawn Gilmore should continue to be Principal for the next academic year.
- iv. Motion to offer Dawn Gilmore an employment agreement and to discuss, in depth, compensation at a future time by Michel Fike – Seconded by Jessica Rodriguez – Motion Carried
- v. Employee contracts presented by Dawn Gilmore
 - 1. Guidance requested on how to proceed with insurance benefits and language to use to amend contracts for the upcoming year and adjustment of language on “work days”
 - 2. Step payment for licensed staff discussed – teacher will not receive an increase in pay until the target number of students is reached. At that time teachers will receive their step in pay and retroactive payment will be given.
 - 3. Motion to adopt review language and edit contracts; add language for licensed staff payment by Jessica Rodriguez – Seconded by Michel Fike – Motion carried

i. Marketing Items

i. Presented by Jessica Rodriguez

- 1. Potential upcoming major events in Reno are opportunities to recruit for the school – Several students have expressed their desire to be ambassadors for the school and go to the events
- 2. Radio Spot presented by Jessica Rodriguez to the board for review and edits
 - a. Dawn Gilmore suggests an edit to the first line of the copy so that it reflects a more positive reflection of other schools
- 3. A sky banner for advertising the Meadow Wood Mall is discussed
 - a. The banner is a 3 month commitment
 - b. The price of the banner also includes a table at the mall for recruitment and literature about the school
 - c. The banner will be the property of ICDA when commitment is met
- 4. Facebook advertising and ICDA Facebook responsibility discussed
 - a. Suggested that the student representative on the board should be responsible for the page
 - b. Events should be placed on the page
 - c. A great way to highlight the benefits of ICDA

IX. Information Items

- a. Open Meeting Law
 - i. Deferred

X. Public Comment

- a. Jerome Martinez offers suggestions for recruitment of board members. The benefits of recruiting from an underserved area in Washoe would benefit the school and increase

the visibility of ICDA to areas that are normally considered. Also, with Amazon Inc. increasing their presence in Fernley it might be of benefit to reach out as many more families are moving to the area.

XI. New Business – Next Meeting Planning

- a. Board Retreat
 - i. Deferred
- b. Michel Fike, Jessica Rodriguez, and Bill Penn discuss to meet on June 17th, 2015 at 5 p.m. and to address the following items:
 - i. Financials
 - ii. Legacy Review
 - iii. Compensation for Dawn Gilmore
 - iv. 2015-2016 Strategies for board
 - v. Approval of Student Representative
 - vi. Review of Board member application and applicants
- c.

XII. Next Meeting Confirmation & Adjournment

- a. Discuss and Approve next meeting date and time.
 - i. Motion by Michel Fike to meet on June 17th, 2015 at 5 p.m. - Seconded by Jessica Rodriguez – motion carried
- b. Meeting adjourned at 9:13 p.m.

MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ACCOMMODATIONS OR ASSISTANCE AT THE MEETING ARE REQUESTED TO NOTIFY JOSEPH SIMMONS, 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 Administration Offices: 1195 Corporate Blvd. Reno NV. ICDA website: icdachs.com. Washoe County School District Administration Offices: 425 East Ninth Street Reno, NV / TMCC Meadow Mall Campus 5270 Neil Rd, Reno, NV, 89502;