



High Desert Montessori Charter School

101 Fantastic Drive. Reno, Nevada 89512 - 775-624-2800

NOTICE OF PUBLIC MEETING

Board of Directors Meeting

February 22 @ 5:00 pm - High Desert Montessori, 3rd-floor Meeting Space

High Desert Montessori School's Board of Directors will conduct their public meeting either in-person, virtually, or by phone. All Directors shall attend the meeting in person or remotely. Public members wishing to attend the virtual meeting may do so by using the virtual link or phone-in information as directed below. Unless otherwise restricted, as noted, the Board may take action on any item. Unless otherwise stated, items may be taken out of order at the discretion of the chairperson. Items may be combined for consideration by the Board. Items may be pulled or removed from the agenda at any time. Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend the meeting. Please contact the school at 775-624-2800 in advance so arrangements may be conveniently made. Supporting materials will be posted on our website, <https://www.hdmsreno.com/board-information/> no later than 10:00 AM on the day of the board meeting.

The Board of Directors will receive public comment virtually, in person, or via email, at publiccomment@hdmsreno.com. All public comments received before and during the meeting will be provided to the Board of Directors. Such comments shall not be read aloud at the meeting but will be recorded in the public record and in the minutes. In-person public comment will be limited to 3 minutes. No action can be taken on any comments, but public input is welcome.

AGENDA

1. Call to Order and Roll Call (FOR POSSIBLE ACTION)
2. Public Comment
3. Adopt the Agenda (FOR POSSIBLE ACTION)
4. Approval of Board Minutes from January 25, 2023 (FOR POSSIBLE ACTION)
5. Principal Academic Update (FOR DISCUSSION)
6. Montessori Advisor Update (FOR DISCUSSION)
7. HDMS Administrative Structure 2023-2024 (FOR POSSIBLE ACTION)
8. Board Finance Committee Update (FOR DISCUSSION)
 - a. Single Audit Fiscal Year 2022
 - b. Capital Campaign
 - c. 2023-2024 Tentative Budget
9. Board Personnel Committee Update (FOR DISCUSSION)
 - a. Salaries and Benefits
 - b. Montessori Training Contract
10. Public Comment
11. Adjournment and Future Agenda Items (FOR POSSIBLE ACTION)

Items not acted on at this meeting may be acted on at future meetings.

"High Desert Montessori School provides a safe, nurturing school environment that fosters independence, problem-solving



High Desert Montessori Charter School

101 Fantastic Drive. Reno, Nevada 89512 - 775-624-2800

skills, and great work in our students. We offer tools to explore the universe through Montessori's Cosmic Education, the purpose of which is to link all areas of human knowledge. We urge all of our students to be participating members of a socially conscious and green community by inspiring them to be critical thinkers capable of reflection, communication, and action. We comply with all Nevada State and Common Core State Standards."

HDMS Board meetings are posted at the following places:

- Washoe County School District
- Sparks Library
- Washoe County Administration
- HDMS 101 Fantastic Drive, Reno, NV 89512
- HDMS Website www.hdmsreno.com



**Board of Directors Meeting
January 25, 2023, @ 5:00 pm via Zoom**

1. Call to Order and Roll Call (5:01)

Nicole Commons
Max Haynes (joined at 5:04)
Bonnie Pillaro
Ashley Allen (joined at 5:04)
Reid Riker
Jennifer Linn (joined at 5:05)
Nancy Smith
Brigitte Frost
Kelly Ryder

2. Public Comment

Teacher Neimann commented regarding the hiring policy.
Teacher Berfield commented regarding assistant retention and pay scale.
Teacher Wike commented regarding the proposed bell schedule.
Administrator Stockton introduced potential board member Britay Wiele.

3. Adopt the Agenda

Member Riker motions to adopt the agenda as presented (see supporting documents), Member Frost seconds the motion and it passes unanimously.

4. Approval of Board Minutes from November 30, 2022

Member Riker motions to approve the minutes as presented with the update on Member Pillaro's attendance (see supporting documents), Member Allen seconds the motion and it passes unanimously. Members Linn, Pillaro and Smith abstain.

5. Approval of Financial Audit 21-22 Corrective Action Plan

Administrator Miller Mintz presented the Financial Audit 21-22 Corrective Action Plan.

Member Riker motions to adopt the Financial Audit 21-22 Corrective Action Plan as presented, Member Pillaro seconds the motion and it passes unanimously. Member Linn abstains.

6. Removal of Robert's Rules of Order in HDMS Bylaws

Members discussed the removal of Robert's Rules of order from the HDMS Board Bylaws.

Members of the Board Governance Committee will research and meet to discuss avenues to move forward on March 1, 2023.

7. Approval of 23-24 HDMS School Calendar

Administrator Perez presents the proposed 23-24 School Calendar (see supporting documents).

Member Riker motions to adopt the 23-24 School Calendar as presented, Member Allen seconds the motion and it passes unanimously.

8. Approval of Alternative Calendar Application 2023-2024

Administrator Perez presented the proposed 23-24 Alternative Calendar Application (see supporting documents) and members discussed the proposal.

Member Pillaro motions to adopt the 23-24 Alternative Calendar Application as presented, Member Riker seconds the motion and it passes unanimously.

9. Principal Update

Administrator Perez presented his Principal Update (see supporting documents).

10. Executive Director Update

Administrator Stockton presented her Executive Director Update (see supporting documents) including an update on the 23-24 Administrative Support Restructuring.

11. Montessori Coach Update

Administrator Richards presented her Montessori Coach Update.

12. Faculty Advisor Update

Member Ryder presented her Faculty Advisor Update (see supporting documents).

13. HDMS Board Governance Committee Updates

Member Allen and Chairperson Commons presented the Board Governance Committee Update (see supporting documents).

14. Great Basin Montessori Update

Administrator Stockton and Member Haynes presented an update on Great Basin Montessori (see supporting documents) and the potential dissolution of the entity. Upon dissolution, any remaining funds would be donated back to High Desert Montessori School.

Member Riker motions to recommend the dissolution of Great Basin Montessori. Member Allen seconds the motion and it passes unanimously.

15. Public Comment

16. Adjournment and Future Agenda Items

Robert's Rules

Member Riker motions to adjourn the meeting and Member Smith seconds the motion. The meeting is adjourned and it passes unanimously.

Academic Report 2/22/2023
Submitted by Principal Eric Perez

2023 WIDA/ACCESS Testing:

- 100% participation in all four testing domains for all eligible students
- Thank you Kaleigh for all your hard work to meet the completion deadline with time to spare
- On MAP reading scores, ACCESS testers showed an average growth of 4 points. 20 of 24 students showed growth on MAP reading tests with many showing large gains.

Winter MAP testing:

- Data is preliminary as not all MAP testing is completed
- Early indications are very promising

	Math		Reading	
	% of Students met	% of Projected Growth	% of students met	% of projected growth
UE				
Stillwater	45	90.2	42.1	67.9
Juniper	59.1	108.1	56.5	134.7
Sierra	57.1	105	75	166.2
Toiyabe	48	70.9	52	71.7
LE				
Ruby	23.3	45.6	46.4	86.1
Antelope	60	102	40	82.6
Virginia	51.9	127.4	46.2	106.1
Candelaria	50	100.4	41.4	73.3
Excelsior	29.6	67.2	50	72
Adolescent				
Star Peak	37.5	57.9	71.4	197.5
Boundary Peak	50	74	75	195.9
Granite Peak	50	78.9	37.5	23.8
Wheeler Peak	71.4	137.3	50	51.2
UE AVERAGE	52.3	93.55	56.4	110.13
LE AVERAGE	42.96	88.52	44.8	84.02
MS AVERAGE	52.23	87.03	58.48	117.1
SCHOOL AVERAGE	49.16	89.7	53.23	103.75

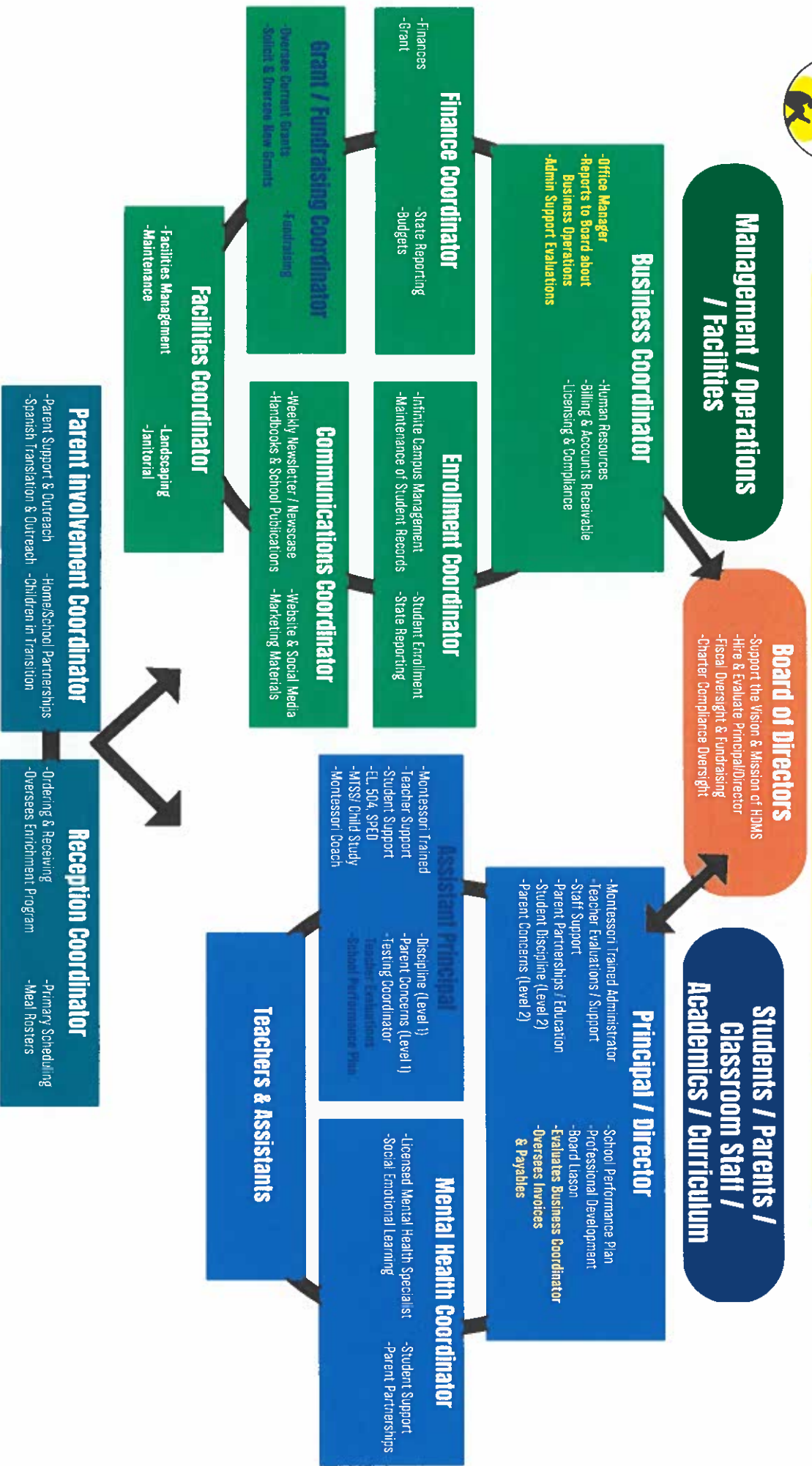
- Data shows that in Math, over 49% of students met or exceeded their projected growth based on NWEA norming standards. The school average shows that 90% of expected growth was achieved
- In Reading, 53% of students met or exceeded their projected growth with the average growth being 104%
- Among students receiving reading interventions, 87% showed growth on their reading MAP tests.

Overall Analysis and Next Steps:

- Data Shows that our children's map scores, in general, are growing at better-than-expected rates. Within specific groups, areas of improvement should be a focus for school improvement next year.
- Specific targeted intervention for Tier II and Tier III students in literacy is being disaggregated to determine the effectiveness of programs.
- Intervention systems in mathematics are being implemented through our foster grandparents and our college student tutor/assistants.
- Identify ways to implement Montessori-Based interventions to increase achievement on standardized tests
 - Materials from the National Center in the MCSA (Montessori Curriculum Standards Alignment) have been received and are being evaluated for usage in instruction.
- Continue to utilize our Montessori Advisor to improve instruction at the tier I level to improve student outcomes in both literacy and mathematics.
- Continue school-wide focus on utilizing CCSS and SBAC cognitive vocabulary so children better understand the tests.



HDMS ADMINISTRATIVE STRUCTURE 2023-2024



Finance Committee Meeting Notes 2.15.23

Committee Attendees: Reid Riker, Jennifer Linn, Bonnie Pillaro, Tammie Stockton, Eric Perez, Sherrie Jordan, Cheryl Miller Mintz

Staff Attendees: Kaleigh Richards, Kelly Bodtke, Elyse Neimann, Kelly Ryder

Discussion:

1. **FY22 Single Audit:** We have not received an update from Dave Silva regarding the single audit. Cheryl was going to reach out to him.
2. **Capital Campaign:** We discussed the importance of continuing to raise funds to pay down our bonds through a capital campaign. HDMS has consulted with 2 different agencies over the years on this with minimal success. We discussed reaching out to the Community Foundation of Northern Nevada, Education Alliance, Children's Cabinet, and famous Montessorians. Tammie was going to inquire about a non-profit fundraiser group in town. Our goal is to pay down the \$12 million bonds in the next 7 years.
3. **23/24 Tentative Budget:** Cheryl met with staff and developed a tentative budget based on enrollment, staffing, maintenance, operations and facilities revenues and expenditures. At this time there are too many unknowns with the legislative session upon us. We do know the COVID grants are not available going forward. We will be partnering with the Nevada Department of Agriculture for our school meal program and the United Way of Northern Nevada for the Nevada Ready Grant. Currently the tentative budget shows a deficit of \$274,180.

2023-2024 Tentative Budget Summary

	FUNDS & REVENUES	FUNCTION 1000 INSTRUCTION	FUNCTION 2100 SUPPORT SVCS STUDENTS	FUNCTION 2200 SUPPORT SVCS INSTRUCTION	FUNCTION 2400 GENERAL ADMIN	FUNCTION 2300 CENTRAL SERVICES	FUNCTION 2400 OPERATION / MAINTENANCE	FUNCTION 2900 PRE-K PROGRAM	FUNCTION 2900 ENRICHMENT PROGRAM	FUNCTION 3100 CAFETERIA	FUNCTION 1000 SPECIAL ED STATE	FUNCTION 1000 SPECIAL ED FEDERAL	FUNCTION 1000 NRIPIK	FUNCTION 5000 DEBT SERVICE	Expense Totals
Investment Income	\$ 40,000.00														
Donations-Unrestricted	\$ 9,500.00														
Other Revenue	\$ 18,000.00														
State Distributive Funds	\$ 3,044,744.00														
Lunch Program	\$ 377,300.00														
Pre-K Fees	\$ 698,765.00														
Enrichment Program	\$ 145,000.00														
Special Ed State Funding	\$ 168,513.28														
Special Ed Fed Funding	\$ 50,629.88														
NRIPIK	\$ 111,750.00														
Salaries		1,201,802.65	122,641.35	41,720.60	137,742.60	211,483.40	51,141.05	362,333.55	55,284.93	-	133,909.17	40,363.65	77,055.08	-	\$ 2,435,478.03
Benefits		485,829.55	52,048.17	8,295.87	49,828.18	77,817.95	15,172.23	130,676.58	17,083.75	-	40,243.63	12,139.91	20,427.45	-	\$ 908,343.27
Purchases Services		49,051.06	30,500.00	-	-	163,087.00	74,237.55	-	-	-	22,865.25	6,835.15	-	-	\$ 346,376.01
Supplies		51,350.00	1,000.00	-	-	8,100.00	32,000.00	10,000.00	11,500.00	377,300.00	-	-	14,287.47	-	\$ 505,517.47
Property		-	-	-	-	-	-	450.00	395.00	1,075.00	-	-	-	-	\$ 735,868.02
Other		23,200.00	-	-	-	11,769.60	-	-	-	-	-	-	-	-	\$ -
TOTALS:	\$ 4,662,402.16	\$ 1,811,233.28	\$ 206,189.52	\$ 50,016.47	\$ 187,570.78	\$ 472,057.95	\$ 172,550.83	\$ 903,466.13	\$ 84,243.68	\$ 378,375.00	\$ 186,818.65	\$ 59,358.71	\$ 111,750.00	\$ 702,858.42	\$ 4,836,582.80

Revenues Over/(Under) Expenses	\$ (274,180.64)
Unrestricted Funds to be expended	\$ 274,180.64
Net Revenues Over/(Under) Expenses	\$ 0.00

HDMS Board Personnel Committee

2.8.23

Attendees: Nancy Smith, Nicole Commons, Eric Perez, Tammie Stockton

1. Salaries & Benefits:
 - The team discussed salaries and benefits for staff. HDMS tries to stay on par with WCSD as much as possible in terms of raises. WCSD will most likely release their new scales in late spring.
 - This last school year we changed the sick leave policy which allowed more sick days (PTO) and was able to carry over. This next year staff will be entitled to up to 15 sick days (or the accumulated time benefit based on hours worked), which coincides with WCSD.
 - Currently HDMS pays 75% of healthcare premiums, and the employee pays 25%. It was discussed that the school should ask to negotiate our benefits with our carrier Hometown Health.
 - A "Salaries & Benefits Task Force" will meet this spring to look at the proposed salary schedules for 23-24.
2. Montessori Training Contract: HDMS has reviewed this contract regularly to ensure that it is fair and transparent. We will be hosting a "Montessori Training Contract Task Force" meeting to go over our current contract before anyone who will be attending Montessori training goes.

11.28.22

Attendees: Nancy Smith, Nicole Commons, Eric Perez, Kaleigh Richards, Tammie Stockton

1. Briefly reviewed the bylaws description of the Personnel Committee to ensure the purpose of the committee was being followed.
2. Recruitment and Retainment: The committee reviewed the notes from the 10.17.22 Board Personnel Committee and the 10.26.22 Staff Recruitment and Retainment meeting discussing similar ideas. Next steps: Circle back with the HDMS staff to prioritize short and long term goals.
3. Administrator Evaluation: Tammie shared with the committee a document she created which blended elements from the Montessori Director Appraisal Instrument (Montessori Playbook published by the National Center for Montessori in the Public Sector) and the Nevada School Administrator Performance Standards and Indicators. Much work needs to be done in merging these 2 documents. The goal is to have a user friendly administrator evaluation system which aligns with Montessori and required state indicators. Next steps: 1. Tammie will continue to work on aligning the 2 documents, 2. Review of Eric's goals from the June 2022 evaluation as a mid-year checkpoint.
4. 23-24 Administrative Organization Restructuring: Tammie presented a draft copy to the committee reviewing proposed changes for the 23-24 school year. Highlights include:

- Eliminating the Executive Director position and redirecting roles and responsibilities
 - Changing the “Principal” back to the “Principa/Director” with these additional responsibilities; 1. Evaluate the Business Coordinator, 2. Oversee invoices and payables
 - Add an “Office Manager” responsibility to the current “Business Coordinator” position. This person would oversee the management, operations and facilities of the school and be evaluated by the Principal/Director.
 - Add an Assistant Principal
 - Add a Grant/Fundraising position
 - Add a Facilities Coordinator (hired 11.29.22)
5. Grant/Fundraising Job Description: Reviewed and discussed the draft job description.

10.17.22

Attendees: Nancy Smith, Tammie Stockton, Eric Perez, Kaleigh Richards

1. Personnel Committee: The roles and responsibilities of the Personnel Committee were discussed. We do not recommend any changes to the following description:

Personnel Committee /Recruitment and Retainment (per bylaws)

a) Membership: If the Board of Directors chooses to have a Personnel Committee, rather than to perform the below described functions itself, only Board Members may serve on the Personnel Committee.

b) Function:

1.b.i. Annual review of designated supervising employees with recommendation to the full Board.

1.b.ii. Periodic review of staffing patterns to ensure that such is consistent with the School's annual and five-year plans.

2. 1.b.i Review of designated supervising employees: Currently we have an Executive Director and Principal. Discussion on revising the current evaluation system to merge the Nevada Administrative Performance Evaluation published by the NDE with the Executive Director Appraisal from the Montessori Playbook published by the National Center for Montessori in the Public Sector. Draft copies will be circulated between the committee. A draft will go to the board by January or sooner for approval.
3. 1.b.ii. Discussion of staff recruitment and retainment considering the past, present, and future. Considerations include:

Recruitment	Retainment
<ul style="list-style-type: none"> ● Pipeline of teaching candidates through the current HDMS staff ● Pipeline of education students through UNR and TMCC ● Future accredited Montessori training center 	<ul style="list-style-type: none"> ● Work day/bell schedules/contracted time ● Staff bonuses ● Health insurance (WCSD covers 100%, HDMS 75%) ● Lack of teacher prep time

<p>for non-Montessori certified teachers</p> <ul style="list-style-type: none">• Offering CEU credits to education students and WCSD teachers through MyPGS• 5 year plan: add 2 new teachers; one lower elementary and one upper elementary, increase middle school student capacity to 80 (current 73) = school capacity and financial budget of 550 students	<ul style="list-style-type: none">• Need for more time with assistants• Salary (on par with WCSD, need to surpass)• Assistant salaries
---	--