



High Desert Montessori Charter School

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

NOTICE OF PUBLIC MEETING

Board of Directors Meeting
April 26, 2023, @ 5:00 pm via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87110172411?pwd=Y1BXaHRhaVNPn3JyU1hPLzVDdIQ1UT09>

Meeting ID: 871 1017 2411

Passcode: 059918 +1 669 900 6833 US (Zoom Phone Number)

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 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 March 15, 2023 (FOR POSSIBLE ACTION)
5. Sarah Adler - Silver State Government Relations (FOR DISCUSSION)
6. Introduction & Resume Review of Possible Board Member Kristen Ashbaugh (DISCUSSION)
 - a. Board/Parent Representative
7. Principal Update (FOR DISCUSSION)
 - a. Update on Testing
 - b. Update on Alternative Schedule - *For Making Up Snow Days*
8. Faculty Advisor Update-Learning Culture (FOR DISCUSSION)
 - a. Montessori Conference in Boston
 - i. Workshops attended
 - ii. Attendee take-aways
 - b. Fundamentals of Computer Science (CS) Workshop
 - i. What is CS?
 - ii. Incorporating CS into a Montessori Environment



High Desert Montessori Charter School

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

9. ED Update - (FOR DISCUSSION)
 - a. Personnel Committee Update
 - b. Recruitment & Retainment Task Force Update
10. Finance Committee Update (FOR DISCUSSION)
 - a. Report from Edward Jones
 - b. Potential Increases to DSA and WCSD Salary Increases
 - c. Primary Tuition Increases
 - d. Nevada Ready Grant
 - e. Capital Campaign
11. Board Governance Update (FOR DISCUSSION)
 - a. Survey Results
12. HDMS Board Officer Elections (For Possible Action)
13. Public Comment
14. 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 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



101 Fantastic Drive, Reno, Nevada 89512

**Board of Directors Meeting
March 15, 2023, @ 5:00 PM via Zoom**

1. Call to Order and Roll Call at 5:01

Nicole Commons
Max Haynes (not present)
Bonnie Pillaro
Ashley Allen
Reid Riker (not present)
Jennifer Linn
Nancy Smith
Brigitte Frost (not present)
Kelly Ryder (joined at 5:03)

2. Public Comment

None

3. Adopt the Agenda

Member Smith motions to move Item Number 5 to after Number 9. Member Linn seconds the motion and it passes unanimously.

4. Approval of Board Minutes from February 22, 2023

Member Pillaro motions to approve the minutes as presented (see supporting documents), Member Linn seconds the motion and it passes unanimously.

5. Principal Update:

Administrator Perez presented an update regarding the current State of Nevada Legislative session.

Administrator Perez presented an update regarding parent outreach.

6. Directors Update:

Administrator Stockton presented an update on Phase 3 Construction.

Administrator Stockton presented an update on the meal program at HDMS.

Administrator Stockton presented an update on the Grants/Fundraiser position.

7. Amendment to HDMS Board Bylaws regarding Robert's Rules

Chairperson Commons presented the advice of Attorney Kerry Eaton regarding Robert's Rules of Order. The board members discussed the current procedures as well as the intent for the proposed change in the bylaws.

Member Allen motions to amend the HDMS Board Bylaws with the suggested verbiage from Attorney Eaton, "The board meetings shall be conducted in accordance with Robert's Rules of Order or a similar procedure that adequately documents the discussions and determinations made by the board". Member Pillaro seconds the motion and it passes unanimously.

8. Tentative 2023-2024 Budget

Administrator Miller Mintz presented the Tentative 2023-2024 Budget. (see supporting documents).

Member Linn motions to adopt the 2023-2024 Budget as presented (see supporting documents), Member Pillaro seconds the motion and it passes unanimously.

9. Single Audit additions from Dave Silva

Administrator Miller Mintz presented single audit additions from Auditor Silva. (see supporting documents).

Member Pillaro motions to approve the single audit additions as presented (see supporting documents), Member Linn seconds the motion and it passes unanimously.

10. Board governance; Steps to Board Membership

Chairperson Commons presented an update on the development of a document which would address the steps to joining the HDMS Board of Directors and the development of a mentorship program for new board members.

11. Board MOU Review

Chairperson Commons presented the Annual Board Member Memorandum of Understanding for review.

Member Smith motions to adopt the Annual Board Member Memorandum of Understanding with the verbiage on the fourth point changed to "I will make my best effort to attend school related special events." (see supporting documents), Member Linn seconds the motion and it passes unanimously.

12. Public Comment

None

13. Adjournment and Future Agenda Items

Members discussed items for future agendas.

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

DRAFT

Kristen Ashbaugh

Content Marketing & Strategy

www.kristenleighcreative.com

PROFESSIONAL PROFILE

I am a creative and passionate content marketing professional with 10+ years of experience. I served as the Creative Content Manager at Jimmy Beans Wool, the largest online yarn and knitting retailer in the United States, for 5 years. I've served as head of marketing for Saint Mary's Fitness Center, and I have worked as a freelance Director of Marketing for many different clients with a focus on content strategy. My current role is as a Managing Content Editor for Ventrix SEO where I manage the content production process across 5 different educational focused websites. I excel at the creative side of online marketing, writing compelling web and marketing content, engaging blog posts, project management, and social media strategy.

EXPERIENCE

Managing Content Editor
Ventrix SEO/ March 2022-Current

- Manage content strategy and production across 5 different websites.
 - Research Content Ideas using SEO Strategies
 - Develop Content Outlines to assign to freelance writers.
 - Recruit and manage freelance writing and editing staff.
 - Edit final copies of content.

Freelance Marketing & Content Strategist/Director of Marketing
Kristen Leigh Creative/ August 2016-Current

- Worked in various capacities for a variety of different types of clients. The work I did and currently do for these clients includes:
 - Marketing Management & Strategy
 - Content Strategy
 - Social Media Management
 - Website Copy & SEO
 - Email Strategy & Copy
 - Project management

Marketing & Membership Supervisor
Saint Mary's Fitness Center/ August 2018-December 2019

- Supervised the membership team of 8 people and facilitated training, scheduling and customer service initiatives.
- Planned Annual Member Appreciation event for 500 people.
- Managed Daily Social Media Content
- Created content for monthly newsletter and all email communication with members.
- Produced all printed marketing collateral including fliers and mailers.

Creative Content Manager
Jimmy Beans Wool/October 2008 - July 2016

- Planned content for and wrote weekly e-mail newsletter and subsequently grew email list from 30k subscribers to over 100k subscribers with average open rates of 50% or more.
- Wrote website content for a variety of topics and uses.
- Developed daily content for all social media platforms for 4 years including social media graphics and images.
- Collaborated with a team of people on product development and marketing strategy
- Served as the in-house knitwear designer from 2011-2016 and developed and strategically planned designs to coordinate with branded product launches.
- Created video content for YouTube in the form of product reviews and tutorials for all new and incoming products.

Copywriting

Editing

Blogging

Project Management

SEO & Keyword Research

Social Media Strategy

Social Media Management

Microsoft Office

Asana & Slack

WordPress

Squarespace

Email Marketing Platforms

Pinterest Strategy

Canva Pro

Educational Platforms

EDUCATION

BACHELOR OF ARTS

History & Journalism

University of Nevada, Reno

Graduated 2005

REFERENCES

Available upon request.

**Principal Board Update April 26, 2023,
High Desert Montessori Charter School**

Submitted by Principal Eric Perez

- **Testing Updates:**
 - SBAC for All students in grades 3 through 8, and Science CRT for students in 5th and 8th grade Began April 11 and continue through the makeup period which ends May 12th
 - This is a huge undertaking and creates large disruptions for students, Regular and special education teachers, and especially Ms. Kaleigh, our testing coordinator.
 - MAP testing for grades K-3 in Reading is happening concurrently with a completion date due to the state DOE by May 10.
 - This test is especially difficult for our 3rd graders who are also taking SBAC tests.
- **Alternative Calendar 22-23 Addendum**
 - Cancellation of school due to snow and wildfire smoke had impacted 5 school days this year.
 - Based on minutes requirements from state law (NAC 387.131) even with the 5 missed days, the only level that came up short was the middle school - 70 students, 910 total minutes
 - Administrative team came up with a plan to increase middle school minutes by 40 from May 8 to June 8th
 - No need to use contingency days or to eliminated much needed professional development early release Wednesdays.
 - In the board documents files for this meeting see Addendum Memo Item 7b, and Acceptance Letter from the DOE Item 7C

Principal Board Update March 15, 2023
High Desert Montessori Charter School

Submitted by Principal Eric Perez

- **Legislative Update:**
 - HDMS has partnered with Mariposa Academy and Honors Academy of Literature to hire Sarah Adler from Silver State Government Relations to be our school's Lobbyist in this year's state legislature
 - HDMS Admin team meets with Sarah and the other leaders for bi-weekly updates on prospective bills and their progress through the legislature.
 - Sarah would be happy to meet with our board at a future board meeting as requested.
 - Currently, many bills are moving through the legislature that could have an impact on our school. These include new DSA funding, new accountability, and oversight requirements, and numerous other bills moving through the legislature
 - Administrators from the 3 charter schools are available to testify before legislative meetings as needed.
- **Community Outreach**
 - HDMS has had several parent outreach events in the past few weeks
 - 2nd cup of coffee with Mr. Eric - This event is an open roundtable discussion with parents that takes place monthly. The February event was canceled due to snow, but the January event was well attended.
 - Northern Nevada Literacy Counsel Family reading night: The event was held in the evening where families can bring children to read with a representative of the NNLC and take home a book. 10 families attended this event and another is scheduled for May
 - Brews and Bites: our PTO fundraiser that was held at The Generator. Adults were able to tour the generator, have food and drinks and socialize with the school administration.
 - Montessori through My Eyes, Spring Math Focus: was held March 8th with great parent participation
 - Ms. Mary (our school social worker) continues to work with families to provide community resources for several needs they may have.
 - Ms. Martha, our parent involvement facilitator is actively helping families, especially those who are Spanish speaking, navigate school needs and community resources.
- **Next Steps:**
 - Currently, we are in our spring conference week. 100% parent participation is the goal
 - Open and name our new community center.
 - Elementary family dance scheduled for April
 - Late Spring Family Literacy night with NNLC
 - The PTO family picnic at Rancho San Rafael is scheduled for mid-May.
 - Principal's 2nd cup of coffee is scheduled for the last Fridays of April and May

January 25, 2023

Montessori Principles and Tenets:

● **Classroom Observations:**

- Daily walkthroughs in all classrooms
- More intensive formal observations using Developmental Environmental Rating Scale
- Classrooms are becoming more normalized through consistent routines and practices

● **School Wide SEL Focus:**

- Continued partnership with STREAMS for School-Wide SEL focus
- School Social worker meet with small groups of children to work on mental health issues
- A new focus on mental health and suicide prevention PD coming in February

● **Specific Montessori Training:**

- 4 new classroom teachers committed to attending Montessori Training this summer
 - 2 teachers to AMS training at Houston Montessori Center
 - 1 teacher to AMS training at Montessori Elementary Teacher Training Collaborative in Boston (METC)
 - 1 teacher to AMS training at Montessori Education Center of the Rockies in Boulder CO (MECR)
- 3 teachers completing training
 - 1 teacher in primary, 2 teachers in adolescent

Academics/Student Success

● **Interventions:**

- Literacy interventions continue with assistants and interventionist
- Mathematics interventions taking place using college tutors in Khan Map Accelerator and SBAC testing prep materials from teachers Pay Teachers (TPT)

● **Testing:**

- WIDA/ACCESS testing is taking place now for ELL students
- MAP testing for all students 1st through 8th in Math and Reading, and Kindergarten in reading begins next week
- Preparation logistics for SBAC/CRT testing taking place

Parent Outreach and Engagement

● **Parent Education Nights:**

- Parenting in the Digital Age Workshop took place on January 12
- New parent seminars this week and next Monday
- Montessori Through My Eyes moved to March 8th

● **PTO:**

- Meetings monthly
- Parents Bocce Night - Feb 4 at Bundox Bocce in the Renaissance
- Brews and Bites - February 25 at The Generator

NEXT STEPS:

- Continue formal teacher evaluation observations and individual post-observation conferences
 - Continue to identify students needing intervention using results from MAP, SBAC, and various other assessments including AimsWeb
 - Continue to update health and safety policies based on guidance from the Washoe County Health District and WCSD
 - Continue to design and implement professional development that is aligned with Montessori principles which are relevant and immediately applicable to staff.
-

November 30, 2022

Montessori Principles and Tenets:

- **Classroom Observations:** As I make my way through classrooms, I am seeing a greater level of engagement than I saw in the past 2 years. This tells me that students are recovering from Covid affected years and getting back into the groove. Every class is showing high-quality Montessori-based lessons, even with teachers who are not yet Montessori-trained. This is a testament to the wonderful mentoring teachers are receiving from their colleagues in the PLC groups, and the amazing coaching they are receiving from our Montessori Advisor, Kaleigh Richards.
- **School Wide SEL Focus:** We continue our partnership today with STREAMS. This group, led by Jamie Berfield and her partner, Tisia Stemp, are beta testing their curriculum which aims to look deeply into culture and how it affects education and the whole child.
- **Specific Montessori Training:** Staff members who are currently enrolled in training are working with their centers to improve their Montessori instruction. We currently have 3 new staff members who are looking at training centers for this coming summer. 5 staff members will be attending the AMS conference in Boston Mass. this coming March to improve their knowledge and discuss the Montessori curriculum and methods with colleagues from around the world.

Academics/Student Success

- **Interventions:** Our intervention programs in reading are off to a great start through the help of our teachers and assistants who are working with children in the areas of literacy and phonics, as well as our amazing Foster Grandma Essie, and our interventionist, Kelly Yopez. We continue to use Khan Map Accelerator for math interventions in the classrooms and are looking at adding a numeracy curriculum that Foster Grandpa Mallory will be utilizing. Ms. Kaleigh and I are currently vetting several online intervention programs that teachers can use in their classrooms to improve math literacy across all levels. These should be ready to be fully implemented by the start of 2023.

Parent Outreach and Engagement

- **Parent Education Nights:** In September, HDMS hosted a parent education seminar which was an overview of Montessori philosophy and how to support it in the home. This month, we hosted a parent seminar on suicide prevention and will be hosting a seminar on parenting in the digital age in December. In January, Ma'Kayla from the Northern Nevada Literacy Counsel will be hosting reading nights for parents to increase literacy among our youngest readers.
- **PTO:** The PTO continues to sell school calendars as a fundraiser. The money raised is being used to fund various projects through grant requests. They are also working to plan events such as Brews and Bites, and offering support to the Fantastic Faire, our elementary fall festival.

- **Montessori Through My Eyes:** Our twice-a-year event where children teach lessons to their parents was held on three different nights this month and was very well attended. This month's focus was on literacy. We will be holding another event in February with a math focus.

NEXT STEPS:

- Complete the first round of formal teacher evaluation observations and individual post-observation conferences
- Schedule child-study meetings using the NCMPS child-study process to target students with specific needs
- Continue to identify students needing intervention using results from MAP, SBAC, and various other assessments including AimsWeb
- Continue to update health and safety policies based on guidance from the Washoe County Health District and WCSD
- Continue to design and implement professional development that is aligned with Montessori principles which are relevant and immediately applicable to staff.



High Desert Montessori Charter School
101 Fantastic Drive. Reno, Nevada 89512 - 775-624-2800

April 4, 2023

Office of Division Compliance
Nevada Department of Education

To Whom It May Concern,

As I am sure you are aware, High Desert Montessori Charter School, a Washoe County School District-sponsored charter school, has experienced five days of school cancellation for the 2022-2023 school year. One of those days was due to unhealthy air in the early part of the school year, and four days were due to severe snow and dangerous driving conditions. Of the snow cancellations, one was scheduled to be an early-release day, with fewer minutes.

In looking at the original submission of our alternative calendar, we have found that all students in our school will still attend the minimum number of minutes as required by NAC and NRS, *except* for our middle school students, who have fallen 910 minutes short of state requirements.

We plan to make up the missing 910 minutes by adding 40 minutes to each school day for our middle school from May 8th through June 8th. This will affect 23 school days and add back 920 minutes to the middle school yearly balance, putting us in compliance.

Below is a complete breakdown of the minimum minutes for each grade level we serve. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "ESP", is written over a faint, illegible printed name.

Eric S. Perez,
Principal

	Regular Day	Early Release	Missed Time 5 cancellations 4 reg/1 early release	Total State Time Required	Total Time expected with no cancellations	Time in school with snow no adjustments	Minutes we will be short with no adjustments
Kindergarten	365	245	1,705	43,200	62,820	61,115	-17,915
Grade 1-2	360	240	1,680	43,200	61,920	60,240	-17,040
Grade 3	360	240	1,680	54,000	61,920	60,240	-6,240
Grade 4-6	370	250	1,730	54,000	63,720	61,990	-7,990
Grade 7 & 8	350	230	1,630	59,400	60,120	58,490	910

Original Bell Schedule from approved alternative calendar 22-23

Bell Schedule	Kindergarten	Grades 1-3	Grades 4-6	Grades 7-8
Classes Begin	<u>8:55 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>
Lunch Break Begins	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>
Lunch Break Ends	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>
Classes End	<u>3:30 PM</u>	<u>3:10 PM</u>	<u>3:20 PM</u>	<u>3:00 PM</u>

New bell schedule for dates May 8 through June 8, 2023.

Bell Schedule	Kindergarten	Grades 1-3	Grades 4-6	Grades 7-8
Classes Begin	<u>8:55 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>
Lunch Break Begins	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>
Lunch Break Ends	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>
Classes End	<u>3:30 PM</u>	<u>3:10 PM</u>	<u>3:20 PM</u>	<u>3:40 PM</u>

HIGH DESERT MONTESSORI SCHOOL

2022-2023 SCHOOL YEAR

August 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
30	31					

No School on Shaded Days
of School Day = 0
Yellow: 1:00 Early Release
Blue: No Sch-Teacher work day

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No School on Shaded Days
of School Days = 16
Jan 9: Back from Winter Break
Jan 18: 1:00 Early Release
Jan 16: MLK Jr Day

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No School on Shaded Days
of School Days = 13
Aug 15: First Day PK, 1st-8
Aug 15: Kinder assessments
Aug 22: First Day for Kinder
Aug 31: 1:00 Early Release

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

No School on Shaded Days
of School Days = 19
Feb 1 & 15: 1:00 Early Release
February 17: NO SCHOOL-
FOR ALL PROGRAMS
Feb 20: President's Day

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School on Shaded Days
of School Days = 21
Sept 2 NO SCHOOL-
FOR ALL PROGRAMS
Sept 5: Labor Day
Sept 14 & 28: 1:00 Early Release

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School on Shaded Days
of School Days = 13
Mar 1, 13-17: Spring Conferences,
1:00 Early Release
Mar 17: End of Grading Period
Mar 20-31: Spring Break

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

No School on Shaded Days
of School Days = 15
Oct 3-7: Fall Break
Oct 21: End of Grading Period
Oct 17 - 21: Fall Conferences,
1:00 Early Release
Oct 28: Nevada Day

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No School on Shaded Days
of School Days = 20
Apr 12 & 26: 1:00 Early Release

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No School on Shaded Days
of School Days = 17
Nov 11: Veteran's Day
Nov 2 & 16: 1:00 Early Release
Nov 21: Teacher Work Day
Nov 22-25 Thanksgiving Break

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No School on Shaded Days
of School Days = 22
May 10 & 24: 1:00 Early Release
May 29: Memorial Day

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No School on Shaded Days
of School Days = 17
Dec 7: 1:00 Early Release
Dec 22: End of Grading Period
Dec 23: Teacher Work Day
Dec 23 - Dec 30: Winter Break

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School on Shaded Days
of School Days = 7
June 9 Last day of school
June 9: 1:00 Early Release
June 12-14: Community Days

Number of days per quarter	44	39	48	49	180
Number of days per semester	83	97			180

**NEVADA DEPARTMENT OF EDUCATION
APPLICATION TO OPERATE AN ALTERNATIVE SCHEDULE
PURSUANT TO NRS 388.090
SCHOOL YEAR 2022-2023**

District/Charter School Name High Desert Montessori	Beginning Date of School Year August 9, 2021	Ending Date of School Year June 3, 2022
Address 101 Fantastic Dr.	City, Zip Reno, NV 89512	Telephone 775-624-2800
Authorized Contact Person's Name Eric Perez	Title Principal	E-Mail eric@hdmsreno.com

I hereby certify that, to the best of my knowledge, the information contained in this application is correct; the local Board of Trustees has authorized me, as its representative, to file this application; and such action is recorded in the minutes of the District/Charter School's meeting held on **February 23, 2022**. The Board of Trustees is aware that a written report is required to be submitted to the State Superintendent of Public Instruction on or before December 31, 2022. This written report must include a description of the alternative schedule and an evaluation of the effect of the program pursuant to Guidance Memo 22-02.



Principal

5/3/22

Signature of District Superintendent or Authorized Person (include title)

Date

1. The district/charter school is applying to operate the schools noted in this application on an alternative instruction schedule due to the following reason:
The charter school requests to operate on an alternative instruction schedule in accordance with NRS 388A.366 due to reasons described in item 2 of this application.

High Desert would like to request 4 full days and 24 minimum days for the purpose of professional development and Professional Learning Communities (PLCs) for the teachers. Currently, teachers are working 1-2 hours a week (approximately 50 hours yearly) beyond their contracted days to attend teacher training, professional development and participate in PLC's. This type of communication and training is vital to meeting our goals set forth in our School Performance Plan.

Our proposed schedule includes:

- **Four full days of Professional Development. See dates below.**
- **10 early release days (1pm dismissal) for parent-teacher conferences on:**
 - **October 17, 2022 through October 21, 2022 (Fall Conferences)**
 - **March 13, 2022 through March 17, 2022 (Spring Conference)**
- **14 early release days (1pm dismissal) for Professional Development, PLCs and staff meetings. See dates below.**
- **Structure for the half-day professional development include:**

- 1:30-2:00 - General Focus Faculty Meeting
- 2:00-3:00 - Professional Development focusing on disaggregation of data to make instructional decisions and correlations to student academic growth and/or book study related to Socio-emotional learning in a Montessori context.

The following includes details of our plans:

Date	Time Allotment	Subject of PD
August 31, 2022	1:00 Release	Child Abuse and Bullying Training
September 14, 2022	1:00 Release	School Performance Plan Goals and Objectives
September 28, 2022	1:00 Release	Assessment PD; MAP, SBAC, EOC
November 2, 2022	1:00 Release	Montessori Book Study
November 16, 2022	1:00 Release	Review of School Safety Plan, Book Study
November 21, 2022	Full Day	Data Workshop, SPP Writing Teams
December 7, 2022	1:00 Release	State Assessment planning Training and Primer
December 23, 2022	Full Day	Review of SPP Goals, Report Cards
January 18, 2023	1:00 Release	Winter MAP/WIDA ACCESS Planning
February 1, 2023	1:00 Release	Continue Montessori Book Study
February 15, 2023	1:00 Release	State Testing Training and Schedules
February 17, 2023	Full Day	Montessori Refresher Course in Baltimore
March 1, 2023	1:00 Release	Continue Montessori Book Study
April 12, 2023	1:00 Release	Review of SPP and Data Disaggregation
April 26, 2023	1:00 Release	Classroom Sorting and Planning for 22-23
May 10, 2023	1:00 Release	Guide/Assistant evaluation and collaboration
May 24, 2023	1:00 Release	Complete Montessori Book Study
June 9, 2023	1:00 Release	Report Cards and Closing procedures

2. What problems does the school district/charter school hope to alleviate through an alternative schedule?

Currently teachers are working 1 to 2 hours a week (approximately 50 hours yearly) beyond their contracted days to attend PLCs, staff meetings, and work in school improvement committees. By allowing the alternative schedule, communication would occur on a more regular basis throughout the school year so that all can remain focused on the goals of our school performance plan.

3. List the names and addresses of all schools that will offer an alternative schedule of instruction if this application is approved.

School Name	School Address	Grade Levels
High Desert Montessori	101 Fantastic Dr. Reno, NV 89512	PK-8

Attach additional sheets if necessary.

4. For the school year 2022-2023, how many pupils are estimated to attend the schools covered by this application?

489

5. The bell schedule for schools operating on an alternative schedule will be:

Bell Schedule	Kindergarten	Grades 1-3	Grades 4-6	Grades 7 & 8
Classes Begin	8:55 AM	8:40 AM	8:40 AM	8:40 AM
Lunch Break Begins	12:00 PM	12:00 PM	12:00 PM	12:00 PM
Lunch Break Ends	12:30 PM	12:30 PM	12:30 PM	12:30 PM
Classes End	3:30 PM	3:10 PM	3:20 PM	3:00 PM

Note: Recess Breaks are included in class time. Do NOT include Lunch/Nutrition Breaks as class time. If the bell schedule is not exactly the same for each school or each day of the school week, attach a separate bell schedule as appropriate.

6. The school schedule for the first school month of the schools covered by this application will be the following:

Daily Minutes of Attendance by Grade							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Kindergarten		365	365	365	365	365	
Grade 1-3		360	360	360	360	360	
Grade 4-6		370	370	370	370	370	
Grade 7 & 8		350	350	350	350	350	
Week 2							
Kindergarten		365	365	365	365	365	
Grade 1-3		360	360	360	360	360	
Grade 4-6		370	370	370	370	370	
Grade 7 & 8		350	350	350	350	350	

Week 3							
Kindergarten		365	365	245	365	365	
Grade 1-3		360	360	240	360	360	
Grade 4-6		370	370	250	370	370	
Grade 7 & 8		350	350	230	350	370	
Week 4							
Kindergarten		0	365	365	365	365	
Grade 1-3		0	360	360	360	360	
Grade 4-6		0	370	370	370	370	
Grade 7 & 8		0	350	350	350	370	

Note: Attach additional schedules if all schools do not operate on the same schedule. The district/charter school must attach an applicable school calendar covering the schools with changed schedules as provided to the Nevada Department of Education in accordance with NAC 387.120.

N/A

7. NAC 387.131 requires that kindergarten pupils receive a minimum of 43,200 minutes of instruction per school year. Kindergarten requires 240 daily minutes per school day x 180 school days = 43,200 minutes per school year (unless offering half-day Kindergarten). How many minutes of instruction per school year will be received by Kindergarten pupils attending schools in the district that operate on an alternative instruction schedule?

62,820

152 Full School Days x 365 = 55,480
 4 Prof. Dev Days x 365 = 1,460
 24 Early Release Days x 245 = 5,880

58,765

Total = 62,820

54,900

8. NAC 387.131 requires that pupils in grades one and two receive a minimum of 43,200 minutes of instruction per school year. First and second grade requires 240 daily minutes per school day x 180 school days = 43,200 minutes per school year. How many minutes of instruction per school year will be received by pupils in grades one and two that are attending schools in the district that operate on an alternative instruction schedule?

61,920

152 Full School Days x 360 = 54,720
 4 Prof. Dev Days x 360 = 1,440
 24 Early Release Days x 240 = 5,760

Total = 61,920

57,960

9. NAC 387.131 requires that pupils in grades three, four, five and six receive a minimum of 54,000 minutes of instruction per school year. Grades three, four, five and six require 300 daily minutes per school day x 180 school days = 54,000 minutes per school year. How many minutes of instruction per school year will be received by pupils in grades three, four, five and six that are attending schools in the district that operate on an alternative instruction schedule?

61, 920 & 63, 720

(Grade 3)

152 Full School Days x 360 = 54,720

4 Prof. Dev Days x 360 = 1,440

24 Early Release Days x 240 = 5,760

Total = 61, 920

(Grades 4-6)

152 Full School Days x 370 = 56, 240

4 Prof. Dev Days x 370 = 1,480

24 Early Release Days x 250 = 6,000

Total = 63, 720

10. NAC 387.131 requires that pupils in grades seven through twelve receive a minimum of 59,400 minutes of instruction per school year. Grades seven through twelve require 330 daily minutes per school day x 180 school days = 59,400 minutes per school year. How many minutes of instruction per school year will be received by pupils in grades seven through twelve that are attending schools in the district that operate on an alternative instruction schedule?

60, 120

(Grades 7 & 8)

152 Full School Days x 350 = 53, 200

4 Prof. Dev Days x 350 = 1,400

24 Early Release Days x 230 = 5, 520

Total = 60, 120


Submit:

1. School Calendar per NAC 387.120
2. Alternative Schedule Application, Completed

3. Alternative Calendar Memo
4. For school district applications, a copy of a letter from a representative of the local teachers association agreeing to the alternative schedule is also required.

FOR DEPARTMENT OF EDUCATION USE ONLY		
The application to offer an alternative schedule of instruction per week at the aforementioned schools is recommended/not recommended for approval.		
School District/Charter School:		
Date Approved	Fiscal Year	Recommendation for Approval By

DEPARTMENT OF EDUCATION APPROVAL

	<u>4/18/23</u>
Jhone Ebert, Superintendent of Public Instruction	Date

	Regular Day	Early Release	Missed Time 5 cancellations 4 reg/1 early release	Total State Time Required	Total Time expected with no cancellations	Time in school with snow no adjustments	Minutes we will be short with no adjustments
Kindergarten	365	245	1,705	43,200	62,820	61,115	-17,915
Grade 1-2	360	240	1,880	43,200	61,920	60,240	-17,040
Grade 3	360	240	1,880	54,000	61,920	60,240	-6,240
Grade 4-6	370	250	1,730	54,000	63,720	61,090	-7,990
Grade 7 & 8	350	230	1,630	59,400	60,120	68,490	910

Original Bell Schedule from approved alternative calendar 22-23

Bell Schedule	Kindergarten	Grades 1-3	Grades 4-6	Grades 7-8
Classes Begin	<u>8:55 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>
Lunch Break Begins	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>
Lunch Break Ends	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>
Classes End	<u>3:30 PM</u>	<u>3:10 PM</u>	<u>3:20 PM</u>	<u>3:00 PM</u>

New bell schedule for dates May 8 through June 8, 2023.

Bell Schedule	Kindergarten	Grades 1-3	Grades 4-6	Grades 7-8
Classes Begin	<u>8:55 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>	<u>8:40 AM</u>
Lunch Break Begins	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>	<u>12:00 PM</u>
Lunch Break Ends	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>	<u>12:30 PM</u>
Classes End	<u>3:30 PM</u>	<u>3:10 PM</u>	<u>3:20 PM</u>	<u>3:40 PM</u>

Joe Lombardo
Governor

Jhone M. Ebert
Superintendent of
Public Instruction



Southern Nevada Office
2080 East Flamingo Rd,
Suite 210
Las Vegas, Nevada 89119-0811
Phone: (702) 486-6458
Fax: (702) 486-6450

STATE OF NEVADA
DEPARTMENT OF EDUCATION
700 E. Fifth Street | Carson City, Nevada 89701-5096
Phone: (775) 687-9200 | www.doe.nv.gov | Fax: (775) 687-9101

April 12, 2023

Eric Perez
Principal
High Desert Montessori
101 Fantastic Drive
Reno, NV 89512

Dear Principal Perez,

We have reviewed your proposed calendar revision submitted on April 4 for all middle school students to add an additional 40 minutes to each school day effective May 8 through June 8. This request has been determined to be in compliance with Nevada Administrative Code (NAC) 387.120 and 387.125 and is therefore approved.

The following details have been officially recorded:

- Increase for grades 7-8 from 350/day to 390/day May 8, 9, 11, 12, 15, 16, 17, 18, 19, 22, 23, 25, 26, 30, 31, June 1, 2, 5, 6, 7, and 8, totaling an additional 840 minutes.
- Increase for grades 7-8 from 230/day to 270/day May 10 and 24, totaling an additional 80 minutes.
- Total increase of 920 minutes for grades 7-8.

Calendar revisions or additional professional development requests must be received at least two weeks in advance to ensure sufficient processing time.

Please address all calendar related correspondence or questions to Amelia Thibault by phone at 775-687-2451 or by email acthibault@doe.nv.gov.

Sincerely,


Jhone M. Ebert
Superintendent of Public Instruction

Retention & Retainment Task Force FAQs

April 18, 2023

The HDMS Retention and Retainment Task Force as well as the HDMS Board Personnel Committee each met a couple of times throughout the 22-23 school year. Major themes for retention and retainment were discussed with both the staff and board members. Thank you to those who participated in these discussions. Below are the FAQs related to our topics.

Retainment

1. How would Great Basin Montessori support teacher retainment?

One of the purposes of Great Basin Montessori was to create a MACTE Accredited teacher training center located at the High Desert Montessori campus. This would allow not only HDMS faculty, but other interested candidates regionally to attend this training center. In terms of retaining teachers, *HDMS teachers who need to attend Montessori training would not need to leave our area, but stay home and have accredited training available at HDMS.* Great Basin Montessori was dissolved in February 2023 so this long term goal will need to be revisited at a later date.

2. How can we create a school calendar and schedule which allows for more prep time, cleaning time, and specials (music, art, PE, etc)?

The school calendar is reviewed annually and must comply with the minimum instructional minutes per grade levels and include 180 days of instruction. Considerations include when the school day begins and ends, traffic flow for arrival and dismissal, professional development, fall and spring parent conferences, lunch, recess, and cleaning schedules. The school bell schedule and calendar application must be approved by the Department of Education and WCSD. This is typically due by the end of January. Each level works with HR to determine time for cleaning based on the scheduled work day of assistants. We strive to maintain a 3 hour uninterrupted Montessori work period in the AM and specials in the PM. Middle school determines their daily schedule.

3. Can we have a full-time substitute floater?

HDMS employs several part time staff who step in as substitutes and floaters. These last 3 years we've had 3 part-time employees filling in as needed. In addition, we encourage teaching assistants to obtain a substitute teaching license if they are able.

4. How and when are salaries and benefits determined?

At HDMS we review salary increases, personal time off, benefits, and retirement on an annual basis. Our "tentative budget" is submitted to the Nevada Department of Education in March, and the final budget in June. These are discussed at our Finance Team meetings. The Nevada Legislature meets on a bi-yearly basis and they determine the per-pupil funding amount. We use this per-pupil amount based on the number of projected students (K-8) to determine our annual budget as well as the revenue we receive for our tuition based program and grants.

We also watch what WCSD does in terms of salary increases and do our best to remain competitive with their salaries and benefits.

We have 2 salary scales which are posted on the HDMS website; HDMS Teacher Salary Scale and Education Support Professional Pay Scale. Once contracts are signed and set, we do not change them for the contracted year as our funding does not change. PERS retirement rates and health insurance premiums are also considered.

Our goal is to work towards as much diversity as possible when hiring. We remain an equal opportunity employer.

Currently, staff wages and benefits are 90% of our expenses; leaving 10% for operational and maintenance.

All teachers are on a 185 day contract with an 8:00am to 4:00pm schedule (180 instructional days, 4 days before school begins, 1 day after school ends). Hourly employees vary depending on full or part time status as well as school year or year round employment. Administrative support is on a 200-215 day contract depending on the position. The school principal is on a 220 day contract and assistant principal on a 195 day contract.

5. What is the Montessori Training Contract and how often is it reviewed?

A top priority and condition of employment when hired at HDMS is that teachers must attend and receive their Montessori certification from an accredited Montessori training program. We've had a few teachers come to us with their Montessori certification, but most do not. HDMS pays the tuition, travel, lodging, and per diem for teachers who attend Montessori training which costs on average \$25,000 per teacher. Most certification programs take 2-3 years to complete. In return for the sponsorship, the school has the teacher sign a "Montessori Training Contract" in which they pledge to remain at HDMS as a teacher for 4 years after completing their training. If they do not remain for the 4 years, the teacher must repay the school a percentage of the expenses.

The Montessori Training Contract is reviewed every 3 or 4 years. Currently, a group met and suggested some changes to the current contract.

Recruitment

6. How would Great Basic Montessori support teacher recruitment?

One of the purposes of Great Basin Montessori was to create a MACTE Accredited teacher training center located at the High Desert Montessori campus. *This would allow not only HDMS faculty, but other interested candidates regionally to attend this training center, and be a great opportunity for recruitment of HDMS faculty.* Great Basin Montessori was dissolved in February 2023 so this long term goal will need to be revisited at a later date.

7. What is the process for job postings and where are they posted? How can staff be notified of opportunities for internal advancement?

When an opening occurs, human resources emails the open position out to staff internally first to see if there is interest. Internal advancement is a practice that has yielded positive results at HDMS over the years. If the open position is a lateral move (teaching assistant to another teaching assistant position), then an interview is not required and the move will be coordinated through administration and HR. If the position is different from what the employee is currently doing (teaching assistant to administrative support or lead teacher, teacher to school administration), an interview is required. Our practice when interviewing is to consider 2-3 applicants if possible. If a position is new or needs external applicants, the job description is created, then posted on the HDMS website, HDMS Weekly Newsletter, and text messaging within the HDMS community. In addition, some positions can be posted on the following:

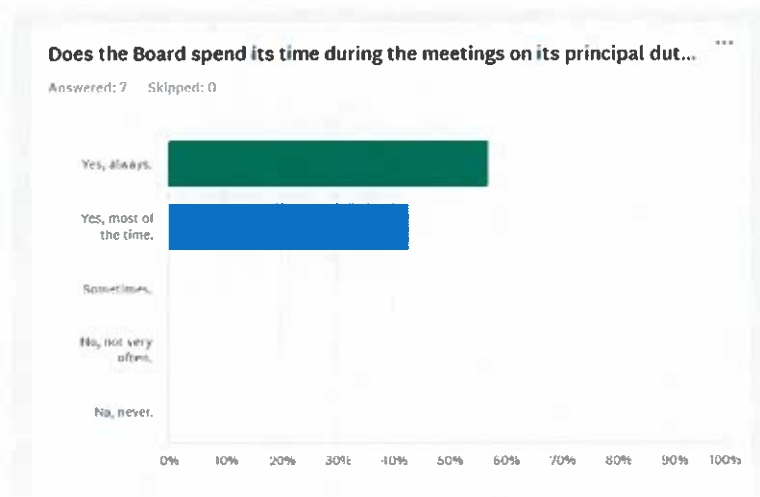
Websites to List HDMS Job Posting		
Name of Site	Web address	Cost to Post
HDMS Website	http://www.hdmsreno.com/	free
Washoe County School District Website (link to our website on their jobs page)	https://www.washoeschools.net/Page/1034	free
American Montessori Institute	https://amiusa.org/place-an-ad/#page-1368	\$147-\$305
Teach Montessori (National Center for Montessori in the Public Sector)	https://teach-montessori.org/post-a-montessori-teaching-job/	\$25
Montessori Jobs	http://www.montessorijobs.com	\$39
Get Montessori Jobs (posted through "Get It")	www.getmontessorijobs.com/	free
Montessori Northwest	https://montessori-nw.org/jobs-board/	\$45
Bay Area Montessori Association	http://www.bayareamontessoriassociation.com/jobs.html	free
Public Montessori in Action	tchan@montessori-action.org	
Indeed	https://www.indeed.com/	free
LinkedIn		free / \$34 a day for promoted

We typically post the position for 2-3 weeks, conduct a paper screening, then set up interviews. Those involved in that process depend on the job opening.

8. If I have questions related to any of the topics described in this FAQ, who do I contact
Please contact the business office if you have questions related to retention & retainment.

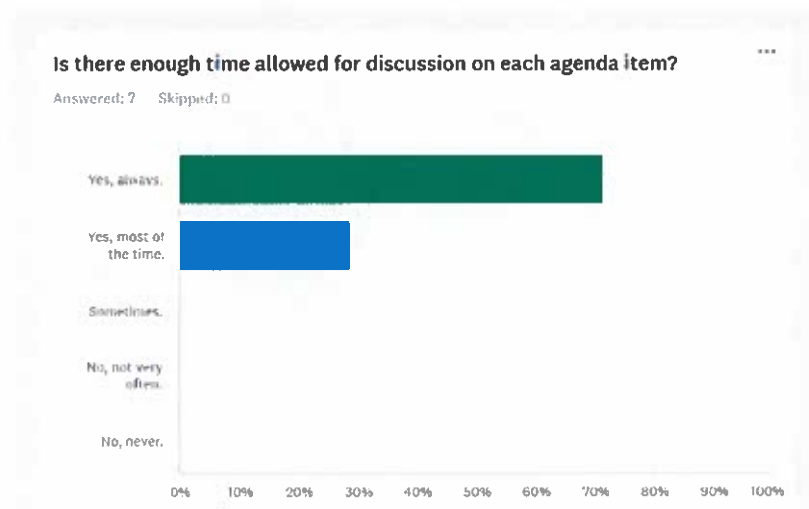
Summary of HDMS Board Evaluation Survey Results (Survey sent out 2/15/23)

1. Does the Board spend its time during the meetings on its principal duties and responsibilities?



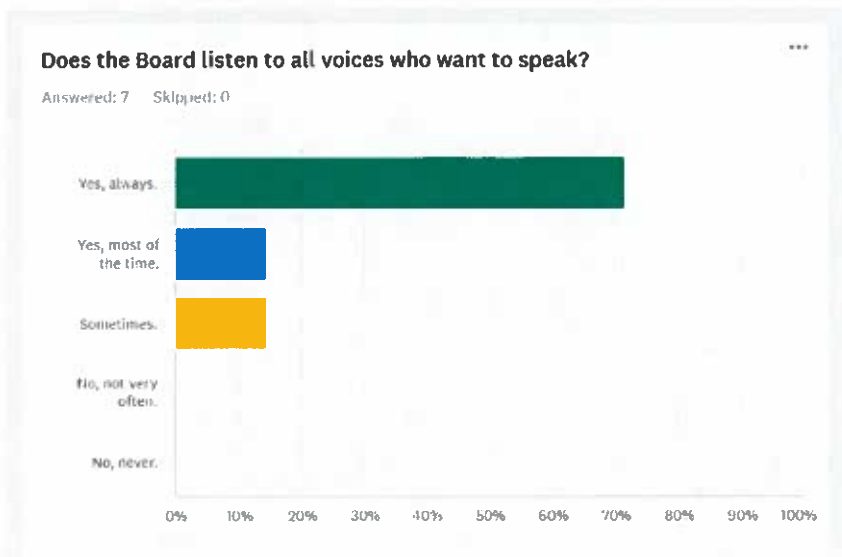
- Committees have improved the efficiency of the meetings
- Focused, cover business succinctly
- Would like the Board to discuss diversifying the student population to reflect the community

2. Is there enough time allowed for discussion on each agenda item?



- If not, the item has been moved to a future meeting
- Occasionally it feels that we are pushing through agenda items just to finish a meeting quickly

3. Does the Board listen to all voices who want to speak?



- For the most part, yes, but how do we seek out voices of our community members (other than public comments), and how are we taking into consideration the public comments?
- Usually, yes

4. Overall, how are the Board meetings going?

- Really well; Nicole keeps the meetings moving along while still giving every topic time and discussion. I enjoy most meetings being virtual via Zoom but a couple times per year in person
- Ok to good
- Going well; we have a good group that gets along with great support from HDMS staff.
- Recent meetings have been concise and on point
- Nicole keeps them focused and moving along. The folders provide early preview for more focused discussions.
- I appreciate all the hard work all members are doing to make sure we are doing what we need to for the community.

5. Do you have any new ideas or suggestions on how to have the Board meetings run more smoothly?

- Have each board member read Robert's rules and the open meeting law manual. Have more detailed agendas in accordance with open meeting laws so the public knows what meetings they would like to attend or provide comment
https://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/2019-03-26_OML_12_TH_AGOMANUAL.pdf
- It was recommended in a State School Board presentation (something along those lines) that we steer more away from general descriptions for agenda topics and include more detail. I don't think we need to adjust the Principal or ED's topic description because a lot is covered there but maybe include more descriptions on other topics. Glad to discuss more.

6. Is there anything you would like to see changed on the Board?

- Nothing
- Recruitment of a diverse board that reflects our current student body and our community- families of color, bilingual members, etc. Inviting community members and staff to discussions (or via a survey) before voting on a major decision that impacts the parents, staff, or children. Giving more weight and time to strategic decisions. Have the board attend some kind of short Introduction to Montessori theory, values, and principles. More in person meetings during the school year that are also broadcasted on zoom or conference call. All Washoe board meetings are broadcasted live and can be watched later from their website. Where does the public find our recordings or detailed minutes if someone misses a meeting or wants to watch a meeting? Currently, if a board member misses a meeting, the minutes do not reflect the discussion in detail and the video recording is not readily available on our website so that the board member may read or view what they missed (again I think we need to review the open meeting law).

7. How is your Committee going? Any suggestions on improving the process of your Committee or the Committees in general?

- The Board Governance Committee is going really well, accomplishing necessary tasks that the Board has intended to complete for a long time but just has not had the manpower.
- My committee is going well.
- For improving: making all meetings open to the public unless in executive session. According to open meeting laws, all committees should begin as open meetings, and then go into executive session (but only for specific reasons usually related to a specific employee in regards to character, reprimands, evaluations). The personnel committees for example, in recent meetings have not always been speaking of specific employees and therefor not requiring executive session, but rather were

meetings about organizational decisions and ideas around recruitment and retention - that would have been an opportunity to be open for the public to observe and participate if invited.

- The finance committee is going well though on one topic, capital campaigns, we don't have the breadth of talent we need for that, so feeling a little out of place there, but that's to be expected.
- Not always sure when committee meets as I don't get all Zoom links.
- We have great Committees

8. Are there additional questions you would like to have added to this survey next time? Are there any questions on here you would like to see taken off this survey next time?

- I thought all the questions were relevant and will provide useful feedback to make an action plan. Maybe some more questions that address these topics (suggested by Harvard Law to assess board effectiveness and further self-reflect/evaluate, <https://corpgov.law.harvard.edu/2020/02/09/strengthening-the-boards-effectiveness-in-2020-a-framework-for-board-evaluations/>) Topics: 1. Consider board composition, including skills and diversity 2. Evaluate efficiencies and effectiveness of board leadership 3. Consider director independence, especially where directors represent the interests of significant shareholders or founding families 4. Improve meeting and information processes 5. Assess quality of boardroom discussions and relationships 6. Discuss succession strategies 7. Consider the board's relationship with management 8. Refresh the board to achieve diversity, including of age, tenure, gender 9. Consider committee responsibilities and effectiveness 10. Rotate committee composition and leadership 11. Address issues from recent transformative transactions 12. Discuss specific issues or concerns facing the company and/or industry 13. Enhance governance guidelines 14. Reinvigorate the board as a whole.... Consider action steps that we will take after this survey has been analyzed (also from Harvard): 1. Enhanced director orientation and education programs 2. Changes to board structure 3. Changes in composition and director tenure or retirement age limits 4. Expanded director search and recruitment practices 5. Improvements to the format and timing of board materials 6. Changes to the board's agenda with more time allocated to key strategic issues 7. Changes to company and board governance documents 8. Improved evaluation process

Finance Committee Meeting Notes 4.17.23

Attendees: Bonnie Pillaro , Max Haynes, Eric Perez, Tammie Stockton, Elyse Neimann, Cheryl Miller Mintz, Sherrie Jordan, Kelly Bodtke, Kaleigh Richards

1. Edward Jones Update: Tommy Barcia from Edward Jones gave an update on our investment account. Currently we have \$876,703 invested with 67% in stocks and 33% in bonds. Even though our investment took a dip, it has since rebounded back to where it was previously. Tommy recommends we leave the investment as is and continue to meet with him a few times a year for updates.
2. Preschool tuition increases: The board approved last year to increase student tuition in our primary program by \$100 over 2 years. This school year (22-23) it increased by \$50, and will increase another \$50 (23-24).
3. Salary increases: We are still waiting for the legislature to finalize the per-pupil allocation. Once this is determined, we can begin looking at salary increases for all staff for 23-24 and solidify contracts.
4. Nevada Ready Grant: We will be continuing with the Nevada Ready Grant for 23-24. Currently we have 8 families of qualifying 4 year olds benefitting from this program. Next year we will anticipate between 10-15 families qualifying.
5. Capital Campaign: We discussed how our goals have changed since the onset of a Capital Campaign. We have been able to tap into several grants over the past few years which have benefited the school including PPE, ESSER, Nevada Department of Agriculture, Nevada Ready, and Children's Cabinet. In addition, the school administration has contracted with a lobbyist who is supporting local charter schools at the legislator. A recent meeting between the district sponsored administrators and WCSD Superintendent Dr. Enfield and Deputy Superintendent Dr. Kao proved positive in creating more equitable financial resources.

HIGH DESERT MONTESSORI CHARTER
SCHOOL
101 FANTASTIC DR
RENO NV 89512-2184

Find your way with Market Compass

Our Market Compass video series helps keep you in the know about changes in the market and looks ahead to what may be down the road. Each month, our investment strategists discuss the latest market and economic developments and offer investing tips you can use today. Visit edwardjones.com/market-compass to learn more.

Important tax form information

Edward Jones has furnished all final Consolidated 1099 Tax Statements for the 2022 tax year. You can view, print, download and share your Edward Jones tax forms through Online Access. Your local Edward Jones team can also share your tax forms electronically with your tax professional at your instruction. Contact your Edward Jones office for details. For more information about your Edward Jones tax forms, visit edwardjones.com/taxcenter.

Portfolio Summary

Total Portfolio Value	
\$871,214.37	
1 Month Ago	\$852,552.03
1 Year Ago	\$910,568.90
3 Years Ago	\$0.00
5 Years Ago	\$0.00

Overview of Accounts				
Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Corporate Account Advisory Solutions Fund Model	High Desert Montessori Charter	362-25977-1-8	\$732,001.78	\$871,213.84
Corporate Account Select	High Desert Montessori Charter	362-25910-1-8	\$178,567.12	\$0.53
Total Accounts			\$910,568.90	\$871,214.37

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

Important disclosures; such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at www.edwardjones.com/statementdisclosures.

High Desert Montessori Charter
School

**Purpose in Action: 2023 Purpose, Inclusion and
Citizenship Report**

At Edward Jones, we are guided by our purpose: to partner for positive impact to improve the lives of our clients and colleagues, and together, better our communities and society. Learn more about how we're addressing some of the most pressing challenges of our time by downloading our 2023 Purpose, Inclusion and Citizenship Report, Purpose in Action, at edwardjones.com/purposeinaction.

Corporate - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Toward Growth

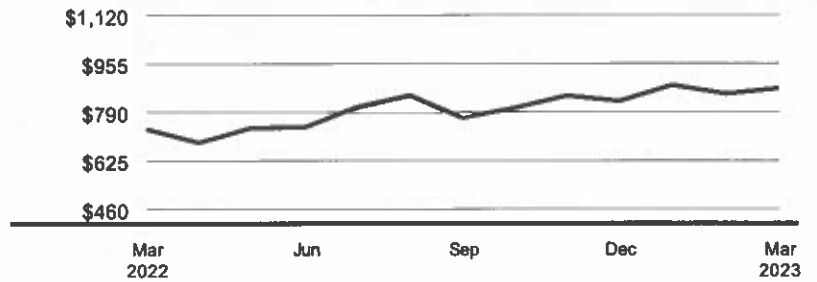
For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value

\$871,213.84

1 Month Ago	\$852,551.50
1 Year Ago	\$732,001.78
3 Years Ago	\$0.00
5 Years Ago	\$0.00

Value of Your Account (in 000s)



Value Summary

	This Period	This Year
Beginning Value	\$852,551.50	\$827,932.47
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	-766.52	-2,423.34
Change in Value	19,428.86	45,704.71
Ending Value	\$871,213.84	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	5.19%	5.19%	-4.74%	---	---

Performance Benchmarks

Rate of Return (continued)

Large US Cap Equities (S & P 500)	7.50%	7.50%	-7.73%	18.60%	11.18%
International Equities (MSCI EAFE)	8.62%	8.62%	-0.86%	13.52%	4.03%
Taxable Fixed Income (Bloomberg Aggregate)	2.96%	2.96%	-4.78%	-2.77%	0.91%

Your Personal Rate of Return: Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

Performance Benchmarks: Your Personal Rate of Return should be compared to the return necessary to achieve your financial goals. However, we understand many investors would like to compare their Personal Rate of Return to market indexes. Keep in mind this may not be an accurate comparison, as your Personal Rate of Return incorporates the timing of your specific additions and withdrawals and your specific investment mix, while published returns of market indexes do not.

These market indexes are used as a general measure of market performance for several major asset classes. Market indexes assume reinvestment of all distributions and do not take into account brokerage fees, taxes or investment management fees.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Rate of Return information on account statements uses the dollar-weighted calculation. Time-weighted Rate of Return numbers for Advisory Solutions Fund and UMA accounts can be found on your Quarterly Performance Report through Online Account Access. If you are not an Online Access user, visit edwardjones.com/access to sign up.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit edwardjones.com/performance.

Rate of Return Indexes Definitions

S&P 500 Index: A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float adjusted capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.

MSCI EAFE Index: A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada).

Bloomberg Aggregate Bond Index: Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.

Asset Details (as of Mar 31, 2023)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market 4.09%*	\$0.17	\$1,077.54	-\$484.40	\$593.31

* The average yield on the money market fund for the past seven days.

Asset Details (continued)

Exchange Traded & Closed End Funds	Price	Quantity	Value	Rate of Return*
iShares MSCI EAFE Small Cap Et	59.51	152	9,045.52	-1.17%
iShares Core US Aggregate Bond	99.64	1,001	99,739.64	-4.53%
Vanguard FTSE Dev Mkts ETF	45.17	1,451	65,541.67	6.52%
Vanguard FTSE Emerging Mkt ETF	40.40	654	26,421.60	-1.41%
Vanguard Growth ETF	249.44	226	56,373.44	0.63%
Vanguard Value ETF	138.11	405	55,934.55	0.44%
Vanguard Large Cap ETF	186.81	140	26,153.40	4.44%
Vanguard Small Cap ETF	189.56	86	16,302.16	-4.84%
Mutual Funds	Price	Quantity	Value	Rate of Return*
American Capital World Bond F3	16.46	1,043.928	17,183.05	9.19%
Bridge Builder Core Plus Bond	8.91	13,256.805	118,118.13	-4.81%
Bridge Builder INTL Equity	11.73	5,750.554	67,454.00	7.95%
Bridge Builder Large Growth	18.80	3,858.12	72,532.66	4.10%
Bridge Builder Large Value	15.15	3,849.719	58,323.24	1.71%
Bridge Builder Small/Mid Grw	12.65	2,701.872	34,178.68	0.75%
Bridge Builder Small/Mid Value	12.51	2,677.688	33,497.88	-2.60%
Delaware Emerging Markets R6	18.31	2,059.429	37,708.14	-3.56%
Dfa INTL Small Company I	18.51	1,008.244	18,662.60	1.70%
Goldman Fs Government I	1.00	15,144.12	15,144.12	2.24%
TRP High Yield Bond I	5.67	4,420.397	25,063.65	-1.52%
Tcw Emerg Mkts Income Plan P	6.09	2,831.264	17,242.40	-5.30%
Total Account Value			\$871,213.84	

*Your Rate of Return for each individual asset above is as of March 31, 2023. Returns greater than 12 months are annualized.

Your Rate of Return in the Asset Details section above measures the investment performance of each of your individual assets. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing your Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit www.edwardjones.com/performance.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
3/01	Dividend on Goldman Fs Government I on 15,373.57 Shares at Daily Accrual Rate		\$52.69
3/01	Reinvestment into Goldman Fs Government I @ 1.00	52.69	-52.69
3/01	Dividend on Bridge Builder Core Plus Bond on 13,215.459 Shares at Daily Accrual Rate		360.95
3/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.73	41.346	-360.95
3/01	Dividend on TRP High Yield Bond I on 4,398.496 Shares at Daily Accrual Rate		123.96
3/01	Reinvestment into TRP High Yield Bond I @ 5.66	21.901	-123.96
3/01	Dividend on Tcw Emerg Mkts Income Plan P on 2,818.215 Shares @ 0.028		79.47
3/01	Reinvestment into Tcw Emerg Mkts Income Plan P @ 6.09	13.049	-79.47
3/07	Redeemed Goldman Fs Government I @ 1.00	-766.54	766.54
3/07	Dividend on iShares Core US Aggregate Bond on 1,001 Shares @ 0.233768		234.00
3/07	Program & Portfolio Strat Fees		-766.54
3/13	Close Out Redemption Dividend on Money Market		0.11
3/13	Buy Goldman Fs Government I @ 1.00	234.17	-234.17
3/17	Fee Offset		0.02
3/20	Dividend on American Capital World Bond F3 on 1,036.956 Shares @ 0.11		114.07
3/20	Reinvestment into American Capital World Bond F3 @ 16.36	6.972	-114.07
3/23	Dividend on Vanguard FTSE Emerging Mkt ETF on 654 Shares @ 0.0281		18.38
3/23	Dividend on Vanguard FTSE Dev Mkts ETF on 1,451 Shares @ 0.1597		231.72
3/28	Dividend on Vanguard Growth ETF on 226 Shares @ 0.4292		97.00
3/28	Dividend on Vanguard Large Cap ETF on 140 Shares @ 0.7094		99.32
3/28	Dividend on Vanguard Small Cap ETF on 86 Shares @ 0.7461		64.16
3/28	Dividend on Vanguard Value ETF on 405 Shares @ 0.8218		332.83
3/28	Buy Goldman Fs Government I @ 1.00	250.23	-250.23
3/31	Dividend on Dfa INTL Small Company I on 1,007.113 Shares @ 0.02		20.87
3/31	Reinvestment into Dfa INTL Small Company I @ 18.45	1.131	-20.87

Money Market Detail by Date

Beginning Balance on Feb 25					\$0.17
Date	Transaction	Description	Deposits	Withdrawals	Balance
3/07	Deposit		234.00		\$234.17
3/13	Withdrawal			-234.17	\$0.00
3/15	Deposit		0.11		\$0.11
3/20	Deposit		0.02		\$0.13
3/23	Deposit		250.10		\$250.23
3/28	Deposit		593.31		\$843.54

Money Market Detail by Date (continued)

Date	Transaction	Description	Deposits	Withdrawals	Balance
3/28	Withdrawal			-250.23	\$593.31
Total			\$1,077.54	-\$484.40	

Ending Balance on Mar 31					\$593.31
---------------------------------	--	--	--	--	-----------------

Pending Trades

Date	Description	Settlement Date	Total Amount
3/30	Pending buy of Advisory Solutions 0.00 @ 0.00	4/3/2023	---
3/30	Pending buy of Goldman Fs Government I 593.31 @ 1.00	4/3/2023	593.31

Your Relationship and Mailing Group(s)

Relationship - You have asked us to combine the accounts listed below for planning purposes as we work with you to achieve your financial goals. This means that information about these accounts and your goals and objectives may be shared with and accessible by each owner and authorized party in the relationship, including through Edward Jones Online Access and Edward Jones reports.

Mailing Group - You have also asked us to combine certain information about the accounts listed below into the mailing group(s) below for delivery purposes. Information for accounts within the same mailing group may be included in one envelope and mailed to the mailing group address. We may still send certain information directly to the account owners, as we believe appropriate.

Account Number	Account Owner(s)	Account Type	Mailing Group Address
XXX-XX977-1-8	High Desert Montessori Charter	Corporate Account Advisory Solutions Fund Model	HIGH DESERT MONTESSORI CHARTER SCHOOL 101 FANTASTIC DR RENO NV 89512-2184
XXX-XX910-1-8	High Desert Montessori Charter	Corporate Account Select	

For more information on this relationship or mailing group(s), please visit www.edwardjones.com/disclosures. If you wish to make changes to either the relationship(s) or mailing group(s), please contact your financial advisor.

For more information about the Advisory Solutions program, see the applicable program brochure at www.edwardjones.com/advisorybrochures.

Board Governance Meeting Notes

4.11.23

Attendees: Nicole Commons, Ashley Allen, Eric Perez, Tammie Stockton

The committee met and discussed the following items:

1. **MOU Approval:** We discussed how this is a big step for the board. We need all current and new board members to sign the approved MOU, and archive this information in the "Standing Board Docs" shared folder.
2. **Board Committees:** We discussed how the active board committees have done a nice job of reviewing the bylaws and setting goals. Our goal is that current board committees will meet 2-3 times per school year in moving forward.
3. **Board Surveys:** Two surveys were sent out this spring. Ashley Allen sent one out in February to just board members (See Item 10b). Eric sent out a staff survey with specific questions related to the board and its roles and responsibilities. General themes from the staff survey included:
 - Introduce board members to staff at the beginning of the year
 - Continue to remain financially healthy and sustainable
 - Continue to ensure we hire Montessori trained administrators and uphold Montessori tenets as a school
 - Board committees promote more engagement
 - Follow the MOU to increase board visibility (attend more events, informal walkthrough of classrooms, chat with staff informally and formally)
 - Continue to diversify the board
 - Continue to diversify the student population
 - Ensure all staff is trained in the conflict resolution process and follow it

Next steps:

- Collect MOU's from current and new board members

3.1.23

Attendees: Nicole Commons, Ashley Allen, Eric Perez, Tammie Stockton

The committee met and discussed the following items:

1. Robert's Rules of Order: HDMS attorney provided us language which we believe will work for our bylaws. Her recommendation is, ***"The board meetings shall be conducted in accordance with Robert's Rules of Order or a similar procedure that adequately documents the discussions and determinations made by the board."***
2. Steps to Board Membership: We have discussed the MOU, Board Protocol and mentoring at several meetings. The board needs to adopt the "Steps to Board Membership".
3. Surveys: Ashley sent out a Survey Monkey to the board to gain insights. In addition a staff survey was sent out in February which included a couple of questions related to the board. The Board Governance Committee will review the results at our next committee meeting.
4. Officer Positions: Both parent liaison Nancy Smith and treasurer Reid Riker will be terming out of their officer positions. Parent Kristen Ashbaugh is interested in the parent liaison position which must be nominated through the PTO. Currently, we do not have anyone interested in the treasurer position.

Next meeting: April 11 @ 3:30

1.11.23

Attendees: Nicole Commons, Ashley Allen, Eric Perez, Tammie Stockton

The committee met and discussed the following items:

1. **Mentorship program:** We discussed the importance of new board members feeling supported through a mentorship program. An assigned mentor would meet with the new board member to go over the Memo of Understanding, Board Protocol, and any other important items.
2. **Board Information Pamphlet:** Nicole Commons is working with HDMS Communications Coordinator **Laurel Woolstenhulme** in creating an informative pamphlet which can be shared with prospective board candidates as well as community partners.
3. **Board Governance Survey:** Ashley Allen will be sending out a Survey Monkey to board members to gain additional insights.

Next meeting: Wednesday, March 1 at 3:30

11.16.22

Attendees: Nicole Commons, Ashley Allen, Eric Perez, Tammie Stockton

Notes:

***Review of bylaws**

Bylaws: Board Governance Committee

a) Membership: The Governance Committee shall perform the below described functions itself, such committee shall be composed of at least two (2) Board members and the School's designated Supervising Employee.

b) Function:

1.1.1.1. Create and communicate individual board member roles and Responsibilities

1.1.1.1.II. Manage board composition and nomination process, including new member orientation

1.1.1.1.III. Encourage board development

1.1.1.1.IV. Assess board effectiveness

1.1.1.1.V. Prepare board leadership

***Each function was discussed individually:**

1. Create and communicate individual board members roles and responsibilities

Possible action:

- Possible new action: Discussed a formal MOU for HDMS board members
- Possible new action: Orientation packet includes attendance requirements and such
- Possible new action: Secretary maintains a shared Google folder with pertinent board documents for easy reference
- Affidavit which needs to be signed and notarized within 30 days of being appointed a member

2. Manage board composition and nomination process, including new member orientation

- Review of board composition
- Review of the nomination process; current board members or staff nominating new members
- Tour of the school by school administrators
- Formal meeting with someone on the board or school administration (mentorship)

3. Encourage board development

- Open meeting law training video
- WCSD required board governance training
- Annual board retreat

4. Assess board effectiveness

- Possible new action: Survey Monkey to board and/or staff once or twice a year

5. Prepare board leadership

- Immediate past chairperson position (new 22-23 school year)
- Board officer transitions/ healthy so not all new officers at once

***Next steps:**

- Create shared folder
- Review MOU with board
- Review board protocol policy (adopted 2014)
- Upcoming meeting: January 11 @ 3:00