



**Board of Directors Meeting
December 21, 2022, @ 5:00 pm via Zoom**

1. Call to Order and Roll Call (5:02)

Max Haynes
Bonnie Pillaro (joined at 5:08)
Ashley Allen
Nicole Commons
Reid Riker
Jennifer Linn (not present)
Nancy Smith (not present)
Brigitte Frost
Kelly Ryder

2. Public Comment

None

3. Adopt the Agenda

Member Riker motions to adopt the agenda as presented, Member Allen 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, Member Allen seconds the motion and it passes unanimously.

5. Approval of YE22 Financial Audit

Auditor Dave Silva presented highlights of the YE22 Financial Audit. He stated that a Single Audit is in process regarding the federal grants.

Member Riker motions to approve the YE22 Financial Audit as presented plus the addition of a letter regarding specific Bond Reporting, Member Allen seconds the motion and it passes unanimously.

6. NAC 386.350(3) HWT/STAFF QUALIFICATION REPORTING and the NAC 386.400 (2) (g) INDEPENDENT CONTRACTORS for High Desert Montessori Charter School

Administrator Jordan presented the NAC 386.350 HWT/STAFF QUALIFICATION REPORTING and the NAC 386.400 INDEPENDENT CONTRACTORS (see supporting documents).

Member Allen motions to approve the NAC 386.350 HWT/STAFF QUALIFICATION REPORTING and the NAC 386.400 INDEPENDENT CONTRACTORS for High Desert Montessori Charter School as presented, Member Riker seconds the motion and it passes unanimously.

7. Public Comment

None

8. Adjournment and Future Agenda Items (FOR POSSIBLE ACTION)

Roberts rules
23-24 Administrative Restructuring
23-24 HDMS School Calendar
Principal Update
ED update
Coach Update
Committees
Board MOU
Dave Silva Single Audit
Faculty Advisor Update

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



High Desert Montessori Charter School

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

January 26, 2023

Dear High Desert Montessori Board of Directors,

Please accept this letter as formal notification of High Desert Montessori's Corrective Action Plan as required by NAC 387.780.

Per the YE 22 Financial Audit, page 24, Note 2- Compliance with Nevada Revised Statutes, The School conformed to all significant and statutory constraints on its financial administration during the year, with the exception of NRS 354.626 as expenditures exceeded appropriations in the following line items:

Program/Function	Amount
General Fund:	
Capital outlay	\$58,279

High Desert Montessori's executive director and financial team understand the over expenditures in the General Fund as outlined in the Corrective Action Plan and will do our best to ensure we remain in compliance.

Please contact me if you have any questions.

Sincerely,

Tammie Stockton, MaEd
Executive Director
High Desert Montessori Charter School
Tammie@hdmsreno.com



High Desert Montessori Charter School

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

HIGH DESERT MONTESSORI CHARTER SCHOOL CORRECTIVE ACTION PLAN JANUARY 25, 2023

Because the School is very conscientious in its approach to monitoring expenditures to prevent over expenditures, and due to the unusual circumstances which led to the budgetary violation, we sincerely do not anticipate a recurrence. However, with the assistance of the School's accountant, we will institute an additional review of appropriations and expenditures prior to June 30th to help minimize the opportunity for over expenditures due to unusual items.

This Corrective Action Plan has been submitted to an approved by the School's Board of Directors on January 25, 2023.

Approval

Nicole Commons
HDMS Board Chairperson



High Desert Montessori Charter School

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

January 26, 2023

Via Email: mshafer@doe.nv.gov
Michael Shafer
Nevada Department of Education

Via Email: slcooper@washoeschools.net
Stacey Cooper
Washoe County School District

Re: High Desert Montessori School - FY 22 Audit, Corrective Action Plan

Dear Mr. Shafer and Ms. Cooper,

In accordance with NAC 387.780, the Board of Directors of High Desert Montessori School (the School) respectfully submits this plan of corrective action with respect to the statutory violations reported in our June 30, 2022 audit. An excerpt from page 24 of the audit states the following:

Note 2- Compliance with Nevada Revised Statutes, The School conformed to all significant and statutory constraints on its financial administration during the year, with the exception of NRS 354.626 as expenditures exceeded appropriations in the following line items:

Program/Function	Amount
General Fund:	
Capital outlay	\$58,279

We acknowledge the inadvertent over expenditures in the General Fund. We believe these over expenditures occurred because of the following:

- Capital outlay and debt service- These expenditures resulted from amounts paid prior to June 30th in connection with the School's bond financing. These amounts were not known at the time the FY22 budget augmentation was prepared.

The School's Corrective Action Plan has been submitted to and approved by the School's Board of Directors on January 25, 2023 and is attached to this letter.

Respectfully submitted,

Tammie Stockton, Executive Director

Encl: Corrective Action Plan

DRAFT HIGH DESERT MONTESSORI SCHOOL

2023-2024 SCHOOL YEAR

July 2023

S	M	T	W	T	F	S	No School on Shaded Days
						1	# of School Day = 0
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	Yellow: Two Hour Early Release
23	24	25	26	27	28	29	Blue: No School Teacher Work Day
30	31						

August 2023

S	M	T	W	T	F	S	No School on Shaded Days
		1	2	3	4	5	# of School Days = 14
6	7	8	9	10	11	12	Aug 14: First Day Pre-K & 1st-8th
13	14	15	16	17	18	19	Aug 14-18: Kinder assessments
20	21	22	23	24	25	26	Aug 21: First Day for Kindergarten
27	28	29	30	31			

September 2023

S	M	T	W	T	F	S	No School on Shaded Days
					1	2	# of School Days = 20
3	4	5	6	7	8	9	Sept 1: Teacher Work Day
10	11	12	13	14	15	16	Sept 4: Labor Day
17	18	19	20	21	22	23	Sept 20: Two Hour Early Release
24	25	26	27	28	29	30	

October 2023

S	M	T	W	T	F	S	No School on Shaded Days
1	2	3	4	5	6	7	# of School Days = 16
8	9	10	11	12	13	14	Oct 2-6: Fall Break
15	16	17	18	19	20	21	Oct 13: End of Grading Period
22	23	24	25	26	27	28	Oct 16 - 20: Fall Conf, Early Release
29	30	31					Oct 27: Nevada Day

November 2023

S	M	T	W	T	F	S	No School on Shaded Days
			1	2	3	4	# of School Days = 17
5	6	7	8	9	10	11	Nov 1: Two Hour Early Release
12	13	14	15	16	17	18	Nov 10: Veteran's Day
19	20	21	22	23	24	25	Nov 20: Teacher Work Day
26	27	28	29	30			Nov 21-24: Thanksgiving Break

December 2023

S	M	T	W	T	F	S	No School on Shaded Days
					1	2	# of School Days = 16
3	4	5	6	7	8	9	Dec 6: Two Hour Early Release
10	11	12	13	14	15	16	Dec 22: End of Grading Period
17	18	19	20	21	22	23	Dec 22: Teacher Work Day
24	25	26	27	28	29	30	Dec 25 - Jan 5: Winter Break
31							

January 2024

S	M	T	W	T	F	S	No School on Shaded Days
	1	2	3	4	5	6	# of School Days = 17
7	8	9	10	11	12	13	Dec 22 - Jan 5: Winter Break
14	15	16	17	18	19	20	Jan 8: Back from Winter Break
21	22	23	24	25	26	27	Jan 15: MLK Jr Day
28	29	30	31				Jan 24: Two Hour Early Release

February 2024

S	M	T	W	T	F	S	No School on Shaded Days
				1	2	3	# of School Days = 20
4	5	6	7	8	9	10	Feb 16: Teacher Work Day
11	12	13	14	15	16	17	Feb 19: President's Day
18	19	20	21	22	23	24	Feb 28: Two Hour Early Release
25	26	27	28	29			

March 2024

S	M	T	W	T	F	S	No School on Shaded Days
					1	2	# of School Days = 16
3	4	5	6	7	8	9	Mar 15: End of Grading Period
10	11	12	13	14	15	16	Mar 18-22: Spring Conferences,
17	18	19	20	21	22	23	Two Hour Early Release
24	25	26	27	28	29	30	Mar 25-April 5: Spring Break
31							

April 2024

S	M	T	W	T	F	S	No School on Shaded Days
	1	2	3	4	5	6	# of School Days = 17
7	8	9	10	11	12	13	Mar 25-April 5: Spring Break
14	15	16	17	18	19	20	Apr 17: Two Hour Early Release
21	22	23	24	25	26	27	
28	29	30					

May 2024

S	M	T	W	T	F	S	No School on Shaded Days
			1	2	3	4	# of School Days = 22
5	6	7	8	9	10	11	May 10: Teacher Work Day
12	13	14	15	16	17	18	May 22: Two Hour Early Release
19	20	21	22	23	24	25	May 27: Memorial Day
26	27	28	29	30	31		

June 2024

S	M	T	W	T	F	S	No School on Shaded Days
						1	# of School Days = 5
2	3	4	5	6	7	8	June 7: Last day of school
9	10	11	12	13	14	15	June 7: End of Grading Period
16	17	18	19	20	21	22	June 7: Early Release
23	24	25	26	27	28	29	June 10-12: Contingency Days
30							

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

HIGH DESERT MONTESSORI SCHOOL

2023-2024 SCHOOL YEAR

July 2023

S	M	T	W	T	F	S	No School on Shaded Days
						1	July 4: Independence Day
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						

January 2024

S	M	T	W	T	F	S	No School on Shaded Days
	1	2	3	4	5	6	Jan 1: New Years Day
7	8	9	10	11	12	13	Jan 15: MLK Jr Day
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

August 2023

S	M	T	W	T	F	S	No School on Shaded Days
		1	2	3	4	5	Aug 7-11: Teacher Work Week
6	7	8	9	10	11	12	Aug 15: First Day PK, 1st-8
13	14	15	16	17	18	19	Aug 14-18: Kinder assessments
20	21	22	23	24	25	26	Aug 21: First Day for Kinder
27	28	29	30	31			

February 2024

S	M	T	W	T	F	S	No School on Shaded Days
				1	2	3	Feb 16: Teacher Work Day
4	5	6	7	8	9	10	Feb 19: President's Day
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

September 2023

S	M	T	W	T	F	S	No School on Shaded Days
					1	2	Sept 1: Teacher Work Day
3	4	5	6	7	8	9	Sept 4: Labor Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

March 2024

S	M	T	W	T	F	S	No School on Shaded Days
					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							

October 2023

S	M	T	W	T	F	S	No School on Shaded Days
1	2	3	4	5	6	7	Oct 27: Nevada Day
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

April 2024

S	M	T	W	T	F	S	No School on Shaded Days
	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					

November 2023

S	M	T	W	T	F	S	No School on Shaded Days
			1	2	3	4	Nov 10: Veteran's Day
5	6	7	8	9	10	11	Nov 22: 1:00 Early Release
12	13	14	15	16	17	18	Nov 23-24: Thanksgiving Break
19	20	21	22	23	24	25	
26	27	28	29	30			

May 2024

S	M	T	W	T	F	S	No School on Shaded Days
			1	2	3	4	May 10: Teacher Work Day
5	6	7	8	9	10	11	May 27: Memorial Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

December 2023

S	M	T	W	T	F	S	No School on Shaded Days
					1	2	Dec 22: Teacher Work Day
3	4	5	6	7	8	9	Dec 25: Christmas Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

June 2024

S	M	T	W	T	F	S	No School on Shaded Days
						1	June 7: 1:00 Early Release
2	3	4	5	6	7	8	June 19: Juneteenth
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

**NEVADA DEPARTMENT OF EDUCATION
APPLICATION TO OPERATE AN ALTERNATIVE SCHEDULE
PURSUANT TO NRS 388.090
SCHOOL YEAR 2023-2024**

District/Charter School Name High Desert Montessori	Beginning Date of School Year August 14, 2023	Ending Date of School Year June 7, 2024
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 **January 25, 2023**. 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

1/9/2023

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 5 full days and 18 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:

- **5 full days of Professional Development. See dates below.**
- **10 early release days (1pm dismissal) for parent-teacher conferences on:**
 - **October 16, 2023 through October 20, 2023 (Fall Conferences)**
 - **March 18, 2024 through March 12, 2024 (Spring Conferences)**
- **8 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
September 1, 2023	Full Day	Child Abuse and Bullying Training - I-Ready Data Diagnostic and analysis training
September 20, 2023	1:00 Release	Data Workshop -Analysis of I-Ready results
November 1, 2023	1:00 Release	School Performance Plan Act 1 review
November 20, 2023	Full Day	I-Ready Training 2 - Webinar
December 6, 2023	1:00 Release	Montessori Theory - Book Study
December 22, 2022	Full Day	Assess Success of SPP Goals, Report Cards
January 24, 2024	1:00 Release	Winter MAP/WIDA/I-Ready Planning
February 16, 2024	Full Day	Montessori Refresher Course
February 28, 2024	1:00 Release	Review School Performance Plan Act 2
April 17, 2024	1:00 Release	Analyze I-Ready Diagnostic Assessment Data
May 10, 2024	Full Day	Classroom Sorting and Planning for 23-24 Guide/Assistant evaluation and collaboration
May 22, 2024	1:00 Release	Complete Montessori Book Study
June 7, 2024	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, and 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 2023-2024, how many pupils are estimated to attend the schools covered by this application?

540

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	<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>3:10 PM</u>	<u>2:40 PM</u>	<u>2:50 PM</u>	<u>3:00 PM</u>

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		345	345	345	345	345	
Grade 1-3		330	330	330	330	330	
Grade 4-6		340	340	340	340	340	
Grade 7 & 8		350	350	350	350	350	
Week 2							
Kindergarten		345	345	345	345	345	
Grade 1-3		330	330	330	330	330	
Grade 4-6		340	340	340	340	340	
Grade 7 & 8		350	350	350	350	350	
Week 3							
Kindergarten		345	345	345	345	No	
Grade 1-3		330	330	330	330	School	
Grade 4-6		340	340	340	340	PD	
Grade 7 & 8		350	350	350	350	Day	
Week 4							
Kindergarten		No	345	345	345	345	
Grade 1-3		School	330	330	330	330	
Grade 4-6		Labor	340	340	340	340	
Grade 7 & 8		Day	350	350	350	350	

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?

60,060

158 Full School Days x 345 = 54,510
5 Prof. Dev Days x 345 = 1,725
17 Early Release Days x 225 = 3825

Total = 60,060

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?

58,830

158 Full School Days x 330 = 52,140
5 Prof. Dev Days x 330 = 1,650
17 Early Release Days x 210 = 3,570

Total = 57,360

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?

(3rd) 57,360
(4th - 6th) 59,160

(Grade 3)
158 Full School Days x 330 = 52,140
5 Prof. Dev Days x 330 = 1,650
17 Early Release Days x 210 = 3,570

Total = 57,360

(Grades 4-6)

158 Full School Days x 340 = 53,720

5 Prof. Dev Days x 340 = 1,700

17 Early Release Days x 220 = 3,740

Total = 59,160

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?

60,960

(Grades 7 & 8)

158 Full School Days x 350 = 55,300

5 Prof. Dev Days x 350 = 1,750

17 Early Release Days x 230 = 3,910

Total = 60,960

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

Jhone Ebert, Superintendent of Public Instruction

Date

Principal Board Update 2022-2023
High Desert Montessori Charter School

Submitted by Principal Eric Perez

Strategic Planning Pillars:

1. Montessori Principles and Tenets
2. Academics/Student Success
3. Parent Outreach and Engagement

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 meeting with small groups of children to work on mental health issues
 - 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 continuing 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.

Executive Director Update
Tammie Stockton
January 20, 2023

23-24 Administrative Restructuring - see "HDMS Administrative Structure 2023-2024"

- Remove Executive Director position
- Rename "Principal" to "Principal/Director"
- Add an Assistant Principal (must apply and interview for)
- Additional responsibilities to Business Coordinator position (must apply and interview for)
- Add new Grant/Fundraising Coordinator position (must apply and interview for) See job description

Building & Facilities

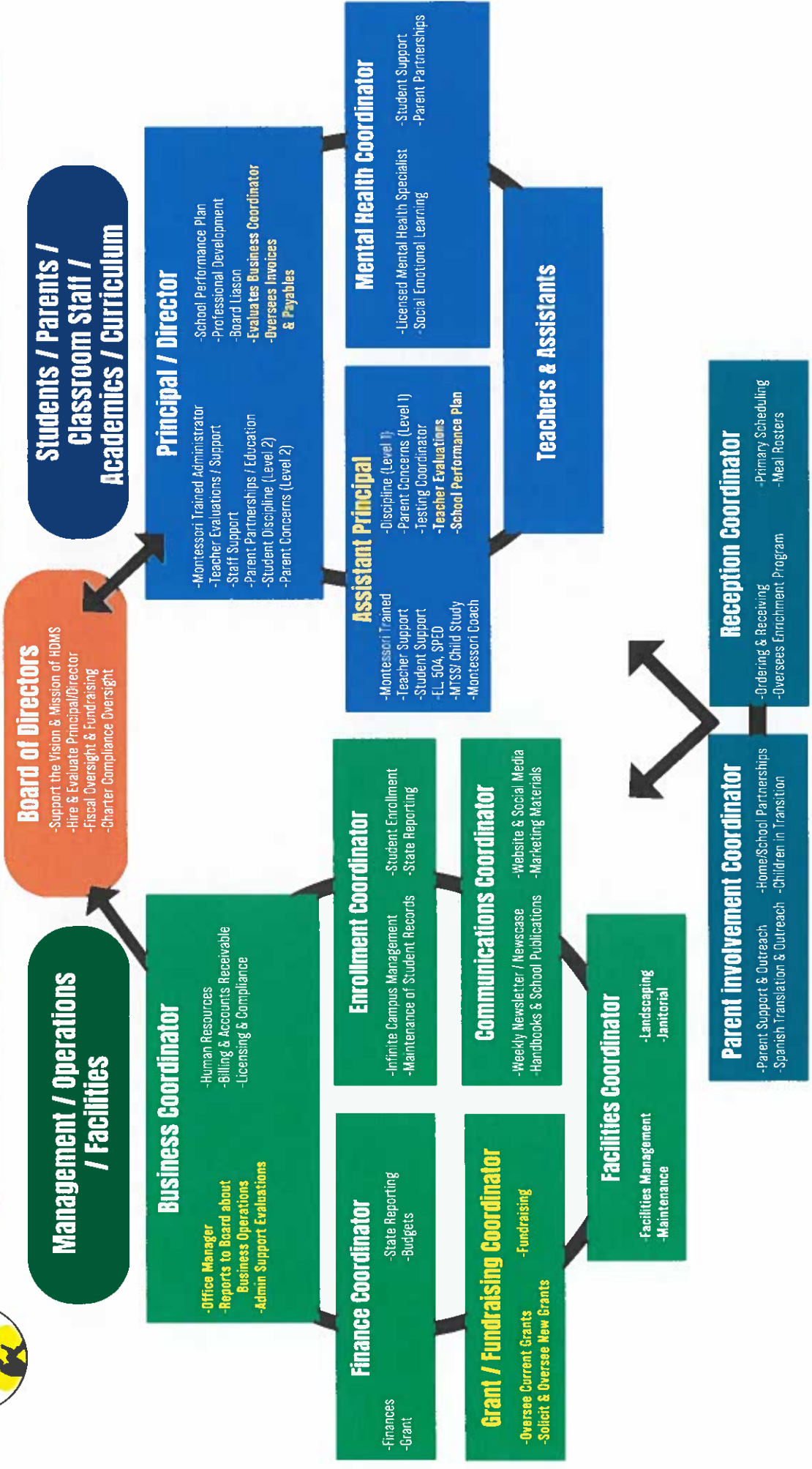
- Facilities Coordinator: Manny Novotny
- Janitorial and maintenance schedule being addressed
- Community Center: The 4,000 square foot community center is close to being completed. The space includes a large mini-gymnasium, kitchenette, restrooms, and storage. We anticipate the Certificate of Occupancy in February.
- West Playground: A few pieces of playground equipment arrived this last week, and we are waiting on the remainder. Once all pieces arrive, we will begin installation. The playground should be completed by mid-March.
- Phase 3 Grand Opening: We are planning a grand opening of the community center and new playground before spring break.



HDMS ADMINISTRATIVE STRUCTURE 2023-2024

DRAFT

1/20/23



Board of Directors
 -Support the Vision & Mission of HDMS
 -Hire & Evaluate Principals/Directors
 -Fiscal Oversight & Fundraising
 -Charter Compliance Oversight

Management / Operations / Facilities

Business Coordinator
 -Office Manager
 -Reports to Board about Business Operations
 -Admin Support Evaluations
 -Human Resources
 -Billing & Accounts Receivable
 -Licensing & Compliance

Finance Coordinator
 -Finances
 -Grant
 -State Reporting
 -Budgets

Grant / Fundraising Coordinator
 -Oversee Current Grants
 -Solicit & Oversee New Grants
 -Fundraising

Enrollment Coordinator
 -Infinite Campus Management
 -Maintenance of Student Records
 -Student Enrollment
 -State Reporting

Communications Coordinator
 -Weekly Newsletter / Newscast
 -Handbooks & School Publications
 -Website & Social Media
 -Marketing Materials

Facilities Coordinator
 -Facilities Management
 -Maintenance
 -Landscaping
 -Janitorial

Principal / Director
 -Montessori Trained Administrator
 -Teacher Evaluations / Support
 -Staff Support
 -Parent Partnerships / Education
 -Student Discipline (Level 2)
 -Parent Concerns (Level 2)
 -School Performance Plan
 -Professional Development
 -Board Liason
 -Evaluates Business Coordinator
 -Oversees Invoices & Payables

Assistant Principal
 -Montessori Trained
 -Teacher Support
 -Student Support
 -EL, 504, SPED
 -MTSS/ Child Study
 -Montessori Coach
 -Discipline (Level 1)
 -Parent Concerns (Level 1)
 -Testing Coordinator
 -Teacher Evaluations
 -School Performance Plan

Teachers & Assistants

Mental Health Coordinator
 -Licensed Mental Health Specialist
 -Social Emotional Learning
 -Student Support
 -Parent Partnerships

Reception Coordinator
 -Ordering & Receiving
 -Oversees Enrichment Program
 -Primary Scheduling
 -Meal Rosters

Parent Involvement Coordinator
 -Parent Support & Outreach
 -Spanish Translation & Outreach
 -Home/School Partnerships
 -Children in Transition



Grants/Fundraising Coordinator Job Description

High Desert Montessori Charter School (HDMS) is seeking an individual who can accomplish 2 primary tasks while working in collaboration with other stakeholders who support the vision and mission of the school. Primary responsibilities include:

1. **Grants:** Be responsible for the management of current grants. Including, but not limited to, the National School Lunch Program and Nevada Ready Grant. Solicit new grants to support the needs of the school including mental health support, professional development, facilities, and classroom materials.
2. **Fundraising:** Organize campaigns to raise funds or otherwise solicit and gather monetary donations or other gifts for the school with the goal of paying off financial commitments.

QUALIFICATIONS:

- Minimum of a high school diploma or successful experience in the area of finance, grants, or fundraising; business background or college experience preferred but not necessary
- Must have the ability to take initiative, prioritize, and complete tasks in an efficient manner.
- Demonstrates the ability to meet deadlines and manage multiple projects simultaneously
- Basic understanding of Montessori philosophy or willingness to learn; support the HDMS mission and vision
- Google Office Suite: Candidate must be highly proficient in Google Sheets, Slides, Forms & Docs;
- Microsoft Office Suite: Candidate must be highly proficient in Word & Excel;
- Background in office work, preferably working in a school or office setting
- Writing and computer skills are critical;
- Ability to work closely in collaboration with others is a necessity;
- Professional dress, communication style, and strong work habits are essential;
- Must be articulate and well spoken

JOB PARAMETERS:

- This position is on a 200 day contract which follows the school calendar including all school days (180) with the addition of 20 days during breaks throughout the year.
- Work hours: 8:00 AM to 4:00 PM with a 30 minute lunch.
- Compensation: This position is classified as grade 9 on the HDMS Education Support Professional Pay Scale, approved May 2021. Standard HDMS health benefits, sick days and retirement (PERS) included.

JOB DUTIES:

- Responsible party on existing state grants including the National School Lunch Program through the Nevada Department of Agriculture and the Nevada Ready Grant through the United Way.
- Research, draft and submit proposals that help the school or staff receive grant funding. This includes tracking spending, ensuring compliance with grant requirements, and reporting on progress
- Work with leaders in the organization to identify financial needs and ensure they reach their annual goals.
- Ability to network with community partners for mutually beneficial tasks including fundraising and outreach opportunities.
- Special Projects: Assist the business office with special projects on an as needed basis such as compiling historical and current data used for documents such as Charter Renewals, Financing and Audits.
- Board and Finance meetings: Participates on the Finance Committee and updates the HDMS Board of Directors on grants and fundraising as needed.
- Performs coverage for student arrival, dismissal, and/or lunch duty; provides additional coverage as needed.
- Administrative: Attends all administrative support meetings, staff meetings on as needed basis, schoolwide events, and other administrative support tasks as needed
- Closely works with the Business Coordinator and school Bookkeeper on grant and fundraising projects.

Student success:

- Field Trips/Going Outs:
 - Lower EI: Ballet, UNR's Planetarium, UNR's Mineral Museum, UNR's Natural History Museum, Soulful seeds,
 - Upper EI: Ballet, Discovery Museum
 - Adolescent: Hiking, Archery, Defy, Proposed DC and New York trip
- Interventions: Lower EI is getting current interventions in literacy and Upper EI is soon to get interventions. Primary usually receives interventions after winter maps.
 - Teachers, Assistants and grandparents giving interventions to lower el
 - part-time interventionist that comes 3 days a week for 2 hours each afternoon.
 - 3 College students doing interventions in upper el.
 - The Lower EI staff is concerned that with the amount of time we are putting into interventions we are not seeing the results we would expect if interventions were given by fully trained educators. We discussed hiring an interventionist in the beginning of the year, but the role isn't listed on a website.
- Wida/Access testing:
 - Admin is taking over this and it is very helpful and helps teachers focus on continuing daily routines and giving lessons during the work periods.
- Trainings: Teachers are excited and inspired by the training they have gone to, all are coming back and sharing with their teams. We think it is a valuable benefit for recruitment and retention that the school is supportive of the training process

Learning Culture:

- Doing cross-level activities:
 - students visiting primary to read their stories
 - Students helping with primary cleaning
 - Children giving lessons or presentations to other classrooms
- Composting
 - Going really well - we are learning a lot about running a whole building system.
 - Almost everyone in the building is participating.
 - Adolescents help with the compost in primary
- Montessori Philosophy/curriculum
 - Autonomy
 - We have a large community of experts working together
 - PLC: implement theory, child study, and lesson study. We've done book studies that support our pedagogy and implementation of theory. Child study is supporting collaboration to best support children's needs.
 - Being in one building is great, but We still struggle to find time to regularly plan and collaborate together across levels and with our own level.

Connectedness:

- **Celebration of Diversity:**
 - Children had great work.
 - Families got to come together and mingle.
 - Primary families really enjoyed the hot chocolate mingle and performances.
- **6th grade project proposals**
 - Upper EI requesting some volunteers to hear out some 6th grade project proposals and eventually looking for mentors/resources to support those projects (see additional document)
- **public service projects:** Adolescents starting to work with soup kitchen, community trash clean-up, PBS
- **Workplace Communication:**
 - Because of all the changes and proposed changes (people moving positions, new positions, etc), Teachers are not always clear on who we go to for certain needs/topics or the formal procedures/processes in place to be part of major discussions that impact the school community/classroom/children (ex:things are getting lost in committee conversations, things not being communicated to teachers clearly)
- **Montessori through my eyes** is coming up in March. It's another time for the board to come and visit and connect with teachers or maybe come for a silent journey.
- **Green Team:**
 - Zoey's Eco-Art grant: working with 2 classrooms. The children love it.
 - Parents participating on the Green team and helping us brainstorm and implement different strategies to make our building culture more eco-friendly. Currently looking at bake sale reusable and more natural cleaning supplies for classrooms to try.

Dear families and friends of HDMS,

The upper elementary team is seeking volunteers to come in for 2-3 hours on the mornings of Feb 8, 9, or 10. The sixth grade project is the culmination of the academic and creative experience of elementary at HDMS. The proposal is an important part of their process in order to organize their ideas, make a plan, and receive advice and encouragement from adults in our community. This is a great way to get directly involved with students at our school and an insider view into the sixth grade projects.

If you are interested, please email Elyse at: elyse@hdmsreno.com and thank you!!

Board Governance Meeting Notes

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

Hello Great Basin Montessori Board of Directors,

Happy 2023 everyone! I hope all is well with all of you as most of us continue to enjoy this wintery weather in the foothills of the Sierras.

I wanted to take a moment to update you on a couple of items related to Great Basin Montessori:

1. On December 13th Bob Seale submitted his letter of resignation from the Great Basin Montessori Board. At this time, if someone would like to step up as board chairperson, please reach out to me. We will need to elect officers at the February meeting.

2. As the staff and board of directors of High Desert Montessori continue to plan for the 23-24 school year, we have discussed many times the future of Great Basin Montessori. This next week, the HDMS Board of Directors will be discussing the possibility of recommending dissolving Great Basin Montessori.

As you are aware, Great Basin Montessori has not gained traction, and the school does not have the capacity to oversee the goals of the organization at this time. Without a revenue source and leader to take on the goals of coordinating professional development, a Montessori accredited teacher training program, and connecting Montessori schools within our region, our dream of this happening at this time needs reconsideration. High Desert Montessori has accomplished much over the last few years with financing and construction. We have basically been in a continuous state of change and it is time for the school to take a deep breath, and focus on what is most important- our school community.

If the High Desert Montessori Board recommends dissolving Great Basin Montessori, we will need to meet and take action on this item in February.

The HDMS Board is meeting next Wednesday, January 25th at 5:00, and you are always welcome to make public comment or listen in on their meeting. The Zoom link is below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/84194245910?pwd=dVVwWDRaUm4rZHNnS2Nhcy91bjViUT02>

Meeting ID: 841 9424 5910 Passcode: 150526 +1 669 900 6833 US (Zoom Phone Number)

Regardless, I will keep you updated on the outcome of their discussion.

Thank you for your willingness to be part of the *Great Basin Montessori Board*. I wish the outcome of our hard work and vision could be different, but right now does not seem to be the time for it to happen. Please feel free to reach out to me directly if you have any questions. 775-527-7419.

Take care,
Tammie