



# High Desert Montessori Charter School

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

## NOTICE OF PUBLIC MEETING

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81446379522?pwd=bmhkNW5tQTQ1aUV6Uyt0MlVmaWRUdz09>

Meeting ID: 814 4637 9522

Passcode: 459126

+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](mailto: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 February 22, 2023 (FOR POSSIBLE ACTION)
5. Single Audit additions from Dave Silva (FOR POSSIBLE ACTION)
6. Principal Update: (FOR POSSIBLE ACTION)
  - a. Legislative Update
  - b. Parent Outreach
7. Directors Update:
  - a. Phase 3 Construction
  - b. Meal Program Update
  - c. Grants/Fundraiser position
8. Amendment to HDMS Board Bylaws regarding Roberts Rules (FOR POSSIBLE ACTION)
9. Tentative 23-24 Budget (FOR POSSIBLE ACTION)
10. Board governance; Steps to Board Membership (FOR DISCUSSION)
11. Board MOU Review (FOR POSSIBLE ACTION)
12. Public Comment
13. Adjournment and Future Agenda Items (FOR POSSIBLE ACTION)



# High Desert Montessori Charter School

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

**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](http://www.hdmsreno.com)



High Desert Montessori

**101 Fantastic Drive, Reno, Nevada 89512**

**Board of Directors Meeting  
February 22, 2023, @ 5:00**

**1. Call to Order and Roll Call (5:03)**

Nicole Commons  
Max Haynes (not present)  
Bonnie Pillaro  
Ashley Allen (not present)  
Reid Riker  
Jennifer Linn  
Nancy Smith  
Brigitte Frost (via Zoon)  
Kelly Ryder

**2. Public Comment**

Administrator Perez introduced staff members in attendance.

**3. Adopt the Agenda**

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

**4. Approval of Board Minutes from January 25, 2023**

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

**5. Principal Academic Update**

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

**6. Montessori Advisor Update**

Administrator Richards presented the Montessori map materials as her Montessori Advisor Update.

## **7. HDMS Administrative Structure 2023-2024**

Administrator Stockton presented the 2023-2024 HDMS Administrative Structure (see supporting documents).

Member Smith motions to approve the 2023-2024 HDMS Administrative Structure as presented (see supporting documents), Member Riker seconds the motion and it passes unanimously.

## **8. Board Finance Committee Update**

### **a. Single Audit Fiscal Year 2022**

### **b. Capital Campaign**

### **c. 2023-2024 Tentative Budget**

Administrator Miller Mintz presented the Single Audit update. Member Riker presented the Capital Campaign Update. Member Riker and Administrator Miller Mintz presented the 2023-2024 Tentative Budget. (see supporting documents).

## **9. Board Personnel Committee Update**

### **a. Salaries and Benefits**

### **b. Montessori Training Contract**

**Chairperson Commons** and Member Smith presented the Board Personnel Committee Update (see supporting documents).

## **10. Public Comment**

Administrator Perez commented that the next board meeting will take place a week earlier than normal due to the timing of Spring Break.

## **11. Adjournment and Future Agenda Items**

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

**HIGH DESERT MONTESSORI SCHOOL  
FEDERAL AWARDS REPORTS IN ACCORDANCE  
WITH THE UNIFORM GUIDANCE**

**Fiscal Year Ended  
June 30, 2022**

**DRAFT**

# HIGH DESERT MONTESSORI SCHOOL

---

TABLE OF CONTENTS  
JUNE 30, 2022

FEDERAL AWARDS REPORTS IN ACCORDANCE  
WITH THE UNIFORM GUIDANCE

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
Independent Auditors' Report on Compliance for Each Major Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3
Schedule of Expenditures of Federal Awards	6
Notes to the Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs	8

DRAFT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
High Desert Montessori School  
Reno, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the High Desert Montessori School (the School) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated December 20, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Reno, Nevada  
December 20, 2022

DRAFT



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
High Desert Montessori School  
Reno, Nevada

**Report on Compliance for Each Major Federal Program**

We have audited the High Desert Montessori School's (the School) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

## **Report on Internal Control Over Compliance**

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities and each major fund of the School as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the School's basic financial statements. We issued our report thereon dated December 20, 2022. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of

America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Reno, Nevada  
March 15, 2023

DRAFT

# HIGH DESERT MONTESSORI SCHOOL

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2022

<u>FEDERAL/PASS THROUGH GRANTOR AND PROGRAM</u>	<u>FEDERAL CFDA NUMBER</u>	<u>PASS- THROUGH GRANTOR'S NUMBER</u>	<u>AMOUNT</u>
<b>U.S. DEPARTMENT OF EDUCATION</b>			
<i>Passed through the State of Nevada Department of Education</i>			
Individuals with Disabilities Education Act (IDEA) - Special Education Cluster:			
IDEA, Part B - Grants to States	84.027	22-639-16000	\$ 49,584
COVID-19: American Rescue Plan Special Education	84.027X	22-757-16000	10,110
<i>Special Education Cluster</i>			<u>59,694</u>
COVID-19: Elementary and Secondary School Emergency Relief	84.425D	21-740-16000	46,328
COVID-19: Elementary and Secondary School Emergency Relief	84.425D	21-741-16000	38,821
COVID-19: Elementary and Secondary School Emergency Relief	84.425U	21-742-16000	81,491
			<u>166,640</u>
<i>Total U.S. Department of Education</i>			<u>226,334</u>
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
<i>Passed through The Children's Cabinet</i>			
COVID-19: American Rescue Plan, Child Care and Development Block Grant	93.575	N/A	357,300
<i>Total U.S. Department of Health and Human Services</i>			<u>357,300</u>
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
<i>Passed through the State of Nevada Department of Agriculture</i>			
Child Nutrition Cluster:			
School Breakfast Program	10.553	N/A	-
National School Lunch Program	10.555	N/A	377,231
<i>Child Nutrition Cluster</i>			<u>377,231</u>
NSLP Equipment Assistance Grant	10.579	FND20EQ12	38,119
<i>Total U.S. Department of Agriculture</i>			<u>415,350</u>
<b>Total Federal Financial Assistance</b>			<u>\$ 998,984</u>

*NEED TO ALLOCATE*

See accompanying notes.

# HIGH DESERT MONTESSORI SCHOOL

---

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS JUNE 30, 2022

### NOTE 1 – REPORTING ENTITY

The accompanying *Schedule of Expenditures of Federal Awards* presents the expenditure activity of all federal award programs of the High Desert Montessori School (the School) for the year ended June 30, 2022. The School's reporting entity is defined in Note 1 to its basic financial statements. All expenditures of federal awards received directly from federal agencies as well as federal awards passed through other government agencies are included in the *Schedule of Expenditures of Federal Awards*.

### NOTE 2 – BASIS OF ACCOUNTING

The accompanying *Schedule of Expenditures of Federal Awards* is prepared on the accrual basis of accounting.

### NOTE 3 – INDIRECT COST RATE

The School has elected not to use the 10% de minimis indirect cost rate as allowed under Title 2 U.S. Code of Federal Regulations, section 200.414 Indirect (F&A) costs.

DRAFT

# HIGH DESERT MONTESSORI SCHOOL

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2022

### A. SUMMARY OF AUDIT RESULTS

#### Financial Statements

Type of Auditor's Report issued:	
Governmental Activities	Unmodified
General Fund, Special Education Fund	Unmodified
Internal Control over Financial Reporting	
Material weaknesses identified:	None
Significant deficiencies identified:	None reported
Noncompliance material to financial statements noted:	None

#### Federal Awards

Internal Control over Major Programs	
Material weaknesses identified:	No
Significant deficiencies identified:	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a):	No

#### Major Programs

The major programs for the year ended June 30, 2022 are as follows:

<u>Name of Federal Program</u>	<u>CFDA Number</u>	<u>Federal Expenditures</u>
Child Nutrition Cluster	10.553 / 10.555	\$ 377,231
COVID-19: American Rescue Plan		
Child Care and Development Block Grant	93.575	\$ 357,300

The threshold for distinguishing Types A and B programs was \$750,000.

High Desert Montessori School was not a low-risk auditee.

# **HIGH DESERT MONTESSORI SCHOOL**

---

## **SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2022**

### **B. FINDINGS – FINANCIAL STATEMENT AUDIT**

None.

### **C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None.

**DRAFT**

**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



## **Executive Director Update**

**Tammie Stockton**

**3.12.23**

### **ED Major Responsibilities**

- Support HDMS Mission
- Ensure a clean, safe, and orderly school campus
- Support principal and dean of students as needed
- Oversee school management and operations
- Oversee school meal program
- Oversee school construction
- Oversee capital campaign/fundraising/grants

### **Updates:**

1. **Phase III Construction:** We are getting extremely close to receiving our Certificate of Occupancy for the community center and west playground. At this point, 99% of the work has been completed by Dennis Banks Construction, with a few loose ends to tie up. We are planning a schoolwide ribbon cutting on Monday, April 3 at 10:30 if any board members would like to attend. We will be serving breakfast for upper elementary and middle school beginning April 3rd and opening up the space for classrooms to use.
2. **Meal Program:** Our meal program continues to serve around 700 meals a day. We are focused on minimal waste with no single use products and milk dispensers. Students bring their own utensils, cups, and napkins as part of the program. Universal free meals will be served again during the 23-24 school year. Currently 21 states have implemented universal free meals and Nevada is debating this at the legislature.
3. **Grants/Fundraising Coordinator:** This position will be posted before we leave for spring break. We are hoping for several applicants and will interview candidates in April.

Jan 26, 2023, 3:44 PM

Hi Tammie,

I suggest that you state something like ***“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.”***

Kerry

**Kerry Eaton, CPA, Esq.**



**5421 Kietzke Lane, Suite 100**

**Reno, Nevada 89511**

**(775) 828-0800**

**(775) 828-0858 (fax)**

2023-2024 Tentative Budget Summary

	FUNDS & REVENUES	FUNCTION 1000 INSTRUCTION	FUNCTION 2100 SUPPORT SVCS STUDENTS	FUNCTION 2200 SUPPORT SVCS INSTRUCTION	FUNCTION 2400 GENERAL ADMIN	FUNCTION 2500 CENTRAL SERVICES	FUNCTION 2600 OPERATOR / MAINTENANCE	FUNCTION 2000 PRE-K PROGRAM	FUNCTION 2000 ENRICHMENT PROGRAM	FUNCTION 3100 CAFETERIA	FUNCTION 1000 SPECIAL ED STATE	FUNCTION 1000 SPECIAL ED FEDERAL	FUNCTION 1000 NRIPK	FUNCTION 5000 DEBT SERVICE	Expense Totals
Investment Income	\$ 40,000.00														
Donations-Unrestricted	\$ 9,500.00														
Other Revenue	\$ 18,000.00														
State Distributive Funds	\$ 3,044,744.00														
Lunch Program	\$ 377,300.00														
Pre-K Fees	\$ 686,765.00														
Enrichment Program	\$ 145,000.00														
Special Ed State Funding	\$ 168,513.28														
Special Ed Fed Funding	\$ 50,829.88														
NRIPK	\$ 111,750.00														
Salaries	1,201,802.65	122,641.35	41,720.60	137,742.60	211,463.40	51,141.05	362,333.55	55,284.93	133,909.17	40,383.65	77,055.08	-	-	\$ 2,435,479.03	
Benefits	485,829.55	52,048.17	8,295.87	49,826.18	77,617.95	15,172.23	130,878.58	17,063.75	40,243.63	12,139.91	20,427.45	-	-	\$ 809,343.27	
Purchase Services	49,051.06	30,500.00	-	-	163,087.00	74,237.55	-	-	22,965.25	6,835.15	-	-	-	\$ 346,378.01	
Supplies	51,350.00	1,000.00	-	-	8,100.00	32,000.00	10,000.00	11,500.00	-	-	14,267.47	-	-	\$ 503,317.47	
Property															
Other	23,200.00	-	-	-	-	11,789.60	450.00	395.00	-	1,075.00	-	-	702,958.42	\$ 739,865.02	
<b>TOTALS:</b>	<b>\$ 4,662,402.16</b>	<b>\$ 1,611,233.26</b>	<b>\$ 206,189.52</b>	<b>\$ 50,016.47</b>	<b>\$ 187,570.78</b>	<b>\$ 472,057.95</b>	<b>\$ 172,850.83</b>	<b>\$ 503,460.13</b>	<b>\$ 84,243.68</b>	<b>\$ 378,375.00</b>	<b>\$ 196,818.05</b>	<b>\$ 99,358.71</b>	<b>\$ 111,750.00</b>	<b>\$ 702,958.42</b>	<b>\$ 4,936,592.80</b>

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

## Board Governance Meeting Notes

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.I. Create and communicate individual board member roles and Responsibilities

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

1.1.1.III. Encourage board development

1.1.1.IV. Assess board effectiveness

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

**Annual Board Member  
Memorandum of Understanding**

- I will communicate the organization’s work and values to the community, and represent the organization when requested.
- I will attend at least 80 percent of board meetings.
- I will be a member of at least one committee, and attend at least 80 percent of its meetings.
- I will make my best effort to attend special events.
- I will make my best effort to visit the school campus and observe classes at least 2 to 3 times a year.
- I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what’s going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters. Board members are expected to vote at meetings unless they have a conflict.
- I will work in good faith with staff and other board members as partners toward achievement of our goals.
- I will regularly review the financial position of the nonprofit and remain engaged when it is time to annually adopt a budget.
- If I don’t fulfill these commitments to the organization, I will expect the board president or president-elect to call me and discuss my responsibilities with me.

Signed

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date