



High Desert Montessori Charter School

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

NOTICE OF PUBLIC MEETING

**Board of Directors Meeting
6/14/2023 @ 5:00 pm
101 Fantastic Drive. Reno, Nevada 89512
3rd-floor multipurpose space**

High Desert Montessori School's Board of Directors will conduct their public meeting either in-person, virtually, or by phone. All Directors shall attend the meeting in person or remotely. Public members wishing to attend the virtual meeting may do so by using the virtual link or phone 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 5/30/2023 (FOR POSSIBLE ACTION)
5. 22.23 Augmented Budget (FOR POSSIBLE ACTION)
6. Approval of PTO Increase (FOR POSSIBLE ACTION)
7. ED Facilities Update (FOR DISCUSSION)
8. 23.24 Board Meeting and Committee Meeting Calender (FOR POSSIBLE ACTION)
 - a. Review of dates and make changes as needed
 - b. Additional dates for Academic Team
9. Executive Session for Principal and Executive Director Evaluations (FOR POSSIBLE ACTION)
10. Public Comment
11. Adjournment and Future Agenda Items (FOR POSSIBLE ACTION)

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

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



High Desert Montessori Charter School

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

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



High Desert Montessori

101 Fantastic Drive, Reno, Nevada 89512

**Board of Directors Meeting
May 30, 2023, @ 5:00 PM via Zoom**

1. Call to Order and Roll Call at 5:02

Nicole Commons
Max Haynes (joined at 5:03)
Bonnie Pillaro
Ashley Allen
Reid Riker
Jennifer Linn
Nancy Smith
Brigitte Frost
Kelly Ryder

2. Public Comment

No public comment at this time.

3. Adopt the Agenda

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

4. Approval of Board Minutes from April 26, 2023

Member Smith motions to approve the minutes as presented with the correction of the spelling of Parent Ashbaugh's last name (see supporting documents), Member Riker seconds the motion, Member Linn abstains, and it passes unanimously.

5. Approval of Kristen Ashbaugh as the HDMS Board as PTO/Board Parent Liaison:

Member Smith motions to approve Kristen Ashbaugh as the new HDMS PTO/Board Parent Liaison, Member Pillaro seconds the motion, and it passes unanimously.

6. Principal Update:

Administrator Perez presented an update regarding the current Legislative Session including updates from Lobbyist Sarah Adler.

7. 2023-2024 Teacher and Support Professional Pay Scale (FOR POSSIBLE ACTION)

Administrator Perez presented the 2023-2024 Teacher Pay Scale and the Support Professional Pay Scale, which both include a 5% increase to pay across the board.

Administrator Jordan recommended increasing the Paid Time Off (PTO) calculation from .065% to .08% so that the amount of PTO offered to HDMS employees would align more closely with Washoe County School District. Chairperson Commons clarified that a PTO increase is not actually part of this line item and will not be voted on at this meeting.

Member Smith motions to approve the 2023-2024 Teacher and Support Professional Pay Scales as presented (see supporting documents), Member Ashbaugh seconds the motion, and it passes unanimously.

8 & 9. 2023-2024 Board Meeting Dates / 2023-2024 Committee Meeting Dates:

Administrator Stockton presented a schedule for the Board Meeting and Board Committee Meeting dates for the 2023-2024 school year. Chairperson Commons pointed out that the document is a living document and that dates are subject to change.

Member Smith motions to approve the 2023-2024 Board Meeting and Committee Meeting Dates as presented (see supporting documents), with the understanding that the dates are subject to change, Member Pillaro seconds the motion, and it passes unanimously.

10. 2023-2024 Final Budget:

Administrator Miller Mintz presented the 2023-2024 Final Budget.

Member Riker motions to approve the 2023-2024 Final Budget as presented (see supporting documents), Member Frost seconds the motion, and it passes unanimously.

11. Retention of Max Haynes as Past Board Chair

Chairperson Commons proposed that Max Haynes stay in the position of Past Board Chair for one more year and Member Haynes verbally agreed.

Member Riker motions to approve Max Haynes to stay in the position of Past Board Chair for one year, Member Allen seconds the motion, and it passes unanimously.

12. Public Comment

No public comment at this time.

13. Adjournment and Future Agenda Items

Members discussed items for future agendas.

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

DRAFT

2022-2023 Augmented Budget Summary

	FUNDS & REVENUES	FUNCTION 1000 INSTRUCTION	FUNCTION 2100 SUPPORT SVCS STUDENTS	FUNCTION 2300 SUPPORT SVCS INSTRUCTION	FUNCTION 2400 GENERAL ADMIN	FUNCTION 2500 CENTRAL SERVICES	FUNCTION 2600 OPERATION / MAINTENANCE	FUNCTION 2600 PRE-K PROGRAM	FUNCTION 2600 ENRICHMENT PROGRAM	FUNCTION 3100 CAFETERIA	FUNCTION 1600 SPECIAL ED STATE	FUNCTION 1600 SPECIAL ED FEDERAL	FUNCTION 1800 MWFR Grant	FUNCTION 2100 Auto Learning Project	FUNCTION 2100 ESSER III / QIEER II	FUNCTION 6000 DEBT SERVICE	Expense Totals
Investment Income	\$ 68,000.00																
Donations-Unrestricted	\$ 5,000.00																
Donations-Restricted	\$ 25,100.00																
Other Revenues	\$ 59,000.00																
Human Svcs. Grant	\$ 41,077.00																
Children's Cabinet Grant	\$ 11,248.64																
State Distributive Funds	\$ 3,044,744.00																
Lunch Program	\$ 450,000.00																
Pre-K Funding	\$ 694,785.00																
Enrichment Program	\$ 125,000.00																
Special Ed Staff Funding	\$ 183,513.28																
Special Ed Field Funding	\$ 50,000.00																
MWFR Grant	\$ 95,000.00																
Auto Learning Project	\$ 7,000.00																
ESSER III	\$ 162,974.25																
ESSER II / QIEER II	\$ 30,031.98																
Salaries	1,178,989.49	62,644.73	50,673.00	184,520.00	189,715.12	189,715.12	39,186.43	379,101.40	47,636.73		83,892.72	25,240.18	49,873.43	90,507.08	23,828.43		\$ 2,435,904.63
Benefits	432,749.22	22,096.79	9,100.00	76,004.49	32,077.94	32,077.94	10,715.94	116,831.40	13,379.21		20,511.91	6,185.67	9,338.42	25,163.79	9,705.25		\$ 612,489.19
Purchase Services	82,339.30	54,735.00		49,000.00	186,742.90	186,742.90	170,513.29	9,245.00	-		84,306.65	19,389.83		7,000.00			\$ 635,932.97
Supplies	49,385.00	1,100.00			9,660.00	9,660.00	88,709.00	9,245.00	-	398,430.60			88.15	48,903.52			\$ 672,897.27
Property							1,900,000.00	200.00		456.00							\$ 1,900,600.00
Other	57,214.96				13,962.04	13,962.04										703,250.04	\$ 774,314.06
TOTALS:	\$ 4,965,814.91	\$ 1,801,057.97	\$ 180,578.53	\$ 59,673.90	\$ 310,732.48	\$ 451,908.00	\$ 2,209,124.06	\$ 595,377.00	\$ 71,694.94	\$ 390,888.60	\$ 168,313.28	\$ 90,829.98	\$ 96,690.00	\$ 7,060.00	\$ 30,657.88	\$ 703,250.04	\$ 7,159,004.08

Revenue Over(Under) Expense	\$ (2,193,789.17)
Unrestricted Funds to be expended	\$ 389,380.76
Restricted Funds to be expended	\$ 1,804,428.43
Net Revenue Over(Under) Expense	\$

Proposed Paid Time Off (PTO) Increase for the 2023-2024 School Year

2021-2022 Wording in Contract

Annual allocation of sick leave is calculated at a rate of .05 hours per 1 hour of work, with a cap of 80 hours per contract year. There is no carryover of sick time from one academic year to the next.

example

Contracted Days	Contracted Hours	Annual Hours Off	Annual Days Off
185	7.5	69.4	9.3

2022-2023 Wording in Contract

Annual allocation of sick leave is calculated at a rate of .065 hours per 1 hour of work, with a cap of 104 hours per contract year. Remaining sick time will carryover from one academic year to the next.

example

Contracted Days	Contracted Hours	Annual Hours Off	Annual Days Off
185	7.5	90.2	12.0

2023-2024 Wording in Contract

Annual allocation of sick leave is calculated at a rate of .08 hours per 1 hour of work, with a cap of 140 hours per contract year. Remaining sick time will carryover from one academic year to the next.

example

Contracted Days	Contracted Hours	Annual Hours Off	Annual Days Off
185	7.5	111.0	14.8

Executive Director Update

Tammie Stockton

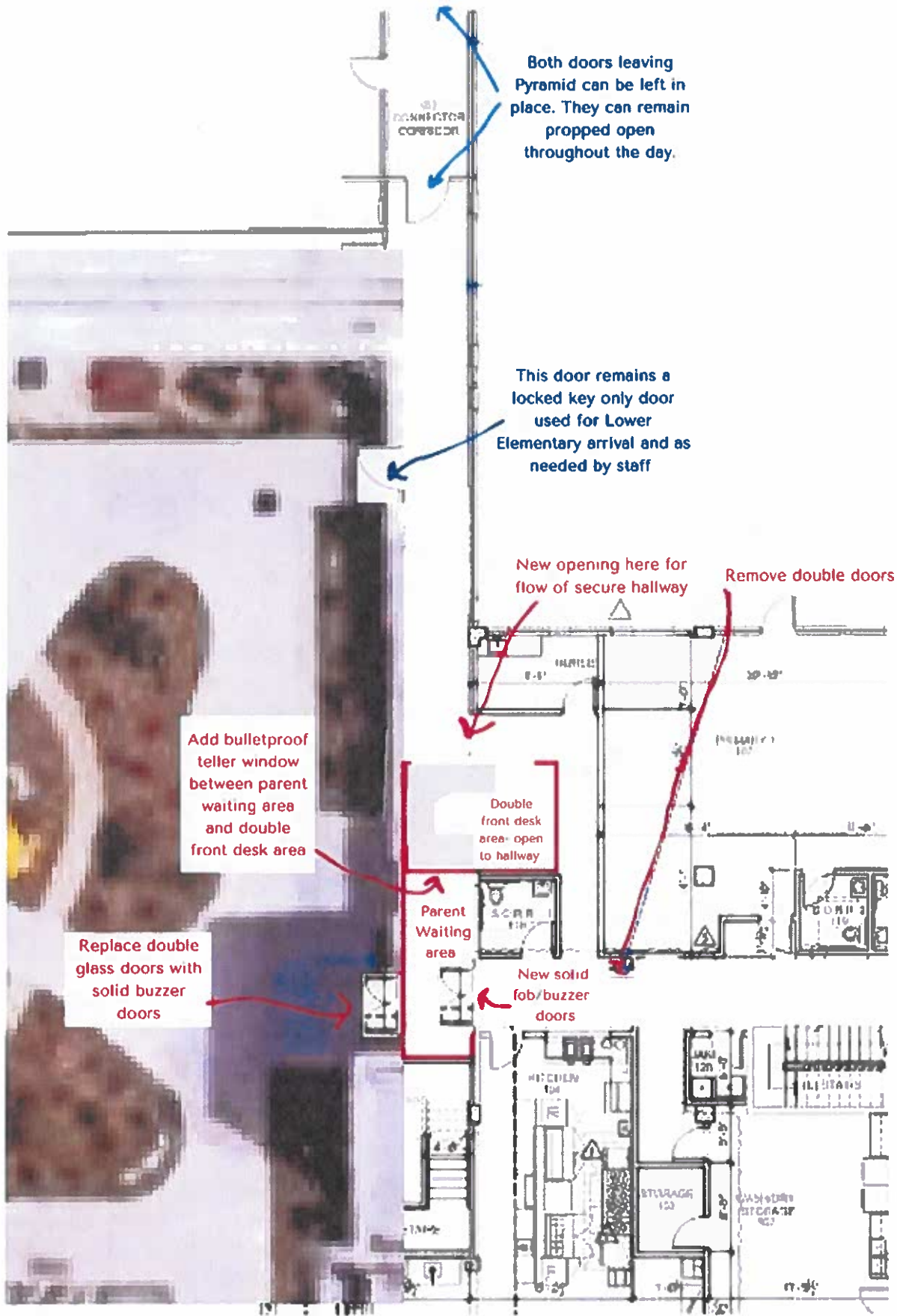
6.12.23

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

Summer Facilities Update:

- Preston Hale- Facilities Coordinator
- Security Entry Upgrades- DBC \$62,000
- Community Center- graduations, stage, volleyball net, renting out
- West Playground- Adding 3 stumps, redo netting, grass field (Wild Desert)
- Landscaping clean-up (Wild Desert)
- Solar updates- Needs new inverter
- AT & T Cell- Backup generator (not this summer)
- Farm Fresh- Walk in cooler
- Deep cleaning throughout



Both doors leaving Pyramid can be left in place. They can remain propped open throughout the day.

This door remains a locked key only door used for Lower Elementary arrival and as needed by staff

New opening here for flow of secure hallway

Remove double doors

Add bulletproof teller window between parent waiting area and double front desk area

Double front desk area open to hallway

Parent Waiting area

Replace double glass doors with solid buzzer doors

New solid fob/buzzer doors

STORAGE

LAVATORY

STAIRS

EXHIBIT A TO CONTRACT #PC-23024-001

DATED 06/12/2023

MASTER BUDGET SUMMARY BREAKDOWN

Description of work: Demo of interior walls, re-frame new wall configuration. Remove and relocate existing reception casework and countertop. Provide additional casework and countertop to form U shape reception desk area. Drywall, tape and texture, paint new drywall with attic stock paint. Remove existing storefront doors and interior double interior security doors. Provide and install new Hollow metal frames, reuse doors, and existing hardware, if possible, buy new as required to accommodate Access control system. Provide level 2 bullet proof reception frame and window 4' by 4'to include speak hole and pass through tray cut into existing Countertop.

Exclusions: Floor repair will be evaluated after wall and door demo for best option at minimal cost. No lighting or HVAC ducting has been included in the budget estimate.

Budget Estimate Breakdown:

Demo, framing, drywall, painting	\$10,000.00
Level 2 bullet proof glass	\$15,000.00
Doors and Hardware	\$19,000.00
Electrical/ Access controls	\$5,000.00
Casework / Countertop	\$5,000.00
Coordination and supervision	<u>\$2,100.00</u>
SUBTOTAL:	\$56,100.00
O&P 10%	<u>\$5,610.00</u>
TOTAL ESTIMATED BUDGET	\$61,710.00

This is an estimated budget; actual cost will be based on cost plus of actual Time and Material spent.

The earliest start date for work to begin is anticipated to be 06/19/2023. Completion of the work will be based on the procurement of Bullet proof glass and Doors, Frames, and Hardware. In the event procurement is delayed on these long lead items beyond the start of the new school year DBC will work with the school to come up with a temporary solution until such time these items arrive.

2023-2024	Finance @ 4:00	Governance @ 4:00	Personnel @ 4:00	Academic @ 4:00	Board @ 5:00	Notes:
August		23rd			30th	Board welcome/introductions
September	20th- Revised Budget 23/24				27th	Fall Retreat
October	18th- CPA Audit				25th	
November			15th		29th	
December						No meetings
January	24th- Midyear Review				31st	
February		21st			28th	Board Surveys/Round Tables
March	13th- 24/25 Tentative Budget				20th	
April			17th		24th	Officer Elections
May		22nd			29th	
June					12th	Executive Session/Principal Eval & Contract
July						No meetings

***Additional board or committee meetings could be called if needed

*** Subject to change

Tasks:	Review finances	Board expectations	Principal evaluation	Esnares Montessori focus
	Review financial policies as needed	Board requirements	Principal supervision	Student achievement
	Review annual CPA audit	Board recruitment	Review HR policies	
	Capital Campaign/fundraising	Board retreat	Review organizational chart	



High Desert Montessori Charter School

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

2023-2024 LEADERSHIP TEAM MEETINGS

The purpose of the leadership team, formerly known as the Academic Team, is to:

- Aid in the creation and monitoring of the School Performance Plan
- Analyze school performance data, directives, and other information to inform and advise school decisions
- Act as a conduit for the dissemination of information between the administration and the PLCs/teachers/Assistants

The Leadership team will consist of the School Principal, Assistant Principal, School Social Worker, and one member from each of the PLCs (Primary, Lower Elementary, Upper Elementary, Adolescent, and Special Education). A Board Member is encouraged to attend when possible.

2023-2024 Leadership Team meetings

Time, Date, Location	Meeting Purpose (As of 6.14.23)
8/7/23 - Time TBA - 3rd Floor Meeting Space <ul style="list-style-type: none"> • Stipends available to off-contract staff 	<ul style="list-style-type: none"> • Norms for the group • Data analysis, SPP 22.23 Act 7 and 23.24 Act 1.1 Data Dive
8/21/23 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • SPP 1.2 Root Cause Analysis and 1.3 Strategy Selection
9/11/23 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • SPP 1.3 Strategy Selection and 1.4 Roadmap Development
9/25/23 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • Review fall school-wide data (i-Ready/MAP)
10/23/23 - 3:30 - 4:30 - 2nd Floor Conference Room	
11/27/23 - 3:30 - 4:30 - 2nd Floor Conference Room	
1/22/24 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • Review SPP Event 5 Status Check
2/26/24 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • Review winter school-wide data (i-ready/MAP)
4/8/24 - 3:30 - 4:30 - 2nd Floor Conference Room	
5/20/24 - 3:30 - 4:30 - 2nd Floor Conference Room	<ul style="list-style-type: none"> • Review SPP Event 6 Status Check
6/3/24 - 3:30 - 4:30 - 2nd Floor Conference Room	

Additional meetings may be called as needs arise