



High Desert Montessori Charter School

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

NOTICE OF PUBLIC MEETING

Board of Directors Meeting
4/24/2024 @ 5:00 pm on ZOOM
101 Fantastic Drive. Reno, Nevada 89512

<https://us02web.zoom.us/j/85436223355?pwd=QzlvMSsrZFF3QjVlQlJlMClLaDIlQT09>

Meeting ID: 854 3622 3355

Passcode: 627126

Phone: +1 669 900 6833

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 3/20/2024 (FOR POSSIBLE ACTION)
5. Approval of Board Minutes from Board Retreat 3/15/2024 (FOR POSSIBLE ACTION)
6. Review of Proposed Salary / Hourly Schedules from Finance Committee (FOR POSSIBLE ACTION)
7. Review of Primary Tuition Rates from Finance Committee (FOR POSSIBLE ACTION)
8. Updated Financial Policies Draft (FOR POSSIBLE ACTION)
9. HDMS Board Officer Elections (FOR POSSIBLE ACTION)
10. PTO/Board Liaison Report (FOR DISCUSSION)
11. Principal/ED Update (FOR DISCUSSION)
12. Public Comment
13. 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 Charter School

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"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



**Board of Directors Meeting
March 20, 2024, @ 5:00 PM via Zoom
101 Fantastic Drive, Reno, Nevada 89512**

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

Ashley Allen
Bonnie Pillaro
Brigitte Frost
Jennifer Linn (not present)
Kristen Ashbaugh
Max Haynes (not present)
Nancy Smith
Reid Riker
Kelly Ryder (not present)

2. Public Comment

Parent Schaffer expressed concern about how administration handled an incident with her son.

3. Adopt the Agenda

Member Allen motions to approve the agenda (see supporting documents) with the change of striking item 5, Member Smith seconds the motion and it passes unanimously.

4. Approval of Board Minutes from February 28, 2024

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

5. Teacher Liason Report

Item was stricken from the agenda.

6. Review of Proposed 2024-2025 HDMS Teacher Salary Schedules and the Proposed HDMS Support Professional Pay Scales from the Finance Committee

Member Riker stated that, due to changes made by Steifel Bond Financing in the March 19, 2024 meeting, the Proposed 2024-2025 HDMS Teacher Salary Schedules and the Proposed HDMS Support

Professional Pay Scales will need to be adjusted and will not be able to be presented for a vote today.

7. Review of Primary Tuition Rates from the Finance Committee

Administrator Jordan stated that it would be a hardship to families to raise rates again this year. The subject will, however, need to be revisited the following school year.

8. Updated HDMS Financial Policies Draft

Member Pillaro and Administrator Miller Mintz presented the draft of the updated HDMS Financial Policies. Updates made were required by Steifel Bond Financing to ensure HDMS remains in compliance with bond covenants.

9. 2024-2025 Tentative Budget

Administrator Miller Mintz Presented the 2024-2025 Tentative Budget.

Member Allen motions to approve the 2024-2025 Tentative Budget as presented (see supporting documents), Member Ashbaugh seconds the motion and it passes unanimously.

10. Public Comment

Administrator Miller Mintz made a suggestion about what the focus of the Board's Faculty Liason position should be.

11. Adjournment and Future Agenda Items

Members discussed items for future agendas.

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



High Desert Montessori Charter School

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Board of Directors Retreat

Friday March 15, 2024 @ 4:00 PM

101 Fantastic Drive

Reno, Nevada 89511

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

HDMS Board meetings are posted at the following places.

Washoe County School District

Sparks Library

Washoe County Administration

HDMS Website

1. 4:15 Call to order
2. Roll Call
 - Members Present: Reid, Nancy, Kristen, Ashley, Max, Eric, Bonnie, Kelly, Brigitte (Zoom), Ashley (Zoom). Also present, Principal Eric Perez
3. Discussion of Montessori Focus
 - Needs of Montessori mission and vision vs. state and district requirements of public schools
4. Review and discussion of Strategic Plan including Long term and Short-term Goals of the School
5. Review and discussion Board Governance and Expansion
6. Items 4 and 5 deferred to a future Board "Working Meeting", potentially in June, due to time constraints
 - Item 4 - Review of HDMS Strategic Plan including short and long-term goals
 - Debt Payoff
 - Classroom Expansions and Additions
 - Online Programs and Possible Modifications to the Charter
 - Item 5 - Review of fundraising and Capital Campaigns
7. 6:36 pm Adjournment

Budget Preparation Guidelines

- **Debt Ratio**
 - 1.20 – two-year requirement per bond investors
 - Below 1.20 requires contracting with a management consultant
 - Below 1.10 puts the bonds in default
 - Bond covenants requires 1.10 minimum – below 1.0 is default

- **Fund Balance to be 8% of annual revenues**
 - Refer to Fund Balance section in Financial Policies

- **Liquidity**
 - Bond requirement is 45 days
 - Financial Policies (?) - requested by Stifel, but not mandatory:

- **No budget deficit**

Principal Board Update April 24, 2024
High Desert Montessori Charter School

Submitted by Principal Eric Perez

Montessori Principles and Tenets:

- **Classroom Observations:** Formal evaluations are almost complete with individual teacher conferences taking place after each evaluation. Assistant, specialist, and administrative support evaluations are beginning.
- **Professional Development:** Planning for next year's professional development has begun in the leadership team and the PLC's. Topics for consideration are:
 - Science of reading
 - Dare to lead book study: Brene Brown
 - Positive Discipline in the Montessori Classroom
- **Montessori Core Values:** In last month's early release PD day, the faculty examined our core values and we are looking at ways to make common language to reinforce those values. We are considering revisiting the school's mission statement to update and more closely align it with our values.

Academics/Student Success

- Kaleigh is working hard to finish up our MTSS processes for this school year and begin the process of intervention, MTSS, and identification of needs for specific children to better serve those who need extra help
- SBAC and CRT testing has almost concluded. After this, we will begin MAP testing for K-3rd grade students as required by the Nevada Read-by-3 law
- We will hold the final round of i-Ready testing in the last few weeks of school before graduation.

Parent Outreach and Engagement

- Monthly literacy nights are well attended and offered in a bi-lingual setting.
- Challenge Island/HDMS Family STEAM night is scheduled for May 1st
- 6th-grade projects are in the final stages of completion. Presentation night is May 22
- 2nd Cup of Coffee with Mr. Eric and Ms. Kaleigh is a successful monthly meeting with parents. The next event is scheduled for May 17th
- Conferences were held the week of March 18th. Our participation rate was very close to 100%

Future Plans for High Desert:

- Consideration of expanding the school by adding 2 additional classrooms
 - We are considering moving the library to the Jarbidge room in the Pyramid Building
 - Building a wall in the 2nd-floor library space to create 2 classrooms.
 - This will allow us to move the existing upper Elementary classroom from the Pyramid building to the 2nd floor of the Tahoe Building, uniting all upper elementary classrooms in the same space.
 - It will also allow us to open a new lower el classroom in the vacated classroom in the Pyramid building and a new upper el class the one of the new classrooms on the 2nd floor
 - The cost of creating the 2 new classrooms is roughly estimated to be between \$20,000-\$25,000
- Increasing Enrollment numbers at HDMS
 - We are currently projecting our enrollment to be over current square footage capacity for the 24-25 year in lower and upper elementary
 - Our bondholders are expecting our enrollment to grow
 - Revenue from increased enrollment will more than cover the costs of the construction, classroom outfitting, and staffing
 - Adding these classes will help us to achieve the “Pyramid” of enrollment with 7 primary, 6 lower elementary, 5 upper elementary, and 4 adolescent classrooms
 - Increasing enrollment will happen slowly with new, small classes in lower and upper elementary with no assistant or 1 assistant shared between the new classes. Roster sizes for the new classes will increase in the following years until they match the other classes of the level, based on square footage

NEXT STEPS:

- Planning for graduation
- Administrative Evaluations (Assistant Principal, Business Coordinator, Social Worker)
- Hiring of new staff to replace retiring/relocating staff and new (potential) staff members
- District and state compliance and reporting
- Preparing for Summer tasks (Master Calendar, EOP, SPP, etc)