



# High Desert Montessori Charter School

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

## NOTICE OF PUBLIC MEETING

Board of Directors Meeting  
4/2/2025 @ 5:00 PM on Zoom

<https://us02web.zoom.us/j/85812657908?pwd=f2OFXaHCilquSjdllMUyyoFkmb36SF.1>

**Meeting ID: 858 1265 7908 Passcode: 433152 Phone Access: 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 the Board to consider. 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 2/26/2025 (FOR POSSIBLE ACTION)
5. Financial Advisor's Report (Tommy Barcia) (FOR DISCUSSION)
6. Approval of Tentative 2025-2026 Budget (FOR POSSIBLE ACTION)
7. Set Date for HDMS Board Retreat (FOR POSSIBLE ACTION)
8. Review of Revised Employee Contract for 25-26 (FOR DISCUSSION)
9. Faculty Liaison Report (FOR DISCUSSION)
10. PTO Liaison Report (FOR DISCUSSION)
11. Public Comment
12. 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."*



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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)



**Board of Directors Meeting  
February 26, 2025, @ 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  
Jennifer Linn (not present)  
Kristen Ashbaugh  
Nancy Smith (joined at 5:04)  
Pamala Pollard (not present)  
Reid Riker

**2. Public Comment**

Public comment was heard.

**3. Adopt the Agenda**

Member Ashbaugh motions to approve the agenda (see supporting documents), Member Allen seconds the motion and it passes unanimously.

**4. Approval of Board Minutes from 1/29/2025**

Member Pillaro motions to approve the Board Meeting minutes from 1/29/25 (see supporting documents). Member Ashbaugh seconds the motion and it passes unanimously.

**5. Approval of the Revised 2024-2025 Employee Handbook**

Administrator Perez presented the Revised 2024-2025 Employee Handbook (see supporting documents).

Member Allen motions to approve the Revised 2024-2025 Employee Handbook (see supporting documents), Member Smith seconds the motion and it passes unanimously.

**6. Approval of Increase to Primary Tuition Rates**

Administrator Jordan presented the need for a \$200 monthly increase to Pre-K tuition rates.

Member Ashbaugh motions to approve the \$200 monthly rate increase for Pre-K tuition beginning July 1, 2025. Member Pillaro seconds the motion and it passes unanimously.

**7. Principal/Executive Director Update**

Administrator Perez presented his Principal/Executive Director update.

**8. Faculty Liaison Report**

Teacher Berfield presented her Faculty Liaison report.

**9. PTO Liaison Report**

Member Ashbaugh presented the HDMS PTO report.

**10. Public Comment**

Public comment was heard.

**11. Change of Date for Next Board Meeting**

All members agreed to change the date of the next meeting to April 2, 2025, at 5:00 PM via Zoom.

**12. Adjournment and Future Agenda Items**

Members discuss future agenda items.

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

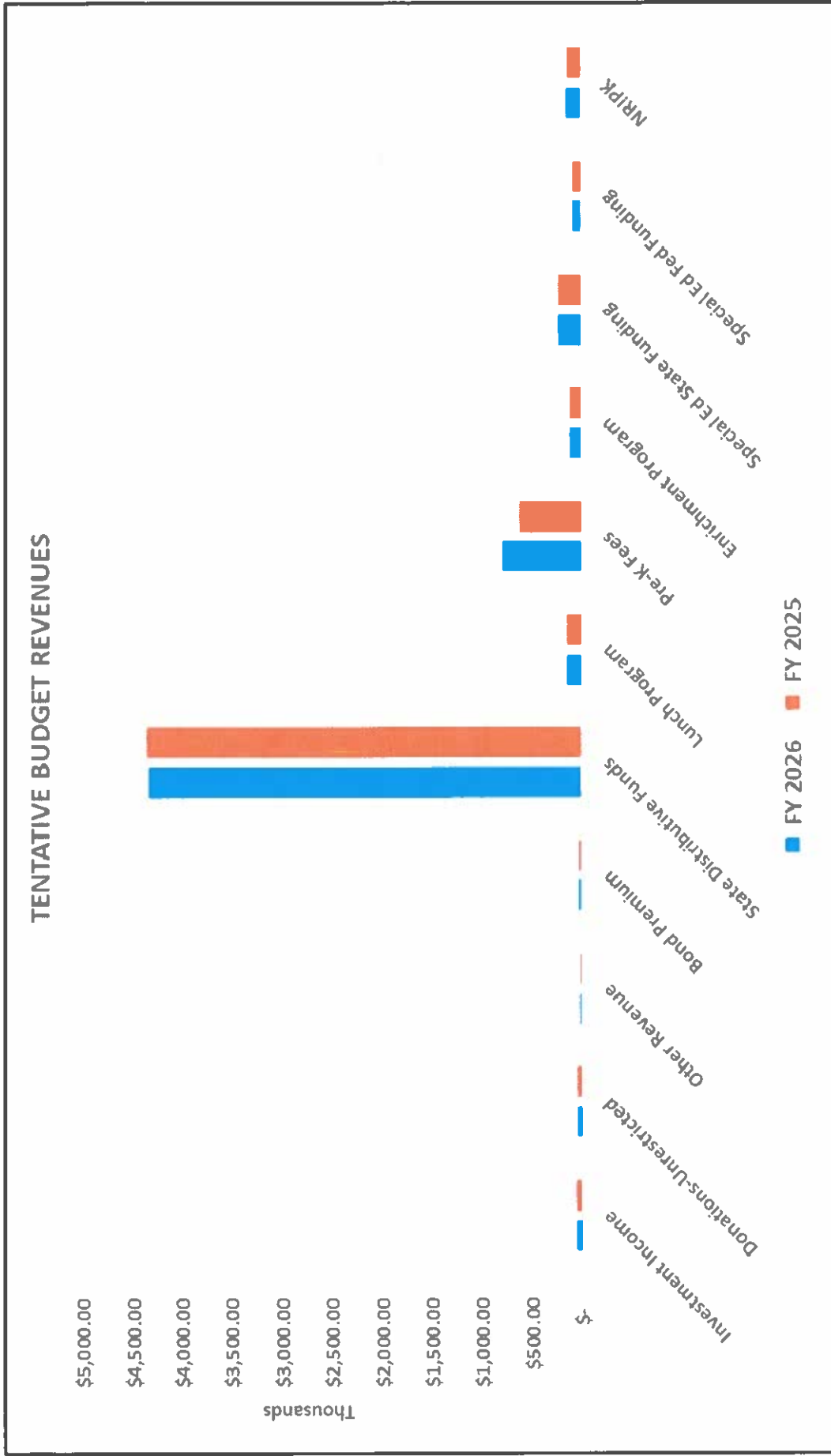
# HIGH DESERT MONTESSORI CHARTER SCHOOL

## 2025-2026 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 OPERATION / MAINTENANCE	FUNCTION 3100 FOOD SERVICE	FUNCTION 2900 PRE-K PROGRAM	FUNCTION 2900 ENRICHMENT PROGRAM	FUNCTION 1000 SPECIAL ED STATE	FUNCTION 1000 SPECIAL ED FEDERAL	FUNCTION 1000 NRIPIK	FUNCTION 5000 DEBT SERVICE	Expense Totals
Investment Income	\$ 55,000.00														
Donations-Unrestricted	\$ 50,000.00														
Other Revenue	\$ 19,500.00														
Bond Premium	\$ 25,698.36														
State Distributive Funds	\$ 4,355,539.00														
Lunch Program	\$ 144,686.75														
Pre-K Fees	\$ 787,000.00														
Enrichment Program	\$ 120,000.00														
Special Ed State Funding	\$ 234,630.79														
Special Ed Fed Funding	\$ 84,967.59														
NRIPIK	\$ 150,000.00														
Salaries		1,637,454.58	180,061.30	85,463.28	113,504.09	174,552.81	46,822.79	55,433.81	391,614.75	98,467.52	141,454.57	51,223.15	118,500.00	-	\$ 3,094,552.65
Benefits		709,923.19	69,070.36	34,244.56	54,163.96	94,501.05	10,900.72	15,573.02	150,233.75	35,255.99	61,059.35	22,111.31	31,500.00	-	\$ 1,288,537.28
Purchase Services		45,870.00	31,000.00	-	500.00	238,583.09	186,520.24	1,000.00	-	-	32,116.88	11,633.13	-	-	\$ 547,223.33
Supplies		42,800.00	2,000.00	-	-	9,000.00	47,000.00	83,593.00	7,250.00	8,500.00	-	-	-	-	\$ 200,143.00
Property		-	-	-	-	-	50,000.00	-	-	-	-	-	-	-	\$ 50,000.00
Other		37,500.00	-	-	-	36,785.96	-	450.00	1,060.00	250.00	-	-	-	-	\$ 778,483.61
<b>TOTALS:</b>	<b>\$ 6,037,022.49</b>	<b>\$ 2,473,547.77</b>	<b>\$ 282,131.66</b>	<b>\$ 119,707.84</b>	<b>\$ 168,168.05</b>	<b>\$ 553,422.90</b>	<b>\$ 341,243.75</b>	<b>\$ 156,049.83</b>	<b>\$ 550,158.50</b>	<b>\$ 142,473.51</b>	<b>\$ 234,630.79</b>	<b>\$ 84,967.59</b>	<b>\$ 150,000.00</b>	<b>\$ 702,437.65</b>	<b>\$ 778,483.61</b>

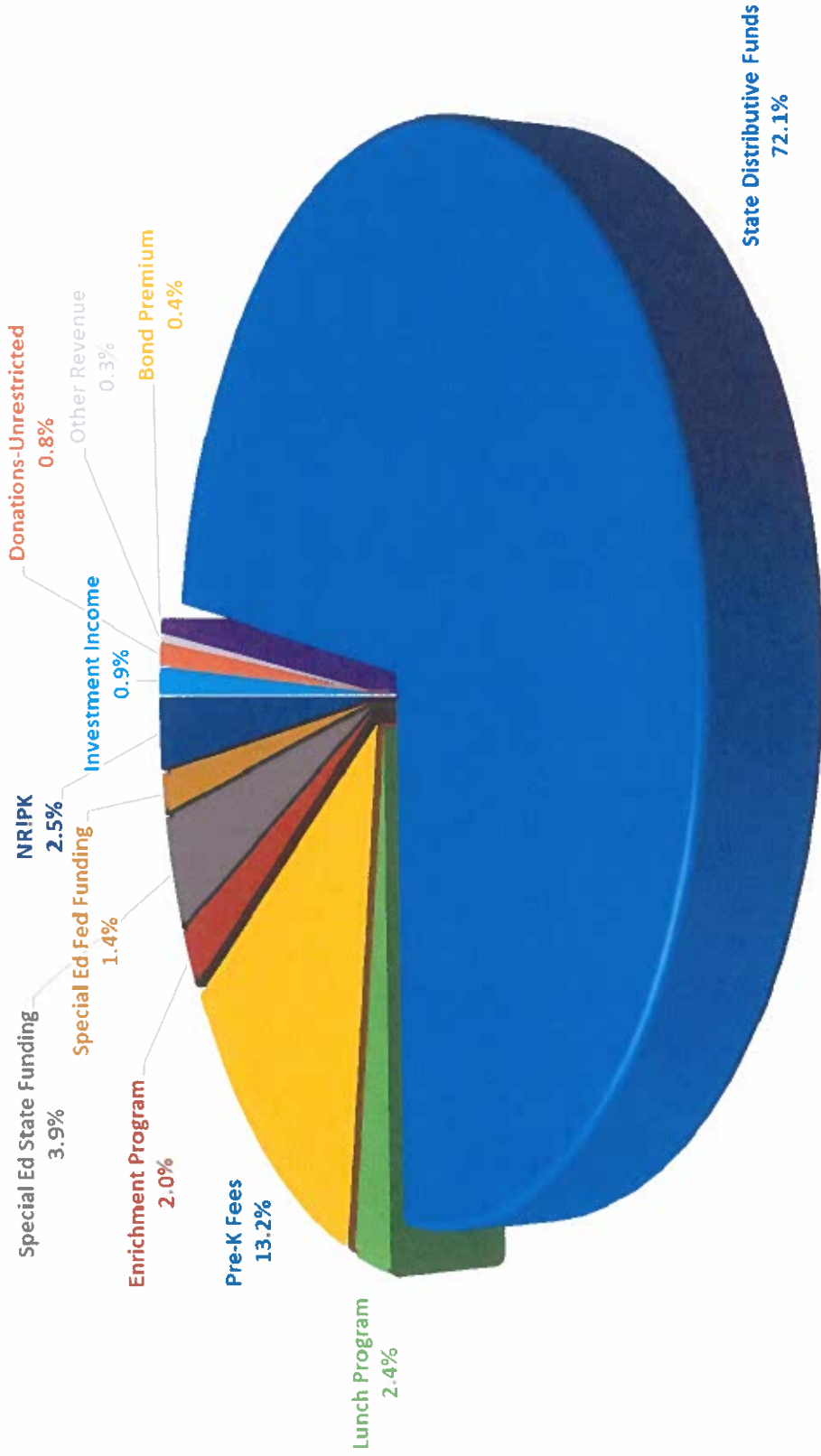
Revenues Over/(Under) Expenses	\$ 78,082.65
Unrestricted Funds to be expended	
Net Revenues Over/(Under) Expenses	\$ 78,082.65

# HIGH DESERT MONTESSORI CHARTHER SCHOOL



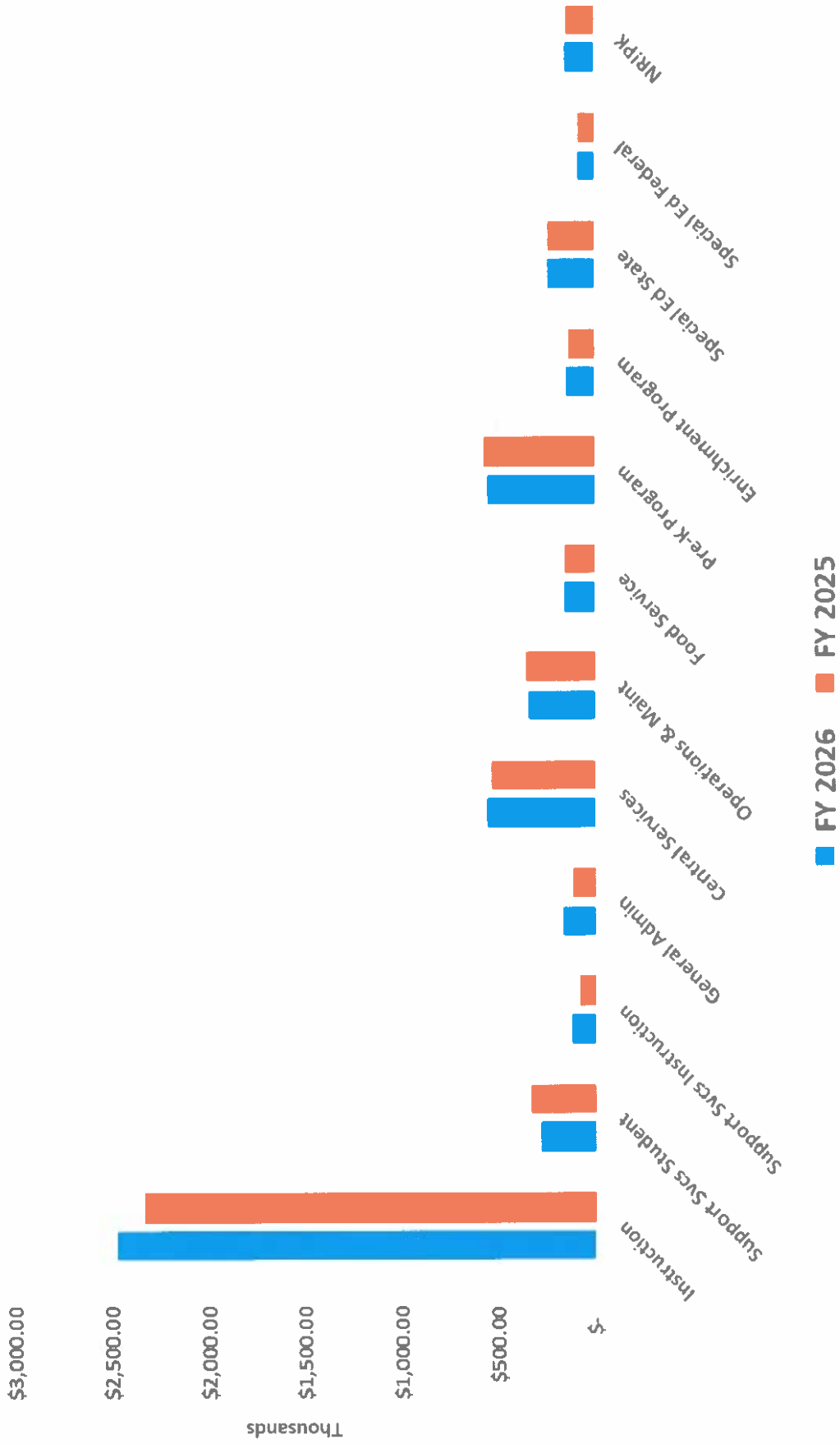
# HIGH DESERT MONTESSORI CHARTHER SCHOOL

## FY 2026 REVENUES



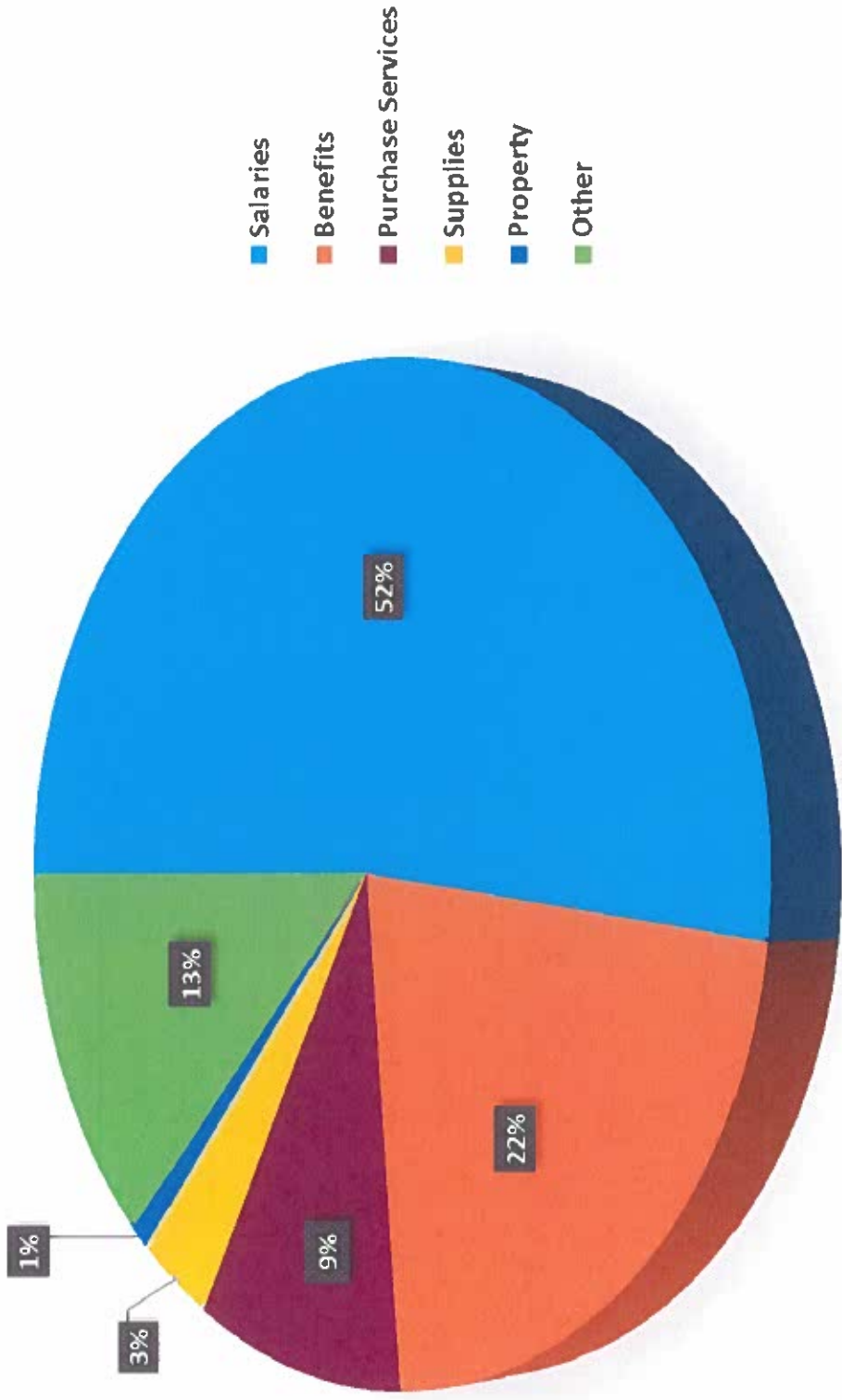
# HIGH DESERT MONTESSORI CHARTHER SCHOOL

## TENTATIVE BUDGET EXPENDITURES



# HIGH DESERT MONTESSORI CHARTER SCHOOL

## FY 2026 Tentative Budget Expenditures





# 2025-2026 Fiscal and Academic Year EMPLOYMENT AGREEMENT: CERTIFIED TEACHING STAFF

High Desert Montessori School, hereafter referred to as HDMS, and [REDACTED], hereafter referred to as YOU, agree to the following terms and conditions:

HDMS agrees to employ YOU, and YOU, as evidenced by YOUR signature, agree to the following terms and conditions of this agreement ("Agreement") as specified:

1. **TERM:** The term of this Agreement shall begin on **July 1, 2025**, and shall end on **June 30, 2026**. Total contracted work days are **185 full-time days** as designated on the High Desert Montessori School Calendar. Entering into this Agreement does not guarantee that an agreement will be offered to you for any subsequent term.

2. **COMPENSATION:** For all services rendered by YOU under this agreement, HDMS agrees to pay YOU according to the **2025-2026** High Desert Montessori Teacher Salary Schedule at Class [REDACTED] and Step [REDACTED]. YOU will be compensated a non-PERS adjusted base salary of \$[REDACTED] for **full-time** work for **185 full-time days** paid over 24 pay periods, beginning August 20<sup>th</sup>, pay dates are the 5<sup>th</sup> and the 20<sup>th</sup> of each month, or the nearest bank day prior, if pay dates fall on holidays or weekends. This is an exempt position, meaning that you are not eligible for overtime pay.

3. **ASSIGNMENT:** YOU are assigned to work as a [REDACTED]. HDMS reserves the right to reassign you if projected student enrollment varies prior to the beginning of, or at any time during the school year.

[REDACTED] INITIAL

4. **HEALTH INSURANCE BENEFITS:** Staff members whose regular assignment includes a minimum of 28.5 hours per week during the school year are eligible for health insurance benefits. **Insurance benefits are effective beginning September 1 for newly hired full-time certified staff.**

YOU may choose to carry the HDMS group health insurance and the school will pay a substantial portion, to be determined annually by the HDMS Administration and HDMS Board's Finance Committee. The remaining monthly premium amount will be deducted from your pay. If YOU choose to maintain another policy, HDMS does not reimburse YOU the cost of YOUR policy. If either you or HDMS terminates your Agreement early, your health insurance benefits will end on the last day of the month in which your last work day falls. Eligibility and participation are governed by the insurance agreements and summary plan descriptions in effect between HDMS and the insurers, the terms of which control.

[REDACTED] INITIAL

5. **RETIREMENT BENEFITS:** Staff may be eligible for Nevada Public Employees Retirement System, PERS, if they meet PERS requirements and restrictions. This is fully defined on the PERS website and forms that provide options and may be amended by PERS. **PERS benefits begin the first day of employment for full-time certified staff.**

[REDACTED] INITIAL

6. **DUTIES:** YOU as a full-time teacher must be in the classroom and available to manage YOUR professional duties from **8:00 AM to 4:00 PM**; if YOU are a part-time teacher, YOUR work will be as defined, assigned and recorded in this Agreement.

YOU must be available to meet with parents as needed, and by their request or yours. YOU must respond to requests from staff or parents in a timely manner.

YOU are required to teach Montessori lessons appropriate for the child's age, ability, and correlate to Nevada Academic Content Standards (NVACS) and Next Generation Science Standards (NGSS). YOU must maintain lesson plans by the week, month, and school year. YOU must maintain each student's individual records, portfolio, and progress reports according to applicable laws, NRS, NAC and policies, including the Infinite Campus requirements of WCSD.

**INITIAL**

**ADDITIONAL DUTIES:** There are duties that YOU must fulfill in addition to those assigned by YOUR supervisor:

- **FACULTY/STAFF MEETINGS:** These meetings are an important part of professional collaboration and are mandatory. YOU are required to attend faculty meeting/child study meetings and/or as needed, (10) parent-teacher conference days, (5) full day professional development dates, regularly scheduled weekly PLC meetings (both by level and vertical) and monthly morning RTI/MTSS meetings throughout the school year. All meetings will be scheduled on the staff master calendar made available to YOU prior to the beginning of each school year.
- **COMMUNICATION COMMITMENT:** Parents rely upon regular communication to know what is going on at HDMS and in YOUR classroom. It is your responsibility to update Transparent Classroom for each student on a weekly basis (at a minimum). It is your responsibility to make a submission to the HDMS Weekly Newsletter at least once monthly. It is necessary and mandatory that YOU participate in HDMS communication commitments and stay "green" by sending communication electronically. It is your responsibility to make sure you maintain at least one current email address for the parent/guardian of each child in your classroom.
- **PARENT EDUCATION NIGHTS:** YOU are required to lead one Back to School Night and to participate in all Parent Education Seminar Nights and Montessori Through My Eyes events relevant to your level each school year.
- **TEACHER IN-SERVICE:** You are required to participate in Professional Development in-service days, and these are mandatory for all levels.
- **TEACHERS LICENSE:** You are to maintain licensure requirements at all times without lapses per requirements of the Nevada Department of Education. If you fail to maintain your license, your pay will **immediately** adjust to the current substitute rate until your license is current, and HDMS reserves the right to terminate this Agreement at its sole discretion.
- **RECESS & LUNCH DUTY:** Each full-time teacher will be assigned duties (lunch, recess, before or after school as needed) to provide professional oversight **as determined by each level to maintain adequate and equitable supervision.** If you are assigned lunch duty, you shall use this time to model and share lessons on Grace & Courtesy. Part-time staff will be assigned such duties as needed.
- **COMMITTEES & EXTRA-CURRICULAR PARTICIPATION:** For the benefit of the HDMS Community, YOU shall serve on at least one committee or take leadership of at least one event or enrichment program. YOU shall support the HDMS Community by attending at least one (1) PTO Meeting, (1) HDMS Board Meeting, and at least two (2) Community Events throughout the year, such as HDMS fundraisers, performances, and/or booth-staffing at public events.
- **FUNDRAISING:** YOU shall actively participate in major annual events put on by HDMS or PTO to meet school needs, such as the HDMS World Expo, Jog-A-Thon, etc. You shall work cooperatively with YOUR level on financial decisions and approval of fundraising events.
- **SCHOOL ENVIRONMENT:** YOU shall maintain a safe, orderly and clutter-free environment inside and outside YOUR classroom, including designated Common Areas of responsibility to keep neat and orderly on a rotation basis. For our lease and safety requirements, YOU

may not change nor dispose of any facility equipment or signage without the Administrator's permission. To comply with liability insurance policies, YOU must keep a documented inventory of your personal property kept in the classroom, and submit a copy to Human Resources to be kept on file each school year.

- MONTESSORI ADULTS: Please refer to the discussion of applicable conduct standards in the HDMS Employee Handbook. These are essential parts of your duties and responsibilities under this Agreement.
- CLASSROOM MANAGEMENT: YOU as Lead Teachers are the supervising employee for hourly classroom assistants in YOUR classroom and YOU ensure that teacher assistants in your care are informed and compliant with all school policies and protocols. YOU will sign the 'Request for Time Off' forms of the assistants assigned to you. If it seems necessary to discontinue the teacher-assistant relationship, the matter must be brought to the Principal for a formal decision.
- EVALUATIONS OF SUPPORT STAFF: YOU shall conduct evaluations of support staff under YOUR supervision at least two (2) times a year: one evaluation within their first 45 days of employment (approximately mid-October), and the second evaluation in April or May to determine whether employment in the future is appropriate. Evaluation forms shall be provided by Administration, and opportunity provided for their professional development goals to be included. Post-evaluation, YOU as evaluators will share the outcomes and action items with the assistant who will also sign the evaluation with opportunity for written comments.
- PARENT VOLUNTEERS: Prepare a list of classroom needs to facilitate parental involvement. These Activities must have a detailed instruction sheet, a designated place to complete the Activity and materials prepared for the parental volunteers. You shall solicit a classroom PTO representative to attend PTO meetings and functions throughout the school year. Have parents fill out a volunteer form at Back to School Night.

**INITIAL**

**7. EVALUATION:** YOU will be evaluated as follows: YOUR first three years, probationary evaluations are due by April 15 using Board-approved, adopted standard school year evaluations, currently those in use by WCSD. Subsequent evaluations will be post-probationary evaluations conducted each year based upon goals and objectives determined by YOU and YOUR immediate supervisor, also due by April 15, conducted annually, except every third year when there will be a major evaluation regarding the three-year probationary period. Additionally, HDMS will use the NCMPS/DERS and MEFS observation protocol that addresses Montessori theory and practice. Nothing in this paragraph may be construed as a guarantee of employment beyond the term of the Agreement as stated in paragraph 1 above.

**Average Daily Attendance (ADA):** 'No Child Left Behind' research has determined that teachers' attendance affects students' performance; therefore, one of the factors that are submitted and evaluated for Annual Yearly Progress (AYP) is teacher attendance; teachers should have attendance rates greater than 95 percent. This does not include leave eligible for the Family and Medical Leave Act. For teacher attendance, HDMS maintains a record for each teacher who is absent for more than 20 consecutive days (less than 90 percent attendance) which the Nevada Department of Education may request for review.

**Compliance with the Goals and Objectives of the School Performance Plan:** The School Performance Plan (SPP) is a collaborative document to which teaching staff have significant input during a teacher Professional Development Day. Professional Development time devoted to the SPP offers training to facilitate the goals and objectives and offers Professional Learning Communities (PLC) an opportunity to evaluate school progress toward the goals and objectives, and to collaborate with colleagues to set new goals and objectives for the next school year.

Research strongly indicates that a PLC working together to achieve school improvement excels and achieves High Achievement status in the NCMPS Essential Elements Rubric more easily.

INITIAL

**8. ATTENDANCE, LEAVE, DISABILITY, and ABSENCE REPORTING POLICIES:**

**TIME ACCOUNTABILITY:** You will be required to be accountable for on-campus time, provided, however, that you are permitted to take a 30-minute lunch break midway through the day. A time clock will be used for accountability. Hours must be submitted in a timely manner.

**REPORTING ABSENCES:** You are responsible for reporting absences, and for making arrangements for a substitute teacher by using the list provided by HDMS, or internal coverage as appropriate, as set forth more fully in the HDMS Employee Handbook.

**REQUEST FOR TIME OFF:** In the event of inability to attend any regular session of the school year (for any off-campus training or appointments, either personal or professional), you must submit a "Request for Time Off" using the procedures set forth in the HDMS Employee Handbook. Appointments should, as much as possible, be scheduled during the times when not required to work.

**ANNUAL ALLOCATION OF PAID TIME OFF (PTO):** You will receive an annual allocation of PTO as set forth in the HDMS employee handbook. Any time off taken after accrued PTO has been exhausted will be unpaid.

INITIAL

**9. MONTESSORI METHOD:** By YOUR signature below, YOU state YOUR intention to comply with the premises of the Montessori Method of instruction as defined in the HDMS Charter, Staff Handbook, and Parent/Student Handbook. Further, YOUR signature below also indicates YOUR willingness to continually learn more about this method of education by attending staff meetings, training seminars, and/or personal reading. This also includes engaging in the coaching model and goal setting cycles. Newly hired and untrained Montessori certified classroom teachers have up to one school year to enroll in a training program with either AMI or AMS. A separate training agreement will be signed once this takes place.

INITIAL

**10. PROFESSIONAL DEVELOPMENT:** In support of YOUR continual improvement as a teacher, HDMS requires Professional Development in-service days, as specified in this Agreement. Subject to approval by the Nevada Department of Education, the Administrator will schedule Professional Development in-service days to meet the unique needs of High Desert Montessori curriculum in the management of manipulative, hands-on Montessori materials and support of the goals and objectives within the School Performance Plan (SPP) and the NCMPS Essential Elements Rubric. Subject to pre-approval by the NDE Superintendent and HDMS Administration, YOU will participate in staff meetings, staff trainings and PLC's.

INITIAL

**11. STUDENT PARENT TEACHER CONFERENCES:** YOU are granted five (5) early release days at the approximate end of the first quarter and another five (5) at the approximate end of the third quarter to allow for a 30 minute conference for each student's family. Student led conferences with specific goal setting is preferred. For the HDMS Accountability Report, YOU will submit statistics of which parents attended and which did not. YOU will make reasonable accommodations to meet with all of YOUR students' parents.

INITIAL

**12. HDMS EMPLOYEE HANDBOOK:** YOU are responsible to know the contents of the Employee Handbook, which may be amended and updated. Failure to comply with school policies in this handbook and its updates is grounds for termination of employment and this Agreement. Further, YOU are required to sign a statement that YOU have read and understand the requirements of HDMS at the beginning of each school year. **The HDMS EMPLOYEE Handbook is updated approximately annually, posted electronically, and available in hard copy form upon request.**

INITIAL

**13. EMPLOYEE DISCIPLINE:** Notwithstanding any term of this Agreement, you acknowledge and agree that HDMS may terminate YOUR employment, and this Agreement, if you are deficient in meeting YOUR duties or engage in misconduct that, in the sole discretion of HDMS, warrants termination of employment.

INITIAL

**14. DRUG AND ALCOHOL POLICY:** The Employee Handbook contains a Drug and Alcohol Policy that is also part of YOUR signed statement of understanding and compliance.

INITIAL

**15. ATTENDANCE RECORDS:** YOU are designated to keep the official, legal record of student school attendance for YOUR classroom. YOU are required to take daily attendance, according to the Infinite Campus requirements of WCSD. YOU must keep an updated weekly attendance binder in YOUR classroom containing the weekly attendance reports for review at any time by auditors, and for immediate use during emergency drills or occurrences.

INITIAL

**16. RESTRICTIONS:** YOU are prohibited by the terms of this Agreement to work for any other organization during YOUR regularly scheduled duty hours. YOU are further prohibited from accepting work that interferes with the delivery of YOUR duties for HDMS. Except as may be medically necessary, it is requested that teachers refrain from taking time off the first and last 2 weeks of the academic school year.

INITIAL

**17. NON-COMPETITION DURING TERM OF AGREEMENT.** By signing this Agreement, YOU agree that during the term of this Agreement, YOU will not perform any work (whether for compensation or otherwise), or otherwise assist or support in any way, any Montessori educational institution in Nevada. YOU acknowledge that this non-competition covenant is necessary to protect the legitimate business interests of HDMS given (1) the nature of YOUR position, (2) the training, materials, and other support provided to YOU by HDMS, and (3) the critical importance of focusing your full work efforts on providing a quality and meaningful education for HDMS students. YOU further acknowledge that this section is narrowly and reasonably tailored, and that it does not impose an undue burden or hardship on you. If any court should disagree and find that this section is overly broad or otherwise unenforceable, YOU and HDMS agree that the Court shall reform or "blue-pencil" this section so that it is enforceable to the fullest extent permitted by law.

INITIAL

**18. ETHICS OF PUBLIC EMPLOYEES:** YOU agree that YOU will not seek or accept any gift, service, favor, or employment, which would improperly influence a reasonable person to depart from the faithful and impartial discharge of his or her public duties, and shall not use YOUR position to secure unwarranted privileges, preferences, exemptions, or advantages for YOURself, YOUR family members, or for a business entity in which YOU have a significant interest. Additionally, as an HDMS staff member subscribing to Montessori philosophy, YOU agree to observe the HDMS 'Conditions of Employment', 'Employee Standards of Conduct' and 'Code of Ethics & Standard

Practices for HDMS Educators' and all other policies affecting the way business is conducted at HDMS, put forth in the High Desert Montessori School Employee Handbook in effect during the period of this Agreement. *(Included as prescribed by public financial audit principles).*

**INITIAL**

**19. DISSOLUTION OF AGREEMENT:** HDMS reserves the right to immediately dissolve or otherwise terminate this Agreement, and terminate YOUR employment, if the teaching position for which YOU were hired or retained is deemed unnecessary due to lack of enrollment of students, or if there has been cause for YOUR Nevada teaching license to be revoked. HDMS further reserves the right to dissolve or otherwise terminate this Agreement with 2-weeks notice if YOU have failed to execute the terms of this Agreement.

YOU may also dissolve this Agreement upon 2-week notification of YOUR intention to cease the terms of this Agreement. If YOU have any outstanding debt owed HDMS, including, but not limited to, Montessori training costs that remain to be satisfied, you will need to arrange to reimburse HDMS for those amounts on or before YOUR final day of employment. At your election, this can be done via a deduction from YOUR final paycheck.

**INITIAL**

**IN WITNESS THEREOF, the parties have executed this Agreement on the date it bears.**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
HDMS Principal/Director

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Business Coordinator