



# High Desert Montessori Charter School

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

## NOTICE OF PUBLIC MEETING

**Board of Directors Meeting - 10/29/25 - 5:00 PM ON ZOOM**

**<https://us02web.zoom.us/j/82777721066?pwd=gFjWZiKNa3HM9ZnZJ1JeDproWlwonx.1>**

**Meeting ID: 827 7772 1066**

**Pass Code: 052191**

**Phone Number: +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 8/27/2025 (FOR POSSIBLE ACTION)
5. Approval of Board Minutes from 9/24/2025 (FOR POSSIBLE ACTION)
6. Acceptance of NAC386.400 and NAC386.350 Report (FOR POSSIBLE ACTION)
7. Amendment of Board Bylaws (FOR POSSIBLE ACTION)
  - a. Article 2 Section 5A
8. Approval of FY Revised Final Budget FY26 (FOR POSSIBLE ACTION)
9. Acceptance of YE 2025 Financial Audit (FOR POSSIBLE ACTION)
10. PTO Liaison Report (FOR DISCUSSION ONLY)
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*



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*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)



**Board of Directors Meeting  
September 24, 2025, @ 5:00 PM via Zoom  
101 Fantastic Drive, Reno, Nevada 89512**

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

Anthony Arger (joined at 5:05)  
Ashley Allen  
Bonnie Pillaro (not present)  
Kristen Ashbaugh (not present)  
Nancy Smith  
Pamala Pollard  
Reid Riker

**2. Public Comment**

No public comment at this time.

**3. Adopt the Agenda**

Member Allen motions to adopt the agenda, with items 7 and 8 struck from the agenda (see supporting documents), Member Smith seconds the motion, and it passes unanimously.

**4. Approval of 2025 HDMS Charter Renewal Application**

Administrator Perez presented the 2025 HDMS Charter Renewal Application.

Member Allen motions to approve the 2025 HDMS Charter Renewal Application. Member Arger seconds the motion, and it passes unanimously.

**5. Amendment to HDMS Board Bylaws, Replace Board Protocol Policy Article II, Section VII**

Item 5a was tabled.

Member Pollard motions to approve the proposed Amendment to the Board Protocol Policy section of the HDMS Board Bylaws. The amendment will replace the current contents of Section VII. Member Allen seconds the motion, and it passes unanimously.

**6. Principal's Board Report**

Administrator Perez presented his Principal's Report.

## **7. Public Comment**

No public comment at this time.

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

Members discuss future agenda items. Member Arger motions to adjourn the meeting, Member Allen seconds the motion, and it passes unanimously. The meeting is adjourned.



**Board of Directors Meeting  
August 27, 2025, @ 5:00 PM via Zoom  
101 Fantastic Drive, Reno, Nevada 89512**

**1. Call to Order and Roll Call at 5:01**

Anthony Arger (joined at 5:13)  
Ashley Allen (joined at 5:03)  
Bonnie Pillaro  
Kristen Ashbaugh  
Nancy Smith  
Pamala Pollard (not present)  
Reid Riker

**2. Public Comment**

No public comment at this time.

**3. Review of Consent Agenda Items**

**a. Approve Agenda of 8/27/25 Board Meeting**

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

**b. Approve Minutes of 6/11/2025 Board Meeting**

**c. Approve Minutes of 6/30/25 Board Retreat**

**d. Approve Minutes of 8/6/25 Board Meeting**

Member Pillaro abstains from the vote for the 6/11/25 meeting, and Member Smith abstains from the vote for the 8/6/25 meeting. Member Ashbaugh motions to approve the Consent Agenda Items (see supporting documents), Member Allen seconds the motion, and it passes unanimously.

**4. Approval of Shade Structure Purchase for Primary Playground**

Members discussed the need to purchase a Shade Structure for the Primary Program. Various bids for a shade structure were discussed.

Member Pillaro motions to approve Garden Shop Landscaping as the vendor for the purchase of shade structures up to the amount of \$20,000. Member Ashbaugh seconds the motion, and it passes unanimously.

**5. Amendment to HDMS Board Bylaws, Addition to Board Protocol Policy Article II, Section VII**

Members discussed adopting the Board Protocol Policy Amendment to the HDMS Board Bylaws; the amendment would replace the current contents of Section VII, "Board Protocol." Members also discussed the redaction of the policy, which mandates that the Board create the school calendar.

**6. Principal's Board Report**

Administrator Perez presented his Principal's Report and introduced the new teachers to the board.

**7. PTO Board Liaison Report**

Member Ashbaugh presented the PTO Liaison Report.

**8. Staff Liaison Report**

Teacher Berfield presented the Staff Liaison Report.

**9. Public Comment**

No public comment at this time.

**10. Adjournment and Future Agenda Items**

Members discuss future agenda items. Member Arger motions to adjourn the meeting, Member Ashbaugh seconds the motion, and it passes unanimously. The meeting is adjourned.

| HIGH DESERT MONTESSORI CHARTER SCHOOL NAC 386.400(2)(g)<br>2025-2026 SCHOOL YEAR INDEPENDENT CONTRACTORS:                    |                                       |                   |                                                                                   |                                                                                                                                                 |                                                                                                                                                 |                   |    |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----|
| INDEPENDENT CONTRACTORS: INDIVIDUALS PROVIDING NON-INSTRUCTION-RELATED SERVICES and<br>ALL BUSINESSES REGARDLESS OF SERVICES |                                       |                   |                                                                                   |                                                                                                                                                 |                                                                                                                                                 |                   | FP |
| Ana Fast Cleaning                                                                                                            | 3815 Patricia Ln<br>Reno, NV 89512    | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Janitorial Services</li> </ul>             | <ul style="list-style-type: none"> <li>Custodial Services</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>Custodial Services</li> </ul>                                                                            | Yes               |    |
| Freier, Sharon                                                                                                               | 1701 California Ave<br>Reno, NV 89509 | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Visiting Nurse</li> </ul>                  | <ul style="list-style-type: none"> <li>School nurse</li> <li>Evaluation and Assessments: IEPs</li> <li>Vision and hearing screenings</li> </ul> | <ul style="list-style-type: none"> <li>School nurse</li> <li>Evaluation and Assessments: IEPs</li> <li>Vision and hearing screenings</li> </ul> | Via State License |    |
| Ghiglieri, Jim                                                                                                               | 2347 Geneva Ct<br>Sparks, NV 89434    | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Information Technology Services</li> </ul> | <ul style="list-style-type: none"> <li>Technology Support</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>Technology Support</li> </ul>                                                                            | Yes               |    |
| Northern Nevada Bookkeeping, LLC                                                                                             | PO Box 70971<br>Reno NV 89570         | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Bookkeeper</li> </ul>                      | <ul style="list-style-type: none"> <li>Financial reporting</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Financial reporting</li> </ul>                                                                           | Yes               |    |
| Clarkson, Susan                                                                                                              | 4835 Pinesprings Dr<br>Reno NV 89509  | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>psychologist</li> </ul>                    | <ul style="list-style-type: none"> <li>psychologist</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>psychologist</li> </ul>                                                                                  | Yes               |    |
| Clean Cut Lawns Inc                                                                                                          | 1140 Keele Dr<br>Reno, NV 89509       | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Landscaping</li> </ul>                     | <ul style="list-style-type: none"> <li>Landscaping</li> <li>Snow Removal</li> </ul>                                                             | <ul style="list-style-type: none"> <li>Landscaping</li> <li>Snow Removal</li> </ul>                                                             | Yes               |    |
| Mackessy, Jung                                                                                                               | 2043 Westfield Ave<br>Reno NV 89509   | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>Occupational Therapy Services</li> </ul>   | <ul style="list-style-type: none"> <li>Occupational Therapy Services</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Occupational Therapy Services</li> </ul>                                                                 | Via State License |    |

| HIGH DESERT MONTESSORI SCHOOL NAC 386.350(3)<br>2025-2026 SCHOOL YEAR EMPLOYEES:<br>DUTIES, CREDENTIALS & QUALIFICATIONS |                       |                                                                                                                                                                      |                            |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #                                                                                                                        | NAME                  | JOB TITLE<br>LIC # EXPIR &<br>ENDORSEMENTS                                                                                                                           | INSTRUCT. OR<br>NON-INSTR. | EDUCATION CREDENTIALS                                                                                                                                                                                                                                                                                                                                                              | DUTIES                                                                             | RELEVANT WORK EXP/QUALIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CERTIFIED STAFF</b>                                                                                                   |                       |                                                                                                                                                                      |                            |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                          | ADAMS,<br>Larry       | Middle School Science Teacher<br>• NV Secondary 7-12<br>• Biological Science,<br>Physical Science,<br>Biology, Chemistry<br>Teaching Lic. #114274<br>exp. 11/22/2029 | INSTRUCTIONAL              | <ul style="list-style-type: none"> <li>• AMI Montessori Adolescent Certification, Denver, CO, July 2023</li> <li>• Univ. of Michigan, PhD in Biological Chemistry, 1998</li> <li>• Univ. of Wyoming, MS in Animal Science, 1986</li> <li>• Univ. of California Irvine, Secondary Teaching Credential, 1975</li> <li>• Univ. of California Berkeley, BA in Zoology, 1974</li> </ul> | -Teacher: Science Grade 7 and 8<br>-Super Team<br><b>185-day Contract</b>          | <ul style="list-style-type: none"> <li>• HDMS Middle School Science teacher since 2020</li> <li>• enCompass Academy, High School Science Teacher, 2016-2020</li> <li>• Ramona High School, High School Science Teacher, 2014-2016</li> <li>• San Diego School for Creative &amp; Performing Arts, Middle School Science Teacher, 2008-2013</li> <li>• Norwalk High School, High School Science Teacher, 2004-2008</li> <li>• Cheyenne East High School, Science Department Chairperson, 1982-1990</li> <li>• Laramie Community College, Chemistry Instructor, 1988</li> </ul> |
|                                                                                                                          | BERFIELD,<br>Jamie A. | Upper Elem Teacher<br>• NV K-8 Teaching Lic. #34296 exp 10/2/2031<br>• NV K-8 Mathematics #34296 exp 10/2/2031<br>• NV K-8 Gifted & Talented #34296 exp 10/2/2031    | INSTRUCTIONAL              | <ul style="list-style-type: none"> <li>• Gifted Talented Endorsement, 2016</li> <li>• AMS Montessori Credential Lower and Upper Elementary, 2014</li> <li>• Lesley University, MA, Ed.</li> <li>• Univ. of NV, Las Vegas, BS, Ed.</li> </ul>                                                                                                                                       | -Teacher: Upper Elem Grades 4, 5, and 6<br>-Super Team<br><b>185-day Contract</b>  | <ul style="list-style-type: none"> <li>• HDMS Upper El Teacher: 4,5,6 since 2024</li> <li>• HDMS Lower El Teacher: 1,2,3 2017-2024</li> <li>• HDMS Upper El Teacher: 4,5,6 2008-2017</li> <li>• 7th Grade teacher HDMS 2007-2008</li> <li>• Explore Knowledge Academy Charter K-8, 2005-2007</li> <li>• Kindergarten-First Grade Teacher Grade, Hinman El, Henderson, NV 1998-2005</li> <li>• Second Grade Teacher, Walter Long 1997-1998</li> </ul>                                                                                                                          |
|                                                                                                                          | CALDWELL,<br>Amber    | Upper Elem Teacher<br>• NV K-12 Alternative Elementary Lic. #222977 exp. 6/20/2027                                                                                   | INSTRUCTIONAL              | <ul style="list-style-type: none"> <li>• AMS training at Country Montessori School of Poway, in progress since 2024</li> <li>• UNR, Reno, NV, MA Rhetoric, 2023</li> <li>• UNR, Reno, NV, BA Fine Arts, 2021</li> </ul>                                                                                                                                                            | -Teacher: Upper Elem Grades 4, 5, and 6<br>-Safety Team<br><b>185-day Contract</b> | <ul style="list-style-type: none"> <li>• HDMS Upper El Teacher 4,5,6 since 2023</li> <li>• UNR, Teaching Assistant, 2021-2023</li> <li>• AAA, Battery Technician, 2017-2020</li> <li>• HDMS, Teaching Assistant, 2014-2018</li> </ul>                                                                                                                                                                                                                                                                                                                                         |

|                      |                                                                                                                                                                                                                                                                                                              |               |                                                                                                                                                                                                                                                 |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| GERLAND,<br>Jessica  | Middle School ELA Teacher<br>• NV PK-12 Sub Lic. #230330 exp 8/4/2029                                                                                                                                                                                                                                        | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• UNLV MA-Elementary Ed, 2025</li> <li>• UNR MA-World Languages &amp; Literature, 2017</li> <li>• UNR BA- Spanish &amp; Marketing, 2007</li> </ul>                                                       | -Teacher: ELA Grade 7 and 8<br>-Safety Team<br>185-day Contract | <p>HDMS Adolescent ELA Teacher since 2025</p> <p>Teacher, Mariposa Academy, 5-6 grades 2024-2025</p> <p>Teacher, Lake Tahoe Community College, Spanish, 2022-2025</p> <p>Graduate Teaching Assistant, UNR, 2014-2016</p> <p>Teacher, English, 2017-2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes |
| HAYES,<br>Christhana | Special Education Teacher<br>• NV K-8 Teaching Lic. 55688 exp 7/16/2027<br>• NV K-8 Special Education Generalist Teaching Lic. 55688 exp 7/16/2027<br>• NV K-12 Eng Language Acquisition & Development Lic. 55688 exp 7/16/2027<br>• NV K-12 Eng Language Acquisition & Development Lic. 55688 exp 7/16/2027 | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• National Board Certification Literacy, 2007</li> <li>• TESOL Certification, 2006</li> <li>• UNR, Reno, NV, MA Literacy, 2005</li> <li>• UNR, Reno, NV, BS Elementary &amp; Special Ed, 1993</li> </ul> | -Teacher: SPED<br>-MTSS Team<br>90-day Contract                 | <ul style="list-style-type: none"> <li>• HDMS Special Education Teacher since 2025</li> <li>• English Language Facilitator, Double Diamond Elementary School, 2024-2025</li> <li>• Literacy Specialist, Doral Academy of Northern Nevada, 2023-2024</li> <li>• Part-Time Senior Manager, TNTP, 2021-2024</li> <li>• Special Education Resource Teacher, 2022-2023</li> <li>• Curriculum Writer, Odell Publishing, 2022-Present</li> <li>• English Language Development Program Facilitator, Washoe County School District, 2020-2022</li> <li>• Literacy Specialist, Washoe County School District, 2018 – 2020</li> <li>• Facilitator ELA/MLL, UnboundEd, 2016-Present</li> <li>• Teacher 1st, 2nd, 3rd grades, Washoe County School District, 1994-2018</li> </ul> | Yes |
| JOHNSON,<br>Alisa    | Lower Elem Teacher<br>• NV K-8 Teaching Lic. 34583 exp 6/28/27<br>• NV K-8 Gifted & Talented #34583 exp 6/28/2027                                                                                                                                                                                            | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• Forest School Director Certificate, 2024</li> <li>• UNR, Reno, NV, BS Teacher Education, 1998</li> </ul>                                                                                               | -Teacher: Lower Elem Grades 1, 2, and 3<br>185-day Contract     | <ul style="list-style-type: none"> <li>• HDMS Lower El Teacher 1,2,3 since 2024</li> <li>• Youth Programs Manager, Martis Camp, 2023-2025</li> <li>• Teacher, WCSD, 1998-2003</li> <li>• Literacy Tutor, UNR, 1997-1998</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes |
| JOHNSON,<br>Sean     | Middle School Science Teacher<br>• NV K-8 Teaching Lic. 93860 exp 3/10/2031<br>• NV K-8 Gifted & Talented Lic. 93860 exp 3/10/2031<br>• NV K-8 Eng Language Acquisition & Development Lic. 93860 exp 3/10/2031                                                                                               | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• Sierra Nevada College, MA Teaching, 2012</li> <li>• University of Phoenix MA Organizational Management, 2005</li> <li>• California State University Sacramento, BS Kinesiology, 2000</li> </ul>        | -Teacher: Science Grade 7 and 8<br>185-day Contract             | <ul style="list-style-type: none"> <li>• HDMS Middle School Math Teacher since 2025</li> <li>• Sierra Nevada Job Corps High School Principal/Academic Manager, 2024-2025</li> <li>• Martis Camp Club Operations Manager Family Activities &amp; Recreation, 2023-2024</li> <li>• GT Specialist WCSD, 2023</li> <li>• Teacher Math/Health &amp; Fitness, Pine Middle School, 2022-2023</li> <li>• GT Magnet Facilitator, WCSD, 2018-2022</li> <li>• Middle School Math &amp; Science Teacher 2016-2018</li> </ul>                                                                                                                                                                                                                                                     | Yes |

|                        |                                                                                                                                                 |               |                                                                                                                                                                                                                                                                                                                                          |                                                                                             |                                                                                                                                                                                                                                                                                                                                                       |     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| JONES,<br>Corey        | Upper Elem Teacher<br>• NV K-8 Elementary Teaching Lic. #116388 exp. 07/05/2031                                                                 | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• The Center for Guided Montessori Studies, Park City, Utah</li> <li>• Mills College, Oakland, CA, MA Educational Leadership</li> <li>• Grand Canyon University, Phoenix, AZ, M Ed in Elementary Education, 2019</li> <li>• California State University, BA Studio Art, 2004</li> </ul>           | -Teacher: Upper Elem Grades 4, 5, and 6<br>-Sunshine Committee<br>185-day Contract          | <ul style="list-style-type: none"> <li>• HDMS Upper El Teacher 4, 5, 6 since 2022</li> <li>• WCSD O'Brian Middle School Teacher, 2017-2022</li> <li>• St. Mary's, Yoga and Fitness Instructor, 2010-2017</li> </ul>                                                                                                                                   | Yes |
| KAPELLAS,<br>Lisa      | Primary 3-6 Teacher<br>• NV K-8 Elementary Teaching Lic. #93665 exp 8/20/2026<br>• NV 0-7 YRS SPED Early Child Dev Delayed #93665 exp 8/20/2026 | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• AMS Lower Elementary Credential, 2014</li> <li>• UNR, M Ed ECE-SPED, 2012</li> <li>• Montessori Education Center of the Rockies, Early Childhood Credential, 2000</li> <li>• University of Denver, Teacher Ed Program, 1996</li> <li>• University of Colorado, BA Anthropology, 1996</li> </ul> | -Kindergarten and Primary Teacher: children ages 3-6<br>-Safety Team<br>185-day Contract    | <ul style="list-style-type: none"> <li>• HDMS Kindergarten and Primary Teacher since 2015</li> <li>• Lower El Teacher, Monarch Montessori, 2013-2015</li> <li>• Primary Teacher, SF Public Montessori, 2012-2013</li> <li>• Primary Teacher, Little Elephant Montessori, 2007-2008</li> <li>• Montessori Lead Teacher de Terra Linda, 2007</li> </ul> | Yes |
| KELLEY,<br>Candace     | School Counselor<br>• School Counselor Lic #57761 ext 10/2/2031                                                                                 | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• UNR, MA Educational Psychology w/ emphasis in School Counseling, 2003</li> <li>• National Board Counselor</li> <li>• National Certified School Counselor</li> <li>• La Sierra University, BA Clinical Psychology, 1995</li> </ul>                                                               | -School Counselor: children age 3 - 8th Grade<br>-Super Team, MTSS Team<br>185-day Contract | <ul style="list-style-type: none"> <li>• HDMS School Counselor since 2024</li> <li>• WCSD SIP Counselor, 2016-2024</li> <li>• WCSD School Counselor, 2004-2016</li> <li>• Aspen Youth Counseling at the Boys &amp; Girls Club, 98-04</li> <li>• West Hills Hospital, Mental Health Tech, 94-98</li> </ul>                                             | Yes |
| MARCONDES,<br>Jennifer | Upper Elem Teacher<br>• NV K-8 Teaching Lic. #35299 exp 2/2/2026                                                                                | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• AMS Montessori Credential Lower &amp; Upper Elementary, 2023</li> <li>• Union Wisconsin River Falls MSEd</li> <li>• Western Governors University, BA in Interdisciplinary Studies (K-8), 2018</li> </ul>                                                                                        | -Teacher: Upper Elem Grades 4, 5, and 6<br>-MTSS Team<br>185-day Contract                   | <ul style="list-style-type: none"> <li>• HDMS Upper El Teacher 4,5,6 since 2022</li> <li>• HDMS Lower El Teacher 1,2,3 2018-2022</li> <li>• Substitute Teacher, Washoe County School District, 2015-2018</li> <li>• Assistant Teacher, HDMS, 2013-2017</li> <li>• Assistant Teacher, Traner Middle School, 2002-2012</li> </ul>                       | Yes |

|                      |                                                                                                                                                                          |                   |                                                                                                                                                                                                                                                 |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| MCIVER,<br>Elizabeth | Primary 3-6 Assistant<br>• NV Special 0-2G Early Childhood Lic. #104148 exp 12/6/2029<br>• NV Early Childhood Developmentally Delayed 0-7 yrs, Lic #104148 exp 12/6/2029 | NON-INSTRUCTIONAL | • UNR, BS Early Childhood Education, 2016                                                                                                                                                                                                       | -Assistant, Primary Montessori Program<br>185-day Contract                       | • HDMS Primary Assistant since 2025<br>• HDMS Lower El Teacher 1,2,3 2024<br>• Early Childhood Special Ed Teacher, Sheila Tarr Academy of International Studies, 2024<br>• Pre-K teacher, Clark County School District, 2023-2024<br>• Early Childhood Special Ed Teacher, Clark County School District, 2021-2023<br>• Nevada Ready Pre-K Teacher, WCSD, 2016-2021                                                                                                   | Yes |
| NICHOLS,<br>Amanda   | Lower Elem Teacher<br>• NV K-8 Provisional K-8 Teaching Lic. #228406 exp 11/6/2026                                                                                       | INSTRUCTIONAL     | • Northern Arizona University, MEd, 2016<br>• Northern Arizona University, BS Sociology, 2004                                                                                                                                                   | -Teacher: Lower Elem Grades 1, 2, and 3<br>-Super Team<br>185-day Contract       | • HDMS Lower El Teacher 1,2,3 since 2024<br>• HDMS Interventionist 2023-2024<br>• Ms. Amanda's Preschool, Clarkdale, AZ, preschool teacher & tutor 2015-2023<br>• Early Head Start, Clarkdale & Cottonwood AZ, infant teacher, 2011-2015<br>• Dr. Daniel Bright School, Cottonwood, AZ, kindergarten teacher 2008-2010<br>• Ash Fork School, Ash Fork, AZ, kindergarten teacher, 2005-2008<br>• Foresight Learning Center, Flagstaff AZ, preschool teacher, 1998-2005 | Yes |
| NIEMANN,<br>Elyse    | Upper Elem Teacher<br>• NV K-8 Teaching Lic. #76415 exp 12/29/2028<br>• NV Secondary 7-12 Social Studies, Russian exp 12/29/2028                                         | INSTRUCTIONAL     | • AMS Montessori Credential Lower and Upper Elementary, 2016<br>• Sierra Nevada College Teacher Certificate Program, 2008<br>• UC Davis, M.S. Agricultural & Resources Economics, 1999<br>• UC Davis BA International Relations & Russian, 1995 | -Teacher: Upper Elem Grades 4, 5, and 6<br>-Green Team<br>185-day Contract       | • HDMS Upper El Teacher 4, 5, 6 since 2014<br>• Teacher: Diamond Valley Elem. Gr 1,2 2008-2011<br>• Teacher: South Tahoe Middle School, Gr 7,8 2008<br>• Teacher: Jack's Valley Elem. Gr 6 2007<br>• Sub Teacher: Lake Tahoe USD 2007-2008<br>• Long-Term Sub: Lake Tahoe School Gr K 2006                                                                                                                                                                            | Yes |
| NOLES,<br>Alecs      | Speech & Language Pathologist<br>• NV 3-21 YRS Speech & Language Impairments #94844 exp 4/27/2027                                                                        | INSTRUCTIONAL     | • UNR, MS in Speech Pathology & Audiology, 2012<br>• UNR, BS in Speech Pathology & Audiology, 2010<br>• ASHA<br>• Board of examiner's licenses                                                                                                  | -Speech & Language Pathologist age 3-8th Grade<br>-MTSS Team<br>185-day Contract | • HDMS Speech & Language Pathologist since 2023<br>• WCSD Speech & Language Pathologist 2020-2023<br>• WCSD Speech & Language Pathologist 2012-2019<br>• WCSD Teacher Aide, 2006-2012                                                                                                                                                                                                                                                                                 | Yes |

|                      |                                                                                                                                                                                                                                                                                          |                   |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| OVARO, Rachel        | Lower Elem Teacher<br>• NV Elementary K-8 Teaching Lic. #68911 exp. 5/15/2027                                                                                                                                                                                                            | INSTRUCTIONAL     | AMS Montessori Elementary Credential, 2025<br>• UNR, BS in Elementary Education, 2006                                                                                                                                                                                                                                                                  | -Teacher, Lower Elem Grades 1, 2, and 3<br>-Green Team<br>185-day Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• HDMS Lower El Teacher: 1,2,3 since 2022</li> <li>• Elementary Teacher, Douglas County School District, 2016-2022</li> <li>• Elementary Teacher, Carson City School District, 2007-2016</li> <li>• Elementary Teacher, Yerington-Lyon County School District, 2006-2007</li> </ul>                                                                                                                                                                                                                          | Yes |
| PEREZ, Eric          | Principal/Executive Director<br>• NV 7-12 Secondary Biological Science Lic. #44044 exp 2/19/2030<br>• NV 7-12 Secondary General Science Lic. #44044 exp 2/19/2030<br>• NV 7-12 Secondary Physical Science Lic. #44044 exp 2/19/2030<br>• NV 7-12 School Admin. Lic. #44044 exp 2/19/2030 | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• American Montessori Orientation to Adolescent Studies (12-18), Chicago, IL, 2018</li> <li>• University of Nevada Reno, M Ed Educational Administration, 2008</li> <li>• Whittier College, BA in Life Sciences, 1992</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>-HDMS Principal/Executive Director</li> <li>-Ex officio member and organizer of all committees</li> <li>-Curriculum supervision, liaison to WCSD, NDOE, USDE</li> <li>-Teacher Evaluations</li> <li>-Montessori Coach</li> <li>-Compliance reports: School Performance Plan; audit liaison</li> <li>-Oversees Special Ed. process; student SVCS contractors liaison</li> <li>-Testing analyst, resource acquisition for school needs</li> <li>-Student Discipline</li> <li>-Parent Concerns</li> </ul> 215-day Contract | <ul style="list-style-type: none"> <li>• HDMS Principal/Executive Director since 2023</li> <li>• HDMS Principal 2020-2023</li> <li>• HDMS Part-time Dean 2019</li> <li>• HDMS Middle School Science Teacher 2017-2020</li> <li>• Galena High School, Science Teacher, 2015-2017</li> <li>• Sparks Middle School, Science Teacher, 2011-2015</li> <li>• Vaughn Middle School, Science Teacher, 1997-2007</li> <li>• Vaughn Middle School, Dean of Students, 2007-2011</li> <li>• Johnson Space Center, Texas, Teacher &amp; Advisor, 2003</li> </ul> | Yes |
| QUINTIERI, Christine | Primary 3-6 Teacher<br>• NV Special 0-2G Early Childhood Lic. #87794 exp 2/27/2030                                                                                                                                                                                                       | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>• Loyola College, MA in Montessori, 2013</li> <li>• Sierra NV College, BS, Environmental Science, 2002</li> <li>• Everett Community College, Everett, WA, AA Degree, 1995</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>-Kindergarten and Primary Teacher: children ages 3-6</li> <li>-MTSS Team</li> </ul> 185-day Contract                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• HDMS K/Pre-K since Aug 2010</li> <li>• HDMS Primary Program since Aug 2009</li> <li>• Various types of academic environmental programs, 2001-2009</li> </ul>                                                                                                                                                                                                                                                                                                                                               | Yes |
| REEDER, Autumn       | Lower Elem Teacher<br>• NV K-8 Teaching Lic. exp 3/1/2029<br>• NV Special Ed I-12 Lic #102116 exp 3/1/2029                                                                                                                                                                               | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>• AMS Montessori Credential 2024</li> <li>• ARL Conversion ITeach 2021</li> <li>• Alliant International University, Clear Credential SPED (CA), 2011</li> <li>• Oakland Teaching Fellows, Oakland Practitioners Teaching Program</li> <li>• San Francisco State University, BA Liberal Studies, 2010</li> </ul> | <ul style="list-style-type: none"> <li>-Teacher: Lower Elem Grades 1, 2, and 3</li> <li>-Safety Team</li> </ul> 185-day Contract                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• HDMS Lower El Teacher: 1,2,3 since 2019</li> <li>• HDMS Special Ed Teacher since Sept 2018-2019</li> <li>• Corbett Elementary Special Education Teacher 2014-2017</li> <li>• Education Coordinator, Artown, Reno, Nevada, 2016-2019</li> <li>• McDowell &amp; McKinley Elementary Special Education Teacher 2013-2014</li> <li>• Anova Center for Education, Education Specialist, 2011-2013</li> </ul>                                                                                                    | Yes |

|                      |                                                                                                                                              |                   |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                     |     |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| REMICK,<br>Mary      | Special Ed Teacher<br>• NV Special Ed<br>K-12 Lic # 210509<br>exp. 6/15/2029                                                                 | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>Northern Vermont University, MA Fine Arts, 2003</li> <li>School of the Art Institute of Chicago, IL, BFA program courses, 1999</li> <li>Southeastern Louisiana State University, LA, Graduate Courses in Elementary Special Ed, 1998</li> <li>Marlboro College, BA Fine Arts, Painting/Sociology, 1996</li> </ul> | <ul style="list-style-type: none"> <li>-Teacher: SPED</li> <li>-MTSS Team</li> <li><b>185-day Contract</b></li> </ul>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>HDMS Special Education Teacher since 2025</li> <li>HDMS Middle School Math teacher 2024-2025</li> <li>Pine Middle School Special Ed teacher 2020-2024</li> <li>Charlestown Middle School Special Ed teacher 2008-2020</li> <li>Hartford Autism Regional Program teacher 2005-2008</li> </ul> | Yes |
| RHODES,<br>Christina | Lower Elem Teacher<br>• NV K-8 Teaching<br>Lic. 227853 exp<br>2/27/27<br>• NV PK-12 Sub Lic.<br>#227853 exp.<br>5/15/2028                    | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>UNR, BS Elementary Ed, 2018</li> <li>TMCC, AA, 2016</li> </ul>                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>-Teacher: Lower Elem Grades 1, 2, and 3</li> <li>-Sunshine Committee</li> <li><b>185-day Contract</b></li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>HDMS Lower El Teacher: 1,2,3 since 2024</li> <li>WCSD Substitute Teacher 2017-2024</li> </ul>                                                                                                                                                                                                | Yes |
| RICHARDS,<br>Kaleigh | Assistant Principal<br>• NV K-8 Teaching<br>Lic. #93584 exp.<br>10/31/2030<br>• NV School<br>Administrator Lic.<br>#93584 exp.<br>10/31/2030 | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>WGU, MS Educational Leadership, 6/24/ 2021</li> <li>Xavier, MA of Montessori, 2018</li> <li>AMS Montessori Elementary Credential 6-12, 2017</li> <li>University of Phoenix, BA Elem Ed, 2013</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>-HDMS Assistant Principal</li> <li>-Ex officio member of all committees</li> <li>-Teacher Evaluations</li> <li>-Montessori Coach</li> <li>-Testing</li> <li>-Student Discipline</li> <li>-Parent Concerns</li> <li><b>195-day Contract</b></li> </ul> | <ul style="list-style-type: none"> <li>HDMS Assistant Principal since 2023</li> <li>HDMS Montessori Advisor 2022-2023</li> <li>HDMS Upper El Teacher: Gr 4, 5, 6 since 2014-2022</li> <li>Student Teacher: Hidden Valley Elem. 2013</li> <li>Sub. Teacher: WCSD K-6 2012-2013</li> </ul>                                            | Yes |
| TINAJERO,<br>Celeste | Middle School Social<br>Studies Teacher<br>• NV K-8 Teaching<br>Lic. #213280 exp.<br>2/3/2026                                                | INSTRUCTIONAL     | <ul style="list-style-type: none"> <li>UNR, BS, Integrated Elementary Ed with ELD Emphasis, 2022</li> <li>TMCC AS Integrated Elementary Ed, 2018</li> </ul>                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>-Teacher: Social Studies Grade 7 and 8</li> <li><b>185-day Contract</b></li> </ul>                                                                                                                                                                    | <ul style="list-style-type: none"> <li>HDMS Middle School Social Studies Teacher since 2025</li> <li>Teacher, Mater Academy of Northern Nevada, 5th Grade ELA, 2022-2025</li> <li>Long Term Sub/Intern, WCSD, 2021-2022</li> <li>Education Program Manager, Keep Truckee Meadows Beautiful, 2014-2018</li> </ul>                    | Yes |

|                       |                                                                                                                                                                                                                                                                                                         |               |                                                                                                                                                                                                                                          |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
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| WILKINSON,<br>Maureen | <p>Primary 3-6 Teacher</p> <ul style="list-style-type: none"> <li>• NV Special Education K-12 Teaching Lic. #52876 exp 6/25/2030</li> <li>• NV Elem K-8 Teaching Lic. #52876 exp 6/25/2030</li> <li>• NV Special Education 0-7 years Early Childhood Dev. Delayed Lic. #52876 exp 6/25/2030</li> </ul>  | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• Montessori training in progress</li> <li>• Univ. of Nevada Reno, BA Early Childhood Special Ed., 2008</li> <li>• Univ. of Nevada Reno, BA Special Ed./General Ed. K-8, Reno, NV 2003</li> </ul> | -Kindergarten and Primary Teacher: children ages 3-6<br>185-day Contract                        | <ul style="list-style-type: none"> <li>• HDMS Primary Guide, since 2021</li> <li>• HDMS Assistant since 2020-2021</li> <li>• Washoe County School District Early Childhood Special Education teacher 2003-2021</li> </ul>                                                                                                                                                                                                                                                  | Yes |
| WIKE,<br>Casey        | <p>Primary 3-6 Teacher</p> <ul style="list-style-type: none"> <li>• NV Elementary K-8 Teaching Lic. #86326 exp.12/7/2027</li> <li>• NV K-8 English Language Acquisition &amp; Development Lic. #86326 exp. 12/7/2027</li> <li>• NV K-8 Special Education Teaching Lic. #86326 exp. 12/7/2027</li> </ul> | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• Montessori training in progress</li> <li>• Sierra Nevada College, MEd Educational Leadership, 2014</li> <li>• Montana State University, BS in Elementary Education, 2009</li> </ul>             | -Kindergarten and Primary Teacher: children ages 3-6<br>-Sunshine Committee<br>185-day Contract | <ul style="list-style-type: none"> <li>• HDMS Primary Guide, since 2022</li> <li>• Wike Educational Services, Coach &amp; Tutor, 2020-2022</li> <li>• WCSD EL Teacher, 2019-2020</li> <li>• WCSD Special Education Gifted &amp; Talented Teacher, 2014-2019</li> <li>• TMCC English Department Instructor, 2014-2015</li> <li>• WCSD Middle School Social Studies Teacher, 2009-2014</li> <li>• Kangnampoly Returnee Institute, Seoul Korea, Teacher, 2010-2011</li> </ul> | Yes |
| WOMACK,<br>Chelsey    | <p>Lower Elem Teacher</p> <ul style="list-style-type: none"> <li>• NV K-8 Teaching Lic. 89573 exp 5/21/2027</li> </ul>                                                                                                                                                                                  | INSTRUCTIONAL | <ul style="list-style-type: none"> <li>• UNR Reno, MA Literacy, 2012. K-8, Reno, NV 2012</li> <li>• UNR, Reno, BS Elementary Ed, 2009</li> </ul>                                                                                         | -Teacher: Lower Elem Grades 1, 2, and 3<br>185-day Contract                                     | <ul style="list-style-type: none"> <li>• HDMS Lower El Teacher: 1,2,3 since 2025</li> <li>• WCSD Elementary Teacher 2023-2024</li> <li>• WCSD Elementary Teacher 2014-2021</li> <li>• Teacher 1st Grade, Our Lady of the Snows School, 2011-2014</li> <li>• WCSD Elementary Teacher 2009-2011</li> </ul>                                                                                                                                                                   | Yes |

| TEACHERS-IN-TRAINING/SUBSTITUTES |                                                                                 |                       |                                                                                                                                                                                                              |                                                                                         |                                                                                                                                                                                                                                                                                                        |     |
|----------------------------------|---------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| ALMANZA<br>RIVERA,<br>Noemi      | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #221069<br>exp. 3/1/2027               | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>WGU, various coursework</li> <li>TMCC Reno, AA Elementary Ed Prep</li> <li>Wooster HS, Reno, NV, Diploma 2018</li> </ul>                                              | -Assistant, Primary Montessori Program<br>185-day Contract                              | <ul style="list-style-type: none"> <li>HDMS Primary Assistant since 2019</li> </ul>                                                                                                                                                                                                                    | Yes |
| CAMPBELL,<br>Emily               | Interventionist<br>• NV PK-12 Sub<br>Lic. #96140<br>exp 6/19/2028               | INSTRUCTIONAL         | <ul style="list-style-type: none"> <li>UNR Elementary Ed/ Special Ed BS 2014</li> <li>Moorpark College Exotic Animal Training AS 2011</li> </ul>                                                             | -Interventionist, part-time<br>88-day Contract                                          | <ul style="list-style-type: none"> <li>HDMS Interventionist since 2024</li> <li>WCSD Substitute Teacher 2018-2020</li> <li>WCSD Clayton, Special Ed Math Teacher, 2014-2015</li> </ul>                                                                                                                 | Yes |
| CHAVARRIA,<br>Pamela             | Primary 3-6<br>Teacher/ AMI<br>Montessori<br>Classroom Guide                    | INSTRUCTIONAL         | <ul style="list-style-type: none"> <li>AMI Montessori certification, Montessori Institute of San Diego, La Jolla, CA, July, 2009, (3-6 yr. olds)</li> <li>HS diploma</li> </ul>                              | -Kindergarten and Primary Teacher: children ages 3-6<br>-Green Team<br>185-day Contract | <ul style="list-style-type: none"> <li>HDMS Primary Montessori Guide since 2007</li> <li>HDMS Primary Assistant and pre-K Montessori Childcare, 2004-2007</li> <li>2 yrs Child Care Teacher Assistant: Washoe HS</li> </ul>                                                                            | Yes |
| DESTEFANI,<br>Sunny              | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #229881<br>exp 8/25/2029               | INSTRUCTIONAL         | <ul style="list-style-type: none"> <li>TMCC, Reno, NV, AA 2014</li> <li>Great Basin College, AAS-Early Childhood Education, 2014</li> </ul>                                                                  | -Assistant, Primary Montessori Program<br>185-day Contract                              | <ul style="list-style-type: none"> <li>HDMS Primary Assistant since 2014</li> <li>Christ Lutheran Preschool Substitute 2009-2010</li> <li>Consumer Direct Care, Caregiver, 2007-2012</li> <li>Battle Mountain Dental, Dental Assistant, 2006-2007</li> <li>KinderCare, Caregiver, 2005-2006</li> </ul> | Yes |
| DILL,<br>Yavanna                 | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #237528<br>exp 10/1/2030               | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>UNR coursework in Music &amp; Graphic Design, Associate equivalent, 2022-current</li> </ul>                                                                           | -Assistant, Lower Elementary grades 1, 2, and 3<br>185-day Contract                     | <ul style="list-style-type: none"> <li>HDMS Lower El Assistant 1,2,3 since 2025</li> <li>Private music teacher, It's All About Music, 2023-2025</li> </ul>                                                                                                                                             | Yes |
| KALLAS,<br>Kolton                | Aftercare<br>Enrichment Staff<br>• NV PK-12 Sub<br>Lic. #230180<br>exp 5/2/2029 | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>TMCC, Reno, NV, various coursework</li> <li>Reed HS, Sparks, NV, diploma</li> </ul>                                                                                   | -Assistant, grades K-8<br>180-day Contract                                              | <ul style="list-style-type: none"> <li>HDMS Aftercare Assistant since 2022</li> </ul>                                                                                                                                                                                                                  | Yes |
| MANIBOG,<br>Ashley               | Classroom Aide<br>NV PK-12 Sub Lic.<br># 238833 exp<br>08/05/30                 | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>UNR Elementary Education coursework 2020-current</li> <li>TMCC Elementary Education coursework 2020-current</li> <li>Northstar Online School, diploma 2019</li> </ul> | -Assistant, Lower Elementary grades 1, 2, and 3<br>185-day Contract                     | <ul style="list-style-type: none"> <li>HDMS Lower Elementary Assistant 1,2,3 since 2023</li> </ul>                                                                                                                                                                                                     |     |

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|-------------------------|-------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| MURRAY,<br>Jennifer     | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #229859<br>exp 1/22/2029             | NON-INSTRUCTIO<br>NAL | • UNR, BS Human Development &<br>Family Science, 2004                                                                                                                | -Assistant, Primary Montessori Program<br>185-day Contract          | <ul style="list-style-type: none"> <li>• HDMS Primary Assistant since 2019</li> <li>• UNR Child &amp; Family Research Center, teacher, 2006-2011</li> <li>• Royal Caribbean Kids Activity Leader, 2002-2005</li> <li>• City of Sparks, Small Wonders Preschool, before &amp; after care, 1995-2002</li> </ul> | Yes |
| SAIFI LUDWIG,<br>Mariam | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #237501<br>exp 7/19/2030             | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Master's Degree in Telecommunications Engineering</li> <li>• Bachelor's Degree in Telecommunications Engineering</li> </ul> | -Assistant, Lower Elementary grades 1, 2, and 3<br>185-day Contract | <ul style="list-style-type: none"> <li>• HDMS Lower El Assistant 1,2,3 since 2025</li> </ul>                                                                                                                                                                                                                  | Yes |
| SMITH,<br>Tress         | Classroom Aide<br>• NV PK-12 Sub<br>Lic. # 218351<br>exp 4/16/2027            | NON-INSTRUCTIO<br>NAL | • Northwest Missouri State University,<br>Various Coursework                                                                                                         | -Assistant, Upper Elementary grades 4, 5, and 6<br>185-day Contract | <ul style="list-style-type: none"> <li>• HDMS Lower El Assistant 1,2,3 since 2019</li> </ul>                                                                                                                                                                                                                  | Yes |
| SNOW,<br>Lauren         | Classroom Aide<br>• NV PK-12 Sub<br>Lic. #229018<br>exp 8/12/2028             | NON-INSTRUCTIO<br>NAL | • TMCC, AS Degree, 2019                                                                                                                                              | -Assistant, Upper Elementary grades 4,5, and 6<br>185-day Contract  | <ul style="list-style-type: none"> <li>• HDMS Elem Assistant since 2023</li> </ul>                                                                                                                                                                                                                            | Yes |
| SNOW,<br>Paige          | Classroom Aide<br>• NV PK-12 Sub<br>Lic. # 217787<br>exp 8/12/2026            | NON-INSTRUCTIO<br>NAL | • TMCC, AS Degree, 2019                                                                                                                                              | -Teacher, Lower Elementary grades 1, 2, and 3<br>185-day Contract   | <ul style="list-style-type: none"> <li>• Teacher Lower El Assistant 1,2,3 since 2021</li> </ul>                                                                                                                                                                                                               | Yes |
| WILLIAMS,<br>Samantha   | Front Desk<br>Receptionist<br>• NV PK-12 Sub<br>Lic. #229898<br>exp 3/12/2029 | NON-INSTRUCTIO<br>NAL | • Chadron State College, BA<br>Interdisciplinary Arts, 2014                                                                                                          | -Front Desk Receptionist<br>185-day Contract                        | <ul style="list-style-type: none"> <li>• HDMS Primary Assistant since 2022</li> <li>• Kanga Conference Center, Program Director, 2016-2019</li> <li>• Child Support Services, Receptionist, 2015-2016</li> </ul>                                                                                              | Yes |

| CLASSIFIED STAFF        |                      |                       |                                                                                                                                                 |                                                                     |                                                                                                                                                                                                                                                                                                                                                     |     | Yes |
|-------------------------|----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| ALMANZA RIVERA, Briana  | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>TMCC, Reno, NV, various coursework, ongoing</li></ul>                                                     | -After School Assistant, PK-K<br>180-day Contract                   | <ul style="list-style-type: none"><li>After School programming assistant since 2024</li></ul>                                                                                                                                                                                                                                                       | Yes |     |
| BLANCK, Noah            | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>GED</li></ul>                                                                                             | -Assistant, Lower Elementary grades 1, 2, and 3<br>185-day Contract | <ul style="list-style-type: none"><li>HDMS Elementary Assistant since 2025</li><li>Elementary Assistant, Mater Academy, 2017-2025</li></ul>                                                                                                                                                                                                         |     |     |
| CARLE, Donny            | Custodian            | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>Galena High School, Diploma, 1997</li></ul>                                                               | -Custodian<br>210-day Contract                                      | <ul style="list-style-type: none"><li>HDMS Custodian since 2025</li></ul>                                                                                                                                                                                                                                                                           |     |     |
| CHEVEZ, Wendy           | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>Sparks High School</li></ul>                                                                              | -Assistant, Lower Elementary grades 1, 2, and 3<br>185-day Contract | <ul style="list-style-type: none"><li>HDMS Elementary Assistant since 2024</li><li>ABC Halo Daycare Assistant Teacher 2022-2024</li><li>Itsy Bitsy Learning Center Infant Teacher 2017-2020</li></ul>                                                                                                                                               |     |     |
| FINNEY, Zoie            | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>TMCC, Reno, NV, various coursework, ongoing</li><li>AACT High School, Honors Diploma, 2022</li></ul>      | -Assistant, Upper Elementary grades 4, 5, and 6<br>185-day Contract | <ul style="list-style-type: none"><li>HDMS Upper Elementary Assistant 4,5,6 2025</li></ul>                                                                                                                                                                                                                                                          |     |     |
| FUENTES, Ana            | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>McTeer High School, 1975</li></ul>                                                                        | -Assistant, Primary Montessori Program<br>185-day Contract          | <ul style="list-style-type: none"><li>HDMS Primary Assistant since 2021</li><li>Coral Academy Aftercare Assistant 2010-2011</li></ul>                                                                                                                                                                                                               | Yes |     |
| HART, Stacey            | Enrollment Registrar | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>Notre Dame de Namur University, BA, 2005</li><li>Santa Rosa Junior College, General Ed. Credits</li></ul> | -Enrollment Registrar<br>185-day Contract                           | <ul style="list-style-type: none"><li>HDMS Enrollment Registrar since 2023</li><li>HDMS Front Desk Receptionist 2020-2023</li><li>HDMS Assistant 2017-2023</li><li>8 Dimensions Health Center, Office Manager, 2007-2010</li><li>Advocates for Inclusion, Case Manager, 2006-2007</li><li>Nina Belles Preschool, Assistant Director, 2006</li></ul> | Yes |     |
| HERNANDES, Maria Isabel | Classroom Aide       | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"><li>Centro Escolar Juana de Asbaje, BA, Education, 2002</li></ul>                                             | -Assistant, Upper Elementary grades 4, 5, and 6<br>185-day Contract | <ul style="list-style-type: none"><li>HDMS Upper Elementary Assistant 4,5,6 2021</li><li>Lead Teacher, Itsy Bitsy Learning Center, 2017-2021</li><li>Interpreter, Washoe County School District, 2013-2019</li></ul>                                                                                                                                |     |     |

|                            |                               |                       |                                                                                                      |                                                                                                                               |                                                                                                                                                                                                                                                    |             |
|----------------------------|-------------------------------|-----------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| JORDAN,<br>Sherré          | Business Manager              | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Santa Barbara City College, BA in Business, 1991</li> </ul> | <ul style="list-style-type: none"> <li>-Human Resources &amp; Accounts Receivable<br/><b>215-day Contract</b></li> </ul>      | <ul style="list-style-type: none"> <li>• HDMS HR/AR since 2017</li> <li>• HDMS Administrative Support 2015-2017</li> <li>• Sprint Corporation, Account Executive 2003-2014</li> <li>• Wireless Solutions Group, Account Executive, 2003</li> </ul> | Y<br>e<br>s |
| KELLER,<br>Samantha        | Classroom Aide                | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• GED Spanish Springs HS, 2006</li> </ul>                     | <ul style="list-style-type: none"> <li>-Assistant, Upper Elementary grades 4, 5, and 6<br/><b>185-day Contract</b></li> </ul> | <ul style="list-style-type: none"> <li>• HDMS Upper Elementary Assistant 4.5.6 since 2018</li> <li>• Little Hands Learning Center, 2 year old teacher, 2017</li> </ul>                                                                             |             |
| LEPE DOMINGUEZ,<br>Miranda | Aftercare<br>Enrichment Staff | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Current High School Student, AACT High School</li> </ul>    | <ul style="list-style-type: none"> <li>-After School Assistant, grades 1-8<br/><b>180-day Contract</b></li> </ul>             | <ul style="list-style-type: none"> <li>• After School programming assistant since 2025</li> </ul>                                                                                                                                                  |             |
| LOEWEN,<br>Destly          | Classroom Aide                | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Sparks High School, Diploma, 2024</li> </ul>                | <ul style="list-style-type: none"> <li>-Assistant, Lower Elementary grades 1, 2, and 3<br/><b>185-day Contract</b></li> </ul> | <ul style="list-style-type: none"> <li>• HDMS Lower Elementary Assistant 1.2.3 since 2025</li> <li>• Receptionist Boys &amp; Girls Club 2023-2025</li> </ul>                                                                                       |             |
| RIVAS,<br>Sonia            | School Lunch<br>Facilitator   | NON-INSTRUCTIO<br>NAL |                                                                                                      | <ul style="list-style-type: none"> <li>-School Lunch Facilitator<br/><b>180-day Contract</b></li> </ul>                       | <ul style="list-style-type: none"> <li>• HDMS School Lunch Facilitator since 2024</li> <li>• Farm Fresh School Lunch Worker 2020-2024</li> </ul>                                                                                                   |             |
| RUE,<br>Shayla             | Classroom Aide                | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Appleton North High School, 2011</li> </ul>                 | <ul style="list-style-type: none"> <li>-Assistant, Lower Elementary grades 1, 2, and 3<br/><b>145-day Contract</b></li> </ul> | <ul style="list-style-type: none"> <li>• HDMS Lower Elementary Assistant 1.2.3 since 2025</li> <li>• School Bus Driver, Wisconsin, 2023-2024</li> <li>• Nanny 2016-2022</li> </ul>                                                                 |             |
| SALDANA,<br>Heazsynn       | Classroom Aide                | NON-INSTRUCTIO<br>NAL | <ul style="list-style-type: none"> <li>• Hug HS, Diploma</li> </ul>                                  | <ul style="list-style-type: none"> <li>-Assistant, Primary Montessori Program<br/><b>144-day Contract</b></li> </ul>          | <ul style="list-style-type: none"> <li>• HDMS Primary Assistant since 2025</li> <li>• Boys &amp; Girls Club 2024-2025</li> </ul>                                                                                                                   | Y<br>e<br>s |

|                       |                            |                   |                                                                                                                                                             |                                                                   |                                                                                                                                                                                                                                              |     |
|-----------------------|----------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| SNOW, Carlie          | Aftercare Enrichment Staff | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>TMCC Various Coursework 2023-current</li> <li>Round Mountain HS, Advanced Diploma 2023</li> </ul>                    | -Assistant, grades K-8<br><b>180-day Contract</b>                 | <ul style="list-style-type: none"> <li>After School programming assistant since 2024</li> </ul>                                                                                                                                              | Yes |
| SNOW, Sheila          | Administrative Assistant   | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Los Angeles Valley College Early Childhood Education 1992</li> <li>James Monroe High School, diploma 1987</li> </ul> | -Operations Coordinator<br>-Lunch Coordinator                     | <ul style="list-style-type: none"> <li>HDMS Lunch Program since 2024</li> <li>HDMS Front Desk Receptionist since 2023</li> <li>Telecommunications Technical Consultant, 2006-2022</li> </ul>                                                 | Yes |
| WOOLSTENHULME, Eli    | Aftercare Enrichment Staff | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>TMCC student, current</li> <li>Alpine Academy Charter High School student, current</li> </ul>                        | -After School Assistant, grades 1-8<br><b>180-day Contract</b>    | <ul style="list-style-type: none"> <li>After School programming assistant since 2024</li> </ul>                                                                                                                                              |     |
| WOOLSTENHULME, Laurel | Communications Coordinator | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>Southern Utah University, BA Secondary Ed/German, 1999</li> </ul>                                                    | -Communications Coordinator<br><b>200-day Contract</b>            | <ul style="list-style-type: none"> <li>HDMS Communications Coordinator since 2017</li> <li>HDMS Elementary Assistant 2015-2017</li> <li>Novell Corporation, Administrative Assistant 1999-2000</li> <li>Legal Secretary 1997-1999</li> </ul> | Yes |
| WU, Jocelin           | Classroom Aide             | NON-INSTRUCTIONAL | <ul style="list-style-type: none"> <li>TMCC Various Coursework</li> <li>Reno HS, Diploma 1991</li> </ul>                                                    | -Assistant, Primary Montessori Program<br><b>200-day Contract</b> | <ul style="list-style-type: none"> <li>HDMS Primary Assistant since 2022</li> <li>Walmart Team Lead 2019-2022</li> <li>WCSD Pre-K Aide 2010-2019</li> </ul>                                                                                  | Yes |

# **Bylaws**

of the

## **High Desert Montessori School:**

### **A Washoe County School District Public Charter School**

(Amended on 24th of September, 2025)

## **Article I: Introduction**

### **Section I: Name, Location and Address**

The name of this Charter School is the High Desert Montessori School, hereafter referred to as "HDMS" or 'School'. It maintains its offices at 101 Fantastic Drive, Reno, Nevada.

### **Section II: Legal Status**

The School is a nonprofit corporation organized under Chapter 82 of the Nevada Revised Statutes. Unless otherwise provided in the Articles of Incorporation or in the Bylaws, the Corporation may exercise any power or authority conferred on nonprofit public benefit corporations by law. Further, the School is a charter school pursuant to Nevada Revised Statute 388A.270 sponsored by the Washoe County School District. The Governing Board of the School is an independent body and shall govern in accordance with these Bylaws. The Board plans and directs all aspects of the school's operations; it maintains the School's Charter and takes steps necessary to ensure the continuity and well-being of the School consistent with the mission stated herein and in the Charter.

### **Section III: Purpose and Mission**

The School is organized and shall be operated exclusively for charitable, religious, educational, scientific, and literary objects and purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and to promote such other charitable objects and purposes as determined by the Board of Directors, in its discretion and as set forth in Article III of the Articles of Incorporation. Specifically, the purpose of the School is to provide education to children from early childhood through high school and shall be operated exclusively for educational objectives and purposes. The School exists to make Montessori education accessible to all children regardless of economic status and cultural background.

### **Section IV: Non-Discrimination**

The School shall not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, disability, sexual orientation, status as a Vietnam-era or special disabled Veteran, or other protected class in accordance with applicable federal or state laws in hiring or other employment practices of the School. Further, the School shall be open to all students in its authorized geographic area on a space available basis and shall not discriminate in its admission policies or practices on the basis of race, color, gender, religion, ethnicity or disability. The School shall conduct all of its activities in accordance with all applicable local, state and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of the charter public schools in the State of Nevada.

## **Article II: Governance**

### **Section I: Board Members**

1. A Board consisting of at least 5 and no more than 15 individuals governs HDMS. The minimum composition of the Board shall conform to the statutory mandate at NRS 388A.320 that requires:
  - a. One member who is a teacher or other person licensed pursuant to chapter 391 of NRS or who previously held such a license and is retired, as long as his or her license was held in good standing.
  - b. One member who:
    1. Satisfies the qualifications of paragraph (a); or
    2. Is a school administrator with a license issued by another state or who previously held such a license and is retired, as long as his or her license was held in good standing.
  - c. One parent or legal guardian of a pupil enrolled in the charter school who is not a teacher or an administrator at the charter school.
  - d. Two members who possess knowledge and experience in one or more of the following areas:
    1. Accounting;
    2. Financial services;
    3. Law; or
    4. Human resources.

In addition to the minimum requirements outlined above, the Board shall endeavor to have at least two members who are parents of children enrolled in the School and at least one member who is a non-voting faculty representative.

2. All Board Members should share a devotion to the purpose and Mission of the School. To extent feasible, persons with Montessori training, including certification from AMS, AMI, or a MACTE Accredited organization, will be recruited for board membership. The Board Members shall represent the interests of all residents of Washoe County.

### **Section II: Selection of Board Members**

1. The selection of a new Board Member to fill any vacancy shall be the exclusive right of the Board of Directors. It takes a majority vote of the Board to approve a new Board Member.
2. Except with respect to paragraph 3 of this section, the Supervising Employee or Board Members shall recommend appropriate persons to the Board for new board membership.
3. One member shall be selected from the Parent Association (PTO) described in Article VII.
4. The School shall notify the Washoe County School District within ten days of the selection of a new Board Member.
5. All new Board Members shall prepare an affidavit for submission to the Department of Education

indicating that he/she has not been convicted of a felony or of an offense involving moral turpitude and that he/she has received training and material designed to assist the member to act as a governing board member.

### **Section III: Terms**

1. Board Members shall serve three-year terms. The terms for Board Members coincide with when they were appointed to the board and renew on July 1. Board members must have served over half of the school year for it to be considered a full year of membership.
2. Subject to law, Board Members are restricted to three consecutive terms.
3. The board shall make every effort to stagger appointments to the board.

### **Section IV: Vacancies**

1. Vacancies may occur either by resignation, removal or death. Upon receipt of a Board Member's written resignation, the agenda for the next regularly scheduled meeting will include an item by which the board may accept such written resignation. The resignation may be withdrawn up until the Board takes formal action.
2. Upon resignation or removal of a Board Member, the Board may appoint another person to fill the unexpired term or begin a new-term at its discretion.

### **Section V: Powers, Duties and Responsibilities of Governing Supervisors**

1. Subject to the provisions of Nevada law, the business and affairs of the HDMS shall be the responsibility of the Board of Directors as a whole. The Board shall have all duties and responsibilities required of them under Nevada law and the charter granted pursuant thereto and have all powers allowed thereunder. All such powers, duties, and responsibilities shall be exercised directly by the Board of Directors, at the direction of the Board, or through appropriate and clearly defined delegation to the School's Supervising Employee. The Board of Directors, in performing its duties, authority, and responsibility, shall cause and ensure that the school, without limitation:

- a. ~~Develops annually a School schedule of events and activities;~~ Approves the HDMS School Days Calendar;
- b. Adopts all policies required of the School under law and adjusts same when appropriate including a policy to enable Board decisions to remain free from conflict;
- c. Develops and approves an annual budget and financial plan which shall be monitored and adjusted as necessary throughout the year;
- d. Submits a final budget to the state pursuant to statute and regulation;
- e. Perform all audits required by law;
- f. Ensures ongoing evaluation of the school and provides public accountability;
- g. Upholds and enforces all laws relating to Charter School operations;
- h. Hires and evaluates a person who will be responsible for day to day operation of the School;

- i. Improves the School and further develops the School;
- j. Strives for a diverse student population, reflecting the community;
- k. Ensures adequate funding for the School's operation;
- l. Enters into appropriate contracts and ensures that all contracts into which the School has entered are performed according to such contracts.

2. Board Members may receive compensation in accordance with NRS 388A.320.

3. The Board may delegate such of its collective responsibilities and duties to a committee of the Board or to one Supervising Employee who may be an Administrator as it deems appropriate and necessary so long as the delegation includes mechanisms by which the Board is able to maintain its accountability for such responsibilities. Such delegated duties and responsibilities may only be delegated pursuant to a vote of a majority of the then existing Board.

## **Section VI. Orientation/Training**

New Board Members will be given an orientation prior to their first Board meeting. Written materials shall be given to new Board Members in the form of a board packet.

Board Members will receive general board training no less than one time per year at a board retreat

## **Section VII. Board Protocol**

1. Only the Board as a whole has authority. We agree that a Board member will not take action or give direction individually to the School Administration. We do not expect staff or the School Administrator to act on individual statements, suggestions, direction or advice from individual Board members. We agree that once the Board has acted, only the Board can change that action. Board members who need information to make decisions are asked to make their requests to the School Administrator with a cc to the Board Chairperson.
2. The Board Chairperson is the spokesperson for the Board regarding decisions made by the Board. The School Administrator is the primary spokesperson for the School. All Board members are encouraged to assist with School communication in the community and we agree our public presentations will accurately and fairly reflect Board decisions and process.
3. We agree that any Board member that testifies before any public or legislative body that they will first state the Board's position before their own. We agree that we will inform the School Administrator of any contacts made with Legislators by Board members on any issue. Regarding legislation on which the Board has not taken a position, the School Administrator will keep the Board informed of the School response. Board members will inform colleagues and the School Administrator of their testimony at legislative hearings.
4. Board meetings are for decision-making, action, and votes. Board discussion should be concise and pertinent to the issue. If a Board member needs more information or has questions, the School Administrator should be contacted before the meeting.
5. In order to enable the Board to make the best possible decisions, there should be no surprises at Board meetings
6. The last stop, not the first, will be the Board. We agree to follow the chain of command and

insist that others do so as well. While the Board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue.

7. Recognizing our responsibility to act in a manner that is professionally ethical and governed by common decency and not to expose the School to litigation, we will consult personally with the School Administrator when we have concerns about the performance of the same. Alternatively, we will consult with the Board Chairperson and the School Administrator, or we will request an Executive Session in concert with one other Board Member and take up our concerns with the Board as a whole. We will not speak negatively about the School Administrator with anyone outside the Board or the School's legal counsel, and we will take no action to undermine the authority or reputation of our employee, i.e., the School Administrator. Conduct of a Board member is very important. We agree to avoid words and actions that create a negative impression of an individual, the Board, the School Administrator, any member of the staff, or the School. We encourage debate and differing points of view, and we will do it with care and respect.
8. The Board will consider research, best practices and public input in its decision-making process.
9. Board meetings are where the Board does its work in public. We agree to speak to the issues on the agenda and attend to our fellow Board members. Facts and/or the information that will be needed from the administration will be referred through the School Administrator.
10. Violation of these principles will be addressed by the Board Chairperson and can range from discussion to censure. a.
  - a. Process for Addressing Board Member Violations: The Board and its individual members are committed to faithful compliance with the provisions of the Board's Policies, Bylaws, Code of Ethics, and Protocol. In the event of a member's violation of any of the above, the Board will seek remedy by the following process:
  - b. If possible, a conversation will take place between the Board member who is perceived to have violated the provisions of the Board's Policies, Bylaws, Code of Ethics, or Protocols and the Board member who believes the violation has occurred.
  - c. Conversation between the offending member, the Board Chairperson, and the alleging member. In the event the Board Chairperson is the offending member, the Board Vice Chairperson will hold the meeting with the alleging Board member present.
11. Discussion in a Board self-evaluation between the offending member and the full Board with a member of the Nevada Association of School Boards, or agreed upon facilitator. iv. As a last resort, and only after thoughtful deliberation, the Board may vote to censure the offending member of the Board.

## **Section VIII. Removal**

Subject to law to the contrary, Board Members may be removed for cause upon an affirmative vote of a majority of the then existing board members. The Board shall adopt standards to ensure that any removal will not be arbitrary or capricious. Such standards may address, without limitation, issues such as moral turpitude, attendance, participation or disruptive behavior.

## **Section IX. Insurance**

The school shall purchase errors and omission insurance for its Board Members.

## **Article III: Officers**

### **Section I: Responsibilities of Officers.**

The Board shall elect the following officers: Chairperson, Vice Chairperson, Immediate Past Chairperson, Secretary, and Treasurer. Such officers shall be governing supervisors, either elected or appointed.

1. The Chairperson shall be responsible to conduct board meetings efficiently and in accordance with the published agenda assuring that the agenda's time frames are adhered to and shall have such other powers and duties as may be prescribed by the Board.
2. The Vice Chair shall be responsible to conduct board meetings in the absence, inability, or refusal to act of the Chairperson and shall exercise and discharge any other duties as may be required by the Board.
3. The Secretary shall certify the minutes of the board meetings and shall cause to be kept, at the principal's office or such other place, as the Supervisors shall direct, a book or file of minutes of all meetings and actions of the Board. Further, the Secretary shall give or cause to be given, notice of all board and board subcommittee meetings and shall ensure the safekeeping of all official correspondence and board records.
4. The Treasurer, as the Chief Financial Officer, shall ensure that a draft annual budget and relevant updates are produced for Board approval as well as ensure that the School's financial affairs are conducted pursuant to its financial policies and generally accepted accounting principles. The Treasurer shall ensure that adequate and correct books and records of accounts of the assets and business transactions of the Board are maintained and shall ensure that the book of accounts shall be open to inspection by any Board Member at all reasonable times. The Treasurer shall chair the finance committee.
5. The Immediate Past Chairperson shall be automatically filled by the individual who filled the Chairperson position in the previous year. This position shall serve to assist in transitioning the leadership of the organization for up to one year. This position is only advisory, and is non-voting.

### **Section II. Terms and elections.**

1. The Board shall elect officers in May of each year.
2. Officer terms run from July 1-June 30.
3. Officers serve one-year terms.
4. Officers may serve up to three consecutive one-year terms.
5. Vacancies occurring prior to the end of a term shall be filled by a majority vote of the Board Members to fill the unexpired term.

## **Article IV: Committees**

### **Section I: General**

1. The Board, by majority vote of all its members, may designate one or more committees, each consisting of at least one Board Members, to serve at the pleasure of the Board to assist it in performing its duties.
2. Though such committees shall perform all responsibilities and duties explicitly assigned by the Board, the Board may not delegate any of its statutory duties to such committees nor delegate the powers to enter into contracts, or to hire and terminate employees to any such committee.
3. The Board may request such committees to make recommendations to the full Board for approval concerning such matters and such committees are encouraged to propose actions to the Board when appropriate.
4. Upon the creation of a committee, the Board shall outline the committee's responsibilities, duties, tasks, and authority with enough specificity to allow such a committee to clearly understand its role. The Board may amend, from time to time, such a role for good cause.
5. The Board may unilaterally revoke, by a majority of its members, any delegated activity or decision making authority it has given to any such committee at any time.

### **Section II: Specific Committees**

**Identification.** There may be a Finance Committee, a Personnel Committee, Academic Committee and Governance Committee; Other committees will be identified as needed.

#### **1. Personnel Committee /Recruitment and Retainment**

- a) **Membership:** If the Board of Directors chooses to have a Personnel Committee, rather than to perform the below described functions itself, only Board Members may serve on the Personnel Committee.
- b) **Function:**
  - 1.b.i. Annual review of designated supervising employees with recommendation to the full Board.
  - 1.b.ii. Periodic review of staffing patterns to ensure that such is consistent with the School's annual and five-year plans.

#### **2. Finance Committee:**

- a) **Membership:** The Finance Committee will perform the below described functions itself, that committee shall include a minimum of one Board Member. If there is only one Board member on the finance committee, it shall be the Treasurer. Regardless of the number of Board members on this committee, the Treasurer shall be the committee's chairperson.

b) Meetings: The finance committee shall meet a minimum of 4 times a year and must notify the full Board if a special meeting must be called to deal with budget exigencies.

c) Function:

2.c.i. Ensure that a draft budget for the next fiscal year is presented to the entire Board no later than April 1 of each year and that updates of the budget are presented to the Board as necessary throughout the year.

2.c.ii. Assure that all contractual commitments are being appropriately discharged.

2.c.iii. Ensure that relevant and adequate financial statements are presented to the Board in a timely manner.

2.c.iv. The Board shall not delegate any financial or budget making or modification authority to the Finance Committee, however such committee is responsible to make informed and reasoned recommendations to the full Board including major contracts, grants or donations.

2.c.v. Ensure that the School's financial affairs are properly functioning pursuant to standard accounting practices, state law and the requirements of the School's charter.

2.c.vi. Ensure that the School's final budget is submitted to the Department of Education on or before June 8 of each school year or other date upon regulatory change.

2.c.vii. Ensure that any and all contracts into which the School enters to assist it with its financial affairs including any audit required are periodically reviewed for sufficiency and their performance.

### **3. Academic Committee:**

a) Membership: If the Board of Directors chooses to have an Academic Committee rather than perform the below described functions itself, such committee shall be composed of the or more statutorily defined teachers on the Board and the School's designated Supervising Employee.

b) Function:

3.b.i. Implementation of the policies adopted by the Board as they relate to the academic program and the development and implementation of the School's academic program subject to those matters under the law and the School's charter, which the Board cannot delegate. However, for such academically related matters, this committee is responsible for making appropriate recommendations for approval of the full Board. The committee shall, however, fully inform the full Board of its activities by no less than written quarterly reports.

### **4. 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:

1.1.1.1. 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

## Article V. Staff

### Principal

The Board may designate one of its employees to function as the *Principal* of the school. Any such person must have the qualifications described in NAC 386.100 subsection 2 and *preferred to have significant Montessori experience with certification from a MACTE accredited institute*. Such a person shall have the authority to act in such capacity as delegated by the Board of Directors provided that such action is consistent and not in conflict with the general aims and objectives of the Board and applicable law. Such a person is the *Principal* for the School and shall administer the School in accordance with Board direction and generally accepted educational practices *related to curriculum, instruction, student growth, parent partnerships and creating a safe and respectful learning environment. The position reports directly to the Board of Directors*. In the absence of a *Principal*, the Board shall designate a supervising employee, who shall be charged with the hiring, firing and supervision of other school personnel and who shall discharge the duties assigned by the Board. The Board hires the *Principal* for the School and sets their compensation. The term can be for any length the Board chooses. The Board, annually, shall evaluate any such staff person.

### Executive Director

The Board may designate one of its employees to function as the *Executive Director* of the school. Any such person must have the qualifications *at a minimum of a Bachelors or Master's Degree with relevant equivalent experience. The Executive Director is responsible for overseeing the business administration and strategic plan of the organization. Other key duties include fundraising, marketing, working with nonprofits, and community outreach. The position reports directly to the Board of Directors*. Such a person shall have the authority to act in such capacity as delegated by the Board of Directors provided that such action is consistent and not in conflict with the general aims and objectives of the Board and applicable law. Such person is the *Executive Director* for the School and shall administer the School in accordance with Board direction and generally accepted educational *and business* practices. In the absence of an *Executive Director*, the Board shall designate a supervising employee, who shall be charged with the hiring, firing and supervision of other school personnel and who shall discharge the duties assigned by the Board. The Board hires the *Executive Director* for the School and sets their compensation. The term can be for any length the Board chooses. The Board, annually, shall evaluate any such staff person.

## **Article VI Meetings**

### **Section I: Regular Meetings**

The Board, by a majority of its members, shall establish a regular day and place for meetings that shall occur no less frequently than quarterly.

### **Section II: Special Meetings of the Board**

Special meetings of the Board, for any purpose, may be called at any time by any of the officers upon notice sufficient to meet the requirements of the Nevada Open Meeting Law.

### **Section III: Annual Meeting**

The Annual Meeting shall occur in May of each year. Such a meeting takes place during the scheduled meeting for that month and is the meeting at which officers are selected. Officer terms run from July 1-June 30.

### **Section IV: Open Meeting Law**

Notice of the Board's meetings and the meetings of the School's committees are subject to the Nevada Open Meeting Law. Therefore, notice of such meetings and the agenda related thereto shall be posted at least three days prior to the meeting. The Board shall maintain a list of all those who wish to be notified of the Board's regularly monthly meeting and the meetings of any of its subcommittees and shall send notice to all those who request notice of relevant meetings one full week prior to the meeting date. Washoe County School District, as the School's sponsor, shall be notified of all Board meetings.

### **Section V: Agenda for Regularly Scheduled Board Meeting**

1. Format of the Agenda: The agenda's format shall conform to effective and efficient meeting practice. Committee reports, if any, shall be provided in written format and unless the relevant

committee or the Board requests a recommendation for decision or substantial discussion, the committee shall be given no more than 10 minutes on the agenda.

2. Creation of the Agenda. There shall be an agenda item at the end of each agendaized meeting denoted "next and future agenda items".

3. Additions to the Agenda. In addition to those items described and requested at the previous meeting, any Board member may provide additional agenda items for the following meeting by providing, via e-mail, fax or regular mail, the school's Supervising Employee or Administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. The school's Supervising Employee or Administrator must receive such requests 10

calendar days or more prior to the next Board meeting.

4. Prioritization. If, in the opinion of the Board Secretary, inclusion of all such items necessitates a meeting of longer than two hours in length, s/he, in consultation with the other officers, shall request those items that are informational to be provided in written format and provided by noon on the day that the agenda is sent out, and reduce the time allocation to such items to five minutes or less. If such adjustment still does not bring the estimated time of the Board meeting to less than 2 hours, the officers shall delete items from the agenda based on the following criteria:

- a. Items requiring a decision of the Board have a higher priority than discussion of emerging issues.
- b. Any items bumped from the agenda shall be given priority at the next Board meeting

5. Action items. Any item upon which there is potential Board action shall be sufficiently described to enable a person reading the agenda to know the specific subject of the proposed action and the decision requested.

6. Length of meetings. Board agendas shall be structured so that the normal business of the Board will be accomplished in a two-hour period of time. The Chair shall responsibly enforce the agenda and the time frames given

7. The Board Chairperson shall approve the published agenda.

## **Section VI: Quorum**

1. A majority of Board Members shall constitute a quorum for the transaction of business. Except as described in these bylaws (e.g. where more than a majority of all Board members is required), any act or decision done or made by a majority of the Board Members present at a meeting duly held at the time a quorum is present, shall be regarded as an act or decision of the Board, subject to the provision of Nevada law.

2. A Board Member participating by telephone or virtually may contribute to a quorum for any decision or act made or done if such person was present by phone and available to interact during all of the presentation(s), discussion and decision relevant to the decision or act.

3. Proxy voting is not allowed.

## **Section VII: Closed Session**

Any Board Member may close a meeting during any special or regular Board meeting where issues concern those of personnel or other matters requiring confidentiality, provided such closing is in compliance with Open Meeting Law.

## **Section VIII. Minutes**

Minutes shall be taken at all Board and Committee meetings and shall be approved by the Board Secretary and kept in the school. Such minutes are public records.

## **Section IX. Public Comment**

Time shall be set aside at each Board and Committee meeting for public comment in accordance with Open Meeting Law. After the speaker identifies his or her name, address, and affiliations, public comment shall be limited to no more than three minutes.

## **Article VII Parent Association**

There shall be a Parent Association to facilitate parent involvement with the school. The Parent Association has the right to select from those of its members who have participated in a School provided Montessori orientation program, a member to be a member of the Board of Directors.

## **Article VIII Indemnification**

The Board of Directors may authorize the School to pay or cause to be paid by insurance or otherwise, any judgment or fine rendered or levied against a present or former Board member, officer, employee, or agent of the School in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of the School, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he reasonably believed to be in the best interest of the School. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

## **Article IX Revocation of Charter or Dissolution**

The property of the Corporation is irrevocably dedicated to charitable purposes. Upon the dissolution, liquidation and winding up of the Corporation, assets shall be distributed to one or more organizations entitled to exemption from federal income tax under § 501(c)(3), or shall be distributed to the federal government or to one or more state or local governments for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

## **Article X Conflict of Interest**

**Section 1. Duty to Disclose.** Each officer and Director shall comply with the procedures of the School's conflicts of interest policy with respect to any transaction in which an economic benefit is provided by the Corporation to a Director or officer:

(a) in exchange for services rendered,  
(b) in connection with the purchase or sale of one or more assets or services, or  
(c) in connection with any partnership, joint venture or revenue sharing arrangement (an "Applicable Transaction"). The Board may provide parameters from time to time defining transactions that are not subject to this policy to the extent that the authorized officers of the School comply with the parameters set forth in such policy, in which case such transaction will not be considered an Applicable Transaction.

**Section 2. Approval of Applicable Transactions.** Except as otherwise provided pursuant to the School's policy, all Applicable Transactions must be approved by the affirmative vote of a majority of a quorum of the Board in advance in accordance with the following procedures:

- (a) Disinterested Board. Any officer or Director that will benefit, directly or indirectly from such Applicable Transaction, shall not participate in any discussions with respect to the Applicable Transaction, except to the extent of the disclosure required hereunder and in the conflicts of interest policy and in response to inquiries of the disinterested members of the Board, and shall leave the room before the Board votes to approve or disapprove the Applicable Transaction.
- (b) Acquisition of Relevant Data. The Board shall determine and obtain sufficient comparable data, including, but not limited to asset or business valuation appraisals, compensation surveys, copies of third-party bids or offers, and such other data necessary for the Board to determine, in good faith, that the value of the economic benefits provided to the officer or Director are fair in comparison to the assets, services or other consideration to be provided by the officer or Director to the School.
- (c) Records of Proceedings. The Board shall document, before the implementation of the Applicable Transaction:
- i. the name of the officer or Director, the nature of the Applicable Transaction, a summary of the comparable data reviewed, a summary of any other action taken to determine the economic fairness of the Applicable Transaction to the School, and the Board's decision as to whether such Applicable Transaction is approved; and
  - ii. the names of the persons who were present for discussions and votes relating to the Applicable Transaction, the content of the discussion, and a record of any votes taken in connection therewith.

## **Article XI**

### **Amendment of Bylaws**

These bylaws may be amended by a two-thirds majority of its then existing members, providing a

fourteen-day written notice has been given prior to the meeting during which the bylaws are amended and that the issues generating the proposed bylaw change were discussed at the prior regularly scheduled meeting.

## **Certification of the Secretary**

I, the undersigned, certify that I am the presently elected Secretary of the High Desert Montessori School created pursuant to Nevada Statute. The above-amended bylaws, consisting of 14 pages, are the bylaws of the School as amended at a meeting of the Board of Directors held on September 24, 2025

\_\_\_\_\_Board Secretary

\_\_\_\_\_Date

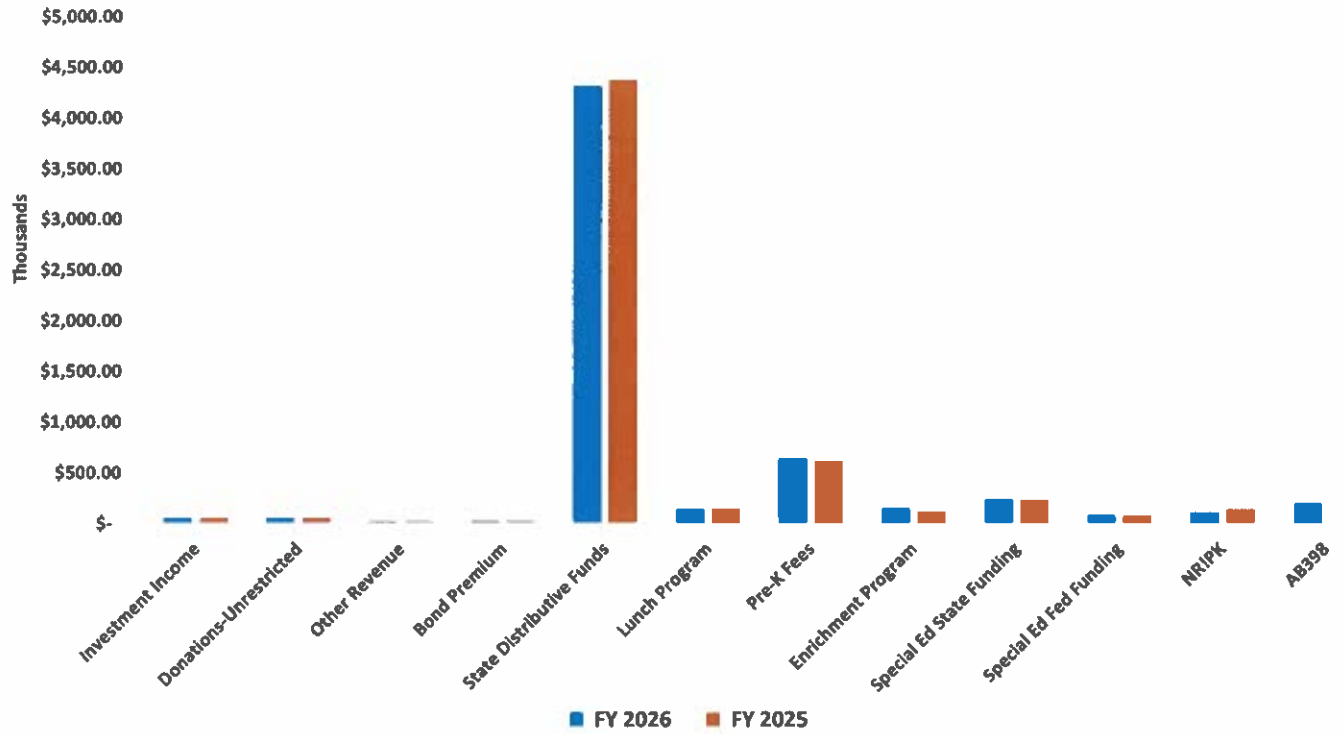
# HIGH DESERT MONTESSORI CHARTER SCHOOL

## 2025-2026 Revised Final Budget Summary

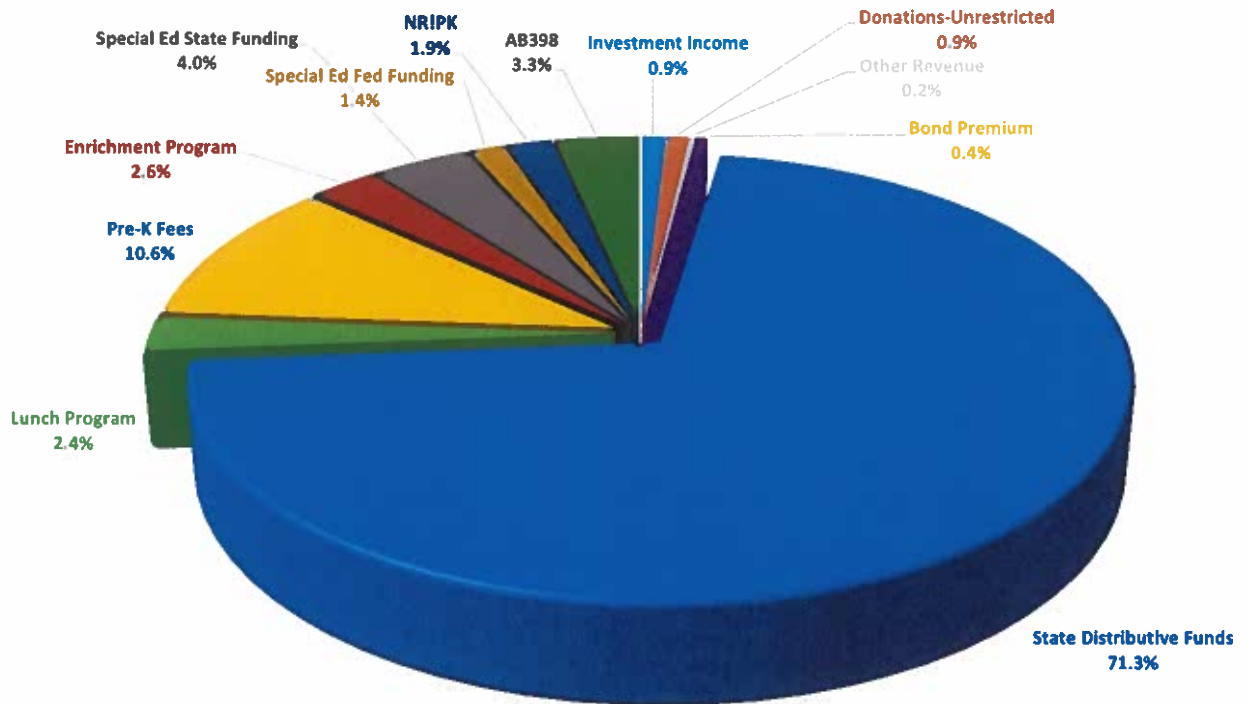
|                          | FUNDS & REVENUES | FUNCTION 1000 INSTRUCTION | FUNCTION 2100 SUPPORT SVCS STUDENTS | FUNCTION 2200 SUPPORT SVCS INSTRUCTION | FUNCTION 2400 GENERAL ADMIN | FUNCTION 2500 CENTRAL SERVICES | FUNCTION 2600 OPERATION / MAINTENANCE | FUNCTION 3100 FOOD SERVICE | FUNCTION 2000 PRE-K PROGRAM | FUNCTION 2500 ENRICHMENT PROGRAM | FUNCTION 1000 SPECIAL ED STATE | FUNCTION 1000 SPECIAL ED FEDERAL | FUNCTION 1000 NSRPK | AB338         | FUNCTION 5000 DEBT SERVICE | Expense Totals  |
|--------------------------|------------------|---------------------------|-------------------------------------|----------------------------------------|-----------------------------|--------------------------------|---------------------------------------|----------------------------|-----------------------------|----------------------------------|--------------------------------|----------------------------------|---------------------|---------------|----------------------------|-----------------|
| Investment Income        | \$ 55,000.00     |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Donations                | \$ 54,000.00     |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Other Revenue            | \$ 15,000.00     |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Bond Premium             | \$ 25,688.38     |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| State Distributive Funds | \$ 4,319,120.00  |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Lunch Program            | \$ 148,351.95    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Pre-K Fee                | \$ 642,180.00    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Enrichment Program       | \$ 159,050.00    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Special Ed State Funding | \$ 240,277.89    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Special Ed Fed Funding   | \$ 86,871.33     |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| NSRPK                    | \$ 112,500.00    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| AB338                    | \$ 202,204.03    |                           |                                     |                                        |                             |                                |                                       |                            |                             |                                  |                                |                                  |                     |               |                            |                 |
| Salaries                 |                  | 1,622,549.98              | 142,791.22                          | 85,463.26                              | 90,310.16                   | 182,113.65                     | 46,901.46                             | 50,518.02                  | 326,811.71                  | 119,035.35                       | 148,148.12                     | 53,545.50                        | 90,928.58           | 155,468.35    | -                          | \$ 3,114,585.58 |
| Benefits                 |                  | 722,547.87                | 62,313.33                           | 34,372.09                              | 36,218.38                   | 92,405.02                      | 11,433.72                             | 17,125.93                  | 196,730.93                  | 33,945.76                        | 60,012.90                      | 21,692.70                        | 21,571.41           | 46,735.68     | -                          | \$ 1,316,705.73 |
| Purchase Services        |                  | 30,167.00                 | 31,250.00                           | 64,788.80                              | 38,000.00                   | 166,500.00                     | 182,060.00                            | 1,500.00                   |                             | -                                | 32,116.88                      | 11,633.13                        | -                   | -             | -                          | \$ 588,013.80   |
| Supplies                 |                  | 38,500.00                 | 2,000.00                            | -                                      | -                           | 8,500.00                       | 57,000.00                             | 88,620.00                  | 6,500.00                    | 4,500.00                         | -                              | -                                | -                   | -             | -                          | \$ 205,620.00   |
| Property/Tenant Improv   |                  | 3,000.00                  | -                                   | -                                      | -                           | -                              | 40,000.00                             | -                          | -                           | -                                | -                              | -                                | -                   | -             | -                          | \$ 43,000.00    |
| Other & Debt Service     |                  | 1,750.00                  | -                                   | -                                      | -                           | 12,051.35                      | 57.59                                 | 450.00                     | 150.00                      | 350.00                           | -                              | -                                | -                   | -             | 727,781.74                 | \$ 742,580.68   |
| TOTALS:                  | \$ 6,090,253.56  | \$ 2,418,514.68           | \$ 233,354.55                       | \$ 184,622.17                          | \$ 164,528.54               | \$ 461,670.23                  | \$ 337,482.77                         | \$ 158,213.95              | \$ 490,182.64               | \$ 187,431.10                    | \$ 240,277.89                  | \$ 86,871.33                     | \$ 112,500.00       | \$ 202,204.03 | \$ 727,781.74              | \$ 5,900,515.80 |

|                                    |              |
|------------------------------------|--------------|
| Revenues Over/(Under) Expenses     | \$ 79,737.76 |
| Unrestricted Funds to be expended  |              |
| Net Revenues Over/(Under) Expenses | \$ 79,737.76 |

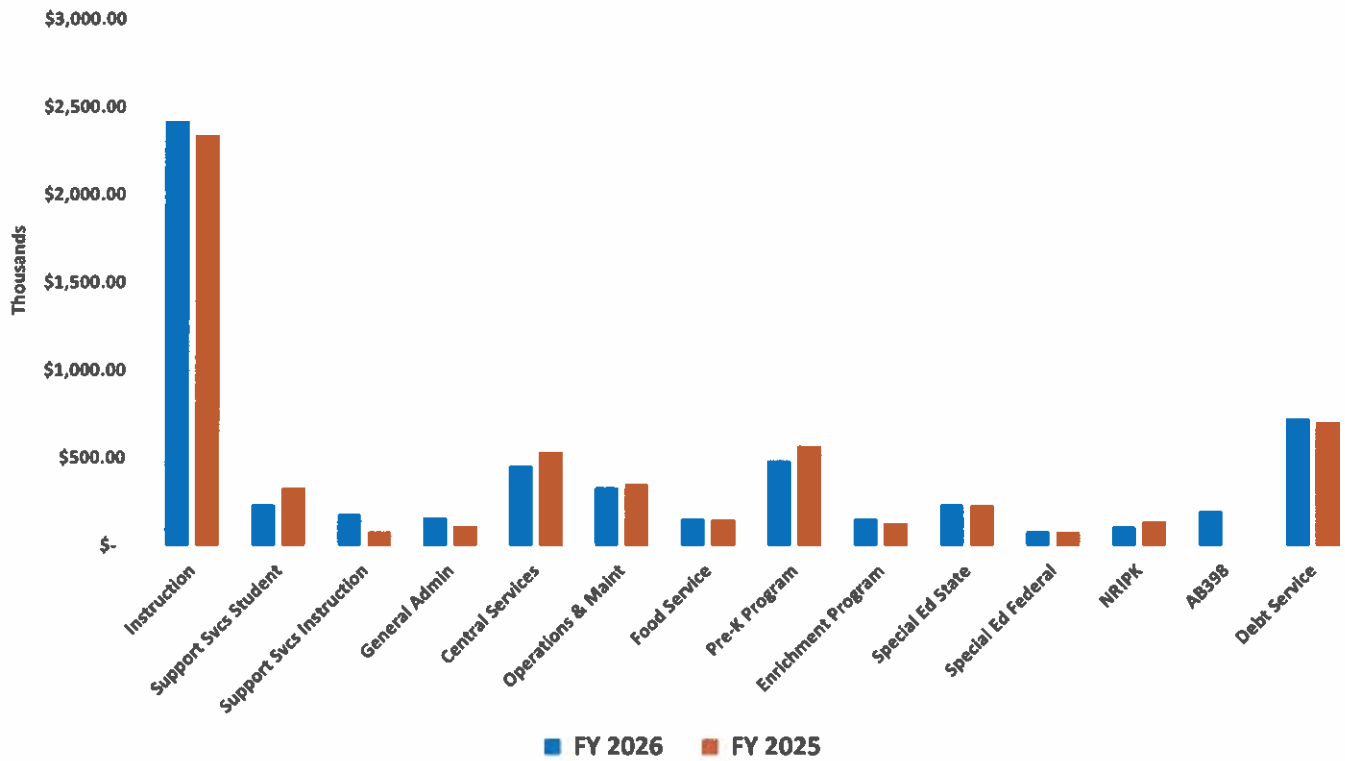
### FY 2026 REVISED FINAL BUDGET REVENUES



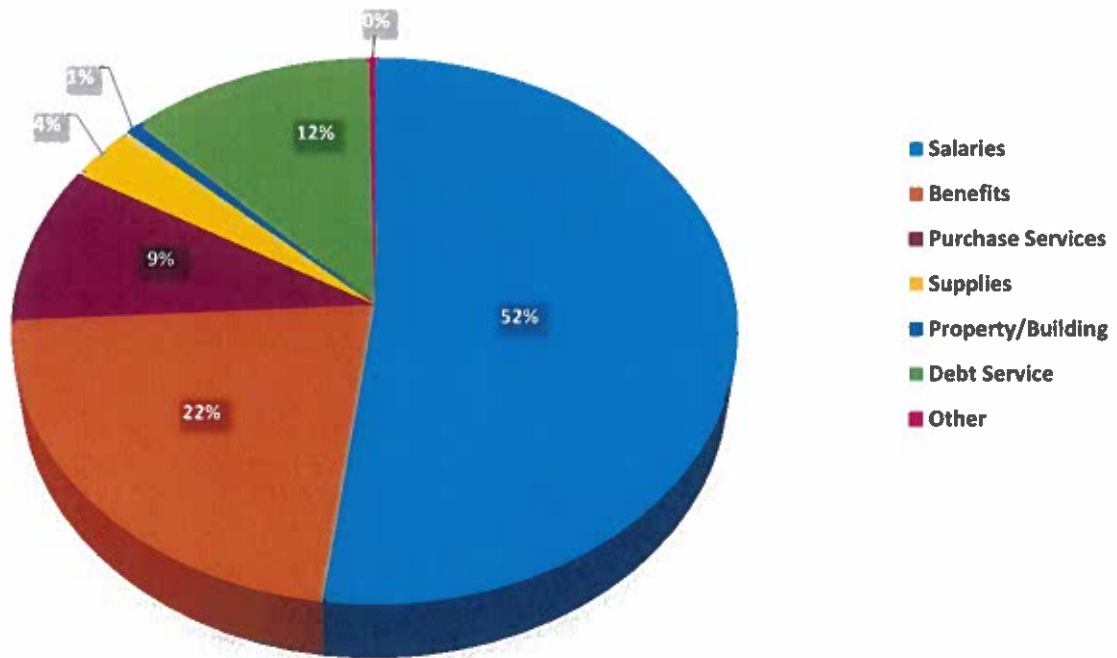
### FY 2026 REVISED FINAL BUDGET REVENUES



### FY 2026 REVISED FINAL BUDGET EXPENDITURES



### FY 2026 Revised Final Budget Expenditures



# HIGH DESERT MONTESSORI CHARTER SCHOOL

## SEC. 8.04 - DEBT SERVICE COVERAGE RATIO

### NET INCOME AVAILABLE FOR DEBT SERVICE

#### 2025-2026 REVISED FINAL BUDGET

|                                      |    |        |
|--------------------------------------|----|--------|
| Excess of Revenues over Expenditures | \$ | 79,738 |
|--------------------------------------|----|--------|

#### Adjustments:

These items are not considered Operating Expenses  
per Section 1.01 of Trust Indenture, pg. 19-20:

|                           |         |
|---------------------------|---------|
| Capital outlay            | 40,000  |
| Interest expense          | 581,250 |
| Principal pymts and other | 120,833 |
| Bond premium              | 25,698  |

|                                       |         |
|---------------------------------------|---------|
| NET INCOME AVAILABLE FOR DEBT SERVICE | 847,520 |
|---------------------------------------|---------|

#### DEBT SERVICE

|                            |                |
|----------------------------|----------------|
| Debt service (P&I on bond) | <u>702,083</u> |
|----------------------------|----------------|

|                    |                |
|--------------------|----------------|
| TOTAL DEBT SERVICE | <u>702,083</u> |
|--------------------|----------------|

#### DEBT SERVICE COVERAGE RATIO (DSCR)

|                                       |    |         |
|---------------------------------------|----|---------|
| Net income available for debt service | \$ | 847,520 |
|---------------------------------------|----|---------|

*Divided By*

|                    |         |
|--------------------|---------|
| Total debt service | 702,083 |
|--------------------|---------|

|      |      |
|------|------|
| DSCR | 1.21 |
|------|------|

|             |      |
|-------------|------|
| REQUIREMENT | 1.20 |
|-------------|------|

|                                |      |
|--------------------------------|------|
| ** - Per bond waiver agreement | PASS |
|--------------------------------|------|

**HIGH DESERT MONTESSORI SCHOOL**

*Annual Report*

**June 30, 2025**



**SILVA, SCEIRINE**  
**& ASSOCIATES, LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

# HIGH DESERT MONTESSORI SCHOOL

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## **INDEPENDENT AUDITORS' REPORT**

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

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of the High Desert Montessori School (the School), Reno, Nevada of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the High Desert Montessori School as of June 30, 2025, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation in the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, pension information, and the Governmental Funds' budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial

statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Prior Year Partial Comparative Information**

We have previously audited in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the School as of and for the year ended June 30, 2024, and have issued our report thereon dated October 30, 2024 which expressed an unmodified opinion on the respective financial statements of the governmental activities and each major fund. The summarized comparative information presented in the basic financial statements as of and for the year ended June 30, 2024 is consistent with the audited financial statements from which it is derived.

The individual fund financial statements and schedules related to the 2024 financial statements are presented for purposes of additional analysis and were derived from and relate directly to the underlying accounting and other records used to prepare the 2024 financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2024 basic financial statements and certain other additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. The individual fund financial statements and schedules are consistent in relation to the basic financial statements from which they have been derived.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October XX, 2025, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

#### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the Schedules of Borrower's Ratios but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any other form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

As the administration of the High Desert Montessori School (the School), we offer readers of the School's financial statements this narrative overview and analysis of its financial activities for the fiscal year ended June 30, 2025. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the School's financial statements, which follow this narrative.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the School's financial statements. The School's basic financial statements consist of three components: 1) Government-wide financial statements, 2) Fund financial statements, and 3) Notes to the financial statements. The basic financial statements present two different views of the School through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other required supplemental information that will enhance the reader's understanding of the financial condition of the School.

**Financial Highlights**

- The School's net position (deficit) as of June 30, 2025 was \$(1,701,658), which represents a decrease of \$402,514 from the prior year net position of \$(1,299,144).
- The General Fund had a fund balance of \$2,402,242, compared to a June 30, 2024 fund balance of \$2,131,960.

**Basic Financial Statements**

*Government-Wide Financial Statements*

The first two statements in the basic financial statements are the **Government-wide Financial Statements**. The government-wide financial statements are designed to provide the reader with a broad overview of the School's finances, similar in format to the financial statements of a private-sector business. They provide both short and long-term information about the School's financial status.

The *Statement of Net Position* presents information on all of the School's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

The *Statement of Activities* presents information showing how the School's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods.

*Fund Financial Statements*

The next statements are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the School. These statements provide more detail than the government-wide statements. The fund financial statements for the School report the General Fund, the Special Grants Fund, and the School Activity Agency Fund.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the Nevada Revised Statutes (NRS) and the School's regulations.

*Governmental Funds* – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. These funds focus on how assets can readily be converted into cash flow in and out, and the balances left at year-end available for spending in future periods. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps you determine if there are more or less financial resources available to finance the School's programs. The relationships between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds are described in reconciliations that are a part of the fund financial statements.

The focus of the governmental fund statements is on major funds. The School has two individual governmental funds, both of which are considered major funds:

- General Fund
- Special Grants Fund

*Notes to the Financial Statements*

The next section of the basic financial statements is the notes. The notes to the financial statements explain in detail some of the data contained in the government-wide and fund financial statements.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

*Required Supplementary Information*

The School's required supplementary information includes a comparison of its budgeted revenues and expenditures to the actual results achieved for the current fiscal year. In addition to this schedule, the School provides information that is required by the Governmental Accounting Standards Board, relative to its participation in the Public Employees' Retirement System in Nevada (PERS).

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve as one useful indicator of the School's financial condition over time. The assets and deferred outflows of resources exceeded the liabilities and deferred inflows of resources by \$(1,701,658) as of June 30, 2025, compared to a net position of \$(1,299,144) as of June 30, 2024. Included in the School's net position is \$2,651,798, reflecting its investment in capital assets (e.g. buildings, improvements, right of use leased asset, furniture and equipment) net of related bonded debt. These capital assets are used to provide educational services to its students; consequently, they are not available for future spending.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

Below is a summary of the School's net position for 2025 compared to 2024:

| <b>HIGH DESERT MONTESSORI SCHOOL<br/>NET POSITION (DEFICIT)</b> |                             |                              |                            |
|-----------------------------------------------------------------|-----------------------------|------------------------------|----------------------------|
|                                                                 | <b>2025</b>                 | <b>2024</b>                  | <b>Change</b>              |
| <b>Assets</b>                                                   |                             |                              |                            |
| Cash and investments, unrestricted                              | \$ 1,879,504                | \$ 1,352,730                 | \$ 526,774                 |
| Other assets                                                    | 94,343                      | 122,877                      | (28,534)                   |
| Restricted cash and equivalents                                 | 948,254                     | 1,164,361                    | (216,107)                  |
| Net capital assets                                              | <u>12,105,065</u>           | <u>12,745,087</u>            | <u>(640,022)</u>           |
| Total Assets                                                    | 15,027,166                  | 15,385,055                   | (357,889)                  |
| <b>Deferred Outflows of Resources</b>                           | <u>2,518,514</u>            | <u>2,451,192</u>             | <u>67,322</u>              |
| Total Assets and Deferred Outflows                              | 17,545,680                  | 17,836,247                   | (290,567)                  |
| <b>Liabilities</b>                                              |                             |                              |                            |
| Current liabilities                                             | 519,859                     | 504,457                      | 15,402                     |
| Long-term liabilities, due in one year                          | 160,452                     | 153,794                      | 6,658                      |
| Long-term liabilities, due after one year                       | <u>17,583,775</u>           | <u>17,991,146</u>            | <u>(407,371)</u>           |
| Total Liabilities                                               | 18,264,086                  | 18,649,397                   | (385,311)                  |
| <b>Deferred Inflows of Resources</b>                            | <u>983,252</u>              | <u>485,994</u>               | <u>497,258</u>             |
| Total Liabilities and Deferred Inflows                          | <u>19,247,338</u>           | <u>19,135,391</u>            | <u>111,947</u>             |
| <b>Net Position (Deficit)</b>                                   |                             |                              |                            |
| Net investment in capital assets                                | 2,651,798                   | 2,389,241                    | 262,557                    |
| Restricted for debt service                                     | 948,254                     | 716,975                      | 231,279                    |
| Unrestricted (Deficit)                                          | <u>(5,301,710)</u>          | <u>(4,405,360)</u>           | <u>(896,350)</u>           |
| Total Net Position (Deficit)                                    | <u><u>\$(1,701,658)</u></u> | <u><u>\$ (1,299,144)</u></u> | <u><u>\$ (402,514)</u></u> |

A case can conceivably continue to be made that a significant impact on the School's financial statement had no impact on the School's financial condition; GASB 68 (as amended by GASB 82) requires the School to recognize a net pension liability of \$5,166,480. As discussed below, users of this financial statement will gain an alternative perspective of the School's actual financial condition by adding deferred inflows related to pension and the net pension liabilities to the reported net position and subtracting deferred outflows related to pensions.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

GASB statements are national and apply to all governmental financial reports which are prepared in accordance with generally accepted accounting principles. Under the standards required by GASB 68, the pension liability equals the School's proportionate share of the plan's collective present value of estimated future pension benefits attributable to active and inactive employees' past service, less plan assets available to pay benefits.

GASB noted that the unfunded portion of the pension benefit promise is a present obligation of the government – part of a bargained-for-benefit to the employee and should accordingly be reported by the government as a liability since they received the benefit of the exchange. However, the School is not responsible for certain key factors affecting the balance of this liability. In Nevada, the employee shares the obligation of funding pension benefits with the employer. Contribution rates are established by State statute and are determined biennially. Nevada's Public Employees' Retirement Act requires an adjustment in the statutory contribution rates on July 1 of each odd-numbered year, based on the actuarially determined rates indicated in the actuarial valuation report for the immediately preceding year. There is no legal means to enforce the unfunded liability of the pension system against the public employer.

Most long-term liabilities have set repayment schedules. There is no repayment schedule for the pension liabilities. Changes in pension contribution rates, and return on investments affect the balance of the pension liability, but are outside the control of the local government. In the event that contributions, investment returns, and other changes are insufficient to keep up with the required pension payments, State statute does not assign or identify the responsible party for the unfunded portion. In accordance with GASB 68, the School's statements are prepared on an accrual basis of accounting including an annual pension expense for its proportionate share of the plan's change in net pension liability not accounted for as deferred inflows or outflows.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

The changes in the School's net position for the years ended June 30, 2025 and 2024 are presented below:

| <b>HIGH DESERT MONTESSORI SCHOOL<br/>CHANGES IN NET POSITION</b> |                     |                     |                   |
|------------------------------------------------------------------|---------------------|---------------------|-------------------|
|                                                                  | <b>2025</b>         | <b>2024</b>         | <b>Change</b>     |
| <b>Revenues:</b>                                                 |                     |                     |                   |
| Program revenue:                                                 |                     |                     |                   |
| Operating grants                                                 | \$ 561,255          | \$ 908,941          | \$ (347,686)      |
| Charges for services                                             | 801,278             | 768,773             | 32,505            |
| General revenue:                                                 |                     |                     |                   |
| State funding                                                    | 4,318,540           | 3,892,557           | 425,983           |
| Contributions/donations                                          | 53,342              | 68,410              | (15,068)          |
| Other income                                                     | <u>255,771</u>      | <u>279,679</u>      | <u>(23,908)</u>   |
| Total Revenues                                                   | <u>5,990,186</u>    | <u>5,918,360</u>    | <u>71,826</u>     |
| <b>Expenses:</b>                                                 |                     |                     |                   |
| Instruction                                                      | 3,602,460           | 2,792,950           | 809,510           |
| Support services                                                 | 1,451,028           | 2,382,566           | (931,538)         |
| Depreciation                                                     | 748,600             | 669,772             | 78,828            |
| Interest                                                         | <u>590,612</u>      | <u>594,631</u>      | <u>(4,019)</u>    |
| Total Expenses                                                   | <u>6,392,700</u>    | <u>6,439,919</u>    | <u>(47,219)</u>   |
| Change in Net Position                                           | <u>\$ (402,514)</u> | <u>\$ (521,559)</u> | <u>\$ 119,045</u> |

**BUDGETARY HIGHLIGHTS**

The School's actual results compared to its June 30, 2025 budget are presented in the accompanying "Budgetary Comparison Schedules" Expenditures in excess of budgeted appropriations have been disclosed in Note 2 to the financial statements. However, overall expenditures in fiscal year 2025 did not exceed budgeted appropriations.

**HIGH DESERT MONTESSORI SCHOOL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

***Capital Assets***

As of June 30, 2025 High Desert Montessori School had total capital and right-to-use assets, net of accumulated depreciation and amortization of \$12,105,065 which includes land, buildings and related improvements, right of use lease asset, equipment and furniture. Depreciation and amortization expense amounted to \$748,600 for the year.

***Debt Administration***

The School's long-term debt is comprised of the estimate of the future obligation of employee pensions (as discussed earlier in this document), and borrowings related to the June 2021 bond. Additional detail can be found in the notes to these financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The School's major source of revenue is per-pupil funding from the State of Nevada, based on pupil enrollment, or the Pupil Center Funding Plan (PCFP), a figure that is calculated and submitted to the state on a quarterly basis.

For budgeted expenditures, the School typically assumes an increase of 5% to 10% over the prior year for non-contract items. The majority of the School's expense is teachers' salaries and benefits.

**REQUESTS FOR INFORMATION**

This report is designed to provide an overview of the High Desert Montessori School's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed the Executive Director, 101 Fantastic Drive, Reno, NV 89512, 775/624-2800.

# HIGH DESERT MONTESSORI SCHOOL

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## STATEMENT OF NET POSITION (DEFICIT)

JUNE 30, 2025

|                                                   | Governmental<br>Activities |
|---------------------------------------------------|----------------------------|
| <b>ASSETS</b>                                     |                            |
| Cash and investments                              | \$ 1,879,504               |
| Receivables                                       | 70,168                     |
| Prepaid expenses                                  | 24,175                     |
| Restricted cash and investments                   | 948,254                    |
| Capital assets, net                               | 12,105,065                 |
| Total Assets                                      | 15,027,166                 |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>             |                            |
| Deferred outflows related to pensions             | 2,518,514                  |
| Total Assets and Deferred Outflows                | 17,545,680                 |
| <b>LIABILITIES</b>                                |                            |
| Accounts payable                                  | 140,230                    |
| Salaries and benefits payable                     | 379,629                    |
| Long-term liabilities:                            |                            |
| Due within one year                               | 160,452                    |
| Due in more than one year                         | 17,583,775                 |
| Total Liabilities                                 | 18,264,086                 |
| <b>DEFERRED INFLOWS OF RESOURCES</b>              |                            |
| Unearned revenue                                  | 270,910                    |
| Deferred inflows related to pensions              | 712,342                    |
| Total Liabilities and Deferred Inflows            | 19,247,338                 |
| <b>NET POSITION</b>                               |                            |
| Investment in capital assets, net of related debt | 2,651,798                  |
| Restricted for debt service                       | 948,254                    |
| Unrestricted                                      | (5,301,710)                |
| Total Net Position (Deficit)                      | \$ (1,701,658)             |

*See accompanying notes.*

# HIGH DESERT MONTESSORI SCHOOL

## STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2025

| GOVERNMENTAL ACTIVITIES<br>FUNCTIONS / PROGRAMS | EXPENSES     | PROGRAM REVENUES           |                     | NET (EXPENSE)<br>REVENUE AND<br>CHANGES IN<br>NET POSITION |
|-------------------------------------------------|--------------|----------------------------|---------------------|------------------------------------------------------------|
|                                                 |              | CHARGES<br>FOR<br>SERVICES | OPERATING<br>GRANTS |                                                            |
| Regular programs instruction                    | \$ 3,132,862 | \$ 801,278                 | \$ -                | \$ (2,331,584)                                             |
| Special programs instruction                    | 469,598      | -                          | 561,255             | 91,657                                                     |
| Total Instruction                               | 3,602,460    | 801,278                    | 561,255             | (2,239,927)                                                |
| General administration                          | 169,260      | -                          | -                   | (169,260)                                                  |
| Student support                                 | 221,615      | -                          | -                   | (221,615)                                                  |
| Other support                                   | 100,111      | -                          | -                   | (100,111)                                                  |
| Facilities                                      | 810,248      | -                          | -                   | (810,248)                                                  |
| Nutrition service                               | 149,794      | -                          | -                   | (149,794)                                                  |
| Depreciation                                    | 748,600      | -                          | -                   | (748,600)                                                  |
| Interest and fiscal charges                     | 590,612      | -                          | -                   | (590,612)                                                  |
| Total Support                                   | 2,790,240    | -                          | -                   | (2,790,240)                                                |
| Total Governmental Activities                   | \$ 6,392,700 | \$ 801,278                 | \$ 561,255          | (5,030,167)                                                |
| <b>General Revenues</b>                         |              |                            |                     |                                                            |
| State funding                                   |              |                            |                     | 4,318,540                                                  |
| Donations                                       |              |                            |                     | 53,342                                                     |
| Investment income                               |              |                            |                     | 161,332                                                    |
| Other revenue                                   |              |                            |                     | 94,439                                                     |
| Total General Revenues                          |              |                            |                     | 4,627,653                                                  |
| Change in Net Position                          |              |                            |                     | (402,514)                                                  |
| NET POSITION (DEFICIT), July 1, 2024            |              |                            |                     | (1,299,144)                                                |
| NET POSITION (DEFICIT), June 30, 2025           |              |                            |                     | \$ (1,701,658)                                             |

See accompanying notes.

# HIGH DESERT MONTESSORI SCHOOL

## BALANCE SHEET - GOVERNMENTAL FUNDS JUNE 30, 2025

(With Comparative Totals for June 30, 2024)

|                                           | GENERAL<br>FUND     | SPECIAL<br>GRANTS<br>FUND | TOTALS<br>GOVERNMENTAL FUNDS |                     |
|-------------------------------------------|---------------------|---------------------------|------------------------------|---------------------|
|                                           |                     |                           | 2025                         | 2024                |
| <b>ASSETS</b>                             |                     |                           |                              |                     |
| Cash and investments                      | \$ 1,879,504        | \$ -                      | \$ 1,879,504                 | \$ 1,352,730        |
| Receivables                               | 75,521              | -                         | 75,521                       | 99,368              |
| Prepaid expenses                          | 24,175              | -                         | 24,175                       | 23,509              |
| Restricted cash and investments           | 948,254             | -                         | 948,254                      | 1,164,361           |
| <b>Total Assets</b>                       | <b>\$ 2,927,454</b> | <b>\$ -</b>               | <b>\$ 2,927,454</b>          | <b>\$ 2,639,968</b> |
| <b>LIABILITIES</b>                        |                     |                           |                              |                     |
| Accounts payable                          | \$ 140,230          | \$ -                      | \$ 140,230                   | \$ 172,768          |
| Accrued payroll and benefits              | 384,982             | -                         | 384,982                      | 335,240             |
| <b>Total Liabilities</b>                  | <b>525,212</b>      | <b>-</b>                  | <b>525,212</b>               | <b>508,008</b>      |
| <b>FUND BALANCES</b>                      |                     |                           |                              |                     |
| Nonspendable                              | 24,175              | -                         | 24,175                       | 23,509              |
| Restricted                                | 948,254             | -                         | 948,254                      | 1,164,361           |
| Unassigned                                | 1,429,813           | -                         | 1,429,813                    | 944,090             |
| <b>Total Fund Balance</b>                 | <b>2,402,242</b>    | <b>-</b>                  | <b>2,402,242</b>             | <b>2,131,960</b>    |
| <b>Total Liabilities and Fund Balance</b> | <b>\$ 2,927,454</b> | <b>\$ -</b>               | <b>\$ 2,927,454</b>          | <b>\$ 2,639,968</b> |

See accompanying notes.

# HIGH DESERT MONTESSORI SCHOOL

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## RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION JUNE 30, 2025

**Fund Balance - Governmental Funds** **\$ 2,402,242**

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets (including right of use assets) used in governmental activities are not financial resources and therefore are not reported in the governmental

|                                                    |                    |            |
|----------------------------------------------------|--------------------|------------|
| Governmental capital and right of use lease assets | 15,229,545         |            |
| Less accumulated depreciation                      | <u>(3,124,480)</u> | 12,105,065 |

Deferred outflows related to pension, including payments made subsequent to the measurement date are not reported in governmental funds. 2,518,514

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.

|                       |                    |              |
|-----------------------|--------------------|--------------|
| Long-term debt        | (12,577,747)       |              |
| Net pension liability | <u>(5,166,480)</u> | (17,744,227) |

Deferred inflows related to pension investment returns and changes in advance payments.

|                                            |                  |           |
|--------------------------------------------|------------------|-----------|
| Advance payments for cellular tower rights | (270,910)        |           |
| Pension requirement                        | <u>(712,342)</u> | (983,252) |

**Net Position - Governmental Activities** **\$ (1,701,658)**

*See accompanying notes.*

# HIGH DESERT MONTESSORI SCHOOL

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2024)

|                                                             | GENERAL<br>FUND | SPECIAL<br>GRANTS<br>FUND | TOTALS<br>GOVERNMENTAL FUNDS |             |
|-------------------------------------------------------------|-----------------|---------------------------|------------------------------|-------------|
|                                                             |                 |                           | 2025                         | 2024        |
| <b>REVENUES</b>                                             |                 |                           |                              |             |
| Local sources                                               | \$ 1,045,353    | 36,330                    | \$ 1,081,683                 | \$1,088,151 |
| State sources                                               | 4,086,333       | 466,838                   | 4,553,171                    | 4,111,328   |
| Federal sources                                             | -               | 326,625                   | 326,625                      | 690,170     |
| Total Revenues                                              | 5,131,686       | 829,793                   | 5,961,479                    | 5,889,649   |
| <b>EXPENDITURES</b>                                         |                 |                           |                              |             |
| Current                                                     |                 |                           |                              |             |
| Instruction                                                 |                 |                           |                              |             |
| Regular programs                                            | 2,710,893       | 232,207                   | 2,943,100                    | 1,958,242   |
| Special programs                                            | -               | 469,598                   | 469,598                      | 436,152     |
| Total Instruction                                           | 2,710,893       | 701,805                   | 3,412,698                    | 2,394,394   |
| Support Services                                            |                 |                           |                              |             |
| Student support                                             | 221,615         | -                         | 221,615                      | 240,581     |
| Instruction                                                 | 100,111         | -                         | 100,111                      | 84,908      |
| Administration                                              | 169,260         | -                         | 169,260                      | 663,039     |
| Facilities                                                  | 810,248         | -                         | 810,248                      | 990,518     |
| Total Support Services                                      | 1,301,234       | -                         | 1,301,234                    | 1,979,046   |
| Nutrition services                                          | -               | 149,794                   | 149,794                      | 403,520     |
| Capital Outlay                                              | 108,578         | -                         | 108,578                      | 99,502      |
| Debt Service                                                |                 |                           |                              |             |
| Principal                                                   | 128,282         | -                         | 128,282                      | 122,858     |
| Interest                                                    | 590,612         | -                         | 590,612                      | 594,631     |
| Total Debt Service                                          | 718,894         | -                         | 718,894                      | 717,489     |
| Total Expenditures                                          | 4,839,599       | 851,599                   | 5,691,198                    | 5,593,951   |
| Excess (Deficiency) of Revenue<br>Over (Under) Expenditures | 292,087         | (21,806)                  | 270,281                      | 295,698     |

Continued on next page.

See accompanying notes.

# HIGH DESERT MONTESSORI SCHOOL

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2025 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2024)

|                                       | GENERAL<br>FUND     | SPECIAL<br>GRANTS<br>FUND | TOTALS                     |                    |
|---------------------------------------|---------------------|---------------------------|----------------------------|--------------------|
|                                       |                     |                           | GOVERNMENTAL FUNDS<br>2025 | 2024               |
| <b>OTHER FINANCING SOURCES (USES)</b> |                     |                           |                            |                    |
| Transfers in (out)                    | \$ (21,806)         | \$ 21,806                 | \$ -                       | \$ -               |
|                                       | (21,806)            | 21,806                    | -                          | -                  |
| Net Change in Fund Balance            | 270,281             | -                         | 270,281                    | 295,698            |
| <b>FUND BALANCE, July 1, 2024</b>     | 2,131,961           | -                         | 2,131,961                  | 1,836,263          |
| <b>FUND BALANCE, June 30, 2025</b>    | <u>\$ 2,402,242</u> | <u>\$ -</u>               | <u>\$ 2,402,242</u>        | <u>\$2,131,961</u> |

See accompanying notes.

# HIGH DESERT MONTESSORI SCHOOL

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## RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2025

|                                                         |                   |
|---------------------------------------------------------|-------------------|
| <b>Net Change in Fund Balances - Governmental Funds</b> | <b>\$ 270,281</b> |
|---------------------------------------------------------|-------------------|

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of capital assets is depreciated over their estimated useful lives.

|                                        |                  |           |
|----------------------------------------|------------------|-----------|
| Capital outlay                         | 108,578          |           |
| Less current year depreciation expense | <u>(748,600)</u> | (640,022) |

|                                                                                                                                       |       |
|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| Revenue reported in the governmental funds in a prior year is reported as revenue in the Statement of Activities in the current year. | 3,013 |
|---------------------------------------------------------------------------------------------------------------------------------------|-------|

|                                                                            |        |
|----------------------------------------------------------------------------|--------|
| Deferred bond premiums are recognized in income over the term of the bond. | 25,695 |
|----------------------------------------------------------------------------|--------|

|                                                                                                                                       |         |
|---------------------------------------------------------------------------------------------------------------------------------------|---------|
| Repayment of long-term debt is reported in the governmental funds as expenditures but is not reported in the Statement of Activities. | 128,281 |
|---------------------------------------------------------------------------------------------------------------------------------------|---------|

|                                                                                                    |                  |
|----------------------------------------------------------------------------------------------------|------------------|
| Pension expense - difference between actuarial determined liability and actual contributions made. | <u>(189,762)</u> |
|----------------------------------------------------------------------------------------------------|------------------|

|                                                         |                            |
|---------------------------------------------------------|----------------------------|
| <b>Change in Net Position - Governmental Activities</b> | <b><u>\$ (402,514)</u></b> |
|---------------------------------------------------------|----------------------------|

*See accompanying notes.*

# HIGH DESERT MONTESSORI SCHOOL

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## STATEMENT OF CHANGES IN STUDENT ACTIVITY AGENCY FUND YEAR ENDED JUNE 30, 2025

|                       | <u>BALANCE</u><br><u>JULY 1, 2024</u> | <u>ADDITIONS</u>     | <u>DEDUCTIONS</u>    | <u>BALANCE</u><br><u>JUNE 30, 2025</u> |
|-----------------------|---------------------------------------|----------------------|----------------------|----------------------------------------|
| <b>ASSETS</b>         |                                       |                      |                      |                                        |
| Cash                  | <u>\$     22,677</u>                  | <u>\$     23,828</u> | <u>\$     17,333</u> | <u>\$     29,172</u>                   |
| <b>LIABILITIES</b>    |                                       |                      |                      |                                        |
| Due to student groups | <u>\$     22,677</u>                  | <u>\$     23,828</u> | <u>\$     17,333</u> | <u>\$     29,172</u>                   |

*See accompanying notes.*

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of High Desert Montessori School, Reno, Nevada (the School) have been prepared in accordance with United States generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the authoritative standard-setting body for establishing governmental accounting and financial reporting. A summary of the School's significant accounting policies consistently applied in the preparation of the accompanying financial statements is as follows:

#### **Reporting Entity**

The School is a Nevada nonprofit organization, originally incorporated in January 2014. It is organized to operate as a public charter school sponsored by Washoe County, under Nevada Revised Statutes (NRS) 386.500 to 386.610 and currently operates an elementary and middle school in Reno, Nevada. The governing Board of Directors (Board), consisting of three to seven members, is considered to be an independent body, as authorized by the Board of Trustees of the Washoe County School District. The Board of Directors has decision making authority, the authority to designate management, the ability to significantly influence operations and is primarily accountable for fiscal matters. Therefore, the School is not included in any other governmental reporting entity as defined in GASB pronouncements.

#### **Basic Financial Statements - Government-Wide Statements**

The basic financial statements include both government-wide (based on the School as a whole) and fund financial statements. The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the School.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reflected on a full accrual, economic resource basis that recognizes all long-term assets and receivables, as well as long-term debt and obligations. The School's net position is reported in three parts: invested in capital assets, restricted for debt service and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the School's functions. The functions are also supported by general revenues (pupil-centered funding plan allocations and interest income not legally restricted for specific programs, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues and operating grants. Program revenues include operating grants, contributions and investment earnings legally restricted to support a specific program. Program revenue must be directly associated with the function. Operating grants include operating-specific and discretionary grants. The net costs (by function) are normally covered by general revenue.

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

### **Basic Financial Statements – Fund Financial Statements**

The financial transactions of the School are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The School's resources are allocated to and accounted for in the individual funds based upon the purposes for which they are intended and the means by which spending activities are controlled.

The emphasis of the fund financial statements is on the major funds in the governmental type activity category. GASB Statement No. 34 sets forth minimum criteria (percentage of assets, liabilities, revenues or expenditures/expenses of either fund category) for the determination of major funds. The School's management may electively add funds as major funds, when it is determined the funds have specific community or management focus. Major individual governmental funds are reported as separate columns in the fund financial statements.

The School reports the following major **Governmental Funds**:

#### ***General Fund***

The General Fund is the School's primary operating fund and accounts for all revenues and expenditures of the School not required by law or contractual agreement to be reported in another fund.

#### ***Special Grants Fund***

The Special Grants Fund is a special revenue fund. The revenues are legally restricted to expenditures for special grant purposes.

### **Measurement Focus**

#### ***Government-Wide Financial Statements***

The government-wide statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the School are included on the Statement of Net Position. The Statement of Activities presents increases (revenues) and decreases (expenses) in total net position.

#### ***Fund Financial Statements***

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

reconciliations with brief explanations to better identify the relationship between the government-wide financial statements and the governmental funds financial statements.

### **Basis of Accounting**

The basis of accounting determines when transactions are recorded in the financial records and reported in the financial statements. The government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences between the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred inflows/outflows, and in the presentation of expenses versus expenditures.

### **Revenues**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the School, available means expected to be received within sixty days of the fiscal year-end.

Non-exchange transactions, in which the School receives value without directly giving equal value in return, include grants, entitlements and donations for which the revenue is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the School must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized. Under the modified accrual basis, the following revenue sources are deemed both measurable and available at fiscal year-end: investment earnings, grants and entitlements.

### **Deferred Inflows/Outflows of Resources**

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred *outflows* of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The School's deferred outflows are related to its pension contributions, as discussed in Note 9. In addition to liabilities, the Statement of Net Position reports a separate section for deferred *inflows* of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then. The Statement of Net Position reports deferred inflows related to its pension expense, as also discussed in Note 9. Additionally, advance payments received relating to the right to collect revenue on cell tower leases are reflected as deferred inflow of resources.

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

### *Expenses/Expenditures*

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

### *Budgets and Budgetary Accounting*

The School adheres to policies set forth by the Nevada Department of Education (Department) to adopt a tentative budget by April 15 and a final budget not later than June 8 for the subsequent school year. The School is not required nor prohibited by the Department to amend its budget during the year. The budget was amended for the current fiscal year. The original and final budgets are compared to the actual revenues and expenditures and are presented in the accompanying supplementary information.

### *Cash*

Cash includes demand deposits held in a commercial bank and a credit union, and cash and cash equivalents maintained at Wilmington Trust, which is restricted for the purpose of debt service.

### *Capital Assets*

Capital assets, which are comprised of land, buildings and improvements, furniture, equipment, and vehicles, are reported in the government-wide financial statements. The School defines capital assets as having an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. If purchased or constructed, capital assets are recorded at historical cost or estimated historical cost. Donated capital assets are valued at their estimated acquisition value as of the date of donation. The costs of normal maintenance and repairs that do not add to the value of an asset or materially extend an asset's life are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

|                            |             |
|----------------------------|-------------|
| Computer and equipment     | 3-10 years  |
| Furniture and fixtures     | 10-20 years |
| Buildings and improvements | 10-39 years |

### *Accrued Liabilities*

Accrued liabilities consist principally of teacher, administrator, and other School employee salaries and benefits for the school program year ended June 30, 2025, but which were not yet paid as of that date.

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2025

### *Income Taxes*

The School is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) as a non-profit organization. Management annually reviews its tax positions, which are summarized as follows:

- The School has not engaged in activities that would jeopardize its tax-exempt status; has not engaged in any activities that would result in unrelated business income tax, and has determined that there are no material uncertain tax positions that require recognition in the financial statements.

No provision for income taxes has been made in the accompanying financial statements and the School does not expect any material change in uncertain tax positions within the next twelve months.

### *Use of Estimates*

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses/expenditures and disclosure of contingent assets and liabilities. Accordingly, actual results could differ from these estimates.

### *Comparative Data*

Comparative total data for the prior year has been provided on the budgetary comparison schedules to facilitate financial analysis. It is not considered full disclosure of transactions for fiscal year 2024. Such information can only be obtained by referring to the audited financial statements for that year.

### **NOTE 2 – COMPLIANCE WITH NEVADA REVISED STATUTES**

The School conformed to all significant statutory budgetary constraints on its financial administration, with the possible exception of over-expenditures of \$7,500 in Special Programs, \$44,925 in Capital Outlay and \$668 in Debt Service. Total actual expenditures did not exceed total budgeted expenditures.

### **NOTE 3 – CASH AND INVESTMENTS**

The School's cash balances for general operating purposes as of June 30, 2025 consists primarily of checking accounts in a commercial bank and checking and savings accounts at a credit union. The government-wide balance of unrestricted cash and investments is \$1,879,504 as of June 30, 2025. The commercial bank accounts are insured by the Federal Deposit Insurance Corporation up to an aggregate of \$250,000 per institution, and the credit union accounts aggregate balance of up to \$250,000 is insured by the National Credit Union Share Insurance Fund. At June 30, 2025 the School's uninsured cash balances total \$385,220. Investments of \$948,254 are held in Wilmington Trust and are for future debt service.

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

A summary of the School's cash and investments as of June 30, 2025 is as follows:

|                             |                     |
|-----------------------------|---------------------|
| Cash Balances:              |                     |
| Wells Fargo                 | \$ 635,220          |
| United Federal Credit Union | 122,070             |
|                             | <u>757,290</u>      |
| Investments:                |                     |
| Edward Jones, custodian     | 1,122,214           |
| Wilmington Trust custodian  | 948,254             |
|                             | <u>2,070,468</u>    |
| Total Cash and Investments  | <u>\$ 2,827,758</u> |

The cash and investments are reported in the financial statements as follows:

|                                 |                     |
|---------------------------------|---------------------|
| Cash and investments            | \$ 1,879,504        |
| Restricted cash and investments | 948,254             |
| Total Cash and Investments      | <u>\$ 2,827,758</u> |

The School categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The School does not have any investments that are measured using Level 2 or 3 inputs.

# HIGH DESERT MONTESSORI SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

As of June 30, 2025, the School's fair value measurements are as follows on:

| Exchange Traded and Closed-End              |                     | Fair Value Measurements |      |      |
|---------------------------------------------|---------------------|-------------------------|------|------|
| Funds                                       | Fair Value          | 1                       | 2    | 3    |
| iShares Cr TI US BD                         | \$ 104,629          | \$ 104,629              | \$ - | \$ - |
| Vanguard Em Mkt Gv BD                       | 20,953              | 20,953                  | -    | -    |
| Vanguard FTSE Dev Mkts                      | 33,700              | 33,700                  | -    | -    |
| Vanguard Growth                             | 99,936              | 99,936                  | -    | -    |
| Vanguard Value                              | 61,658              | 61,658                  | -    | -    |
| Vanguard Large Cap                          | 23,905              | 23,905                  | -    | -    |
| Vanguard Small Cap                          | 20,414              | 20,414                  | -    | -    |
| Vanguard Mid Cap                            | 54,417              | 54,417                  | -    | -    |
| Vanguard S&P 500                            | 89,011              | 89,011                  | -    | -    |
| <b>Open-Ended Mutual Funds</b>              |                     |                         |      |      |
| Bridge Builder Core Bond                    | 20,232              | 20,232                  | -    | -    |
| Bridge Builder Core Plus                    | 135,504             | 135,504                 | -    | -    |
| Bridge Builder Intl Equity                  | 91,965              | 91,965                  | -    | -    |
| Bridge Builder Large Growth                 | 84,078              | 84,078                  | -    | -    |
| Bridge Builder Large Value                  | 78,678              | 78,678                  | -    | -    |
| Bridge Builder Small/Mid Growth             | 33,802              | 33,802                  | -    | -    |
| Bridge Builder Small/Mid Value              | 31,866              | 31,866                  | -    | -    |
| Dfa Emerging Markets Value                  | 12,147              | 12,147                  | -    | -    |
| DFA Intl Small Company                      | 25,171              | 25,171                  | -    | -    |
| Goldman Fs Govt                             | 7,840               | 7,840                   | -    | -    |
| MacQuarie Emerging Markets R6               | 57,512              | 57,512                  | -    | -    |
| TRP HY Bond                                 | 11,372              | 11,372                  | -    | -    |
| TRP Emerging Markets Bond                   | 23,423              | 23,423                  | -    | -    |
|                                             | 1,122,214           | \$ 1,122,214            | \$ - | \$ - |
| <b>Investments Not Classified by Level:</b> |                     |                         |      |      |
| Wilmington US Treasury Money Market         | 948,254             |                         |      |      |
| Total Investments                           | <u>\$ 2,070,468</u> |                         |      |      |

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

### NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable consist of amounts due for services provided by the School for the Kindergarten Enhancement Program, Before and After Care, and Pre-K Programs. In addition, accounts receivable includes amounts due from the Department of Education for education funding for this fiscal year.

### NOTE 5 – NET POSITION AND FUND BALANCE CLASSIFICATIONS

#### Government-Wide Financial Statements

The government-wide Statement of Net Position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net position is typically categorized as invested in capital assets, restricted and unrestricted.

Net position is reported as restricted when there are statutory limitation on their use either through enabling legislation adopted by the School or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. As of June 30, 2025, \$948,254 of the School's net position is reported as restricted.

Unrestricted net position represents the School's available financial resources.

#### Fund Financial Statements

Generally accepted accounting principles for governments require fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The School may report the following classifications:

*Non-spendable* – amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Restricted* – amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* – amounts that can be used only for specific purposes determined by a formal action of the Board. The Board is the highest level of decision making authority for the School. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board.

*Assigned* – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.

*Unassigned* – the residual classification for the General Fund.

# HIGH DESERT MONTESSORI SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

When both restricted and unrestricted resources are available for use, it is the Board's policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned, in that order – as needed, unless the Board has provided for otherwise in its commitment or assignment actions.

### NOTE 6 – CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2025 is shown below:

|                                | Balance<br>June 30, 2024 | Increases<br>(Decreases) | Balance<br>June 30, 2025 |
|--------------------------------|--------------------------|--------------------------|--------------------------|
| Nondepreciable capital assets  |                          |                          |                          |
| Land                           | \$ 371,754               | \$ -                     | \$ 371,754               |
| Depreciable capital assets     |                          |                          |                          |
| Buildings and improvements     | 14,469,472               | 108,578                  | 14,578,050               |
| Computers and equipment        | 198,047                  | -                        | 198,047                  |
| Vehicles                       | 8,900                    | -                        | 8,900                    |
| Furniture and fixtures         | 72,794                   | -                        | 72,794                   |
| Total cost                     | 14,749,213               | 108,578                  | 14,857,791               |
| Less: accumulated depreciation | 2,375,880                | 748,600                  | 3,124,480                |
| Depreciable assets, net        | 12,373,333               | (640,022)                | 11,733,311               |
| Governmental Activities        |                          |                          |                          |
| Capital assets, net            | \$ 12,745,087            | \$ (640,022)             | \$ 12,105,065            |

Depreciation expense of \$748,600 for the year ended June 30, 2025 has not been allocated to the School's functions/programs.

### NOTE 7 – LONG-TERM DEBT

On June 10, 2021, the School entered into a Loan Agreement as the borrower of proceeds of \$11,965,000 Charter School Revenue Bonds, Series 2021AB, issued by the Public Finance Authority of the State of Wisconsin. The proceeds were used to finance and/or refinance certain costs of the acquisition, construction, installation, renovation, rehabilitation, improvement, furnishings and equipment of the School's facilities in Reno, NV; fund a debt service reserve fund for the bonds; and pay certain issuance costs related to the bond issue. The bonds have a coupon interest rate of 5% and mature in June 2061. The balance payable as of June 30, 2025 is \$11,625,002.

The obligation is a general obligation of the School, and is secured by a pledge of the School's (the Borrower) gross revenues, along with a deed of trust on the School's principal facilities. The School is required to make payments sufficient to provide for the payment of the principal of and the redemption premium, and interest

# HIGH DESERT MONTESSORI SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

on the bonded debt. In addition, payments are required to maintain a debt service reserve fund, as well as certain administrative fees.

The following shows the changes in the School's long-term liabilities for the year ended June 30, 2025:

|                             | Balance<br>July 1, 2024 | Additions of<br>New Debt | Retirements,<br>Repayments<br>and Reductions | Balance<br>June 30, 2025 | Due Within<br>One Year |
|-----------------------------|-------------------------|--------------------------|----------------------------------------------|--------------------------|------------------------|
| Bonds payable               | \$ 11,740,419           | \$ -                     | \$ (115,417)                                 | \$ 11,625,002            | \$ 120,833             |
| Bond premium                | 964,522                 | -                        | (25,698)                                     | 938,824                  | 25,698                 |
| Lease payable               | 26,785                  | -                        | (12,864)                                     | 13,921                   | 13,921                 |
|                             | <u>12,731,726</u>       | <u>-</u>                 | <u>(153,979)</u>                             | <u>12,577,747</u>        | <u>160,452</u>         |
| Net pension liability       | 5,413,214               | -                        | (246,734)                                    | 5,166,480                | -                      |
| Total long-term liabilities | <u>\$ 18,144,940</u>    | <u>\$ -</u>              | <u>\$ (400,713)</u>                          | <u>\$ 17,744,227</u>     | <u>\$ 160,452</u>      |

The annual debt service requirements for the outstanding bonds and lease as of June 30, 2025, excluding the amortization of bond premiums, are as follows:

| Fiscal Year | Principal            | Interest             | Total<br>Requirements |
|-------------|----------------------|----------------------|-----------------------|
| 2026        | \$ 134,754           | \$ 582,430           | \$ 717,184            |
| 2027        | 130,417              | 575,675              | 706,092               |
| 2028        | 135,418              | 568,686              | 704,104               |
| 2029        | 140,416              | 561,917              | 702,333               |
| 2030        | 145,834              | 554,896              | 700,730               |
| 2031-2035   | 863,750              | 2,655,916            | 3,519,666             |
| 2036-2040   | 1,104,166            | 2,416,667            | 3,520,833             |
| 2041-2045   | 1,395,834            | 2,113,208            | 3,509,042             |
| 2046-2050   | 1,787,500            | 1,727,084            | 3,514,584             |
| 2051-2055   | 2,279,584            | 1,233,541            | 3,513,125             |
| 2056-2060   | 2,907,083            | 603,438              | 3,510,521             |
| 2061        | 614,167              | 30,708               | 644,875               |
|             | <u>\$ 11,638,923</u> | <u>\$ 13,624,166</u> | <u>\$ 25,263,089</u>  |

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

### NOTE 8 – DEFERRED INFLOWS OF RESOURCES OTHER THAN PENSIONS

As of June 30, 2025, deferred inflows of resources other than pensions consisted of \$270,910 from the sale of cell tower lease rights.

### NOTE 9 – NEVADA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

#### Plan Description

The School contributes to the State of Nevada Public Employees Retirement System (PERS) a statewide, cost-sharing, multiple-employer defined benefit plan administered by the State of Nevada that covers substantially all employees of the School. PERS provides retirement, disability, and death benefits, including annual cost of living adjustments, to plan members and their beneficiaries. Chapter 286 of the Nevada Revised Statutes establishes the benefit provisions provided to the participants of PERS. These benefit provisions may only be amended through legislation. PERS issues a publicly available financial report that includes financial statements and required supplementary information. That report is available on the web at <http://www.nvpers.org> or by writing to the State of Nevada Public Employees Retirement System, 693 West Nye Lane, Carson City, NV 89703-1599 or by calling (775) 687-4200.

#### Benefits Provided

Benefits provisions of the defined benefit pension plan are established by Nevada Revised Statutes (NRS or statute), which may be amended. Benefits are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010, and on or after July 1, 2015. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed at 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the System on or after January 1, 2010, there is a 2.5% multiplier, and for regular members entering PERS on or after July 1, 2015, there is a 2.25% multiplier. The System offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

Post-retirement increases are provided by authority of NRS 286.575-.579.

#### Vesting

Regular members are eligible for retirement at age 65 with five years of service, at age 60 with ten years of service, or at any age with thirty years of service. Regular members entering the System on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 62 with ten years of service, or

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2025

any age with thirty years of service. Regular members who entered the System on or after July 2015, are eligible for retirement at age 65 with five years of service, or at age 62 with ten years of service or at age 55 with 30 years of service or any age with 33 1/3 years of service.

The normal ceiling limitation on monthly benefit allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit of up to 90% of average compensation. Members become fully vested as to benefits upon completion of five years of service.

### **Contributions**

Contribution provisions are specified by state statute and may be amended only by action of the State legislature. Contribution rates are based on annual actuarial valuations and are expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance a portion of the unfunded accrued liability. New hires, in agencies which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two contribution plans. One plan provides for matching employee and employer contributions, while the other plan provides for employer-pay contributions only. Under the matching Employee/Employer Contribution (EE/ER) plan a member may, upon termination of service for which contribution is required, withdraw employee contributions which have been credited to their account. All membership rights and active service credit in the System are canceled upon withdrawal of contributions from the member's account. If EPC was elected, the member cannot convert to the Employee/Employer Contribution plan.

The required contribution rates for the fiscal year ended June 30, 2025 was 17.5% for the EE/ER contribution and 33.5% for the EPC contribution. The School's contributions were \$475,803 for the year ended June 30, 2025.

### **PERS Investment Policy**

PERS' policies which determine the investment portfolio target asset allocation are established by the PERS Board. The asset allocation is reviewed annually and is designed to meet the future risk and return needs of the System.

# HIGH DESERT MONTESSORI SCHOOL

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2025

The following was the PERS Board's adopted policy target asset allocation as of June 30, 2025:

| <u>Asset Class</u>     | <u>Target<br/>Allocation</u> | <u>Long-Term<br/>Geometric Expected<br/>Real Rate of Return</u> |
|------------------------|------------------------------|-----------------------------------------------------------------|
| U.S. Stocks            | 34%                          | 5.50%                                                           |
| International Stocks   | 14%                          | 5.50%                                                           |
| U.S. Bonds             | 28%                          | 2.25%                                                           |
| Private Markets        | 12%                          | 6.65%                                                           |
| Short-term investments | 12%                          | 0.50%                                                           |
|                        | <u>100%</u>                  |                                                                 |

### Net Pension Liability

At June 30, 2025, the School reported a liability of \$5,166,480 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The School's proportion of the net pension liability was based on the School's share of contributions in the PERS pension plan relative to the total contributions of all participating reporting units and members. At June 30, 2025 the School's proportion of the regular plan was .02859%, compared to its .02966% proportion measured as of June 30, 2024, a decrease of .00106%.

### Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the School calculated using the discount rate of 7.25%. The following also reflects what the School's net pension liability would be if it were calculated using a discount rate that is 1.00 percentage point lower (6.25%) or 1.00 percentage point higher (8.25%) than the current discount rate of 7.25%.

|                       | <u>1% Decrease in<br/>Discount Rate<br/>(6.25%)</u> | <u>Discount Rate<br/>(7.25%)</u> | <u>1% Increase in<br/>Discount Rate<br/>(8.25%)</u> |
|-----------------------|-----------------------------------------------------|----------------------------------|-----------------------------------------------------|
| Net Pension Liability | \$ 8,308,325                                        | \$ 5,166,480                     | \$ 2,574,423                                        |

# HIGH DESERT MONTESSORI SCHOOL

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## NOTES TO FINANCIAL STATEMENTS

### JUNE 30, 2025

#### Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the Comprehensive Annual Financial Report, available on the NVPERS website.

#### Actuarial Assumptions

The System’s net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

The total pension liability was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                           |                                                                      |
|---------------------------|----------------------------------------------------------------------|
| Investment rate of return | 7.25% per year.                                                      |
| Salary increases          | 4.20% to 9.10% depending on service.                                 |
| Inflation rate            | 2.50% per year.                                                      |
| Productivity pay increase | 0.50%                                                                |
| Consumer Price Index      | 2.50%                                                                |
| Other assumptions         | Same as those used in the June 30, 2024 funding actuarial valuation. |

Actuarial assumptions used in the June 30, 2024 valuation were based on the results of the experience study for the period July 1, 2016 through June 30, 2020.

The discount rate used to measure the total pension liability was 7.25% as of June 30, 2024. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments for current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

# HIGH DESERT MONTESSORI SCHOOL

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2025

### Pension Expense, Deferred Outflows and Inflows of Resources Related to Pensions

For the year ended June 30, 2025, the School recognized pension expense of \$665,714. As of June 30, 2025, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|                                                                                                                         | Deferred<br>Outflows of<br>Resources | Deferred<br>Inflows of<br>Resources |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|
| Difference between expected and actual experience                                                                       | \$ 1,096,050                         | \$ -                                |
| Changes in assumptions                                                                                                  | 333,374                              | -                                   |
| Net difference between projected and actual earnings<br>on pension plan assets                                          | -                                    | 508,964                             |
| Changes in proportion and differences between the<br>School's contributions and proportionate share<br>of contributions | 613,287                              | 203,378                             |
| The School's contributions subsequent to the<br>measurement date                                                        | 475,803                              | -                                   |
|                                                                                                                         | <u>\$ 2,518,514</u>                  | <u>\$ 712,342</u>                   |

The School's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and (deferred inflows) of resources related to pensions will be recognized in pension expense as follows:

| Years Ending<br>June 30 | Amount              |
|-------------------------|---------------------|
| 2026                    | \$ 251,610          |
| 2027                    | 831,071             |
| 2028                    | 152,148             |
| 2029                    | 29,164              |
| 2030                    | 66,376              |
|                         | <u>\$ 1,330,369</u> |

### NOTE 10 – RISK MANAGEMENT

The School is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the School carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

# HIGH DESERT MONTESSORI SCHOOL

## REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF SCHOOL'S PROPORTIONATE SHARE OF THE NPL (NET PENSION LIABILITY) PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA LAST TEN FISCAL YEARS

| Plan Year Ended                                                                                           | 2024         | 2023         | 2022         | 2021         | 2020         | 2019         | 2018         | 2017         | 2016         | 2015         |
|-----------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| School's portion of the Net Pension Liability                                                             | 0.02859%     | 0.02966%     | 0.02580%     | 0.02396%     | 0.02030%     | 0.02333%     | 0.02392%     | 0.02373%     | 0.02448%     | 0.02307%     |
| School's proportionate share of the Net Pension Liability                                                 | \$ 5,166,480 | \$ 5,413,214 | \$ 4,658,783 | \$ 2,184,898 | \$ 2,828,929 | \$ 3,181,118 | \$ 3,261,652 | \$ 3,155,658 | \$ 3,293,959 | \$ 2,643,388 |
| School's covered employee payroll                                                                         | \$ 2,799,730 | \$ 2,414,524 | \$ 2,311,185 | \$ 1,902,167 | \$ 1,665,475 | \$ 1,668,787 | \$ 1,733,678 | \$ 1,666,993 | \$ 1,612,661 | \$ 1,531,090 |
| School's proportionate share of the Net Pension Liability as a percentage of its covered employee payroll | 184.53%      | 224.19%      | 201.58%      | 114.86%      | 169.86%      | 190.62%      | 188.13%      | 189.30%      | 204.26%      | 172.65%      |
| Plan fiduciary net position as a percentage of the Total Pension Liability                                | 78.11%       | 76.16%       | 75.12%       | 86.51%       | 77.00%       | 76.50%       | 75.20%       | 74.40%       | 72.20%       | 75.10%       |

# HIGH DESERT MONTESSORI SCHOOL

## REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF THE SCHOOL'S CONTRIBUTIONS PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA LAST TEN FISCAL YEARS

|                                                                    | Determined for the Year Ended June 30, |              |              |              |              |              |              |              |              |              |
|--------------------------------------------------------------------|----------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                                                    | 2025                                   | 2024         | 2023         | 2022         | 2021         | 2020         | 2019         | 2018         | 2017         | 2016         |
| Statutorily required contribution                                  | \$ 475,803                             | \$ 411,052   | \$ 343,437   | \$ 283,669   | \$ 252,146   | \$ 211,662   | \$ 353,286   | \$ 370,051   | \$ 352,614   | \$ 349,884   |
| Contributions in relation to the statutorily required contribution | 475,803                                | 411,052      | 343,437      | 283,669      | 252,146      | 211,662      | 353,286      | 370,051      | 352,614      | 349,884      |
| Contribution deficiency (excess)                                   | -                                      | -            | -            | -            | -            | -            | -            | -            | -            | -            |
| School's covered employee payroll                                  | \$ 2,799,730                           | \$ 2,414,524 | \$ 2,311,185 | \$ 1,902,167 | \$ 1,665,475 | \$ 1,426,569 | \$ 1,666,787 | \$ 1,733,678 | \$ 1,666,993 | \$ 1,612,661 |
| Contributions as a percentage of covered employee payroll          | 16.99%                                 | 17.02%       | 14.86%       | 14.91%       | 15.14%       | 14.84%       | 21.17%       | 21.34%       | 21.15%       | 21.70%       |

# HIGH DESERT MONTESSORI SCHOOL

## BUDGETARY COMPARISON SCHEDULE - GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

|                               | ORIGINAL<br>BUDGET | FINAL<br>BUDGET  | ACTUAL           | VARIANCE<br>TO FINAL<br>BUDGET | 2024<br>ACTUAL<br>(Memo Only) |
|-------------------------------|--------------------|------------------|------------------|--------------------------------|-------------------------------|
| <b>REVENUES*</b>              |                    |                  |                  |                                |                               |
| Local sources:                |                    |                  |                  |                                |                               |
| Charges for services          | \$ 710,000         | \$ 737,000       | \$ 801,278       | \$ 64,278                      | \$ 768,773                    |
| Sponsor district pass-through | 291,596            | 319,598          | 319,598          | -                              | 307,067                       |
| Donations and fundraising     | -                  | 50,000           | 53,342           | 3,342                          | 68,410                        |
| Miscellaneous                 | 9,500              | 45,198           | 65,732           | 46,232                         | 69,044                        |
| Investment income             | 45,000             | 55,000           | 161,332          | 106,332                        | 181,924                       |
|                               | <u>1,056,096</u>   | <u>1,206,796</u> | <u>1,401,282</u> | <u>220,184</u>                 | <u>1,395,218</u>              |
| State sources:                |                    |                  |                  |                                |                               |
| Pupil-Centered Funding Plan   | 4,381,279          | 4,374,367        | 4,318,540        | (55,827)                       | 3,892,557                     |
| Other grants                  | 119,200            | 142,500          | 150,000          | 7,500                          | -                             |
|                               | <u>4,500,479</u>   | <u>4,516,867</u> | <u>4,468,540</u> | <u>(48,327)</u>                | <u>3,892,557</u>              |
| Federal sources:              |                    |                  |                  |                                |                               |
| Federal grants                | -                  | 147,687          | 91,657           | (56,030)                       | 601,874                       |
|                               | <u>-</u>           | <u>147,687</u>   | <u>91,657</u>    | <u>(56,030)</u>                | <u>601,874</u>                |
| Total Revenues                | <u>1,175,296</u>   | <u>5,871,350</u> | <u>5,961,479</u> | <u>171,654</u>                 | <u>5,889,649</u>              |
| <b>EXPENDITURES</b>           |                    |                  |                  |                                |                               |
| Current                       |                    |                  |                  |                                |                               |
| Instruction                   |                    |                  |                  |                                |                               |
| Regular programs              | 2,777,385          | 3,045,340        | 2,958,888        | 86,452                         | 1,972,773                     |
| Special programs              | 638,558            | 462,098          | 469,598          | (7,500)                        | 436,152                       |
| Total Instruction             | <u>3,415,943</u>   | <u>3,507,438</u> | <u>3,428,486</u> | <u>78,952</u>                  | <u>2,408,925</u>              |
| Undistributed Expenditures    |                    |                  |                  |                                |                               |
| Support Services              |                    |                  |                  |                                |                               |
| Student support               | 240,947            | 334,161          | 221,615          | 112,546                        | 240,581                       |
| Instruction                   | 58,018             | 85,533           | 100,111          | (14,578)                       | 84,908                        |
| Administration                | 168,016            | 118,732          | 169,260          | (50,528)                       | 663,039                       |
| Facilities                    | 817,091            | 833,573          | 810,248          | 23,325                         | 990,518                       |
| Total Support Services        | <u>1,284,072</u>   | <u>1,371,999</u> | <u>1,301,234</u> | <u>70,765</u>                  | <u>1,979,046</u>              |
| Nutrition Services            | <u>956</u>         | <u>155,437</u>   | <u>149,794</u>   | <u>5,643</u>                   | <u>403,520</u>                |
| Capital Outlay                | <u>-</u>           | <u>63,653</u>    | <u>108,578</u>   | <u>(44,925)</u>                | <u>99,502</u>                 |

Continued on next page.

# HIGH DESERT MONTESSORI SCHOOL

## BUDGETARY COMPARISON SCHEDULE - GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

|                                  | ORIGINAL<br>BUDGET | FINAL<br>BUDGET | ACTUAL       | VARIANCE<br>TO FINAL<br>BUDGET | 2024<br>ACTUAL<br>(Memo Only) |
|----------------------------------|--------------------|-----------------|--------------|--------------------------------|-------------------------------|
| Debt Service**                   |                    |                 |              |                                |                               |
| Principal                        | \$ 115,417         | \$ 115,417      | \$ 115,417   | \$ -                           | \$ 110,417                    |
| Interest                         | 587,021            | 587,021         | 587,689      | (668)                          | 592,541                       |
| Total Debt Service               | 702,438            | 702,438         | 703,106      | (668)                          | 702,958                       |
| Total Undistributed Expenditures | 1,987,466          | 2,293,527       | 2,262,712    | 30,815                         | 3,185,026                     |
| Total Expenditures               | 5,403,409          | 5,800,965       | 5,691,198    | 109,767                        | 5,593,951                     |
| Net Change in Fund Balance       | (4,228,113)        | 70,385          | 270,281      | 281,421                        | 295,698                       |
| FUND BALANCE, July 1, 2024       | 2,070,796          | 2,131,961       | 2,131,961    | -                              | 1,836,263                     |
| FUND BALANCE, June 30, 2025      | \$ (2,157,317)     | \$ 2,202,346    | \$ 2,402,242 | \$ 281,421                     | \$ 2,131,961                  |

\* Revenues - For budgetary comparison purposes, funds that are passed through the local sponsored district are included here as Local revenue, and all funds received from the State are included here as State revenue, although either may include Federal funds. See the Statement of Revenues, Expenditures and Changes in Fund Balance for disclosure of amounts from Federal sources.

\*\* Debt Service - For budgetary comparison purposes, current year payments for principal and interest on a long-term lease have been reclassified into Instruction-Regular Programs expenditures. See the Statement of Revenues, Expenditures and Changes in Fund Balance for disclosure of total Debt Service expenditures.

# HIGH DESERT MONTESSORI SCHOOL

## BORROWER'S RATIOS

JUNE 30, 2025

### LOAN AGREEMENT SEC. 8.04 - DEBT SERVICE COVERAGE RATIO

#### I. Net Income Available for Debt Service

|                                                          |                  |
|----------------------------------------------------------|------------------|
| Excess of Revenues over Expenditures                     | \$ 270,281       |
| Adjustments:                                             |                  |
| Capital outlay                                           | 108,578          |
| Interest expense                                         | 590,612          |
| Principal payments                                       | 128,282          |
| <i>Net Income Available for Debt Service FYE 6/30/25</i> | <u>1,097,753</u> |

#### II. Debt Service

|                                                          |                |
|----------------------------------------------------------|----------------|
| Debt Service Schedule (Public Finance Authority, 6/1/21) | <u>702,438</u> |
| <i>Total Debt Service FYE 6/30/25</i>                    | <u>702,438</u> |

#### III. Debt Service Coverage Ratio (DSCR)

|                                                   |             |
|---------------------------------------------------|-------------|
| Net Income Available for Debt Service FYE 6/30/25 | 1,097,753   |
| <i>Divided By</i>                                 |             |
| Total Debt Service FYE 6/30/25                    | 702,438     |
| <i>Debt Service Coverage Ratio</i>                | <u>1.56</u> |
| Requirement                                       | <u>1.20</u> |

*DSCR Covenant met for FYE 6/30/25.*

# HIGH DESERT MONTESSORI SCHOOL

## BORROWER'S RATIOS

JUNE 30, 2025

### LOAN AGREEMENT SEC. 8.18 - LIQUIDITY COVENANT (DAYS CASH ON HAND)

#### I. Cash and Cash Equivalents

Cash and Cash Equivalents - Unrestricted

|             |                |
|-------------|----------------|
| Wells Fargo | \$ 635,220     |
| UFCU        | 122,070        |
|             | <u>757,290</u> |

Cash and Cash Equivalents with Edward Jones

|                              |                  |
|------------------------------|------------------|
| Total held with Edward Jones | <u>1,122,214</u> |
|------------------------------|------------------|

Due from Other Governments (Accounts Receivable)

|                                  |               |
|----------------------------------|---------------|
| Total Due from Other Governments | <u>70,168</u> |
|----------------------------------|---------------|

|                                |                            |
|--------------------------------|----------------------------|
| <i>Cash on Hand at 6/30/25</i> | <u><u>\$ 1,949,672</u></u> |
|--------------------------------|----------------------------|

#### II. Average Daily Expenses

Statement of Activities

|                |           |
|----------------|-----------|
| Total Expenses | 6,392,700 |
|----------------|-----------|

Adjustments:

|                                                   |           |
|---------------------------------------------------|-----------|
| Interest (added back through Debt Service, below) | (590,612) |
|---------------------------------------------------|-----------|

|              |           |
|--------------|-----------|
| Depreciation | (748,600) |
|--------------|-----------|

Debt Service Payments:

|      |         |
|------|---------|
| Bond | 703,106 |
|------|---------|

|               |               |
|---------------|---------------|
| Lease payable | <u>15,788</u> |
|---------------|---------------|

5,772,382

Divided by 365 days

|                               |                         |
|-------------------------------|-------------------------|
| <i>Average Daily Expenses</i> | <u><u>\$ 15,815</u></u> |
|-------------------------------|-------------------------|

#### III. Days Cash on Hand

|                         |              |
|-------------------------|--------------|
| Cash on Hand at 6/30/25 | \$ 1,949,672 |
|-------------------------|--------------|

Divided by:

|                        |               |
|------------------------|---------------|
| Average Daily Expenses | <u>15,815</u> |
|------------------------|---------------|

|                          |                   |
|--------------------------|-------------------|
| <i>Days Cash on Hand</i> | <u><u>123</u></u> |
|--------------------------|-------------------|

|             |                  |
|-------------|------------------|
| Requirement | <u><u>45</u></u> |
|-------------|------------------|

**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, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated October XX, 2025.

**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  
October XX, 2025

# HIGH DESERT MONTESSORI SCHOOL

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## INDEPENDENT AUDITORS' COMMENTS

JUNE 30, 2025

### AUDIT RECOMMENDATIONS

#### *Current Year*

There are no recommendations of the magnitude which we consider necessary for inclusion in this report as of or for the year ended June 30, 2025.

#### *Prior Year*

There were no recommendations of the magnitude considered necessary for inclusion in the report as of or for the year ended June 30, 2024.

### STATUTE COMPLIANCE

#### *Current Year*

Our comments related to the School's compliance with significant statutory budget constraints are reported in Note 2 to the financial statements.

#### *Prior Year Statute Violations*

There were no budget violations included in the report as of or for the year ended June 30, 2024.