

HIGH DESERT MONTESSORI CHARTER SCHOOL

Board of Directors Meeting

Wednesday, September 26, 2018 @ 5:00 P.M.

Star Peak Room

2025 Silverada Blvd, Reno, NV

MINUTES of MEETING

BOARD BINDER AVAILABLE UPON REQUEST

Members Present Amanda Baldwin
Scott Hernandez
Terry Fowler
Max Haynes

Excused Absence Kay Ko, Doug Whitener and Linda Aaquist

Also Present Principal Rhonda Turnipseed
Cheryl Miller Mintz
Adista Elmer

1. Call to Order and Roll Call

Chairperson Terry Fowler called the meeting to order at 5:00 p.m. with a quorum of four board members.

2. Public Comment

NONE

3. Chairman's Report

Chairperson Terry Fowler introduced Bryce Gaines to the board. Mr. Gaines is a potential board member. He attended and observed the meeting.

4. Adopt the Agenda

Amanda Baldwin moved to accept the agenda as presented. Scott Hernandez seconded the motion. Motion carried unanimously.

5. Approval of Minutes from August

Max Haynes moved to approve the minutes from August as presented. Amanda Baldwin seconded the motion. Motion carried unanimously.

6. New Teacher Introduction

Jen Marcondes and Sarah Hausman introduced themselves to the board. Jen and Sarah both teach lower elementary. Jen teaches in the Excelsior classroom; Sarah teaches in Antelope.

7. Finance Team Report

Please refer to the summary report attached to these minutes as Exhibit "B."

8. Revised Financial Policy

Scott Hernandez will reach out to Kerry Eaton on behalf of the board. Scott wants to make sure that the forms are up to date and specific to charter schools. Charter schools are consistently cut out from many of the statutes.

9. Approval of Cash Disbursements

Scott Hernandez moved to accept August cash disbursements as presented. Amanda Baldwin seconded the motion. Motion carried unanimously.

10. 2018-19 Revised Final Budget

Amanda Baldwin moved to accept the 2018-19 revised final budget as presented. Scott Hernandez seconded the motion. Motion carried unanimously.

11. Mid-Year New Student Enrollment

The school budgets on a certain amount of students enrolled. When the enrollment number drops too far, it affects our budget to the point where the school must reduce expenses, which generally means cutting staff.

12. Update of Expansion Plans

Please refer to handouts from Gretchen Bietz and Max Haynes, which are attached to these minutes as Exhibits "C" and "D."

The expansion will unify the campus with one single point entry and will simplify administration. The expansion will yield 50,000 sq/ft versus 36,000 sq/ft. The school will have a shared garden lot with Rosewood. The sale of Orovada and the vacant lot will pay off most of the debt, except \$824,000 at 1.1 percent due in 2021. The current debt to be paid off is \$1,863,635 on Orovada and \$375,000 on the vacant lot for a total of \$2,238,670 in debt. The expansion will be done in phases over the next five years. The number one responsibility of the board is to sell property. The school is holding onto too much property and too much debt. It does not make financial sense, and the school does not have the enrollment to support the real estate holdings. The school cannot do a capital campaign without expansion.

Scott Hernandez moved for the HDMS expansion plan be adopted, as presented by Max Haynes, and marked as Exhibit "A" to be added it to the minutes. Amanda Baldwin seconded the motion. Motion carried unanimously.

13. Allocation Budget for Planning and Design of Expansion Plan

Max has one bid from an architect firm for an initial scope of \$14,750.00. The school also became aware of JK Architect and Engineering by way of a parent of one of our students. Rhonda and Max have met with JK multiple times, and JK is ready to move forward. However, JK still must figure out how to make its services affordable for the school. Max feels their cost should not exceed \$10,000 for initial build plans. Full design-build packages cost between \$40,000 to \$50,000.

Scott Hernandez moved to authorize Principal Rhonda to spend up to \$10,000 for a budget for planning and design of expansion plans. Amanda Baldwin seconded the motion. Motion carried unanimously.

14. Selection of Agent and Listing Property for Sale

Max would like to form a committee to hear the listing presentations. Max has two companies that are interested in presenting. Scott said the listing presentations can be heard by a committee, who must follow the open meeting laws and should have no more than three board members present (so as not to have a quorum) and a few key staff members. After the presentations, the committee can submit a summary to the full board that can be subject to a vote.

Scott Hernandez moved that the board authorize the establishment of a Building Facilities Committee to meet with potential real estate agents for sale of property and to provide a summary report to the board for a future board vote. Amanda Baldwin seconded the motion. Motion carried unanimously.

15. Governance Report

Doug Whitener was not present, but Terry let the board know that they are looking to expand. There is also a board retreat meeting on Friday, October 26th at Max Haynes' home.

16. Principal & Vice Principal Update

Please refer to principal handout, which is attached to these minutes as Exhibit "E." Vice Principal Tamra Hopkins was not present.

17. Public Comment

NONE

18. Adjournment and Future Agenda Items

Scott Hernandez moved to adjourn the meeting. Amanda Baldwin seconded the motion. Motion carried unanimously.

Future Items

- **Financials**
- **Expansion plan/listing update**
- **Governance Report**
- **Chairman Report**