

HIGH DESERT MONTESSORI CHARTER SCHOOL

Board of Directors Meeting

Wednesday, October 24, 2018 @ 5:00 P.M.

Star Peak Room

2025 Silverada Blvd, Reno, NV

MINUTES of MEETING

**Board Binder Available Upon Request**

**Members Present**

**Doug Whitener  
Scott Hernandez  
Amanda Baldwin  
Linda Aaquist  
Max Haynes  
Terry Fowler**

**Also Present**

**Principal Rhonda Turnipseed  
Assistant Principal Tamra Hopkins  
Adista Elmer  
Cheryl Miller Mintz**

**1. Call to Order and Roll Call**

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

**2. Public Comment**

**NONE**

**3. Chairman's Report**

Chairperson Terry Fowler stated that the board meeting is very significant. The Board has reached some milestones in terms of the future of the school, community, buildings and grounds. At the September 2018 board meeting, the Board approved the expansion plan outlined by Max Haynes to sell the Orovada property. By selling these two properties, the proceeds will pay off most of the school's debt. The expansion plan will be done in phases. The first phase would be selling and leasing back the Orovada property, which would reduce the school's debt and provide more flexibility in the budget. The Board also authorized Principal Rhonda Turnipseed to spend up to \$10,000 for initial planning and design. Chairperson Fowler

informed the board that Kay Ko has resigned from the board and the board will be looking for a new board treasurer.

4. Adopt the Agenda

**Linda Aaquist moved to adopt the agenda as presented. Doug Whitener seconded the motion. Motion carried unanimously.**

The adopted agenda is attached to these minutes as Exhibit "A."

5. Approval of Minutes from September

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

The approved minutes for the September 2018 board meeting are attached to these minutes as Exhibit "B."

6. New Board Appointment

**Doug Whitener moved to appoint Bryce Ganes to our board effective immediately. Linda Aaquist seconded the motion. Motion carried unanimously.**

7. YE2018-19 Financial Audit with Bill Saylor

The school's auditor, Bill Saylor, presented his audit of the school's finances, which is attached to these minutes as Exhibit "C."

**Amanda Baldwin moved to accept the financial audit as presented by Bill Saylor. Doug Whitener seconded the motion. Motion carried with Bryce Ganes abstaining.**

8. 2018-19 revised Budget

**Max Haynes moved to accept the revised 2018-2019 budget as presented. Linda Aaquist seconded the motion. Motion carried with Bryce Ganes abstaining.**

The approved revised 2018-2019 budget is attached to these minutes as Exhibit "D."

9. Approval of September Cash Disbursements

**Max Haynes moved to approve September 2019 cash disbursements are presented. Doug Whitener seconded the motion. Motion carried with Bryce Ganes abstaining.**

The approved cash disbursements are attached to these minutes as Exhibit "E."

**10. Approval of June through September Financials**

**Amanda Baldwin moved to approve June 2019 through September 2019 financials as presented. Linda Aaquist seconded the motion. Motion carried with Bryce Ganes abstaining.**

The approved financials are attached to these minutes as Exhibit "F."

**11. Updated Financial Policy**

The board discussed the draft financial policy at length. The board members agreed that they needed more time to review to have a better understanding of the policy. If possible under Open Meeting Law, the Board would like to have a closed session meeting with Kerry Eaton, the school's attorney. Scott Hernandez will contact Kerry to see if she could attend the board retreat meeting on November 16, 2018.

**This agenda item was tabled for another meeting.**

**12. NAC 386.350 (3) Duties, Credentials & Qualifications**

Scott Hernandez excused himself from the room during discussion of this agenda item and the action taken thereon, because he has a potential conflict of interest due to his wife's employment at the school.

Sherrie Jordan circulated a document in compliance with NAC 386.350 (3) for the Board to review and approve. This document is attached to these minutes as Exhibit "G."

**Amanda Baldwin moved to approve NAC 386.350 (3) as presented by Sherrie Jordan. Linda Aaquist seconded the motion. Motion carried with Bryce Ganes abstaining. Scott Hernandez was not present for the vote.**

**13. NAC 386.400 (2)(g) Independent Contractors**

Scott Hernandez excused himself from the room during discussion of this agenda item and the action taken thereon, because he has a potential conflict of interest due to his wife's employment at the school.

Sherrie Jordan circulated a document in compliance with NAC 386.400 (2)(g) for the Board to review and approve. This document is attached to these minutes as Exhibit "H."

**Amanda Baldwin moved to accept NAC 386.400 (2)(g) as presented by Sherrie Jordan. Linda Aaquist seconded the motion. Motion carried with Bryce Ganes abstaining. Scott Hernandez was not present for the vote.**

**14. School Performance Plan**

**Linda Aaquist moved to approve the school performance plan as presented. Doug Whitener seconded the motion. Motion carried with Bryce Ganes abstaining.**

The school performance plan is attached to these minutes as Exhibit "I."

**15. Strategic Blue Print Update and Approval**

Principal Turnipseed presented a proposal from Blue Print Collaborative showing the activities, strategic planning hours and cost for each month for development of the strategy plan. Blue Print Collective would like the school to sign a long-term contract with them. However, Max Haynes has concerns about signing a contract because the school did not obtain three bids. Scott Hernandez sees this as a proposal and not a contract. Mr. Haynes does not want to enter into a long-term contract until the board meets with Kerry Eaton. Mr. Haynes suggested that the Board approve to continue working hourly with Blue Print Collaborative until the end of the year.

**Max Haynes moved to continue working with Blue Print Collaborative on an hourly basis until the end of December 2018. The board will revisit a plan for the following year. Amanda Baldwin seconded the motion. Motion carried with Bryce Ganes abstaining.**

The proposal from Blue Print Collective is attached to these minutes as Exhibit "J."

**16. Expansion Plan Update/Concept, Design and Contract**

The contract with JK Architecture was approved at the September 2018 board meeting. However, the contract was missing the signature page, so Principal Turnipseed will contact JK Architecture for an execution copy.

Max Haynes has scheduled four real estate companies to present to the Building Facilities Committee on Tuesday, October 30, 2018 from 2:00 to 5:00. The committee will come back to the board with a summary of the presentations.

**17. Capital Campaign Update and Contract for Project Support and Consulting**

**This item was discussed and acted upon in agenda item No 15. "Strategic Blue Print Update and Approval."**

**18. Governance Report**

Doug Whitener explained that the governance committee has currently has two priorities: (1) to expand the board and (2) to develop a board agenda for the board retreat on Friday, November 16, 2018. The governance committee will be looking for a potential board member with financial experience, ideally a certified public accountant. Mr. Whitener feels the Board also needs to prioritize the school's capital campaign and wants to find a member in the community that has connections to resources.

**19. Board Retreat**

Board Retreat will be held at Max Haynes's home located at 775 California Ave on Friday, November 16, 2018 from 2:00 p.m. to 5:00 p.m.

**20. Principal & Vice Principal Update**

Principal Turnipseed presented a printed handout of her report to the Board, which is attached to these minutes as Exhibit "K". Vice Principal Tamra Hopkins did not have an update.

**21. Public Comment**

**NONE**

**22. Adjournment and Future Agenda Items**

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

Future Items  
Financials  
Expansion Update  
Strategic Planning  
Financial Policies