

HIGH DESERT MONTESSORI CHARTER SCHOOL

Board of Directors Meeting

Wednesday, January 30, 2019 @ 5:00 P.M.

Star Peak Room

2025 Silverada Blvd, Reno, NV

MINUTES of MEETING

BOARD BINDER AVAILABLE UPON REQUEST

Members Present

Terry Fowler
Doug Whitener
Amanda Baldwin
Linda Aaquist

Excused

Max Haynes
Bryce Ganes
Scott Hernandez

Also Present

Principal Rhonda Turnipseed
Assistant Principal Tamra Hopkins
Bookkeeper 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

Assistant Principal Tamra Hopkins asked the board to create in writing a clear forum for staff to provide feedback to the board regarding administration as soon as possible. Assistant Principal Hopkins stated that this was a promise made by the board nine months ago. The board, administration and faculty all agree this is needed. Chairperson Fowler thanked Assistant Principal Hopkins and said the board will discuss it.

Amanda Baldwin made a comment on behalf of the PTO President who was not able to attend the board meeting. The PTO is excited that their new treasurer is making the PTO budget align with HDMS budget views to make it easier to decipher, considering questions raised about the PTO budget in November's board meeting. As always, the PTO welcomes the board, to attend

the monthly PTO meetings. All parents and staff attendees are voting members for each grant request submitted with. The PTO strives to support the school and grant requests that are outside the HDMS budget to the extent possible.

3. Chairman's Report

Chairperson Fowler stated that there is some movement on our expansion plan. The school moved forward with a listing agreement. He also had the pleasure of attending Multicultural night; he was amazed at the night and the turnout. The board recently had a board retreat and identified many goals and evaluated its strengths and weaknesses. The board will be holding another board retreat soon to look at objectives and goals.

4. Adopt the Agenda

Amanda Baldwin moved to accept the agenda as presented with a change after Item No. 17 executive session to add in as Item No. 18 back in session and item 19 to adjourn. Linda Aaquist seconded the motion. Motion carried.

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

5. New Board Appointment

Doug Whitener moved to appoint Reid Riker to our board effective immediately. Amanda Baldwin seconded the motion. Motion carried.

6. Approval of Minutes from November 28th & Board Retreat Minutes from November 16th

The board retreat minutes from November 16th are not available yet. Doug Whitener stated that, when he made the motion to Item No. 9 to appoint a committee to maximize the return on the sale, he intended to also approve the committee to move forward with the sale of the properties. Listening back to the recording the motion was as stated in the minutes.

Amanda Baldwin moved to accept the minutes as presented with better clarification on motions made in the future. Doug Whitener seconded the motion. Motion carried.

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

7. Annual List of Officers and Directors and Amendment to the Non-Profit Annual Meeting.

Bookkeeper Adista Elmer wanted this item noted in the minutes as our annual meeting and asked each board member to sign the Annual List of Officers. Ms. Elmer stated that she would have to get the signatures of Scott Hernandez, Bryce Ganes and Max Hanes who were absent in tonight's meeting.

8. Approval of November and December Cash Disbursements

Doug Whitener moved to approve November and December cash disbursements as presented. Amanda Baldwin seconded the motion. Motion carried.

The approved November and December cash disbursements are attached in these minutes as Exhibit "C."

9. Approval of November and December Financials

Amanda Baldwin moved to accept the November and December financials as presented. Linda Aaquist seconded the motion. Motion carried.

The approved financials for November and December are attached to these minutes as Exhibit "D."

10. Updated Financial Policies

Tabled

After some discussion, the board members expressed a need for additional time. Max Haynes is still not clear on the financial policy for requiring bids when not using federal funds. Doug Whitener stated that this has been the biggest sticking point in all the board discussions. The board members felt that they need to honor Mr. Haynes' concerns. This item was tabled until the next board meeting in March. The board members also expressed that Reid Riker needed some time to review the policy and conduct his own research.

11. Real Estate Listing

Doug Whitener moved that the Listing Committee be granted the authority to approve the listing, and the listing committee is comprised of Principal Rhonda Turnipseed, Chairperson Terry Fowler, Max Haynes, and Scott Hernandez. He further moved that Principal Turnipseed and one other co-signer sign the listing contract. Amanda Baldwin seconded the motion. Motion carried.

12. Building Update

Tabled

13. Governance Report

Doug Whitener stated that the main focus of the committee is board membership. The board now has eight members. Mr. Whitener is speaking to candidates that were referred to him. Mr. Whitener stated that the board is strong right now, but there is a need to find a person with strong community resources, as the school moves into expansion. Such a candidate should have experience with nonprofits or grants.

14. Next Board Retreat

Tabled

15. Principal and Vice Principal Update

Principal Rhonda Turnipseed presented a handout of her report to the board, which is attached to these minutes as exhibit "E." Also, attached to these minutes as exhibit "F" is the parent survey. Principal Turnipseed had questions regarding the process of making a formal or informal complaint that is in the employee handbook. Specifically, she asked how the process is to be handled and what to do if the process is handled incorrectly. Principal Turnipseed asked for clarification but had not received a response. Chairperson Fowler has reviewed the employee handbook, and he believes there are parts of the policy that are clear and parts that are not. Chairperson Fowler recommended that he and Principal Turnipseed meet with human resources staff and form a committee to look at ways to make the employee handbook clearer. The employee handbook was made by the school, sent to legal counsel, and approved by the board. The employee handbook can be amended and will need to be on the board agenda two times.

16. Public Comment

Doug Whitener stated that he had a chance to observe the Stillwater class using the coaching model and the one thing Mr. Whitener looks for is student engagement. Mr. Whitener stated that he sees a high level of quality engagement. Jamie Berfield also had a comment in regards to strategic planning. Ms. Berfield commented that it's really hard to be asked what classrooms should look like next year or even in the next five years without having a strategic plan. Ms. Berfield is aware that HDMS is working with Blue Print Collaborative, but Ms. Berfield feels the staff needs a long-term perspective as quickly as possible. Ms. Berfield asked the board and Principal Turnipseed if we have a timeline for when our strategic plan will be completed so the staff can make educated decisions. Principal Turnipseed responded that the strategic plan should be completed in June and the capital campaign will begin.

17. Principal Evaluation

Closed session

18. Back in Session

Chairperson Terry Fowler called the meeting back into session. The board asked Principal Turnipseed if she waives her rights to formal notice because, the board failed to give her personal notification in writing. Principal Turnipseed affirmative responded that she waived her rights to formal notice.

19. Adjournment and Future Agenda Items

Doug Whitener moved to adjourn. Amanda Baldwin seconded the motion. Motion carried.

Future agenda items

Financials
Building update
Financial Policy