

HIGH DESERT MONTESSORI CHARTER SCHOOL

Board of Directors Meeting

Wednesday, February 27, 2019 @ 5:00 P.M.

Star Peak Room

2025 Silverada Blvd, Reno, NV

MINUTES of MEETING

Board Binder Available Upon Request

Members Present	Scott Hernandez Doug Whitener Amanda Baldwin Linda Aaquist Max Haynes Bryce Ganes Terry Fowler
Excused	Reid Riker
Also Present	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 seven board members.

2. Public Comment

NONE

3. Chairman's Report

Chairperson Terry Fowler visited the Legislature for Charter School day, where many Charter Schools were in attendance along with students. Mr. Fowler sat with HDMS parent and Assemblywoman Sarah Peters, who stated there is more discussion and acknowledgement that charter schools do not get facilities funding. Mr. Fowler feels that everybody who is elected to the Legislature is very aware of charter schools and felt charter schools were well perceived and considered to be part of the solution to Nevada's education issues. Principal Rhonda Turnipseed

is scheduled to speak with the Governor along with a small group of other charter school principals.

4. Adopt the Agenda

Max Haynes moved to adopt the agenda as presented. Doug Whitener seconded the motion. The motion carried.

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

5. Approval of Minutes for January 30th and the Board Retreat Minutes from November 16th

Doug Whitener moved to accept the minutes with a correction to January 30th minutes on page 2 under new board appointment, correcting the spelling of the name "Reid Riker." Amanda Baldwin seconded the motion. The motion carried.

The approved minutes for January 30th and November 16th are attached to these minutes as Exhibit "B."

6. Primary Rate Increase

Sherrie Jordan proposed increasing the rates for primary students for the 2019-20 school year. Ms. Jordan analyzed the rates of other preschools in the area, finding that the average rate per student per month is \$867.10. Currently, HDMS charges \$750.00 per month for extended day primary, and Ms. Jordan proposes increasing the rate to \$850.00 per month. Ms. Jordan also proposes increasing the primary school day from \$650.00 per month to \$700.00. These rate increases will be formally proposed at the April board meeting, for further board discussion and possible approval. Max Haynes asked Ms. Jordan if the school offers any kind of scholarships, and Ms. Jordan replied, not at this time. Mr. Haynes would like to see a certain amount of partial scholarships offered. Mr. Haynes requested that any proposal to raise the rate for the primary program come with an allocation of scholarships from the school's budget. Mr. Haynes further proposed that, along with an allocation from HDMS, a match of scholarship funds should be presented to the PTO and potential donors.

Ms. Jordan's analysis of preschool rates is attached to these minutes as Exhibit "C."

7. Approval of January Cash Disbursements

Amanda Baldwin moved to approve the January cash disbursements as presented. Linda Aaquist seconded the motion. The motion carried.

The January cash disbursements are attached to these minutes as Exhibit "D."

8. Approval of January Financials

Scott Hernandez moved to approve the January financials as presented. Amanda Baldwin seconded the motion. The motion carried.

The January financials are attached to these minutes as Exhibit “E.”

9. Updated Financial Polices

Tabled

Max Haynes still has concerns regarding Federal funding and whether it gives the board the flexibility when using non-federal money. Mr. Haynes would like to draft the language to say when dealing with Federal and State funds, the board will comply with all State and Federal regulations. When not using public funds, the board shall use discretion. Scott Hernandez, Max Haynes, and Reid Riker will draft proposed language and submit it to counsel for review.

10. Building Update

Max Haynes is pleased with JK Architecture and its proposed ideas and concepts. A Facilities Committee has been established that involves JK Architect, staff, parents, and board members. The committee recruited Joe Gabica, who is a former Facilities Director for Washoe County School District. Mr. Gabica will speak with contractors experienced in building and renovating schools in hopes of having one join the Facilities Committee at no cost to the school. The next step of the committee is to come up with a rough cost of renovating the 3-story building.

Mr. Haynes stated that there is very strong interest in the Orovada building, and a letter of intent has been submitted to HDMS for full price offer. This letter of intent is pending and has not been accepted or signed by HDMS. Mr. Haynes believes the letter of intent is from a serious buyer, which is another charter school. However, the board is not ready to sign the letter of intent yet and should be subject of board discussion. Mr. Haynes also found a financial source that would finance the charter school that submitted the letter of intent and would also finance the renovation on the 3-story building in a single transaction. The potential financial source would also manage the entire project for a cost. Mr. Haynes also let the board and staff know that if another charter school moves into Orovada, there is a possibility to maintain ownership of the vacant lot and engage in a shared facility, which would be a part of phase two of construction.

11. Governance Report

Doug Whitener stated there were two orders of governance committee business. First, the board completed Principal Rhonda Turnipseed’s evaluation at the last board meeting in January. The next step for March’s board meeting, will be to approve Principal Rhonda Turnipseed’s evaluation. There are two rubrics that Mr. Whitener acquired from Washoe County School District and the first part, was on professional responsibilities which was completed at the last board meeting in January. The second stage of the evaluation, is instructional leadership which are attached to these minutes as Exhibit “F.” Mr. Whitener asked the board members to review the rubric. If the

board has comments to email them directly to Mr. Whitener. Mr. Whitener will send the board an email asking for strengths, weaknesses, and areas for improvement in instructional leadership. Mr. Whitener asked the board to reach out to a few of the teachers to receive feedback. Mr. Whitener also wants to do a climate through the Blue Print Collaborative. Mr. Whitener feels that it would be a good way to gather staff input and would like to include it in Ms. Turnipseed's evaluation.

The second order of business is board expansion. Mr. Whitener received two recommendations. The first was proposed by Assistant Principal Tamra Hopkins who would be a community representative with ties to the Latino community. The second recommendation came from Max Haynes. Mr. Whitener will follow-up with both recommendations.

12. WCSD Letter of Approval for HDMS Sale and Renovation Project

Principal Rhonda Turnipseed prepared a letter to Stacey Cooper, who is the charter school liaison with the Washoe County School District. The letter informed the District of the school's intentions to sell and renovate the 3-story building. Each board members were required to sign this letter.

The letter of approval is attached to these minutes as Exhibit "G."

13. Toddler Program

Chairperson Terry Fowler stated that when the school and board ended the toddler program, it was financially necessary. Linda Aaquist stated that having a toddler program is a very important component of a Montessori education. The program prepares the toddlers for preschool. Assistant Principal Tamra Hopkins and Principal Rhonda Turnipseed are working on creating some financial theories. Chairperson Fowler asked Ms. Hopkins and Ms. Turnipseed to come up with financial specifics for the next board meeting. Scott Hernandez whether now is the right time to add in a new program, noting that the toddler program could and should be a goal for facilities and strategic planning.

The board believes that the school needs to make sure that when the program starts up again that the program is on solid fiscal ground. Max Haynes would like the staff to discuss the program for the future, which will give to plan the facility and solicit donor financing for the program. Cheryl Miller Mintz commented that the program needs a higher percentage of toddlers moving on into the primary program. Over the last few years of the toddler program, the program only had about 50 percent moving into primary.

14. Principal Update & Vice Principal Update

Attached to these minutes are Principal Rhonda Turnipseed report as Exhibit "H." Ms. Turnipseed was absent from the board meeting, because she was visiting the legislature for charter school day. Assistant Principal Tamra Hopkins let the board now that testing season has begun and goes on until the end of May. Ms. Hopkins has seen growth in MAP testing.

15. Public Comment

NONE

16. Adjournment and Future Agenda Items

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

Future Agenda Items

Primary Presentation

Primary Rate Increase

Principal Evaluation & Closed session

Scholarships

Financials & Tentative Budget

Financial Policy

Enrollment Projections for the next school year