



## High Desert Montessori School Public Meeting of the Board of Directors

**Location: 2025 Silverada Street, Reno, Nevada 89512**

**Time: Wednesday, October 30, 2019 @ 5:00 PM**

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

Reid Riker  
Linda Aaquist  
Max Haynes  
Amanda Baldwin  
Claudia Castañeda

### **2. Public Comment.**

None

### **3. Adopt the Agenda**

Member Baldwin moves to to adopt the agenda and Member Aaquist seconds. The motion passes unanimously.

### **4. Chairman's Report**

Chairman Haynes reported an overall positive atmosphere at HDMS. There are many action items on the agenda going forward. The board will be focusing on expanding the board, dealing with impending real estate items and focusing on the quality and improvement of academics.

### **5. Approval of Board Minutes for September 25, 2019:**

Member Riker offered a correction to date listed on the minutes from September 28th to 25th.

Member Riker wanted clarification on item 12, and a change from Member Riker to Administrator Stockton.

Member Riker motions to approve the minutes from September 25, 2019 with corrections. Member Castañeda seconds the motion and it passes unanimously.

## **6. New Board Member/Nicole Commons Resume:**

Member Aaquist nominated former HDMS teacher Nicole Commons to be an educator on the HDMS board.

Nicole Commons reviewed her experience and resume. See attached resume.

Board discussion of teaching and Montessori credentials.

## **7. Principal Update including Montessori, academics, outreach, facilities, and charter renewal:**

Administrator Stockton reviewed her principal updates (see attached document).

She also reported that WCSD Representative and charter school liaison Stacy Cooper will be recommending that the HDMS charter renewal will be on a 10 year timeline.

## **8. School Performance Plan:**

Copy of the narrative attached that has been submitted to the WCSD. Administrator Stockton reviewed ELL student data and the staffing needs going forward to better service this community.

Administrator Stockton reviewed attached narrative and all the changes academically HDMS will need to make while supporting students with fidelity and consistency. Administration is committed to improvement and solving this issue.

Member Aaquist motions to approve the school performance plan as presented. Member Baldwin seconds the motion and it passes unanimously.

## **9. Distance Education Plan:**

Administrator Stockton summarized why HDMS needed to renew their distance education application with the State of Nevada Department of Education. (see attached document)

Member Haynes requested Admin to look into future staffing for a highly qualified Math teacher with a grades 7-12 secondary license.

Member Baldwin motions to approve the distance education plan as presented. Member Castañeda seconds the motion and it passes unanimously.

## **10. Approval of September Cash Disbursements:**

Discussion and review of several line items.

Member Riker moves to approve the check register/cash disbursements for September. Member Baldwin seconds the motion and it passes unanimously.

## **11. 2019-2020 Revised Final Budget:**

Administrator Emler updated the board on the status of the revised Final Budget

An additional agenda will be posted on Friday November 1, 2019 so the board can approve this item by email next week.

### **12. YE2019 Financial Audit Update:**

Administrator Emler updated the board that the auditor has requested an extension so that additional information and future real estate items can be reviewed.

A letter has been submitted to the department of taxation so there can be an extension to November 21st.

The auditors will be presenting the audit at the next board meeting in November.

Member Riker recommended the board correspond with the auditors to review the audit prior to their presentation.

### **13. NAC 386.350 (3) Duties, credentials & qualifications:**

Administrator Jordan presented her report that needed to be approved for submission. It covers HDMS certified staff and classified staff which includes the staff as a whole. Attached supporting documents for review.

Member Riker motions to approve the 19-20 school year Employee: Duties, Credential and Qualifications. Member Baldwin seconds the motion and it passes unanimously.

### **14. NAC 386.400 (2)(g) Independent Contractors:**

Administrator Jordan presented her report for the board to approve prior to submission for HDMS contracted staff. Administrator Emler must also include this in the audit. Attached supporting documents for review.

Member Aaquist motions to approve the 19-20 School Year Independent Contractors Report. Member Castañeda seconds the motion and it passes unanimously.

### **15. Principal and Executive Director recruitment package and timeline:**

Administrator Jordan presented several documents (see attached) regarding executive director and principal position. Documents that can be presented at conferences and on websites for the national search to fill the position.

Discussion of salary range being posted on the document, potential change to plus benefits (negotiable). Member Haynes mentioned in his talk with other Montessori administrators that communicating salary is very important.

Agenda item for a search committee, comprised of teachers, parents and other members.

Discussion of the Executive Director position being a full time position since it includes expansion and growth of enrollment.

Discussion of the suggestion that HDMS could start accepting applications and having applicants tour the school anytime.

## **16. Property Updates:**

### **A) Market Tax Credits:**

Member Haynes led discussion of HDMS's eligibility in participating in the new market tax credit program.

Member Baldwin motions to approve participation in the new market tax credits. Member Aaquist seconds the motion and it passes unanimously.

### **B) Acorn Reconveyance:**

Discussion of the process for releasing the principle and parcels in order for HDMS to sell the 3 story building to Red Hook. The maturity date of the loan will stay the same for 2021 and may still need to be paid off in the future.

Agenda item added to 11/1/19 agenda for email approval of the written reconveyance.

### **C) Red Hook Leases:**

Member Haynes recommended that in the future the line item needs to state sale of Orovada and lease of the Silverada building.

Member Haynes reported on the changes needed to move forward and that a status call with Karie Eaton of Drinkwater, is scheduled for 10/31/19 and requested Administrator Stockton also join the call.

### **D) Vacant Lot:**

Member Haynes reported that HDMS received an additional offer for the purchase of the vacant lot. He reviewed several options for HDMS to move forward.

Addition to the 11/1/19 agenda for a counter offer on the previous offer be submitted in the next few days and approved by the board via email.

### **E) Contractors (JK Architecture and Engineering, Bookkeeper Cheryl Miller Mintz, Garden Shop):**

Administrator Stockton reviewed several outside contractors that HDMS will continue to work with.

JK Architecture will be continuing work on the new building plans.

Cheryl Miller Mintz will be taking on the budget and finances of the expansion. Keeping both budgets and finances separate.

The Garden Shop will be helping to build plan for the outdoor learning area.

**17. Governance Report - Board development, open meeting law training, by-laws update and board retreat:**

Member Haynes discussed board development and introduced Richard Meadows as a potential board member with a legal and real estate background.

**18. Public Comment.**

None

**19. Adjournment and Future Agenda Items:**

3 items of agenda to be posted by Friday 11/1/19 and by next Wednesday the board can do an email vote on several issues

Acorn Reconveyance

Vacant Lot

Red Hook buildings

Revised Budget

CPA Audit Presentation

Search Committee

June/July/August/September Financials

Nicole Commons Board approval

Suggestion of child care during board meetings to encourage parents to come. Implementation set for the January meeting.

**Member Baldwin motions to adjourn the meeting , Member Aaquist seconds the motion and it passes unanimously.**

**Items not acted on at this meeting may be acted on at future meetings.**

HDMS Board meeting Agendas are posted at the following places.

Washoe County School District

Sparks Library

Washoe County Administration

HDMS Orovada & Silverada Campuses

