



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

**Location: 2025 Silverada Street, Reno, Nevada 89512
Time: Wednesday, November 20, 2019 @ 5:00 PM**

1. Call to Order and Roll Call:

Reid Riker
Linda Aaquist by conference call
Max Haynes
Amanda Baldwin
Claudia Castañeda

2. Public Comment:

HDMS Teacher Dammen provided an Introduction, as she is new this year.

3. Adopt the Agenda:

Member Baldwin moves to adopt the agenda as presented, Member Riker seconds the motion and it passes unanimously

4. Appointment of Nicole Commons to HDMS Board:

Member Aaquist moves to appoint Nicole Commons to the HDMS board, Member Baldwin seconds the motion and it passes unanimously.

Discussion of board affidavit.

5. Approval of Minutes from October 30, 2019:

Member Aaquist requested that Item # 9 be amended to say, "7-12 secondary license , highly qualified Math teacher."

Member Riker moves to approve the minutes from the October 30th meeting as presented with the minor change to item #9, Member Castañeda seconds the motion and it passes unanimously.

6. Approval of Minutes from November 6, 2019 :

Member Castañeda moves to approve the minutes from the November 6th meeting as presented, Member Riker seconds the motion and it passes unanimously.

7. Principal's Update including Montessori focus, student success, and community outreach:

Administrator Stockton reviewed her principal update (see attached document). Additionally reviewed the approval letter of HDMS purchase agreement from the WCSD representative, Stacey Cooper (see attached).

8. YE 2019 Financial CPA Audit:

CPA Melinda Torvinen of Rife Silva & CO LLC reviewed her financial audit(see attached for supporting documents).

Member Riker moves to approve the YE 2019 Financial CPA Audit as presented, Member Baldwin seconds the motion and it passes unanimously.

9. Approval of June, July, August, September, and October Financials:

The board discussed and reviewed the June, July, August, September and October financials.

Member Riker moves to approve the June, July, August, September and October Financials as presented, Member Baldwin seconds the motion and it passes unanimously.

10. Approval of October Cash Disbursements:

Member Riker motions to approve the October cash disbursements as presented, Member Castañeda seconds the motion and it passes unanimously.

11. Facilities Expansion Update including Red Hook Leases, Acorn Reconveyance, Vacant Lot, JK Architecture Concept Renderings, and Outdoor Learning Environments:

Chairman Haynes and the board reviewed that the Red Hook leases are complete, HDMS is now entering into escrow. Tenants will be given a 90-day notice as of 12/1/19.

The board discussed that further clarification is needed regarding the Acorn reconveyance with Karie Eaton from Drinkwater. Chairman Haynes will be following up to get the issue solved.

The board discussed that the contract regarding the vacant lot went back due to issues with the WCSD language that HDMS was required to include. The contract is going to need to be updated. Chairman Haynes reviewed that further board input may be necessary, Kerry Eaton will be reviewing the contract and making changes. The buyers have requested the time frame be extended to 120 days. HDMS may counter with a 90-day time frame.

Chairman Haynes discussed that the HDMS board may need to do another conference call meeting regarding the vacant lot.

The board has yet to vote on the JK Architecture concept renderings and outdoor learning environments. The board will need more information.

12. Landscape Architect Budget:

Administrator Stockton reviewed that Jana Vanderhaar will be doing the outdoor concept rendering. A budget is needed for this project so she can base the plans on it.

The board discussed a preliminary allocation of up to \$5,000.

Member Baldwin moves to approve the landscape architecture budget of up to \$5,000 as presented, Member Aaquist seconds the motion and it passes unanimously.

13. Principal Position Search Committee and Marketing Budget :

Administrator Jordan reviewed her findings so far on the prices and procedures for posting the Principal job. Everything will be prepared and ready to send out in January.

Discussion of the budget for marketing the position, there has been difficulty in finding a Montessori specialized headhunter.

Chairman Haynes requested the staff to reach out and create a committee to get the word out at their upcoming Montessori AMI and AMS conferences.

Administrator Jordan requested a potential budget of \$10,000.

The board discussed an initial allocation of \$7,500.

Member Riker moves to allocate up to \$7500 for a marketing and search budget for a Montessori trained principal position, Member Baldwin seconds the motion and it passes unanimously.

Member Commons with assistance from Member Aaquist will chair a committee that will be started in January to assist in the search for the principal position.

14. Board Recruitment, Training, and Annual Retreat:

Member Haynes reviewed the status of board recruitment.

HDMS parent Anderson provided introduction to the board as a potential member.

Administrator Fontes was requested to schedule the board retreat in January on a Monday from 4 PM to 7 PM on either the 13th or 27th excluding the 6th, 13th, and the 20th.

Member Commons will be completing the required online board training.

15. Public Comment:

None

16. Adjournment and Future Agenda Items:

Budget plan

Acorn Reconveyance

Member Baldwin moves to adjourn the meeting and Member Castañeda seconds the motion. The meeting is adjourned.

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