

Board Update 2019-2020
High Desert Montessori Charter School

Submitted by Interim Principal/Director Tammie Stockton

Strategic Planning Pillars:

1. Montessori Principles and Tenets
2. Academics
3. Outreach and Engagement
4. Facilities

August 28, 2019

- **WCSD Charter Renewal:** Our charter renewal application will be due to WCSD in February 2020 and go through a committee process. HDMS will present our application to the WCSD committee, the committee will meet and score our application then present their recommendations to the WCSD Board of Trustees. The Board of Trustees will approve or not approve the charter in the spring.
- **NSPF (Nevada Schools Performance Framework):** HDMS received its preliminary star ratings. Elementary received a 2 star with a score of 31, which is a 14 point drop from the previous year. Elementary scores over the past 3 year include: 16-17 31.5, 17-18 45.5, 18-19 31.5. Middle school stayed about the same as the previous year receiving a 3 star. The 3 year scores include: 16-17 72.28, 17-18 69.22, 18-19 67.78. Our plan is to look at resources and interventions which align with our School Performance Plan (SPP). The SPP will be presented to the board in October.
- **Middle School Update:** Seth Webb from the National Center for Montessori in the Public Sector, who visited the school in April, continues to work with the middle school team on their restructuring plan. He held phone meetings with them twice before school started and once since school started. He will be visiting the school at the end of September. His assistance has been invaluable.
- **NCFMINPS Self-Reflection:** The guiding principles on this form will be used throughout the school year to support the overall culture of the school.
- **Montessori Playbook:** This book, developed by Seth and the National Center, is an invaluable tool for the staff. It includes observation and evaluation tools which are 100% Montessori aligned. Our goal is to use many of the forms in this book for formal evaluations. The process will need to go through the Department of Education in order for this to happen.
- **Redhook:** Lawyers for both HDMS (Kerry Eaton) are involved at this point in reviewing leases and property agreements.

September 25, 2019

- **Montessori Principles and Tenets:** The PTO granted the school \$4,600 which is $\frac{1}{3}$ of the cost of sending 11 teachers to the annual Montessori conferences in February (AMI, Seattle) or March (AMS-Dallas). In addition, 3 teachers will attend the 1 day TIME Montessori conference in October. The remainder of the cost will be divided between the school and level accounts. Thank you PTO!
- **Academics:** We have received funding from the state including SB178 and Nevada Kids Read. We've had a tough time finding applicants who have the licensing (K-8) for the position. We just hired a part-time person and have adjusted schedules for 2 current assistants in order to start interventions in reading and math. Fall MAP testing is complete and teachers are working on individual goal setting plans. According to the guidelines of Nevada Kids Read, any 1st-6th grader who scores below the 40% in reading must receive research based interventions.
- **Outreach and Engagement:** We had 4 successful Back to School Nights in August. The PTO has held 2 meetings and is making plans for family nights and additional fundraisers besides Kids On Big Rigs. We plan on hosting "Montessori Through Their Eyes" in the spring. We hope to hold an alumni event as well as "A Night of Montessori" inviting all education students from the different universities.
- **Facilities:** Leases, purchase agreements, sale of the empty lot have been vetted through attorney's Kerry Eaton, representing HDMS, and Redhook. HDMS sent a letter to WCSD on September 18, 2019 asking their approval as our sponsor to move forward with our property transactions. We are waiting for the WCSD legal team to review all documents. Our updated 2025 Silverada plans were shared with architect Jason Dhuy which places all 7 elementary classrooms in the same building with additional classroom space for expansion.

Next steps:

- Review school food/lunch policy on October 3rd with Green Team
- Review academic goals and interventions for the School Performance Plan
- Continue classroom observations and conferencing with teachers
- Prepare for fall parent conferences including required reading plans for students in grades 1-6 who are below the 40% on MAP reading
- Wait for WCSD to respond to property letter.
- Update Acorn Corporation purchase agreement to reflect selling of the parcels in the 3 story building.
- Continue to work with JK architecture or updated concept renderings and cost estimates.

October 30, 2019

- **Montessori Principles and Tenets:**

- Seth Webb from the National Center for Montessori in the Public Sector visited the school on September 26th and 27th. He observed and met with the middle school team as well as with board member Linda Aaquist and HR Sherrie Jordan. Seth will visit our school again on November 21 and 22nd with a focus of continuing Middle School support.
- Three elementary teachers (Kaleigh Richards, Jamie Berfield, and Olivia Meyer) attended the Montessori TIME Conference in Oakland on October 12th.
- Teacher Jen Marcondes spent a week completing teacher observation at Elizabeth Academy in Salt Lake City as part of her AMS training.

- **Academics:**

- The School Performance Plan was completed and reviewed by the Leadership Team.
- We have hired 2 part time reading interventionists using SB178 and Read By 3 funding. We are still in need of support in this area and have funds available. Sherrie has posted the Literacy Specialist position again. Required reading plans were completed for all 1st-6th grade students scoring below the 40% on MAP reading.
- Completed the Distance Education application which will allow 18 middle school students to use SCHOOLSPLP which enables them to take high school algebra in an online format. Middle school math teacher Nia Alvarez will oversee this for these students.

- **Outreach and Engagement:**

- Fall parent conferences were held the week of October 18-24th.
- The elementary Fall Festival was held on October 19th and brought in about the same amount of funds as last school year.
- The Run For Education was held on October 20th and will bring \$2,000 to go towards outdoor education or playground equipment.
- The HDMS Newsletter continues to be distributed weekly to parents and staff through email, text, and posted on our school website.
- Foster grandmother Clareth Knott passed away over fall break. She was working with students, helping them to learn to read at HDMS for over 10 years. Several staff members attended her funeral.

- **Facilities:**

- WCSD gave HDMS the approval to move forward with our property deals. Leases and property agreements are being finalized with the support of our attorney Kerry Eaton. JK Architecture received updated renderings and an estimated budget of \$1 million for the renovation of the 1 story building.

Next steps:

- Continue classroom observations and conferencing with teachers and assistants using forms from the Montessori Playbook
- Meet with JK Architecture regarding Silverada 1 story renovation plans
- Develop Silverada outdoor landscaping and playground design plan with Reno Green and landscape architect Jana Vanderhaar on November 6 at 3:30.
- Promotional materials/flyer for principal position in collaboration with the National Center for Montessori in the Public Sector (Seth Webb and David Ayer)
- Analyze HDMS Peer/Climate Survey results
- Revise our current conflict resolution process to include more options and supports
- Begin working on charter renewal. Our application is due February 1 to WCSD.

November 20, 2019

- **Montessori Principles and Tenets:**

- Seth Webb from the National Center for Montessori in the Public Sector is visiting the school this Thursday and Friday. He plans to spend time in all classrooms and debrief the staff on Friday afternoon at 1:30. He will review the report and Essential Elements Rubric which was completed in April. All board members are invited to attend.
- Teacher Sarah Hausman is completing teacher observation this week at Lee Montessori in Washington DC as part of her AMI training.

- **Academics:**

- We met with Kyle Kemp from WCSD Assessment Department this week regarding understanding our school data more, especially as it relates to our ELL population. We now have a better understanding and some action steps to help improve our overall star rating.
- We currently have 6 part-time staff working on interventions with students using evidence-based programs including Phonics First, Leveled Literacy Instruction (LLI), and FRECKLE (online reading and math). In addition, we have 18 middle school students taking online algebra.
- Continue classroom observations and conferencing with teachers and assistants using forms from the Montessori Playbook

- **Outreach and Engagement:**

- The PTO Parents' Play Date was held on November 2nd at the Reno Renaissance. Those who attended had a great time!
- The PTO's Clothing Drive collected 3,355 pounds which made \$667 to go towards grants and professional development.
- The PTO hosted a Family Fun Night on Friday, November 15th and had a good turnout.
- Our annual "Celebration of Diversity" is scheduled for December 18th at 5:30. Primary performances will be held at Orovada and all elementary/middle school projects will be at Silverada. Please plan on attending this outstanding event!

- **Facilities:**

- We will be documenting our progress of the expansion on our website. The blog feed will be posted on the website under a new menu heading called "Our Story" which has tabs for "Our History" and "Our Future". The "Our Future" heading will host the blog feed. <https://www.hdmsreno.com/our-future/>
- The Green Team met with Mike Warden (Garden Shop) and landscape architect Jana Vanderhaar on November 6 to begin the process of renderings for the outdoor environments at Silverada. Jana has reached out to Redhook in regards to the project management and timelines.
 - Scott Bowman from Lepori Construction walked the Silverada buildings with Tammie and Laura on November 15th.

- JK Architecture has provided us updated renderings of the 1 story Silverada building. This information will be sent to Redhook.
- Both requested letters have been received from WCSD regarding the Redhook property acquisition and lease agreements as well as the vacant lot sale.

Next steps:

- Continued collaboration with Redhook on next steps
- Disaggregate data and identify academic supports for students scoring just below the 60% on MAP or high Level 2 on SBAC
- Revise our current conflict resolution process to include more options and supports
- Begin working on charter renewal. Our application is due February 1 to WCSD.
- Begin working on formal teacher evaluations
- Formally post principal application in January

February 25, 2020

- **Charter Application**
 - The application was reviewed with the HDMS Board of Directors on January 29.
 - The WCSD Application for Charter Renewal was submitted to WCSD on January 31.
 - A presentation to the WCSD Charter Review Committee will be held on Thursday, February 27th at 3:30 in the Silverada building.
 - The WCSD Review Committee will recommend renewing or not renewing the HDMS charter on Tuesday, March 31 at 4:00 at the WCSD Board of Trustees meeting.
- **Montessori Principles and Tenets**
 - AMI Refresher Conference: 5 Primary Teachers and Middle School Teacher/Dean attended the refresher conferences February 13-16 in Seattle. The conference focus was, "A Child's Place in Time". All 6 teachers returned excited and invigorated from this experience.
 - Montessori Coaches Training: Three teachers and Tammie attended this 3 day training in Oakland on February 20-23. The concept of having a Montessori Coach or Coaches is a critical component of supporting teachers and increasing student growth. This training was facilitated by the National Center for Montessori in the Public Sector.
 - National Center for Montessori: We continue to work with Seth Webb through monthly phone conversations. In addition to meeting with the middle school, Seth has conferenced with the Combo Classroom and the Elementary PLC Team.
 - Charter Application: An enormous part of our charter application with WCSD focuses on the original Montessori goals and objectives of the school when it was formulated in 2002.
- **Academics**
 - Winter MAP Scores: We finished up testing all K-8 grade students in reading and math. This is the first time Kindergarten students are assessed in reading using IPADS. Teachers did a great job of demonstrating to students how to use this online format. The teachers continue to spend time analyzing this information and providing additional interventions as needed.
 - Read By 3: With Winter MAP finished, we are required to notify parents if their child is below grade level in reading (below the 40%) and complete a required reading plan with parents.
 - WIDA/ACCESS: Our 27 identified English Language (EL) students were assessed the first week of February. WCSD sent 2 protors to administer the testing.
 - SBAC/CRT: We will begin state testing in April. Teachers are working to provide experiences to students which will help them better prepare for the format of SBAC.

- Teacher Observations and Evaluations: Tammie continues to observe teachers daily either formally or informally. Tammie has started meeting with teachers to go over final teacher evaluations using the state approved Danielson rubrics performance standards.
- Read By 3 Funds: WCSD approved HDMS to use Read By 3 funds to purchase Montessori language materials to use for additional support in the classroom. In addition, WCSD approved to pay for the cost of conference registration for our 5 teachers attending the AMS Conference in Dallas on March 13-15.
- **Outreach and Engagement**
 - New Parent Seminars: Parents must attend a required seminar as part of our student enrollment process. The seminars are held in January and May. We held our January seminars and had a nice turnout of interested parents.
 - PTO: The PTO held a "Family Fun Night" on January 17th and a "Parents Night Out" on February 14th where parents could drop off their children at school while they go out to dinner. There was a decent turnout at both of these events.
 - Kids On Big Rigs: The PTO will again be partnering with Stacey Perez for this major fundraiser at Peterbuilt in Sparks on April 25th.
 - Orovada Reception: Dawn Chamblin, who had been with the school for 8 years resigned her position in January to pursue a career in real estate. Stacey Hart, who has been with HDMS for 4 years stepped into this important position as the front person at Orovada as well as our parent and outreach coordinator.
- **Facilities**
 - Escrow: Both the Orovada building and vacant lot are in escrow.
 - Project Manager: At the January 29 board meeting, Rob King from Redhook was awarded the Project Manager contract for the 1 story Silverada building. Weekly Monday at 5:00 continues to happen with Rob facilitating our discussions.
 - Architect: At the February 10 board meeting, BJG Architecture has been awarded the contract for architectural , structural and mechanical work on the 1 story building.
 - Landscape Architect: Concept renderings were completed by Jana Vanderhaar. The board will discuss who will oversee the project at the February 26th meeting after reviewing the bids.
 - Lease, Purchase Agreements, and APN's: There is still some clean-up happening between Redhook and HDMS in terms of the final contracts.
 - Summer Construction: We are still on track with plans for the renovation of the 1 story Silverada building and outdoor learning environment. We have 8 weeks available for this.
- **Next Steps**
 - Prepare teachers and students for state assessments
 - Continue Charter Renewal process
 - Continue teacher observations and evaluations
 - Begin staffing and budget for the 20-21 school year with Sherrie and Adista

- Continue to refine the conflict resolution process with board members Nicole C. and Claudia F.
- Continue to refine the principal selection process with board members Nicole and Linda
- Continue to work with Redhook towards our goal of summer construction with board members Max and Reid
- Think about how the Montessori Coaching model can be incorporated into the structure of the school for 20-21
- Continue to think about the roles and responsibilities of the Principal and Executive Director as we move towards that leadership model for the 20-21 school year
- Update the Board Bylaws with minor revisions to school leadership; from singular to plural

NATIONAL CENTER for
MONTESSORI in the PUBLIC SECTOR

School-Wide Reflective Practice Inventory

Cultivating a school-wide culture of Montessori principles and practice, even outside of the classroom, helps the school support human flourishing in all of its activities. This worksheet is a tool to help all members of the community consider their orientation to the school's mission and culture.

Using this tool

The Inventory consists of twenty statements of ideal orientations towards various aspects of behavior and practice. Users indicate their alignment with the statement using the scale: Almost Always—Usually—Sometimes—Never.

1. I model care for the environment by keeping my work space tidy. I take responsibility for the care of shared spaces in the school to be sure they are clean and beautiful.	A U S N
2. I am intentional about how I enter a room, taking care not to call attention to myself, interrupt children or adults who are concentrating, or use a loud voice.	A U S N
3. I talk with and about children respectfully even when they are presenting challenging needs.	A U S N
4. I state things from a positive point of view, saying what we do rather than what we do not do.	A U S N
5. My tone of voice and body language are calm, soft and pleasant.	A U S N
6. I am direct, specific, and consistent in communicating expectations about social interactions, care of the environment, and purposeful work.	A U S N
7. I am connected to, and care for, all students in the school, both in classrooms and common spaces. I am willing to address issues as necessary.	A U S N
8. I resolve conflicts and questions directly through in-person conversations.	A U S N
9. I am sensitive to cultural differences, and I am appropriately respectful in communications with families, staff, community members, and other stakeholders.	A U S N
10. I maintain appropriate boundaries when sharing student concerns or family challenges with others. If it is my role, I make myself available for e-mail, telephone, and face-to-face conferences with families to address concerns directly.	A U S N
11. I approach each family with a spirit of empathic inquiry, with the understanding that parents want the best for their children.	A U S N
12. I am up-to-date on the latest research on human development, including new insights on neuroscience and cognition and their relationship to Montessori theory and practice.	A U S N
13. I strive to be fully present in every interaction—whether with a child, an adult, or the environment.	A U S N
14. I understand Maria Montessori's cosmic vision and regard daily work with children and families as a contribution to the larger cosmic effort.	A U S N
15. I continually strive to realize my own human potential, and I look toward the child for inspiration.	A U S N
16. I am intentional about caring for my physical, emotional, and spiritual needs.	A U S N
17. I regard those with whom I have difficulty as my greatest teachers.	A U S N
18. I am prepared to give and receive guidance on a regular basis in the spirit of continuous growth.	A U S N
19. When I am at school, I direct my full attention to the growth and development of children. This is evident in behavioral norms such as: arriving on time to school and to meetings, refraining from checking e-mail while in meetings, refraining from cell phone use, etc.	A U S N
20. I regularly reflect on my own implicit bias and am open to hearing from others when I speak or act from an unconscious place.	A U S N

HIGH DESERT MONTESSORI CHARTER SCHOOL
Combined Statement of Revenues, Expenditures and Fund Balance
For the Seven Months Ending January 31, 2020

	Current Period Actual	Year To Date Actual	Annual Budget	Percentage of Budget Used
REVENUES				
Donations - Unrestricted	\$ 60.00	\$ 435.00	\$ 1,000.00	(0.44)
Donations - Restricted	241.50	1,191.50	1,500.00	(0.79)
Donations - Staff Development	984.30	2,217.86	1,500.00	(1.48)
Other Revenue	0.00	586.87	29,944.00	(0.02)
Commercial Tenant Rent	3,867.86	13,203.58	14,303.58	(0.92)
Pre Kindergarten Fees	48,867.70	270,378.60	585,200.00	(0.46)
Enrichment Programs	7,626.00	46,970.70	75,000.00	(0.63)
State Distributive Funds	240,534.58	1,551,863.50	2,420,701.50	(0.64)
Special Education - State	13,797.91	96,585.37	147,305.46	(0.66)
Special Education - Federal	4,113.74	28,796.15	43,201.82	(0.67)
State Grant - SB178	4,169.16	23,120.73	44,400.00	(0.52)
State Grant - Read by Grade 3	6,105.13	15,853.13	72,830.00	(0.22)
Total Revenues	330,367.88	2,051,202.99	3,436,886.36	(0.60)
EXPENDITURES				
Administrators	11,298.58	77,093.43	182,253.31	0.42
Administrative Assistants	12,223.80	93,726.65	146,685.67	0.64
Teachers / Licensed Regular	47,467.02	341,351.41	598,036.49	0.57
Teachers / Special Education	7,101.60	44,275.02	72,443.99	0.61
Teachers / Special Education	2,117.66	13,202.60	21,249.74	0.62
Instructional Aides	20,506.30	113,071.96	229,586.14	0.49
Substitute Teachers -Long Term	810.00	2,587.50	0.00	0.00
Substitute Teachers -Temporary	1,068.00	5,097.00	6,000.00	0.85
Academics Coordinator	1,282.78	13,410.09	15,393.44	0.87
Counselor	3,250.00	10,275.00	10,000.00	1.03
Resource / Receptionist	4,494.94	30,187.67	51,658.18	0.58
Interventionists	0.00	2,612.76	14,930.92	0.17
Interventionists	2,637.39	11,286.14	31,627.82	0.36
Literacy Specialist	5,649.50	14,614.50	72,830.00	0.20
Operations/Maintenance Staff	1,879.64	13,845.63	22,555.63	0.61
Pre Kindergarten Staff	22,324.42	149,018.71	270,172.04	0.55
Enrichment Program Staff	4,050.68	20,524.88	37,441.52	0.55
Extra Duty Wages	273.38	883.38	0.00	0.00
Retirement	27,391.40	194,396.62	363,016.04	0.54
SS-OASDI	1,751.63	7,410.53	9,215.18	0.80
Medicare	2,145.24	13,833.19	25,851.53	0.54
Health Insurance	10,997.66	73,542.77	139,155.49	0.53
Workers Comp	660.48	4,515.76	8,461.24	0.53
State Unemployment	395.73	1,880.13	3,871.10	0.49
Professional Svcs / Accounting	0.00	1,025.00	4,000.00	0.26
Professional Svcs / Audit	0.00	14,000.00	14,000.00	1.00
Professional Svcs / Legal	2,160.00	16,395.00	5,000.00	3.28
Professional Svcs / Payroll	579.67	3,797.87	6,000.00	0.63
WCSD Sponsorship Fees	3,246.45	23,257.83	36,310.52	0.64
Electricity	1,995.30	12,895.91	25,000.00	0.52
Natural Gas	3,251.30	9,920.74	13,000.00	0.76
Water / Sewer	852.76	9,300.11	20,000.00	0.47
Waste Disposal	632.42	6,022.88	9,214.10	0.65
Security / Alarm System	708.50	5,769.75	8,000.00	0.72
Repair & Maint / Building	6,154.84	26,453.03	32,000.00	0.83
Repair & Maint / Equipment	16.68	657.30	2,000.00	0.33
Maint / Outside Grounds	0.00	8,522.71	11,700.00	0.73
Rent/Lease - Building	225.00	225.00	130,085.00	0.00
Rent/Lease - Equipment	924.44	6,471.08	11,093.28	0.58
Property Taxes	0.00	971.01	1,209.11	0.80
Liability Insurance	3,256.34	20,881.61	31,425.00	0.66
Property Insurance	461.09	4,341.11	10,929.90	0.40

For Management Purposes Only

HIGH DESERT MONTESSORI CHARTER SCHOOL
Combined Statement of Revenues, Expenditures and Fund Balance
For the Seven Months Ending January 31, 2020

	Current Period Actual	Year To Date Actual	Annual Budget	Percentage of Budget Used
E&O Insurance	370.75	2,531.74	4,250.00	0.60
Van Insurance	213.00	929.03	0.00	0.00
Student Accident Insurance	208.76	1,461.31	2,525.00	0.58
Field Trip Transportation	0.00	103.37	0.00	0.00
Telephone / Communications	1,655.84	10,675.54	14,264.00	0.75
Internet / Web Hosting	720.92	3,826.97	5,742.09	0.67
Postage & Shipping	251.00	886.99	2,250.00	0.39
Advertising	463.00	503.00	0.00	0.00
Marketing	0.00	0.00	650.00	0.00
Printing	0.00	148.50	150.00	0.99
Travel/Per Diem/Lodging	(60.81)	14,874.39	17,371.36	0.86
Conference/Seminar/Training	(125.01)	21,086.49	27,500.00	0.77
Purchased Services	4,609.73	42,978.16	51,000.00	0.84
Purchased Svcs / Janitorial	3,250.00	22,818.75	39,000.00	0.59
Purchased Svcs / IT	1,500.00	14,500.00	20,000.00	0.73
Psychological Services	400.00	2,050.00	6,000.00	0.34
Speech Therapy Services	6,003.55	33,001.78	60,385.00	0.55
General Supplies	1,965.49	9,454.15	20,250.00	0.47
Staff Recognition Expense	91.00	2,341.92	1,200.00	1.95
Snacks	2,076.86	11,856.11	19,000.00	0.62
Professional Books	0.00	232.23	0.00	0.00
Magazines & Periodicals	0.00	24.25	0.00	0.00
Instructional Supplies	280.43	1,616.47	8,423.18	0.19
Instructional Software	1,686.94	13,575.35	24,349.00	0.56
New Equip. & Furn. <\$1,000	0.00	0.00	2,895.80	0.00
Technology Supplies	140.61	902.88	4,000.00	0.23
Computer Hardware	874.52	8,567.04	250.00	34.27
Principal Payments	27,674.53	193,716.52	283,017.74	0.68
Interest Expense	11,925.86	83,486.21	74,224.61	1.12
Dues & Fees	161.00	3,598.00	2,863.00	1.26
Bank Services Charges	107.29	421.01	1,100.00	0.38
Bank Card Processing Fees	1,713.43	9,163.97	15,000.00	0.61
Miscellaneous Expense	0.00	195.00	0.00	0.00
Total Expenditures	284,401.31	1,935,078.40	3,411,063.16	0.57
Excess (Deficiency) of Revenues Over Expenditures	\$ 45,966.57	\$ 116,124.59	\$ 25,823.20	(4.50)

High Desert Montessori School
Check Register
For the Period From Jan 1, 2020 to Jan 31, 2020

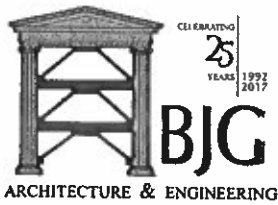
Check #	Date	Payee		Amount
D01795	1/2/20	Clearinghouse CDFI	Orovada Mortgage	15,159.57
D01796	1/2/20	Total Merchant	January Credit Card Processing Fees	1,718.38
D01797	1/3/20	Ace Payroll	01/03/2020 Payroll	52,942.79
D01798	1/3/20	Philadelphia Insurance Companies	E & O Premium Installment	672.35
D01799	1/3/20	A T & T		4.14
D01800	1/3/20	A T & T		93.11
D01801	1/3/20	Pitney Bowes Global Financial Services	Quarterly Postage Meter Lease	150.00
D01802	1/8/20	Home Depot	Maintenance Supplies	74.33
15263	1/10/20	The Reno Bike Project	Creative Expressions	4,650.00
15264	1/10/20	ACCO Engineered Systems	HVAC Bi-Annual Preventative Maintenance	2,398.00
15265	1/10/20	B.E.S.T	Group Life Insurance	86.70
15266	1/10/20	Julia Cabal, M.S., CCC-SLP	Speech Therapy Service	6,003.55
15267	1/10/20	CEI Alarm	Quarterly Alarm Monitoring Service - 2005 Silverada	156.00
15268	1/10/20	The Continuum Inc.	Occupational Therapy Service	1,047.00
15269	1/10/20	D & L Cleaning Inc.	December Misc. Repairs & Maintenance	275.00
15270	1/10/20	Drinkwater Eaton Law Offices	Legal Services	2,250.00
15271	1/10/20	DS Life Enterprises, LLC	December Pyschology Services	75.00
15272	1/10/20	Sharon G. Freier	Nurse Services	82.50
15273	1/10/20	Friendly Plumbing Inc.	Plumbing Repair Service - 2025 Silverada	92.00
15274	1/10/20	James R. Ghiglieri	IT Service	812.50
15275	1/10/20	Great Basin Community Food Co-op	Pre-K & Enrichment Snack	405.21
15276	1/10/20	Hometown Health	Group Medical Insurance	16,616.42
15277	1/10/20	ispMint	Telephone Service	970.00
15278	1/10/20	Sherrie Jordan	Employee Reimbursement	12.99
15279	1/10/20	Otis Elevator Company	Monthly Elevator Maintenance	184.79
15280	1/10/20	PCM-G	Chromebooks (10)	2,214.90
15281	1/10/20	Rapid Rooter Inc.	Plumbing Service - Silverada 3rd Floor	90.00
15282	1/10/20	Rife, Silva, & Co. LLC	Financial Audit - Final Payment	8,000.00
15283	1/10/20	Sparks Florist	Speedy Recovery Flowers - A. Canapa	73.00
15284	1/10/20	Sysco - Sacramento	Pre-K & Enrichment Snack	824.98
15285	1/10/20	Tahoe Supply Company	Janitorial Supplies	900.10

High Desert Montessori School
Check Register
For the Period From Jan 1, 2020 to Jan 31, 2020

Check #	Date	Payee		Amount
15286	1/10/20	The Doodle Bus	Primary Camp Activity	200.00
15287	1/10/20	Wyred Insights Inc.	Monthly Website Maintenance	149.00
15288	1/10/20	Xerox Corporation	Copier Leases - Orovada, 2005 & 2025 Silverada	887.80
15289	1/10/20	Public Employees Retirement System	Employee Retirement	34,567.76
D01803	1/13/20	Wells Fargo	Client Analysis Service Charge	107.29
D01804	1/13/20	Charter Communications	Internet Service	124.97
D01805	1/13/20	Charter Communications	Internet Service	124.97
D01806	1/13/20	Am Trust North America	Workers Comp Premium Installment	769.00
D01807	1/13/20	Wells Fargo Credit Card	Credit Card purchases	2,591.20
D01808	1/14/20	Truckee Meadow Water Authority		30.19
D01809	1/14/20	Truckee Meadow Water Authority		51.51
D01810	1/14/20	Truckee Meadow Water Authority		76.40
D01811	1/14/20	Truckee Meadow Water Authority		90.27
D01812	1/14/20	NV Energy		33.93
D01813	1/14/20	A T & T		301.03
D01814	1/15/20	Great American Insurance Group	Liability Insurance Premium Installment	4,237.65
D01815	1/15/20	NV Energy		1,650.07
D01816	1/15/20	NV Energy		3,389.10
15290	1/17/20	Christlyn Barragan	Employee Reimbursement	181.00
D01817	1/17/20	Ace Payroll	01/17/2020 Payroll	61,603.96
D01818	1/22/20	Waste Management		286.37
D01819	1/22/20	Waste Management		346.05
D01820	1/22/20	Valic	403(b) - Employee Paid Benefit	50.00
D01821	1/28/20	Purchase Power	Postage Meter Fill	251.00
15291	1/29/20	High Desert Montessori School	Start-up funds for new bank account	500.00
15292	1/29/20	Public Employees Retirement System	Employee Retirement	33,944.26
15293	1/31/20	ACCO Engineered Systems	HVAC Services - Orovada and 2005 Silverada	1,414.51
15294	1/31/20	Amazon		397.21
15295	1/31/20	B.E.S.T	Group Dental & Vision Insurance	1,463.75
15296	1/31/20	D & L Cleaning Inc.	Janitorial Services	3,250.00
15297	1/31/20	Friendly Plumbing Inc.	Plumbing Service - 2025 Silverada	820.05

High Desert Montessori School
Check Register
For the Period From Jan 1, 2020 to Jan 31, 2020

Check #	Date	Payee		Amount
15298	1/31/20	James R. Ghiglieri	IT Service	1,549.95
15299	1/31/20	Great Basin Community Food Co-op	Pre-K & Enrichment Snack	327.36
15300	1/31/20	Hometown Health	Group Medical Insurance	17,089.18
15301	1/31/20	Otis Elevator Company	Monthly Elevator Maintenance	184.79
15302	1/31/20	Eric Perez	Employee Reimbursement	39.37
15304	1/31/20	Sysco - Sacramento	Pre-K & Enrichment Snack	506.32
15305	1/31/20	Sonitrol of Southern Nevada	Quarterly Alarm Monitoring Service - Orovada & 2025 Si	1,206.00
15306	1/31/20	Tahoe Supply Company	Janitorial Supplies	166.50
15307	1/31/20	Washoe County School District	Theater Usage Fee - Hug High School	225.00
15303	1/31/20	Chico Community Publishing, Inc.	Reno News & Review parent seminar posting	463.00
D01822	1/31/20	Acorn Corporation	Silverada Mortgage	20,000.00
D01823	1/31/20	Building Hope	Vacant Lot Mortgage	4,440.82
D01824	1/31/20	AFLAC	Employee Paid Benefit	638.64
Total				319,762.54



February 19, 2020

Robert King
 Project Manager
 Red Hook Capital Partners

Via email: rking@redhookcap.com

Re: One Story Design Schedule

<u>Description</u>	<u>Begin Date</u>	<u>End Date</u>
Project Development		
Notice to Proceed/Execute contract	2/11/20	2/20/20
Field Review w/Consultants	2/24/20	2/27/20
Construction Documents		
Backgrounds to Consultants	2/17/20	2/25/20
Owner/consultant review meeting	3/11/20	
Final Review (90%)	4/09/20	
100% CDs	4/15/20	
Permit/Bid		
Plan Check	4/17/20	5/13/20
Issue for Bid	5/06/20	
Plan Check Comment Response	5/13/20	5/20/20
Permit Ready	5/27/20	
Bids Due	5/26/20	
Construction		
Award Construction	5/28/20	
Construction	6/10/20	7/31/20



HDMS 1 Story
 Tenant Improvement
 2/26/2020

BUDGET

	(SQ FT) Budget	Adjustments	Revised Budget	Assumptions
Acquisition				
1000 Raw Land		-	-	
1001 Property		-	-	
1002 Escrow Closing Costs		-	-	
1003 Other Acquisition Costs		-	-	
Acquisition Total		-	-	

Hard Costs				
2000 New Construction	826,561.90		826,561.90	ROM from Lepori
2010 New Construction Allowances		-	-	
2100 Sitework	50,000.00		50,000.00	
2200 Offsite	25,000.00		25,000.00	
2300 Utilities Installation	25,000.00		25,000.00	ROM Allowance
2400 Environmental Remediation	50,000.00		50,000.00	ROM Allowance
2500 Furniture, Fixture and Equipment	-		-	By HDMS
2600 Payment and Performance Bond	9,765.62		9,765.62	1% OF HC Subtotal
2700 Other Hard Costs		-	-	
Hard Cost Total	986,327.52	-	986,327.52	

Soft Costs				
3000 DD: Appraisal		-	-	
3010 DD: ALTA		-	-	Already Done
3020 DD: Property Condition Report		-	-	
3030 DD: Seismic Study		-	-	
3040 DD Other		-	-	
3100 Legal		-	-	
3200 Architecture & Engineering	115,000.00		115,000.00	
3210 Utility Consultant		-	-	
3220 Fire Sprinkler Design		-	-	
3400 Zoning: Land Use Consultant		-	-	
3410 Zoning: Political Consultant		-	-	
3420 Zoning: Planning Approval (3rd Street Plan Conformance Review)		-	-	
3430 Zoning: Expedited		-	-	
3440 Zoning: Outreach and Notification		-	-	
3450 Zoning: Other		-	-	
3500 Environmental: CEQA Consultant		-	-	
3510 Environmental: Air Quality Study		-	-	
3520 Environmental: Geohazard Report		-	-	
3530 Environmental: Health Risk Assessment		-	-	
3540 Environmental: Lead & Asbestos Report	1,000.00		1,000.00	
3550 Environmental: Noise Study		-	-	
3560 Environmental: Environmental Phase I Assessment		-	-	
3565 Environmental: Environmental Phase II Assessment		-	-	
3570 Environmental: Traffic Study		-	-	
3580 Environmental: Soils/Geotechnical Report		-	-	
3590 Environmental: Other		-	-	
3600 Green Commissioning Agent		-	-	
3700 LEEDS/CHPS Consultant		-	-	
3800 State Fees: Plan Check (DSA)		-	-	
3810 State Fees: Permits		-	-	
3820 State Fees: DTSC		-	-	
3830 State Fees: CGS		-	-	
3840 State Fees: Labor Compliance Monitoring (e.g. DIR)		-	-	
3850 State Fees: Other		-	-	
3900 Local Fees: Plan Check (e.g. LADBS, County Regional Plan)	30,000.00		30,000.00	
3910 Local Fees: Permits	30,000.00		30,000.00	
3920 Local Fees: Offsite Permits (e.g. "B" Permit)	5,000.00		5,000.00	Assume minimal improvements
3930 Local Fees: Bonds		-	-	
3940 Local Fees: Covenants		-	-	
3950 Local Fees: Other		-	-	
4000 State Inspection		-	-	
4010 Special Inspections (Deputy, Geotech Observation, Test)	10,000.00		10,000.00	
5000 Other Insurance	9,863.28		9,863.28	
5010 Other: Site Security (pre-occupancy)		-	-	
5020 Other: Real Property Taxes (pre-occupancy)		-	-	
5030 Other: Utilities (pre-occupancy)		-	-	
5040 Other: Rentals/Expenses (Printing, Delivery/Mileage, etc.)	15,000.00		15,000.00	
5050 Other: Soft Costs		-	-	
Soft Costs Total	215,863.28		215,863.28	



HDMS 1 Story
 Tenant Improvement
 2/26/2020

BUDGET

	(SQ FT) Budget	Adjustments	Revised Budget	Assumptions
Management				
6000 Development Fee	68,586.31	-	68,586.31	5% of total hard & soft costs & contingency
6010 Program Management Fee		-	-	
6020 Construction Management Fee		-	-	
Management Total	68,586.31	-	68,586.31	
Loan Costs				
				try to include loan costs
7000 Capitalized Interest		-	-	
7010 Closing Costs		-	-	
7020 Lender Legal		-	-	
7030 Origination Fee		-	-	
7040 Inspector		-	-	
7050 Other Financing Costs		-	-	
Loan Costs Total	-	-	-	
Contingencies				
8000 Hard Cost Contingency	147,949.13	-	147,949.13	15% of total hard costs
8010 Soft Cost Contingency	21,586.33	-	21,586.33	10% of total soft costs
Contingency Total	169,535.46	-	169,535.46	
Other				
9000 Interest Reserve During Construction		-	-	
9100 Transaction/Closing Costs		-	-	
Other Total	-	-	-	
Grand Total	1,440,312.56	-	1,440,312.56	

Notes: