

**Principal Board Update 2020-2021**  
**High Desert Montessori Charter School**

**Submitted by Principal Eric Perez**

**Strategic Planning Pillars:**

1. Montessori Principles and Tenets
2. Academics/Student Success
3. Parent Outreach and Engagement

**August 26, 2020**

**Montessori Principles and Tenets:**

- **Teacher Training:** Four classroom teachers participated in Montessori training this last summer - all virtually. This includes
  - Christina Fagundes who completed her 3rd summer of AMI training out of San Diego, CA,
  - Sarah Hausman who completed her 2nd summer of AMI training out of Washington DC,
  - Kelly Ryder who completed her first summer of AMS training out of Boulder, CO.
  - In addition, teachers Jessica Estes, Chrislyn Barragan, and assistant Monica Jennings completed training in Adolescent Montessori Theory, which is part one of the Adolescent Montessori diploma program.
- **Administrator Training:** Eric Perez and Tammie Stockton participated in 2 training workshops with the National Center for Montessori in the Public Sector including "Looking Ahead" and "Coaching From A Distance".
- **National Center for Montessori in the Public Sector (NCMPS):** HDMS will continue to partner with Seth Webb of NCMPS throughout the school year. Several staff will be attending "Assistants Training" and "Child Study Training" beginning in September.

**Academics/Student Success**

- **Reopening Plan:** The HDMS Reopening Plan was approved by the Board of Directors on July 15th. Since that time the HDMS Staff has worked diligently to allow parents a choice and adjust staffing as needed to meet the needs of 3 types of instructional formats (in-person, hybrid, and distance learning). We adjusted teaching positions by level to meet the needs of students including designating specific teachers to take on the distance learning roles.
- **First Weeks of School:** Students returned to school with gusto for learning. In observations through classroom walkthroughs, I saw children almost immediately engaging with Montessori materials and participating in Montessori lessons from their guides. Teachers spent time reviewing grace and courtesy tenants, as well as safety procedures and guidelines, and evacuation protocols. Distance learning teachers set up their schedules through Zoom meetings and began virtual lessons with those children whose families chose a distance learning model. The overall consensus from all

members of our community was that it is great to get back to some level of structure and normalcy. Unfortunately, the first week of school only allowed 2 days of in-person learning due to unhealthy air quality

The second week of school began with a closure on Monday for our primary program due to the need to reorganize some of the children's classroom placements based on new health department guidance

- **Intervention Support:** With the loss of Read By 3 and SB 178 Grants (\$110,000), we eliminated 2 intervention teaching positions. Our "Super Team" which consists of our special education teachers, speech therapist, school counselor, and administrators will meet every other week to discuss students who are experiencing difficulties either academically or emotionally and provide interventions as needed.
- **Kindergarten Assessments and MAP Testing:** We were able to complete kindergarten assessments the week of August 17th. We plan on MAP testing all 1st-8th graders in reading, math, and language usage within the next few weeks. Since we did not complete assessments in the spring due to COVID-19, this data will be invaluable to us in determining academic plans for all students.
- **Remodeled Silverada Building:** There are a few touchup Projects taking place in the interior of the building, but for the most part construction is completed and the building is amazing. The west exterior learning environment is almost complete, with the slides for the treehouse on backorder and expecting to be installed soon.
- **Weekly Bulletin:** I am sending out an update to the entire staff weekly to update all on policies, procedures, and expectations. The bulletin also includes upcoming events and a review of the past week.

### Parent Outreach and Engagement

- **Parent Choice:** During this unprecedented time, we are proud to be able to provide our parents with a choice of format in terms of instruction. We are keeping our classrooms below 60% capacity.
- **Training:** The HDMS staff participated in 2 training including Psychological First Aid through the American Red Cross and a Health and Safety Training with the Washoe County Health District. Each of these training sessions assisted us in creating consistent safety practices and protocols which have been communicated to parents.
- **Weekly Newsletter:** We began sending out our Weekly Newsletters the last week of July to keep parents informed about school policies. We created a FAQ section which answered the multitude of questions parents inquired about.
- **Virtual Open House:** All classrooms held a Virtual Open House on August 14th. Virtual back to school events are taking place by classroom on August 25, 27, and 31st
- **Blackboard Connect:** We continue to use Blackboard Connect as a way to send out phone and text messages to families as needed. This has been an invaluable tool in communication in many special situations that have come up with respect to school closures due to unhealthy air quality and the need to make adjustments in our primary program.

**NEXT STEPS:**

- Continue to work with Tammie in transitioning Principal duties,
- MAP testing for all 1st-8th grade students, specifically with logistical hurdles for distance learners
- Continue to update health and safety policies based on guidance from the Washoe County Health District and WCSD
- Begin scheduling meetings with teachers 1:1 for goal setting and first steps in the teacher evaluation process
- Design and implement professional development that is aligned with Montessor principles which is relevant and immediately useful to staff.

**Executive Director- HDMS Board Update 2020-2021  
High Desert Montessori Charter School**

**Submitted by Executive Director Tammie Stockton**

**Strategic Planning Pillars:**

1. Student Enrollment
2. Staffing
3. Finances
4. Facilities
5. Community Outreach/Capital Campaign

**August 25, 2020**

1. **Student Enrollment:** Overall student enrollment has decreased by 29 students since June 2020. We made immediate adjustments to our staffing based on this decrease.

<b>STUDENTS</b>	<b>June 2020</b>	<b>8.25.20</b>	<b>Changes</b>
PreK	57	38	-19
Kindergarten	54	55	1
Elementary	252	238	-14
Adolescent	57	60	3
<b>Totals</b>	<b>420</b>	<b>391</b>	<b>-29</b>

2. **Staffing:** We decreased staffing based on loss of revenue from decreased student enrollment and loss of state grants.

<b>STAFFING</b>	<b>June 2020</b>	<b>8.25.20</b>	<b>Changes</b>
Primary Teachers	5	5	
Primary Full Time Assistants	5	4	-1
Primary Part Time Assistants	2	4	-2
Elementary Teachers	7	9	2
Elementary Assistants	7	4	-3
Adolescent Teachers	2.5	3	0.5
Adolescent Assistants	2	1	-1
Intervention	2	0	-2
Special Ed Teachers	2	1.5	-0.5
Admin/Admin Support	8	8	
<b>Totals</b>	<b>42.5</b>	<b>39.5</b>	<b>-7</b>

### 3. Finances

**HDMS Budget:** The HDMS budget has decreased due to loss of preschool revenue and state grants. We reduced our staffing based on these updated financials and continue to monitor our overall budget closely.

<b>HDMS General Fund Budget</b>	<b>June 2020</b>	<b>June Student Count</b>	<b>August 2020</b>	<b>8/1/2020 Student Count</b>
<b>DSA Revenue</b>	2,524,293.45	357 students	2,524,293.45	353 students
<b>PK Tuition Revenue</b>	514,180	69 students	360,000	38 students
<b>Grants</b>	113,630		0	
<b>Enrichment</b>	75,000		60,000	
	<b>3,227,103.45</b>		<b>2,944,293.45</b>	<b>-282,810</b>

#### 4. Facilities

- **2025 Silverada (1 story):** Dennis Banks Construction and Farm River School completed their work on August 7, 2020. There were some minor items (paint touch up, kickstands on doors, etc.) which needed to be completed. The outdoor learning environment is completed except for the slide installation (slide came in this week). Teachers were able to get into classrooms the week of August 10 to set up. With the cancellation of 3 days of school due to poor air quality during the week of August 17th, teachers had additional time in their classroom to set up the prepared environment. Training with Jana Vandahaar and Tom Stille with the teachers will take place on August 27th in regards to the outdoor environment.
- **2005 Silverada (3 story):**
  - BJB: The HDMS Team has met with Jim Wallis of BJB three times in terms of the conceptual design. We are in a good place with needs and function.
  - Dennis Banks: DBC is completing cement core samplings of the 3 story building to test the structural integrity of the building. Core samples started to be taken on August 19th.
  - Traffic Study: The HDMS Team will be meeting with Paul Solaegui on September 3rd to review the current Traffic Study completed for HDMS back in 2011. We may need to make slight modifications to this plan.

- 5. Construction Budget:** HDMS is still finalizing their construction budget. As of last week, we were \$53,000 over budget with some outstanding invoices. Cheryl Miller Mintz has provided this most up-to-date of our financials from June 30, 2020  
Here is the school's financial status as of 6/30/20:

- Unreserved Fund Balance: \$380,771.97
- Projected YE20 surplus: \$250,036.41
  - Surplus as of 4/30/20 was approx. \$127,000
  - PPP Loan Proceeds of \$449,654
  - Legal expense (includes attorney for prevailing wage and for easement) - \$(37,620)
  - In-progress construction expenses as of 6/30/20 - \$(326,117)
    - Estimated YE20 surplus: \$212,017
    - Receiving the PPP Loan eliminated having to draw Unreserved Funds for realized construction expenses.
- Projected Unreserved Fund Balance after YE20: \$630,808
- Silverada playground project is to be covered by Unreserved Funds: \$105,000
- 2005 Silverada pre-construction - BJB Architecture - \$40,000
- 2020-21 Revised Final Budget is estimated to have a surplus of \$10,000
  - Unreserved Funds are to be taken into consideration based on this tight budget.
- NOTE: The balance of Elaine's retainer - \$15,000 and the CDE deposits - \$40,000 are reported as Prepaid Expenses. I sent the financial audit an inquiry if the retainer is

to be expensed for YE20, but haven't heard back. I just want to mention these items so they are not forgotten.

- \$630,808 - 105,000 - 40,000 = 485,808
  - Would using 50% of the estimated 485,808 be sufficient for other pre-construction expenses?
  - Or up to \$225,000?

- 6. Community Outreach/Capital Campaign:** In reviewing the documents Blueprint Collaborative provided HDMS is 2018 as part of overall strategic planning, the first priority before embarking on a Capital Campaign is to reduce our debt. Efforts need to continue in regards to selling the Orovada property. It will be highly difficult to begin a campaign with this debt. Tammie will continue to work with the Renovation Team and realtors on this task.

**NEXT STEPS:**

- Continue to mentor Eric through his new Principalship. A timeline has been created through October.
- Continue to update safety and health guidelines as recommended by the WCHD and WCSD
- Preconstruction of 2005 Silverada
- Sale of Orovada
- New Market Tax Credits/Financial Options

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

Check #	Date	Payee	Amount
15487	7/1/20	B.E.S.T	1,725.30
15488	7/1/20	James R. Ghiglieri	1,500.00
15489	7/1/20	Hometown Health	16,005.74
15490	7/1/20	Otis Elevator Company	184.79
D01981	7/1/20	Clearinghouse CDFI	15,159.57
D01982	7/2/20	Total Merchant	91.81
D01983	7/3/20	Ace Payroll	73,421.02
D01984	7/6/20	A T & T	134.42
D01985	7/6/20	A T & T	178.57
D01986	7/6/20	Valic	50.00
15491	7/9/20	High Desert Montessori School	62,000.00
D01989	7/12/20	Wells Fargo Credit Card	4,818.04
D01987	7/13/20	Wells Fargo	116.78
D01988	7/13/20	Pitney Bowes Global Financial Services	150.00
D01990	7/14/20	Truckee Meadow Water Authority	32.13
D01991	7/14/20	Truckee Meadow Water Authority	32.13
D01992	7/14/20	Charter Communications	124.97
D01993	7/14/20	Charter Communications	124.97
D01994	7/14/20	Truckee Meadow Water Authority	290.77
D01995	7/14/20	Truckee Meadow Water Authority	728.71
D01996	7/15/20	A T & T	299.98
D01997	7/15/20	NV Energy	33.60
D01998	7/17/20	NV Energy	674.45
D01999	7/17/20	AmTrust North America	790.00
D02000	7/17/20	NV Energy	930.92
D02001	7/17/20	Great American Insurance Group	4,237.63
D02002	7/17/20	Ace Payroll	47,948.22
15492	7/20/20	Backbone Communications	1,750.00
15493	7/20/20	CEI Alarm	165.00
15494	7/20/20	Clean Cut Lawns, Inc.	1,292.00
15495	7/20/20	D & L Cleaning Inc.	250.00
15496	7/20/20	Drinkwater Eaton Law Offices	2,754.00
15497	7/20/20	Employee-Management Relations	123.00
15498	7/20/20	James R. Ghiglieri	1,548.00
15499	7/20/20	The Hartford	2,505.10
		Group Dental, Vision, & Life Premium	
		IT Services	
		Group Medical Insurance Premium	
		Monthly Elevator Maintenance	
		Orovada Mortgage	
		Credit Card Processing Fees	
		07/03/2020 Payroll	
		403(b) - Employee Paid Benefit	
		Balance of Reserved Funds to Construction Account	
		Credit Card Purchases	
		Client Analysis Service Charge	
		Postage Meter Lease	
		Internet Service	
		Internet Service	
		Workers' Comp Premium Installment	
		Liability Insurance Premium Installment	
		07/20/2020 Payroll	
		Distance Education Algebra Course for Addt. Students	
		Quarterly Alarm Monitoring - 2005 Silverada	
		Landscaping Service	
		Cleaning of new entry to school	
		Legal Services	
		Annual Employee-Management Relations Board Fee	
		IT Services & Antivirus (24)	
		Student Accident Insurance Policy	



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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
15500	7/20/20	Hometown Health	11,867.00
15501	7/20/20	ispMint	970.00
15502	7/20/20	Cheryl Miller Mintz	1,350.00
15503	7/20/20	Montessori Educ. Center of the	4,500.00
15504	7/20/20	Kristy Orenstein	503.72
15505	7/20/20	Sonitrol of Southern Nevada	1,206.00
15506	7/20/20	Tahoe Supply Company	3,492.89
15507	7/20/20	Washoe County Health District	420.00
15508	7/20/20	Verdant Connections Landscape Architect	3,135.00
15509	7/20/20	Wyred Insights Inc.	149.00
15510	7/20/20	Xerox Corporation	591.00
D02003	7/22/20	Waste Management	357.20
D02004	7/22/20	Waste Management	388.03
15511	7/31/20	Interpretive Gardens, Inc.	8,312.45
15512	7/31/20	D & L Cleaning Inc.	3,450.00
15513	7/31/20	Sherrie Jordan	866.11
15514	7/31/20	Otis Elevator Company	184.79
D02005	7/31/20	Acorn Corporation	20,000.00

**Total**

**303,914.81**

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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
D01947	6/1/20	Clearinghouse CDFI	15,159.57
D01948	6/1/20	Total Merchant	83.20
D01949	6/3/20	New Market Tax Credit CDE Deposits	40,000.00
D01950	6/3/20	Waste Management	92.44
D01951	6/3/20	Valic	50.00
D01952	6/3/20	Ace Payroll	68,326.21
D01953	6/3/20	A T & T	134.42
D01954	6/3/20	A T & T	178.57
D01955	6/5/20	Purchase Power	251.00
D01956	6/11/20	Wells Fargo	112.73
15446	6/12/20	A-1 National Fire Co., LLC	439.00
15447	6/12/20	ACCO Engineered Systems	870.00
15448	6/12/20	All American Lock & Safe	27.00
15449	6/12/20	Voided Check	
15450	6/12/20	Blooming Ventures, LLC	15,000.00
15451	6/12/20	Julia Cabal, M.S., CCC-SLP	6,003.55
15452	6/12/20	Dawn Chamblin	32.51
15453	6/12/20	Clean Cut Lawns, Inc.	1,292.00
15454	6/12/20	Drinkwater Eaton Law Offices	1,053.00
15455	6/12/20	James R. Ghiglieri	732.98
15456	6/12/20	ispMint	970.00
15457	6/12/20	Cheryl Miller Mintz	2,375.00
15458	6/12/20	Otis Elevator Company	184.79
15459	6/12/20	Stacey Perez	240.00
15460	6/12/20	Public Employees Retirement System	32,841.46
15461	6/12/20	Sparks Florist	67.00
15462	6/12/20	Stephanie Turner	19.31
15463	6/12/20	Waste Management	693.93
15464	6/12/20	Westminster College	3,704.00
15465	6/12/20	Wyred Insights Inc.	149.00
15466	6/12/20	Xerox Corporation	874.44
D01957	6/12/20	Wells Fargo Credit Card	9,443.40
D01958	6/12/20	Charter Communications	124.97
D01959	6/12/20	Charter Communications	124.97

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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
D01960	6/16/20	Truckee Meadow Water Authority	32.13
D01961	6/16/20	NV Energy	33.60
D01962	6/16/20	Truckee Meadow Water Authority	78.64
D01963	6/16/20	Truckee Meadow Water Authority	246.79
D01964	6/16/20	A T & T	299.98
D01965	6/16/20	Truckee Meadow Water Authority	781.06
D01966	6/16/20	Great American Insurance Group	4,237.63
D01967	6/16/20	Home Depot	244.03
D01968	6/16/20	NV Energy	415.60
D01969	6/16/20	NV Energy	1,140.16
D01970	6/18/20	Ace Payroll	65,593.03
D01971	6/23/20	Waste Management	357.20
D01972	6/23/20	Waste Management	388.03
D01973	6/23/20	Valic	50.00
D01974	6/23/20	AFLAC	605.02
D01975	6/26/20	City of Reno	233.60
D01976	6/26/20	City of Reno	516.25
D01977	6/26/20	City of Reno	618.40
D01978	6/26/20	Purchase Power	251.00
15467	6/30/20	A-1 National Fire Co., LLC	660.00
15468	6/30/20	All American Lock & Safe	95.00
15469	6/30/20	Amazon	8,541.60
15470	6/30/20	BJG Architecture & Engineering	2,245.00
15471	6/30/20	Kristina Brookshire	72.41
15472	6/30/20	Julia Cabal, M.S., CCC-SLP	2,984.02
15473	6/30/20	The Continuum Inc.	350.00
15474	6/30/20	D & L Cleaning Inc.	3,250.00
15475	6/30/20	Sunny DeStefani	395.48
15476	6/30/20	Sharon G. Freier	110.00
15477	6/30/20	James R. Ghiglieri	871.01
15478	6/30/20	High Desert Montessori	2,856.16
15479	6/30/20	Hutchison & Steffen	1,044.00
15480	6/30/20	Sandy Marcell	300.24
15481	6/30/20	Stacey Perez	240.00

High Desert Montessori School  
 Check Register  
 For the Period From Jun 1, 2020 to Jun 30, 2020

Check #	Date	Payee	Amount
15482	6/30/20	Public Employees Retirement System	36,902.73
15483	6/30/20	School Specialty	376.60
15484	6/30/20	Sonitrol of Southern Nevada	3,366.50
15485	6/30/20	Tahoe Supply Company	648.00
15486	6/30/20	Dominique Tunnell	307.75
D01979	6/30/20	Acorn Corporation	20,000.00
D01980	6/30/20	Building Hope	4,440.82
		Employee Retirement	
		New Staff Mailboxes	
		50% deposit for security services to renovation	
		Janitorial Supplies	
		Employee Insurance Refund	
		Silverada Mortgage	
		Vacant Lot Payment to be reimbursed	
<b>Total</b>			<b>367,829.92</b>