

**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
6. National School Lunch Program

November 2, 2020

1. Student Enrollment:

STUDENTS	June 2020	8.25.20	Changes	9.28.20	11.2.20
PreK	57	38	-19	34	35
PreK IEP				2	2
Kindergarten	54	55	1	52	52
Elementary	252	238	-14	237	237
Adolescent	57	60	3	59	59
Totals	420	391	-29	383	
Total PreK Tuition	57	38	-19	34	35
Total K-8 DSA	363	353	-10	350	350

*COVID- Physical class size for in person or hybrid at 60%

*COVID- 4 PK children on Distance Learning/paying tuition

*Partial funding for Prek IEP students

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

STAFFING	June 2020	8.25.20	9.28.20	11.2.20
Primary Teachers	5	5	5	5
Primary Full Time Assistants	5	4	4	4
Primary Part Time Assistants	2	4	4	4
Elementary Teachers	7	9	9	9
Elementary Assistants	7	4	4	4
Adolescent Teachers	2.5	3	3	3
Adolescent Assistants	2	1	1	1
Intervention	2	0	0	0
Special Ed Teachers	2	1.5	1.5	1.5
Admin/Admin Support	8	8	8	8
Aftercare Staff			4pt	4pt.
Totals	42.5	39.5	40.5	40.5

3. Finances

DSA Revenue: 10/1/2020 Student Count - 351 Students ($351 * \$7070.85 = \$2,484,868.35$)

We received \$7,352.40/per student last year, but we are going to be conservative and use the number from FY19 due to Covid and expected loss of state outside revenue.

PK Tuition Revenue: We use a monthly dollar amount based off of contracts (\$26,630/month * 9 months) equals \$237,240

Grants: Since June, we added AB3 funds of \$17,962 along with SB551 FY21 Allocation of \$28,674

Enrichment: Always an estimate, but we plan to lower it again on revised budget to \$50,000.

SpEd Revenue: These have not been released yet, Hope to receive those any day so last year's numbers are used.

Account ID	Account Description	FY21 Tentative Budget March 2020	FY21 Final Budget June 30, 2020	FY21 Anticipated Revised Final Budget Nov. 18, 2020
1800	Unreserved Fund Balance	-	-	
1920-10-10	Donations - Unrestricted	500.00	500.00	500.00
1921-10-10	Donations - Restricted	1,500.00	1,500.00	2,500.00
1922-10-60	Donations - Staff Development	2,500.00	2,500.00	2,500.00
1975-10-10	Other Revenue	-	29,444.00	58,118.01
1991-14-29	Pre Kindergarten Fees	485,000.00	514,180.00	237,240.00
1995-16-29	Enrichment Programs	75,000.00	75,000.00	50,000.00
3100-10-10	State Distributive Funds	2,692,900.00	2,524,293.45	2,481,868.35
Tentative	Maintain 351 students @ \$7070.85	-	-	-
Final	Maintain 357 students @ \$7070.85	-	-	-
Revised Final	Maintain 350 students @ \$7649	-	-	-
3100-20-10	Special Education - State	165,574.92	165,574.92	165,574.92
3100-21-10	Special Education - Federal	49,364.83	49,364.83	49,364.83
3200-40-21	State Grant - 5% Bonus	-	-	-
3200-41-10	State Grant - G & T Education	-	-	-
3200-41-21	State Grant - SB178	40,800.00	40,800.00	-
3200-42-21	State Grant - Read by Grade 3	72,830.00	72,830.00	-
3300-51-10	CARES Act - ESSERS	-	27,648.90	27,648.90
	AB3			17,962.17
4500-10-31	Lunch Program		-	-
	TOTAL REVENUES	3,585,969.75	3,503,636.10	3,093,277.18

- 4. Facilities:** The HDMS Renovation Team continues to work on assorted tasks including:
- Financial options which include the NMTC
 - Consulting attorneys on the prevailing wage issue as it relates to the 3 story construction
 - Working through the permitting and demolition next steps with the Finance Team and Board.
 - Working through the RFP process for the Design Build General Contractor
 - Emptying the 3 story building which includes placing some items into storage and ~~administrative support moving into the 1 story.~~
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- 5. Community Outreach/Capital Campaign:** The Capital Campaign Task Force, which includes board members Nicole Commons and Nancy Smith met on October 12, 2020. Highlights include:
- The campaign must directly support HDMS' mission, vision and strategic plan.
 - Feel of the campaign needs to focus on how HDMS will remain an educational option for years to come. Indicators include a strong sense of community, sustainability, strong preschool program.
 - Review of the work the Blueprint Collaborative completed with HDMS throughout the 2017-2018, 2018-2019 school year.
 - Discussed Nancy's connection with the Children's Cancer Foundation
 - Review of p 37 "Prepare a Case for Support" from "An initiative of the Gates Family Foundation
 - Large donations should encompass 70% "silent phase" of the campaign so you need less donors. Smaller donations can be for specific areas (Honors Garden, stage area, pavers, tree planting, etc)
 - We cannot embark on a capital campaign to pay off current debt (Orovada)
 - Do we need to hire someone to help us with fundraising expertise?
 - Next meeting will be held on November 16th at 4:15. Two additional administrative support have been invited to participate. We will develop "A Case Statement Outline" at this meeting.
- 6. National School Lunch Program:** As of October 28th, HDMS was approved for the National School Lunch Program. We began service on Monday, November 2nd through our vendor Farm Fresh Catering. All students qualify for free lunch through June 4, 2021. Currently we have 200 students, which includes hybrid and distance learners being served lunch. We are looking at adding the free breakfast program in December as well as applying for grants for new kitchen equipment.

NEXT STEPS:

- **Principalship:** Continue to mentor Eric through his new Principalship. A timeline has been created through December. We will go through Eric's first formal evaluation in an Executive Session at the November 18th board meeting.
- **Health and Safety:** Continue to participate in the bi-weekly meetings with WCSD and WCHD and update safety and health guidelines as recommended.

- Renovation Team Tasks: Pre Construction of 2005 Silverada, sale of Orovada, Financing including New Market Tax Credits/Financial Options, RFP, permitting and demo, creating a New Entity to own the building
- NSLP: Add a free breakfast beginning December 1.

September 28, 2020

7. Student Enrollment:

STUDENTS	June 2020	8.25.20	Changes	9.28.20	Changes
PreK	57	38	-19	34	-4
PreK IEP				2	2
Kindergarten	54	55	1	52	-3
Elementary	252	238	-14	237	-1
Adolescent	57	60	3	59	-1
Totals	420	391	-29	383	-7
Total PreK Tuition	57	38	-19	34	-4
Total K-8 DSA	363	353	-10	350	-3

*COVID- Physical class size for in person or hybrid at 60%

*COVID- 4 PK children on Distance Learning/paying tuition

*Partial funding for Prek IEP students.

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

STAFFING	June 2020	8.25.20	Changes	9.28.20	Changes
Primary Teachers	5	5		5	0
Primary Full Time Assistants	5	4	-1	4	0
Primary Part Time Assistants	2	4	-2	4	0
Elementary Teachers	7	9	2	9	0
Elementary Assistants	7	4	-3	4	0
Adolescent Teachers	2.5	3	0.5	3	0
Adolescent Assistants	2	1	-1	1	0

Intervention	2	0	-2	0	0
Special Ed Teachers	2	1.5	-0.5	1.5	0
Admin/Admin Support	8	8		8	0
Aftercare Staff				4pt	4pt
Totals	42.5	39.5	-7	40.5	1

9. 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. An updated budget will be provided at the end of October.

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

10. Facilities

- **2025 Silverada (1 story):** Interior construction is complete. Exterior final inspections items were addressed. Overall budget came in at \$ **1,512,491.99**
- **2005 Silverada (3 story):** The 3 story renovations are at a standstill until financing is in order with next steps which include structural and civil engineering. The Renovation Team continues to meet weekly and is looking at various options which include the New Market Tax Credit. The HDMS Team is finalizing the Traffic Management Plan for when all classrooms are on the Silverada campus.

Construction Budget:

2025 Renovation Summary		Funding Sources		
		General Fund	Sale of Vacant Lot	CSDC Loan
1-Story Building				
JK Architecture Engineering	8,015.00			
BJG Architecture	95,000.00			
Dennis Banks Construction	910,496.66			
PCO #001 - #0012	92,404.45			
Forensic Analytical	1,142.50			
Landscaping Contractor	4,500.00			
Loan Settlement	48,230.83			
Misc. Renovation Expenses	7,057.61			
Permits & Fees	9,629.57			
Red Hook Capital Management	58,603.85			
Total as of 9/26/20	1,235,080.47	226,488.51	258,591.96	750,000.00
Playground				

Garden Shop Nursery	13,000.00			
GS Jameson, PC	4,225.00			
Interpretive Gardens	102,453.20			
Verdant Connections	14,920.00			
Total as of 9/26/20	134,598.20	134,598.20		
Administrative				
Accounting	7,300.00			
Legal	40,588.00			
Bank Fees	50.00			
General Supplies	441.38			
Interest Expense	4366.44			
*CSDC Loan				
Total as of 9/26/20	52,745.82	52,745.82		
2005 Pre-Construction				
3-Story Building				
JK Architecture Engineering	30,067.50			
*Contract for \$40K				

Total as of 9/26/20	30,067.50	30,067.50		
NMTC				
Blooming Ventures	20,000.00			
CDE Deposits	40,000.00			
Total as of 9/26/20	60,000.00	60,000.00		
		503,900.03	258,591.96	750,000.00
				\$ 1,512,491.99

11. **Community Outreach/Capital Campaign:** This task will begin in October. I will put a task force together to begin our process so when the time comes to begin a Capital Campaign, HDMS will be ready.

12. **National School Lunch Program:** HDMS is excited to have submitted their National School Lunch Program application. We should hear back soon regarding revisions. Our hope is once the application is approved and HDMS will be a Sponsor, we can quickly begin the RFP (Request for Proposal) process and select a vendor. Currently all schools who are part of the National School Lunch Program are providing ALL students with a free lunch through December 31, 2020.

NEXT STEPS:

- Continue to mentor Eric through his new Principalship. A timeline has been created through October.
- Work with Eric or the School Performance Plan which needs to be approved by HDMS Board on October 28th.

- Continue to participate in the bi-weekly meetings with WCSD and WCHD and update safety and health guidelines as recommended.
- Renovation Team Tasks: Pre Construction of 2005 Silverada, sale of Orovada, Financing including New Market Tax Credits/Financial Options

August 25, 2020

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

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

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

STAFFING	June 2020	8.25.20	Changes
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	
Totals	42.5	39.5	-7

15. 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.

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Grants	113,630		0	
Enrichment	75,000		60,000	
	3,227,103.45		2,944,293.45	-282,810

16. 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.

17. Construction Budget: Bookkeeper Cheryl Miller Mintz has provided the following information regarding our 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?

18. 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

**Recommended Addendum to the HDMS Reopening Plan
November 3, 2020**

In order to maintain a safe and healthy school environment, HDMS capped in-person learning to 60% in all classrooms to maintain social distancing and adhere to cleaning guidance set forth by the CDC and Washoe County Health District within their Reopening Plan which was approved by the HDMS Board of Directors on 7.15.20.

At this time we are recommending to increase class sizes in our Primary Program (3-5 year olds) to no more than 65% per classroom. This will increase each classroom by 1 or 2 students for in-person instruction. The Primary Teachers believe they will be able to safely maintain proper social distancing and cleaning practices within their classrooms with this increase. See below for details.

Classroom	100% Capacity	60% Capacity	65% Capacity
Lahontan	21	12	14
Beowawe	24	14	16
Peavine	24	14	16
Toquima	24	14	16
Tuscarora	24	14	16
Tonopah (Distance)		20 (includes 4 PK)	20 (includes 4 PK)
Totals	117	88	98

3 Story Renovation- Next Steps as of 10.27.20

Option #1 - Demo permitting and Change of Occupancy

Coring (completed last month) - \$9k

Demo plans (DBC) - \$10k budget

Asbestos reports – complete

Demo Permit fees - \$10k (estimate)

Change of Occupancy BJJ - \$21k

Total Option #1 - \$50k

Option #2 – Demo permit only

Coring (completed last month) - \$9k

Demo plans (DBC) - \$10k budget

Asbestos reports – complete

Demo Permit fees - \$10k (estimate)

Total Option #2 - \$29k

Option #3- Demo permit, Change or Occupancy, Contract for abatement and demolition

Coring (completed last month) - \$9k

Demo plans (DBC) - \$10k budget

Asbestos reports – complete

Demo Permit fees - \$10k (estimate)

Change of Occupancy BJJ - \$21k

Contract for abatement & demolition (removal of hazardous materials, drywall, masking tape, asbestos removal, contained area, hazmat certification crew) - \$250,000 (approx)

Total Option #3- \$300k



Greetings from High Desert Montessori,

You are receiving this notice because your child is below the required 90% in attendance and/or has one or more unverified absence. With the WCSD attendance policy, parent communication regarding absences is crucial. This is the **first formal warning** to keep in contact with Ms. Laura, Ms. Stacey or Ms. Stephanie if your child is going to be absent.

Absences that remain unverified or not made up will count towards chronic absenteeism and possible retention. If your child is in attendance less than 90% for the school year, they may not be promoted to the next higher grade.

The Washoe County School District Attendance Policy states:

“Students in the Washoe County School District must be in attendance at least ninety percent (90%) of enrollment in order to be promoted to the next higher grade, or earn credit.”

With the attendance policy, there are no more excused absences, including medical. Each absence counts towards your child's retention and they may not be promoted to the next grade unless they are in compliance with being in attendance 90% of the school year. More than 2 absences a month will put your child on track to be out of compliance. Please refer to the HDMS attendance policy on our website hdmsreno.com

Thank you for your attention to this matter. We want your child to be successful at High Desert. Please contact us with concerns or questions.

Sincerely,

Eric Perez
Principal
High Desert Montessori School