

**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

January 27, 2021

Montessori Principles and Tenets:

- **Upcoming Montessori Conferences:** The annual AMI and AMS conferences have cancelled all in-person events this year. This is a bit of a silver lining for our school. All but one of our Montessori trained staff are able to attend virtual conferences this year. AMI is in early February and AMS is in early March.
- **Montessori Coaching:** A program of teacher peer coaching has begun at HDMS. This is in response to the lessons learned in the coaches training course offered through NCMPS. This novel approach to improve our Montessori practice was suggested by our own Christina Fagundes
- **Montessori Training:** We are currently looking at several options for professional development in the areas of literacy and mathematics, with a focus on Montessori methods, and with the requirement that training be immediately useful to classroom teachers.
- **Professional Development:** The faculty of HDMS had the opportunity to work with The TMCC office of Equity, Inclusion, and Sustainability to look for ways to make our school more inclusive of diverse communities. This was well received by staff and we look forward to more diversity training in the future.
- **NCMPS Consultation:** Tammie and I met with Seth from the National Center to review our consultation agreement, schedule an in-person evaluation from NCMPS, and to look for options for DERS training.

Academics/Student Success

- **Teacher Evaluative Observations:** The second round of teacher evaluation observations are in full swing. I have scheduled two 1-hour observations of teachers with post observation conferences scheduled as well. I should be able to complete this round by mid February, with the final round of observations taking place in March.
- **Winter Testing:** We are currently in the process of testing all students in reading K-8, and mathematics 1-8. Using NWEA's MAP tests. We are also in the WIDA/Access test window, where all of our English Language Learners are tested on their English proficiency. We were able to purchase several new iPads with state technology grants, which have greatly increased our daily testing capacity for kindergarten testing. Early

results are showing good growth in both math and reading. We have found ways for our distance learners to come to the building to test in a COVID-safe environment, and those that are not able to come in are able to test remotely.

- **Child Study Process:** Several students have been presented in Child study through both the Super Team (multi-level intervention team), and through the level PLC's. Children identified as needing intervention support have been placed in intervention reading groups, are receiving individualized interventions, or have been referred for testing for 504's or IEP's. This process is ongoing and has been very successful so far this school year.
- **Weekly Bulletin:** The weekly communication with staff remains a vital part of communicating with staff. With safety issues related to COVID, school closures due to inclement weather, and updates on policies and procedures, the bulletin remains one of my most valuable tools for communicating with the staff.
- **Professional Learning Communities:** At the beginning of the year, we identified 4 areas of focus for the weekly leveled PLC meetings, to be discussed on a rotating basis. I have created a rotation schedule for keeping teams on track, and PLC's are using the Montessori theory section to help look for ways to identify and evaluate useful tools for personal, professional, and school improvement plans. The 4 rotation topics are listed below.
 - DuFour Questions (to monitor individual and level curriculum)
 - Montessori Theory
 - Montessori Lesson Study
 - Child Study

Parent/Community Outreach and Engagement

- **Parent Conferences:** We continue to meet with parents as needs arise for academic and social/emotional discussions. New parent seminars for prospective students took place for all 3 levels in the last few weeks to present our school and an overview or Montessori practice.
- **PTO:** The PTO organized our Savers fundraiser for us, and delivered multiple bags of clothes and other items to Savers. The PTO continues to work on other fundraisers to help our school. The PTO also helped supply gifts and meals to some of our families in need around the holiday season, as well as treating teachers and staff with holiday goodies. OUR PTO ROCKS!!!
- **Weekly Newsletter and Blackboard Connect:** We continue to update families through the newsletter, which is published in both English and Spanish, and posted to the school's website, facebook page, and links are sent to every family through text. This has been especially important in getting the word out with school closures, COVID issues, announcements, and community events.
- **Distance Learning Meet-ups:** Ms. Lisa, Ms. Jamie, and Ms. Elyse have organized several "Day at the Park" events for the students whose families have chosen distance learning. These well attended events have given both families and children who may not

get a whole lot of social interaction, a chance to get together in a safe way to socialize and have fun.

- **Collaboration with the Community:** Tammie and I had the opportunity to meet with Rich Mares, principal at Rita Cannan Elementary School, to look for ways we can collaborate in the areas of school safety and use of facilities for events. We look forward to creating partnerships with Rita canaan in the future to advance the educational opportunities of both our populations.

Next Steps:

- Continue to work with Tammie in transitioning Principal duties,
- Complete the second round of formal teacher individual post-observation conferences
- Continue to use results from MAP to target the intervention needs of students and also to help guide future strategic academic planning for the school.
- Continue to update health and safety policies based on guidance from the Washoe County Health District and WCSD
- Continue to design and implement professional development that is aligned with Montessor principles which is relevant and immediately useful to staff.



**High Desert Montessori School
Finance Team Meeting
Wednesday, January 20, 2021 @ 3:30 PM**

1. Call to Order and Roll Call at 3:34 PM

**Reid Riker
Cheryl Miller Mintz
Sherrie Jordan
Tammie Stockton
Eric Perez**

2. Public Comment: None

3. Adopt the Agenda: Member Riker moves to adopt the agenda as presented, Bookkeeper Mintz seconds the motion and it passes unanimously.

4. Accounts Receivable and Tuition Update: Accounts Receivable Coordinator Sherrie Jordan stated there was \$2,100 outstanding in tuition by the end of December which were paid in January. At this point, 5 parents owe for January.

5. HDMS Financial Review: Bookkeeper Cheryl Miller Mintz reviewed the financial statements from July-October. She noted some minor adjustments including cost sharing of the middle school assistant for the first semester, reallocating the after care staff who unloaded the 3 story building to maintenance, reallocated the deposit for Blooming Ventures LLC (Financial Consultant Elaine DiPietro) over to the current year, allocation of Special Education funding by %, and addition the CRF funds towards wages and benefits for our distance learning teachers.

6. \$750,000 CSDC Loan Update: Bookkeeper Mintz stated payments are coming out monthly through UFCU. HDMS provided CSDC with requested quarter 2 enrollment and financials to CDSC.

7. BOND Financing Update: Member Riker updated the group on the current work with Stifel. He stated that the process is slow and diligent. HDMS is continuing to pursue a non-profit entity to be the holder of the bonds. HDMS may need a bridge loan to carry construction cost prior to receiving the bond financing.

8. Prevailing Wage: DBC calculated the additional costs of \$686,000 if HDMS has to pay prevailing wage. If HDMS has to do this, it will jeopardize our contract with DBC. The "New Entity" is critical in this financial transaction.

9. Public Comment: None

10. Adjournment and future agenda item: Member Riker motioned to adjourn the meeting at 4:20

Future items:

Bond Financing

2021-22 Tentative Budget (by April 15) - March Finance Team meeting

2021-22 Final Budget (by June 8) possible May Finance Team meeting

Other Important Financial Information:

- PPP Loan was forgiven in the amount of \$452,844.70 (notified 1.21.21)
- NSLP Kitchen Equipment Grant Awarded for \$18,824 (notified 1.19.21)
- NSLP Extension for the 21-22 SY
- Lockwood Moore still interested in purchasing Orovada

HDMS Board meetings are posted at the following places.

Washoe County School District

Sparks Library

Washoe County Administration

HDMS Orovada & Silverada Campuses

HIGH DESERT MONTESSORI CHARTER SCHOOL

Balance Sheet

November 30, 2020

ASSETS

Current Assets

Cash in Bank - Wells Fargo	\$	620,048.39
Cash in Bank - UFCU Checking		22,422.37
Cash in Bank - UFCU Savings		250.00
Cash in Bank - UFCU Lunch Acct		50.00
Student Activity Account Funds		30,841.34
Employee Advances		193.82
Accounts Receivable		4,099.90
Interfund Receivable		36,068.98
Intergovernmental Receivable		45,437.12
Vendor Receivable		11,104.90
Prepaid Expenses		85,216.40
Prepaid Workers Comp		(5.25)

Total Current Assets 855,727.97

Property and Equipment

Computers	79,944.02
Food Service	16,300.41
Furniture	91,792.89
Technology Equipment	5,658.00
Tenant Improvements	3,167,033.14
Textbooks	79,960.56
Land	1,297,439.46
Buildings	2,844,513.54

Total Property and Equipment 7,582,642.02

Other Assets

Equipment Deposits	640.00
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Total Other Assets 640.00

Total Assets \$ 8,439,009.99

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	44,831.49
PERS Payable		59,391.16
Interfund Payable		19,109.29
Aflac Payable		86.65
Construction Payable		22,582.47
Accrued Wages		140,604.93
Accrued Benefits		27,305.68
Deferred Revenue		4,099.90
Advance Special Ed. Funds		(82,951.96)
Allowance - SA Account		30,841.34

Total Current Liabilities 265,900.95

Long-Term Liabilities

Silverada Mortgage- Acorn Corp	238,563.22
Orovada Mortgage - CDFI	1,704,732.98
Loan Payable - PPP United Fed.	449,654.00
Loan Payable - CSDC	750,000.00
Amount Available/Debit Service	(3,142,950.20)

Total Long-Term Liabilities 0.00

Unaudited - For Management Purposes Only

HIGH DESERT MONTESSORI CHARTER SCHOOL

Balance Sheet

November 30, 2020

Total Liabilities		<u>265,900.95</u>
Capital		
Unreserved Fund Balance	895,340.73	
Unreserved Funds Expended	(321,975.00)	
Inv General Fixed Assets	7,582,642.02	
Net Income	<u>17,101.29</u>	
Total Capital		<u>8,173,109.04</u>
Total Liabilities & Capital		<u>\$ 8,439,009.99</u>

HIGH DESERT MONTESSORI CHARTER SCHOOL
Combined Statement of Revenues, Expenditures and Fund Balance
For the Five Months Ending November 30, 2020

	Current Period Actual	Year To Date Actual	Annual Budget	Percentage of Budget Used
REVENUES				
Donations - Unrestricted	\$ 0.00	\$ 120.00	\$ 500.00	(0.24)
Donations - Restricted	2,257.00	15,716.78	13,500.00	(1.16)
Donations - Staff Development	84.96	161.89	2,500.00	(0.06)
Other Revenue	958.10	3,514.50	500.00	(7.03)
Pre Kindergarten Fees	22,860.00	79,847.60	287,400.00	(0.28)
Enrichment Programs	4,496.00	14,291.00	20,500.00	(0.70)
State Distributive Funds	224,575.89	1,122,859.49	2,695,476.00	(0.42)
Special Education - State	15,100.83	65,081.64	165,574.92	(0.39)
Special Education - Federal	4,146.74	17,870.32	49,364.83	(0.36)
State Grant - SB551	0.00	58,118.01	58,118.01	(1.00)
Federal Grant - CARES Act	6,838.71	23,153.68	27,648.90	(0.84)
Supplemental CRF Grant	0.00	7,825.39	0.00	0.00
Federal Grant - AB3	692.29	14,458.05	17,962.17	(0.80)
Loan Proceeds	0.00	750,000.00	750,000.00	(1.00)
Unreserved Funds Expended	0.00	321,975.00	700,000.00	(0.46)
Total Revenues	282,010.52	2,494,993.35	4,789,044.83	(0.52)
EXPENDITURES				
Administrators	16,061.02	83,225.38	190,541.89	0.44
Administrative Assistants	13,714.12	69,270.21	166,668.10	0.42
Teachers / Licensed Regular	60,316.04	292,744.34	743,701.77	0.39
Teachers / Special Education	6,620.56	33,102.80	77,896.52	0.42
Teachers / Special Education	1,817.60	9,088.00	23,228.39	0.39
Teachers / Distance Learning	2,565.16	10,260.64	10,872.92	0.94
Teachers / Distance Learning	0.00	5,936.83	0.00	0.00
Instructional Aides	14,217.40	60,991.09	182,788.48	0.33
Substitute Teachers -Temporary	0.00	972.00	7,500.00	0.13
Counselor	1,100.00	5,995.00	32,650.00	0.18
Resource / Receptionist	4,582.44	22,191.93	54,132.86	0.41
Operations/Maintenance Staff	3,168.62	12,325.90	23,457.86	0.53
Pre Kindergarten Staff	17,333.88	84,779.27	238,479.94	0.36
Enrichment Program Staff	3,561.32	12,149.97	35,426.23	0.34
Retirement	33,226.25	161,470.74	404,865.04	0.40
SS-OASDI	381.67	1,892.42	4,313.03	0.44
Medicare	2,098.12	10,220.23	26,027.63	0.39
Health Insurance	11,760.18	55,868.28	133,473.44	0.42
Workers Comp	815.37	2,261.67	7,975.17	0.28
State Unemployment	191.93	1,198.81	3,763.89	0.32
Other Employee Benefits	99.66	249.15	0.00	0.00
Professional Svcs / Accounting	5,000.00	12,150.00	15,000.00	0.81
Professional Svcs / Audit	0.00	5,500.00	14,300.00	0.38
Professional Svcs / Legal	720.00	8,069.62	25,000.00	0.32
Professional Svcs / Payroll	381.15	2,135.32	6,000.00	0.36
WCSD Sponsorship Fees	3,369.00	16,637.07	40,432.00	0.41
Electricity	439.75	4,225.26	16,500.00	0.26
Natural Gas	1,526.25	3,335.61	17,305.00	0.19
Water / Sewer	436.40	5,843.73	14,000.00	0.42
Waste Disposal	882.23	4,411.31	12,171.02	0.36
Security / Alarm System	676.10	6,494.60	10,704.00	0.61
Repair & Maint / Building	1,473.26	16,942.52	25,000.00	0.68
Repair & Maint / Equipment	0.00	1,655.63	1,319.00	1.26
Maint / Outside Grounds	1,292.00	8,063.87	11,700.00	0.69
Rent/Lease - Equipment	924.44	5,463.69	11,093.28	0.49
Property Taxes	0.00	96.36	40.00	2.41
Liability Insurance	2,746.91	14,678.81	39,076.00	0.38
Property Insurance	446.08	2,275.40	6,600.00	0.34
E&O Insurance	396.92	1,906.09	4,449.00	0.43

For Management Purposes Only

HIGH DESERT MONTESSORI CHARTER SCHOOL
Combined Statement of Revenues, Expenditures and Fund Balance
For the Five Months Ending November 30, 2020

	Current Period	Year To Date	Annual	Percentage of
	Actual	Actual	Budget	Budget Used
Van Insurance	193.66	949.30	0.00	0.00
Student Accident Insurance	208.76	1,043.79	2,487.35	0.42
Field Trip Transportation	0.00	69.32	0.00	0.00
Telephone / Communications	2,127.10	8,857.26	20,153.12	0.44
Internet / Web Hosting	398.94	2,074.69	4,966.27	0.42
Postage & Shipping	0.00	251.00	2,000.00	0.13
Advertising	0.00	0.00	503.00	0.00
Printing	0.00	0.00	150.00	0.00
Travel/Per Diem/Lodging	0.00	0.00	2,500.00	0.00
Conference/Seminar/Training	20.00	20,220.00	20,700.00	0.98
Purchased Services	3,341.50	13,159.00	23,948.50	0.55
Purchased Svcs / Janitorial	3,725.00	18,501.25	39,000.00	0.47
Purchased Svcs / IT	2,374.98	10,499.98	24,250.00	0.43
Psychological Services	750.00	2,737.50	3,175.07	0.86
Speech Therapy Services	6,003.55	20,994.68	57,538.42	0.36
General Supplies	368.26	8,999.99	22,350.00	0.40
Staff Recognition Expense	0.00	512.75	2,500.00	0.21
Snacks	1,647.06	3,896.37	8,000.00	0.49
Professional Books	119.80	185.64	0.00	0.00
Instructional Supplies	0.00	632.34	8,080.96	0.08
Instructional Software	826.36	3,372.62	10,177.00	0.33
New Equip. & Furn. <\$1,000	0.00	24,090.15	0.00	0.00
Technology Supplies	256.02	2,749.65	3,489.17	0.79
Computer Hardware	2,909.69	16,682.68	19,973.00	0.84
Silverada Renovation	0.00	1,071,975.03	1,383,561.38	0.77
Principal Payments	25,040.55	126,554.88	314,843.20	0.40
Interest Expense	10,119.02	53,609.41	130,385.99	0.41
Dues & Fees	5.00	1,710.00	4,220.00	0.41
Bank Services Charges	117.27	612.45	900.00	0.68
Bank Card Processing Fees	799.80	2,097.13	7,500.00	0.28
Miscellaneous Expense	(40.00)	4,773.65	0.00	0.00
Total Expenditures	275,654.15	2,477,892.06	4,755,804.89	0.52
Excess (Deficiency) of Revenues Over Expenditures	\$ 6,356.37	\$ 17,101.29	\$ 33,239.94	(0.51)

HIGH DESERT MONTESSORI CHARTER SCHOOL

Balance Sheet
December 31, 2020

ASSETS

Current Assets		
Cash in Bank - Wells Fargo	\$	647,274.34
Cash in Bank - UFCU Checking		12,193.37
Cash in Bank - UFCU Savings		250.00
Cash in Bank - UFCU Lunch Acct		351.00
Student Activity Account Funds		31,088.86
Employee Advances		(751.33)
Accounts Receivable		3,092.00
Interfund Receivable		7,257.83
Intergovernmental Receivable		20,161.73
Vendor Receivable		7,902.78
Prepaid Expenses		79,670.11
Prepaid Workers Comp		(15.95)
		808,474.74
Total Current Assets		
		808,474.74
Property and Equipment		
Computers		79,944.02
Food Service		16,300.41
Furniture		91,792.89
Technology Equipment		5,658.00
Tenant Improvements		3,167,033.14
Textbooks		79,960.56
Land		1,297,439.46
Buildings		2,844,513.54
		7,582,642.02
Total Property and Equipment		
		7,582,642.02
Other Assets		
Equipment Deposits		640.00
		640.00
Total Other Assets		
		640.00
Total Assets		
	\$	8,391,756.76

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	60,150.43
PERS Payable		48,355.06
Interfund Payable		19,259.94
Aflac Payable		86.65
Accrued Wages		134,773.78
Accrued Benefits		27,197.70
Deferred Revenue		4,099.90
Deferred Restricted Donations		18,800.00
Advance Special Ed. Funds		(102,583.51)
Allowance - SA Account		30,080.96
		240,220.91
Total Current Liabilities		
		240,220.91
Long-Term Liabilities		
Silverada Mortgage- Acorn Corp		218,783.89
Orovada Mortgage - CDFI		1,698,499.58
Loan Payable - PPP United Fed.		449,654.00
Loan Payable - CSDC		742,224.47
Amount Available/Debit Service		(3,109,161.94)
		0.00
Total Long-Term Liabilities		
		0.00

Unaudited - For Management Purposes Only

HIGH DESERT MONTESSORI CHARTER SCHOOL

Balance Sheet

December 31, 2020

Total Liabilities		<u>240,220.91</u>
Capital		
Unreserved Fund Balance	895,340.73	
Unreserved Funds Expended	(333,975.00)	
Inv General Fixed Assets	7,582,642.02	
Net Income	<u>7,528.10</u>	
Total Capital		<u>8,151,535.85</u>
Total Liabilities & Capital		<u>\$ 8,391,756.76</u>

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

	Current Period Actual	Year To Date Actual	Annual Budget	Percentage of Budget Used
REVENUES				
Donations - Unrestricted	\$ 234.08	\$ 354.08	\$ 500.00	(0.71)
Donations - Restricted	0.00	15,716.78	13,500.00	(1.16)
Donations - Staff Development	0.00	161.89	2,500.00	(0.06)
Other Revenue	3,534.96	6,981.64	500.00	(13.96)
Pre Kindergarten Fees	29,842.10	109,689.70	287,400.00	(0.38)
Enrichment Programs	4,643.60	18,934.60	20,500.00	(0.92)
State Distributive Funds	224,622.84	1,347,482.33	2,695,476.00	(0.50)
Special Education - State	15,473.26	80,554.90	165,574.92	(0.49)
Special Education - Federal	4,156.79	22,028.61	49,364.83	(0.45)
State Grant - SB551	0.00	58,118.01	58,118.01	(1.00)
Federal Grant - CARES Act	184.62	23,572.18	27,648.90	(0.85)
Supplemental CRF Grant	0.00	7,825.39	0.00	0.00
Federal Grant - AB3	0.00	14,458.05	17,962.17	(0.80)
Loan Proceeds	0.00	750,000.00	750,000.00	(1.00)
Unreserved Funds Expended	12,000.00	333,975.00	700,000.00	(0.48)
Total Revenues	294,692.25	2,789,853.16	4,789,044.83	(0.58)
EXPENDITURES				
Administrators	15,330.96	98,556.34	190,541.89	0.52
Administrative Assistants	13,495.75	82,765.96	166,668.10	0.50
Teachers / Licensed Regular	62,268.94	355,013.28	743,701.77	0.48
Teachers / Special Education	6,620.56	39,723.36	77,896.52	0.51
Teachers / Special Education	1,817.60	10,905.60	23,228.39	0.47
Teachers / Distance Learning	612.28	10,872.92	10,872.92	1.00
Teachers / Distance Learning	0.00	5,936.83	0.00	0.00
Instructional Aides	13,382.88	74,373.97	182,788.48	0.41
Substitute Teachers -Temporary	840.00	1,812.00	7,500.00	0.24
Counselor	1,815.00	7,810.00	32,650.00	0.24
Resource / Receptionist	4,182.75	26,374.68	54,132.86	0.49
Operations/Maintenance Staff	3,299.42	15,625.32	23,457.86	0.67
Pre Kindergarten Staff	16,568.01	101,347.28	238,479.94	0.42
Enrichment Program Staff	3,704.92	15,854.89	35,426.23	0.45
Retirement	32,180.72	193,651.46	404,865.04	0.48
SS-OASDI	518.01	2,410.43	4,313.03	0.56
Medicare	2,081.82	12,302.05	26,027.63	0.47
Health Insurance	11,765.01	67,633.29	133,473.44	0.51
Workers Comp	800.70	3,062.37	7,975.17	0.38
State Unemployment	178.08	1,376.89	3,763.89	0.37
Other Employee Benefits	49.83	298.98	0.00	0.00
Professional Svcs / Accounting	4,675.00	16,825.00	15,000.00	1.12
Professional Svcs / Audit	0.00	5,500.00	14,300.00	0.38
Professional Svcs / Legal	5,587.25	13,656.87	25,000.00	0.55
Professional Svcs / Payroll	973.70	3,109.02	6,000.00	0.52
WCSD Sponsorship Fees	3,369.00	20,006.07	40,432.00	0.49
Electricity	377.41	4,602.67	16,500.00	0.28
Natural Gas	2,436.70	5,772.31	17,305.00	0.33
Water / Sewer	400.57	6,244.30	14,000.00	0.45
Waste Disposal	807.02	5,218.33	12,171.02	0.43
Security / Alarm System	1,111.00	7,605.60	10,704.00	0.71
Repair & Maint / Building	1,405.62	18,348.14	25,000.00	0.73
Repair & Maint / Equipment	0.00	1,655.63	1,319.00	1.26
Maint / Outside Grounds	585.00	8,648.87	11,700.00	0.74
Rent/Lease - Equipment	3,606.88	9,070.57	11,093.28	0.82
Property Taxes	0.00	96.36	40.00	2.41
Liability Insurance	2,746.91	17,425.72	39,076.00	0.45
Property Insurance	446.08	2,721.48	6,600.00	0.41
E&O Insurance	396.92	2,303.01	4,449.00	0.52

For Management Purposes Only

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

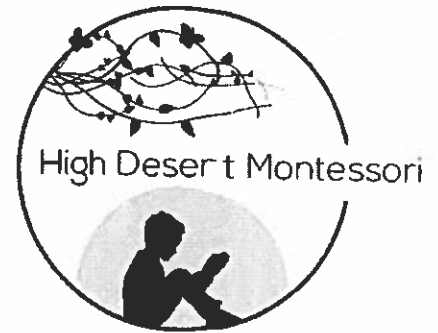
	Current Period Actual	Year To Date Actual	Annual Budget	Percentage of Budget Used
Van Insurance	193.66	1,142.96	0.00	0.00
Student Accident Insurance	208.76	1,252.55	2,487.35	0.50
Field Trip Transportation	0.00	69.32	0.00	0.00
Telephone / Communications	3,088.88	11,946.14	20,153.12	0.59
Internet / Web Hosting	398.94	2,473.63	4,966.27	0.50
Postage & Shipping	0.00	251.00	2,000.00	0.13
Advertising	0.00	0.00	503.00	0.00
Printing	0.00	0.00	150.00	0.00
Travel/Per Diem/Lodging	0.00	0.00	2,500.00	0.00
Conference/Seminar/Training	0.00	20,220.00	20,700.00	0.98
Purchased Services	4,929.00	18,088.00	23,948.50	0.76
Purchased Svcs / Janitorial	3,807.50	22,308.75	39,000.00	0.57
Purchased Svcs / IT	3,437.52	13,937.50	24,250.00	0.57
Psychological Services	225.00	2,962.50	3,175.07	0.93
Speech Therapy Services	6,003.55	26,998.23	57,538.42	0.47
General Supplies	149.04	9,149.03	22,350.00	0.41
Staff Recognition Expense	483.50	996.25	2,500.00	0.40
Snacks	0.00	3,922.02	8,000.00	0.49
Professional Books	0.00	185.64	0.00	0.00
Instructional Supplies	0.00	632.34	8,080.96	0.08
Instructional Software	842.38	4,215.00	10,177.00	0.41
New Equip. & Furn. <\$1,000	0.00	24,090.15	0.00	0.00
Technology Supplies	2,140.43	4,890.08	3,489.17	1.40
Computer Hardware	2,244.00	18,926.68	19,973.00	0.95
Silverada Renovation	0.00	1,071,975.03	1,383,561.38	0.77
Principal Payments	33,788.26	160,343.14	314,843.20	0.51
Interest Expense	20,358.10	73,967.51	130,385.99	0.57
Dues & Fees	475.00	2,185.00	4,220.00	0.52
Bank Services Charges	127.11	739.56	900.00	0.82
Bank Card Processing Fees	1,018.42	3,115.55	7,500.00	0.42
Miscellaneous Expense	50.00	4,823.65	0.00	0.00
Total Expenditures	304,407.35	2,782,325.06	4,755,804.89	0.59
Excess (Deficiency) of Revenues Over Expenditures	\$ (9,715.10)	\$ 7,528.10	\$ 33,239.94	(0.23)

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

Check #	Date	Payee	Payment for:	Amount
D02115	11/2/20	CleanProhouse CDFI	Orovalda Mortgage	15,159.57
D02116	11/4/20	Total Merchant	Credit Card Processing Fees	799.89
D02117	11/4/20	Ace Payroll		78,929.57
D02118	11/5/20	A T & T	Telephone Service	139.88
D02119	11/5/20	A T & T	Telephone Service	184.05
15630	11/6/20	A-1 National Fire Co. LLC	Replaced Leaking Pipe - Orovalda	556.25
15631	11/6/20	Alpine Lock and Key, Inc.	Door Repair & Relay Lock	290.66
15632	11/6/20	Julia Cabal M.S., CCC-SLP	Speech Therapy Service	6,003.55
15633	11/6/20	CEI Alarm	Quarterly Alarm Monitoring Service - 2005 Silverada	165.00
15634	11/6/20	Clean Cut Lawns, Inc.	Lawn Maintenance Service	1,792.00
15635	11/6/20	D & L Cleaning Inc.	Janitorial Service	3,752.50
15636	11/6/20	Desert Hills Electric, Inc.	Fire Alarm Monitoring	60.00
15637	11/6/20	Sunny DeStefano	Employee Reimbursement	32.03
15638	11/6/20	DS Life Enterprises, LLC	Psychological Service	900.00
15639	11/6/20	Hadi Fargoso	Pre-K Tutor Reimbursement	1,000.00
15640	11/6/20	Friendly Plumbing Inc.	Plumbing Service	709.65
15642	11/6/20	spMint	Telephone Service	970.00
15643	11/6/20	Olivia Meyer	Employee Reimbursement	20.00
15644	11/6/20	Ots Elevator Company	Elevator Maintenance	184.79
15645	11/6/20	Enc Perez	Employee Reimbursement	14.06
15646	11/6/20	State of Nevada	Public Employee Benefits Program	99.66
15647	11/6/20	School Specialty	Coat Locker 5 Unit Cubbies (55)	17,308.75
15648	11/6/20	Sonrol of Southern Nevada	Quarterly Alarm Monitoring Svc - Orovalda & 2025 Silverada	1,832.00
15649	11/6/20	Spark's Floral	Floral Bouquet	67.00
15650	11/6/20	Spyco - Sacramento	Primary & Enrichment Snacks	1,389.50
15651	11/6/20	Tahoe Supply Company	Janitorial Supplies	1,878.40
15641	11/6/20	Voided Check		
D02120	11/6/20	Philadelphia Insurance Companies	Deposits on renewed liability insurance	13,650.37
D02121	11/9/20	Home Depot	Maintenance Supplies	263.89
D02122	11/10/20	Valic	403(b) - Employee Paid Benefit	60.00
D02123	11/10/20	Valic	403(b) - Employee Paid Benefit	50.00
D02124	11/12/20	Wells Fargo Bank	Client Analysis Service Charge	117.27
D02125	11/12/20	Wells Fargo Credit Card		2,711.66
D02126	11/13/20	NV Energy	Electric Service - Traffic Light	33.87
D02127	11/13/20	Truckee Meadow Water Authority	Water Service - 2005 Silverada	45.70
D02128	11/13/20	Truckee Meadow Water Authority	Water Service - 2025 Silverada	51.51
D02129	11/13/20	Truckee Meadow Water Authority	Water Service - Orovalda	388.71
D02130	11/13/20	Truckee Meadow Water Authority	Irrigation Water Service - Silverada	412.96
15652	11/16/20	Public Employees Retirement System	Employee Retirement	41,468.69
15653	11/16/20	Burney's Commercial Service of NV, Inc.	HVAC Service - Motor Blower	1,695.63
15654	11/16/20	D & L Cleaning Inc.	Janitorial Service	3,496.00
15655	11/16/20	Dinkwater Easton Law Offices	Legal Service	2,673.00
15656	11/16/20	James R. Ghiglieri	Monthly Antivirus Fee	48.00
15657	11/16/20	Northwest Evaluation Association	Annual MAP License Renewal	3,245.00
15658	11/16/20	Western Nevada Supply	Maintenance Supplies	17.33
15659	11/16/20	Xerox Corporation	Copier Leases	874.44
D02131	11/16/20	A T & T	Telephone Service	305.49
D02132	11/16/20	Charter Communications	Internet Service	124.97
D02133	11/16/20	Charter Communications	Internet Service	124.97
D02134	11/16/20	NV Energy	Electric & Gas Service - Orovalda	845.75
D02135	11/16/20	NV Energy	Electric & Gas Service - Silverada	1,021.74
15660	11/17/20	Farm Fresh	Advance for Lunch Program	2,400.00
D02136	11/18/20	AmTrust North America	Workers Comp Premium Installment	787.00
D02137	11/18/20	Ace Payroll		68,034.25
D02138	11/25/20	Waste Management	Waste Disposal Service - Silverada	357.20
D02139	11/25/20	Waste Management	Waste Disposal Service - Orovalda	432.99
D02140	11/25/20	Aflac	Employee's Paid Benefit	700.68
D02141	11/30/20	Acorn Corporation	Silverada Mortgage Payment	20,000.00
Total				290,188.64

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

Check #	Date	Payee	Payment for:	Amount
D02142	12/1/20	Clearinghouse CDFI	Orovalda Mortgage	15,159.57
D02143	12/1/20	Total Merchant	Credit Card Processing Fees	1,018.42
D02144	12/3/20	Ace Payroll		63,338.08
D02145	12/7/20	A T & T	Telephone Service	361.89
D02146	12/7/20	A T & T	Telephone Service	358.60
15670	12/8/20	Clean Cut Lawns, Inc.	Lawn Maintenance Service	1,292.00
15663	12/8/20	Public Employees Retirement System	Employee Retirement	51,309.17
15664	12/8/20	A-I National Fire Co., LLC	Quarterly Wet Sprinkler System Inspection	65.00
15665	12/8/20	Alpine Lock and Key, Inc.	Lock Repairs (2)	442.67
15666	12/8/20	Alpine Roofing Co., Inc.	Roof Repairs - Silverada & Orovalda	475.00
15667	12/8/20	B.E.S.T.	Group Dental, Vision & Life Insurance	1,870.31
15668	12/8/20	Jules Capost M.S., CCC-SLP	Speech Therapy Service	6,903.55
15669	12/8/20	The Continuum Inc.	Occupational Therapy Service	2,275.00
15671	12/8/20	D & L Cleaning Inc.	Janitorial Service	3,725.00
15672	12/8/20	Desert Hills Electric, Inc.	Monthly Fire Alarm Monitoring	60.00
15673	12/8/20	DS Life Enterprises, LLC	Psychoeducational Service	750.00
15674	12/8/20	Sharon G. Fraser	Nurse Service	467.50
15675	12/8/20	James R. Ghiglieri	IT Service	2,471.98
15676	12/8/20	Horizon Health	Group Medical Insurance	18,623.43
15677	12/8/20	Hutchison & Steffen	October Legal Service	432.00
15678	12/8/20	ispint	Telephone Service	970.00
15679	12/8/20	Oss Elevator Company	Monthly Elevator Maintenance	184.79
15680	12/8/20	State of Nevada	Public Employees' Benefit Program	49.83
15681	12/8/20	Sonorol of Southern Nevada	Service Call - Install Batteries	194.60
15682	12/8/20	Washoe County Health District	Orovalda Kitchen Permit Renewal	425.00
15683	12/8/20	Waste Management	Container Drop Charge	92.44
15684	12/8/20	Wells Fargo Credit Card	Cheryl forgot the account was on auto pay	876.43
15685	12/8/20	Farm Fresh	National Lunch Program - November Breakfasts & Lunches (funds from State of NV are deposited into General Fund account - then check issued to Farm Fresh)	11,121.23
D02147	12/10/20	Vabc	403(b) - Employee Paid Benefit	50.00
D02148	12/11/20	Wells Fargo Bank	Client Analysis Service Charge	127.11
15686	12/14/20	Gone Green Recycling LLC	20-foot Enclosed Container	2,990.00
D02149	12/14/20	Charter Communications	Internet Service	124.97
D02150	12/14/20	Charter Communications	Internet Service	124.97
D02151	12/14/20	Wells Fargo Credit Card	Duplicate payment applied to open invoices	876.43
D02152	12/14/20	Truckee Meadow Water Authority	Water Service - 2015 Silverada	32.13
D02153	12/14/20	Truckee Meadow Water Authority	Impaction Water Service - Silverada	42.76
D02154	12/14/20	Truckee Meadow Water Authority	Water Service - 2025 Silverada	49.57
D02155	12/14/20	Truckee Meadow Water Authority	Water Service - Orovalda	80.27
15687	12/15/20	Enc Perez	Employee Reimbursement	35.56
15688	12/15/20	Desert Hills Electric, Inc.	Fire Alarm Testing & FACP Certification	400.00
15689	12/15/20	Hutchison & Steffen	November Legal Service	720.00
15690	12/15/20	Jeff Jordan	Labor for Installation of Lights	585.00
15691	12/15/20	Wyred Insights Inc.	Website Maintenance	149.00
15692	12/15/20	Kerox Corporation	Copier Leases (3)	874.44
D02156	12/15/20	NV Energy	Electric Service - Traffic Light	33.88
D02157	12/15/20	AmTrust North America	Workers Comp Premium Installment	790.00
D02158	12/16/20	NV Energy	Electric & Gas Service - Orovalda	811.39
D02159	12/16/20	Sysco	Pre-K & Enrichment Snacks	834.88
D02160	12/16/20	NV Energy	Electric & Gas Service - Silverada	1,378.73
D02161	12/17/20	A T & T	Telephone Service	303.92
D02162	12/17/20	Ace Payroll		74,309.06
D02163	12/18/20	Vabc	403(b) - Employee Paid Benefit	50.00
D02164	12/24/20	Waste Management	Waste Disposal Service - Silverada	374.43
D02165	12/24/20	Waste Management	Waste Disposal Service - Orovalda	432.59
D02166	12/29/20	City of Reno	Quarterly Sewer Service - 2005 Silverada	144.40
D02167	12/29/20	City of Reno	Quarterly Sewer Service - 2025 Silverada	189.20
D02168	12/29/20	City of Reno	Quarterly Sewer Service - Orovalda	359.40
D02169	12/31/20	Acom Corporation	Silverada Mortgage	20,000.00
Total				291,721.66



January 6, 2021

Dear Stacey Cooper,


Consistent with our communication, and the requirements found in the Charter Contract Agreement between Washoe County School District (or "WCSD") and High Desert Montessori Charter School in Reno (or "HDMS"), we are writing to inform you of the following changes, and request your written approval of these changes.

HDMS is planning on making the following changes:

1. HDMS intends to sell the 2590 Orovada Street property and move 200 students and 25 staff to the 3 story 2005 Silverada Boulevard building once the design/build project is completed and Certificate of Occupancy issued by the City of Reno with an expected completion date of December 2021.
2. HDMS currently owns the 3 story property located at 2005 Silverada Boulevard. HDMS plans on renovating the 32,000 square foot building, changing the occupancy from Medical Office to Educational Use and utilizing it for students and staff by January 2022, transitioning in December 2021.
3. HDMS is contracting with Dennis Banks Construction and understands that WCSD will review the final contract when it becomes available.
4. HDMS will obtain financing using tax exempt bonds. We understand WCSD will review the Bond Purchase Agreement and Loan Agreement when it becomes available.
5. HDMS intends to increase student capacity from 400 to 650 within the next 5 years by utilizing 32,000 square feet of additional classroom space in the 3 story 2005 Silverada Boulevard building, continuing to use our existing 18,000 square foot building at 2025 Silverada Boulevard and unifying our school into one physical campus which will increase our sense of community, enhance safety protocols, and allow more families to join our school.

Please feel free to contact me if you have any questions or concerns.

Sincerely,


Tammie Stockton
HDMS Executive Director

cc:

Max Haynes, HDMS Board Chairperson
Kerry Eaton, HDMS Attorney, Drinkwater and Associates
Charlie Hoppe, WCSD Facilities Auditor

2590 Orovada St.
Reno, NV 89512

Ph: (775) 624-2800
Fax: (775) 624-2801

www.hdmsreno.com

Capital Campaign Task Force

1.11.21

Attendees: Tammie Stockton, Nicole Commons, Nancy Smith, Sherrie Jordan, Laurel Woolstehulme

Updates:

- Photographing classrooms and outdoor spaces: Completed by Midori Ishibashi Wall
- Videos: Jessi LeMay putting together a 2 minutes, 30 second and 15 second video

Discussion:

- Working on sponsorship flyers; adopt a classroom or adopt a space
- Website: New photos being used
- Public outreach
- Wall of support, pavers, etc
- Partnership with Home Depot
- Java Ship coming weekly to campus
- We want to serve our community, how can you ask?

Next steps:

- Invite Colie from the Boys and Girls Club to better understand the "Quiet Ask"
- Timing- When do we begin to advertise, ask for sponsors, etc?

12.1.20

Attendees: Tammie Stockton, Nicole Commons, Nancy Smith, Sherrie Jordan, Laurel Woolstehulme

Reviewed notes from Colie Glen, Marketing Director from the Boys and Girls Club. Key points include:

- Financing
- Budget for capital campaign
- Elevator pitch
- Grab attention
- Stress that we are a charter school, Montessori community, sustainability

Eric Perez created a word splash asking the teachers "Montessori at HDMS is.." See below

Next Steps: Jessi LeMay videos, Midori Ishibashi Wall - Photographing

In one word, Montessori at HDMS is...



11.1.20

Attendees: Tammie Stockton, Nicole Commons, Nancy Smith

Purpose

1. Tell our story - emotional journey/ what makes us different?
2. Marketing
3. Capital Campaign

2 videos

- 2 ½ minutes
- 30 seconds

Brainstorming ideas

- Small community focus /trust/ loving/ supportive/ kind/ peaceful
- Connections to the community/ foster grandparents/ Reno Bike Project/ Home Depot/ High Sierra Archery/ Friends of HDMS/PTO
- 18 years- well established school
- Free and only Montessori Charter School in Washoe County
- Licensed and highly trained Montessori teachers
- Successful alumni
- Eco-friendly/ gardens/ recycling/ outdoor learning environment/ sustainability
- On site free school breakfast and lunch program / Farm Fresh Catering

- Different type of education/ old school and progressive at the same time
- Classroom culture/ independence/ beautiful materials/project based