

Washoe County School District

Annual Charter School Performance Audit

High Desert Montessori School – 2024-2025

Auditing Department	Name of Auditor	Compliance with Statutes and Regulations	Compliant / Non-Compliant	Comments
Accountability	Kemp, Kyle	The charter school has met the requirements of the NDE with regards to any state reporting. The charter school maintains data accuracy and integrity of all data elements and complies with requirements to participate in the automated system of accountability information for Nevada (SAIN).	Compliant	High Desert Montessori has kindly submitted all necessary reporting elements to this point, and we look to forward to continue the work with them. In fact, HDMS sometimes submits reports prior to even asking for them and it is appreciated.
Student Accounting	Mandeville, Desiree	Regarding student attendance, the charter school: <ul style="list-style-type: none"> • Provides a copy of the attendance policy to each student • Keeps a copy of the attendance policy available for public inspection • Includes NRS 392.122 in the attendance policy • Provides a copy of rules for truancy • Provides a copy of the letter of approval from the Superintendent of Public Instruction for legend of symbols for attendance 	Compliant	
Student Accounting	Mandeville, Desiree	A description of the procedure and documentation for the enrollment and withdrawal of pupils in the charter school.	Compliant	A very thorough description of enrollment procedures and necessary documentation for enrollment. Reviewed the withdrawal examples provided and requested correction of withdrawal dates to use the effective date of withdrawal.
Student Accounting	Mandeville, Desiree	Provide a description of how the lottery system works and how parents are notified of the system.	Compliant	Notification is made available to parents on their website and student handbook.

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Student Accounting	Mandeville, Desiree	If the charter school enrolls pupils in kindergarten, first, or second grades, the charter school complies with NRS 392.040 regarding the ages for enrollment in those grades.	Compliant	The school provided up to date age requirements that comply with NRS.
Student Accounting	Mandeville, Desiree	The charter school provides written notice to the parents and guardians of pupils in grades 9-12 indicating whether or not the Northwest Association of Accredited Schools accredits the school.	N/A	School is only K-8
Student Accounting	Mandeville, Desiree	The charter school complies with NRS 388A.487 regarding rules for academic retention and provides a copy of these rules. The charter school complies with NAC 389.445 and NAC 389.659 regarding units required for promotion to the next higher grade.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school has developed a procedure for the maintenance of records.	Compliant	Maintenance of records provided was very detailed and thorough. Worked with school to make a minor correction to a transcript record provided as an example.
Student Accounting	Mandeville, Desiree	The teachers' class record books comply with regulation.	Compliant	Teacher class record books comply with regulation and no error were found.
Student Accounting	Mandeville, Desiree	The charter school provides the minimum number of days for a school year and the minimum number of minutes of instruction per day. School provides a copy of school calendar and a daily schedule.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school has a procedure for documenting credit for courses completed successfully.	Compliant	
Student Accounting	Mandeville, Desiree	The charter school complies with all graduation and diploma requirements.	N/A	School is only K-8
Student Accounting	Mandeville, Desiree	The charter school complies with the requirements of the master register.	Compliant	Master register report was clean no errors found.

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Student Accounting	Mandeville, Desiree	The charter school is connected to WCSD Student Information System (Infinite Campus) through the WCSD network and follows WCSD standards and procedures in relation to the WCSD Infinite Campus.	Compliant	
Assessment Division	Aird, Sandra	The charter school administers achievement and proficiency examinations	Compliant	
Counseling Services	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with requirements for reporting abuse and neglect.	Compliant	We have a licensed school counselor on campus who has trained all staff on mandatory reporting, child abuse, and neglect and handles all 504s with my guidance and assistance.
Counseling Services	Loudon, Katherine	The charter school provides appropriate counseling and guidance services for its students, including students with disabilities and students at risk. If the charter school employs a Counselor, the Counselor holds a valid School Counselor license from the Nevada Department of Education.	Compliant	We have a licensed school counselor on campus who has trained all staff on mandatory reporting, child abuse, and neglect and handles all 504s with my guidance and assistance.
Curriculum	Fox, Kindra Anderson, Jenni	If the charter school is dedicated to providing educational programs and opportunities for pupils who are at risk, a determination whether the educational program and services provided to those pupils is appropriate and carried out in an effective manner.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction in the core academic subjects set forth in NRS 389.018 (1), as applicable for the grade levels of pupils.	Complaint	Comments to follow
Curriculum	Fox, Kindra Anderson, Jenni	The charter school provides instruction based upon the standards of content and performance established by the Council to Establish Academic Standards.	Complaint	Comments to follow

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Curriculum	Fox, Kindra Anderson, Jenni	At a minimum, the charter school provides and requires students to take the courses of study required of pupils by statute or regulation for promotion or graduation.	Complaint	Comments to follow
504	Loudon, Katherine	Regarding the health and safety of pupils, the charter school complies with Section 504 of Title V of the Rehabilitation Act of 1973.	Compliant	We have a licensed school counselor on campus who has trained all staff on mandatory reporting, child abuse, and neglect and handles all 504s with my guidance and assistance.
Facilities Management	Hoppe, Charlie	A determination whether each facility that the charter school occupies complies with applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation.	Compliant	In-depth monitoring.
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school, its officers or its employees have complied with all financial terms and conditions of the written charter.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The school has complied with generally accepted standards of accounting and fiscal management.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not filed for a voluntary petition of bankruptcy, been adjudicated bankrupt or insolvent, or been otherwise financially impaired such that the school is deemed unable to continue to operate.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has refrained from using public money to purchase real property or buildings without the approval of the sponsor.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school has not operated for profit.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All money received by the charter school from the state and from the board of trustees of WCSD is deposited and maintained in a bank, credit union or other financial institution in this state.	Compliant	

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Internal Audit	Starkey, Kirk McMahon, Matt	The charter school complied with applicable federal laws and regulations governing the provisions of any federal grants obtained for the school.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has designated a person to draw all orders for the payment of money belonging to the charter school and lists all orders using a cumulative voucher system.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the school has prescribed the procedures by which the orders for payment must be approved and signed.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	All orders for payment of money to a member of the governing body of the school have been drawn only for salary, travel expenses, subsistence allowances or for services rendered by the member.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The annual report of the budget has been submitted to WCSD and the Nevada Department of Education on or before November 1 st .	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	Except for those that may be authorized by specific statute or by the written charter of the charter school, the charter school does not charge tuition or fees.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The governing body of the charter school has ensured that a current written inventory of the equipment, supplies and textbooks of the charter school is maintained and has provided a copy of the current written inventory to WCSD as the charter school's sponsor.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	An annual audit has been completed in compliance with the performance requirements of NAC 387.755 and submitted to the governing body for review at a public meeting not later than 120 days after the close of the fiscal year for which the audit is conducted.	Compliant	
Internal Audit	Starkey, Kirk McMahon, Matt	The charter school utilizes the chart of accounts prescribed by the Nevada Department of Education.	Compliant	

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Internal Audit	Starkey, Kirk McMahon, Matt	Not later than June 8 of last school year, the governing body of the charter school, at a public meeting, adopted its final budget for the charter school for the current fiscal year; the budget was prepared on forms prescribed by the Department.	Compliant	
Office of School Improvement	Coombs, Ron Kuster, Nick	On or before September 15 th of the latest year, the charter school provided the sponsor with a written description of the progress of the charter school in achieving the mission and goals of the charter school set forth in its application.	Compliant	
School Police, Emergency Management Services	Anderson, Roy	The charter school complies with NRS 392.450 by providing drills for pupils in the appropriate procedures to be followed in the event of an emergency and by posting escape routes.	Compliant	

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School Police, Emergency Management Services	Anderson, Roy	<p>The charter school complies with NRS 388.243 (1) by developing a plan to be used by the charter school in responding to a crisis, emergency or suicide. (2) The plan developed pursuant to subsection 1 must include, without limitation:</p> <p>(a) The plans, procedures and information included in the model plan developed by the Department pursuant to NRS 388.253;</p> <p>(b) A procedure for responding to a crisis or an emergency and for responding during the period after a crisis or an emergency has concluded, including, without limitation, a crisis or an emergency that results in immediate physical harm to a pupil or employee of a school in the school district or the charter school;</p> <p>(c) A procedure for enforcing discipline within a school in the school district or the charter school and for obtaining and maintaining a safe and orderly environment during a crisis or an emergency;</p> <p>(d) The names of persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that are available to provide counseling and other services to pupils and staff of the school to assist them in recovering from a crisis, emergency or suicide; and</p> <p>A plan for making the persons and organizations described in paragraph (d) available to pupils and staff after a crisis, emergency or suicide.</p>	Compliant	

Auditing Department	Name of Auditor	Compliance with Statutes and Regulations	Compliant / Non-Compliant	Comments
Student Discipline	Kendrick, Lindsay	Regarding student behavior, the charter school: <ul style="list-style-type: none"> • Provides a copy of rules, consequences and disciplinary procedures • Maintains, for public inspection, a copy of rules, consequences and disciplinary procedures • Complies with policies and procedures for suspension and expulsion • Complies with policies and procedures for the suspension and expulsion of students with disabilities 	Compliant	
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school: <ul style="list-style-type: none"> • Provides adequate health services in the following areas: <ul style="list-style-type: none"> ○ Management of accidents and illness ○ Management and reporting of communicable diseases; • Maintains records of the immunizations required of pupils; • Complies with requirements for the screening of vision, hearing, and scoliosis; and If designated, complies with requirements for screening of student height/weight 	Compliant	Immunizations are up-to-date. There is a plan for reporting communicable diseases to the health department. Parents are notified about injuries. Mandatory screening was done on September 26, 2024. epi pen training was done on August 8, 2024.
Student Health Services	Crane, Jennifer	Regarding the health and safety of pupils, the charter school complies with requirements for crisis response in public schools.		Roy Anderson does this one

**High Desert Montessori K-8
2024-2025 School Year**

The Curriculum and Instruction department has reviewed the files provided which included:

1. Current list of textbooks, supplemental curricula, intervention programs, software, and other curriculum programs currently in use.
2. Curriculum maps, pacing guides, lesson plans and/or other applicable curriculum documents to include documentation of how instruction and assessment are tied to standards.
3. A copy of the school master schedule.

English Language Arts:

Grades K-6: Evidence demonstrates that instruction is consistently aligned with the Nevada Academic Content Standards throughout the school year. The standards are clearly noted, and lessons are shown to align with these standards. Montessori materials and curriculum, along with supplemental materials, are also listed.

Grades 7-8: The 7th and 8th Grade ELA Curriculum Map indicates that standards-aligned (NVACS) instruction that consistently addresses various genres of reading and writing is regularly provided.

Commendations:

- Based on the documents provided, there is vertical alignment in the elementary and consistent focus on standards in grades K-8.
- In grades 4-6, activities and aligned standards are noted on the upper elementary ELA Scope and Sequence document.
- The 7-8 Curriculum Map includes an opportunity for student voice and choice as evident in individual novel study and interdisciplinary projects.

Recommendations:

- The information provided was not detailed in regards ELA instruction in grades K-5.
- In grades 1-3, materials provided did not include activities or assessments aligned to the standards and skills being instructed.
- Consider aligning assessment planning tools with standards and lessons.
- Identify learning objectives and assessment criteria in grades 7-8.

Mathematics:

Grades K-6: Documents submitted include a “Scope and Sequence” for lower and upper elementary. The scope and sequence document provides information on standards addressed throughout the year.

Grades 7-8: The mathematics courses for 7th and 8th grades demonstrate a thorough scope and sequence that include standards, objectives, and instructional strategies, presented in a cohesive format across both grades. Additionally, the inclusion of an exhaustive list of assessments—spanning diagnostic, formative, summative, and task types—is a significant strength that supports a comprehensive evaluation of student learning.

For consideration, while a student book was mentioned in the 7th and 8th-grade plans, it would be helpful to clarify the curricular resource from which it originates. Furthermore, although the 6th-grade scope and sequence address all standards, it lacks detailed guidance on learning objectives, instructional strategies, curricular materials, and assessment models, which would enhance its overall usability and effectiveness.

Commendation:

- Middle school math curriculum map includes all areas of planning and instruction for a clear picture of each unit. Consider using this as a template for all subject areas.

Recommendation:

- In grades 1-6 the materials provided did not include activities or assessments aligned to the NVACS and skills being instructed. Consider explicitly noting formative and summative assessments across all grade levels to guide instruction forward and support cohesion.

Science:

Grades K-6: Adequate evidence from the Scope and Sequence document indicates that instruction is provided in the core academic subject of science. Science and Engineering Practices and Crosscutting Concepts are listed in upper elementary. Science is taught throughout the year.

High Desert Montessori 7-8: HDMS uses the WCSD Framework from 2023 as its starting point. Standards are paced throughout the year.

High Desert Montessori science annual plan lists performance expectations for grades 7 and 8. There are no additional plans that demonstrate the content learned in the classroom per quarter or semester.

Commendations:

- Science and Engineering Practices & Crosscutting Concepts are noted in the upper elementary Scope & Sequence.
- Instructional timelines are noted on the upper elementary Scope & Sequence.

Recommendations:

- The plan for 7th and 8th grade should include the cross-cutting concepts, the disciplinary core ideas, and the science and engineering practices learned through the content as prescribed by NVACS.
- A detailed plan of activities, labs, skills and assessments needs to be included.
- Include assessment practices and further note activities aligned to this content.

Social Studies:

Grades K-6: Curriculum documents provided show planning for instruction to include some K-6 social studies standards based on Project Tahoe materials.

Grades 7-8: Curriculum are aligned to the NVACS for Social Studies Standards in grades 7 and 8. Both 7th and 8th grade social studies curriculum integrate connections to the NVACS-ELA and SEL standards.

Commendation:

- Some of the 7-8 documents indicate that students regularly analyze primary and secondary sources and participate in weekly current event analysis.
- Year-long inclusion of financial literacy standards are evident in an afternoon advisory course for grade 7.

Recommendation:

- In grades K-6, materials provided did not include activities or assessment aligned to NVACS and skills being instructed. Consider explicitly noting formative and summative assessments across all grade levels to guide instruction forward and support cohesion.
- In grades 7-8, identify clear learning objectives that correlate to specific assessment tasks.