

**Board Meeting Minutes**

Desert Sky Montessori

Virtual Meeting

November 16, 2022

Jessica Loukonen called the meeting to order at 6:16pm.

**Present:** Jessica Loukonen, Cara Nowak, John Eskew, Kevin McKennon, Dave Trexler

**Also Present:** Heather Phillips, Deli Thordarson, Darlene Weaver, Tom Efthimiades (until 6:45pm), Luke Racine (until 6:45pm)

**Absent:** Daisy Sexton

**BUSINESS**

1. Darlene Weaver: Grants
   1. Has formed a grant team to maximize this resource for DSM; 5 members currently: 1 member focused on the garden (there are many garden-specific grants available currently), other members focused on the actual writing of the grants
      1. Could use more Montessori-specific knowledge in order to write these efficiently
   2. This team is still in its infancy stage: trying to figure out who supports charters and where to put their time
   3. Many of the bigger grants ask for diversity, equity, and inclusion (DEI) information on their applications
      1. Could use the help of the board and Heather Phillips to get some measurements on this, as the group doesn’t have enough inside information to answer these questions
2. John Eskew: Treasurer Report
   1. Financials are in good shape; the full-year budget looks great, even though the current month-by-month breakouts look strange because of the new way we are attempting to track everything
   2. Luke Racine: Year-to-date [YTD] through the end of October: salaries are trending the same as last year; PERS [Public Employees Retirement System] look higher, but will even out for the year; program expenses are higher, mainly due to classroom supplies; the net income change is due to the moving expenses incurred and not receiving ESSER [Elementary and Secondary School Emergency Relief Fund] this year
   3. Luke Racine: YTD budget: revenue is trending well; expenses are a little over budget
   4. John Eskew: the differences in cash available are due to the move and not receiving Covid money from the government this year—DSM built up this cash reserve on purpose, knowing that these expenses were coming
      1. Will work with the accounting team to put together a more detailed recap of the move
      2. Will meet with Toby Wiltse in December to talk about the proposed loan and about the possibility of getting relief from some of these items in one way or another
         1. Pursuing a loan will come down to whether the board is comfortable with the cash reserves where they are or would want more of a cushion in the reserves
            1. Jessica Loukonen: wonders what DSM’s pre-Covid operating cash balance was

John Eskew: remembers being comfortable if DSM was over $100,000 in cash reserves

During Covid: September 2020, DSM had $222,000 in cash reserves; September 2021 DSM had $197,000 in cash reserves

* + - 1. Jessica Loukonen: wonders what DSM’s responsibilities were for the previous buildings we were in
         1. John Eskew: DSM was not responsible for the roof, HVAC, etc; there were CAMs [Common Area Maintenance] that were built into our previous monthly payment for things like snow removal, etc; as a single tenant, DSM now pays for these maintenance things as they are needed

1. Heather Phillips: Head of School Report
   1. There is a generally positive mood throughout the school
   2. Classroom assistants have been doing observations in other classrooms; lead guides will be doing this as well, with goal-setting meetings to follow
      1. Many of these goals have been spoken about and implemented already; the meetings will allow them to be put onto paper
   3. Enrollment is steady
   4. Staffing
      1. Currently in need of 2 aftercare assistants
      2. Has a verbal confirmation with a teacher for the Otter classroom: she plans to do a classroom observation after Thanksgiving break, then sign the paperwork and begin teaching in January
         1. Louise Wilson has been amazing in the Otter classroom
      3. Materials have been ordered for the Wolf classroom

2022.11.16.01 Cara Nowak moves to approve the minutes from October. Kevin McKennon seconds. The minutes from October are approved by unanimous vote.

1. Facilities
   1. Heather Phillips: with the time change, aftercare is struggling with lighting outside the building, specifically on the walk from the classroom to the gate the children use to exit to their parents
      1. Deli Thordarson: has noticed a street light in the parking lot and some motion sensor lights on the buildings that are not currently working—would like to get these serviced before adding additional lighting
      2. Kevin McKennon: offers to loan DSM temporary lighting until a long-term solution can be found
2. Jessica Loukonen: Board President Update
   1. Will be assigning board members in pairs to go over the policies that need reviewing for OSBA [Oregon School Boards Association]
   2. Kristen Miles at OSBA will be the point of contact concerning magnet questions the board might have; plans to have these discussions in the new year
   3. Would like to change December’s monthly meeting to the 14th; all agree
3. Kevin McKennon: would like to discuss the car line at pickup and drop-off, especially concerning the crosswalk—has noticed multiple cars speeding across the crosswalk, sometimes while people are actively crossing
   1. Dave Trexler: has noticed that the lights are not flashing on the speed signs when they are supposed to be
   2. Kevin McKennon will call the city as a concerned parent; Jessica Loukonen will put something in the next monthly newsletter about being mindful at the crosswalk because some people are speeding past it

2022.11.16.02 Dave Trexler moves to approve Heather Phillips as Interim Head of School. Jessica Loukonen seconds. Heather Phillips is approved as the Interim Head of School by unanimous vote.

2022.11.16.03 Cara Nowak moves to remove Bill Alsdurf Jr from all OnPoint Community Credit Union Accounts and add Idelis Thordarson to all OnPoint Community Credit Union Accounts. Kevin McKennon seconds. Bill Alsdurf Jr is removed from all OnPoint Community Credit Union Accounts and Idelis Thordarson is added to all OnPoint Community Credit Union Accounts by unanimous vote.

2022.11.16.04 Jessica Loukonen moves to renew John Eskew’s term as Treasure of the Board. Dave Trexler seconds. John Eskew’s position as Treasurer of the Board is renewed by unanimous vote.

**ADJOURNMENT**

The meeting was adjourned to executive session at 7:13pm.