



**Board Meeting Minutes**  
Desert Sky Montessori  
Virtual Meeting  
July 27, 2022

Jessica Loukonen called the meeting to order at 6:15pm.

**Present:** Jessica Loukonen, Cara Nowak, Dave Trexler, Daisy Sexton, Kevin McKennon

**Absent:** John Eskew

**Also Present:** Bill Alsdurf Jr, Deli Thordarson, Pascaline Myers, Heather Phillips, Tom Efthimiades (until 6:23pm), Luke Racine (until 6:23pm)

**BUSINESS**

- A.** Bill Alsdurf Jr: introduced Tom Efthimiades and Luke Racine, the financial professionals currently working with DSM; helping with finance, budgeting, invoicing, working with Jared Michaels to set up QuickBooks online, etc; has appreciated their effort and timely responses; feels confident about completing this year's audit successfully with their and Brenda Bartlett's help

2022.07.27.01 Kevin McKennon moves to approve the minutes for June and June's Special Session. Dave Trexler seconds. The minutes for June and June's Special Session are approved by unanimous vote.

- B.** Bill Alsdurf Jr: Head of School Report
- a. Enrollment: 177 students enrolled, with a waitlist of 78 families; aftercare is full with a growing waitlist
  - b. Staffing
    - i. All teacher and assistant positions have been filled; excited about the new lower elementary teachers who are joining the team
    - ii. Hired a full-time substitute: Montessori mother who has worked as a substitute with BLP [Bend-La Pine] for several years; will be in the classrooms supporting the teachers when not needed as a substitute
    - iii. Strong substitute list if more than one substitute is needed
    - iv. Still in need of 2 hires to fill aftercare positions
  - c. New Campus
    - i. Pods have been emptied into the classrooms; some teachers have already come in to set up their rooms
    - ii. There are many gaps in construction that still need to be filled: Wendlek Contracting could not finish all the work promised before leaving town, so many things were left undone or half-done—was not paid the full amount because of this; volunteers have been helping to finish the work—used some of the unpaid funds to complete this work

- iii. Systems are being implemented so DSM is not so reliant on paper and clipboards for signing children and volunteers in and out of the school
      - iv. Kevin McKennon: wonders who will be managing the construction going forward
        - 1. Bill Alsdurf Jr: the staff will be taking this over as a committee; the majority of the work still needing to be finished will not require additional permitting
    - d. Cara Nowak: would like for Bill Alsdurf Jr to elaborate on DSM not employing a Spanish teacher for this coming school year; told him of the fundraiser that DSM held a few years ago to start the Spanish program and how much parent backing it seemed to have
      - i. Bill Alsdurf Jr: the funds that were allocated this year were not adequate to secure the position; hopefully this is a one-year decision; was unaware of the previous fundraiser for the Spanish position
    - e. Jessica Loukonen: wonders about the security at the new campus and how the fencing is progressing
      - i. Bill Alsdurf Jr: the fencing should be completed next week; there will be a camera installed at the front door and front gate: during school hours, all entrances will be locked—only those buzzed in by Bill Alsdurf Jr or Deli Thordarson will be allowed to enter
      - ii. Deli Thordarson: there was already a system implemented at the building for the police and fire departments to have access to all entrances/exits by using a master key
- C. Bill Alsdurf Jr: Treasurer Report
- a. DSM will end the year with \$109,000 if the budget is followed as written
  - b. Grants are projected to be \$10,000 under what they have been in the past; will be meeting with Heather Phillips and a grant writer to see about helping this along
  - c. Covid funding will be stopped this year
  - d. Payroll and benefits are both up from last year
  - e. Utilities' costs listed are a best guess until DSM has been in the buildings for a full year; currently looking into people to help with mowing and snow removal—those costs can fluctuate depending on the weather
  - f. He, John Eskew, and the admin team feel good about the budget as written
  - g. Daisy Sexton: wonders if DSM has a resource for knowing which grants are available
    - i. Bill Alsdurf Jr: the grants listed in the budget have already been applied for and approved; additional grants are being searched for by staff and Darlene Weaver; thinks it would be beneficial to have a board member who is also a grant writer; has also been speaking to the Oregon Montessori Association about grants
    - ii. Pascaline Myers: searched for grants prior to Darlene Weaver taking over the role; happy to help where she can; there is a website listing grants available to schools
    - iii. Bill Alsdurf Jr: is interested in putting in place a committee system made up of staff members at DSM which would meet once per week; focuses could include grant writing, school safety, curriculum, etc
    - iv. Deli Thordarson: Linda Taylor has been working closely with Darlene Weaver with grant writing; may also be a good fit for a committee or board position
  - h. Jessica Loukonen: would like to note that John Eskew has done an amazing job with getting the financials, contracts, etc in order

2022.07.27.02 Jessica Loukonen moves to approve the budget for the 2022-2023 school year. Kevin McKennon seconds. The budget for the 2022-2023 school year is approved by unanimous vote.

- D. Bill Alsdurf Jr: thanks the board for their faith in the team and the work they are doing; feels supported and appreciated
- E. Jessica Loukonen: would like to schedule a board retreat for November 5, 2022; would like to use that time to discuss the pros and cons of becoming a magnet school, approving policies, etc
  - a. Heather Phillips: one final set of policies to go over with Jared Michaels, then the board should have all of them to approve

2022.07.27.03 Dave Trexler moves to approve the Volunteer/Criminal Background Policy. Daisy Sexton seconds. The Volunteer/Criminal Background Policy is approved by unanimous vote.

2022.07.27.04 Cara Nowak moves to change the registered agent of Desert Sky Montessori's business registry for the State of Oregon from Jodie Borgia to Bill Alsdurf Jr. Kevin McKennon seconds. The registered agent of Desert Sky Montessori's business registry for the State of Oregon is changed from Jodie Borgia to Bill Alsdurf Jr by unanimous vote.

2022.07.27.05 Jessica Loukonen moves to update Desert Sky Montessori's mailing and physical address for all accounts including, but not limited to, federal and state business accounts to 63175 O.B. Riley Road, Bend, OR 97703. Cara Nowak seconds. Updating Desert Sky Montessori's mailing and physical address to 63175 O.B. Riley Road, Bend, OR 97703, for all accounts including, but not limited to, federal and state business accounts is approved by unanimous vote.

#### **ADJOURNMENT**

The meeting was adjourned at 7:10pm.

**Recorded by: Cara Nowak**

***Minutes approved at 9/21/2022 Board Meeting***