



Board Meeting Minutes

Desert Sky Montessori

Virtual Meeting

September 21, 2022

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

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

Also Present: Bill Alsdurf Jr, Heather Phillips, Pascaline Myers, Deli Thordarson, Louise Wilson, Luke Racine (until 6:25pm)

OPEN FORUM

Louise Wilson: would like to support DSM however she can; is slowly transitioning to not working at the school and would like to help the board

BUSINESS

A. Luke Racine: Financial Report

- a. Discussing the year-to-date [YTD] income statement comparison prepared: everything looks good so far in comparison to last year; more resource and after-school fees have been collected at this point when compared to last year; more has been paid this YTD for salaries and program expenses (partially due to extra office supplies being purchased for the new building)
- b. John Eskew: notes DSM is down \$72,000 in cash YTD because of the move
- c. Bill Alsdurf Jr: as of this afternoon, DSM's moving budget is projected at \$248,148, which is still shy of the \$255,000 the board approved at August's meeting; is hopeful to secure partial donations for the wood chips, gravel, and countertops that are still needed
 - i. Brad Henry [BLP's CFO] and his team are reviewing the loan offered to DSM by Toby Wiltse; once they approve DSM's budget, Toby Wiltse will draw up the loan papers
 - ii. Jessica Loukonen: wonders if Toby Wiltse has reached out to BLP about them covering some of the repair costs DSM faced
 1. Bill Alsdurf Jr: no, Toby Wiltse is waiting for an itemized list that can be taken to BLP, and the budget needs to be approved before DSM can create this list
 - iii. Cara Nowak: would like to know if a pre-pay option was discussed; would like DSM to carry as little debt as possible

1. John Eskew: doesn't think that Toby Wiltse would have a problem with this

2022.09.21.01 Jessica Loukonen moves to approve the minutes for July and August's Special Meeting. Dave Trexler seconds. The minutes for July and August's Special Meeting are approved by unanimous vote.

- B. Bill Alsdurf Jr: Head of School Report
 - a. Staff are finding there is more support needed concerning the social/emotional well-being of our children and the adults in our community; kindness, care, and peace are being promoted in the classrooms
 - b. Enrollment: strong at 179 students—have decided to take on a few extra students than originally planned in case some move or transfer
 - c. Staffing: have hired a new aftercare lead who will also be doing student teaching in the Owl Classroom
 - d. Friends of Desert Sky: this group is being run by a few parents; will be helping with fundraising, sales, grants, and securing room parents for each class
 - e. All the staff are feeling good about the fire drill held this past week on the new campus
- C. Bill Alsdurf Jr: Facilities
 - a. Both bathrooms are complete
 - b. A new process for maintenance has been put into place: there are families in the community who are willing to help with construction work free of charge; if a project is beyond their capabilities, DSM has a list of professionals to call
 - i. With the older buildings on campus and DSM being responsible for anything that needs attention, it will be interesting to see how we should budget for these needs going forward
 - c. The community will be invited to see the garden and make donations toward it on October 8, 2022
 - i. Pascaline Meyers: DSM is part of a garden tour organized and advertised for by the Environmental Center
- D. Pascaline Meyers: would like to invite the board members to visit the classrooms
 - a. Bill Alsdurf Jr: welcomes the board to visit the classrooms and interact with the children at any time
- E. Daisy Sexton: wonders what fundraising money will be spent on this year and if it will be used to knock down some of the debt DSM has incurred
 - a. Bill Alsdurf Jr: there are income goals for the fundraising events because they are part of DSM's operating budget; funds that are raised beyond this number will be tied to asks from the teachers or certain goals (for example, any donations raised through the Central Oregon Gives campaign this year will go towards a stage to be used for afterschool events, clubs, theater, etc); currently working on a grant of \$10,000 to go towards DSM's debt
- F. Jessica Loukonen: wonders if Bill Alsdurf Jr feels safe inside the school and if the measures put into place (locked door, buzzers, etc) are working
 - a. Bill Alsdurf Jr: does feel like the safety measures put into place are working; have decided to keep the doors locked during drop-off and pick-up also and to get some reflective film for the windows of the classroom visible from the street/parking lot; the recent incident on campus was recorded by the video system in use—that recording was sent to the police, who felt strongly that they should be present at pick-up that day

- b. Jessica Loukonen: wonders if BLP has a policy that specifies how to handle this type of situation
 - i. Bill Alsdurf Jr: there is no policy in place for this specific situation; DSM has a policy, but it needs work—preferably from a professional in the field, but that type of support is expensive
 - ii. Pascaline Meyers: most BLP schools have something in place that is building-specific
 - iii. Heather Phillips: believes DSM can access resource officers from other schools if we need them
- G. Jessica Loukonen: Board President Updates
 - a. The board retreat is scheduled for November 5, 2022; breakfast will be provided; will work with Bill Alsdurf Jr to create an agenda
 - b. Head of School evaluation process: wants the board to make sure there is a process in place; the form from OSBA [Oregon School Boards Association] can be used as it is or adapted to our needs; would like to have a proper evaluation in place that Bill Alsdurf Jr can prepared for
 - c. Will work on the recruitment of 2-3 other board members; requests help with this
 - i. Bill Alsdurf Jr: thinks we could put together a profile for this at the board retreat
 - d. OSBA policies: Pascaline Meyers and Heather Phillips reached out to them about this 2-3 weeks ago—will reach out again and get back to the board with any updates

ADJOURNMENT

The meeting was adjourned to executive session at 7:06pm.

Recorded by: Cara Nowak

Minutes approved at 10/19/2022 Board Meeting