



Board Meeting Minutes

Desert Sky Montessori

62968 O.B. Riley Rd

Bend, OR 97703

December 16, 2022

Jessica Loukonen called the meeting to order at 5:31pm.

Present: Jessica Loukonen, Cara Nowak, John Eskew, Dave Trexler, Kevin McKennon, Daisy Sexton (5:40pm arrival time)

Also Present: Deli Thordarson, Jenna Wazny, Luke Racine (until 5:50pm)

BUSINESS

A. Vote Jenna Wazny onto the Board of Directors

2022.12.16.01 Jessica Loukonen moves to vote Jenna Wazny onto the Board of Directors. Dave Trexler seconds. Jenna Wazny is voted onto the Board of Directors by unanimous vote. Daisy Sexton is absent during this vote.

B. Financial/Treasurer Report

- a. Luke Racine: total revenue is down Year-Over-Year [YOY], mainly due to Covid-related help in the past year and lack of fundraising; program expenses are up due to supplies; operating cash is lower due to the move—this is what was planned for in the previous years; salaries are down a bit; expenses are up by 4%, revenue is down by 5%: this is something that can be overcome
- b. Kevin McKennon: wonders if the extra materials that were deemed unnecessary have been returned to Amazon
 - i. Deli Thordarson: as much as possible—some materials could not be returned, so they are considering where to re-sell them
- c. John Eskew: met with Toby Wiltse
 - i. Spoke of how well Heather Phillips and Deli Thordarson are handling running DSM in the wake of Bill Asldurf Jr's departure
 - ii. Plans to send him a copy of DSM's financials after the meeting tonight
 - iii. Both agreed to having made a mistake with the lack of walk-throughs after Realms moved out and before DSM moved in
 - iv. Toby Wiltse agreed to meet with Brad Henry to discuss what, if anything, could be done to help DSM recoup some of the repair expenses incurred with the recent move

- v. Spoke about the Board's concerns with accepting a loan from Toby Wiltse: communicated that the Board is leaning towards not accepting the loan offered, but would like for it to still be an option that could be reconsidered in the next few months after more grants and fundraising have been accounted for—Toby Wiltse was okay with this
- vi. Invited Toby Wiltse to visit the school and the property to see the improvements that have been made so far
- d. Luke Racine: work on DSM's audit will begin this week; expecting this to be completed over the next few weeks

C. Head of School Report

- a. Heather Phillips is not present as she is unwell
 - i. According to her report: DSM lost some students this month, but there is a waiting list that will be used to fill the spots; Kendra Hodgson will be starting in the Otter Class at the beginning of January

2022.12.16.02. Dave Trexler moves to approve the minutes from November. John Eskew seconds. The minutes from November are approved by unanimous vote.

D. Deli Thordarson: Facilities

- a. There is a repetitive issue with vehicles sliding on the hill leading up to the school when it is icy: looking into long-term solutions for this—planning on contacting the city for help and/or suggestions
- b. The snow removal company will plow the walkways at DSM, but will not put anything down to reduce slipping; staff will be spreading ice melt on the walkways
- c. A work order has been put in with our handyman to see if the outdoor lighting could be made operational; currently using a temporary solar light for aftercare

E. Jessica Loukonen: Board President Updates

- a. Would like for the Board to review assigned policies by January's meeting
 - i. Dave Trexler: wonders if the documents will be active so changes can be made
 - 1. Jessica Loukonen: unsure, but will check
- b. Will start board recruitments in the new year
- c. Fundraising
 - i. Rock, Paper, Scissors Tournament [RPS] will be headed and run by the Friends of Desert Sky [FODS]; thinks this group needs to start meeting at least once per month in order to get this arranged
 - 1. Daisy Sexton: headed the fundraising for RPS the first 2 years it was held—normally seeking donations much earlier in the school year than this
 - 2. Deli Thordarson: a FODS meeting is scheduled for January 19, 2023; FODS is currently looking into park venues and ways to market RPS to Bend as a whole instead of it being more of a private event; will be spending time helping to plan this tournament with FODS after the break
 - 3. Dave Trexler: wonders if there is a designated committee within FODS that is assigned to RPS

- a. Deli Thordarson: Dru Ross will be heading the committee and leading smaller committees focused on food, games, etc
 - i. Jenna Wazny: has experience planning large events and is happy to help with RPS
- ii. Deli Thordarson: will be adding a new fundraiser—selling See’s candy for Valentine’s Day—as suggested by a parent; will launch this fundraiser after the break
- iii. Jessica Loukonen: would like for Deli Thordarson to keep the Board updated on fundraising efforts; wonders if it would be beneficial for a Board member to attend each FODS meeting
- iv. Daisy Sexton: would like to know what Deli Thordarson’s role is regarding fundraising efforts and tracking fundraising gains
 - 1. Deli Thordarson: has decided along with Heather Phillips that the role of Business Director is needed at DSM; Deli Thordarson will be taking on this role and will therefore be focusing on the business side of running DSM
 - a. Daisy Sexton: thinks that it will be good for Deli Thordarson’s role to be clarified and for there to be a single point of contact for FODS and fundraising

ADJOURNMENT

The meeting was adjourned at 6:29pm.

Recorded by: Cara Nowak

Minutes approved at 2/15/2023 Board Meeting