



Board Meeting Minutes
Desert Sky Montessori

62968 O.B. Riley Rd

Bend, OR 97703

February 15, 2023

The meeting was called to order at 6:22pm.

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

Also Present: Heather Phillips, Deli Thordarson, Hannah Gregg, Tom Efthimiades (until 6:38pm), Luke Racine (until 6:38pm)

BUSINESS

A. Financial/Treasurer Report

- a. Luke Racine: numbers are beginning to stabilize from a month-to-month standpoint: district revenue is up, program expenses are up due to classroom supplies, behind a few months in PERS [Public Employees Retirement System] contributions; Year over Year: numbers have been affected by moving expenses, classroom supplies, and lack of Covid funding this year; Budget to Actual is beginning to smooth out as well: Student Investment Act timing is throwing the income balance off, as well as PERS contribution timing differences and some classification differences; beginning to look ahead to how much cash will be left at the end of this school year—assuming in the \$180,000 range, but that is dependent on other expenses and any grants coming in
- b. Deli Thordarson: has looked at the before/aftercare line in the budget and noticed it was not reflected correctly: even if the programs were at capacity and all attendees were being paid for in full, it would be over-budgeted by \$5,000
- c. John Eskew: will be working with Luke Racine and Tom Efthimiades on an extended budget to be presented at next month's board meeting
 - i. There have been some issues in the way the teachers' salaries were entered into the payment program: salaries were entered in incorrectly by Bill Alsdurf Jr, and many teachers were being underpaid—totaling in \$12,000—which will show up in February's numbers
 - ii. Still waiting on the Student Investment Act funds to come through—should be around \$114,000

- d. Heather Phillips: DSM has received \$15,000 in grant money
 - e. Tom Efthimiades: the audit is going well; most things have been cleared up, minus some tax questions; the audit should be fully complete in a couple of weeks
 - f. John Eskew: trying to wrap up DSMP [Desert Sky Montessori Primary] so that it is properly closed; the auditors have been given all pertinent information
 - g. Deli Thordarson: has met with Luke Racine concerning the current resource fees still owed the school and reminders are being sent out; would like to finish with this and then see what is still owed from last year's resource and aftercare fees; the invoices for the before/aftercare from last year never went out to the families
 - i. Heather Phillips: thinks there should be some policies and procedures in place around this
- B. Heather Phillips: Head of School Report
- a. Charter School Renewal presentation with BLP last night
 - i. Addressed all points requested by them
 - ii. Inquired about how DSM could attract low income and BIPOC families: the lottery does take some of this control out of our hands, but the school could and should do more advertising around this
 - iii. Would like to examine different forms of academic accountability DSM might employ so that it does not focus solely around district test scores
 - iv. Some questions were brought up around the 20% of ADM [Average Daily Membership] funds that the district withholds from DSM and how those are being used
 - b. Losing an aftercare hire, but have secured a replacement
 - c. Thinks the SPED team is targeting DSM's students effectively
 - d. There are no spaces available for next year's lottery in grades 1-6; Kindergarten lottery is coming up soon: there are 80 students on the waitlist; will be exploring all scenarios to deal with the influx and space requirements
 - e. BLP's IT team is synchronizing our systems so that DSM has access to Clever, a platform streamlining access to digital learning resources
 - f. Susan Andree will be joining DSM in-person next week for a Middle School Development meeting
 - g. FODS [Friends of Desert Sky] has decided to proceed with the Rock, Paper, Scissors tournament [RPS] but on a smaller scale, using it as a community building event
 - i. Daisy Sexton: wonders if an email went out to the DSM community about volunteering to help for RPS; notes there has not been any consistent communication from FODS, especially regarding this
 - 1. Heather Phillips: thinks she could reach out to Kristan Banks about putting something from FODS in the monthly newsletter
 - 2. Deli Thordarson: Kristan Banks would like to record a meeting about what the needs are so that parents can watch when they have time; FODS is a work in progress
 - 3. Daisy Sexton: really thinks this should start with increased communication—a formal email to introduce themselves and give updates on what they are working on: what is pending, what is being accomplished, and what they need help with

4. Heather Phillips: she and Deli Thordarson can communicate some of the events, like and ice skating night; maybe the fundraising restaurant nights can be restarted

C. Deli Thordarson: Business Director Updates

- a. Plumbing update: major work was done on both the Casa and main buildings, with the Casa building having a sewer line that bellied at the bottom of a hill and the main building having a tree root that broke through the line; all expenses were covered by the landlord; plumbing is working well now
- b. HVAC issues: the Casa building had no heat—the fan motor was seized and need to be replaced; property manager covered the expenses
 - i. Griffin HVAC did a walk-through of the entire building with the property manager: found the fan needs to be replaced in the Beaver classroom also; thinks the school should take them up on their maintenance plan which includes regular walk-throughs
- c. Janitorial services will be paid in full for the remainder of the school year by the end of March
- d. Heather Phillips: spoke with the property manager about how DSM could plan for growth: property manager seemed excited and supportive of the school growing and possibly purchasing the space in the future—would be fine with modular buildings on-site

2023.02.15.01. Daisy Sexton moves to approve the minutes from December and January. Kevin McKennon seconds. The minutes from December and January are approved by unanimous vote.

D. Jessica Loukonen: Board Chair Update

- a. Would like to do something for the staff in the spring
 - i. Jenna Wazny: could do a pint night at AVID for the staff and board; could also do a fundraiser at AVID for the entire DSM community
- b. Will talk to Kristen Miles at OSBA [Oregon School Boards Association] concerning rules around posting the Treasurer and Head of School reports online
- c. Working on recruiting members for the board

E. OSBA Policies

- a. Will only be covering Section AB, which is board-specific, and will have the modified version of this section to the board for review before the next board meeting; does not think that the board needs to utilize OSBA as much going forward
- b. The board could look at current school policies over the summer to make sure they are compliant and up to date

ADJOURNMENT

The meeting was adjourned to executive session at 7:20pm.

Recorded by: Cara Nowak

Minutes approved at 3/15/2023 Board Meeting

