

**Board Meeting Minutes**

Desert Sky Montessori

63175 O.B. Riley Rd

Bend, OR 97703

April 19, 2023

Jessica Loukonen called the meeting to order at 6:19pm.

**Present:** Jessica Loukonen, Cara Nowak, John Eskew, Dave Trexler, Kevin McKennon, Daisy Sexton, Jenna Wazny (6:22pm arrival)

**Also Present:** Heather Phillips, Deli Thordarson, Luke Racine (until 6:27pm), Tom Efthimiades (until 6:27pm)

**BUSINESS**

1. Financial/Treasurer Report
	1. Luke Racine
		1. Year to Date: steady from March; expenses are up 13%; salaries are fairly in line with the budget
		2. Year Over Year: income is down—mostly driven by the lack of Covid funding and some increase in payroll—but is offset by the increase in district revenue
		3. Budget to Actual: operating income is up 22%, driven by district revenue and before/after school fees coming in higher
	2. John Eskew: operating cash is still strong considering the move and lack of Covid funding; DSM will not be receiving any district revenue for one month, as usual, but will still have expenses to cover
	3. Jessica Loukonen: will start working on the budget soon; will begin having the budget for the following school year available by the February before
	4. John Eskew: Luke Racine and Tom Efthimiades are not planning to renew their contract with DSM; plan to replace them for next school year so that Heather Phillips, Deli Thordarson, and the Board Treasurer have some extra financial oversight; will reach out to some local people to gauge interest
		1. Heather Phillips: Luke Racine and Tom Efthimiades have said they will be available next year to help the new hire
	5. John Eskew: the audit is almost wrapped up
2. Heather Phillips: Head of School Report
	1. Parent education nights are being successfully run by the teachers this week
	2. Staffing: letters of offer have been sent out to all the guides
	3. Enrollment: currently at 174 students—have added one child each to the Otter and Owl classrooms; currently have 11 more 4th graders next year than DSM has space for; the lottery has closed...144 families applied, 22 families will be added, 11 siblings of current students will be added...the deadline for official acceptance is this Friday [April 21, 2023]
	4. Summer school: not filling the spaces as quickly as was hoped; would like to have 40 spots filled; will be looking next year to get the summer school information out earlier since Bend Parks and Rec also offer their summer programming earlier
		1. Deli Thordarson: the summer program is priced competitively; financial aid and sibling discounts are also available
		2. Heather Phillips: the camps will run for 6 weeks and are staffed with 3 current assistants and 2 current aftercare staffers
		3. John Eskew: wonders if the summer camp can be marketed to non-DSM families
			1. Heather Phillips: would not like to do this as it is challenging to host students who are not used to the space
	5. Pint night at Avid Cider will be tomorrow night
		1. Jenna Wazny: families can get take away cider and the money will still go to DSM
		2. Daisy Sexton: thinks it would be a good idea to email tomorrow about the event, reminding families that we will be representing DSM and that children are welcome until 8:00pm
	6. The Earth Day parade is downtown in Bend on Saturday; DSM will be walking in the parade
	7. Friends of Desert Sky [FODS]: Kristan Banks, Heather Phillips, Deli Thordarson, Jessica Loukonen, Darlene Weaver, and Linda Ly Taylor met to talk about the upcoming Rock, Paper, Scissors Tournament [RPS]; will be reaching out to parents for volunteer requests; still need help soliciting donations
		1. Jessica Loukonen: a goal for this summer is to get FODS up and running and to get a plan for RPS in motion earlier in the school year; thinks parents are not reading the newsletter and therefore are not aware of what is needed or what events are planned
			1. Jenna Wazny: has been hearing from the DSM families that she knows that they either do not have time to read the entire newsletter or that the information is not coming out in a timely manner
				1. Deli Thordarson: is not posting all of DSM’s events on social media because not everything is open to the public—would like to make a group on Facebook for DSM parents only so that more information can be communicated that way
3. Deli Thordarson: Business Director Updates
	1. Facilities
		1. The gutters were cleaned on March 20, 2023—some gutters were detached from the side of the building and some roofing issues were noted; the property manager has taken care of all this
		2. Noticed that the air conditioning is not working
		3. There are still plumbing issues in the bathrooms—the professional’s opinion is that it is being caused by user error at this point: perhaps a lesson to the students is in order
			1. Heather Phillips: she and the teachers have spoken with the students about grace and courtesy around flushing and the number of squares to be used
		4. Jessica Loukonen: wonders if payroll and PERS have been going well
			1. Deli Thordarson: it has all been taken care of
		5. Heather Phillips: trying to work on a system for tracking discounts given to families concerning resource fees and before/after care fees

2023.04.19.01 Daisy Sexton moves to approve the minutes from March. Dave Trexler seconds. The minutes from March are approved by unanimous vote.

1. Jessica Loukonen: Board Chair Updates
	1. Teacher and staff appreciation week begins May 8, 2023
		1. Jenna Wazny: wonders if there is a budget for this
			1. John Eskew: yes
		2. Heather Phillips: gathered information from staff about food preferences, etc, which should be helpful for planning this
	2. Will begin to hold a coffee social for the parents during drop-off the first Wednesday of each month
2. Expansion Updates
	1. Heather Phillips: currently negotiating with Susan Andree to figure out what her role would be at the school next year: potentially part of an Upper El team—in the classroom during the morning work cycle, then helping with administrative duties in the afternoon; Susan Andree would like to start at DSM in June, but knows that she might need to begin at the start of the 2023/2024 school year instead; Darlene Weaver has some grant funding in the works to help pay for the expansion
		1. Daisy Sexton: wonders if part of Susan Andree’s position could include grant writing
			1. Heather Phillips: thinks this is a great idea; Susan Andree is also willing to help with SPED support
3. OSBA [Oregon School Boards Association] Board Policies
	1. Jessica Loukonen: have made the needed adjustments per Rick Stucky at OSBA; will need to update the DSM’s weapons policy as we only have one on file for staff
		1. Dave Trexler: is a bit concerned about the black and white nature of some of the weapons policy, specifically concerning pocketknives as they can be used as a tool
		2. Jessica Loukonen: Deli Thordarson will be posting the completed policies on DSM’s website

2023.04.19.02 Cara Nowak moves to approve board-specific policies. Kevin McKennon seconds. Board-specific policies are approved by unanimous vote.

1. Jessica Loukonen: will be working on board recruitment during this coming month
2. Heather Phillips: invites board members to observe in the classrooms during the morning work cycle; will reach out with some dates and times

**ADJOURNMENT**

The meeting was adjourned at 7:24pm.