



**Board Meeting Minutes**  
Desert Sky Montessori

62968 O.B. Riley Rd

Bend, OR 97703

June 21, 2023

Jessica Loukonen called the meeting to order at 6:22.

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

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

**Absent:** Dave Trexler, Jenna Wazny

**BUSINESS**

A. Financial/Treasurer Report

a. Luke Racine

- i. Year to Date: numbers are aligning closely compared to other months; income is down due to last year's grants; salaries are up, as budgeted; moving expenses look different this month due to reclassifying expenses to get them where they belong
- ii. Budget to Actual: revenue is 1% favorable; expenses are flat compared to the budget; moving expenses look off due to the reclassifications

b. Budget for 2023-2024 school year

- i. John Eskew: the current year is ending as expected—thinks DSM is in a good spot financially; began planning next year's budget around an increase in students because of a middle school, but it became apparent this plan wouldn't work; have decided to budget based on the number of students the current space will hold without expansion; the numbers are based on enrolling 182 students (schools do not receive ADM [Average Daily Membership] when a child is not present, ie out sick, etc)
  1. Heather Phillips: we will have 184 students enrolled next year
- ii. Deli Thordarson: the resource fee is budgeted for 150 students to be paying; attempted to budget conservatively with the money coming in and budgeted for more spending than expected; the extended care program is budgeted higher; the yearbook will break even; lunch program will break even (hoping to be reimbursed for lunches by ODE [Oregon Department of Education]); the grant writing committee is comfortable with the number given, as they did not want

to overpromise and underdeliver; fundraising is budgeted up by \$10,000 from this past year: will be looking to add more fundraisers and to make RPS [Rock, Paper, Scissors] a public event in a public space

1. John Eskew: points out that the fundraising expenses budget has also been increased
- iii. John Eskew: total income is budgeted up 4.24% for next year
- iv. Deli Thordarson: salaries are similar considering the addition of a part-time administrative assistant; PERS [Public Employees Retirement System] are in line with past years; health insurance expenses are going down a bit
- v. John Eskew: utilities are budgeted up 5%; budgeted \$1,500 per month for repairs to the property, which could be high or could be low
- vi. Deli Thordarson: communications expenses were estimated based on previous years; professional development is up with 2 teachers needing training and the district requiring Heather Phillips to attain an administrative license; decreased the budgets for aftercare and summer school for next year; \$45,000 budgeted for janitorial services, which is an increase, but needed; staff food budgeted for a holiday party and an end-of-the-year party; the technology budget is going towards 2 new laptops and a reserve for tablets incase some break
- vii. Heather Phillips: upper el needs new furniture
- viii. Deli Thordarson: AMS [American Montessori Society] membership fees have been paid; merchant processing fees to help collect money owed; insurance premium is going up by 10%; money has been budgeted for field trips, as they would like for each class to have at least one going out per year
- ix. John Eskew: total expenses are budgeted down by \$14,000 for next year
- x. Daisy Sexton: wonders if prices are set for summer care and extended care and if DSM makes a profit from those
  1. Deli Thordarson: thinks summer care is on the higher end and extended care is less than it could be, but DSM does make a slight profit on these
  2. Heather Phillips: will be sending summer care information to the parents in January this year so that option is known before Parks and Rec summer programs are released
    - a. Daisy Sexton: thinks that offering full-day care in the summer is huge and should be capitalized on without getting too crazy with the cost
    - b. John Eskew: wonders if it would be a better idea to not offer a summer program, as it would cut down on wear and tear, the administration would not need to be present, and the building could be open for repairs and setting up for the following school year

2023.06.21.01 John Eskew moves to approve the 2023-2024 budget as presented. Jessica Loukonen seconds. The 2023-2024 budget is approved as presented by unanimous vote.

- c. John Eskew: received 3 bids from new potential accounting firms willing to help next year; would like to go with Price/Fronk as they are in the area and would be able to come onsite to help Deli Thordarson with training around this; they will be preparing monthly financial statements and a summary for the board; doing the audit will be extra; will be an increase of \$10,000 per year compared to last year

2023.06.21.02 John Eskew moves to approve the Price/Fronk proposal dated June 12, 2023. Kevin McKennon seconds. The Price/Fronk proposal dated June 12, 2023, is approved by unanimous vote.

B. Heather Phillips: Head of School Report

- a. Thanks the board for their time and their belief in the school
- b. Staffing: Kendra Hodgson and Taylor Phillips will be co-teaching in the Otter Class; Sophie Barttels and Shelly Phillips will be co-teaching in the Antelope Class; aftercare will be run by two returning staffers
- c. Enrollment: currently 184 students are enrolled for the 2023-2024 school year
- d. Staff held an end-of-year celebration last Friday
- e. Charter Renewal Contract: the term and the license has changed to 5 years; states that Heather Phillips is required to do administrative training, as her current administrative license is conditional on the training being done; Heather Phillips will keep talking with the district about increasing the services they help DSM with

2023.06.21.03 Jessica Loukonen moves to approve the Charter Renewal Contract for 2023-2028. Daisy Sexton seconds. The Charter Renewal Contract for 2023-2028 is approved by unanimous vote.

- f. Head of School Contract looked over by the board

2023.06.21.04 Jessica Loukonen moves to approve the Head of School Contract for the 2023-2024 school year. John Eskew seconds. The Head of School contract for the 2023-2024 school year is approved by unanimous vote.

C. Deli Thordarson: Business Director Updates

- a. Janitorial services: received 4 bids ranging from \$3,200 - \$4,300 per month and walked the companies through the calendar week by week concerning when their services would be needed
  - i. Thinks Advanced Commercial Cleaning is the best option: there will be a team coming out to clean; there is a right to remedy clause built into the contract where they will come out to fix any problems immediately; will provide quarterly deep cleaning; 2-year term with a 5% increase in the second year— can be terminated by either party with a 60-day notice; \$3,787.27 per month

2023.06.21.05 Jessica Loukonen moves to approve Advanced Commercial Cleaning to provide janitorial services for the 2023-2025 school years. Kevin McKennon seconds. Janitorial services provided by Advanced Commercial Cleaning for the 2023-2025 school years are approved by unanimous vote.

- b. The rock chuck problem on the property is being taken care of
- c. HVAC system: all air filters are being changed out monthly at a cost to DSM; not sure why they are getting dirty so quickly

2023.06.21.06 Jessica Loukonen moves to approve the minutes from May. Daisy Sexton seconds. The minutes from May are approved by unanimous vote.

D. Jessica Loukonen: Board President Updates

- a. Summer goals: getting a Head of School evaluation in place for next year; readdress DSM's firearm policy; working on board recruitment—especially for the treasurer and presidential roles
- b. Dave Trexler has offered to help with the expansion process and would like to present to the board on this topic
- c. A grant writer is sadly not on the table for next year unless a grant comes in that would cover a writer's fees

2023.06.21.07 John Eskew moves to re-elect Dave Trexler to the DSM Board of Directors. Kevin McKennon seconds. Dave Trexler is re-elected to the DSM Board of Directors by unanimous vote.

2023.06.21.08 Jessica Loukonen moves to re-elect Kevin McKennon to the DSM Board of Directors. Daisy Sexton seconds. Kevin McKennon is re-elected to the DSM Board of Directors by unanimous vote.

#### **ADJOURNMENT**

The meeting was adjourned at 8:03pm.