



Board Meeting Minutes
Desert Sky Montessori
62968 OB Riley Rd Suite A
Bend, OR 97703
February 21st, 2024, at 6:15 pm

February 2024 Board Meeting

CALL TO ORDER

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

Present Board Members:

John Eskew: Present
Daisy Sexton: Present
Dave Trexler: Present
Heather Marshall: Present
Jessica Loukonen: Present
Cara Nowak: Present
Jenna Wazny: Present (Online)

Also Present:

Heather Phillips - Present
Deli Thordarson - Present
Jenna Baires - Absent
Al Colombo (until 6:27pm)
Darlene Weaver - Present
Louise Wilson – Present
Katherine Neubauer - Present

Our Vision: Students Empower to share their unique gifts with the world

Our Mission: Desert Sky Montessori provides all children with an environment for joyful exploration that fosters self-discovery and a life-long love of learning

Meeting Section: Treasurer Report

Speaker(s): Al Colombo and John Eskew

Description:

Al Colombo — He went over the budget summary. There is a new column comparing the current month's differences to the prior report. The current grant income is higher than budgeted.

John Eskew — He went over the budget. During the meeting, he discussed the need to revise fees for students in the school district. The overall salaries have been lowered, but we are bringing on another assistant. A couple of things to consider for the rest of the year: Two months a year, we have three payrolls instead of two, and we must pay employees their unused paid time off (PTO) at the end of the year. We paid two janitorial payments in January, but there will be no payment in February. Overall, things are on track this year.

Actions: n/a

Attachments: n/a

Meeting Section: Head of School Report

Speaker(s): Heather Phillips

Description: Amanda Bellinger has joined the Kestrel classroom as an instructor. She is working well with the other staff. The new Beaver guide started today, and an assistant teacher is underway.

There is a job posting for an aftercare program instructor.

We have continued our child study meetings. The instructors are working on targeting interventions with kids who need more help. The staff has been forming an early literacy team. Some students are using DreamBox Learning, a new intervention tool.

The following is an update to enrollment numbers for the 2023-24 school year.

| Classroom | Actual | Projected |
|---------------|------------|------------|
| Otter | 24 | 24 |
| Beaver | 12 | 12 |
| Wolf | 27 | 26 |
| Kestrel | 27 | 26 |
| Antelope | 27 | 26 |
| Steelhead | 23 | 26 |
| Owl | 25 | 30 |
| | | |
| Total: | 165 | 182 |

Skate Night: Desert Sky Montessori had a skating night. The school partnered with another Montessori School in La Pine. This event helped to create a bridge between the new kindergarteners in the community.

School Lottery: Offers for the lottery will be made in early April.

Educational Night: The teachers are planning an education night in March 2024. This event will be on three different nights that week. These nights are to be determined.

Rock Paper Scissors: The Friends of Desert Sky have been working on this fundraiser.

Vision Testing: Friday is the annual vision testing for all students.

The Garden: An email about the garden has been sent out to families. One of the main goals is to support the butterflies, bees, and pollen project.

Actions: In preparation for the upcoming academic year, it is necessary to create a budget plan.

Attachments: n/a

Meeting Section: Business Director and FODS/Grants Updates

Speaker(s): Deli Thordarson

Description: Rob Wiltse requests a regular maintenance person under contract at Desert Sky Montessori. All the paid invoices have been reviewed, and the team realized that if we had a better preventative maintenance system, we would not have as costly repairs.

Current Maintenance Fees and Overview: Repairs and maintenance (Not including Snow Removal): Our current charge is \$50 per hour with a one-hour minimum. The Desert Sky Montessori team will encourage volunteers to find a licensed contractor in the volunteer group. Having a proactive approach could be more proactive overall. Our maintenance budget has been partially claimed for snow removal. Desert Sky Montessori is currently responsible for everything in the rental agreement.

Maintenance Proposal:

Rob Wiltse will be our maintenance person for now. He will handle accounts and walk-through inspections for preventative maintenance. His monthly charge is \$650.00.

Maintenance Proposal Includes the Following:

- Vendor list
- Vendor selection and management
- Vendor scheduling
- Involvement of government sign-off
- A one-month walk-through inspection
- Phone consultation
- HVAC monthly filter replacement

Group Discussion: Creating a cap on work and fees will be a promising idea. Consider omitting the hourly fee and have this be part of the \$650 monthly charge.

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Friend Of Desert Sky (FODs) Report: This team is working on the Rock Paper Scissors event, and planning is underway. FODs is looking to get more volunteers, they are working on a new email/announcement.

Paused Activities: Trivia Night and Kids Night Out are paused for this year.

Enrollment Lottery: We have previously been aligned with the district regarding lottery requirements. This year, Desert Sky Montessori was not informed of all the changes made to the district's lottery system. The district decided to pause its lottery so Desert Sky Montessori could catch up.

We are going to stick with our original lottery plan. The district will provide the oversight. Other magnet schools have pulled their kids from their lottery, and parents/families have already made choices.

Actions:

- Communicate with Rob Wiltse about a maintenance fee cap. Create a trial basis with Rob Wiltse between now and the end of June. The updated estimate should include the cost of onsite visits in the monthly fee for all vendors. There are no additional charges for onsite visits.
- Communicate to families about the lottery, explicitly being waitlisted at another school.
- Lean on volunteers for specific maintenance activities.

Meeting Section: Board President Updates

Speaker(s): Jessica Loukonen

Description: We are not expanding but trying to make Desert Sky Montessori a kindergarten through sixth-grade school. Jessica Loukonen reached out to a company that does strategic planning and grant writing, hoping they can help us in the future. This will be the focus of the year.

Jessica Loukonen will step down as board chair and board member in June 2024. We hope to get someone in as board president. Help to make a list of pros and cons for incoming board members. Jessica Loukonen emailed Kristen Miles and asked about the rule for the executive session minutes.

Actions: Darlene Weaver and Jessica Loukonen will contact parents about their interest in joining the board.

Attachments: n/a

Approval Of Board Meeting Minutes — 2024.02.21.04

Motion: Cara Nowak moves to approve the board meeting minutes for October 2023, December 2023, and January 2024. Dave Trexler seconds the motion.

Ayes: 7 Nays: 0 Absent: 0 // **Motion Carried**

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Meeting Section: Secretary Updates

Speaker(s): Heather Marshall

Description: We discussed a new format for notes, and new expectations.

Actions: Move into this new format.

Attachments: n/a

ADJOURNMENT

The meeting was adjourned to executive session at 7:23 pm

Recorded by: Heather Marshall

//Minutes approved at March 2024 Board Meeting