



**Board Meeting Minutes**  
Desert Sky Montessori  
62968 OB Riley Rd Suite A  
Bend, OR 97703  
December 13th, 2023

**December Board Meeting**

**John Eskew called the meeting to order at 6:15 pm.**

**Present Board Members:** John Eskew, Daisy Sexton, Dave Trexler, Heather Marshall, Jessica Loukonen, Cara Nowak, Jenna Wazny

**Board Members Absent:** n/a

**Also Present:** Deli Thordarson, Jen Baires, Al Colombo (until 6:30pm), Darlene Weaver, Louise Wilson, and guests (technical Difficulties)

**Absent:** Heather Phillips

**Meeting Starting:**

**1. Treasurer Reports**

a. Al Colombo went over the **budget vs. actuals** for the school year. July to

b. **Budget Summary:**

i. Total Income

1. Actual: \$855,888.40
2. Budget: \$865,415.95
3. Over Budget: \$-9,527.55
4. % of Budget: 98.90%

ii. Total Expenses:

1. Actual: \$724,810.53
2. Budget: \$743,852.64
3. Over Budget: \$-19,042.11
4. % of Budget: 97.44%

- iii. Other Total Income:
  - 1. Actual: \$43.09
  - 2. Budget: \$0
  - 3. Over Budget: \$43.09
  - 4. % of Budget: 0%
- c. The payroll section has been expanded
- d. There have been expenses from 2023 that have moved into 2024
- e. All the other expenses are consistent with the prior months
- f. There is a time in the summer when there is no income. Therefore, we get two payments in July. Bills are deferred to June. This payment gets reimbursed when the double payment comes in. The reserve is 3% of revenue. This is the minimum cash that we need to have.
- g. We are going to extend the audit deadline. The team will get back to it in January 2024. The deadline for this is June 2024.
  - i. Al Colombo is signing off at 6:24

## **2. Head of School Report - Heather Phillips**

- a. Heather Phillips was absent. There is nothing new to report.

## **3. Business Director and FODS/Grants Report – Deli Thordarson**

- a. Early literacy grant
  - i. Early literacy grant
  - ii. There is an early literacy grant, and the deadline is January 8th, 2024
  - iii. If we get the grant, we will get 40k this year and 40k next year
  - iv. The board must approve whether we apply or not
  - v. Louise Wilson will figure out what the funding can be used for
    - 1. They have purchased items of varying sizes to supplement the curriculum
    - 2. The state of Oregon will require that all teachers do video training. This is an added expense to start thinking about
      - a. The allocation for this year will be 41k
      - b. For next year 42k
      - c. Certain things specifically can be used for this grant
      - d. Adoption and implementation of curriculum
      - e. Employment of literacy
      - f. Professional development and coaching
      - g. Extended learning programs
      - h. High dosage tutoring
    - 3. They will get a curriculum called integrity. This will be a sizable chunk of where the literacy money will go.

4. With this grant, there is reporting that will need to happen
5. Darlene Weaver will call the state or grant coordinator. She will try to discover what other grants are easy to get.
- b. The HVAC went down in the front office, and it was repaired
- c. Chad Belknap, the maintenance contractor, is going to put the foam insulation in the crawl space
- d. The new Janitorial services are going well
- e. Louise Wilson wants to recognize our janitorial custodians and give them a thank you card for all their hard work.

2023.12.13.01 Cara Nowak moves to approve the Literacy Grant. Dave Trexler seconds. The literacy grant is approved by unanimous vote.

#### **4. Friends of Desert Sky - Jen Baires**

- a. There are no big updates
- b. There is a focus on planning our rock paper scissors fundraiser.
- c. Desert Sky Montessori is going after the rock paper scissors record with the Guinness World Record committee
  - i. Jen Baires oversees the connection
- d. The current record is 319 teams

#### **5. Grants - Darlene Weaver**

- a. We just received a financial aid check to help cover the costs of field trips
- b. We received support for the charter bus
- c. Darlene Weaver will check in with McMenamins about another fundraiser
- d. There are four or five grants due by February 1, 2024

2023.12.13.02 John Eskew moves to approve the minutes from November. Jessica Loukonen seconds. The minutes from November are approved by unanimous vote.

#### **6. Board President Updates - Jessica Loukonen**

- a. We need more board members
- b. Jessica will send emails out and bring it up during the coffee chat

#### **7. DSM Expansion Reports Updated (11/15/23) - Dave Trexler**

- a. With Heather Phillips not present, we are going to defer this conversation to the next board meeting
  - i. We will have updates and a discussion next month

**ADJOURNMENT**

The meeting was adjourned to executive session at 6:43 pm

**Recorded by: Heather Marshall**

***Minutes approved at the February 2023 Board Meeting***