



Board Meeting Minutes
Desert Sky Montessori
62968 OB Riley Rd Suite A
Bend, OR 97703
January 22nd, 2024

January Board Meeting

Jessica Loukonen called the meeting to order at 6:17 pm.

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

Absent Board Members: n/a

Also Present: Heather Phillips, Deli Thordarson, Al Colombo (until 6:30pm), Darlene Weaver, Louise Wilson

Meeting Starting:

1. Treasurer Reports

- a. The payrolls, taxes, and salaries are in line with what was expected. There are no issues with payments or discrepancies in the amounts.
- b. **Operational Costs:** There are few differences between the beginning and end of the year.
- c. **Budget Summary:**
 - i. Total Income
 1. Actual: \$1,013,444.75
 2. Budget: \$1,014,943.94
 3. Over Budget: \$-1,499.19
 4. % of Budget: 99.85%
 - ii. Total Expenses:
 1. Actual: \$934,463.35
 2. Budget: \$892,623.15

3. Over Budget: \$41,840.20
4. % of Budget: 104.69%ph
- iii. Other Total Income:
 1. Actual: \$51.72
 2. Budget: \$0
 3. Over Budget: \$51.72
 4. % of Budget: 0%
- d. The financial trend is going down as we are losing students. We need to watch it to ensure we are on track.
- e. Al Colombo is leaving at 6:30 PM.

2. Head of School Report - Heather Phillips

- a. Current Enrollment:
 - i. Otter: 25
 - ii. Beaver: 13
 - iii. Wolf: 27
 - iv. Kestrel: 27
 - v. Antelope: 27
 - vi. Steelhead: 24
 - vii. Owl: 25
 - viii. Total: 166
- b. Beaver class Update:
 - i. All the first-grade students from the beaver class were moved to older classrooms
- c. Collette Janning has been hired as our new office manager
- d. An interview was conducted today for a long-term teaching position. An offer will be sent out shortly. If hired, this teacher will come in and start to do a job shadow. Heather Phillips feels good about this hire.
- e. Some students are working on the school newspaper, The Desert Sky Sun. These students did a presentation in each classroom.
- f. Math testing is complete. It was concluded that some students need extra help with mathematics.
- g. The grant proposal for early literacy has been submitted and approved for \$40,000.
- h. There will be extended learning opportunities for the summer.
- i. Twelve students have left the school since the beginning of the year.
- j. As per the latest records, there are currently 166 students enrolled at Desert Sky Montessori. A good goal would be 170 students.
- k. The enrollment trends vary from year to year.

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

- a. Current Fundraisers

- i. The Central Oregon Gives fundraiser has concluded, and \$32,872.42 has been raised. This has been the most successful fundraiser for Central Oregon Gives.
 - ii. Two additional prizes were won during this process which helped with the overall amount.
 - 1. There was sponsorship by a family in our school. They ran a raffle, which helped make the activity so successful.
 - 2. The McMenamins payment came in at \$3,441.34. The funds are specifically set aside for student field trips.
- b. Facilities
 - i. The property manager has decided to continue in their position.
 - ii. He will be coming to campus once a month and is responsible for changing our HVAC filters once a month. The relationship is working well.
 - iii. The front doorbell is not working and needs to be fixed. The repair person cannot come out until March. It may need to be replaced.
- c. Conference Update
 - i. Deli Thordarson and Louise Wilson went to a conference in November. They learned a great deal. The sessions they attended talked about the following things:
 - 1. School nutrition:
 - a. Schools can access nutrition resources and hire help to set up their programs.
 - 2. How to improve staff retention
 - 3. Early literacy grants
 - 4. 504 plans
 - 5. Networking with other charter schools
- d. Summer Activities
 - i. A save the date email is going out shortly for summer activities.

4. Grants - Darlene Weaver

- a. We have \$45,000 in private sector grants and \$45,000 that we will get next year.
- b. It is becoming more difficult to find grants for charter schools.
- c. There is a \$20,000 grant for a food program.
- d. There is one more state grant we can apply for.
- e. We can only look at the federal grants once the registration is done. Heather Phillips has yet to receive any feedback. She is going to check on the status.
- f. The grant of \$50,000 over 2 years requires intentional planning for its expenditure.
- g. We need to get a grant writer.

5. Approve December Board Minutes

- a. We will review all the minutes and get them finished and approved soon.

6. Board President Updates - Jessica Loukonen

- a. We need to start recruiting new board members. Let us start by creating a newsletter or a Facebook post. Moving forward, we need to expand.

7. DSM Expansion Report Update - Dave Trexler

- a. Things are on pause. One modular with 1-2 classes is more than we can afford now.
- b. We need a presentation of what we want to accomplish to get the process moving forward.
- c. We should talk to other schools about how they did their expansion campaigns.
- d. We should consider hiring a non-profit consulting firm to help us launch this project.

8. Additional Items:

2024.01.22.01 Daisy Sexton moves to vote Jessica Loukonen as Board Chair to another term with the Board of Directors. John Eskew seconds. Jessica Loukonen is voted in as Board Chair by the Board of Directors by unanimous vote.

ADJOURNMENT

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

Recorded by: Heather Marshall

Minutes approved at the February 2023 Board Meeting