

Board Meeting Minutes

DESERT SKY MONTESSORI SCHOOL

150 NE Bend River Mall, Suite 260- Bend, OR 97703

January 14, 2019

Sam called the meeting to order at 6:20pm

Present: Grant Martin, Sam Pierce, Jason Sexton, Shauna Michaels

Also Present: Jodie Borgia, Julia Sutter

REVIEW AND APPROVE DECEMBER MINUTES

12.10.2018 MINUTES/ November minutes were approved by the board.

Business:

A. Head of School Report

- a. Enrollments have been steady and our waitlist is continuing to grow.
- b. 2019/2020 Lottery: Applications for the 2019-20 lottery are now up on our website. The 2019-20 application for our preschool is also up on the website. Next year our preschool and kindergarten classes will be combined to form full Children's Houses. Looking at the 28 kindergarten places, at least 16 of those places will be offered to siblings. Therefore, we will be offering 12 places in the lottery. As we received over 50 applications last year we should end up with a healthy waitlist.
- c. In the preschool we should be filling 9 available spots, We have many people interested in the preschool that need DHS payments. After we set up this system our waitlist should grow.
- d. Staffing: We had a new After School Enrichment club assistant start after the winter break. An offer of employment will be given to the current staff in February. They will be given their Official contract to sign by March 15 and need to respond by April 15th.
- e. Testing: The winter round of EasyCBM (school based) testing begins this week. This year all children will be tested three times a year. This is a request from the district. State testing for all our grade 3 and 4 children is scheduled for April 22 - May 3rd.
- f. Grants we have been offered two different title funds from the district. Firstly is \$2948 in Title II funds. These funds are for professional development. The staff will begin by doing a four-hour training on February 1st in Collaborative Problem Solving. We have Shannon Pugerude from the Samara Learning Center come to us to do the training. We have also been offered \$1500 in Title IV funds. These are for expenses for well-rounded educational opportunities as well as safe and healthy student.

B. Business Director Report:

- a. Facilities: We have been getting bids and doing lots of work on the OWC facilities improvement. We had to redo the insulation and HVAC due to repairs. We got 2 new sheds installed. Making plans for 2019/2020 repairs and construction bids throughout this winter/spring.
- b. Working on DSMP non-profit status in January, working on a 3 yr budget and sublease of OWC campus.
- c. Budget: 2018 1st qtr financials and budget in progress, Finalizing construction costs and billing to Unity & Partners, Financial Audit was complete and didn't receive any managerial remarks, BLS and State of Oregon have received the audit.

C. Presidents Report:

- a. Shawna Smith resigned Dec. 20th 2018 and Jolisa Sheridan resigned Nov. 18th 2018.
- b. Look over Janna Thompsons application and resume for board voting tonight.

D. New Business:

- a. The board voted to approve the Administration of Non-Injectable Medicines
- b. The board voted to approve the DSM Admission Policy
- c. The board voted to approve the DSM Confidentiality Policy
- d. The board voted to approve the DSM Emergency Closures Policy
- e. The board voted to approve the DSM Emergency Drills and Instruction
- f. The board voted to approve the DSM Use of Seclusion and Restraint Administrative Regulations
- g. The board voted to approve the DSM Seclusion and Restrain Policy
- h. The board voted to approve the Lockdown Lockout Drills for DSM
- i. The board voted to approve the Lockdown Lockout Drills for ES
- j. The board voted to approve Renewal, Non-Renewal, Non-Extension, and Dismissal of Licensed Teachers and Administrators
- k. The board voted to approve Catherine Bangerter to be added to all OnPoint Community Credit Union Bank Accounts.
- l. The board voted to remove Jolisa Sheridan from all OnPoint Community Credit Union Bank Accounts.
- m. The board voted to approve Janna Thompson onto the DSM board.
- n. The board voted for Janna Thompson as Treasurer of the board.
- o. The board voted to remove Shawna Smith from all OnPoint Community Credit Union Bank Accounts.