



Board Meeting Minutes
DESERT SKY MONTESSORI SCHOOL
150 NE Bend River Mall, Suite 260 - Bend, OR 97703
March 11, 2019

Sam called the meeting to order at 6:23

PRESENT: Grant Martin, (Via Phone) Sam Pierce, Shauna Michaels

ALSO, PRESENT: Jodie Borgia, Julia Sutter, Cara Nowak, CeCe Bangerter, Jolene Dodge, Jason Sexton

No open forum items were presented.

REVIEW & APPROVE MINUTES

01/14/19 Minutes, 02/11/19 minutes were approved by the board.

BUSINESS

A. Head of School Report

- a. Enrollments- 152 Children currently enrolled. The lottery for the 19/20 School year will close 22 March 19. The Lottery is held at the Bend La-Pine School District on 2 April 19. Offer letters will be sent 6 April 2019.
- b. DSM has decided to not extend the school year due to snow days because we already have 171 instructional days on original calendar.
- c. 2019/2020 school start times will be changing to match the districts changes. DSM will begin at 8:15am and go till 3:15pm. DSMP will begin at 8am and will be released at 3pm.
- d. Contracts to teachers for the 2019/2020 school year are due by 15 march. April 15th they will need to have signed the contract.
- e. All Teachers are going to trauma informed training. Staff are looking for more support/funds to make S.P.E.D. program more successful and informed for all kids who need support.

B. Business Director Report

- a. Fire Alarms were rewired due to needing to reinsulate school at One World Center. The outdoor lighting for parking lot is still with permitting at One World Center. Septic inspection came back better than expected and will have another inspection done in the summer to verify it can still meet capacity for number of students on campus.
- b. Conversation with Bend La-Pine Schools has begun to discuss DSM's need for modular classrooms to fit growth in next 2020/2021 school year. Conversation will continue and be ongoing to find one that meets the school's needs.
- c. June 2019 DSMP will reduce the aftercare program and Children's programs fees for families due to shortened month. Next year, tuition for PS will not be discounted. All families will be notified when the decisions have been made on fee costs.
- d. Julia finished the DSM ADM funds audit and figuring out how much money is left for spending.
- e. Paid Time Off (PTO) hours need to be input into the budget to make sure that the money is available if staff take the extra time off or take a payout
- f. 2019/2020 school year will have Heather Phillips join the administration team at DSM 2 days a week.



C. President Report

- a. Sam and Julia went and met with Sarah Behrman (Grant Writer) to discuss DSM needs. Julia Sutter, Jodie Borgia and Sam Pierce met with her a second time and will be willing to find time/budget to get her a contract to discuss researching/writing grants for short term/long term grants that meet DSM needs.
- b. April board meeting is an open forum meeting specifically to discuss the middle school options and growth of DSM in the future.
- c. Melissa Harbert is coming May 4th for the strategic planning/interviews with families, DSM board, and community members.
- d. June 9th DSM Board Retreat with Melissa Harbert.

D. New Business

- a. Shauna motions to vote Jolene Dodge onto the DSM board of directors. Grant Seconds. Motion carries.
- b. Shauna motions to vote Cara Nowak onto the DSM board of directors. Grant Seconds. Motion carries.
- c. Grant motions to vote Cara Nowak as secretary of the board. Shauna seconds.
- d. Grant motions to approve to remove Shauna Michaels from the OnPoint Community Credit Union accounts Cara Seconds. Shauna Sustains, Majority approves.
- e. Shauna motions to approve Cara Nowak to be added to all OnPoint Community Credit Union Accounts. Jolene seconds. Motion carries.
- f. Jolene motions to vote to approve the DSM board not to have a meeting in July 2019.

The meeting was adjourned at 8:15pm.

Recorded by: Shauna Michaels

Minutes amended and approved at 5/8/19 Board Meeting