



Board Meeting Minutes
DESERT SKY MONTESSORI SCHOOL
150 NE Bend River Mall, Suite 260 - Bend, OR 97703
April 9, 2018

Shauna called the meeting to order at 6:04 pm.

In attendance: Shauna Michaels, Jolisa Sheridan, Elvin Smith and Shawna Smith

Also present: Jodie Borgia, Julia Sutter, Grant Martin, Kathy McCullum, Kevin Daugherty and Jessica Born

2018.04.09.01 Jolisa moves to approve the minutes of the March meeting. Elvin seconds. Shawna abstains. The minutes of the March meeting are approved with none opposing.

BUSINESS

A. Head of School Report

- a. 2018/19 lottery is complete. Sent 30 kindergarten offers for 2018/19. Must accept by 4/20. Holding an enrollment day on a Saturday. Jodi will do home visits for all new students. Another 55 children were alerted of waiting list status. New facility determines in which grade level other openings may be. No offers to new grades 1 - 4. Jodie has already received some calls expressing interest in pre-school.
- b. Jodie is hopeful that we can retain the current Special Education team for next year. The district will determine the level of services based on actual enrollments of students who receive services.
- c. Plan is in place to complete state testing. 2 students are currently opted out.
- d. Current priorities for spending are materials for classrooms. Playground is currently a lower priority than materials and furniture for classrooms.
- e. What can we offer donors in terms of recompense for donations? Would like to offer placement on website, Facebook acknowledgement, plaque on side of the shed, wall in front hallway, monthly newsletter, etc. The board agreed that a plaque on the side of the shed is appropriate to acknowledge donor(s) who make the shed possible. Other ideas are tabled while Jo researches.
- f. Jodie recently attended equity training and found it valuable. Would recommend for board members.
- g. Parent Info Nights coming up. Math curriculum evenings first week of May.

B. Business Manager Report

- a. Budget: 1st and 2nd quarter financials went to district. She has answered all their questions. 3rd quarter financials and facility changes due to district by April 30. Preparing next year's preliminary budget for district soon, due May 1. Will include second entity necessary for pre-school. ODE says we may not purchase a bus, but 12-person vans are OK.
- b. The implementation grant is ready to reimburse. Should be receiving funds soon. November and December expenses have been submitted. January and February to be submitted soon.
- c. We have submitted a Letter of Intent for the Scenic Drive property. Met with childcare licensing agent. Looks good. Had a pre-planning meeting with county. Extended timeline, so quite a while (10 - 12 weeks after submission of plans) before we will know. Specifics depend on timing. Planning department says environmental specialist needs to check system and soil to determine septic system capacity. It will be necessary to create a separate non-profit entity to oversee the private pre-school.



C. President's Report

- a. Elvin is taking on marketing. Shauna will head up facilities. Shawna will head up strategic planning, and Jolisa fundraising and finance committee.
- b. Board reports are due May 4 for meeting on May 14.

D. Treasurer's Report

- a. Julia and Jo met over spring break. Would like to use Treasurer job description from Melissa combined with OSBA format. As acting Treasurer, Jo signed off on financials after thorough review.
- b. With regard to segregation of duties, Julia received a document that lists who does what in terms of financials, and made recommendations for further segregating duties. Effective 3/1, segregation of duties procedure in effect.
- c. Rock Paper Scissors Tournament will be held at 10 Barrel on the East Side. We still need more sponsors.

ACTION ITEMS

- 2018.04.09.02 Shawna moves to appoint Jolisa Sheridan as treasurer. Elvin seconds. Jolisa abstains. Motion passes with none opposing.
- 2018.04.09.03 Shawna moves to remove Debra Wollesen from all of the OnPoint Community Credit Union accounts. Elvin seconds. Motion passes unanimously.
- 2018.04.09.04 Shawna moves to add Jolisa Sheridan to all of the OnPoint Community Credit Union accounts. Elvin seconds. Jolisa abstains. Motion passes with none opposing.
- 2018.04.09.05 Shawna moves to appoint Jolisa Sheridan chair of fundraising committee. Elvin seconds. Jolisa abstains. Motion passes with none opposing.

ANNOUNCEMENTS

The next board meeting will be held on Monday, May 14, 2018.

ADJOURNMENT

Meeting was adjourned at 7:34 PM.

Certification of Secretary

I hereby certify that these are a true and correct copy of the minutes of the April 9, 2018 Desert Sky Montessori board meeting, approved by the board on May 14, 2018.


Shawna Smith, Secretary