



**Board Meeting Minutes**  
DESERT SKY MONTESSORI SCHOOL  
150 NE Bend River Mall, Suite 260 - Bend, OR 97703  
May 14, 2018

Shauna called the meeting to order at 6:03 pm.

In attendance: Shauna Michaels, Sam Pierce, Jolisa Sheridan and Shawna Smith

Also present: Jodie Borgia, Julia Sutter, Jolene Dodge, Grant Martin, Pascaline Ocana

No open forum items were presented.

2018.05.14.01 Jolisa moves to approve the minutes of the April 9 regular meeting. Shawna seconds. The minutes of the April regular meeting are approved with none opposing.

2018.05.14.02 Sam moves to approve the minutes of the April 24 special meeting. Jolisa seconds. The minutes of the April 25 special meeting are approved with none opposing.

## **BUSINESS**

### **A. Head of School Report**

- a. Enrollment - 105 students are currently enrolled. 3 students will be leaving at the end of the year. 27 students have accepted positions for Kindergarten for 2018/19, with a number of students on the wait list for each grade. 42 students are on the wait list for preschool, 10 of whom are siblings of current students (10 siblings).
- b. Staffing - All 5 head teachers have signed contracts. Roseanne will cover Heather during maternity. Admin contracts will be done this month. Job ads will be coming out for head teacher for 3rd lower elementary and aftercare. Holding off on 5th position until Scenic Drive is for sure.
- c. SPED - Looks like we will have the same team for next year. Jodie is meeting w/SPED liaison next week. Hoping to plan a Montessori training over summer for SPED teacher from district.
- d. All 14 kids sat the Smarter Balanced tests. Results were better than Jodie anticipated.
- e. Middle School - Pascaline, Shawna, Jodie visiting Community Roots on Thursday to meet with Susan, who set up middle at Lewis & Clark and is currently helping to set up a middle school program at Community Roots. She is happy to help us with ours. Will come and talk with board and parent community.
- f. PCA - Last PCA meeting of the year is the week of 5/21. At that meeting, Jodie hopes to put together a draft calendar of events for next year.

2018.05.14.03 Shawna moves to approve Visitors Policy. Sam seconds. The Visitors Policy is unanimously approved.

### **B. Business Manager Report**

- a. Budget/Financials Update
  - i. The 2018/19 proposed budget will be split into two entities: DSM and DSMP.
  - ii. 2017/18 final budget was reviewed and discussed, along with 1st, 2nd and 3rd quarter financials.

2018.05.14.04 Jo moves to approve the revised 2017/18 budget. Shawna seconds. The revised 2017/18 budget is unanimously approved.

- 2018.05.14.05 Sam moves to approve financials for 1st, 2nd and 3rd quarter. Shawna seconds. The financials for 1st, 2nd and 3rd quarter are unanimously approved.
- b. Preschool/DSMP Update - We will need to have a separate board for the preschool, with at least 3 members. District is requiring separate board, and CPA and auditing team concurs. A suggestion was made to look into the Executive Board model. Name of new entity is Desert Sky Montessori Primary (DSMP).
  - c. Facilities Update - We are moving forward with building & occupancy permits. Beautiful drawings to build walls, hallways... Only planning to do construction that is required to get into the building. For now, buying temp walls. Reconvene in January to plan improvements for following year. Goal is to get building permits submitted by 5/22. Team is working on drafting the lease, with a plan to review it at the end of month with owners and their attorney.
- 2018.05.14.06 Shawna makes a motion to move forward with lease negotiations. Jo seconds. The motion passes unanimously.

**C. Treasurer Report**

- a. RPS fundraising is currently at \$8500, not including Sun Mountain matching.
- b. Donor Acknowledgement - Will revamp for next year.

**D. President Report**

- a. OSBA Membership - Shauna has template to send to district to maintain our OSBA membership per new requirements. She will work on removing members who have left the board.
- b. HOS Evaluation - Plan to conduct at June meeting.
- c. End-of-Year Appreciation Meal - June 15 at Italian restaurant in NW crossing at 6:30 pm. Board will treat and attend.
- d. The board will meet as usual during summer.
- e. Board Membership - Grant has applied and will be voted on next month. Recruiting a couple of others. Shauna planning to step down as president at end of summer.

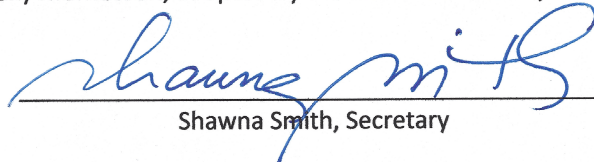
**ANNOUNCEMENTS**

- Next meeting is June 11.
- Rock Paper Scissors is June 3.

The meeting was adjourned at 7:49 pm.

**Certification of Secretary**

I hereby certify that these are a true and correct copy of the minutes of the May 14, 2018 meeting of the Board of Directors of Desert Sky Montessori, adopted by the Board on June 11, 2018.

  
Shawna Smith, Secretary 7/6/18