



Board Meeting Minutes
Desert Sky Montessori
62968 OB Riley Rd Suite A
Bend, OR 97703
November 15th, 2023

November Board Meeting

John Eskew called the meeting to order at 6:16pm.

Present Board Members: John Eskew, Daisy Sexton, Dave Trexler, Heather Marshall, Jenna Wazny

Absent Board Members: Jessica Loukonen, Cara Nowak

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

Meeting Starting:

1. Treasurer Reports

- a. Financials are looking strong year to date. The budget has been adjusted to cover the considerable overhead. Salaries have been increased per usual.
- b. Heather Phillips and Al Colombo are an immense help with the audit. The audit may be delayed, but overall, it is progressing well.
- c. DSM is in better shape than last year.
- d. **Budget Summary:**
 - i. Total Income
 1. Actual: \$712,906.33
 2. Budget: \$715,888.96
 3. Over Budget: \$-2,982.63
 4. % of Budget: 99.58%
 - ii. Total Expenses:
 1. Actual: \$521,897.49

2. Budget: \$595,082.10
 3. Over Budget: \$-73,1874.61
 4. % of Budget: 87.70%
- iii. Other Total Income:
1. Actual: \$32.58
 2. Budget: \$0
 3. Over Budget: \$70,234.56
 4. % of Budget: 158.14%

2. Head of School Report - Heather Phillips

- a. **Belonging** — The culture at our school is amazing.
- b. Input from teachers and students is that the culture is strong.
- c. **Enrollment:**
 - i. Several students are slated to start after the new year.
- d. The goal for enrollment number should hit each goal of max compacity.
- e. **Staffing:**
 - i. The new assistant teacher is Heather Patterson. It is great to have her contribution.
- f. Hannah Gregg, the office manager, will work from home part-time and needs to find a new assistant. She wants to stay involved. We need to assign this item as a new budget category.
- g. There was a tremendous turnout at the McMenamins fundraiser.
- h. The winter fundraiser is going to be on the 29th.
- i. The Gift Campaign is trying to get an involvement of 20k.
- j. There will be new opportunities for students to engage in other cultures.
- k. The community is organizing a food drive, which will continue until the winter break. The goal is to bring 270 boxed meals to people in the community. People can send canned goods at any time.
- l. Dental screenings start tomorrow, November 16th.

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

- a. **Janitorial Updates:**
 - i. The Old Janitorial Service:
 1. The janitorial service was changed on the 9th.
 2. The previous janitors only returned 1 out of 2 keys. They must pay to rekey the property.
 3. They got a quote to rekey the entire property. This task is still pending.
 - ii. The New Janitorial Service:
 1. The new janitorial service started. Everything is already feeling and looking cleaner. This change feels like a significant improvement.

b. New Siding and Door Frame:

- i. The Owl Building received the following updates via volunteers:
 - 1. New siding
 - 2. New paint
 - 3. New framing around the door
 - a. These tasks were completed during conference week. The only costs were materials.

c. Plumbing:

- i. The bathroom and the multipurpose room were attended to. A plumber snaked the toilet. The plumbing was fixed for the short term. However, we do need a long-term solution.
- ii. Deli Thorndarson is looking to replace the entire toilet. The plumbers scoped the toilet. Additional work will be done to determine if this toilet needs replacing.

d. HVAC:

- i. There have been issues with the building's HVAC System.
- ii. The heater will automatically shut off and will not be able to turn back on. The filters in that specific building fill up quickly. It shuts down, creating permanent damage. There has been a quarterly filter change scheduled. The HVAC professionals want to set up the space with a two-inch filter instead of a one-inch.
- iii. Deli Thordarson and the team have been trained on restarting the furnace properly.

e. FODS:

- i. There is a work party being planned. The FODS (Friends of Desert Sky) are looking for help doing an outdoor cleanup.
- ii. The sheds need to be organized.
- iii. Students will be participating in cleanup tasks on Fridays.

f. Aftercare:

- i. Aftercare was not able to fill the spots that they planned for. They are doing a 50% off special from fall to winter to see if they can get more drop-ins.
- ii. The aftercare staff had to have their working hours reduced. A staff member will be sent home early every day.

g. Central Oregon Gives:

- i. Central Oregon Gives had 40 donations.
- ii. We will prioritize the expansion of the middle school with any funds exceeding 20k.

h. McMenamins:

- i. There was an excellent turnout for this event. This current fundraiser was not budgeted at the beginning of the year. The funds raised will be divided equally among all classrooms to support field trip activities.

i. Wreath Sales:

- i. 339 wreaths were sold. This has been the most successful wreath sale so far.

4. Friends of Desert Sky - Jen Baires

- a. The next FODS meeting is slated for tomorrow November 16, 2023

5. Grants - Darlene Weaver

- a. \$50,000 has been awarded to DSM.

- b. An application for \$200,000 in grants is being submitted.
- c. Upon signing the agreement, \$25,000 will be deposited electronically.
- d. The 2nd \$25,000 will be awarded after the New Year.
- e. There will be reporting on this.
- f. This puts DSM in a position for future grants. However, it could take some time.
- g. Another \$3,000 has been awarded for the garden and STEM kits.
- h. One other grant application is currently out. In February, there will be a specific evaluation related to literacy.

6. Approve October Board Minutes

- a. This was uploaded late due to technical issues.
- b. The October board minutes will be ready for review in December.

7. Board President Updates - Jessica Loukonen

- a. The next board meeting will be a week earlier; after the meeting, we will celebrate our hard work throughout the year.
- b. The board will be doing staff gifts. Please Venmo Jessica Loukonen to participate.

8. DSM Expansion Reports Updated (11/15/23) - Dave Trexler

- a. New information came in today. Therefore, some of the content in Dave Trexler's report may be dated.
- b. If the numbers stay static and all students return that we expect will return, we will need space for an additional 17 students. That also includes grades kindergarten through sixth.
- c. There was some shift last year. Some students and teachers decided to leave DSM.
- d. The community has expressed interest in extending DSM from elementary schools to elementary and middle schools.
- e. **A Solution:**
 - i. A Dual Modular could pose as a solution.
 - ii. Several staff members have been excited about shifting to the older group, and several applications have come in for new staff members' positions.
 - iii. Part of the formula is to start middle school with one grade on the current campus with the caveat that we will have to find a new facility. It seems more doable.
 - iv. A 28x64 modular building on the campus could act as an extension option for the school.
 - v. Bend permit center –
 - 1. Referrals have happened. However, it could have been more helpful.
 - vi. Greg Blackmore planning and development.
 - 1. He decided to work with us at a reduced rate.
 - 2. He is going to charge \$600 to get all the permits going.
 - 3. His services will be necessary.
 - vii. We can do this without board approval.

f. Construction Overview:

i. Sewer:

1. Most of the buildings on campus are connected to the city sewer.
2. It is on the street down by where the log play area is.
3. However, the owl building only has gray water and goes down to the septic system.
4. If we apply for the permit, it could trigger a requirement for us to connect the Owl building to the city sewer.

ii. Waterline:

1. It is the best location to connect to the water line, directly behind the Owl building by the parking lot.
2. The pad under the modular will have to be leveled.
3. A fence will need to be built to enclose the area.

iii. The civil engineer Grant Hardgrave spent time walking the campus and gave much insight.

iv. Pre-application:

1. We need to have a pre-application meeting with the city.
2. We need a site plan for this.
3. The civil engineer is willing to do our site plan for free. He would attend the city meeting to determine if this solution is doable.

v. Pending Questions & Todos:

1. Do we need a bathroom?
2. We need to figure out the final accommodations.
3. We need to know about the ADA (Americans with Disabilities) accommodations and make sure we are fulfilling those.
4. There is surveying and construction that needs to happen.
5. The proposal from Grant Hardgrave is \$25,000 just for the engineer.
6. We must determine the access road/roads, agreements, and capacity.
7. We need to get a temporary permit process in place.
 - a. We need to get a permit for the modular/building.
 - i. Consider foundation and architectural requirements.

vi. The timeline will be tight; We must get moving by the first of the year.

vii. There are three options to investigate

1. Using the two modular companies
2. Creating a permanent building
3. Do more investigation on Fields Farm. This could be an excellent option to expand.

g. The civil engineer gave estimates of what things may cost. He would do everything needed except for the work. This budget does not include the actual work.

i. Budget Overview:

1. Delivery and installation cost for modular: \$40,041.00
2. Monthly modular rent: \$3,932/mo.

3. Planning fees w/ Greg Blackmore: \$24,900.00
4. SDC estimated fees: \$169.00
5. SDC charges: approximately: \$1,000-\$2,000 / Student
6. Permit Fess\$10,000.00
7. Utility hook-up fees: \$12,800.00
8. Site leveling: \$6,000.00
9. Foundation & architectural expenses for permanent installation:
Unknown
10. Architecture Fees: Unknown
11. Lawyer Fees: Unknown
12. Utility Location Fees: Unknown
13. Fencing & Security: Unknown
14. ADA compliant pathways: Unknown
15. Modular rent: \$4,000.00
16. Insurance: Unknown
17. Class Materials: Unknown
18. Removal Fees: \$32,987.00
19. Staffing: Unknown: \$110,000.00-\$120,000.00
20. There could be more line items

ii. Next Steps:

1. Meet with a few professionals to discuss the site location for approval
2. Confirm site selection, with all requirements accounted for
3. Follow up on public bids and prevailing wage requirements.
4. Confirm that utilities are directly below the site to ensure safe site preparation and installation.
5. Have the engineering staff prepare the preliminary site plan for the pre-application meeting for the city of Bend
6. Prepare an agenda for the pre-application meeting with the City of Bend, the Community and economic development department, and the planning division.
7. The DSM lawyer will review all contracts and documentation.
8. Figure out how they will build this structure and what the upkeep is. - Jenna Wazny
9. We may investigate another option if this is not a good fit.
10. Jen Baires will discuss these issues at her meeting tomorrow.
11. Dave Trexler will move forward with the \$600.00 fee to start the permitting process.
12. We need to establish a new committee and find a project manager. Jen Baires and Darlene Weaver are going to put this team together. They will connect with people in the DSM community. They need to find a project manager.

9. Additional Items:

- a. Deli Thordarson is thinking about creating a sizzle reel to increase enrollment numbers.
- b. Heather Phillips believes the current pay scale aligns differently from other Montessori schools. She would like to be able to pay our teachers more. Teachers are moving on because we need to be financially competitive.

10. Action Items

2023.11.02.01 Heather Marshall moves to renew John Eskew's term as Treasurer of the Board of Directors. Dave Trexler seconds. John Eskew's term as Treasurer of the Board of Directors is approved by unanimous vote.

2023.11.02.02 Daisy Sexton moves to approve the Visitor Policy. Dave Trexler seconds. The Visitor Policy is approved by unanimous vote.

ADJOURNMENT

The meeting was adjourned to executive session at 7:45pm

Recorded by: Heather Marshall

Minutes approved at 12/13/2023 Board Meeting