



## **Board Meeting Minutes**

Desert Sky Montessori

63175 O.B. Riley Rd

Bend, OR 97703

October 24, 2023

### **October Board Meeting**

Jessica Loukonen called the meeting to order at 6:16pm.

**Present Board Members:** Jessica Loukonen, Cara Nowak, Daisy Sexton, Dave Trexler, Heather Marshall

**Absent Board Members:** Jenna Wazny, John Eskew (attended from 6:16-6:26pm)

**Also Present:** Heather Phillips, Deli Thordarson, Jen Baires, Al Colombo (until 6:26pm), Darlene Weaver

### **Meeting Starting:**

#### **1) Financial/Treasurer Report**

##### **a) Budget vs. Actual:**

- i) The budget has been reviewed for July – September 2023
  - (1) The revenue is \$14k over budget.
  - (2) Considering there is less payroll in the summer compared to the school year, the overall expenses are \$49k under budget.
  - (3) Higher expected costs are due to:
    - (a) An increase in district rent revenue.
    - (b) A payroll Increase.

##### **b) Budget Summary:**

- i) Total Income:
  - (1) Actual: \$577,870.96
  - (2) Budget: \$563,812.64
  - (3) Over Budget: \$14,058.32
  - (4) % of Budget: 102.49%

- ii) Total Expenses:
  - (1) Actual: \$373,191.73
  - (2) Budget: \$446,311.58
  - (3) Over Budget: \$-73,119.85
  - (4) % of Budget: 83.62%
- iii) Other Total Income:
  - (1) Actual: \$21.72
  - (2) Budget: \$0
  - (3) Over Budget: \$21.72
  - (4) % of Budget: 0%
- iv) Deli Thordarson — Since the enrollment numbers are down, the overall payments for these students are down. However, this number can be retroactive with more enrollments.
- v) Darlene Weaver will document a spreadsheet of grants attainable.
  - (1) **TODO:**
    - (a) Darlene Weaver - For the next board meeting, show more specific details for the current fundraising overview and grants. This should be a part of the current fundraising committee.
    - (b) Deli Thordarson – Revisit a more itemized list of these grants and share them with the board.

## 2) Heather Phillips: Head of School Report

- a) **Classroom Overview:** A main highlight is that all classrooms are normalizing. Teachers are creating independent environments where students feel open to collaborate and problem solve.
- b) **Harvest Festival:** Many students participated in the Harvest Festival and submitted proposals; they had to do preliminary work to participate. The students love this and want to participate in other events in the future.
- c) **Kids' night out:** Students and staff really enjoyed this activity.
- d) **New Hires:**
  - i) Sasha Zacheria: New aftercare teacher
  - ii) Heather Patterson: She is the new Beaver class assistant. Heather Patterson is a student success coach by trade.
- e) **New Enrollments**
  - 1) A few kindergarten spots need to be filled. To help things move forward, staff should contact those parents/guardians.
    - (1) There are 170 Students currently at DSM for the 2023-2024 school year. Below is a breakdown of the classrooms:
      - (a) Otter = 25 Students
      - (b) Beaver = 21 Students
      - (c) Wolf = 25 Students
      - (d) Kestrel = 26 Students
      - (e) Antelope = 24 Students

- (f) Steelhead = 24 Students
- (g) Owl = 25 Students
- f) **Conferences:** The parent/teacher conferences are October 25-27th. Teachers are creating booklets and being proactive.
- g) **Newsletters:** A summer camp newsletter will be coming out sooner this year.

### 3) Deli Thordarson: Business Director Report

- a) Janitorial Services
  - i) Current Company
    - (1) The current janitorial company has been notified that its contract will end on December 13, 2023.
    - (2) Desert Sky Montessori had its floors stripped and waxed by them. There was a payment plan created around this high-priced item. Therefore, ending the contract early may create a bubble amount that must be paid when it is terminated.
  - ii) Diane Belanger - Absolute Contractors LLC - New Janitorial Service
    - (1) She is turn-key ready.
    - (2) Can start December 13, 2023.
    - (3) Her bid/fees are \$3,243.57/month or \$38,922.04/year

2023.10.24.01 Jessica Loukonen moves to vote Dave Trexler to another term with the Board of Directors. Heather Marshall seconds. Dave Trexler is voted onto the Board of Directors by unanimous vote.

### 4) Business Director and FODS/Grants Reports

- a) **Harvest Festival:**
  - i) \$64 dollars was spent on this event, and \$3k was raised. People really came together and donated so much. The event was successful.
- b) **Upcoming Fundraiser:**
  - i) Central Oregon Gives: 11/8/23 – 12/31/223
  - ii) Events: 11/29
  - iii) Wreath Event - Pick-Up: 11/29
- c) **Room Parents:** All the classes but one have a room parent.
- d) **Desert Sky Montessori Todos:**
  - i) Someone still needs to head the volunteer committee.

### 5) Jessica Loukonen: Board President Update

- a) The holidays are coming. We need to do something for the staff. OBJ

2023.10.24.02 Jessica Loukonen moves to vote Daisy Sexton to another term with the Board of Directors. Dave Trexler seconds. Daisy Sexton is voted onto the Board of Directors by unanimous vote.

## 6) Expansion Updates

- a) Phase 1: Add a modular by August 1<sup>st</sup>, 2024-25, this could prove a bridge to create a middle school.
- b) This would be two classrooms and it would be ADA (American with Disabilities Act) approved.
- c) There were two quotes as of today. One was for WillScot and one was from Mobile Modulars.
- d) There is still discovery work that is in progress and no decision is being made today.
  
- e) **Company 1 - WillScot:** (More information is coming)
  - i) Removal fees are paid up front.
  - ii) Fees paid for placement.
  - iii) The bidding process requires an answer for public bids, regardless of whether they meet requirements.
  - iv) It is necessary to follow logistics when selecting the site. This item is under investigation.
  - v) Deli Thordarson and her team are working through the pros and cons of the preferred location. One big question is if it is close enough to existing utilities.
  - vi) The process with the city update: – Shelia Pyott went into the Trinity Episcopal School application process for their modulars. DSM is going to need some more help. They need to hire or find someone in the community to work through some pending questions.
- f) **Company 2 -Modulars:** (More information is coming)
  - i) This is not a lease to own option.
- g) **Notes about the project**
  - i) This team met with the school of La Pine land use attorney; He helped direct the team to where they can find answers.
  - ii) The district is concerned, if we take out the loans for all or part of this, it will require some sort of approval process.
  - iii) One issue is the permit application only lasts two years but the lease on these modulars could be for three years. However, Trinity got a permit and has received an extension.
- h) **Next Steps**
  - i) Placement: The placement of these modulars could be where the current basketball hoops are. One large concern is the utility hook up.
  - ii) This area also needs to be considered for being ADA compliant.
  - iii) Bids are only good for a month, they will expire on November 8/9. However, we may be able to use previous bid quotes on related products to find a comparable solution.
- i) Dave Trexler is involved in the research and should have more of a solution by the November board meeting.
- j) Additional resources. We may need to bring in an architect, engineer, a few various kinds of lawyers, and other professionals to get this job off the ground.

## **7) Action Items**

- a) **Visitor Policy:** We were going to Vote to adopt an updated visitor policy. There were a few changes that need to be made to this document. The final review will happen during the November Meeting.
  
- b) **Vendor Policy:**
  - i) Establishing a policy for vendors who come to the school for repairs, such as plumbing, is necessary. A policy needs to be created.
  - ii) They are thinking about having an approved vendor list.
  - iii) Vendors for now will be here after school hours and if there is an emergency they will be supervised.

2023.10.24.03 Daisy Sexton moves to approve the September board meeting minutes. Jessica Loukonen seconds. The Board minutes are approved by unanimous vote.

## **ADJOURNMENT**

The meeting was adjourned to executive session at 7:40pm

**Recorded by: Heather Marshall**

*Minutes approved at the February 2023 Board Meeting*