

**Board Meeting Minutes**

Desert Sky Montessori

63175 O.B. Riley Rd

Bend, OR 97703

August 21, 2023

Jessica Loukonen called the meeting to order at 6:15pm.

**Present:** Jessica Loukonen, Cara Nowak, John Eskew, Dave Trexler, Daisy Sexton

**Also Present:** Heather Phillips, Deli Thordarson, Hannah Gregg, Heather Marshall, Albert Colombo (until 6:38)

**Absent:** Kevin McKennon, Jenna Wazny

**BUSINESS**

1. John Eskew: Treasurer Report
   1. In a good position with the structure used regarding the budget—only minor things to clean up from last year; will be working on financial presentations for the board this year
   2. Budget review for the 2023 fiscal year
      1. Budget vs actual
         1. Albert Colombo: overall net operating income was better than what was budgeted; capital expenditures are due to moving expenses
            1. John Eskew: the move went over budget by a bit, but was fairly close
         2. Albert Colombo: there are a few items in the Uncategorized Income list that will need to be sorted into other budget categories, but overall, the number should not change
      2. Year over year
         1. Albert Colombo: the main drivers for change were the increase in payroll costs and costs due to the move
            1. John Eskew: again, this is what we planned for in years prior

Albert Colombo: as long as the plan was within reason, it will just be a matter of reconciling the details

* 1. Budget review for July 2023: Albert Colombo
     1. Budget to actual: main drivers for the change in numbers were an increase in ADM [Average Daily Membership] revenue and reduced property services; expect to see some wide swings in the monthly budget to actual because of when bills come in
     2. Year over year: similar to last year; main driver for number change was a one-time hit from PERS [Public Employees Retirement System], but DSM was able to absorb that; solid start
  2. Heather Phillips: spoke with Lora Nordquist today: DSM will no longer be able to charge a resource fee to our families per Oregon law—will explain that this is optional to our families; also not allowed a school supply list except for instrument rentals and physical education uniforms; cannot charge for field trips
     1. Daisy Sexton: hopes Heather Phillips will be able to communicate to parents that DSM only receives 80% funding from the district

1. Heather Phillips: Head of School Report
   1. Staffing: Louise Wilson will be starting as the Assistant Head of School this year
   2. Transparent classroom (an online record keeping system designed for Montessori schools) will used by teachers again this year, but also shared with parents
   3. Friends of Desert Sky [FODS] will oversee fundraising events and community building activities throughout the year
      1. They will be starting a care community focused on caring for our families (meal trains, sending cards, etc)
      2. Will be organizing the Giving Tree this year and possibly heading the Backpacks for Bend program
      3. Positions filled in FODS so far: Jennifer Baires, President; Anastasia Goldfarb, Treasurer; Kristen Banks, Fundraising Committee Chair
2. Deli Thordarson: Business Director Updates
   1. The work party scheduled for last Saturday was pushed to this coming Saturday due to air quality; jobs to be done on the inside of the buildings and the grounds
   2. Purchased some fixtures to increase the safety in the Casa Building, but the long-term plan will include changing the locks
   3. 2 additional security cameras have been installed: one outside the main building and one in the foyer
   4. The recycling cans have been stolen twice this summer—looking into a padlock for the recycling hut; police will trespass the thief from the property if caught
   5. Floors have been stripped and waxed at a substantial cost—fee was roped into the initial contract for our new janitorial team and replaces the quarterly deep cleaning originally agreed upon; recommended to replace the flooring or cover them in the near future to cut down on maintenance; property manager offered to oversee the project, but not to finance it
   6. Would like additional air purifiers for the school due to the smoke
      1. Daisy Sexton: wonders if someone could talk to Lora Nordquist about this as it is a safety issue
3. Jessica Loukonen: Board President Updates
   1. Would like for board members to stop by school next week to welcome teachers and staff back for the year
   2. Goals for the year: financials for expansion to accommodate DSM’s current student population; continued monthly coffee talks; board retreat
      1. John Eskew: wonders if the Middle School Task Force is up and running
         1. Jessica Loukonen: there has been a pause over the summer; it needs to be an expansion task force at this point—plan for the board to discuss this regularly over the school year

**ADJOURNMENT**

The meeting was adjourned to executive session at 7:01pm.