



Board Meeting Minutes
 DSM School, Bend OR
 July 10th, 2017

I.	Call to Order	6:05pm by Shelly Phillips	
II.	OPEN FORUM	A few potential parents are in assistance. Q&A session pushed to the end of meeting.	
III.	Attending	Shelly Phillips Shauna Michaels Tia Hanson	Rose Archer Courtney Reeves
	Absent	N/A	
	Also Present	Jodie Borgia, Julia Sutter, Sara Yourston, Trista Schmerber, Bonnie Walker, Sarah Compton	Pamela Seidel, Zach Beckwith, AJ Franzke, Heather Dommershawsen, Tanya Beard.

Business:

A. Update on Staffing:

Jodie Borgia reports that we are still looking for one more elementary teacher, a SPED teacher and two afterschool care teachers.
 We are received one SPED application but are looking for more. All resumes can be sent to Info@dsmontessori.org
 Health benefits will begin on September 1st for all employees hired thus far. All new employees will be eligible for benefits after 30 days of hire.
 Staff Training for NVC is on August 29th from 9-1. All staff must be present, we will hold one with parents later in the school year.
 Shelly is working with the attorney on IT contract.

B. Enrollment:

Jodie Reports we have 10 spots left. 98 are officially enrolled as of Monday July 10th.
 Jodie and Julia will work together to create a back up plan if we cannot fill the 3rd grade.
 We are still accepting applications for all grade levels
 Julia and Jodie worked together to create the before and afterschool care rates. We voted to approve the \$85.00 before care and \$185.00 afterschool care. We also will offer a 15% second sibling discount and a 25% any additional children discount.
 We are still sorting out a start time but it will be either 7 or 730am start.

C. Update on Facilities

Julia reports that all construction for E Occupancy is going to be done by Friday July 14th.
 The construction crew is still working on painting and the outdoor curbs as well as a few other minor things.
 Fencing and outdoor space will go in in August

We have received 3 of 4 sets of materials and will finish ordering by Friday July 14th.
Signage: Julia check in with the sign company on Monday July 10th and it is still with permitting with the city. Julia will check in with the city to see if we can speed up the process.
Fire marshal approved all fire exits as is, no adjustments are necessary at this time. General contractor is working extra hard and has been doing everything we asked even with all our changes. We will owe him more than originally quoted but are okay with it as he is very reasonable and easy to work with.. especially with all the changes we have asked for.
Hoping to be out of E-occupancy about 1 August.

D. Update on Grants committee

We have spent almost all of the 100,000-planning grant. We did have to make a few adjustments to where we spent money due to needing more in materials and furniture.
We need to schedule a grant meeting for updates and hopefully find a grant chair to lead the grants committee to update grant info and future write-ups for future grants.

E. Update on Fundraising

Rochambeau tournament update: July 30th, at 1 PM. Atlas Cider.
We have \$6,000.00 in monetary sponsors at this time.
Posters were distributed to board members to put up throughout town.

F. Update on Marketing

Contract with Holly Roberson will include all out future social media and she will update our website. We are still trying to sort out her contract and the exact things that will include.

G. Update on Finances

Julia is working with ADP and has determined it is more beneficial to begin payroll on August 13th with the first pay date being September 1st.
We have purchased a nonprofit quick books program.
First ADM funds are on the 25th of the month.
We are condensing our bank accounts and have closed one with a few more in progress.
We have decided opening credit cards won't help us in the future so no credit cards will be open in DSM name.
We also will reapply for ACH withdrawal abilities
We will hold off on Janitorial service contracting until the 1st of October.
Jodie, Shelly and Julia met to finalize the operational budget.
We will hold of on voting on operational budget approval so board members have more time to go over it. We will hold a special vote on Tuesday July 17th at 530pm at DSM.

H. Board Affairs:

Shelly wants all board members aware that we are an official public entity and are considered Public Officials. Please keep this in mind at all times.
We are working on board training schedule.

	<p>All board members need to keep a physical binder for official board meeting agendas, notes and minutes. We also need to write up a paragraph or so of official board duties.</p> <p>We are still looking for more board members and also for someone with a finance background.</p>
<p>Affairs: 2017.07.10.01</p> <p>2017.07.10.02</p> <p>2017.07.10.03</p> <p>2017.07.10.04</p>	<p>A. Approval of Minutes from June 2017 meeting Vote: Unanimous approval from board.</p> <p>B. Vote for Julia Sutter and Jodie Bogia to change classroom numbers on enrollment if necessary after July 31st. Rose motions to vote for Julia and Jodie to make changes to enrollment if necessary. Courtney Seconds Vote: Unanimous approval.</p> <p>C. Vote to hire Holly Roberson for Website revamp and social media marketing. Rose motions to hire Holly Roberson to redo the website. Shauna seconds Vote: Unanimous approval.</p> <p>D. Vote for approve before and afterschool care prices Courtney motions to approve the before school and aftercare prices. Shauna Seconds Vote: Rose abstains. We received 4 other yes votes.</p>

Certification of Secretary

I hereby certify that these are a true and correct copy of the minutes that were adopted by the Board of Directors of Desert Sky Montessori on [date].


 X _____ 07/12/17
 Shauna Michaels
 Secretary of the Board