



**Board Meeting Minutes**  
 DSM School, Bend OR  
 August 14<sup>th</sup>, 2017

I.	<b>Call to Order</b>	6:03pm by Shelly Phillips	
II.	<b>OPEN FORUM</b>	A few potential parents are in attendance. Q&A session pushed to the end of meeting.	
III.	<b>Attending</b>	Shelly Phillips Shauna Michaels Tia Hanson	
	<b>Absent</b>	Rose Archer Courtney Reeves	
	<b>Also Present</b>	Jodie Borgia, Julia Sutter, Bonnie Walker, Pamela Seidel, Pascaline Ocana	


Business:	<p><b>A. Head of School:</b></p> <p><b>Enrollment:</b>          Jodie Reports we have 8 spots left. 101 are officially enrolled as of Monday August 14<sup>th</sup>.          We are still accepting applications for all grade levels. We are starting Kindergartens waitlist.</p> <p><b>B. Hiring:</b>          We have hired all Head and Assistant Teachers. We are still looking for one after school aid.</p> <p><b>C. Classroom setup:</b>          All families were invited to the school on Saturday the 12<sup>th</sup> to build furniture and help with outdoor cleanup. We had about 80 families show up. Teachers are able to start working in their rooms once the E-Occupancy is complete. The teachers will officially begin work on the 23<sup>rd</sup>.</p> <p><b>D. Parent Orientation Night:</b> Parent Orientation night is Scheduled for July 31<sup>st</sup>. Teachers have also set up dates and times to meet classes before school begins.</p> <p><b>E. Policies:</b> See head of school report for list of policies.</p> <p><b>Business Managers Report:</b></p> <p><b>A. Insurance:</b> We now have all our policies with Payne West.</p> <p><b>B. Holly Marketing:</b> Holly is helping to manage the website and social media. We are requesting a reduced cost due to not using her program for the website.</p> <p><b>C. Occupancy Permit:</b> Occupancy Permit is approved. Jodie will send a copy of it to the Bend-LaPine School District.</p>
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	<p><b>D. Facility Update:</b> Facility construction is complete and invoice will be paid with implementation funds. Fencing is to go in August 21<sup>st</sup> and 22<sup>nd</sup>.</p> <p><b>E. Fundraising:</b> We raised \$10,000 from the Rock Paper Scissors Contest.</p> <p><b>F. Purchasing:</b> All classrooms have their budget and they are getting what materials they need.</p> <p><b>G. Accountant:</b> Will review the budget and QuickBooks for accuracy.</p> <p><b>H. Payroll:</b> Julia will go to training with ADP</p> <p><b>I. PERS:</b> Finalizing with PERS by the end of the week.</p> <p><b>J. Budget:</b> Please see attached revised annual budget. The attorney will be paid off by the end of the month. Bill the architect is paid off.</p> <p><b>K. Security:</b> Jared will write and review the IT Policies, he is also looking for a camera receiver.</p> <p><b>L. Mail:</b> Mail is forwarded from P.O. Box: also changed from Shelly to Jodie.</p> <p><b>M. Grants Committee:</b> Grants committee will meet Friday at 10am.</p> <p><b>President of the Board:</b></p> <p><b>A. Strategic Planning:</b> Melissa has proposed a plan that would cost DSM about \$5500.00. We are working with her on reducing that amount. We also are trying to schedule Board Training Oct. 28<sup>th</sup> with Melissa.</p> <p><b>B. Board Recruitment:</b> Shelly will continue to reach out to individuals but needs help from other members. We are also looking into pushing the cost of background checks for volunteers onto the parents/volunteers.</p>
<p>Affairs:  <b>2017.08.14.01</b>   <b>2017.08.14.02</b>   <b>2017.08.14.03</b>   <b>2017.08.14.04</b></p>	<p><b>A. Approval of Minutes from July 2017 meeting</b>  Vote: Unanimous approval from board.</p> <p><b>B. Vote to approve the Firearms Policy</b>  Tia motions to vote approve the Firearms policy  Shauna Seconds  Vote: Unanimous approval.</p> <p><b>C. Vote to approve the Tobacco Free Environment Policy</b>  Tia motions to approve the Tobacco Free Environment Policy  Shauna seconds  Vote: Unanimous approval.</p> <p><b>D. Vote for approve the Compulsory Attendance Policy</b>  Shauna motions to approve Compulsory Attendance Policy.  Tia Seconds</p>

<p><b>2017.07.10.04</b></p>	<p>Vote: Unanimous approval.</p> <p><b>E. Vote to approve Melissa to do strategic planning pending contract negotiations.</b>  Shauna Votes to approve Melissa to do Strategic Planning  Tia seconds  Vote: Unanimous approval</p> <p><b>F. Vote to approve Bonnie Walker onto the Board</b>  Tia motions to vote Bonnie Walker onto the DSM Board  Shauna Seconds  Vote: Unanimous approval</p> <p><b>G. Vote to approve the revised annual budget</b>  Shauna Motions to vote the advised annual budget  Tia Seconds  Vote: Bonnie abstains.</p>
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**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].


09/15/17  


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Shauna Michaels  
Secretary of the Board