



Board Meeting Minutes
 Eagle Landing Club House, Bend, OR
 December 1st, 2015

I.	Call to Order	17:40 by Shelly Phillips	
II.	OPEN FORUM	All attendees introduced themselves.	
III.	Attending	Bobbie Forsyth Shelly Phillips Kelley Benson Pascaline Ocana Aaron Kitchell (left at 18:15) Sarah Cox	Alexis Lukoff Toni Grinder Rose Archer Julia Sutter Tim Pieters
	Absent	n/a	
	Also Present	Bill Schertzinger Shannon Witcroft Ron Bonja	Louise Wilson Emmy Bonja
IV.	Action Items	<p>A. Approval of Minutes Sarah made a motion to approve the minutes from last board meeting (November 3rd, 2015), pending changes regarding Kelley’s abstaining from vote on Action Item E and Jennifer’s comment about “underserved” under Business Item F. Kelley seconded the motion. Vote: Unanimous approval.</p> <p>B. Vote to approve new application/addendum For Bend (student body: 300/360/398) Pascaline made a motion to approve new application/addendum. Alexis seconded the motion. Vote: Unanimous approval. For Redmond (student body: 300/360/398) Kelley made a motion to approve new application/addendum. Pascaline seconded the motion. Approval Vote: Bobbie, Shelly, Kelley, Pascaline, Sarah, Alexis, Toni, Julia, Rose. Tim abstained</p> <p>C. Vote to attend WinterFest, February 12th-14th, 2016 Kelley made a motion to attend WinterFest, February 12th-14th, 2016 in Bend for a fee of \$175. Pascaline seconded the motion. Vote: Unanimous approval.</p> <p>D. Vote to approve amending Non-discrimination Policy to read “against any individual with disabilities” instead of “against any student with disabilities” Rose made a motion to amending Non-discrimination Policy to read</p>	
	2015.12.01.01		
	2015.12.01.02		
	2015.12.01.03		
	2015.12.01.04		

		<p>“against any individual with disabilities” instead of “against any student with disabilities”.</p> <p>Sarah seconded the motion. Vote: Unanimous approval.</p>
	2015.12.01.05	<p>E. Vote to attend Montessori Northwest job fair in Portland Julia made a motion to attend Montessori Northwest job fair in Portland on March 5th, 2016 for a fee of \$75. Kelley seconded the motion. Vote: Unanimous approval.</p>
	2015.12.01.06	<p>F. Vote on officers: Shelly/Bobbie-Co Presidents Julia made a motion to approve the re-election of officers: Shelly & Bobbie as Co-Presidents of the Desert Sky Montessori Founding Board Kelley seconded the motion. Approval Vote: Kelley, Pascaline, Sarah, Alexis, Toni, Julia, Rose, Tim. Bobbie, Shelly abstained.</p>
	2015.12.01.07	<p>G. Vote on officers: Kelley/Pascaline-Co Secretaries Alexis made a motion to approve the re-election of officers: Kelley & Pascaline as Co-Secretaries of the Desert Sky Montessori Founding Board Rose seconded the motion. Approval Vote: Bobbie, Shelly, Sarah, Alexis, Toni, Julia, Rose, Tim. Kelley, Pascaline abstained.</p>
	2015.12.01.08	<p>H. Vote on officer: Aaron-Treasurer Julia made a motion to approve the re-election of officer: Aaron as Treasurer of the Desert Sky Montessori Founding Board Toni seconded the motion. Approval Vote: Bobbie, Shelly, Kelley, Pascaline, Sarah, Toni, Julia, Rose, Tim. Alexis abstained.</p>
	2015.12.01.09	<p>I. Vote on officer: Sarah-Bookkeeper Kelley made a motion to approve the election of officer: Sarah as Bookkeeper of the Desert Sky Montessori Founding Board with all rights pertaining thereto, including but not limited to co-signing on the Desert Sky Montessori bank account at Bank of the Cascades Rose seconded the motion. Approval Vote: Bobbie, Shelly, Kelley, Pascaline, Alexis, Toni, Julia, Rose, Tim. Sarah abstained.</p>
V.	Business	<p>A. Formally acknowledge resignation of a voting member: Jennifer Clark Shelly confirms Jennifer has resigned from the Board.</p> <p>B. Formally acknowledge resignation of an officer: Aaron Kitchell, Treasurer Aaron explains his reasoning behind his decision. Shelly confirms Aaron has resigned from his position of Treasurer of the Board. He remains a voting Director of the Desert Sky Montessori Board. Rose explains her position of gratitude toward all volunteer board members.</p>

		<p>C. Discuss reinstating Aaron Kitchell as Treasurer (to be voted at meeting end) Shelly & Bobbie confirm Aaron’s willingness to be re-elected as Treasurer of the Board, subject to the increase in membership onto the Finances Committee. Shelly, Tim and Sarah agree to join Desert Sky Montessori Finances Committee.</p> <p>D. Discuss adding Sarah as bookkeeper (to be voted at meeting end) Shelly confirms Sarah’s willingness to be elected as Desert Sky Montessori Bookkeeper.</p> <p>E. Update on process with Axiom Aaron & Bobbie confirm Axiom’s willingness to fund land purchase and renting portables in 2016 while constructing building (to open in 2017). Desert Sky Montessori would not need to pay lease for land but portables would need to be a separate line item on the budget therefore reducing loan funds available for construction. Unless Desert Sky Montessori finds a company that would agree to lease portables for a monthly fee. Aaron advises we delay opening school until 2017. Discussion from the Board concludes that we will open in 2016 in portables due to potential loss of interest from community.</p> <p>F. Discuss proposed admin positions and other non-teaching staff for school Aaron confirms the School Director, Business Administrator/Accounting, Admissions/Bookkeeper/Secretary are the only three (3) none teaching paid positions in Year 1.</p> <p>G. Update of budget and controls, meeting Robert Goetz Aaron & Tim confirms meeting with Robert, CPA. Robert revised the controls document and budget.</p> <p>H. Discuss changing banks - Cascade may start charging us once we will need multiple accounts for Desert Sky Montessori Board/Schools/etc. Pascaline will contact Cascade for confirmation and Mid-Oregon Credit Union to see how they would help.</p> <p>I. Discuss applying for credit card to start building credit history Shelly confirms the need for Desert Sky Montessori to start building a credit history. Board agrees. Credit Card options will be researched.</p> <p>J. Introduce & discuss Jeff Menzel coming on board as voting member, construction liaison Julia confirms having met and talked with Jeff (ill tonight, therefore not present). She confirms his willingness to be voted onto the board and leading the Construction Committee with Tim. She will send him the Board Application Packet. Construction Committee will schedule a work session within coming weeks in order to coordinate efforts.</p> <p>K. Discuss proposed new bylaws and changes we would like to see if</p>
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2015.12.01.10	<p>any Bobbie confirms new bylaws will need to be revised during our January Board Training as per Charter Starters' advice. Therefore, resubmission to the district will include old bylaws.</p> <p>L. Discuss Board Training from Charter Starters (Voted/Approved as Out-of-Meeting) Bobbie confirms having contacted Charter Starters for our annual Board Training, scheduled for Jan. 9th, 2016. They will send us all the material needed based on the information we provided them.</p> <p>M. Update on resubmission - Friday Dec. 4th in Bend, soon thereafter in Redmond Shelly confirms timetable.</p> <p>N. Discuss opening schools with 300 in Year 1, 360 in year 2, up to 398 in year 3 Pascaline confirms enrollment numbers in order to open with portables while building is constructed. In year three, increased enrollment will be housed in building without any additional construction needed. Discussion from the Board as to applying the same strategy in both districts concludes that we will open in same manner in both districts.</p>
2015.12.01.11	<p>O. Discuss length of school year Discussion from the Board as to applying the districts' school schedule concludes to the approval of Early Release Wednesday and In-service Days. Rose made a motion to approve following the Bend/Redmond School calendar. Toni seconded the motion. Approval Vote: Bobbie, Shelly, Kelley, Pascaline, Sarah, Toni, Julia, Rose, Tim. Opposing Vote: Alexis.</p> <p>P. Update on grants Julia confirms having reached out to volunteers, Kathy Oxborrow (grant writer) in order to spearhead our grant writing efforts. Grants Committee will schedule a work session within coming weeks in order to coordinate efforts.</p> <p>Q. Discuss hiring grant writer. Bobbie's dad might cover cost but would want to be reimbursed Julia will research and get quotes from potential grant writer to pass onto Bobbie for her father.</p> <p>R. Discuss renting a lockbox at the bank for records keeping and renting a storage space for archive purposes. Item deemed unnecessary by the Board at this time. Will be revisited when need arises.</p> <p>S. Discuss and finalize choice of committee(s). Review committee membership All board members have chosen. Bobbie will send the list of committees to volunteers.</p>

		<p>T. Create Staff Recruitment/Hiring Committee/Other Committees Louise Wilson has agreed to lead the Hiring Committee. Julie Wand has agreed to join Desert Sky Montessori as an unpaid Interim Director.</p> <p>U. Discuss “Hello Sign,” “Easy Sign” (and others) as options for board members to sign documents electronically Discussion from the Board as to using an online, secured means for signing documents concludes to the use of the free service “Hello Sign.”</p> <p>V. Discuss Board meeting day: Does Tuesday or Thursday work better for a majority of members Kelley confirms time conflict for Tuesday monthly board meeting. The Board agrees to move our monthly board meeting to Thursdays starting in January 2016. Julia confirms time conflict for 5:30 PM start time for monthly board meeting The Board agrees to move our monthly board meeting to 6:00 to 8:00 PM starting in January 2016.</p> <p>W. Create list of volunteers for snacks provided at monthly meeting Pascaline will send a sign-up to everyone.</p>
VI.	Announcements	<p>A. Board meeting, January 7th, 2016 - Ridgeview High School, Sky Box, Redmond, 6:00-8:00 PM - TBD will provide snacks</p> <p>B. Desert Sky Montessori’s Board Annual Retreat, January 9th, 2015 - Eagle Landing Club House, Bend, 9:00 AM-3:00 PM - Bobbie will provide lunch, Pascaline will provide desserts and Rose will provide drinks</p> <p>C. Winter Fest, February 12th-14th, 2016 - Bend</p>
VII.	Adjourned	Time: 19:56 by Shelly

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 December 1st, 2015.

