



**Board Meeting Minutes**  
 Ridgeview High School, Redmond, OR  
 November 3<sup>rd</sup>, 2015

I.	<b>Call to Order</b>	18:15 by Bobbie Forsyth	
II.	<b>OPEN FORUM</b>	All attendees introduced themselves.	
III.	<b>Attending</b>	Bobbie Forsyth Shelly Phillips Kelley Benson Pascaline Ocana	Jennifer Clark Sarah Cox Alexis Lukoff Toni Grinder
	<b>Absent</b>	Aaron Kitchell	
	<b>Also Present</b>	Leanna West Caroline Read-Mullins Julia Sutter Dawn Cowan Stephanie Michelle	Tim Pieters Louise Wilson Tori Gettinger Melissa Lutz
IV.	<b>Action Items</b>	<p><b>A. Approval of Minutes</b>                  Bobbie made a motion to approve the minutes from last board meeting (October 6<sup>th</sup>, 2015).                  Shelly seconded the motion.                  Vote: Unanimous approval. Alexis &amp; Jennifer abstained.</p> <p><b>B. Vote to approve amended Bylaws (Re: additional of Executive session before monthly board meetings)</b>                  Alexis made a motion to approve amended Bylaws pending legal verbiage being written by Matthew Lowe.                  Toni seconded the motion.                  Vote: Unanimous approval.</p> <p><b>C. Vote on new members to the board, Rose, Julia, Melissa, Tim</b>                  Vote: Anonymous.                  Results: Approval for Rose, Julia and Tim.                  Melissa withdrew her application onto the board and will be joining a committee.</p> <p><b>D. Vote to approve allocation of tickets to a deserving person/family</b>                  Bobbie made a motion to approve allocation of tickets.                  Alexis seconded the motion.                  Vote: Unanimous approval.</p> <p><b>E. Vote to amend Master Charter Application to read “Charter School Sponsor” instead of Bend-La Pine/Redmond School District</b>                  Jennifer made a motion to amend Master Charter Application.                  Shelly seconded the motion.                  Approval Vote: Bobbie, Shelly, Pascaline, Jennifer, Sarah, Alexis, Toni.                  Kelley abstained</p> <p><b>F. Vote to approve the outline of Parent-Student handbook</b>                  Bobbie made a motion to approve the outline of Parent-Student handbook, pending revision to read “living document, subject to revisions as required”.</p>	

	2015.11.03.07	<p>Toni seconded the motion. Vote: Unanimous approval.</p> <p><b>G. Vote to approve Desert Sky Montessori Policy to vote member onto the board</b></p> <p>Pascaline made a motion to approve policy. Shelly seconded the motion. Vote: Unanimous approval.</p>
V.	Business	<p><b>A. Report on Bend Hearing (official letter not approving our application, deadline for submitting answer, Nov. 27<sup>th</sup>).</b> Shelly led the discussion, summarizing the letter/feedback we received following our hearing in Bend. We will resubmit a complete application with revisions as per their recommendations, deadline is Nov. 27<sup>th</sup>.</p> <p><b>B. Discuss Kindergarten addition in Bend, number of student body.</b> Shelly announced our intent to add 1 Kindergarten class in Bend. Pascaline led the discussion on student body, presenting two plans to stagger-start our numbers, as per district recommendations. Board prefers Plan B - fast additions of students from 230 in year 1 to 420 in year 3. Jennifer will analyze financial data to see if Plan is viable.</p> <p><b>C. Report on Redmond Submission (update).</b> Jennifer led the conversation reporting on her findings from ODE regarding Sp.Ed. Jennifer led the conversation reporting on her review of the application listing all that is missing. Board agrees to schedule as many work sessions as necessary to review the Master Application with Addendum for Bend and Addendum for Redmond.</p> <p><b>D. Update on Harvest Fundraiser including ticket sales, food handler card, dessert tray, potential babysitter for board members (potential vote), raffling business baskets, sale of prepped food, art t-shirts, wrapping paper.</b> Bobbie will send update on ticket sales. All helper need to get food handler's card. All board members will make a tray of dessert for 40 people and will send to Pascaline the item they will make for menu/sales cards. No need for babysitter. Raffle/auctions items, donations should be pick-up within next week.</p> <p><b>E. Discuss and vote on approving allocation of tickets to a deserving person/family (Bobbie).</b> Bobbie led the discussion and Board voted.</p> <p><b>F. Report on meeting with Representative Gene Whisnant.</b> Kelley &amp; Jennifer led the conversation. Kelley specified that language about us should be revised to include the notion of "all-inclusive". Jennifer specified the need for Sp.Ed. and to follow the money (title I, title II). She advised that language of mission statement should be revised to include the notion of "underserved".</p> <p><b>G. Discuss Redmond Christmas parade.</b> Toni has agreed to lead the float decorating committee. Bobbie will bring her the trailer to use. Theme "We need a little Christmas", from Broadway musical.</p> <p><b>H. Update of budget and controls. (Update on Aaron)</b> Aaron will stay on Board, Financial Committee will include Tim &amp; possibly Andrea Perkins</p>

	2015.11.03.08	<p><b>I. Discuss and choose a date for Desert Sky Montessori Board Annual Retreat (Dec? mandatory, board governance training).</b> Pascaline will organize a training/retreat day contacting Jennifer's mother for advice, training.</p> <p><b>J. Discuss Administration Team of Desert Sky Montessori School(s).</b> Discussion focused on 2 directors, 1 business administrator &amp; 1 HR administrator.</p> <p><b>K. Discuss the different committees, who wants to work where.</b> Pascaline will send the complete list of committees with respective duties. All board members will decide where they fit best.</p> <p><b>L. Discuss retaining Matthew Lowe as Desert Sky Montessori's attorney (payment of retainer fee, \$1000, and payment plan for legal fees, \$250/hour)</b> Shelly made a motion to set aside \$1000 to pay Matthew Lowe's retainer. Alexis seconded the motion. Vote: Unanimous approval. Matthew is to report back to board/financial committee for every 2 hours billed. Shelly and Alexis agreed to be financially responsible and guarantee the lawyer's fees should the school not be approved and funds not be available.</p> <p><b>M. Miscellaneous:</b> Shelly has registered Desert Sky Montessori for a business license in Bend with the Chamber of Commerce.</p>
VI.	Announcements	<p><b>A.</b> Tickets sale at Coastal on Nov. 7<sup>th</sup> from 11 am to 4 pm</p> <p><b>B.</b> Desert Sky Montessori's First Annual Harvest Dinner Nov. 12<sup>th</sup>, 2015 - location American Legion Post 44, Redmond</p> <p><b>C.</b> Work Sessions, Nov. 5<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup> and 15<sup>th</sup> various times, various locations</p> <p><b>D.</b> Board meeting, December 1<sup>st</sup>, 2015 - Eagle Landing, Club house, Bend, 5:30-7:30 PM - Pascaline will provide snacks</p> <p><b>E.</b> Desert Sky Montessori First Annual Retreat on Dec. 13<sup>th</sup>, 2015, Time &amp; Location TBD.</p>
VII.	Adjourned	Time: 20:00 by Bobbie

### 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 1<sup>st</sup>, 2015.

