



Board Meeting Minutes
 Eagle Landing, Bend, OR
 February 4th, 2016

I.	Call to Order	18:07 by Shelly Phillips	
II.	OPEN FORUM	All attendees introduced themselves.	
III.	Attending	Shelly Phillips Kelley Benson Pascaline Ocana Sarah Cox	Alexis Lukoff Julia Sutter Aaron Kitchell (on the phone) Toni Grinder
	Absent	Bobbie Bolton Rose Archer	Tim Pieters Jeff Menzel
	Also Present	Sue Aikens Tori Gettinger	Melissa Lutz Christina Sevilla
IV.	Action Items 2016.02.04.01 2016.02.04.02	<p>A. Approval of Minutes from January 7th meeting Kelley made a motion to approve the minutes from January 7th board meeting. Alexis seconded the motion. Vote: Approval from Shelly Phillips, Kelley Benson, Pascaline Ocana, Sarah Cox, Alexis Lukoff and Julia Sutter. Toni abstained due to her being absent last month.</p> <p>B. Approval of Minutes from January 18th meeting Alexis made a motion to approve the minutes from January 18th board meeting. Sarah seconded the motion. Vote: Unanimous approval.</p>	
V.	Business	<p>A. Update from Finance Committee. Sarah updated on account balance: \$600. She advised we start the Krispy Kreme fundraising campaign ASAP.</p> <p>B. Update from Grants Committee. Pascaline confirmed us receiving the \$100,000 Planning Grant from ODE. Shelly confirmed that ODE will hold the money for us until the next grant cycle, in May 2016. Julia confirmed that Shirley has stopped working on our 10 private grants. She will resume at no additional cost no later than November 15th 2016 or until we are approved in one district, whichever comes first.</p> <p>C. Update from Fundraising Committee. Pascaline presented the 2016 Fundraising Plan, including the Krispy Kreme campaign to take place this month (1 dozen for \$12 Est. 300 dozen sold for a net profit of \$3,000) and the partnership with Craft Kitchen (proceeds from kids' menu would be donated to us, Est. net profit of</p>	

\$3,000). Pascaline will make the Fundraising Plan available on the Drive.

D. Update from Construction Committee.

Committee met with numerous G.Cs and will make recommendation at a later meeting.

E. Update from Hiring Committee.

Shelly expressed the idea of halting all hiring efforts until early 2017.

F. Update from Marketing Committee.

TBA

G. Update from Application Committee.

Shelly confirmed efforts looking to budget expert/consultant based on referrals from ODE and Superintendent McIntosh. Committee will also contact Melissa @Lewis and Clark, and Liz @Ivy.

H. Update from Parent Advisory Committee.

Committee will look into developing policies.

I. Discuss changes to the DSM website and brochure design.

Kelley worked on brochure overhaul.

Board will work on a comprehensive marketing plan for the next 3 years with Brochure/Website consistency, targeted mailer and ads in newspaper.

Shelly and Bobbie will meet with Jim to revamp the website + working on a video

J. Notice was given for:

- Head of committee to notify Bobbie ASAP when meeting is planned for public notice purposes. Secretary of committee need to forward to Pascaline notes/minutes of meeting ASAP after meeting for recordkeeping purposes.

- All to members commit to check email once a day and respond in timely fashion to communications.

K. Results from Redmond denying completeness review.

Shelly and Bobbie will meet with Superintendent McIntosh on Monday to discuss our next move. They will ask for referrals for school accountants/education budget experts

Kelley talked about the timeline looking forward to open in 2016, not feasible. But we could build for 2017.

We will revise smaller enrolment numbers and lower grades.

Aaron talked about adjusting budget to better meet Redmond requirements.

Pascaline will develop a plan for 150 students.

Shelly will ask Melissa for her budget and her RTI solutions.

L. Next steps in Bend.

We will delay reapplying in Bend in Spring. We will delay talking to officials.

M. Other items from the agenda were discussed:

1-Board Recruitment-Need Teacher or education expert.

		<p>2-Shelly will set up a Bookkeeping meeting with Katie, Sarah, and Christee Cook to discuss nonprofit bookkeeping rules and how to proceed when grants start coming in.</p> <p>3-Items deemed unnecessary at this time:</p> <ul style="list-style-type: none"> - Additions to planning budget- hire a payroll service as soon as we have a payroll. - Discuss whether to spend the money to do the national teacher recruiting. - Possibly purchasing a laptop soon so that we can put Quickbooks on it and have Sarah do all the bookkeeping on it until we hire a director.
VI.	Announcements	A. Board meeting, March 4 th , 2016 - Ridgeview high school, Redmond, 6:00-8:00 PM - Bobbie will provide snacks.
VII.	Adjourned	Time: 20:00 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 [date when minutes are approved].

